

		<p>MUKWONAGO FIRE DEPARTMENT</p> <p>OPERATING PROCEDURES</p>	
<p>Line of Duty Death Guidelines</p>		<p>Approved by: Chief Jeffrey R. Stien</p>	
<p>POL #39</p>	<p>Draft Date: 08-30-12</p>	<p>Revision Date:</p>	<p>Effective Date: 9-24-12</p>

PURPOSE: To describe the activities, roles and responsibilities required in the event an individual is seriously injured or killed in the line-of-duty, as well as, retired firefighters or a previous member of the department. It establishes a priority and procedure for conducting notifications, guidelines for dealing with family members, the news media, and provides a protocol, in the event of serious injury or death in the line of duty. This guideline will also apply to the final committal of a retired firefighter or previous member of the department. This procedure is adopted from the Illinois Fire Chiefs Funeral Guidelines and International Fire Chiefs Association.

SCOPE: Mukwonago Fire Department Member’s family should be consulted when assisting with funeral arrangements and Mukwonago Fire Department involvement. Authority to deviate from this procedure rests with the Chief of Department.

Definitions:

- A. **Line-of-Duty (LOD):** The injury or death must be the result of a traumatic injury suffered in the line of duty.
- B. **Job Related Traumatic Injury:** A blow to the body by an outside force, i.e., crushing injuries suffered in a building collapse, apparatus accident or fall. Burns, smoke inhalation and such climatic injuries as heatstroke or frostbite are considered traumatic injuries.
- C. **Job Related Non-Traumatic Injuries:** A non-traumatic injury that is strongly believed or has been proven to be attributable to the job
- D. **Examples:** Stress, heart attacks, strokes, diseases and mental illness (suicide).
- E. **Active Member:** A full-time member or volunteer member of Fire or EMS services in an active capacity.
- F. **Inactive:** A retired, former or pensioned member of a Fire or EMS service.
- G. **Affiliate Member:** An individual who has served in some capacity with the department, such as a commissioner, trustee, dispatcher etc.
- H. **Non-Job Related Death:** Death, natural and traumatic that is not Fire EMS duty related.

Responsibility: Immediately upon becoming aware that a member has been seriously injured or killed in the line-of-duty follow Policy #4.

If the Individual Has Been Seriously Injured

The Fire Chief or Duty Officer will assign a Hospital Liaison Officer. The notification procedures are identical to those for a deceased firefighter with the exception that the notification team will offer to drive the family to the treating hospital.

If the Individual has died

Duty Officer Responsibilities:

In the event of a Line-of-Duty death(LODD), the Duty Officer shall:

- Notify the Fire Chief, Village and Town Board Presidents, all off-duty Chief Officers, Chaplain and Department's Legal Council.
- Secure the scene of the incident with the assistance of Fire and Police Department personnel.
- Direct the PIO(if on scene) and Dispatch to withhold release of personal data relating to the employee or the death, pending notification of next of kin.
- Begin to gather all available information concerning the incident and circumstances leading to the death.
- Assign an Officer, as soon as possible, to secure the personal effects of the deceased and deliver them to Fire Chief.
- If applicable, assign a Hospital Liaison Officer(s) to go to the receiving hospital(s) where the injured firefighter(s) are sent.
- Document all actions, contacts, requests and other pertinent data. This information is to be provided to the Fire Chief or his designee upon their request.
- Preserve any equipment, clothing and breathing apparatus used by injured or deceased firefighters for the investigation.
- Preserve all tactical worksheets, video and/or audiotapes for the investigation.

Other Responsibilities:

- Assign personnel to retrieve the confidential Member Notification Packet. If the Member Notification Packet was not completed, assemble as much personal data as possible concerning the deceased. Particular information needed includes: Name, Date of Birth, File Photo, Social Security Number, Marital Status, Dependents and Name(s) and Address(s) of next of kin. This information must be made available to the Notification Officer as soon as possible.
- Ensure that the Fire Chief or Duty Officer has assigned an Auditing Officer and a Hospital Liaison Officer.
- Assign a Notification Team consisting of two people. In case of multiple deaths or injuries, one Notification Team per surviving family should be assigned. He/She should make the notification personally if at all possible, or assign a Notification Officer and either another Chief Officer or the person listed in the Member Notification Packet, if readily available to accompany him to make the notification. Assign a Survivor Action Officer, preferably the Notification Officer would also assume

- this role, along with a Chaplain.
- Assign a Family Liaison Officer, one per surviving family.

