

Village of Oak Park
Emergency Operating Plan

ANNEX K - MORTUARY SERVICES

STATEMENT OF PURPOSE

The purpose of this annex is to identify the role of the Cook County Medical Examiner (CCME) during natural or manmade emergencies or disasters. This annex establishes policies and procedures for the collection, identification, and disposition of dead persons during extraordinary emergencies. Adequate care and storage of human remains is essential in the determination of cause and manner of death. Additionally, personal effects must be inventoried and protected and next of kin must be located and notified.

The Village will operate in a support function only for mortuary services and will assist the Cook County Medical Examiner (CCME) to the best of its ability as requested.

SITUATION

The Village is susceptible to a major emergency or disaster that could lead to a large number of fatalities. Transportation disasters, environmental or natural hazards, medical and health hazards or national attack can produce fatalities that would strain or overwhelm normal capabilities of the Police department, local hospitals and the CCME's Officer. Under such adverse conditions, demands for services could increase readily while the ability to provide services, special skills and equipment diminishes.

In situations that require temporary local storage of remains, the CCME will activate their memorandum of understanding with local and regional assets. If requested by the CCME and in the event that a local mass morgue facility is required for temporary storage, an arrangement exists between the Village of Oak Park and the Park District to use their facilities in the best interest of the public. Contact would be made by the CCME, Oak Park Public Health Director and/or Chief of Police to the Park District Executive Director and proper Facility Manager.

ASSUMPTIONS

The first response to a mass casualty/fatality incident that occurs within the Village would be Fire and Police Services. As the need for medical examiner services becomes evident, the CCME will be notified by the Oak Park Police Department. Additional personnel for medical examiner services may be obtained from adjoining counties, State and Federal Government Agencies at the request of the CCME.

CONCEPT OF OPERATIONS

Initial request for medical examiner services will be placed to the CCME's office by Oak Park law enforcement or fire service officials. Additional resources will be provided as requested by the Medical Examiner in charge at the scene. Following the elimination of pending dangers by fire, police and Emergency Medical Services, and after any injured have been rescued and removed, the on-scene Medical Examiner in cooperation with fire, police, Emergency Service Disaster Agency, and other authorized security and investigators, shall take charge of the death scene, and complete those actions deemed necessary. Following the activation of this plan where public health issues are a concern, or where fatalities have occurred, the Oak Park Police Department will request assistance from the ME's Office. Representatives of the Medical Examiner, operating within or in conjunction with the Village or County Emergency Operations Center, will be responsible for assigning

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his/her staff missions in support of the municipal request.

The release to the media of the number of fatalities and the names of the deceased will come only from the ME's Office.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Cook County Medical Examiner is responsible for the personnel, resources and capabilities of the following divisions within the ME's Office:

- Administration
- Investigation
- Toxicology Department.

DIRECTION AND CONTROL

Upon notification by Oak Park law enforcement or fire officials, a designated field commander from the Cook County Medical Examiner's staff shall report to and coordinate efforts through an established command post or EOC. In smaller emergency situations, all operations may be conducted from on-site or forward command post. When a disaster is declared, all Medical Examiner operations will come under the direction of the Chief Medical Examiner or his or her delegated representative. The basic responsibilities of the Medical Examiner are to prepare for and perform the following functions upon activation of the disaster plan:

1. To insure the mobilization, organization and operations of the ME's personnel, equipment and expertise at the time of a disaster.
2. To provide for the recovery, removal, collection, identification and processing of the dead and their personal effects.
3. To Coordinate ME activities with other agencies involved in a disaster situation.
4. Provide necessary logistical support (food, water, emergency power and lighting, fuel, etc.) for mortuary response personnel during emergency operations.
5. Representation to the County EOC will be via telephone/radio from the ME's EOC.

TRANSPORTATION

The Police Department and Fire/EMS should handle the transportation of victims as directed by the CCME. If additional transport vehicles/personnel are needed, contact may be made to the Village EOC, and/or CCDHSEM.

MAINTENANCE, REVIEW AND UPDATING THIS ANNEX

It is the responsibility of the Oak Park Public Health Department Director and the ESDA Coordinator for maintenance, review and updating of this annex.

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APPENDICES

- Appendix K1 Mortuary Services Pre-emergency Operation Checklist
- Appendix K2 Mortuary Services Response Operation Checklist
- Appendix k3 Mortuary Services Recovery Operation Checklist

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APPENDIX K1 - PRE-EMERGENCY OPERATIONS CHECKLIST

Complete: Yes/No	Review hazard/identification to determine possible Emergency Mortuary Services problems.
Complete: Yes/No	Familiarize Village staff with disaster and mass fatality operations and provide them with training as necessary.
Complete: Yes/No	Periodically meet with CCDHSEM to ensure adequate integration of County Plans exist regarding CCME Services.
Complete: Yes/No	Develop a public information program in coordination with the Oak Park Public Information Officer for use in the event of an emergency. This program should provide information on identification and disposition of the dead, and methods for obtaining information related to Medical Examiner Services. Pass all information regarding deaths and fatalities to the CCME for dissemination to the public.
Complete: Yes/No	Contact the local ministerial and mental health associations to assist in the disaster situation with counseling of families of disaster victims and workers.
Complete: Yes/No	Identify alternate morgue sites, which could be used during an emergency situation as directed by the CCME
Complete: Yes/No	Identify refrigeration resources, which could be used during an emergency situation as directed by the CCME
Complete: Yes/No	Identify and develop resources which could be used during an emergency situation.

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APPENDIX K2 - MORTUARY RESPONSE OPERATIONS CHECKLIST

Complete: Yes/No	Following the determination that an emergency or disaster situation exists requiring the activation of this annex, the Village's EOC will contact the CCME, or designee.
Complete: Yes/No	The CCME Field Command Officer shall be requested to report to the Field Command Post or EOC as applicable.
Complete: Yes/No	The CCME, or designee, at the Field Command Post shall take charge of the death scene after all rescue operations and all pending hazards have been eliminated.
Complete: Yes/No	The or designee will activate the Medical Examiner Staff and have them report for duty.
Complete: Yes/No	<p>The CCME, or designee, should:</p> <ul style="list-style-type: none">a. Protect the scene, (i.e. evidence, bodies, property).b. Remove unauthorized personnel.c. Secure and rope off the area.d. Carefully make a map of the physical evidence and location of the bodies or parts thereof.e. Prepare a photographic record of the scene.f. Collect statements from eyewitnesses.
Complete: Yes/No	<p>Supervise the proper removal of the dead, to morgue facilities.</p> <ul style="list-style-type: none">a. Identify the dead.b. Determine cause of death.c. Aid in the disposition of bodies.d. Assist in storage and disposition of personal property of the dead.e. Aid in maintenance of complete records.f. Coordinate release of information to the family, press and public, through the EOC Press Center and CCME's Office.
Complete: Yes/No	Establish adequate morgue facilities to as directed by the CCME.
Complete: Yes/No	Report all information to EOC

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APPENDIX K3 - MEDICAL EXAMINER RECOVERY OPERATIONS CHECKLIST

Complete: Yes/No	Continue to provide services as requested by the community
Complete: Yes/No	If necessary, provide mental health assistance to the CCME. Staff with Public Health Department assistance