Procedures for Dead, Injured and Valuables in Debris

Module 8 - Documentation, Dignity & Handover Simulation Toolkit



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MAP — Toolkit Map & System Architecture



■ Casualty Handover & Dispatch Documentation

Assemble the 5 mandatory dispatch fields and verify completeness before signature transfer.

■ Valuables Chain of Custody & Evidence Tagging

Track item discovery, team-leader handover, evidence tagging, and police/crisis center transfer.

■ Dignified Handling, Deceased Records & Debriefing

Execute respectful protocols, record deceased reference tags, and build chronological mission report.

DOC1 — Dispatch Form Puzzle



Ambulance Plate Number

Transport-chain reference identifying exact vehicle transferring the casualty.

Healthcare Professional Details

Name, surname, and signature confirming legal transfer of medical custody.

Handover Date & Time

Exact day and minute of physical casualty transfer to health staff.

Receiving Health Institution

Official hospital name, emergency ward department, and address.

HAZMAT / Chemical Exposure

Mandatory indicator for radioactive, chemical, or biological contact hazards.

FLOW1 — Injured Handover Chain



🔗 Step 1: Injured Extricated

Casualty safely extricated from debris by USAR rescue team.

🔗 Step 2: Dispatch Form Completed

Rescuers fill mandatory identity, location, and hazard fields.

🔗 Step 3: Healthcare Professional Receives

Paramedic or emergency doctor takes physical custody of patient.

🔗 Step 4: Formal Signature Obtained

Authorized medical personnel sign dispatch form confirming handover.

🔗 Step 5: Archived in Operation Records

Completed form logged and permanently retained in mission records.

CHECK1 — Missing Field Challenge



🔍 Case 1: Missing Handover Timestamp

Plate recorded, doctor signed, destination listed — BUT handover time missing!

Action: Halt ambulance departure until exact minute timestamp is entered.

🔍 Case 2: Missing Medical Signature

Time recorded, destination listed, HAZMAT marked — BUT doctor signature missing!

Action: Obtain authorized signature before releasing vehicle from scene.

🔍 Case 3: Unmarked HAZMAT Exposure Box

All identity and destination details completed — HAZMAT box left blank!

Action: Explicitly check and mark 'None' or exposure type before transfer.

CHAIN1 — Valuables Chain-of-Custody Mat



🔒 Step 1: Item Discovered in Debris

Personal valuable (wallet, phone, jewelry) located during search operation.

🔒 Step 2: Item Secured & Documented

Item placed in evidence bag; tag details (location, time, finder) recorded.

🔒 Step 3: Handed to Team Leader

Finder transfers sealed evidence bag to team leader with initial receipt.

🔒 Step 4: Leader Prepares Handover Log

Team leader completes formal chain-of-custody transfer record.

🔒 Step 5: Transferred to Police / Crisis Center

Valuables officially transferred to police or crisis authority with report.

🔒 Step 6: Team Copy Retained in Archive

Signed transfer receipt filed permanently in team operational archives.

TAG1 — Evidence Tag Cards



Item Description
Detailed physical description (e.g., gold wrist watch, silver ring, black leather wallet).

Exact Find Location
Specific grid reference, room number, or debris layer (e.g., Sector B, 2nd floor rubble).

Find Time & Date
Exact timestamp when valuable was uncovered during search.

Finder Identity
Name, team ID, and signature of responder discovering the item.

Temporary Tag Number
Unique alphanumeric tracking code matching evidence bag seal.

Team Leader Receipt
Formal sign-off acknowledging custody transfer from finder to leader.

ETHIC1 — Dignity Decision Cards



Uncertain Signs of Life

Treat the person as alive immediately and alert medical services. Do not pronounce death in the field.

Exposed Body at Scene

Cover body respectfully with clean shroud; shield from public view and follow designated record process.

Valuable Found in Clothing

Do not retain or pocket any item; record on evidence tag and transfer through official custody chain.

Family Member Identity Inquiry

Do not guess or offer unverified names; direct inquiries strictly through authorized crisis channels.

Personal Media / Photo Requests

Do not treat scene or deceased as content; strictly prohibit personal photography or social media posting.

Shift End Report Conflict

Document any inventory or log discrepancy immediately and resolve with supervisor before shift debrief.

RECORD1 — Deceased Record Sheet



Label / Reference Number
Unique deceased tracking number attached to body bag and registry sheet.

Find Location
Exact GPS coordinates, sector grid, or building floor location.

Time & Date Found
Timestamp when deceased was recovered from debris.

Estimated Identity Info
Only recorded if official ID found attached; do not guess or speculate identity.