The Fire Chief or designee may choose to hold daily briefings in order to communicate activities of all assigned officers. All Officers must be in full Class "A" uniform.

Auditing Officer:

Will ensure the security and proper disposition of the personal effects of a member in case of his/her death. Personal effects shall include all property owned by the deceased member that is kept on fire district property at the time of the member's death.

Responsibilities

In the event of the death of a member, whether on or off duty, the following steps shall be followed in the gathering and disposition of his/her personal effects.

The Auditing Officer will be assigned to secure the personal effects of the deceased member and deliver them to the Fire Chief. All items will be kept in a secure location. The deceased member's vehicle will be secured at the work site and the keys forwarded with the personal effects. The Fire Chief or his designee will conduct an inventory of the personal effects upon receipt and make a written report of all items. The next of kin will be given priority consideration regarding receipt of personal property. Care should be exercised in selecting a tactful time for delivery of the personal effects to the next of kin. Documentation is required indicating the date, time and location of disposition. The name and the relationship of the individual accepting the property will also be noted. Documentation should be forwarded to the Fire Chief's office for placement in the deceased member's personnel file.

Hospital Liaison Officer(s):

He/she/they go directly to the receiving hospital(s) and maintains a liaison with the hospital staff, PIO's, Fire Chief and the Incident Command via telephone.

Responsibilities-until relieved:

- Update Incident Command of any significant information relating to the patient's condition.
- Assure that no press releases are made.
- Assure blood gasses are drawn as soon as possible. (Note: Refer to Notification Section of this policy concerning disposition of blood gasses in U. S. Department of Justice Section).
- Collect all personal articles of the firefighter, should pronouncement of his/her death occur.

Notification Officer(s):

The Fire Chief is responsible for the notification of the next of kin. The Fire Chief will make the specific assignment of this duty. Two (2) official designees of the Fire Department shall make notification through personal contact, if possible. The Notification Team will consist of at least one (1) Chief Officer, either another Chief Officer, or the person named in the Member Notification Packet if that person is readily available and a chaplain. While selecting the ideal team is desirable, prompt and judicious notification of the next of kin is the utmost importance in the case of a line-of-duty death. The official notification serves to assure the next of kin of the validity of the information and to provide a knowledgeable source of information concerning the death. The goal for family notification is within two hours of the death for those residing within the immediate area. If the deceased firefighter's next of kin are not local, arrangements must be made to facilitate notification. If a point of contact is not known nor listed in the Member Notification Packet, the fire department in the family's hometown would be the best choice to make the notification and then notify the Fire Chief or Duty Officer. Someone must be available to receive the call that the notification has been made. The Fire Chief would then dispatch a two-person team to travel to the individual's hometown to meet with the family.

The Notification Officer is responsible for making contact with the next of kin. This shall be done in person whenever possible. This official notification must be made before any details of a death are released to the news media. The Notification Officer should be prepared to assist the next of kin with the immediate emotional trauma associated with the notification. The Fire Department Chaplain, a friend of the family or a clergy member will of valuable assistance at this time. The Notification Officer should be prepared to stay with the next of kin until a family member or friend arrives, or as long as requested.

The Notification Officer shall:

- Wear a class "A" uniform.
- Have an official Mukwonago Fire Department ID Card in their possession.
- Familiarize themselves with the circumstances of the death and the personal data concerning the deceased before making the notification. (Contact Fire Chief or his designee and Chaplain.)
- Determine if the family has a particular person, specifically a close family member and/or department member, to act as Family Liaison Officer.
- Once notification has been made, the Notification Officer will advise the Fire Chief or his designee, the Incident Command, and the Dispatch Supervisor.

An official announcement may then be made and details may be released to the news media. The Dispatch Supervisor should receive the official press release from the Fire Chief or his designee in writing. (Use FAX if necessary).

Survivor Action Officer:

The Fire Chief will appoint a Survivor Action Officer to work to provide liaison with the next of kin. To provide a sense of continuity and familiarity for the surviving family, it may be advantageous in some cases for the Notification Officer to assume the duties of the Survivor Action Officer. The Survivor Action Officer is a special staff assignment. As a direct designee of the Fire Chief, the Survivor Action Officer will receive the full cooperation of the entire Fire Department. The Survivor Action Officer will report directly to the Fire Chief or his designee.

