

STATE OF NEW YORK DEPARTMENT OF STATE DIVISION OF CEMETERIES

CEMETERY BOARD

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April 4, 2007

Dear Cemeterians,

We are in process of updating and collecting some very important information for our database. We ask that you complete the enclosed questionnaire and return it to our office by May 30, 2007.

Much of this data will be very important in the planning or a mass fatality or pandemic situation. You may be hearing of special meetings in your region that will address planning for such events and we encourage you to attend and take part in those meetings.

Some of you may be contacted by your Coroner's Office a: they are working on their county's plans as well. We appreciate any way you can be of a sistance.

If you need assistance or have questions about this form you may call: Cindi Craig at 716-847-7101 or Colleen Kelly at 518-474-1860, OR: email: ccraig@dos.state.ny.us kindly put "Mass Fatality form" in the subject line of your emails. Please return forms to the Albany Office.

Sincerely,

Richard D. Fisiman

Richard D. Fishman 'Director

RDF:cc

Questionnaire

	Name and address of cemetery/crematory Cen	n. ID No
	Corporate structure of cemetery (Not-for-Profit, religious, r	municipal), checl box.
	☑ Not-for-profit ☐ Religious ☐	Municipal
	Other	
	Normal operating days and hours of cemetery office with st	taff to handle sales and services.
	Days Hours	
	Name, address, all phone numbers, email, cell phone, pager decision makers) for the identified Cemetery/crematory. Li backups.	r, fax number for hree (3) key people (manage ist each person as to first contact and subseque
	Title 4	Cell —
	Phone Email	Pager
	Fax	
	7itle Phone	Cell
	Email	Pager
	Fax	
	Title Phone	Cell Pager
	Email Fax	
	Do you have a 24 hour emergency number? Yes	
	Is this with a professional service or other system?P	
	Please explain system.	
	Cemetery proximity to nearest major roadways, train station, number and miles from cemetery	and airfield. In licate highway name or route
,	Roadway -	
ļ	☑ Train -	
1	Airfield -	- .

E.	Identify cemetery's ability to accept heavy equipment, such as tractor trailers, refrigerated trailers, excavators, etc.
	Entrance size width in feet Heavy equipment a :cess. Yes No
	Are there any overhead obstacles e.g.: arches? Yes No
	Roads: Gravel Paved Dther
F.	Public visual accessibility of cemetery grounds.
	Are interment areas in public view from surrounding public roads?
	Are there areas for the staging of equipment? Yes No
	If yes, circle as many as apply from the following: Medical/military, tent: morgues, family identification areas, heavy equipment, fuel, other.
G.	Which utilities are on site? (ie: gas lines, power lines, etc.)
	☐ Natural Gas Lines ☐ Water lines
	Other
H.	Is the cemetery surveyed, including all roads, utilities, vacant areas, offices etc? Yes No
	Surveyed acres Estimated acres
	Acres: Developed Sold Developed Unsold:
	Undeveloped, grass covered Undeveloped, trees, rocks, etc (Undeveloped, trees, rocks means areas that are not ready for development but could e cleared for development.)
	Do you survey your own sections? Yes No If yes, on average how quickly per the season can you get a new section mapped and lot markers installed?
	Sun mer weeks to survey, map and set lot markers.
	Winter weeks to survey, map and set lot markers.
I.	Over all or by section, grounds conditions in each season; ie: very wet, clay rock, etc.?
	Cemetery Name:
	Spring: A Summer: OK Summer: OK Winter: OK

J.	Cemetery onsite burial equipment. List types and quantity of equipment ov ned. (Not leased)
	Back Hoe/Number of bucket size
	Lawn Mower Tractor
	Frost Breaking equipment Other
	On separate sheet, please list the manufacture, age, miles and/or ho us of each piece of equipment
K.	Cemetery's onsite fuel storage capacity. How much can you store?
	Gasoline Diesel Propan
	Other
L.	Cemetery's normal burial operations.
	Year-Round
M.	Cemetery total staff and supervision, union or non union.
	Grounds/Burial Supervisor(s) (no. of) Grounds/Burial Staff (no. of)
	Union (no. of) Non-Union (no. of) Contract As Needed
	Administrative Supervisor(s) (no. of) Administrative Staff (no. of)
N.	Does the cemetery have a written business continuity plan or disaster plan in place for its staffing, labor, vendors, financial administration, etc? Yes No Check all that apply:
	Continuity Plan Disaster Plan Staff
	Labor Financial Other
	Please submit a confidential copy with this report.
Э.	Is the cemetery able to sustain itself (cash flow) if due to a mass fatality event(s) interment space and burial fees are delayed or government reimbursed? Yes
	How long can you sustain? Circle One: 3 months 6 months / 12 months / 18 months / 24 months

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P.	What is the cemetery's capability to process interments, records, payment, e 3. via electronic systems? ie: How many fax lines, wireless communication, email, etc?
	Cell Phones Pagers Email
	Blackberry Scanner Fax - how many ines
	Online Banking Personal Computers
	Computer Network & Other Would have to be Managed by other agence
	Network Server - Circle One: In house / Off site
	How often is your network backed up?
	Daily Weekly Di-weekly Other
Q.	Should a prolonged mass fatality disaster or pandemic flu occur in your community would your cemetery be able to provide temporary or permanent interment space for a significant number of disaster or flu deaths in addition to your current burial services? ? Yes No
	If yes, approximate number of acres at 950 graves per acre, could you make ε vailable.
	If yes, approximate number of crypts.
R.	Do you have a crematory? Yes No
	Number of retorts
	Maximum daily cremation cases 8 hour day. 12 hour day. 16 hour day. 24 hour day.
	Do you have a local or a national retort service vendor? Local National