



FEMORS NewsGram

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Spring 2004



Director of Operations Message

FEMORS is on the move!

Since the last NewsGram many, major, good things have happened as we approach the second Annual Training session.

This edition brings you updates on several fronts:

- OPS Application Package
- Training Sessions
- Uniform Selection
- Funding Proposals
- Mass Fatality Plan
- E-Mail Testing
- 2004 Hurricane Exercise

FEMORS members all have personal priorities with family, jobs, and other areas of day-to-day interest. Joining a new team can sometimes be intimidating until repeated association puts people at ease as they develop a feeling of belonging, involvement, and value to the team. Our opportunities to share face-to-face contact seem all too few these days with reliance on e-mail and other communications like these NewsGrams. There is just no good substitute for the benefit of personal interaction for getting to know each other and making our team a cohesive unit.

I look forward to spending time with each of you at this year's training to renew old friendships and to make new ones. I sure hope you'll join us in Kissimmee.

Larry R. Bedore

WEB-SITE REVISIONS MADE - OPS APPLICATIONS ARE NOW AVAILABLE AND BEING ACCEPTED

The first series of web-site changes has been installed. More are planned for the fall but those will deal primarily with administrative management of the data for activations.

INFORMATIONAL CHANGES

For visitors, expanded information is presented on the "About" and "Membership" pages.

For new members, creating a member profile has been modified, especially with respect to the licensed positions of pathologist, dentist, and funeral director. (This does not affect existing profiles unless changes are made).

For existing members, the most significant change is the activation of the membership classes and the installation of the Department of Health Other Personal Services (OPS) application package in the members' login area.

MEMBERSHIP CLASSIFICATIONS

The membership classes now in effect are:

1. Applicant Member – any person who has completed a User Profile and seeks consideration for membership.
2. Associate Member – any person interested in learning about and contributing to the FEMORS program, but who, because of their primary

occupation and responsibilities, would not be able to respond as part of a FEMORS Team.

3. Provisional Member – any person who has completed a User Profile and submitted a DoH OPS application package for review.
4. Active Member – any person whose DoH application has been completed and approved and for whom FEMORS has assigned a Position Classification. (*This qualifies the member for OPS pay status upon activation*).
5. Inactive Member – any person whose Active status has been suspended due to:
 - a. Voluntary request for such status,
 - b. Failure to maintain training requirements, or
 - c. Investigation of violation of FEMORS Code of Ethics and Conduct.

By default, all current members are classified as Applicant Member until the OPS application has been submitted.

OPS APPLICATION PACKAGE

After logging in, members will be able to access the page to download all documents necessary to become OPS intermittent employees.

Warning: This process is not simple! It is not quick! But it is essential so that members can be compensated for activation time.

The most important download is the first one:

- **Department of Health, OPS Application Package for FEMORS Members, Application Procedures ([Read Me First](#))**

It contains step-by-step instructions to help you navigate the various forms required.

The actual forms to be completed or reviewed consist of:

- State of Florida Employment Application (MS Word .doc format)
- OPS New Employee Packet Checklist (MS Word .doc format)
- CorVel Handbook -- 7-01-03 (Adobe Acrobat .pdf format)
- CorVel Employee Ack Page 12 (MS Word .doc format)
- Department of Health Drug-Free Workplace Policy (Adobe Acrobat .pdf format)
- Department of Health operating procedure regarding Other Personal Services (OPS) Employment. (Adobe Acrobat .pdf format)
- DoH Attend Record Form (Adobe Acrobat .pdf format)
- DoH OPS Payroll Schedule 2004-06 (Adobe Acrobat .pdf format)
- Oath of Loyalty (MS Word .doc format)

Every effort was made to ensure that the forms are capable of being completed by computer (MS Office suite of programs) before they are delivered back to FEMORS by e-mail attachment.

Note: Only electronically completed and delivered applications can be processed. Mailed and faxed copies will be returned without processing.

