

Facility Name: _____

Address: _____

Type of Facility:

- Skilled Nursing Facility
- Subacute-Care Facilities
- Intermediate-Care Facilities (ICFs)
- ICFs for the Developmentally Disabled (ICF/DDs)
- Institute for Mental Health (SNF/STPs)
- Residential Care Facility for the Elderly (RCFE)
- Adult Residential Facilities (ARFs)
- Residential Care Facilities for the Chronically Ill
- Social Rehabilitation Facilities

Number of Residents: _____

Levels of Care: _____

Name of Person Responsible for Plan: _____

Assessment Completed By: _____

Date Completed: _____

Facilities should plan for the potential of handling deceased residents, staff, and visitors following a significant disaster where support from local emergency responders or other community resources like the county coroner and mortuary services are not immediately available due to the scope and of the event.

In advance of such a situation, an area(s) of the facility should be identified as a temporary morgue and equipped with appropriate supplies to safely handle human remain during extraordinary circumstances. Staff should be trained to handle human remains with respect, dignity and appropriate universal precautions.

Spaces suitable for temporarily storing human remains during a disaster should be sufficiently away from other areas where building occupants are residing and working. Stated directly, during the management of a disaster of this magnitude, the living and the dead need to be separated for both health and psychological reasons. The following points should be considered when pre-designating rooms or spaces within the facility or outside of the facility as a temporary morgue:

- Select a secure area where access can be controlled
- Select an area away from food handling/preparation
- Select an area away from resident care/treatment
- Select an area with adequate ventilation
- Select an area with air conditioning capabilities
- Select an area near an exit so removal can be completed discretely when resources are available
- Prepare a sign that can be attached to the door of the room/space restricting access
- When interior capacity storage capacity is exceeded, consider using a structure like a shed or garage on the property

Area of Facility Identified as Temporary Morgue Space:	_____
Area of Facility Identified as Alternate/Additional Temporary Morgue Space:	_____
Area of Facility Where Supplies are Stored to Handle Deceased Person(s):	_____

EQUIPMENT	
<input type="checkbox"/> PROTECTIVE EQUIPMENT AND OTHER PRECAUTIONS	A number of simple measures, such as the use of personnel protective equipment (PPE), can be taken to reduce the risk of infection associated with handling human remains. Considering that some of the personnel performing this work may not have experience in handling the dead, some basic instruction about the risks and precautions may be required. Universal precautions (for potential exposure to blood and body fluids) and enteric precautions (to control gastrointestinal infections and the adverse effects of bacterial intestinal toxins) should be followed.
<input type="checkbox"/> GLOVES	When handling human remains, workers should wear gloves (fluid proof – polyvinyl chloride (PVC), vinyl, rubber, latex), especially if the bodies are badly damaged. Used gloves should be removed and kept in a suitable isolation bag and disposed of appropriately. Where non-disposable gloves are used, they should be cleaned and disinfected.
<input type="checkbox"/> MASKS AND EYEWEAR	Other PPE, such as surgical masks and eyewear, should be considered when exposure to bodily fluids is possible. All appropriate Universal Precautions should be taken when handling dead bodies.
<input type="checkbox"/> OUTER CLOTHING	Disposable clothing should be considered if it is available. In most cases, traditional fabrics are preferable owing to their strength especially when moving bodies. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids. Closed, boot-style shoes are also recommended when handling dead bodies.

EQUIPMENT (CONTINUED)

<input type="checkbox"/> BODY BAGS	Body bags will further reduce the risk of infection and are useful for the handling of human remains that have been badly damaged. However, body bags reduce the rate of cooling of the cadaver, thus increasing the rate of decomposition, especially in hot climates.
<input type="checkbox"/> DISINFECTANTS / DEODORIZERS	The use of disinfectants and deodorizers should be considered to help reduce exposure to body fluids and odors associated with decomposing bodies.
<input type="checkbox"/> WASHING / CLEANING	Thorough hand washing and utilization of all infection control / universal precautions should be completed after handling human remains.

PROCEDURE

While waiting for assistance from external partners, the long-term care provider's methods for managing remains can be summarized in three short words:

TAG, WRAP & HOLD

NOTE: When handling decedents, follow contact precautions for infection control. Wear rubber or heavy duty leather gloves, facemask, and protective clothing. Always wash hands with antiseptic solution after handling decedents. Water and soap should be used if you do not have any other solutions.

TAG

Before moving the body, write on the ankle tags, toe tags, or body identification form identifying data:

- a. Name (if known)
- b. Sex
- c. Race
- d. Apparent age
- e. Location found (Office, apartment, car license plate, street address, etc.)
- f. Other casualties (living and dead) found with
- g. Number: assign each body a number
- h. If in high rise, indicate floor, then number
(It would be helpful also to keep a notebook recording of the same information. If possible, take an ID photo of the body in its original location.)

(It would be helpful also to keep a notebook recording the same information. If possible, take an ID photo of the body in its original location.)

PROCEDURE (CONTINUED)

WRAP

- a. LEAVE ALL PERSONAL EFFECTS ON THE BODY. These are crucial identifying tools. Wrap them up as found with the body.
- b. Make sure each body is tagged before wrapping it.
- c. Secure the body in plastic sheeting or vinyl body bag. If a body bag is not available, wrap and secure body with vinyl sheeting. The plastic sheeting should be frosted at least .004 mil in thickness and approximately 6 feet wide. You can purchase rolls of plastic that are 624 feet in length and weigh approximately 100 lbs. per roll. Place the body in the center of a plastic sheet cut 6 feet x 10 feet or use two heavy-duty lawn debris trash bags. Secure in such a manner by which fluids are contained using tie wraps or 3 ply cotton rope cut into 3 foot lengths. Do not damage the body when securing (for example, do not secure rope around the face. This may disfigure the body and hinder identification efforts and funeral viewing).

HOLD

Collect the tagged, wrapped bodies in a cool, enclosed, central location out of public view and away from the water supplies. Try to provide a measure of security against scavenging. Do not release bodies, or property to relatives. This is the job of the Coroner after positive identification has been established.

- a. Set aside an area that can be used as a collection point for fatalities. This can be termed the temporary morgue.
- b. Cement parking structures, covered areas, small warehouses, etc., are ideal for this purpose.
- c. Special care should be taken not to place bodies where body fluid can be absorbed, such as wooden floors or linoleum covered floors.
- d. The following supplies are recommended to be kept on hand for the number of possible fatalities: body bags, heavy duty gloves, rubber gloves, plastic aprons, face masks, household Clorox, and indelible markers.