

POLICY/PROCEDURE: Colorado Coroner Assist Team

PERSONNEL:

A. All members of the Coroner Assist Team will be Certified Death Investigators through the Colorado Coroners Association.

B: All members of the Coroner Assist Team will have completed NIMS 100, 200, and 300 training and will have the proper certificates.

PROCEDURE:

A. Receiving Calls for Assistance

- If a County Coroner calls in regards to assistance or in regards to a mass fatality, obtain the following information:

Date: _____ Time: _____

AGENCY: _____ Coroner _____

Phone: _____ Cell: _____ Pager _____

(Other means to reach / contact the caller) _____

What can the Coroner Assist team do for you?

(May only need a telephone number or a request for specific personnel-i.e.-fingerprints techs)

In the event of a mass fatality and the Coroner is requesting further assistance:

1. What Happened?
2. Location and terrain (Get specifics-obtain exact directions to scene)
3. Accessibility (Has someone been to the scene; is it easily accessible? Are there any difficulties in accessing the scene?)
4. Is communication available at the scene / site? (What type / whom / how)
5. Weather conditions (Current and forecast).
6. Law Enforcement Agency in charge of scene (Agency):
7. Other agencies involved (Agency):
8. Location of Incident Command Post and Staging Area:
9. Estimated Number of Fatalities:
10. Condition of the fatalities (If Known):
11. Do Dangerous or Hazardous Conditions Exist that might hamper recovery:

B. Assigning personnel

Prior to any assignment, the following is required.

The Co-chairs (s) will obtain the following information from the requesting Coroner:

What resources and equipment is required from the Coroner Assist team?

Need for protective clothing (gloves, boots, coats, hard hats, rain suits, etc.?)

C. After Notification:

After receiving the call and notification, the person receiving the call will then make notification of the incident and request to:

- Other Co-chairs with the Colorado Coroner's Association
- President with the Colorado Coroner's Association or designee

The Co-chairs will then contact members on the Assist Team, who are near the incident to find out if they can or cannot respond.

Based on the information received from the Assist Team, the Co-chair (s) will then coordinate with the requesting Coroner on the response of the team.

D. Assist Team

There are certain common responsibilities/instructions associated with an incident assignment that everyone involved with the incident should follow. Adhering to these simple guidelines will help ensure a more efficient and effective operation.

Receive your incident assignment from your organization. This should include, at a minimum: (*Different agencies may have additional requirements*)

- Weather conditions and appropriate attire
 - Reporting location and time
 - Likely length of assignment
 - Brief description of assignment
 - Route information
 - Designated communications link if necessary
1. Bring any specialized supplies/equipment required for your task.
 2. Arrange to have adequate personal supplies to last you for the expected duration of the assignment.
 3. Upon arrival, follow the Check-in Procedure stipulated for the incident. Ask exact location of Check-in location as these sites may differ depending on incident and/or location. Examples may be as follows:
 - A. Incident Command Post
 - B. Staging Areas
 - C. Base or Camps
 - D. Division or Group Supervisors (for direct assignments)

REMEMBER, the Coroner Assist Team will be there to help the Coroner in whatever way needed and we will be working under their authority. The requesting Coroner and his / her agency is in charge, we will not take over the incident.