The only document that must be mailed is the Oath of Loyalty (for State of Florida employees) because that one must be *notarized*. Once completed, this will remain part of the personnel file and does not need to be renewed for each activation.

CLASSIFICATION PROCESSING

Completed packages will be processed by FEMORS with the exception of the criminal history background checks that will be done by DoH. Evaluation of qualifications and experience will determine classification.

Once the application review process has been completed, each member will be notified of the classification to which they have been assigned. Every effort will be made to utilize the highest classification possible based on qualifications and experience documented by the application. Should a member's situation change to qualify for a higher classification, review can be requested upon submission of supporting documentation.

TRAINING SESSIONS 2004

The Department of Health provided \$40,000 in supplemental funding on April 2nd to provide:

- Annual FEMORS Training, and

- The Family Assistance Center (FAC) and Victim Identification Program (VIP) Training.

FEMORS ANNUAL TRAINING 2004

Planning for this year's Annual Training program is well underway and the session will be held on Thursday, June 17th and Friday, June 18th at the Radisson Resort Parkway in Kissimmee as it was last year. The program and registration form may be found on the web-site at <https://www.femors.org/ssl/closed.html>

There is no fee for this course but, because funds are limited, only the first 115 registrants who need hotel rooms will have the room cost paid by FEMORS. Coverage will be issued in the order that Kelly receives the registration forms (date and time of e-mail or fax return of completed forms). Breakfast and lunch will also be provided each day.

The session and registration start with breakfast at 7:00 am on Thursday followed at 8:00 am by the main program. These are fully packed days with a great deal of material to cover.

A group photo will be taken on Thursday at 1:00 pm following lunch. Uniform shirts, hopefully, will be available. (see **UNIFORM SELECTION** later in this NewsGram). For those without uniforms a close substitute would include any navy blue shirt and khaki slacks.

The focus of this year's program is the Field Operations Guide (FOG). Detailed examination of the many aspects of response – from preparing Go Kits with personal belongings, to performing duties at an incident, to deactivation and return home – will be made.

FAC CORE TEAM TRAINING 2004

The Family Assistance Center (FAC) and Victim Identification Program (VIP) Training session is scheduled for July 20th, a one day course, also at the Radisson Resort Parkway in Kissimmee. Attendance at this training is by invitation for members who have expressed interest in and have been selected for the core team. FAC Core Team Leader Gary Daugherty will coordinate the session. It will provide hands-on experience with the interview forms and limited data entry into VIP.

FIELD OPERATIONS GUIDE – FOG

Version 2 of the FEMORS FOG has been posted to the members' area of the web-site. Members may access the downloadable versions once they login.

Version 2 corrects the use of the word "Unit" to "Team" when referring to the various elements of the morgue processing operation. Under the new National Incident Management System (NIMS), "Unit" is reserved to describe elements of the Planning, Logistics, and Administrative Sections but not the Operations Section. Thus, the correction was necessary.

This version also modifies the description of FEMORS uniforms for more practical clothing (see **UNIFORM SELECTION** later in this NewsGram) and other typographical errors.

As always, all suggestions are welcome and should be sent directly to LBEDORE1@tampabay.rr.com.

Because activations will, hopefully, be rare occurrences, the FOG was created to serve as a member's resource to review, learn, and understand how the whole FEMORS team interacts during activation, especially the role he/she may play. Because response issues are not practiced on an everyday basis, members are not expected to be masters of all of the details.

If a member is asked to perform the duties of a management position, for example, the FOG allows her/him to refresh their knowledge of the duties and responsibilities of that position.

Once it is in final form, the FOG will be produced in a field size edition small enough to fit into a pocket for carrying into the field, if necessary.

UNIFORM SELECTION

Global DocuGraphiX, based in Jacksonville, has been selected as the vendor to manage sale and distribution of FEMORS uniforms. They are one of the DMORT vendors for Region IV.