The Survivor Action Officer is responsible for the management of several important

Activities. The principal concern is the ongoing welfare of the next of kin. The Survivor Action Officer will render whatever assistance is necessary to settle the personal affairs of the deceased member and assist the next of kin and immediate family through the crisis. In incidents involving multiple deaths, one (1) Survivor Action Officer shall be assigned per family.

The Survivor Action Officer should form a committee consisting of a number of personnel assigned to handle specific aspects of the funeral arrangements and to assist the surviving family. This committee should be formed as soon as possible after the death to begin operations. This is of particular importance when operating during weekends or holidays.

In all cases, the level of Fire District participation with the funeral arrangements will be at the discretion of the surviving family. In incidents involving multiple deaths, planning funeral arrangements between the surviving families may require the assignment of more than one officer.

Family Liaison Officer:

On-call to the surviving family, or families, 24 hours a day as a logical contact. Provides transportation for the family and maintains constant communication with the Survivor Action Officer. An ideal person for this assignment is a departmental friend of the deceased. He/she will be under the direction of the Survivor Action Officer.

Announcement

Following notification of the next of kin, an announcement will be made informing all members of the line-of-duty death.

Example:

The Fire Chief regrets to announce the death of (rank), (name) died in the line of duty. A brief description of the circumstances will follow.

Immediately after the announcement the Fire Chief will issue the “Memorial Orders,” which may include: all flags on Fire Stations and other departmental facilities lowered to half-mast and all badges to be shrouded. Flags will remain at half-mast until the day following the funeral and badge shrouds will be worn for 30 days after the funeral.

Funeral Arrangements:

Survivor Action Committee - under the direction of the Survivor Action Officer, and along with the District Chaplain provides coordination and interaction with:

1. The Funeral Home Director
2. The Minister and church to arrange the funeral service.
3. The agency responsible for the cemetery.
 - A. When meeting with the family and minister for the funeral home and church selection, keep in mind such things as parking and church capacity. Expect over 1,000 people to attend. The family minister will know the capabilities of the church. If it is too small he/she should have little trouble gaining access to a larger one. See FD#163
 - B. When dealing with the Funeral Home Director, take a strong position initially. They may be overwhelmed with the magnitude of people who will be involved. Use their expertise, but take control and maintain it.

Procession Officer – arranges and directs the funeral procession.

- Contact P. D. Traffic Division as soon as the church and cemetery are confirmed. Procession Officer will set the procession route. If the route should cross R.R. tracks, it will be a good idea to contact them to hold train traffic.
- The Procession Officer and the Shift Commander need to determine which companies will standby along the route. Maps should be prepared and given to respective companies and the Dispatch Center that include directions, placements and times. P. D. Officers escorting the procession should be provided with the same information.
- Select someone to be in charge of a detail of 6 to 8 personnel to coordinate the procession lineup and parking lot exiting. Give them portable radios for communication during the procession. Contact Communications Technician to provide needed radios. The procession plan should be committed to paper and provided to each member of the detail. Provide the parking lot detail with a van and they will be the last vehicle in the procession. They can give updates and location reports while the procession is underway.
- Get a map of the cemetery to determine the routing through it. The larger apparatus may not be able to negotiate some turns in the older sections. Do this the day before. (Funeral directors have copies of these maps).
- Have the P. D. escort and parking lot detail meet at the church 90 minutes before the start of the services. Out of town trucks and people will be arriving early.

Resource Manager – provides necessary support functions.

- Select the number of trucks and cars that will be needed to transport the deceased, pallbearers, City Officials, Chiefs, etc.
- Have a new pair of stenciled turnouts made to be presented to the family member
- Contact Fire Maintenance to prepare the truck. (Removal of handrails, hoses, bed dividers, cleaning and decorating, etc.) Off duty personnel and family may be able to assist in the decorating.
- If it is raining, or it appears it might start to rain, have contingency plans for emergency car wash. This includes staff cars and vehicles used for pallbearers, parking lot detail, etc. Check with Training Division to see if we may have recruits to stand by if necessary.

Honor Guard Commander - assists with activities of the pallbearers, honorary pallbearers and ushers.

