The HCF Morgue Manager should provide Body Handlers the following guidance when physically placing bodies inside the BCP:

- Decedents should always be handled in a manner denoting respect.
- Decedents should always be placed face up.
- Decedents should never be stacked.
- Body Handlers should arrange the bodies parallel with the long side of the BCP; placing them on each side of the BCP and leaving a center aisle for walking space.
- If shelving is retrofitted for the BCP, decedents should never be placed on shelves higher than a handler’s waist unless a lifting device is used. This is to avoid back strain and handler fatigue.
- Body Handlers should use sliding boards and other lifting devices, when applicable, to make it easier to move bodies.
- Gurneys should be lowered, if possible, before moving decedents and placing them on the BCP floor.
- Decedents should be positioned in the below pattern to accommodate at least 40 bodies on the floor of the BCP:
  - Place the first body on the floor parallel to the long wall of the unit, at the end of the BCP furthest from the BCP entrance.
  - Place the head of the second body on the abdomen of the first body with the legs placed alongside the first body.
  - Place the third body’s head on the abdomen of the second body with the legs placed alongside the first body. (See pictures below regarding placement of bodies and decedent tags inside the BCP.)
**Shelving:**
Hospitals are encouraged to utilize shelving to increase the capacity of the refrigerated trailer. Purchasing shelving may take time; however, below are images of shelves constructed in a trailer which will increase the storage capacity to about 100 cases.

![Shelving Image](image1)

**Accessibility and Privacy:**
If a hospital is unable to utilize a loading dock for the placement of the BCP, facilities must consider alternate means to ensure cases can be loaded and unloaded in a safe, respectful manner. Please see the ramp below as an example of a well-constructed method to access the BCP.

![Accessibility and Privacy Image](image2)
Security and Privacy:
The privacy and security of the BCP operations must be considered to ensure the chain-of-custody of the cases and also to ensure the respect of the families. The healthcare facility is responsible for managing the security of the BCP 24/7, this includes restricting access to the BCP and preventing photography of the interior of the BCP. Despite the security mechanisms in-place, the hospital must facilitate the release of cases to funeral homes on demand. Facilities may consider using tenting to ensure privacy of the staff and the cases during the loading and unloading process.