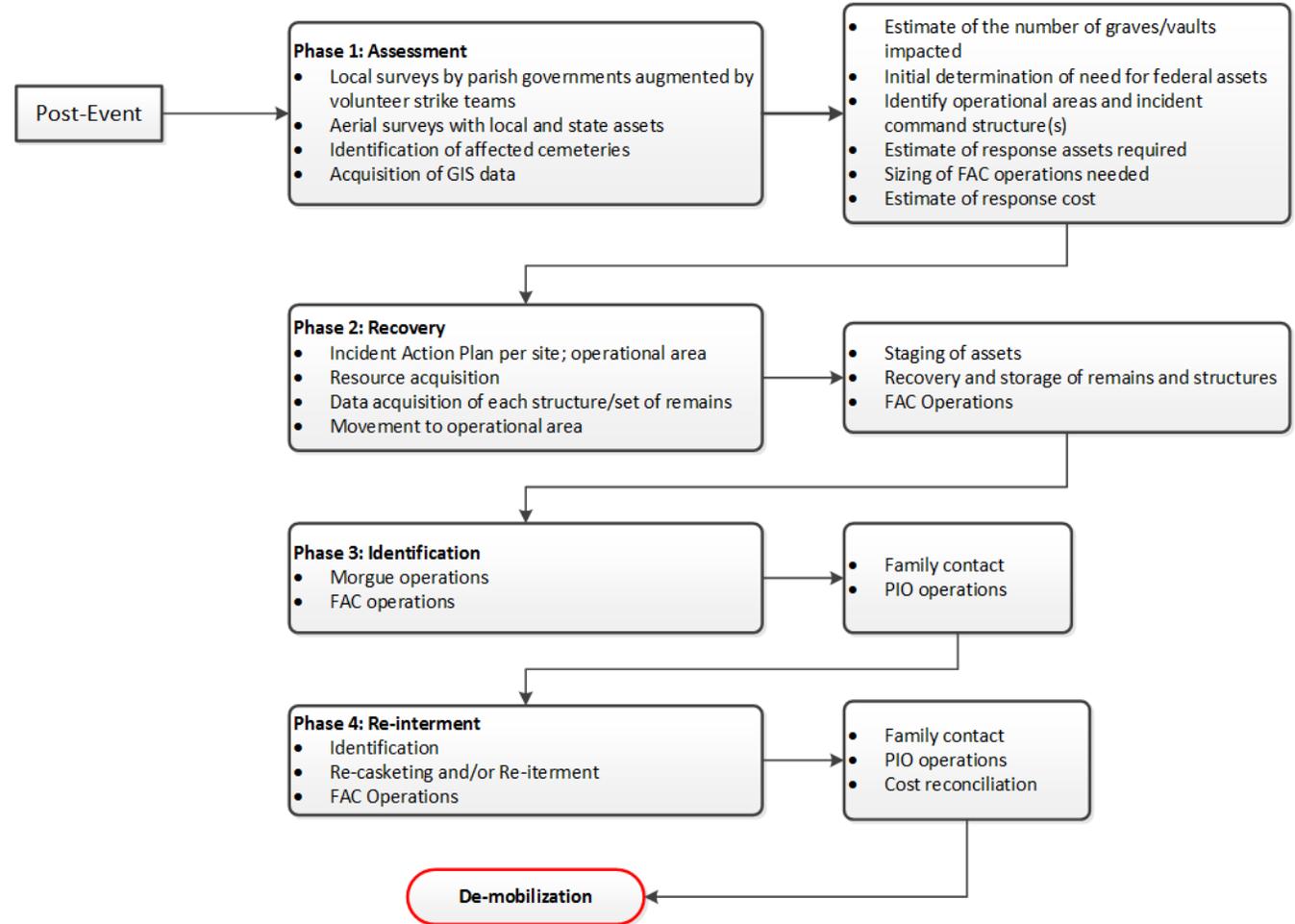


Cemetery Disruption Response Suggestions for Parishes

2016

The following checklist is designed around four major phases of a cemetery disruption response. The following diagram shows some high-level details of the four phases and their relationship to each other:

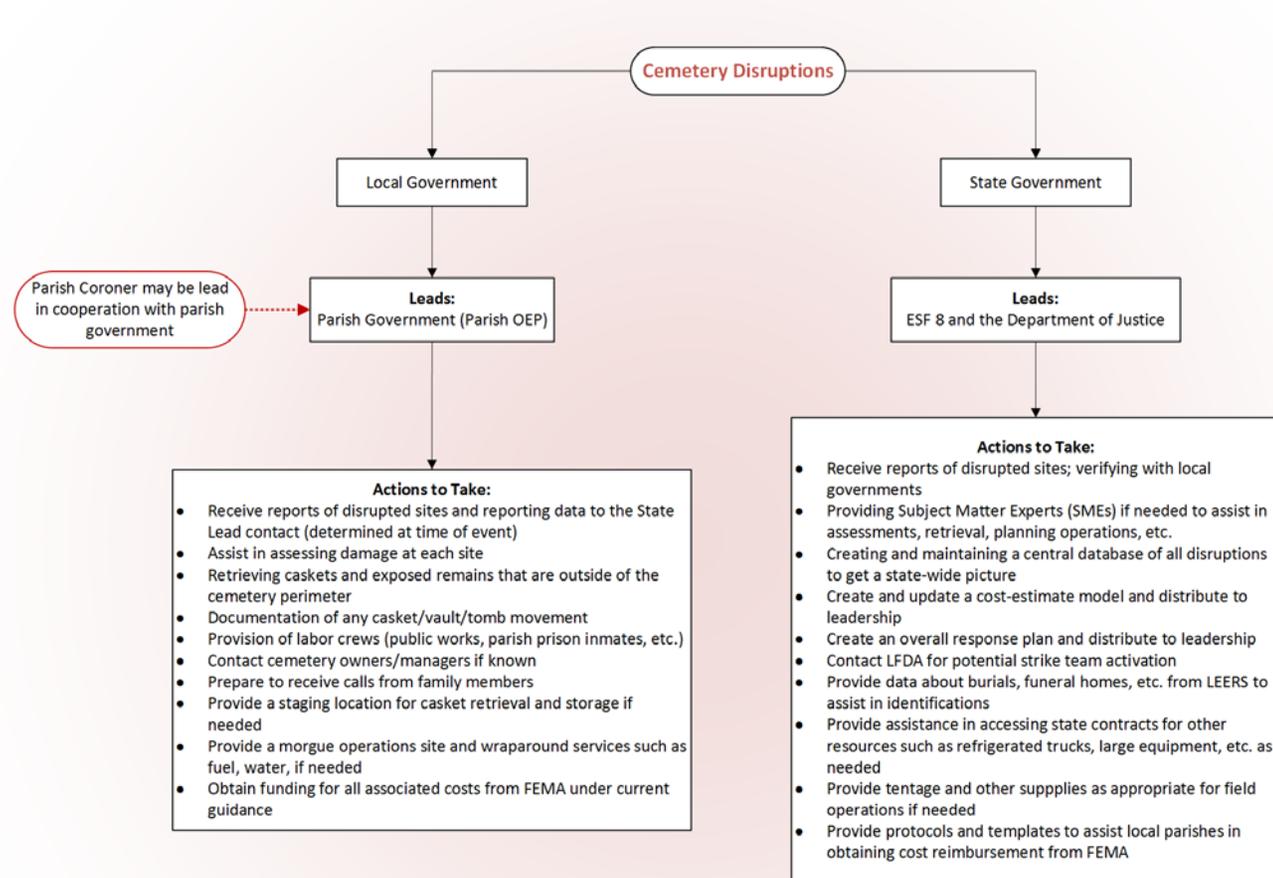
With this overall framework in mind, the following are suggestions for immediate actions a parish can quickly take after a cemetery disruption incident.