Recorder / Team Leader Sign-Off
Signature and badge number of documentation officer logging entry.

Handover / Preservation Point
Designated mortuary site, medical examiner unit, or disaster victim identification team.

PPE1 — Source-Module PPE Match



Heavy Protective Gloves

Prevention of biological fluid contact, sharp debris cuts, and contamination during body recovery.

Solution Mask (FFP2/FFP3)

Protection from organic odors, airborne pathogenic bioaerosols, and chemical particulate exposure.

Coveralls / Protective Suit

Preventing skin contact with hazardous contaminants, hazardous dust, and bio-fluids.

DEBRIEF1 — After-Action Wall



📌 Disruption / Operational Gap

Log missing handover timestamp or form delay during rapid evacuation.

📌 Root Cause Analysis

Identify communication breakdown between rescue lead and ambulance team.

📌 Good Practice Capture

Highlight flawless evidence tagging and prompt police transfer of valuables.

📌 Staff Welfare & Psychological Support

Assess team emotional stress, offer psychological debriefing, and monitor fatigue.

📌 Equipment Loss & Renewal

Note damaged body bags, missing tags, or depleted PPE glove inventory.

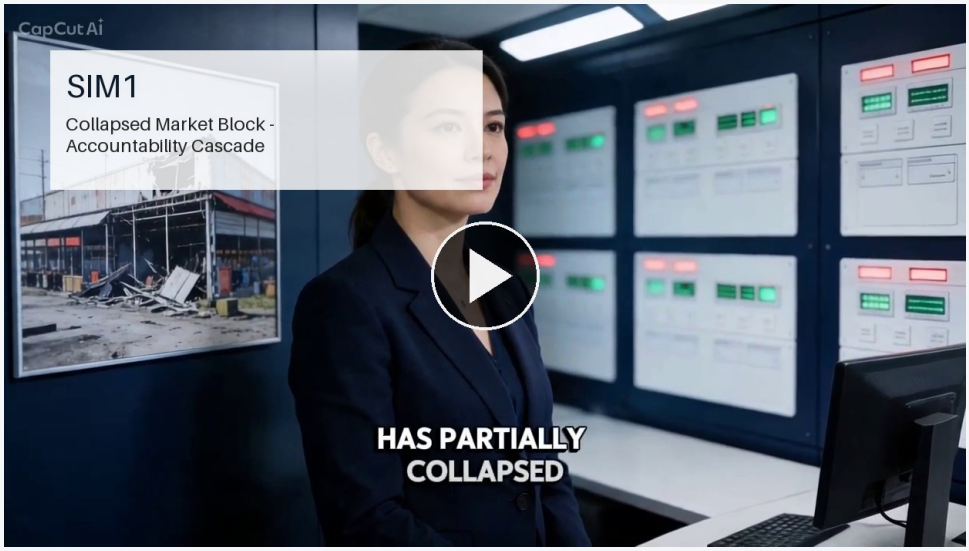
📌 Corrective Action Plan

Standardize pre-departure form checklist for all subsequent shift rotations.

SIM1 — Collapsed Market Block: Accountability Cascade

Simulation video

Open the linked file in your browser or media player.



[OPEN VIDEO — CLICK TO PLAY]

OBS1 — Accountability Dashboard



Mandatory Handover Fields

RATING: 4/4 [EXCELLENT]

Evidence: All 5 required dispatch fields completed with zero missing values.

Valuables Custody Continuity

RATING: 4/4 [EXCELLENT]

Evidence: Valuables logged on evidence tags and transferred to police without personal retention.

Dignity & Respect Compliance

RATING: 4/4 [EXCELLENT]

Evidence: Shroud used, photo prohibition enforced, and uncertain status treated as alive.

AUDIT1 — Documentation Audit



DISPATCH FORM AUDIT **VERIFIED [✓]**	Benchmark: All dispatch fields filled & signed by receiving healthcare professional. Result: 100% complete with timestamp.
VALUABLES CHAIN AUDIT **VERIFIED [✓]**	Benchmark: Item description, find location, finder ID & police receipt attached. Result: Chain unbroken; receipt archived.
DECEASED REGISTRY AUDIT **VERIFIED [✓]**	Benchmark: Unique label reference, location, timestamp & leader sign-off logged. Result: Traceable DVI compliance.

FAC & References — Facilitator Guide & Citation Sources



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Digital adaptation note: Each casualty dispatch form, evidence tag log, dignity rubric, and deceased record sheet can be published as an independent web component under WP3. SIM1 is suitable for timed online scenario updates and team reflection.

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