Although photos of these items are not yet available, descriptions can be offered.

- Long Sleeve Shirt (all except FAC Core Team)
 - Navy blue button down collar with one pocket.
 - FEMORS logo over right chest.
 - Optional monogrammed name over left chest.
 - Men's and women's sizes in S to XXXL.
- Short Sleeve Shirt
 - Navy blue polo type with no pockets.
 - FEMORS logo over right chest.
 - Collar is Khaki with FEMORS on back
 - Sleeve hems are Khaki with FEMORS printed on outside edges.
 - Optional monogrammed name over left chest.
 - Unisex sizing in S, M, L, XL, and XXL.
- Long Sleeve Shirt (FAC Core Team only used with blue blazer jacket)
 - White button down collar with one pocket.
 - FEMORS logo over right chest.
 - Optional monogrammed name over left chest.
 - Men's and women's sizes in S to XXXL.

- Trousers
 - Tactical style (like the Royal Robbins 5.11 line at <http://copquest.com/45-1100.htm>)
 - Men's and women's sizes (waist and inseam)

Khaki BDU trousers are also acceptable. The tactical type may be more functional and do not have the cuff ties found on BDU types.

Every effort is being made to have a supply of these items (non-monogrammed) available at the Annual Training in June.

Other items such as patches and lapel pins are also being prepared but may not be available in time for June.

Global DocuGraphiX will create (as soon as possible, but not yet active) a web-store exclusively for FEMORS members. The link to the store will be through the members' area of www.FEMORS.org so you will need your user name and password to access it. All transactions can be done by credit or debit card and VeriSign is used for security of such information.

Contacts for questions are:

- Phil Gullion (pgullion@GDXinc.com)
- Virginia Kulla (vkulla@gdxinc.com)

DOH/UF CONTRACT FY 04-05 FUNDING PROPOSALS

Terms of the current contract call for release of FY 03-04 funding pending certain deliverable items:

- a. Deliverable #4 – DPMU budget by April 30, 2004 (\$37,500), and
- b. Deliverable #5 – RDSTF presentations by June 30, 2004 (\$0)

A) DELIVERABLE #4: BUDGETS

Budget proposals have been delivered to DOH for consideration in the FY 04-05 funding cycle.

Three proposals were developed using the concept of phased development in recognition of Goal 5 of the DOH 5 year plan –

- Strategy 5.5b By 8/30/07, establish and equip a portable mortuary for response to mass fatalities.

The proposals offer three options:

Phase I - \$255,313
Phase II - \$460,920
Phase III - \$1,009,268

Phase I budget proposal is for:

- continuing operations of the FEMORS Program including recruitment, training, team development, and joint exercises, and
- no equipment for the DPMU (hence, no need for warehouse space).

Phase II budget proposal is for:

- continuing operations of the FEMORS Program including recruitment, training, team

development, and joint exercises,

- procuring computer equipment and related software programs for victim identification and administrative command post operations during activation response,
- establishing a warehouse operation (at the DMAT-6 warehouse in Orlando),
- installing chain link fencing (80' x 100') for internal security,
- installing a mobile office (fixed trailer rental) with HVAC for climate controlled storage of computer equipment, and
- leasing two vehicles for transport of personnel and equipment for training programs throughout the State, exercises, or deployment.

Phase III budget proposal is for:

- all of the elements in Phase II plus,
- completion of procurement for the full basic load of equipment for each section of the portable morgue,
- pallets and material handling equipment at the warehouse,
- warehouse storage shelving, and
- recognition that if deployed, rental of box trucks (probably 3) will be needed to transport the palletized cache to a site.

In an abundance of practical caution, FEMORS assumes that only minimal funding will be provided for the coming year. For that reason concentration will continue on development of personnel assets through training. Should any equipment funding actually be provided, FEMORS stands ready to move to the next phase as that could only be viewed favorably as a welcome surprise.

