SAMPLE:
THEFT AND VANDALISM RECOVERY PLAN FOR PLEASANT HILL CEMETERY

Date of current revision: October 9, 2019

Plan on file at local offices and organizations

- The Jergenson Police Department
- The Post Oak County Sheriff's Office
- The Pleasant Hill Cemetery Association
- The Post Oak County Historical Commission

Attachments

- List of key features with description and images
- Map of cemetery with key features (fencing, gates, urns, benches, etc.) numbered
- Recovery team list with phone numbers

Purpose

Pleasant Hill Cemetery is an active cemetery with historic significance. The site was designated as a Historic Texas Cemetery in 2017 by the Texas Historical Commission and is a contributing property to the history of Jergenson and Post Oak County. Because if its historic significance and recognized importance to the surrounding community, this recovery plan has been put into place in the event of a theft or incident of vandalism.

All high-risk historic features such as fencing, urns and benches have been recorded and photographed. A full list of items with physical description and corresponding images is attached at the end of this document. The recovery plan is an adaptable document that is reviewed and updated once a year after cemetery board elections to maintain correct contact information and appropriate procedures.

Disaster prevention

- Weekly or more walkthrough checklist by neighborhood group
- Gates to the cemetery are locked or secured at night
- Individual plot or family gates are secured as possible

Emergency instructions

Treat the cemetery as a crime scene – touch nothing

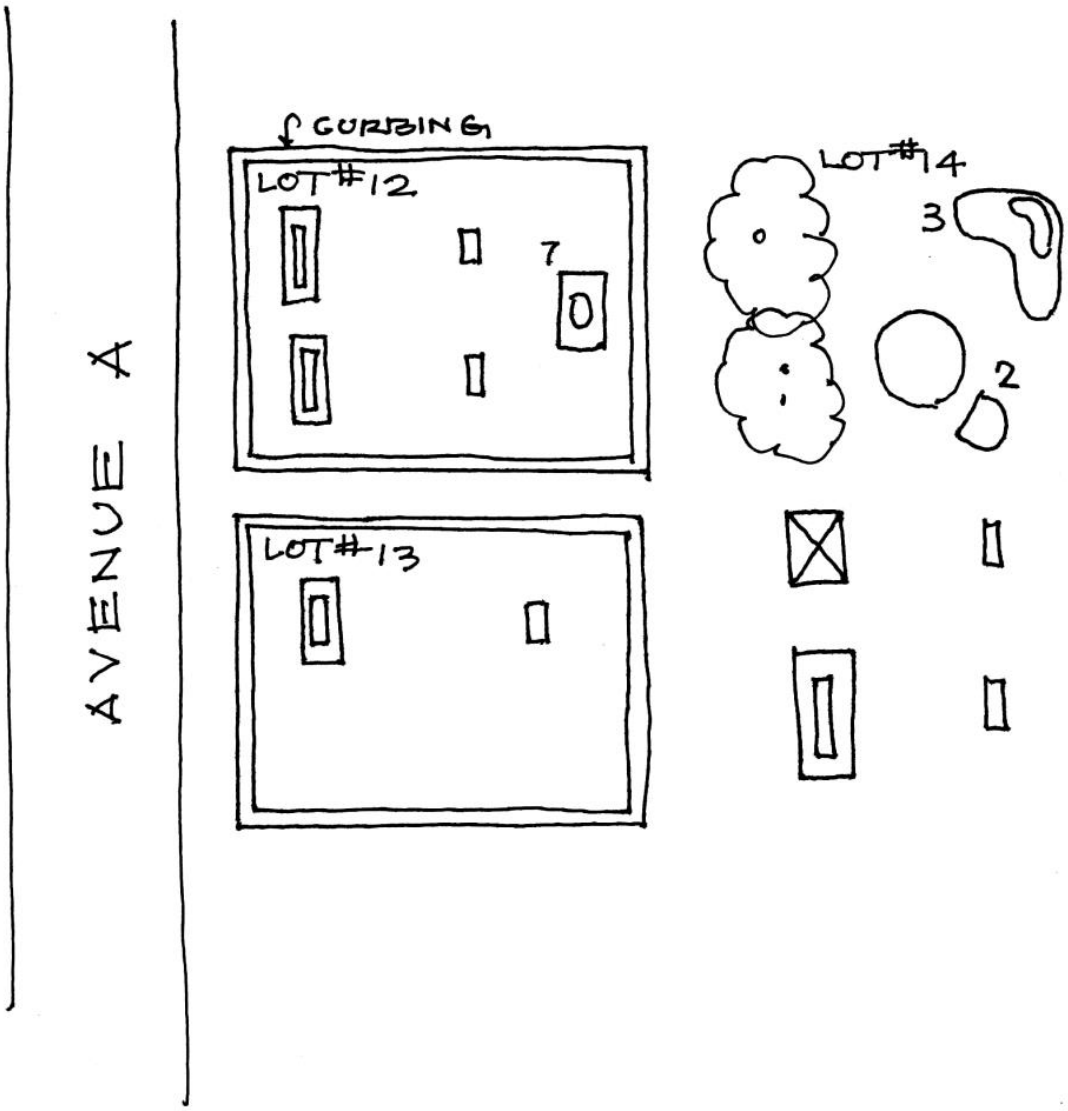
1. *President of the Pleasant Hill Cemetery Association is notified of theft or vandalism
2. President contacts the local municipal police office
3. President contacts the sheriff's office
4. President contacts a family member associated with each of the disturbed plots
5. President sends a press release/formal message to media contacts
6. Cemetery association board assesses and documents loss and damage
7. Photos of damage and areas where features were removed are photographed, noting date and time taken, and which direction the camera is facing
8. Stabilize environment so there are no injuries
9. Determine if there is any family insurance associated with the plot that was damaged.
10. Contact a conservator if needed for repair
11. Prosecute to the full extent allowable by law

** If the president is unavailable at the time of event, the vice president will fulfill the role.*

ATTACHMENT 1: LIST OF KEY FEATURES

Feature number	Feature	Description	Image
3	Bench	Stained (tinted) concrete sculpted bench. No artist mark. Approximately five feet by three feet.	
7	Statue	Limestone statue signed by artist Greg Peveto. Approximately 4 feet tall. Iron pin attaches sculpture to base. Note: chip on NE corner of the base. 10/08/01	
2	Table, chair and planter	Handcrafted, metal. Chair back reaches approximately three and a half feet tall, table approximately three feet talk and planter half a foot. Table legs painted white (chipped) and top painted dark green.	

ATTACHMENT 2: MAP WITH FEATURES KEYED



ATTACHMENT 3: RECOVERY TEAM CONTACTS

Henry Allen
President, Pleasant Hill Cemetery Association
555-555-5555

Donna Ebert
Vice-President, Pleasant Hill Cemetery Association
555-666-6666

Steve Smith
Chief, Jergenson Police Department
555-222-2222

Jan Jones
Sherriff, Post Oak County Sherriff's
555-333-3333

AAA Antiques Store
555-999-9999
(Staff may have seen stolen items)

Roy's Flea Market
555-111-1111
(Staff may have seen stolen materials)

Robert Bob
Gravestone Conservation Specialist
555-000-0000
(Contact in the event of physical damage to grave markers)