

# Pandemic Influenza Mortuary Planning Guidelines

The Barron County Model

Version 112706

## **A Foreword**

A severe pandemic influenza will likely result in the deaths of thousands of Wisconsinites and will put significant strain on the mortuary response community. In the event Barron County experiences a pandemic, it is reasonable to expect all surrounding areas (counties/states) will be affected and unable to provide mutual aid to each other. Each county will be solely responsible for themselves. In the spring of 2006, Barron County recognized the need to develop an integrated comprehensive plan for dealing with large numbers of deaths from a pandemic. As a result, a Pandemic Mortuary Planning Committee was formed consisting of representatives from funeral homes, local and regional emergency management, local health department, and public health preparedness consortium.

From July through November 2006, the Committee developed the following plan and policies. This plan has been designed specifically for Barron County with the intent that the plan can be easily adapted to meet the needs of other counties.

This plan and policy was formally approved and adopted by Barron County on November 13, 2006.

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## **I. Purpose**

The Barron County Mortuary Plan for Pandemic Influenza recognizes that in a worse case pandemic influenza scenario similar to the 1918 Pandemic, the county will see a high number of fatalities that will overwhelm the current mortuary system. The funeral homes of Barron County recognize that the most efficient way to effectively respond to such an incident will be to consolidate and coordinate resources under a single unified mortuary command structure at a single facility known as the Unified Mortuary Preparation Facility (UMPF). This plan is structured using the functions of the Incident Command System, specifically, Command, Operations, Logistics, Finance and Administration. All human remains, as well as family members and friends of those that die during a pandemic, must be treated with dignity and respect, and to the greatest extent possible, granted final disposition wishes.

## **II. Planning Assumptions**

- A.** According to the Center for Disease Control and Prevention's Flu Aid software, in a worse case scenario, assuming a 35% pandemic influenza attack rate over an eight week period, Barron County could expect as many as 392 deaths from influenza. This is in addition to the number of deaths that generally occur in Barron County in any given time from motor accidents, chronic disease, and other fatalities.
- B.** A pandemic wave will occur over an eight to ten week period. The majority of deaths will occur over a three to four week period of the wave, typically sometime in the middle of the wave. This will be the time of greatest concern for the mortuary services community.
- C.** Within 24-48 hours after death, human remains will begin to decompose without refrigeration.
- D.** The Center for Disease Control and Prevention estimates that 70% of deaths will occur in a hospital.
- E.** Human remains that are refrigerated can be kept for one month.
- F.** Approximately 70% of human remains require a casket. Casket and vault availability and capacity will be conditionally based on providers supply.
- G.** The County Emergency Operations Center (EOC) has been activated. At the initial onset of the incident, the EOC will be fully staffed with representatives from many agencies. Because a pandemic can last for up to 2-3years, once a response is efficiently implemented, the EOC Manager may determine to deactivate the EOC facility but continue with operations. This will require effective communications among partners.
- H.** Funeral Home Directors within Barron County have signed a MOU and agree to the components of this plan to the best of their capacity
- I.** Vaccine will likely not be available for 6-8 months after the pandemic begins.
- J.** Traditional funeral services for all deaths may be suspended to minimize public gatherings and increased transmission of the virus.
- K.** Mortuary staff and family members will be added to the vaccine prioritization list as vaccine becomes available.
- L.** This plan is based on all funeral homes in the county operating under full staffing capacity.
- M.** All human remains, influenza related or not, will be handled by the UMPF during it's activation.

## **III. Barron County Mortuary Capacity**

The following is a snapshot of the combined capacity of the six funeral homes in Barron County:

- A.** To embalm only: 140 per week.
- B.** To embalm and completing necessary paperwork: 70 per week.
- C.** To embalm, complete necessary paperwork and provide traditional funeral services: 50 per week.
- D.** Cremation services: 10 per day without damaging the equipment.
- E.** Embalming fluid: 200 cases.
- F.** Funeral homes have 60 patient isolation bags.
- G.** The Barron County Disaster Trailer has 50 patient isolation bags.
- H.** Funeral homes have no N95 respirators in stock.
- I.** Funeral homes do have adequate gowns, gloves, and face shields.
- J.** There is very limited caskets and vaults capacity.
- K.** Twelve transportation vehicles.
- L.** Twelve first removal cots.

#### IV. **Plan Activation / Thresholds**

- A. Consideration of activating this plan will begin with the first confirmed case of a pandemic influenza in Wisconsin or a surrounding state.
- B. Local Health Officer will consult with Emergency Management and other partners to formally declare a local public health emergency.
- C. The Local Health Officer will notify the Unified Mortuary Preparation Facility (UMPF) Coordinator of the situation. The UMPF Coordinator will communicate with Funeral Directors regarding status of the pandemic, resource availability, funeral home status, and need to activate the UMPF.
- D. The UMPF Coordinator will communicate regularly the status of funeral homes to Emergency Management.
- E. The decision to activate the UMPF will be based on the virulence of the influenza strain, number of cases, number of fatalities, and resource availability.
- F. The UMPF Coordinator in consultation with Emergency Management and the Local Health Officer will activate the UMPF.
- G. The Unified Mortuary Liaison will report to the County EOC.