B) DELIVERABLE #5: RDSTF VISITS

Although it carries no economic impact, FEMORS is eager to complete the final deliverable on time. The date and place of the final presentation is still dependent upon RDSTF Region 6 scheduling.

MASS FATALITY PLAN – TASK GROUP

FEMORS hosted the inaugural meeting of the group tasked with developing a Florida Mass Fatality Plan on April 28, 2004 in Orlando.

This plan will be a subset of a larger Mass Casualty Plan identified as a goal in the DOH Strategic Plan. Again, the DOH 5 year plan is the impetus for this –

- Strategy 5.5a By 8/30/05, develop a mass fatality plan that fully integrates into the statewide mass casualty and hospital response plans.

The overall Mass Casualty Plan is being managed by the State Working Group's Health/ Medical/ Hospital/ Emergency

Medical Services (EMS) Committee of the Regional Domestic Security Taskforce (RDSTF) system.

The Mass Fatality Task Group is composed of several medical examiners or their representatives, Department of Health Preparedness Planners, Vital Statistics, Hospital Planners, and other stakeholder parties.

The medical examiners serving on the group represent offices ranging from small to large and are:

- Dr. Charles Siebert, District 14, Panama City,
- Dr. Margarita Arruza, Districts 3 and 4, Jacksonville,
- Dr. Vernard Adams, District 13, Tampa,
- Dr. Thomas Beaver, Districts 7 and 24, Daytona Beach,
- Dr. Jan Garavaglia, District 9, Orlando,
- Dr. Rebecca Hamilton, District 21, Ft. Myers, and
- Dr. Joshua Perper, District 17, Ft. Lauderdale.

FEMORS is serving as the Task Facilitator. The group realized that in order to prepare a plan to address surge capacity needs, an evaluation of those needs must be done first. Assessment questionnaires are currently being developed to measure the current capacity of each district office. Distribution and tabulation of the questionnaires will take place over the summer months.

Based on that assessment, and borrowing from existing mass

fatality plans of local and state governments, a draft will be developed for presentation to the Medical Examiners Commission at their meeting in August.

There will be several stages of review over the ensuing year before the plan is finalized for inclusion into the State's comprehensive Emergency Management Plan (CEMP) by the target date of August 2005.

E-MAIL CONTACT DRILL

On Friday, April 23rd, at 1:40 pm, the second Alert Drill e-mail test was sent to all registered members (205 at that time) to test the effectiveness of the notification system for alert status.

The test simulated an Alert Status and provided details of events that might happen in a real Alert. It called for a mandatory response by simply choosing "Reply" and "Send" regardless of the e-mail program being used.

With the exception of the immediate 2-hour response (most likely due to the time of day the message was sent - 1:40 pm in April vs. 10:00 pm in January) the April results indicate only marginal improvement over the January test. Nonetheless, half of all members again acknowledged the message within 24 hours.

Results are presented below.

April Alert Test		
Total Replies	Percent (of 205)	Response Time
52	25%	2 hrs
102	50%	24 hrs
117	57%	48 hrs
140	68%	72 hrs
146	71%	96 hrs
152	74%	5 days
154	75%	6 days
157	77%	7 days

January Alert Test		
Total Replies	Percent (of 199)	Response Time
17	9%	2 hrs
100	50%	24 hrs
115	58%	48 hrs
125	63%	72 hrs
129	65%	96 hrs
133	67%	5 days
138	69%	6 days
139	70%	7 days

Once again, a few delivery problems were encountered although fewer than in January:

- Some member’s e-mail accounts rejected the message because the mailbox quota was full; even after repeated attempts.
- E-mail addresses sometimes change but members fail to update their User Profiles.
- Some members have changed jobs or moved.
- Some members did not have access to their e-mail during the drill (away from home or work for a variety of reasons).

- Some of these replied later.
- Some of these never replied.