- The Pallbearers for a line-of-duty death will be eight members of the Fire Department. The family may request certain individuals to act as pallbearers. In the absence of such a request, the Survivor Action Officer will appoint a friend of the deceased to form the party of pallbearers with the Funeral Director.
- Pallbearers/ushers shall be in Class A uniform to include tie, badge shroud, shoulder cords and white gloves.
- Conduct a meeting with the pallbearers (also honorary) the day before the funeral. Establish all procedures at that time (where to stand, when to move, flag placement, etc.). A good place to meet would be at the funeral home (when no visitation is occurring). Arrange with the funeral director to allow the pallbearers to practice handling an empty casket. a casket with a 200-lb. firefighter in it can weight upwards of 500 lbs. Make arrangements for this meeting on the first contact with the funeral director. The honorary pallbearers will be needed to assist with loading and unloading the casket from the apparatus. This needs to be rehearsed beforehand.
- The ushers to be used for the church services and visitation will be ten Fire Department members. In the absence of family requests for specific individuals to act as ushers, the Survivor Action Officer will appoint a friend of the deceased to form the party of ushers. He will work with the Funeral Director and the Honor Guard Commander.
- Conduct an instructional meeting with the ushers before the visitation and the funeral. It might be wise to conduct this meeting after and before the one with the pallbearers, as the Funeral Director will have valuable input in this area.
- Have the ushers at the church services instructed, in place (class "A" uniform with white gloves) and ready to seat people a minimum of one hour before the start of the services. People will be arriving early.

FUNERAL PROCESSION UNIFORM

Members attending the funeral in uniform shall be in Class A uniform, white gloves and

including badge shroud. Members assigned to apparatus stationed along the procession route shall be in dress uniform to include badge shroud. They will take a position near the apparatus and maintain an orderly, visible and respectful formation until the ENTIRE processional has passed their position. The Deputy Chief will coordinate with the surrounding communities to provide cover companies at our fire station during the funeral. The Fire Chief may receive several offers; all offers should be directed to the Deputy Chief.

EMERGENCY NOTIFICATION INFORMATION

The Emergency Notification form is a confidential record, completed by members of the Department. The form provides the RFPD with emergency numbers and other information for accidents involving a member of the Department, and will remain confidential for all other purposes. Each member will be asked to complete a form at the time of becoming a member of the Department. Updates to the information may also be made at any time by sending the revised information to the Station. The packet will be updated annually. Specific instructions are included in each Packet.

ATTACHMENTS

A. SAMPLE ATTACHMENT

Memo Text to the station

It is my sad duty to inform you that at _____[time] today Firefighter(s) [rank] [name(s)] was/were killed in the line of duty. Details of the incident are not fully known. I have ordered an immediate and thorough investigation of the events surrounding this tragedy.

I will provide you with more information as soon as it is available, including details of services.

This is a difficult time for the entire Mukwonago Fire Department and we will need to come together to get through it. All of us know when we choose firefighting as a career that this type of occurrence is possible. But that does not make it any less tragic or any less difficult to bear once it actually happens.

At this time our thoughts and prayers are with the _____[name] family. I urge you to support them in any way you can.

I wish I had the words to ease the pain all of us are feeling, but I don't. I would only remind us all that this/these was/were (a) firefighter/s doing the job he/she/they loved on behalf of people he/she/they cared about

B. NOTIFICATION TEAM CHIEF OFFICER CHECK SHEET

(Make sure communication is flowing in all directions.)

- Coordinate with administration staff to gather all pertinent information about the persons family
- Coordinate a meeting place with the Chaplain, if assigned to the notification team.
- Meet the Chaplain and discuss who will say what to the family.
- Speak with Fire Chief or Designee by telephone before approaching the home or other site of the notification.
- Deliver the news quickly after gathering all present family members.
- Let the family grieve without overwhelming them with information.
- Advise the Fire Chief or Designee when all necessary notifications have been made.
- Notify the Fire Chief or Designee if you will be transporting the family anywhere or if the family support liaison should be sent.

Funeral Service Guidelines

Fire departments have had to, or may have to face the difficult task of being involved in an official funeral for one or more of its members. One of the more difficult questions a department must decide upon is what type of funeral honors is appropriate for the deceased.

In making a decision, primary consideration must be given to the families' feelings and desires, and past or future practices of the department.

This guideline defines different levels of honor with corresponding suggested arrangement options. It is recommended that departments adopt such a plan as internal protocol prior to its need, to establish consistency.

Before any plan is instituted, the deceased member's family must agree with the department's intent participation. During the entire funeral process, the department must highly consider the deceased member's family's wishes. The family may choose not to include some of the honors as suggested in the appropriate level of service; however, they should not influence increasing the "level of honor."