#### V. **COMMAND**

- A. **Unified Mortuary Preparation Facility (UMPF) Coordinator.**
  - 1. Determines activation of the UMPF in collaboration with the County Emergency Management Director and the Local Health Officer.
  - 2. Coordinates and controls all activities of the UMPF including staffing, task assignments, resources inventory, and operations.
  - 3. Communicates with the EOC Unified Mortuary Liaison to address resource coordination needs.
  - 4. Provides the EOC Unified Mortuary Liaison with regular situation updates.
  - 5. Reports fatality data to the Local Health Department on a regular basis (to be determined by the nature and magnitude of the event).
- B. **Deputy UMPF Coordinator.** Responsible for assisting the UMPF Coordinator with operations of the UMPF and will serve as the UMPF Coordinator in their absence.
- C. **County EOC Unified Mortuary Liaison.**
  - 1. Responsible for communicating with the UMPF Coordinator daily to address the resource and supply needs of the UMPF.
  - 2. Provides the EOC with situation updates on the UMPF activities.
  - 3. Coordinates with EOC representatives to meet the resource needs of the UMPF.
- D. **Deputy County EOC Unified Mortuary Liaison.** Responsible for assisting the EOC Unified Mortuary Liaison and serves as the Liaison in their absence.
- E. **Medical Examiner / County Coroner.** Have legal jurisdiction and responsibility to examine and dispose of human remains from deaths known or suspected to be due to unnatural causes, homicides, and known or suspected contagious diseases that constitute a public health hazard. The ME / CC will consult and collaborate with the Local Health Officer and UMPF Coordinator to ensure an effective mortuary response.

#### VI. **LOGISTICS**

##### A. **Facilities**

- 1. **Unified Mortuary Preparation Facility (UMPF).** The Funeral Directors have elected to operate under a single facility known as the UMPF. The Funeral Homes of Barron County will consolidate all resources including staff, equipment, and supplies to handle the influx of human remains that a pandemic has the potential to produce. Under the UMPF model, all funeral directors will temporarily close their facilities and relocate to the UMPF, specifically for the period of a pandemic wave which will produce the highest fatalities.
  - a. **Minimal Requirements**
    - Drainage. Drainage of fluids used during human remain preparation must be contained through a pre-existing or temporary drainage system.
    - Showers. Showers must be available for UMPF staff to remove any fluids that came into contact during preparation.

- Eye Wash Stations. Available for UMPF staff who may incidentally get fluids in the eyes.
  - Water. Cleaning and wash down of fluids.
  - Air Exchange (AE). Negative air pressure is ideal when working with human remain fluids. However, an UMPF facility will not likely have this capacity. An effective AE of positive air pressure or adequate ventilation must be in place to ensure the exchange of harmful gases and vapors from the UMPF.
  - Kitchen. Providing food services to UMPF staff will be critical.
  - Chapel Services Area. The UMPF may offer a viewing chapel for immediate family members. Family members will be required to wear surgical masks to decrease the chance of viral exposure.
- b. Equipment**
- Forklift. Moving of human remains.
  - Three cold storage units. Consider refrigerated trucks for:
    1. Incoming Human Remains Cold Storage
    2. Processed Human Remains Cold Storage
    3. Cremation of Human Remains Cold Storage
  - Basic office supplies
  - Computers, fax machine, copy machine, and telephones
  - Staff identification badges
  - Personal protective equipment: gloves, scrubs, shoe covers, N95 respirators, surgical masks and face shields
  - Log books. Track human remains.
  - Camera. Used for human remains identification.
  - First aid supplies
  - Funeral home preparation tables and other funeral home supplies. Transportation of supplies to the UMFP will be supported by the County EOC.
  - Radio to communicate with the FAC or EOC if needed.
- c. Staffing**
- See Section V: Command Staff
  - Embalmers
  - Removal Staff. Responsible for picking up, transporting and delivery of human remains to the UMPF.
    1. 1 person team for facility based death
    2. 2 person team for non-facility death
    3. Additional Removal Staff can be requested through the County EOC as needed.
  - Preparation Room Attendant
  - Clerical Staff
  - Security. A minimal of one security officer must remain at the UMPF at all times during operations. Security does not need to be Law Enforcement but must have direct communications to Law Enforcement.
  - Custodial, site maintenance support staff
- 2. Family Assistance Center (FAC)**
- a. Responsibilities**
- provide relatives of victims with information and access to services they may need the days following the incident
  - gather ante-mortem information
  - share information with the families and developing a notification procedure
  - complete and submit all necessary paperwork
  - track all accounts receivable and distribute payment to UMPF funeral homes on a monthly basis.
- b. Minimal Requirements**
- Should be a separate facility from the UMPF to minimize curiosity seekers, media, and family inquiries.