CEMETERY DISRUPTIONS: IMMEDIATE RESPONSE SUGGESTIONS FOR PARISH GOVERNMENTS

1. Cemetery disruptions are common in Louisiana with major weather events that cause flooding, storm surge, etc.
 - a. Disruptions can be minor with some grave or vault damage, but with everything contained in the confines of the cemetery and no caskets are open exposing human remains
 - b. They can be major with caskets and/or tombs and vaults floating outside of the cemetery, sometimes miles from the original cemetery. There are usually exposed caskets outside of the cemetery boundaries, sometimes in neighborhoods, by the road side, etc.
2. In all cases, these disruptions are upsetting to both families of the deceased as well as residents and businesses impacted. There is often a call for immediate action.
3. The best resource for immediate action is the parish government. Here are some steps that can be taken before state or federal responses can be put into motion:
 - a. The parish Office of Emergency Preparedness (OEP) can contact the cemetery owner or manager to determine what resources they can bring to bear on the problem. From our experience, their participation is rare. Many cemeteries in Louisiana are very old and have long been abandoned. In these cases, the parish OEP must assume an incident command role.
 - b. In that role, the OEP can contact the local coroner to see if the coroner's office can assist with resources and/or subject matter expertise.
 - c. The most immediate response concerns caskets or exposed remains that are outside of the originating cemetery and in populated areas. The parish OEP should use local resources (Fire Departments, volunteer Funeral Home personnel, Public Works staff, or inmate labor from the Parish Prison) to immediately recover these remains and either bring them back to the original cemetery (if known) or to a central storage/staging area.
 - i. The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) can assist if storage is needed by locating storage space, as appropriate and necessary.
 - ii. **CAUTION:** Some of these tombs/vaults can be extremely heavy. Do not attempt to move without the proper equipment and professional help
 - d. A concentrated attempt should be made to obtain all relevant details about each cemetery that is impacted:
 - i. Cemetery name
 - ii. Cemetery contacts (owners, managers, sextons, etc.)
 - iii. GIS location coordinates
 - iv. An estimate of the number of graves impacted
 - v. Pictures of the damage
 - e. Part of this effort should include documentation of the identity of the remains if known. This is made easier if there is a cemetery sexton with information on burials. If this isn't possible, keep the remains together and take pictures of the site.
 - f. Forward all relevant information to GOHSEP via WebEOC so that a picture of the extent of the damage state-wide can be assembled.
4. Realize that a complete response requiring state and/or federal assets will not begin immediately. An accurate assessment must be obtained to determine the scope of damage across the state and life-saving response activities should have ceased. The least effective thing GOHSEP can do is to take assets out of the fight of saving lives. You can bring some immediate calm to the situation by following the recommendations outlined above.

5. Because the resolution of these types of incidents can often take weeks or months, the parish government must take the lead in managing their response. The following diagram shows the responsibilities and actions that can be taken by all levels of government. We are excluding a large-scale response that might qualify for a DMORT activation. We don't believe – at this point – that we meet the DMORT activation criteria. As shown, there are various actions that parish governments can take in concert with state teams. Working together, a coherent and efficient response can be configured to address this problem.
6. As with all disasters, the first response is from parish government, assisted by state and federal governments. With the current protocol for obtaining cost reimbursement, it is important that parish governments remain involved and maintain ultimate ownership of the response.



7. Use the following press release as a model to assist families that may be impacted by the cemetery disruptions:

Process for Reburial of Caskets Displaced During August 2016 Flooding
Steps family members can take to make reburial go smoothly

The (PARISH) government is finalizing plans for reburial of caskets and vaults displaced by recent flooding. Parish officials may have begun notifying families or next-of-kin for those caskets that have been positively identified, and this process may take several days.

The first step family members need to take is to register with FEMA for individual assistance to pay for reburial costs. Only one family member should register. If possible, it will be better if that family member has not already applied for individual assistance for residential home damage or rental assistance since maximum assistance amounts may apply. The family may register by calling 1-800-621 FEMA, by visiting www.disasterassistance.gov or in person at the FEMA Disaster Recovery Center at (ADDRESS OF DRC).

After registering with FEMA, families will be required to obtain certificates and cost estimates from local funeral homes and will have to choose between re-interment by the coroner or by a funeral home. Please be aware that funeral homes may not be able to handle the reburial in a timely fashion.

Re-interment by the parish government will be scheduled when funds from FEMA individual assistance are delivered to the Coroner if the family elects to use the Coroner's Office for reburial.

The process for releveling vaults that remained sealed but that were moved during the flood (i.e. handling of disturbed grave) will be the same as above except that the activity will either be handled by the parish government or another authorized vendor at the option of the family.