Arrangement Options:

American Flag – Any active or honorably discharged member of the United States Armed Forces should have the American flag draped or displayed on the casket. At time of internment, the American Flag will be folded and presented to surviving family "ON BEHALF OF A GRATEFUL NATION." Representatives from the Armed Forces, VFW, American Legion etc., shall have first right of folding and presenting to the family. If unable to obtain members from these groups, the Fire Department should undertake this responsibility.

Badge Shrouds:

Black elastic or tape is used to cover a horizontal portion of the uniform badges as a reflection of “in mourning” and should only be worn by the stricken department.

Bagpipers:

Used in traditional fire service ceremony. “Pipers” accompany and play music during movement of the casket and, if desired, during the service.

Bell Service:

A portable fire department bell is tolled at the conclusion of the religious ceremony. One member reads a statement regarding the deceased’s last alarm. A second member tolls the bell at the conclusion.

Bugler:

Bugler can be one or two fire service personnel who sounds taps at the cemetery.

Chaplain:

A fire service chaplain is clergy who is an official member of a department.

Color Guards:

Color Guards are a trained unit of members carrying the national and local flags. Color guards participate in all marching processions. (The IAFF has a trained unit available for IAFF members).

Crossed Ladders:

The use of two aerial trucks crossing extended ladders or booms (with the American Flag hanging from the apex) located at or en route to the cemetery.

Eulogy:

Fire service member(s) speaking in remembrance as part of the funeral service.

Fire Engine Caisson:

A Fire Engine Caisson is the fire department pumper which carries the casket.

Fire Service Flag:

A flag that may be purchased from the Illinois Fire Chiefs Association that is used to adorn the casket at the wake and funeral service. The flag is folded and presented to the family at the internment.

Flower Unit:

A flower unit is a fire department vehicle that transports flowers during the procession.

Funeral Director:

The licensed funeral director selected by the family to make the appropriate arrangements and who must be involved in all planning or providing funeral honors.

Hearse:

The vehicle provided by the funeral director which carries a casket.

Honor Guards:

An Honor Guard is one or two uniformed fire service members who stand guard at the casket during the wake.

Honor Detail:

Non- detailed uniformed and visiting department members present to pay tribute.

Pallbearers:

Active: Uniformed members assigned to carry the casket.

Honorary: Uniformed members not assigned to carrying the casket. However they are placed in an honorary position leading the casket.

Station Bunting:

Station Bunting is mourning drapes that are placed on the outside of public buildings and fire stations.

Vehicle Bunting:

Vehicle Bunting is mourning drapes that are used to decorate fire vehicles participating in caisson or flower unit details (available for use through the IL Fire Chiefs Association).

Walk Through;

A walk through is a predetermined time during the wake when uniformed members and dignitaries enter for a unified tribute.

Type of Services:**Level One**

Definition: Death as result of line-of-duty or job related. This may include an inactive member

whose death has stemmed from an injury sustained during active duty

Level Two

Definition: Death of an active member, non-job-related.

Level Three

Definition: Death of an inactive member, non-job-related or death of an affiliate member.

Suggested Options

LEVEL ONE

LEVEL TWO

LEVEL THREE

American Flag *

American Flag *

American Flag *

Badge Shrouds

Badge Shrouds

Badge Shrouds

Bag pipers

Bell Service

Bell Service

Bell Service

Bugler

Color Guards

Crossed Ladders

Eulogy

Eulogy

Fire service caisson

Fire service caisson

Fire service flag

Fire service flag

Fire service flag

Flower unit

Flower unit

Honor guards

Honor guards

Honor detail

Honor detail

Pallbearers, ACTIVE

Pallbearers, HONORARY

Pallbearers, HONORARY

Station bunting

Station bunting

Station bunting

Vehicle bunting

Vehicle bunting

Walk through

Walk through

Walk through

- **Used only if the deceased was a veteran.**

Funeral Assistance

When a fire department suffers the loss of a member, either on-duty or off, it is often difficult for the department members to cope with their emotions and the need to help the family.

The IFCA will supply officers to help the department with the planning and arrangements of a funeral. They will assist with protocols to honor the memory of the fallen firefighter. They will work with the department to allow members to perform any roles they can.