- Consider use of a funeral home that is temporarily closed while operating under the UMPF to act as the FAC.
- c. Equipment**
  - Basic office supplies
  - Computers, fax machine, copy machine, telephone
  - Multiple phones to handle influx of calls.
  - Radio to communicate with the UMPF if needed.
- d. Staffing**
  - FAC Coordinator. The FAC Coordinator will:
    1. Serve as the clearinghouse for all inquiries and calls on mortuary services.
    2. Develop a mechanism for the general public to receive information (e.g. website, hotline, etc.)
    3. Notify next of kin and determine a final disposition of human remains.
    4. Coordinate activities with the UMPF to provide for transportation of human remains to the UMPF.
    5. Provide regular briefings to the UMPF Coordinator.
    6. Develop daily mortuary reports and provide to the UMPF Coordinator and the County EOC.
    7. Ensure completion and submission of necessary paperwork of human remains.
    8. Maintain tracking system database.
  - **Administrative Support Staff.** To answer phone calls, provide general information on mortuary services, and data entry.

#### **B. Transportation.**

1. County EOC will support transportation of Funeral Home supplies to the UMPF.
2. County EOC will support transportation of human remains to the UMPF if requested by the UMPF Coordinator.

### **VII. OPERATIONS**

#### **A. Process Flow**

1. The UMPF will process all human remains, influenza related or not.
2. Funeral Homes upon activation of the UMPF will forward calls or direct incoming calls via their automated answering services to the FAC.
3. Upon notification of human remains, the FAC will notify the UMPF.
4. The UMPF will dispatch a Removal Team. If transportation has reached full capacity, the UMPF will notify the EOC of a need for additional transportation resources.
5. The Removal Team will begin the identification and tracking process of the human remains at collection and will transport human remains to the UMPF and place in Incoming Cold Storage.
6. The FAC will contact next of kin to determine final disposition. Human Remains will continue to stay in Incoming Cold Storage until next of kin is contacted **OR**
7. If Cold Storage has reached its capacity **AND** if after numerous failed attempts to contact the next of kin to determine the final disposition, UMPF Coordinator under the direction of the Local Health Officer can choose a final disposition.
8. Human remains prepared.
9. The UMPF Coordinator will notify the FAC regarding the status of the human remains and submit all necessary paperwork to the FAC for processing.
10. All embalmed human remains will be placed in Processed Cold Storage until casketed.
11. All human remains awaiting cremation will be placed in Cremation Cold Storage until processed.
12. **Funeral services**
  - a. None. The Local Health Officer has suspended public gatherings including traditional funeral services to minimize transmission.
  - b. UMPF Services Only. The UMPF may allow concentrated ceremonies including visitation and viewing of human remains by immediate family

- c. Traditional Funeral Services. If no restrictions are in place, traditional funeral services can continue pending availability of caskets. Visitors shall be required to wear surgical masks to minimize transmission of the virus.

**B. Operational Consideration**

1. All human remains, to the extent possible, will be granted final disposition wishes.
2. Traditional Funeral Services. The Local Health Officer may suspend all public gatherings, including traditional funeral services, to control the transmission of the virus. At a minimum, the Local Health Officer, to the extent possible, will allow immediate family members to gather for viewing and services offered at the UMPF.
3. If the number of human remains completely overwhelms the mortuary capacity, the Local Health Officer in consultation with the UMPF Coordinator, may order the cremation of all human remains or immediate burial regardless of final disposition.
4. If the UMPF can manage large numbers of human remains and have cold storage capacity, embalming can still occur. Embalmed human remains can be stored in the Processed Cold Storage until time of burial.

**VIII. Finance / Administration**

**A. Costs.** Families of the deceased will be responsible for costs incurred with mortuary services.

1. Currently, there are no dedicated funds to offset costs incurred by a pandemic influenza. It is difficult to determine whether Medical Assistance will increase payments to funeral homes for mortuary services for under or un-insured individuals.
2. Reimbursement to Funeral Homes by County, State or Federal Agencies may be minimal and will be based on the magnitude of the pandemic.
3. It is important that the FAC tracks all costs incurred by the UMPF for providing mortuary services including staff time, transportation costs, equipment and supply use, telephone, copies, personal protective equipment, food, etc. Tracked costs incurred can be submitted through the EOC for consideration of reimbursement under a Federal Declaration of Emergency.

**B. Fees and Wage Scale.** *Omitted.* Fees, wages and reimbursement from services provided at the UMPF should be determined by the Funeral Directors involved with this plan.

**C. Security of Deceased.** The County EOC will designate a law enforcement or designee for security of the UMPF and the FAC.

**D. Tracking System.** The UMPF Coordinator will determine use of a single funeral home tracking system database.

**E. Deactivation of the UMPF.** A pandemic wave will last anywhere from 8-10 weeks. The period of week 3 through week 7 will be the time of most concern for mortuary services. The UMPF will deactivate based on the decision of the UMPF Coordinator in consultation with the County EOC. The EOC will provide transportation to return all equipment and supplies back to individual funeral homes. Mortuary supplies procured by the County EOC during UMPF operation will be used to first restock individual funeral home supplies used at the UMPF. Remaining supplies, if any, shall remain at the UMPF for preparation for the next pandemic wave. The UMPF Coordinator shall order any needed UMPF mortuary supplies immediately through the County EOC to restock the UMPF and individual funeral homes.