_____ Parish – Cemetery Disruption Checklist

Phase 1	Task
Phase 1: Assessment	<input type="checkbox"/> Form an Incident Management Team
	<input type="checkbox"/> Inventory human resources available for assessment
	<input type="checkbox"/> Inventory transportation resources (including High Water Vehicles, Airboats, etc.)
	<input type="checkbox"/> Develop and structure a documentation process for all contacts and actions with cemeteries and graves
	<input type="checkbox"/> Appraise accessibility of the incident scene and determine level of difficulty for casket/vault/tomb recovery
	<input type="checkbox"/> Identify possible biological, chemical, physical or radiological hazards
	<input type="checkbox"/> Determine types and numbers of personnel and equipment needed for body recovery
	<input type="checkbox"/> Survey the area to determine the number of cemeteries affected. Minimum data includes:
	<input type="checkbox"/> Name of Cemetery
	<input type="checkbox"/> Address
	<input type="checkbox"/> GIS Coordinates
	<input type="checkbox"/> Obtain and document an accurate count, by day, of disrupted cemeteries and disrupted graves per cemetery
	<input type="checkbox"/> Contact the Cemetery Owner, Manager or Sexton and determine their plan of action. Get contact information
	<input type="checkbox"/> Obtain a grave layout with names of deceased from cemetery manager if possible
	<input type="checkbox"/> Public or Private designation
	<input type="checkbox"/> Document the disturbed graves as thoroughly as possible
	<input type="checkbox"/> Photographs
	<input type="checkbox"/> GIS Coordinates
	<input type="checkbox"/> Description of Damage
	<input type="checkbox"/> Identification
<input type="checkbox"/> If Identified, place some identification markers on the grave	
<input type="checkbox"/> If unable to proceed to recovery, determine means of securing the graves to prevent further movement	
	<input type="checkbox"/> Family Assistance Center Operations
	<input type="checkbox"/> Establish a central number for families to contact
	<input type="checkbox"/> Ensure that the number is staffed 24/7 for the duration of the incident (cell phone is ideal)
	<input type="checkbox"/> Provide a spiritual guidance resource if needed
	<input type="checkbox"/> Place signage at affected cemeteries referring families to the Family Assistance Center
	<input type="checkbox"/> Ensure that the site is secured 24/7 if any hazards are identified (i.e. open crypts with exposed rebar, etc.)

Phase 2	Task
Phase 2 Recovery	<input type="checkbox"/> Organize a recovery team
	<input type="checkbox"/> <ul style="list-style-type: none"> o Ensure that the local coroner is represented if the coroner wants to be involved
	<input type="checkbox"/> <ul style="list-style-type: none"> o Survey local funeral homes for assistance
	<input type="checkbox"/> Ensure that the Incident Command Team has a safety officer to monitor the following for recovery personnel:
	<input type="checkbox"/> <ul style="list-style-type: none"> o Hydration (ensuring the teams have proper levels of drinking water)
	<input type="checkbox"/> <ul style="list-style-type: none"> o Nutrition (e.g. suggesting recovery teams keep energy bars or similar on hand)
	<input type="checkbox"/> <ul style="list-style-type: none"> o Proper rest
	<input type="checkbox"/> <ul style="list-style-type: none"> o Physical hindrances (e.g. recent injuries or surgery)
	<input type="checkbox"/> <ul style="list-style-type: none"> o Emotional/mental condition
	<input type="checkbox"/> Provide instructions/obtain guidance on handling sites that have been severely damaged, has an exposed casket, has exposed remains
	<input type="checkbox"/> Obtain guidance on moving large structures such as multi-casket tombs/vaults with damage
	<input type="checkbox"/> Obtain information on local burial vault vendors and obtain an estimate
	<input type="checkbox"/> Locate a suitable staging site and/or operations site
	<input type="checkbox"/> Ensure that the site has suitable equipment (see attachment)
	<input type="checkbox"/> Use a trailer management form (attached) for documentation of location of remains
<input type="checkbox"/> Arrange for 24-hour security for transfer/storage site	
<input type="checkbox"/> Ensure that a master tracking log is maintained and updated whenever an object is moved	

Phase 3	Task
Phase 3: Identification	<input type="checkbox"/> Obtain guidance on the use of the DMORT VIP Ante-Mortem assessment forms if remains are unidentified
	<input type="checkbox"/> Obtain guidance on the use of the LSU FACES team for on-site recovery and forensic anthropology for unidentified remains or dislocated remains not connected to a casket or body
	<input type="checkbox"/> Request that the local coroner will provide definitive identification with assistance of SMEs if needed
	<input type="checkbox"/> Develop a protocol for re-interring unidentified remains after all avenues are exhausted (consult SMEs if needed)