For more information, contact:

IFCA office at 800-662-0786 or email

execdir@illinoisfirechiefs.org

Stateline Fallen Firefighters (Beloit Fire Department) 608-364-2900 or Rock County Dispatch at 608-757-0986

National Fallen Firefighters Foundation at 301-447-1365

HOW TO REPORT A LINE-OF-DUTY DEATH

If you have lost a firefighter in the line-of-duty, here are a few steps that the department needs to take to help both the family and the department.

1. Immediately contact the Federal Department of Justice's Public Safety Officers' Benefits (PSOB) Program at (888) 744-6513. When you report a firefighter death, have all critical information available on the firefighter, department, and next-of-kin. PSOB offers financial assistance to survivors of public safety officers who die in the line of duty from a traumatic injury. There are many procedures that need to be followed so survivors can receive benefits to which they are entitled. Call PSOB even if you are not sure whether your firefighter's family will qualify for benefits under this program. This initial phone call will begin the process of determining the survivors' eligibility for benefits.

2. Based on suggestions from chiefs who have lost firefighters in the line of duty, the National Fallen Firefighters Foundation has created a checklist of what needs to be done immediately, before the funeral, and afterwards. Other line-of-duty death information, including autopsy guidelines, is accessible through their web site. They can also provide suggestions about how to support the family and coworkers during this difficult time. If you would like to speak directly with another chief who has also lost a firefighter in the line of duty, please contact them by e-mail or at (301) 447-1365.

3. Find out what benefits exist for survivors of fallen firefighters in your state. Benefits may include lump-sum death payments, workers' compensation, funeral benefits, pensions and retirement programs, scholarships, and non-profit/private support. A comprehensive Resource Guide of line-of-duty death materials for fire departments is available from the Foundation free of charge. This 50-page guide is intended for pre-incident planning, but it

contains information on family and fire department support, and resources that may be helpful to you at this time. Send an e-mail request for this guide, or call (301) 447-1365 to request a copy. The Foundation also sponsors the annual National Fallen Firefighters Memorial Weekend. Fallen firefighters who meet the criteria for inclusion will be honored at the National Memorial Service during the calendar year following the death.

Line-of-Duty Death Action Checklist

FIRST 24 HOURS

Notification

_____ Assign a 2-person team to notify the firefighter's family, in person, before releasing any information

_____ Notify all on- and off-duty personnel, including chaplain.

_____ Notify elected officials and other key people in the community of the death.

_____ Notify all other fire chiefs in the jurisdiction.

_____ Notify the Public Safety Officers' Benefits Program office

_____ Place the station flag at half-staff and drape front of fire station in black bunting

Family Support

_____ Designate a family support liaison (team) and offer to stay with the family around the clock.

_____ Designate a hospital liaison, if appropriate.

_____ Meet with the family to explain support the fire department can provide and any immediate support they can offer. Be prepared to explain why an autopsy may be required.

_____ Collect the deceased firefighter's department belongings to give to the family later. Inventory and document in the presence of a witness. If some belongings will be held during investigation, explain this to the family.

Department Support

_____ Contact the National Fallen Firefighters Foundation's Chief-to-Chief Network as needed for assistance. Phone: (301) 447-1365

_____ Arrange critical incident debriefing for the department

Dealing with the Incident

_____ Determine the type of firefighter fatality investigation to conduct in addition to the NIOSH investigation (i.e., internal or external board of inquiry; arson-, accident- or homicide related).

_____ Contact the departmental or jurisdictional attorney regarding possible legal issues.

Dealing with the Community and the Media

_____ Prepare a summary of facts about the firefighter and the incident to use for public release of information.

_____ Prepare a written statement for the chief or spokesperson to release to the media

_____ Hold a briefing with the media.

DAY TWO THROUGH THE FUNERAL

Funeral/Memorial Service

- _____ Assist the family in planning the funeral as they choose.
- _____ Continue to inform department members of the details regarding the incident and the funeral/memorial service plans.
- _____ Coordinate plans for fire department participation in funeral. (See attached "Full Honors Funeral")

Family Support

- _____ Request that local law enforcement officials make routine checks of the family's residence during the funeral and for several weeks afterwards
- _____ Assist the family with tasks related to home maintenance, transportation of out-of-town family and friends, childcare, etc.

Department Support

- _____ Monitor department members closest to the incident to see how they are dealing with the loss.

AFTER THE FUNERAL

Family Support

- _____ Continue to invite the family to department events and activities.
- _____ Provide assistance with routine tasks (home maintenance, running errands, etc.)
- _____ Assign someone to assist the family in accessing all benefits for which they are eligible.
- _____ Offer to "be there" at special times/events (children's activities, holidays, etc.)