**IX. Technical Considerations**

**A. Autopsies.** Autopsies will come at the discretion of the County Coroner / Medical Examiner. Many deaths in a pandemic would not require autopsies since autopsies are not indicated for the confirmation of influenza as the cause of death. The capacity to conduct autopsies may be overwhelming and may be discontinued.

**B. Weather.** Winter weather will result in difficulties with burials and transportation of human remains.

**C. Statutes and Regulations pertaining to a Pandemic**

1. **Chapter 157 - Disposition of Human Remains.**
  - a. **157.055 Disposal of human remains during state of emergency relating to public health.** During a period of a state of emergency related to public

- a. Issue and enforce orders that are reasonable and necessary to provide for the safe disposal of human remains, including by embalming, burial, cremation, interment, disinterment, transportation, and other disposal.
- b. Take possession and control of any human remains.
- c. Order the disposal, through burial or cremation, of any human remains of an individual who has died of a communicable disease, within 24 hours after the individual's death and consider, to the extent feasible, the religious, cultural, or individual beliefs of the deceased individual or his or her family in disposing of the remains.
- d. If reasonable and necessary for emergency response, require a funeral establishment, as a condition of its permit under s. 445.105 (1) , to accept human remains or provide the use of its business or facility, including by transferring the management and supervision of the funeral establishment to the public health authority, for a period of time not to exceed the period of the state of emergency.
- e. Authorize a county medical examiner or a county coroner to appoint emergency assistant medical examiners or emergency deputy coroners, whichever is applicable, if necessary to perform the duties of the office of medical examiner or coroner, and to prescribe the duties of the emergency assistant medical examiners or emergency deputy coroners. The term of any emergency appointment authorized under this paragraph may not exceed the period of the state emergency. A county medical examiner or county coroner may terminate an emergency appointment before the end of the period of the state emergency, if termination of the appointment will not impede the performance of the duties of his or her office.

**2. Chapter 252 - Communicable Diseases**

**3. Chapter 445 - Funeral Directors**

**4. Chapter 979 - Investigation of Deaths**

**a. 979.012 Reporting deaths of public health concern.**

- 5. **Wisconsin Act 186. Exemption from Liability.** Current law provides an exemption from liability for a person who provides equipment or services during a state of emergency declared by the governor for the death of or injury to any person or damage to any property caused by his or her actions. The immunity does not apply if the person acted intentionally or with gross negligence. Under current law, the exemption from liability applies if the person provides the equipment or services under the direction of the governor, the adjutant general, or the head of emergency management services in any county, town, or municipality. The bill amends the law so that the exemption from liability also applies if the person provides the equipment or services under the direction of DHFS, if that department is designated by the Governor as the lead state agency to address a public health emergency, or at the direction of a local
  - 6. If a severe pandemic would occur, mortuary capacity will quickly be overwhelmed. The County EOC may request through the State EOC that statutory requirements relating to mortuary response are suspended or amended. These include the nine day filing requirement of death certificates, final disposition, organ donation, suspension of the 48 hour cremation, suspension of the transportation laws requiring licensed personnel, and funeral establishment permit.

**X. Infection Control**

- A.** The UMPF will receive guidance from the Local Health Department on personal protective equipment and infection control measures.
- B.** The Local Health Department will utilize community control measures to minimize transmission. This may include quarantines, isolations, school closures, and suspension of public gatherings, including funeral services.

**XI. Special Populations**

- A. The wishes of the family will provide guidance, however, if no family is available
  - 1. The FAC will attempt to contact next of kin. The FAC will verify special considerations of disposition. The FAC will notify UMPF.
  - 2. If the FAC is unable to contact next of kin, the FAC will contact local religious or ethnic communities for further information.
  - 3. The FAC can refer to the Local Health Department's Special Populations Plan which identifies special populations within the jurisdiction.
- B. During the time of determining religious consideration, human remains will be placed in the Incoming Cold Storage.
- C. Religious Considerations will be taken into effect to the best of the ability and capacity of the UMPF.

**XII. Plan Review and Approval**

The undersigned have hereby reviewed and approved the Barron County Mortuary Plan for Pandemic Influenza. This policy will be incorporated into the Barron County Emergency Operating Plan. This Policy shall be reviewed yearly.

