\_\_\_\_\_\_\_\_\_\_ 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