Phase 4	Task
Phase 4: Re-interment	<input type="checkbox"/> Determine the availability of re-casketing supplies
	<input type="checkbox"/> New caskets
	<input type="checkbox"/> New casketing supplies
	<input type="checkbox"/> Personnel to re-casket remains (Local Coroner can survey local funeral homes)
	<input type="checkbox"/> Determine availability of transportation assets needed to move re-casketed remains to the cemetery
	<input type="checkbox"/> Determine availability of any heavy equipment needs to handle re-casketed remains and/or re-constructed tombs/vaults
	<input type="checkbox"/> Determine the need/number of vaults that need to be repaired or re-constructed before re-interment
	<input type="checkbox"/> Obtain spiritual assistance to provide respectful re-interment procedures if the family is not available <input type="checkbox"/> Ensure that re-interred remains have a permanent identifier (aluminum disk or other means) as these will probably continue to be problematic in future incidents.

EQUIPMENT AND SUPPLIES FOR RECOVERY SITE

- Office furniture
 - Tables
 - Chairs
- IT Equipment
 - Laptop-w/Microsoft Office suite
 - All-in-one copier/scanner/fax/printer
 - Copy paper
 - Ink cartridge refills
 - Multimedia card reader (if not built into computers)
 - ESF 8 mobile app for Cemetery Site Recovery and VIP Morgue-Casket Examination
 - Requires any mobile device (iOS or Android). Internet connectivity is not required.
- PPE (Determine level of PPE required based on condition of remains – this is a complete list that includes those items necessary for handling recently-buried or contaminated remains)
 - Tyvek Coveralls-size S, M, L, XXL
 - Disposable surgeon caps and/or bouffant caps
 - Gloves-Microflex Nitrile and/or Latex Gloves S, M, L, XL
 - Heavy rubber gloves
 - Disposable ear loop surgeon's Masks
 - Disposable ear loop surgeon's face mask with built in face shield
 - Full face shield with and without foam forehead cushion
 - N95 Respirator Masks
 - Shoe covers
 - Boot covers with ties
 - Safety glasses
- Body bags
 - Adult body bags-20MIL Extra Heavy Duty (include small amount of bariatric bags)
 - Infant pouch
 - Pediatric pouch
- Casket tags
 - Aluminum disks or other material
 - Pre-printed plastic bar code labels for use with the ESF 8 ALT app for tagging caskets/vaults for future identification
 - Clear flexible marine tape (18M)
- Body bag marking/labeling (for exposed remains)
 - White or orange spray paint
 - Paper or aluminum tags
 - Silver or Gold art pan
- Mortuary and Lab Supplies
 - Mortuary trays
 - Shower liners

- Biohazard waste disposal
 - 5 Gal. Biohazard bags
 - Bag ties
 - Biohazard waste labels
- Hand sanitizer
 - Liquid, foam or gel sanitizer in bottle
 - Sanitizing wipes
 - Sanitizing spray
- Office supplies/forms
 - Recovery forms
 - Trailer Manifest forms
 - Pens-black or blue
 - Sharpies (various colors)
 - Paper clips-large size
 - 2" binder clips
 - Rubber bands
 - Stapler w/ staples
 - Scissors
 - Transparent tape
 - Letter size file folders
 - 9 X 12 Manila envelopes
 - 11 X 13 Manila envelopes
 - Clip boards
 - 8 ½ X 11 plastic sleeves
 - Computer cleaning supplies
- Communications
 - Cellular phones
 - 2 way radios
- Lighting
 - Flashlights w/ extra batteries
 - Pole lighting (or similar) to light Staging area for working during nighttime hours.
 - Extension chords
- Temporary covering materials (as needed)
 - PVC piping
 - Tarpaulins
 - Opaque plastic sheeting
 - Duct tape
 - Rope/heavy twine
 - Cinder blocks (to weight covering down)
- Site cleaning and maintenance
 - Brooms and mops
 - Dust pans (large)
 - Garbage bags (heavy duty)
 - Garbage bag ties

