\_\_\_\_\_\_\_\_\_\_ Parish – Cemetery Disruption Checklist

2016

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| **Phase 1** | **Task** |
| **Phase 1: Assessment** | * Form an Incident Management Team
 |
| * Inventory human resources available for assessment
 |
| * Inventory transportation resources (including High Water Vehicles, Airboats, etc.)
 |
| * Develop and structure a documentation process for all contacts and actions with cemeteries and graves
 |
| * Appraise accessibility of the incident scene and determine level of difficulty for casket/vault/tomb recovery
 |
| * Identify possible biological, chemical, physical or radiological hazards
 |
| * Determine types and numbers of personnel and equipment needed for body recovery
 |
| * Survey the area to determine the number of cemeteries affected. Minimum data includes:
 |
| * + Name of Cemetery
 |
| * + Address
 |
| * + GIS Coordinates
 |
| * Obtain and document an accurate count, by day, of disrupted cemeteries and disrupted graves per cemetery
 |
| * Contact the Cemetery Owner, Manager or Sexton and determine their plan of action. Get contact Information
 |
| * Obtain a grave layout with names of deceased from cemetery manager if possible
 |
| * Public or Private designation
 |
| * Document the disturbed graves as thoroughly as possible
 |
| * + Photographs
 |
| * + GIS Coordinates
 |
| * + Description of Damage
 |
| * + Identification
 |
| * + - If Identified, place some identification markers on the grave
 |
| * + - If unable to proceed to recovery, determine means of securing the graves to prevent further movement
 |
|  | * Family Assistance Center Operations
 |
|  | * + Establish a central number for families to contact
 |
|  | * + Ensure that the number is staffed 24/7 for the duration of the incident (cell phone is ideal)
 |
|  | * + Provide a spiritual guidance resource if needed
 |
|  | * + Place signage at affected cemeteries referring families to the Family Assistance Center
 |
|  | * Ensure that the site is secured 24/7 if any hazards are identified (i.e. open crypts with exposed rebar, etc.)
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| **Phase 2** | **Task** |
| **Phase 2 Recovery** | * Organize a recovery team
 |
| * + Ensure that the local coroner is represented if the coroner wants to be involved
 |
| * + Survey local funeral homes for assistance
 |
| * Ensure that the Incident Command Team has a safety officer to monitor the following for recovery personnel:
 |
| * + Hydration (ensuring the teams have proper levels of drinking water)
 |
| * + Nutrition (e.g. suggesting recovery teams keep energy bars or similar on hand)
 |
| * + Proper rest
 |
| * + Physical hindrances (e.g. recent injuries or surgery)
 |
| * + Emotional/mental condition
 |
| * Provide instructions/obtain guidance on handling sites that have been severely damaged, has an exposed casket, has exposed remains
 |
| * Obtain guidance on moving large structures such as multi-casket tombs/vaults with damage
 |
| * Obtain information on local burial vault vendors and obtain an estimate
 |
| * Locate a suitable staging site and/or operations site
 |
| * Ensure that the site has suitable equipment (see attachment)
 |
| * Use a trailer management form (attached) for documentation of location of remains
 |
| * Arrange for 24-hour security for transfer/storage site
 |
| * Ensure that a master tracking log is maintained and updated whenever an object is moved
 |

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| **Phase 3** | **Task** |
| **Phase 3: Identification** | * Obtain guidance on the use of the DMORT VIP Ante-Mortem assessment forms if remains are unidentified
 |
| * 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
 |
| * Ensure that the local coroner will provide definitive identification with assistance of SMEs if needed
 |
| * Develop a protocol for re-interring unidentified remains after all avenues are exhausted (consult SMEs if needed)
 |
| * Obtain guidance on the use of the DMORT VIP Ante-Mortem assessment forms if remains are unidentified
 |
| * 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
 |
| * Ask if the local coroner would provide definitive identification with assistance of SMEs if needed
 |
| * Develop a protocol for re-interring unidentified remains after all avenues are exhausted (consult SMEs if needed)
 |

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| **Phase 4** | **Task** |
| **Phase 4: Re-interment** | * Determine the availability of re-casketing supplies
 |
| * + New caskets
 |
| * + New casketing supplies
 |
| * + Personnel to re-casket remains (Local Coroner can survey local funeral homes)
 |
| * Determine availability of transportation assets needed to move re-casketed remains to the cemetery
 |
| * Determine availability of any heavy equipment needs to handle re-casketed remains and/or re-constructed tombs/vaults
 |
| * Determine the need/number of vaults that need to be repaired or re-constructed before re-interment
 |
| * Obtain spiritual assistance to provide respectful re-interment procedures if the family is not available
 |
| * 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)
* 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 w/ foam forehead cushion
	+ N95 Respirator Masks
	+ Shoe covers
	+ Boot covers with ties
	+ Safety glasses
	+ Full face shield
* Body bags
	+ Adult body bags-20MIL Extra Heavy Duty
	+ Infant pouch
	+ Pediatric pouch
* Casket tags
	+ Aluminum disks or other material
* Body bag marking/labeling (for exposed remains)
	+ White or orange spray paint
	+ Paper or aluminum tags
	+ Silver or Gold art pan
* 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 envelops
	+ 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
	+ 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)**

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

Trailer #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ License #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ z.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**53’ Refrigerated Trailer Manifest (4 Wide)**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Cemetery Recovery Documentation

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  | **Cemetery:** |  |
| **Recovery Staff:** |  |
| **Tomb ID:** |  |
| **Number in Tomb:** |  | **Photos:** | * Yes
 | * 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