Department Support

- _____ Assist department members in accessing additional support, as needed.

Memorials and Tributes

- _____ Inform and include families in local, state, and national tributes to the firefighter.
- _____ Make the family aware of the National Fallen Firefighters Foundation and its support programs for fire service survivors.
- _____ Plan to attend the National Fallen Firefighters Memorial Weekend and to send an escort and honor guard unit for the family. Department Issues/Planning
- _____ Update Emergency Contact Information for all department members.
- _____ Create or revise the department's Line-of-Duty Death plan.

Fire Department Funerals

A Guide of Accepted Courtesies

This document is a guide for procedures and formations you may use in the event of a fire department member's funeral. If the family of the deceased member wishes to have a Full Honors Funeral, the Officer in Charge (OIC) will work with the family and funeral director to determine the desired involvement of the fire department.

Types of Funerals - wishes of the family are paramount Formal funerals (reserved for members killed in the line of duty) can be at home, at a funeral home, a church, other public building or the cemetery. Formal funerals involve the use of the pumper truck, active pallbearers, honorary pallbearers and Funeral Detail, color guard and bugler. Semi-formal funerals can be at home, funeral home, church or cemetery and involve active pallbearers, honorary pallbearers, honor guard and Funeral Detail. Non-formal funerals or private funerals can be at home, funeral home, church or cemetery. There is no formal fire department involvement.

Arrangements – working with the family and funeral director

Normal Funeral Arrangements

- Honor Guard – minimum 4 members standing duty during viewing
- Active Pall Bearers – six (6) plus a fire officer
- Honorary Pall bearers – no set number, made up of family, officers, retirees, etc.
- Funeral Detail – all members in attendance – in uniform if applicable
- Bugler
- Color Guard
- American Flag for the Casket – if a military veteran this will be arranged by the funeral director, if not, OIC obtains.
- Unit Placement and Procedures – develop plan for department members and other participating units – provide all members with information necessary for their participation.
- Dignitary Assembly Area – designate area of assembly for attending dignitaries and Chief Officers (e.g. funeral home, fire station, school, etc.)
- Funeral Detail Assembly Area – designate an area for assembly of all department and visiting department members. [Note: this area should be a block of two away from the funeral site where ample parking is available. This group is the Funeral Detail and will march as a unit to the funeral site.]
- Mourning Bands – obtain sufficient rolls of black plastic tape and round-tipped scissors that can be carried in pockets and used to place a black band of tape horizontally across the breast badge of all participating officers and members.
- Casket Movement Commands – OIC or delegate will coordinate the casket movement commands Additional Arrangements for Formal Funerals
- Fire Department Pumper – as designated by the Chief will be stripped of hose and prepared with flowers and black bunting to transport the casket. (Multiple pumpers or vans/station wagons may be needed for multiple-member funeral.)
- Procession Vehicle Placement – map placement of all vehicles in the procession.

- Location Map – sufficient quantities of printed maps of involved areas will assist out-of town guests and should include:
- Fire House(s)
- Funeral Home
- Church
- Dignitary Assembly Area
- Funeral Detail Assembly Area
- Auxiliary Parking
- Funeral Procession Vehicle Placement
- Funeral Procession Route
- Cemetery and grave location with parking areas designated
- Location of food service areas
- Arrangements with Police for assistance with traffic, parking and funeral procession
- Photographer
- Media arrangements – at least one individual should be assigned to work with the media and establish and carry out press coverage including:
- Rules for access to and behavior at the viewing/funeral home visitation
- Rules for access to and behavior at the funeral ceremony
- Rules for access to and behavior at the cemetery and gravesite
- Arrangements for out-of-town VIPs
- Transportation
- Airline and airport information
- Courtesy vehicles (with appropriate signage – “Fire Department Courtesy Car”)
- Lodging
- Food service
- Department Ladies’ Auxiliary
- Church Women’s Group
- Caterer
- Other food venues
- Viewing/visitation
- Funeral services
- Cemetery services
- Post-funeral activities