_____	_____
Health Officer	Date
_____	_____
Unified Mortuary Preparation Facility Coordinator	Date
_____	_____
Emergency Management Director	Date
_____	_____
County Board Chairperson	Date

**XIII. History of Plan Revisions**

Revision	Rationale	Date

## Appendix A: Contacts

Functions	Name / Title	Agency	Telephone
County EOC			
Unified Mortuary Preparation Facility (UMPF) Coordinator			
Deputy UMPF Coordinator			
County EOC Unified Mortuary Liaison			
Deputy County EOC Unified Mortuary Liaison			
Public Information Officer			
Family Assistance Center Coordinator			
Security			
Embalmer			
Data Entry			
Public Health			
Emergency Management			

## Appendix B: Facility Information

Unified Mortuary Preparation Facility Sites			
Facility Name	Address	Contact	Telephone
Primary			
Alternate			

Family Assistance Center			
Facility Name	Address	Contact	Telephone

**Appendix C: Barron County Funeral Homes**

<b>Funeral Home</b>	<b>Contact Address</b>	<b>Telephone</b>	<b>Body Capacity</b>	<b># persons requiring vaccination</b>

## **Appendix D: Memorandums of Understanding**

### **MEMORANDUM OF UNDERSTANDING BETWEEN BARRON COUNTY AND BARRON COUNTY FUNERAL HOME DIRECTORS**

This is an agreement between "Party A", hereinafter called Barron County and "Party B", hereinafter called Barron County Funeral Home Directors.

#### **I. PURPOSE AND SCOPE**

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the activation and operation of a Unified Mortuary Preparation Facility (UMPF) in the event of a declared Public Health Emergency (e.g. pandemic influenza).

In particular, this MOU is intended to consolidate and coordinate Party B resources under a single unified mortuary command structure at a single facility known as the UMPF in order to enhance the ability to process fatalities and maximize available resources.

#### **II. BACKGROUND**

Party B are private funeral home directors in Barron County providing mortuary services for the public. In the event of a pandemic influenza, the potential exists for an overwhelming number of fatalities that will exceed the capabilities of individual funeral homes.

#### **III. PARTY A RESPONSIBILITIES UNDER THIS MOU**

1. Party A will declare a Public Health Emergency.
2. Party A will activate the Barron County Emergency Operations Center (EOC).
3. Party A will contract with a facility for the UMPF and be responsible for the costs incurred.
4. Party A will contact the UMPF Coordinator and determine activation of the UMPF.
5. Party A will provide all off-site facilities for body storage and any costs incurred
6. Party A will provide transportation of mortuary equipment, as necessary, to equip the UMPF.
7. Party A, to the best of their ability will reimburse Party B on a monthly Schedule.

#### **IV. PARTY B RESPONSIBILITIES UNDER THIS MOU**

1. Party B will name an UMPF Coordinator.
2. The UMPF Coordinator will appoint a liaison to the Barron County EOC.
3. The UMPF Coordinator will coordinate all staffing and operations of the UMPF.
4. Party B will comply with all applicable State of Wisconsin regulations and statues relating to mortuary services.
5. Party B will create a Family Assistance Center for disseminating information to surviving families.
6. Party B will provide the UMPF with all embalming supplies and equipment.

#### **V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:**

1. Either Party may terminate this agreement upon written notification.
2. Costs for mortuary services will be the responsibility of the individual family members of the deceased.

#### **VI. EFFECTIVE DATE AND SIGNATURES**

This MOU shall be in effect upon the signature of Party A's and Party B's authorized officials. It shall be in force from January 1, 2007 to December 31, 2007. Parties A and B indicate agreement with this MOU with their signatures.

**PARTY A**

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**PARTY B**

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***THIS IS NOT A LEGALLY BINDING CONTRACT***

**UMPF Facility MOU**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN BARRON COUNTY  
AND  
BARRON HOCKEY ASSOCIATION**

**This agreement is made and entered into between the governing board of Barron Hockey Association located in Barron, Wisconsin, Barron County, State of Wisconsin, and Barron County Wisconsin.**

**I. PURPOSE AND SCOPE**

The purpose of this MOU is to reach an understanding that will result in making the aforementioned association’s facility, Barron Hockey Rink, available to Barron County for use as a Unified Mortuary Preparation Facility (UMPF) in the event of a declared Public Health Emergency (e.g. pandemic influenza).

In particular, this MOU is an agreement between the County of Barron and the Barron Hockey Association for use of the Barron Hockey Rink located at 525 East Birch Avenue, City of Barron, Wisconsin. This single facility known as the UMPF will be used to enhance the ability to process fatalities and maximize available resources.

**II. BACKGROUND**

In the event of a pandemic influenza, the potential exists for an overwhelming number of fatalities that will exceed the capabilities of individual funeral homes.

**III. BARRON COUNTY RESPONSIBILITIES UNDER THIS MOU**

1. Barron County will declare a Public Health Emergency.
2. Barron County Emergency Management will contact a Barron Hockey Rink representative and advise of the need to open the UMPF.
3. Barron County agrees that it shall exercise reasonable care while conducting its activities in such facility. Barron County further agrees to replace or reimburse Barron Hockey Association for any custodial staff time and/or supplies that may be used in operating the Unified Mortuary Preparation Facility.

**IV. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:**

1. Either Party may terminate this agreement upon written notification.
2. Costs for mortuary services at the UMPF will be the responsibility of the individual family members of the deceased.

**V. EFFECTIVE DATE AND SIGNATURES**

This MOU shall be in effect upon the signature of Barron County and the Barron Hockey Association’s authorized official. It shall be in force from January 1, 2007 to December 31, 2007.

