**Mass Fatality Management Plan   
Template**

**TEMPLATE INSTRUCTIONS**

This Mass Fatality Management Plan Template is meant to serve as a framework for planners to build or refine a mass fatality plan for their healthcare facility.

This template is a simple tool that may be used in conjunction with the *Mass Fatality Management Guide for Healthcare Entities*, which is a robust resource that contains detailed information regarding the type of information that should be included in a healthcare entity mass fatality management plan. The *Mass Fatality Management Guide for Healthcare Entities* can be accessed here: <http://ems.dhs.lacounty.gov/>

Insert healthcare entity name

Insert plan version number

Insert date of last revision

Insert healthcare entity logo

**ACKNOWLEDGMENTS AND APPROVALS**

Include information regarding the people, agencies, and organizations who were involved in the development of your facility’s mass fatality plan.

**OVERVIEW**

Provide an overview of your facility’s mass fatality plan. Considerations for inclusion are:

* Background
* What Is “Mass Fatality”
* Guide Development Process
* Scope (Formerly Purpose)
* Objectives
* How To Use This Guide
* Assumptions or Principles
* Summary of Planning, Activation, Operation, and Demobilization procedures
* Key facility contacts (internally) and alternate numbers
* Other contingencies to be activated such as COOP in consultation with administration if activating your mass fatality plan

**PLAN MAINTENANCE**

Describe how your facility will maintain your plan, and document special considerations in the planning process. Include specific training and exercise recommendations (e.g., types of training/exercise events, frequency, etc.).

Include information regarding requirements and recommendations from HPP, AHRQ, accrediting organizations, and regulatory issues surrounding decedent management at your facility. Include information on regulatory relaxing language.

Examples include:

* Plan Maintenance
* Pre-incident Actions
* Training
  + JIT quick sheet developed for healthcare facility staff to deliver to their physicians, encouraging them to expedite the signing of death certificates in appropriate situations
  + Access to training resources for the State’s electronic death registry system.
  + Access to triage tag training.
  + Regulatory Requirements
  + Hazardous material contamination

**ACTIVATION**

Information contained in the Activation section may include:

* Plan activation and escalation triggers (e.g., number or percentage of decedents) that will call for plan activation. Include directions as to what additional information will need to be collected during the admissions process (e.g., mortuary information) once the plan has been activated. This should include a tiered system where the first tier involves the expediting of decedents to mortuaries/Coroner and expansion of decedent storage capacity.
* Number/type of equipment/supplies to have, etc. Make a separate appendix for equipment/supply detail if needed. Include specific language regarding the coordination of decedent storage (e.g., where it is, the number of decedents it can hold, how it will be expanded, whether hospitals will relax crypt bed capacity standards, etc.).
* Staff who will have a key role in mass fatality management (e.g., Decedent Affairs Group, decedent processing staff, social workers, physicians, etc.). Provide a description of duties. Include information about the “physician in charge” strategy if approved for inclusion.
* Provide a description of the approach to JIT training. Identify resources that will be used to prepare staff (e.g., JIT training, checklists, key telephone numbers, etc.). Actual training resources will be placed in the appendices or online. This should include:
  + Roles/responsibilities of staff
  + Incident Command structure and reporting structures
  + Job Checklists and Assignments
  + Key telephone numbers
  + Communication channels and devices
  + Communication with staff, family members, and the media
  + Use of PPE and proper disposal of PPE
  + Safety precautions and work injury reporting/exposure procedures
  + Staff resources for mental health needs during work shifts
* Include security related information, especially as it pertains to securing those areas that are identified as sensitive.

**OPERATIONS**

Information contained in the Operations section may include:

* Decedent processing
* Decedent processing flow charts
  + CA-EDRS
  + Sample Death Certificate
  + Labeling and numbering system for fatality tracking
  + Handling and movement of fatalities to storage areas
  + Hazmat considerations (if grossly contaminated; may have to be handled outside the facility until decontaminated, and depending on agent.)
  + Disposition of fatalities to responsible parties
* Type of information to collect if the decedent is unidentified (e.g., photograph, skin markings, etc. (Consider Witness Form)
* NOK notification
* Death Certification completion and CA-EDRS
  + Death Certification process flow chart
* Coordination with external/community stakeholders
* Collection of decedent property, and securing of property until disposition
* Decedent tracking (as above; but should start at very first step)
* Mental health/behavioral health information and best practices (as above)
* Religious/cultural considerations
* Media relations (as above)
* Decedent transfer (as above)

**DEMOBILIZATION**

Information contained in the Demobilization section may include:

* Demobilization considerations and tasks

**APPENDICES**

Information contained in the Appendices may include:

* Countywide Coordination
* Mental health/behavioral health information and best practices
* Religions/cultural considerations
* Transportation and Storage Specifications
* Equipment and Supplies
* Key Contacts List
* HIPAA
* Decedent Information Form
* Decedent Tracking Log
* Witness Form
* Internet Resources
* Fact Sheets
* Key Position Checklists
* Glossary of Terms
* Abbreviations