

Refrigerated Storage Facility Plan

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Activation Tiers

Tier 3

- Lincoln/Lancaster County funeral directors report 80% capacity of refrigerated space occupied.
- Deaths (any) are occurring at a rate of greater than 12 a day. This triggers the implementation of a RSF Plan under the direction of the RSF group that would provide refrigerated storage of human remains.
- The Lancaster County Emergency Management 20 person refrigerated storage trailer is activated and staged at RTF site.

Tier 2

- Lincoln/Lancaster County funeral directors report 80% capacity of refrigerated space occupied.
- The Lancaster County refrigerated storage is at 80% capacity.
- An additional refrigerated storage trailer will be moved to RSF and placed in an 'unused/standby' capacity.
- If the temporary refrigerated storage is utilized.
 - Upon utilization of the first refrigerated storage trailer an additional refrigerated trailer will be moved to the RSF and placed in an 'unused/standby' status for future use and consideration for use.
 - The total number of temporary refrigerated storage trailers will be dictated by availability by vendor and discretion of UIC.

Tier 1

- Lincoln/Lancaster County funeral directors report 100% capacity of refrigerated space occupied.
- The Lancaster County refrigerated storage is at 100% capacity.
- 2 additional refrigerated storage trailers are at 100% capacity.
- Funeral homes and transport services are overwhelmed and unable to transport bodies within six hours of death.
- Hospitals need a temporary cold storage to manage the volume of deceased bodies at their facility.
- The RSF group will facilitate the delivery of refrigerated storage trailers to the effected hospitals.
- The hospital will provide security and staffing to make sure the bodies stored at their facility are labeled properly (body bags), accounted for and properly inventoried in and out of their facility.

- The responsibility to transport from the hospital to funeral homes or the RSF remains the responsibility of the funeral homes and transport services.

Documentation

Chain of Custody:

- Number (obtained upon arrival at RSF)
- Identification on Body Bag method (tape w/ ID # + zipper tag)
- Inventory Log (paper)
 - Name \ Date of Birth
 - Storage Location
 - Mortuary of Choice
 - Date of death
 - Who dropped body off (entity+name)
 - Who removed body from RSF (entity+name)

Appendix A &B

Transportation

Transportation to the RSF shall be achieved utilizing the equipment of the area funeral directors. The funeral directors are already skilled in this area of operation. At no time during transport should the fatalities be able to be observed while in the vehicle or during the loading or unloading process.

The hospitals have a plan to obscure the view of bystanders or the telephoto lenses of reporters at the hospital. The location selected will prevent media and bystanders from viewing.

Local funeral directors and representatives of local hospitals have established a procedure for hospital staff donned in personal protective equipment (PPE) to place deceased party in an appropriate body bag. This procedure would allow funeral directors to handle deceased parties utilizing N-95 masks, eye protection and splash protection. Local funeral directors have a limited supply of these items in inventory.

If unable to obtain supplies including body bags, UC will be utilized to obtain essential supplies.

Storage

Bodies will be stored in appropriate body bags while in storage. They are not to be exposed to other fatalities. Nor should the fatalities be stacked upon each other. Whenever possible, they should be stacked one high and then solid storage shelving, if needed, should be installed for other fatalities to be stored. Bodies should be released to the appropriate funeral home or sent to new storage for fatalities until their disposition can be arranged.

Refrigerated Storage Facility Resources

The **REFRIGERATED STORAGE FACILITY** shall be established at the direction of the RSF group under the guidance of UC. The RSF will be located inside the secure area. The RSF group at the direction of UC will work with the identified locations to ensure the facility will have the following characteristics:

- Security,
- Adequate space,
- Sufficient parking for semi-tractor trailers,
- Adequate ventilation,
- Access to sufficient quantities of water,
- Drainage,
- Electricity,
- Lighting,
- Vehicle access,
- Restroom Facilities
- Phone/Internet/Radio as needed.
- Office/Work area for staff
- Decontamination Facilities
- Established away from population centers

1. Primary Location:

2. Secondary Location:

Communications

It will be the responsibility of the acting group leader to contact the staff at the RSF to obtain a daily status update and determine any needs of the facility. The acting group leader will contact the Law Enforcement branch leader to ensure the status and needs are communicated to UC. RSF shutdown process and triggers.

When the volume and rate of deaths associated with this event drop to a level no longer necessitating the operations of the RSF the UC will direct the operation to cease.

Demobilization

As needs for the mortuary unit decrease the branch director and group leader will provide guidance to Unified Command for demobilization of mortuary unit.

- Return personnel to their normal jobs and combine or deactivate positions in a phased manner.
- Ensure the return/retrieval of equipment/supplies/personnel
- Notify purchasing of decontamination needs
 - Ensure decontamination of used equipment
- Identify location to take used equipment. (Trailers etc.)
- Debrief staff on lessons learned and procedural/equipment changes needed
- Upon deactivation of positions, ensure all documentation logs (ICS 214) are submitted to the Branch Director.
- Participate in briefings and meetings as required

After demobilization notify purchasing of the following;

Number of trailers purchased and their location

APPENDIX A: BODY BAG FORM

RS:

Name (First/Mi/Last):

DOB:

DOD:

Storage Location:

Mortuary of Choice:

Submitting (Company/Employee Name):

Removal (Company/Employee Name):

APPENDIX B: SITE TRACKING FORM

RS#	DATE/TIME	NAME & DOB (DECEASED)	EMPLOYEE

APPENDIX C: REFRIDGERATED SITE ADMIN RESOURCES

ADMINISTRATIVE SUPPORT

- 1 Scanner, Laptop, with cables
- 1 Hot spot
- 50 Black Pens
- 50 Black Marker Pens
- 50 Pencils
- 10 Bottles of Correction Fluid (White-out)
- 50 Boxes of facial tissues
- 2 First Aid Kit
- 1000 Identification Tags (various)
- 25 Rolls of black adhesive duct tape
- 25 Rolls of red adhesive duct tape
- 25 White lined tablet paper
- 10 Folding tables (3' x 6')
- 500 3 Hole plastic Document Protectors
- 25 Folding chairs
- 15 3" 3-ring binders
- 10 Office Staplers
- 5 Office staples box
- 10 Scissors
- 10 Boxes Rubber Bands
- 5 Staple Removers
- 5 Pencil Sharpener
- 10 Plastic portable totes
- 5 25' Extension Cords
- 5 50 Extension Cords
- 5 Surge Protectors
- 20 boxes of Paper Clips

APPENDIX D: CHECK IN/OUT ACTION PLAN

Drop off body

1. The Transport personnel will arrive at the Location and identify themselves.
2. The transport personnel shall go directly to the refrigerated site and check in with the Refrigerator site manager.
3. The check in log and body identifying form should be completed
4. The body form shall be taped onto the body bag.
5. A zip lock tag should be placed on the zippers of the bag and the name of the deceased and date of birth shall be placed on it with a sharpie marker.
6. If the death was caused by COVID 19 a 1 (one) foot piece of red adhesive tape shall be placed on the body bag, so it is easily visible.
7. The body shall then be placed in the storage facility
8. The exact location of the body in the storage facility shall be documented so the body can be easily located when picked up.
9. After completion the transport personnel shall directly leave.

Removal of Body

1. The Transport personnel will arrive at the Location and identify themselves.
2. The transport personnel shall go directly to the refrigerated site.
3. Check in with the Refrigerator site manager
4. Identify which deceased party they are there to pickup
5. The body(s) will be removed from the refrigerator storage
6. Complete checked out on the log.
7. After completion the transport personnel shall directly leave.

APPENDIX E: TRAILER LAYOUT