Signatures to the Agreement:

\_\_\_\_\_   
Barron County

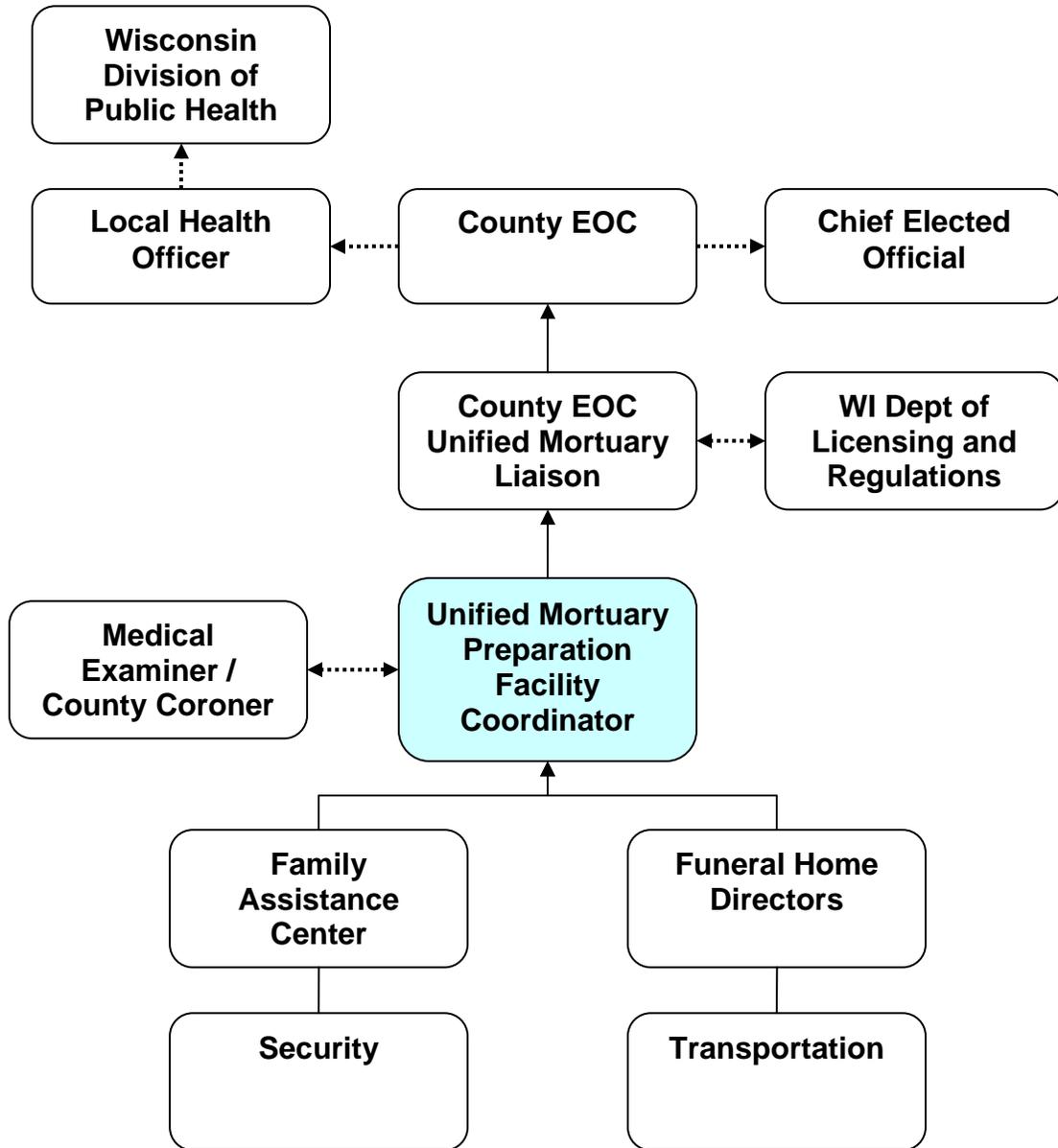
\_\_\_\_\_   
Barron Hockey Association

\_\_\_\_\_   
Date

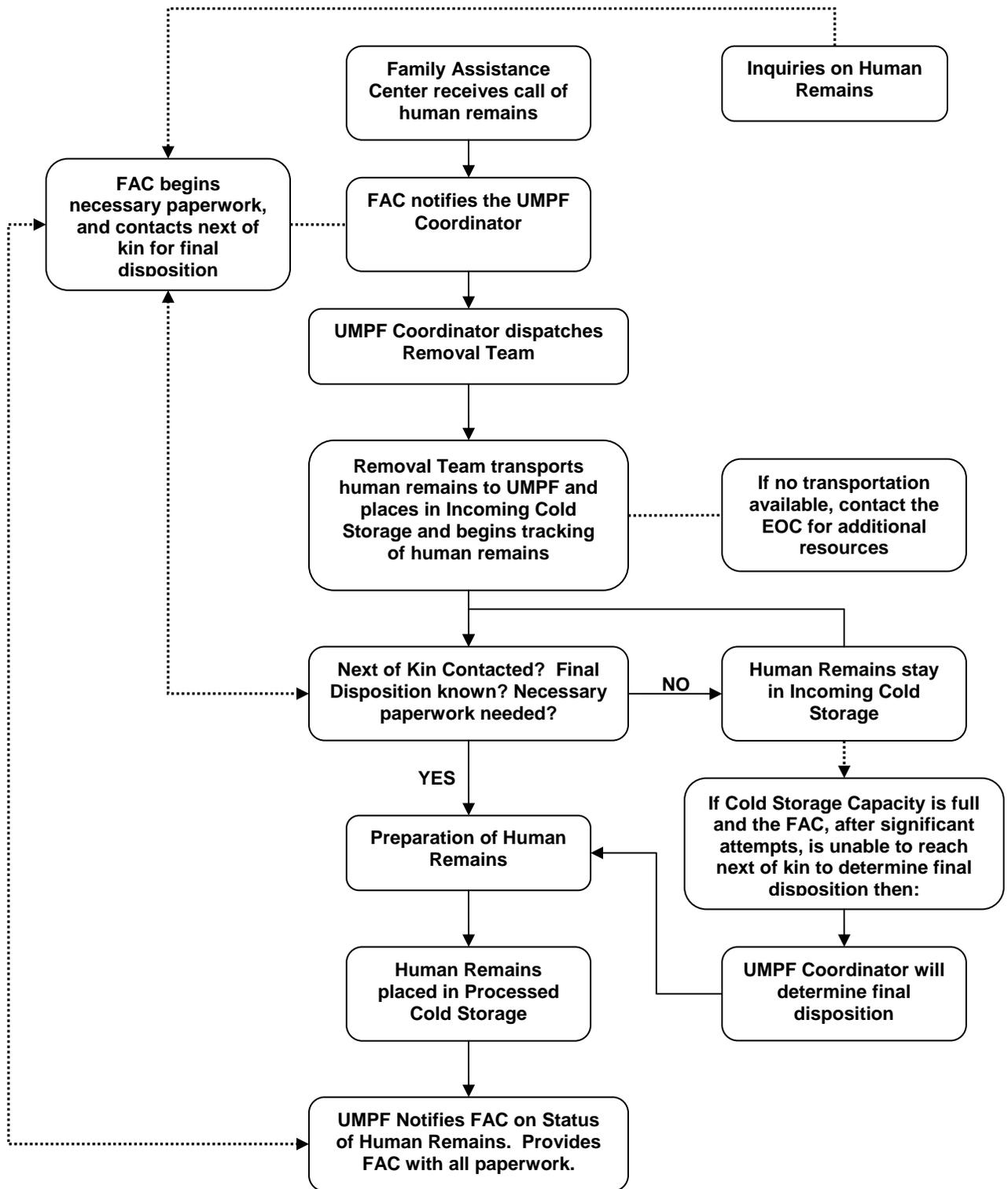
\_\_\_\_\_   
Date

***THIS IS NOT A LEGALLY BINDING CONTRACT***

**Appendix E: Command Structure for Unified Mortuary Preparation**



## Appendix F: Human Remains Flow



Human Remains Flow subject to change based on recommendations from the local health department, the Division of Public Health or other factoring organizations.

## Appendix G: Command Staff Job Action Sheets

### Unified Mortuary Preparation Facility (UMPF) Coordinator

1. **Purpose:** Command, control and coordinate the efforts of the UMPF Facility. The UMPF Coordinator will consult with the County Coroner / Medical Examiner on issues relating to human remains.
2. **Position Criteria:** the UMPF Coordinator should 1) be a licensed Funeral Director from within the effected County 2) elected by the Funeral Directors participating in this plan 3) have a general understanding of emergency response and Incident Command Systems
3. **You Report to:** County EOC Unified Mortuary Liaison
4. **Reporting to you:** Family Assistance Center Coordinator, Funeral Directors, Security, and Transportation
5. **Immediate Responsibilities:**
  - consult with Local Health Officer to determine need to activate the UMPF
  - notify funeral directors of the intent to activate the UMPF
  - coordinate with the County Emergency Management Director to open the UMPF facilities and provide UMPF security
