Washington Fire Chiefs
Washington Fire Commissioners
Washington State Council of Firefighters
Washington Firefighters Association

Model Washington State Fire Service
Line of Duty Death Guidelines
Table of Contents

SECTION 1: Purpose and Scope of the LODD Guidelines .................................................. 4
   Objectives: ............................................................................................................... 4
   Acronyms and Definitions .................................................................................... 4
   Implementation of the Line of Duty Death Procedures ........................................ 6
   LODD or Serious Injury Incident Initial Action Flow Chart ................................... 7

SECTION 2: Initial Actions ......................................................................................... 8
   For all incidents where a serious injury or line of duty death has occurred .......... 8
   For all incidents where a serious injury has occurred ........................................... 9
   For all incidents where a line of duty death has occurred .................................... 9

SECTION 3: Service Level Classifications................................................................ 10
   Option 1. Three classifications of service ............................................................ 10
      Level I: A line-of-duty or job-related death. ...................................................... 10
      Level II: A non-job-related death of an active member .................................. 11
      Level III: A non-job-related death of an inactive retired or affiliate uniformed
                  member ........................................................................................................ 11
   Option 2. Four classifications of service .............................................................. 11
      Class I  Line of Duty Death .............................................................................. 12
      Class II  On Duty Death not pertaining to an emergency scene ..................... 12
      Class III  Off-Duty Death of an Active Member ............................................. 13
      Class IV  Retiree Death ................................................................................... 13
   Announcements ..................................................................................................... 14
   Flag Display Protocols and Badge Shrouding .................................................... 15
   Dress Code: .......................................................................................................... 15
   Resources: ............................................................................................................ 16

APPENDIX A: General Funeral Guidelines ................................................................. 19
   Viewing/Visitation ............................................................................................... 20
   Scheduling of Funeral or Memorial Service ......................................................... 21
   Seating Arrangements ......................................................................................... 22
   Religious Service, Protocols, and Speakers ....................................................... 23
   Processions .......................................................................................................... 24
   Graveside ............................................................................................................. 24
   Reception ............................................................................................................ 25
   Media Participation .............................................................................................. 25
   Uniform ............................................................................................................... 25

APPENDIX B: Class 1/Level 1 Funeral Guidelines ...................................................... 26

APPENDIX C: Class 2 On-Duty not at Emergency Scene Funeral Guidelines .......... 29

APPENDIX D: Class 3/Level 2 Funeral Guidelines ...................................................... 31

APPENDIX E: Class 4/Level 3 Funeral Guidelines ...................................................... 33
   Procession .......................................................................................................... 33
   Assembly at Graveside ....................................................................................... 33

APPENDIX F: Roles and Responsibilities ................................................................. 35
   A. Funeral Coordinator/LAST Team Leader ...................................................... 36
SECTION 1: Purpose and Scope of the LODD Guidelines

The purpose of this policy is to provide a model guideline for Washington State Fire Department/Fire Districts and EMS Agencies to follow in the event of a death or serious injury in the line-of-duty. This guideline describes the activities, roles and responsibilities for conducting notifications, assisting and supporting family members, interaction with the news media, and provides a funeral protocol. The procedures outlined are to serve as a guide from the actual incident through the memorial/funeral. In this way, Agencies in the State of Washington can be uniformed in their procedures in rendering the appropriate honors for a fallen member.

This model guideline is a collaborative effort of the following:
Washington Fire Chiefs
Washington Fire Commissioners
Washington State Council of Firefighters (IAFF)
Washington Firefighters Association
National Fallen Firefighters Association through the Taking Care of our Own and LAST Team Programs

Objectives:

1. Provide a uniformed procedure to handle the death or serious injury of a member, while on duty, off duty, or retired.
2. To assist the agency and families affected by the death of a member, ensuring that the proper level of honors is offered by the ____________ Fire or EMS Agency.
3. To provide clear instructions to key individuals in fulfilling their responsibilities during the LODD process.
4. To ensure that a unified commitment to assist the ____________ Fire Department/Fire District and EMS Agency and the family of the member regardless of rank, volunteer or career status or affiliation.

This document is intended to be a model policy that can be customized by individual Agencies to fit their particular circumstances. An Agency may replace the front cover with the logo of the Agency. It is recognized that the varying sizes and configurations of Agencies precludes the guideline from being a one size fits all solution, and will need to reflect local policy. Additionally, this is a voluntary guideline, and Agencies may choose to use some, none or all of this guideline at their sole discretion. This guideline is not copyrighted and may be freely copied and amended.

The main document is comprised of pages 1-18, followed by Appendices that can be deleted if not applicable.

Acronyms and Definitions

Agency: This term is intended to include Fire and Emergency Medical Service (EMS) personnel from __________ Fire Department/Fire District and EMS Agencies, active and retired, who may be or were involved in emergency and/or medical operations.

Bell Service: Sometimes called the Last Alarm Ceremony, the Bell Service is last act of the funeral/memorial service. A bell is rung for the sake of tradition signifying the end of a shift. See Appendix I for bell service.
Chief of Operations: In many departments this is also the Deputy Chief or Assistant Chief. For the purpose of this document, Chief of Operations or Operations Chief is used.

