

In-Hospital Fatality Surge Body Collection Point (BCP) Operation Guide

What is a Body Collection Point?

A Body Collection Point (BCP) is a term used for a temporary refrigeration unit used to store decedents until transport can be arranged.

Why would a Healthcare Facility need a Body Collection Point?

A BCP can provide a healthcare facility with additional space to augment their fixed facility morgue capacity. This resource will allow the healthcare facility to store a larger number of cases until they can be released to families/funeral homes or until OCME takes possession.

How to Request a Body Collection Point?

To request a BCP healthcare facilities are instructed to complete the following, as directed by the Citywide Logistics Center:

- Healthcare facilities are requested to submit requests through the appropriate healthcare association (Health + Hospitals or Greater New York Hospital Association) who will contact HealthMedicalESFList@oem.nyc.gov
- Independent Hospitals, without an association, are asked to submit the request to ResourceRequest@oem.nyc.gov

The requesting network/facility must provide the following information to NYCEM upon making the request:

- Facility Name
- Facility Address
- Point-of-Contact for Mortuary Operations or Fatality Management Operations (including name, position, phone number, and email)
- Location designated for the BCP
- Confirmation of information submitted in 2019 DOHMH deliverables

Who Manages the Body Collection Point at our Facility?

The Body Collection Point management is the responsibility of the receiving healthcare facility. As an extension of the facility's morgue space, the hospital will be responsible for the following:

- **Case Transport:** Movement of cases from patient care areas to the Body Collection Point for temporary storage.
- **Family Management:** Communicating with families to make notification of death and enable arrangement for final disposition.
- **Release Cases:** Hospitals should release cases to funeral homes on demand and in accordance with normal procedures.
- **Temperature Monitoring:** Remains should be stored between 37-44F. The receiving facility must monitor the temperature to ensure the storage unit is maintained within this temperature range.
- **Fuel Management:** Hospitals are responsible for monitoring fuel levels and refueling units.
- **Case Management/Tracking:** Hospitals must maintain a morgue census for all cases stored in the Body Collection Point. A sample tracking form is available in the Healthcare Facility Annex of the Biological Incident Plan for Management of In- and Out-of-Hospital Deaths.
- **Security:** The receiving facility must ensure that the unit is secure 24 hours a day. Depending on the placement of the unit, this may include taking measures to ensure privacy, deploying lighting elements or cameras, deploying tents or covered walkways, etc.
- **Personal Effects:** The hospital is responsible for the management of personal effects. As is current protocol, OCME will not take possession of personal effects when picking up the BCP.
- **Morgue Census:** OCME is requesting that all hospitals provide their daily morgue census (including both fixed facility and BCP, if one is deployed). This will assist OCME in monitoring case storage capabilities and manage transport resources citywide.

What cases can be stored in the Body Collection Point?

All claim cases can be stored in the BCP, both COVID-19 and non-COVID-19 related cases. Cases which fall under the jurisdiction of the Office of Chief Medical Examiner must be reported to OCME according to normal protocols. *(Attached, please see the memo defining OCME jurisdiction related to COVID-19 cases)*

COVID-19 Claim Cases	Other Claim Cases	ANY Medical Examiner Cases
<p>Store in BCP</p> <p>Normal reporting processes and documentation / paperwork are required to accompany all claim cases.</p>	<p>Store in BCP</p> <p>Normal reporting processes and documentation / paperwork are required to accompany all claim cases.</p>	<p>DO NOT Store in BCP</p> <p>Cases which fall under OCME jurisdiction must be reported according to normal operations for investigation and examination.</p>

How Should Cases be stored in the Body Collection Point?

The following guidance should be followed by any healthcare facility staff handling decedents and/or assisting in the BCP operation:

- Decedents should always be handled in a manner denoting respect
- Decedent should always be placed face up
- Decedents should never be stacked
- Cases should be arranged on each side of the BCP, leaving a center aisle for walking.
- Body handlers should use sliding boards and other lifting devices, when applicable, to make it easier to move cases.
- Decedents should be properly positioned to allow for efficient case storage. In a 48-foot trailer, approximately 40 – 44 cases can be stored.



How does the Healthcare Facility request pick-up or retrieval of the Body Collection Point?

When the BCP is nearing capacity, the healthcare facility must reach out to OCME to coordinate pick-up of the cases. This may occur by removal of the refrigerated unit and replacement with an empty unit or by removal of the cases into an alternate transport vehicle. All required decedent paperwork must be submitted to OCME as decedents are placed into the BCP and must be complete and competent before case pick-up can occur.

What is required for OCME to pick up claim cases from the hospital BCP?

The reporting facility must provide the following to NYC OCME for all Claim Only and City Burial cases:

- Completed Healthcare Facility Face Sheet
- A work copy of a signed death certificate
- A Burial Permit indicating the following:

Type of Disposition	Method of Disposition	Place of Disposition
Claim Only	Interim	OCME Morgue
City Burial	Interment / City Burial	City Cemetery at Hart Island

- A completed decedent manifest for the BCP
- City Burial cases will also require a letter from the NOK authorizing this disposition type. If NOK are not available, please select Claim Only.

If any of the above requirements are not met, the case cannot be accepted by OCME. The healthcare facility must also provide hard copies of all documents at the time of removal.

Attached, please see a copy of the Updated Reporting Claim Only Cases to the Office of Chief Medical Examiner Memo released in December 2015 and a Claim & City Burial Request Checklist.

Please visit the OCME official website which includes a “Case Reporting Criteria for Clinicians” page and the clinical summary worksheet and instructions at www.nyc.gov/ocmereportacase.