  - coordinate with the Mortuary Liaison (if available) or the County Emergency Management Director to provide resources to transport equipment from individual funeral homes to the UMPF as needed
  - conduct assessment of supplies and order additional supplies through the County EOC Unified Mortuary Liaison
  - set up the UMPF based on the needs of this plan
  - activate the Family Assistance Center
  - forward all funeral home calls to the Family Assistance Center
  - coordinate with the local health department to receive just in time training for personal protective equipment relating to the strain of influenza
  - establish tracking system for human remains and costs incurred with mortuary services
  - establish and maintain a position log which chronologically describes your actions taken during your shift
  - coordinate with the EOC to arrange pickup of human remains and transportation to the UMPF
6. **Extended Responsibilities:**
  - access the effect of Wisconsin Statutes and Regulations on the UMPF and make recommendations to the Liaison
  - develop staffing plan needs for extended periods and provide to the County EOC
  - assess mortuary supplies and resources and communicate with the County EOC Unified Mortuary Liaison
  - provide the Liaison with daily reports on human remains
  - coordinate with the County Coroner / Medical Examiner
  - coordinate with the Family Assistance Center
  - assess efficiency of UMPF operations and change accordingly
  - dispatch transportation as needed
  - coordinate with Liaison to provide food, first aid supplies, mental health activities, etc.

