

MORGUE MANAGER POSITION CHECKLIST

The Morgue Manager reports to the Triage Unit Leader and assumes responsibility for Morgue Area functions until properly relieved.

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



Task

1. Obtain briefing from Triage Unit Leader or Medical Group Supervisor.

2. Assess resource/supply needs and order as needed.

3. Coordinate all Morgue Area activities.

4. Keep area off limits to all but authorized personnel.

5. Coordinate with law enforcement and assist the Coroner or Medical Examiner representative.

6. Keep identity of deceased persons confidential.

7. Maintain appropriate records.

8. Maintain/document all activity on Unit/Activity Log (ICS Form 214).

9. Forward all reports and/or records to Medical Group Supervisor/Medical Branch Director via Triage Unit Leader if Coroner or Deputy Coroner not present at scene (Operations Section Chief will forward reports to Coroner).