The drill demonstrated how important it is for members to keep their contact information current. (Also, see **2004 FLORIDA HURRICANE EXERCISE** following.)

The next drill will take place during late Summer with hopes of achieving improvement in response times.

2004 FLORIDA HURRICANE EXERCISE

From May 3-5, Florida held its annual Hurricane Exercise. The scenario included a Category 5 storm cutting through the Keys causing multiple fatalities.

FEMORS was contacted by the State Emergency Operations Center (SEOC) on Tuesday, May 4th (at a time simulated to be post storm).

The Emergency Support Function 8 (ESF8) Desk first contacted the FEMORS Commander to place the team on Alert Status. A mock Alert notice was actually e-mailed to all members. *(Even though it contained instructions to “Take no action” a number of members replied to the e-mail as if it was like the April drill. Conditioning may have worked too well!)*

Follow-up contacts from ESF8 simulated activation of a Go Team to meet with the medical examiner and Incident Commander. A request for 100 responders was also made. Kelly House, serving as the Administrative Section Chief, prepared a mock list of available members (this would have taken several hours of phone contact with members) and provided it to the ESF8 desk. ESF8 simulated contacting each of the 100 to arrange for transportation and provide instructions for the staging area (Homestead Air Force Base at 7:00 am the following day).

The last contact from ESF8 directed FEMORS to serve as the on-site mortuary command to coordinate services including responding DMORT teams.

The table-top exercise proved valuable in a number of ways. It demonstrated that FEMORS is now on the recognized asset list at the SEOC as the agency of first response. It demonstrated how critical a fully prepared portable morgue will be. And, lastly, it showed the importance of performing the e-mail contact drills as a means of giving members at least some lead time in determining if they would be able to respond when called.

Hopefully, FEMORS’ continued involvement with major planners at the State level will lend impetus to the need for funding the morgue by 2007.

MEMBERSHIP STATUS

Using the existing Classification Plan for preliminary assignment, FEMORS has a registered base of 214 applicant members (as of May 8, 2004) with the following breakdown by region.

Categories: Title	Total	1	2	3	4	?
ADFI Administrative Officer (FEMORS Director of Finance)	1		1			
ADSP Administrative Specialist	4			3	1	
ANTF Anthropologist, Forensic	2		1	1		
ANTN Anthropologist, Non-Forensic	1		1			
AUTT Autopsy Technician	9		1	6	2	
CHAP Chaplin	0					
DENA Dental Assistant	5	1		1	3	
DNAS DNA Specialist	7		1	5	1	
EVSP Evidence Specialist	25	2	2	9	12	
FACL Family Assistance Core Team Leader	1			1		
FACS FAC Specialist	0					
FCMD FEMORS Commander (FEMORS Director of Operations)	1			1		
FORS Forensic Specialist (1 on DPMU*)	17	5	2	7	3	
FPTS Fingerprint Specialist	6			3	3	
IRCS IR Computer Specialist (1 on DPMU*)	2			2		
IRDE IR Data Entry	0					
MEDI Medical Investigator (2 on DPMU*)	25	2	5	8	10	
MHLO Mental Health Officer	0					
MRTA Mortuary Assistant (1 on DPMU*)	15	2	4	6	3	
MRTO Mortuary Officer (3 on DPMU*) [1 Georgia]	66	7	6	24	28	1
ODNF Odontologist, Forensic	18		1	4	13	
ODNN Odontologist, Non-Forensic	0					
PATF Pathologist, Forensic	4		1	1	2	
PATN Pathologist, Non-Forensic , M.D., or D.O. (1 resident)	4		4			
PHOT Photographer	0					
RGTL Regional Team Leader	0					
SAFO Safety Officer	0					
FEMORS Program Director	1		1			
Total Members:	214	19	31	82	81	1

* DPMU Team (if funded)

COMMENTS/SUGGESTIONS

Members can still reach FEMORS staff at the following numbers:

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