## County EOC Unified Mortuary Liaison

1. **Purpose:** Function as the contact person for the Unified Mortuary Preparation Facility in the County Emergency Operation Center. Communicates UMPF and FAC resource needs to the County EOC.
2. **Position Criteria:** 1) must have a clear understanding of mortuary operations 2) have a general understanding of emergency response and Incident Command System
3. **You Report to:** County Emergency Operations Center Manager
4. **Reporting to you:** Unified Mortuary Preparation Facility Coordinator
5. **Immediate Responsibilities:**
  - communicate with the UMPF Coordinator to determine need to activate the County EOC Mortuary Liaison
  - report to the County EOC
  - establish a communication link with the UMPF and FAC facilities
  - receive briefing from the County EOC Manager and provide status report to the UMPF Coordinator
  - receive briefing from the UMPF Coordinator and provide status report to the County EOC Manager
  - receive requests for resource from the UMPF Coordinator. Provide request for resources to County EOC
  - establish and maintain a position log which chronologically describes your actions taken during your shift
6. **Extended Responsibilities:**
  - establish contact with liaison counterparts of each assisting and cooperating agency dealing with mortuary issues
  - request assistance and information as needed from local and statewide partners
  - determine when and how to efficiently fulfill the responsibilities of the position with the EOC

## Family Assistance Center (FAC) Coordinator

1. **Purpose:** To coordinate efforts of the Family Assistance Center to include: 1) act as the Liaison between the general public and the UMPF on all mortuary issues 2) communicate with next of kin 3) complete and submit all necessary paperwork for human remains
2. **Position Criteria:** 1) must have a clear understanding of mortuary operations 2) have a general understanding of emergency response and Incident Command System
3. **You Report to:** Unified Mortuary Preparation Facility Coordinator
4. **Reporting to you:** FAC staff and volunteers including data entry personnel, clerical, clergy, grief counselor
5. **Immediate Responsibilities:**
  - activate and setup the Family Assistance Center
  - establish and maintain a position log which chronologically describes your actions taken during your shift
  - handle public inquiries on human remains
  - notify and activate FAC staff and volunteers
  - develop staffing plan needs and provide to the County EOC Mortuary Liaison
  - establish communications with UMPF and the County Emergency Operations Center Mortuary Liaison
  - establish communication mechanisms for public inquiries (e.g. website, hotlines, etc)
  - coordinate with the UMPF Coordinator to provide security through the County EOC
  - document and track all expenses of the UMPF
6. **Extended Responsibilities:**
  - coordinate with the EOC Liaison to ensure adequate FAC staff, volunteers and other resources to support the FAC operations
  - provide regular updates to the UMPF Coordinator
  - complete and submit all necessary paperwork relevant to human remains
  - keep and provide a list of Frequently Asked Questions (FAQ) for the County Public Information Officer
  - develop or implement a system for account receivables (See *Section VIII: Finance / Administration, Part B: Fees and Wage Scale*)
  - pay all participating funeral homes involved in the UMPF (See *Section VIII: Finance / Administration, Part B: Fees and Wage Scale*)
  - provide financial reports and provide to the EOC

**Appendix H: UMPF Mortuary Supplies**

<b>Resource</b>	<b>Available</b>	<b>Needed</b>	<b>Primary Vendor</b>	<b>Secondary Vendor</b>
Body Bags	50	200	ABC Body Bag, Inc. 123 Vendor Avenue Anywhere, USA 43210 (XXX)XXX-XXXX	DEF Body Bag, Inc. 456 Vendor Avenue Anywhere, USA 43210 (XXX)XXX-XXXX

## Appendix I: Acknowledgements

***Planning Workgroup:***

**Jay Shrader, Director**

Western Region Partnership for Public Health Preparedness

**Rhonda Reynolds, Director**

Northwest Regional Officer  
Wisconsin Emergency Management

**Randy Books, Director**

Barron County Emergency Management

**Bill Skinner, Funeral Director**

Skinner Funeral Home

**Bob Skinner, Funeral Director**

Skinner Funeral Home

**Kaye Thompson, Health Officer**

Barron County Health Department

***Planning Oversight Committee:***

Planning Workgroup Members listed above and

**Hilde Perala, Health Officer**

Barron County Public Health

**Larry Jarocki, Director**

Jarocki Funeral Home

**Jon Tillung, Director**

Appleyards Home for Funerals

**Mary Ricci, Deputy Medical Examiner**

Barron County

**Tom Flottum**

Barron Medical Center

**Ann McEwen, Program Assistant**

Barron County Emergency Management

**David Steel, Director**

Rausch-Rockman Funeral Home

**Donald H. Smith, Director**

Burnham-Ours Funeral Home

**Tom Ayd, Medical Examiner**

Barron County

**Dallas Crowe, Safety Coordinator**

Barron Medical Center