Responsibilities of Members

- Maintain a clean, pressed and properly fitted uniform (if available) or suit
- Attend the viewing and/or services
- Know or learn the prescribed courtesies and procedures
- Participate in Honor Guard if needed
- Minimum four members for each Honor Guard
- One member is Officer of the Guard (OG) and is responsible for the necessary equipment (e.g. white gloves, black badge bands, etc.) and scheduling the members.
- Dress uniform or dark suit, white gloves and black badge band.
- Two Honor Guards per casket, one at the head and one at the foot of the casket
- Honor Guard stands at attention during their duty
- Honor Guards change at 10 minute intervals – procedure for change in place

- Honor Guards may be used at viewing and prior to the funeral service.
- Honorary Pall Bearers
- Detail consists of retired members or members of the deceased's company
- Move at all times ahead of the casket as it is moved
- Sit in front of church in a designated place during the service
- Dress Code
- Retirees in dark suit, members in dress uniform or dark suit
- Active Pall Bearers
- Detail consists of six (6) pall bearers plus an officer;
- Officer of the Detail works with the OIC and funeral director on procedures;
- Active Pall Bearers wear dress uniform/dark suit, white gloves, and hat at all times;
- Active Pall Bearers do not salute while in this capacity;
- Active Pall Bearers cover the casket with the American Flag – blue field at the head over the deceased's left shoulder;
- Detail receives the casket in front of the church/funeral site and brings the casket into the church/funeral site;
- During the service the detail sits with Funeral Detail in the front of the church;
- At the cemetery, after placing the casket over the grave site and upon the officer's command, the detail raises the flag to waist high over the casket and holds it there during the committal service. After the committal service is read, taps may be sounded. The flag is then folded upon the officer's command and in the prescribed military manner and presented to the next of kin by the officer of the detail. [if there is no flag draped over the casket, proceed to the next step];
- Upon orders from the officer of the detail, the detail takes their place with the Funeral Detail.
- Funeral Detail
- All members of the department, not otherwise detailed, act as the Funeral Detail, in dress uniform/dark suit – no gloves required.
- Arrive at funeral site as a group from the staging area prior to the arrival of the funeral coach.
- Take position in front of the church on the right hand side in two (2) facing ranks with officers closest to the church or funeral site (see diagram).
- As the casket is moved from the hearse (by Active Pall Bearers), the OIC calls the detail to attention and if the casket is flag-draped the OIC orders a hand salute as the casket passes. The command to salute shall be "Present arms!" and the command to end the salute shall be "Order arms!"
- After the casket passes the OIC orders "At ease."
- The detail follows the casket into the church or funeral site according to rank and sits in the designated area of the church. Head covering is removed upon entering the church or funeral site.
- After the service the funeral detail, on order from the OIC, files out of the church. For formal funerals, the detail positions themselves on the right of the entry (see diagram). For semi-formal funerals, the detail forms facing ranks on both sides of the entry with senior officers closest to the hearse.
- As the flag-draped casket is brought out of the church or funeral site, the detail is brought to attention and a hand salute is executed on order of the OIC.
- The Funeral Detail rides as a group in designated vehicles to the cemetery and between the funeral home and church.
- At the cemetery, the detail again forms two ranks according to their rank from the hearse to the grave site with officers closest to the grave (see diagram)

- As the flag-draped casket is removed from the hearse by the active pall bearers; the detail executes a hand salute on order of the OIC (“Present arms!”) If the casket is not flag-draped, the detail stands at attention.
- After the casket is placed over the grave the Funeral Detail forms ranks in front of the grave with highest rank on the right. (See diagram)
- If taps are sounded; uniformed members execute hand salute on order of the OIC.
- During religious graveside services all personnel bow at words “Let us pray.”
- All personnel except the active pall bearers while holding the flag follow the example of the officiating clergy. If he uncovers they uncover. If he remains covered they remain covered.

Inventory of Necessary Equipment

- Items you may want to have on hand in the fire department stock room:
 - Color guard standards
 - Flag for casket
 - Black tape and/or wide black elastic bands
 - Round tipped scissors
 - 12 pairs of assorted sizes of white gloves
 - 6 signs reading “Fire Department Courtesy Car”
 - Black Bunting for station fronts.
 - Where to obtain necessary items: need to identify ahead of time
 - Flags – city hall or supplier
 - Color guards – American Legion or VFW
 - Band/Bugler – School or other local group
 - White gloves – Army/Navy store or other supplier
 - Signs – local sign shop/printer
 - Black Bunting – need to identify a supplier/fabric store.
 - Vehicles:
 - Municipal vehicles
 - Car dealers
 - Members personal vehicle