Vandalism Response Plan

Follow this plan in case of vandalism of any scale.

Cemetery Representative:
Lead coordinator: ________________________________
Lead coordinator 2: ________________________________
Police liaison: __________________________________
Police liaison 2: ________________________________
Media & Public liaison: ________________________________
Media & Public liaison 2: ________________________________

Condition Report Location: __________________________________
Response Kit Location: __________________________________
Police Contact: __________________________________

Action
1. **Contact the police immediately.**
   Be prepared to tell them everything you can about the event.

2. **Safeguard the scene to protect people and evidence.**
   If it will be a long time until the police visit, then you may want to take photos of evidence that could be damaged.

3. **Let law enforcement know about cemetery laws.**
   Do this during the initial investigation and then inform the District Attorney as well. Include information about ORS 166.076 - Abuse of a memorial to the dead. This law includes a provision for restitution to historic cemeteries.
Following the initial investigation, when you have permission to work in the area…

4. File a victim’s report with the police.
List information that should be included. Attach a copy of the report form if possible.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

5. Compile specific information about the damage.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

6. Flag the damage.

7. Take photographs of the damage.

Share these with police and the District Attorney. List potential contractors.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

9. Post signs and tape off areas that are dangerous or at risk of further damage.
Signs let people know what happened and that work will take place. Include contact information in case those that see the signs want to assist. Ask people to leave everything in place.

10. Let the media now. Plan a media message here.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

11. Save all damaged and broken pieces including the small bits.
Take a picture of the pieces in place. If the pieces are small, collect them so they don’t get moved or stolen. Place the pieces on a sturdy board, put together as best they can be. Then move the pieces to a protected location for later repair.
12. Remove paint quickly.  
Attach marker cleaning information to this worksheet for reference.

13. Check in with law enforcement and the District Attorney regularly.

14. Update the media with new information.

If suspects are apprehended...This does happen!

15. Be prepared to work with the District Attorney through the prosecution.

16. Discuss and know your stance on what community service in the cemetery should be completed by the vandals.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

17. Connect with the Community.  
Expand the positive impact of the event by engaging the community in activities to address the issue. Ideas:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Set up a way for people to deal with the emotional impact of the event. Ideas:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Once repairs are complete...

18. Alert the media one last time.

20. Review your plan and make any necessary changes.