- Garbage cans (large)
- Liquid cleaning detergent or similar
- Liquid bleach
- Plastic spray bottles (variety of sizes)
- Pressure washer (as needed)
- Water hoses (where water supply is available)
- Shovels-flat edged
- Miscellaneous
 - Fork lift or ramps (when loading dock is not available)
 - Trailer plastic locking tags
 - Padlocks for trailers
 - Heavy jackets/coats (as needed)
 - First aid supplies
 - Sanitary water supply and/or bottled water
 - AC power supply or 10kw generator
 - Materials to cover company names/logos on trailers
 - Duct tape
 - Opaque plastic sheeting
 - Tarpaulins
 - Rope/heavy twine

53' REFRIGERATED TRAILER MANIFEST (3 WIDE)

Trailer #: _____ License #: _____

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____

9. _____ 10. _____

11. _____ 12. _____

13. _____ 14. _____

15. _____ 16. _____

17. _____ 18. _____

19. _____ 20. _____

21. _____

Driver

Name: _____ Cell #: _____

Left collection site

Date: _____ Time: _____

Locking tag identification number: _____

1	2	3
4	5	6
7	8	9
10	11	12
13	14	15
16	17	18
19	20	21

NOTES: _____

53' REFRIGERATED TRAILER MANIFEST (4 WIDE)

Trailer #: _____ License #: _____

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____

9. _____ 10. _____

11. _____ 12. _____

13. _____ 14. _____

15. _____ 16. _____

17. _____ 18. _____

19. _____ 20. _____

21. _____ 22. _____

23. _____ 24. _____

25. _____ 26. _____

27. _____ 28. _____

Driver

Name: _____ Cell #: _____

Left collection site

Date: _____ Time: _____

Locking tag identification number: _____

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28

NOTES: _____

Field Cemetery Recovery Documentation

Date:		Cemetery:		
Recovery Staff:				
Tomb ID:				
Number in Tomb:		Photos:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Location Description:		Latitude:		
		Longitude:		
Remains Recovered				
Remains Recovered	First Name	Last Name	Casket Data	Notes
Set A				
Set B				
Set C				
Set D				
Set E				
Comments				

Use one form per Tomb/Vault



Funeral Assistance

Under the Other Needs Assistance (ONA) provision of the Federal Emergency Management Agency's (FEMA's) Individuals and Households Program, and in conjunction with the state, tribe, or territory, an applicant may qualify for certain eligible funeral expenses.

Funeral assistance may be granted to a survivor as financial assistance to help with the cost of uninsured expenses associated with a death attributed to a presidentially declared emergency or major disaster. Financial assistance may also be provided for re-interment expenses if the disaster related disinterment occurred on a private property (e.g., family cemetery). Graves disinterred in public or commercial cemeteries are not eligible for FEMA re-interment assistance.

After a presidentially declared major disaster that includes IHP, an applicant must provide the following documentation to be considered for assistance:

- A signed statement from an authoritative state, local, tribal, or territorial licensed medical official such as the Medical Examiner or Coroner, stating the deceased's death, underlying injury causing the death, or disinterment was a direct-result of the disaster.
- Receipts or verifiable estimates for funeral or re-interment expenses. The receipts or verifiable estimates must indicate that the applicant is the individual who paid or will pay the expenses.
- Documentation of burial insurance and/or any forms of funeral or re-interment assistance from voluntary agencies (e.g., Red Cross) or state, local, tribal, or territorial, or other government agencies (e.g., Social Security Administration, U.S. Department of Veterans Affairs).
- A death certificate of the deceased.

Eligible Expenses

An applicant may receive assistance for:

- Transportation of up to two individuals to identify the deceased, if such identification is required by state, local, tribal, and territorial authorities
- Funeral services, which may include transfer of remains; use of facilities; staff for viewing; funeral ceremony or memorial service; use of equipment; staff for graveside service; use of hearse/funeral coach
- Clergy or officiant service
- Up to five death certificates
- Casket or urn
- Burial plot or cremation niche
- Marker or headstone

Ineligible Expenses

An applicant may not receive assistance for:

- Obituaries
- Flowers
- Any printed materials such as programs, banners, and register books
- Transportation of relatives or others to gravesite
- Catering services, including food
- Gratuities

###

FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

May 2016