Color Guard: A detail of the honor guard that delivers the department, state, U.S or other flag.

Fire Fighters Memorial Flag: Is a special flag designed to be flown in honor of a line of duty death and is also called a Fire Service Flag.

Fire and/or EMS Agency: This term is intended to include Fire and Emergency Medical Service (EMS) personnel from __________ Fire Department/Fire District or EMS Agencies, active and retired, who may be or were involved in emergency and/or medical operations.

Honor Guard: A detail of Agency/and or regional members in dress uniform with white gloves that are normally positioned at the head and foot of the casket. They may escort the casket to the funeral and cemetery. They can also act as pallbearers. If an Agency does not have its own honor guard, one can be requested via the LAST Team or statewide resources. The Honor Guard Team will follow proper procedures for their role in the funeral/memorial service. The Funeral Coordinator and the Cemetery Coordinator will work closely with the Honor Guard Commander for service planning.

IC: Incident Commander

ICS: Incident Command System

LAST Team: A multi-jurisdictional statewide team trained specifically to provide assistance to Agencies within the state following a LODD. The team consists of representatives from across different regions and represents the WFC, WSCFF, and WSFFA. The team responds only upon request of the Agency, with any or all of the following: Team Leader, Assistant Team Leader, Chaplain, PIO and Honor Guard Commander. For more information go to: http://firehero.fusionapps.net/resources/departments/last/index.html.

LODD: Line of Duty Death

Line of Duty Death: The death of any member of an agency occurring while on duty, or while undergoing medical treatment for any injury, illness or disease resulting from such duty. This also includes the death of a member while traveling in connection with such duty, or while engaged in fire fighting, emergency medical service, or other emergency activities off duty.

Pallbearers/Body Bearers: Pallbearers/Body Bearers are chosen by the family (usually 6-8 individuals) to bear the body of the deceased. Their duties may include passing the casket from the Chapel to the funeral coach or apparatus and then from the vehicle to the grave side. If the Department apparatus is used as a caisson to carry the casket, the Pallbearers from the Department may be assigned to drive and/or ride on the apparatus from the beginning to the end of the funeral procession.

Personal Information Packet: This document, found in Appendix H, is the suggested form for Agency personnel to fill out in the event of their death or serious injury so that the family may be properly notified. The form in Appendix H can be modified to fit the individual agency.

Serious Injury: Any injury sustained in the line-of-duty which is, or may become life threatening or will disable the employee for a substantial period.
Implementation of the Line of Duty Death Procedures

The overriding philosophy of the ______________________ Fire Department/Fire District and EMS Agency is that the first priority following a serious injury or line-of-duty death – after caring for the members – is the swift and compassionate notification of the injured or deceased member’s family and the extension of assistance and support to them.

As soon as is possible, the Chief should appoint an Incident Commander (IC), and a meeting should be held to assign or affirm the assignments within the Incident Command System (ICS) structure. The Appendices provide detailed roles and responsibilities for further reference.

A briefing meeting should be scheduled at least once a day until the conclusion of the Memorial Service and should include all section chiefs and other appropriate personnel. A final meeting for discussion of lessons learned and debriefing should be held no later than 48 hours after the conclusion of the Memorial Service.

The IC is responsible for the overall management of the activities that take place after the death of a member. This function is completely separate from the activity and command structure involved in the actual incident that caused the death.

It is vitally important that the wishes of the fallen member be followed according to the Personal Information Packet (Appendix H). The family will be presented the options available based on the classification of service, and their desires override all others. If the family wishes the help of the Agency the sections of this document will lead the Agency and the family through the steps to properly honor the fallen member’s life. In the event the family does not want the assistance of the Agency, the Agency will then do what ever they can to support the family and take care of the needs of the personnel affected by the loss.

The LAST team is available to assist the agency and the family upon request. This resource is extremely valuable and brings LODD specific knowledge and expertise to assist in planning and executing the service and ensuring that the family and the affected department are properly cared for. The team works for the Agency and acts in a support role. The Public Safety Officer Benefit (PSOB) benefit is key for survivors and the LAST team can assist with this process.

The Fire Chief may wish to consult with other fire departments that may have had recent experience with funeral planning. The National Fallen Firefighters Foundation offers the Chief-to-Chief Network, which pairs the Fire Chief who has just lost a member with a Chief who has experienced a loss in the past. The Foundation can be contacted at (301) 447-1365 for more information.
LODD or Serious Injury Incident Initial Action Flow Chart

***Below is an example of an organizational chart. The chart will need to be modified to reflect Agency protocols.

- Shift Commander
- Police Dept.
- PIO
- Operations Chief*
- Auditing Officer
- Department Personnel Notified**
- Fire Chief
- Chaplain
- Notification Officer
- Hospital Liaison
- Family Liaison
- Union
- Investigation Team

*Operations Chief will notify PIO and Chaplain if not already done.
**Department Personnel will be notified only after the family has been notified.
SECTION 2: Initial Actions

For all incidents where a serious injury or line of duty death has occurred

- Notify the Fire Chief and other applicable Chief Officers, and the Union President. The Fire Chief will notify the Mayor and/or City Manager.

- Secure the employee’s personal information packet, if completed. This will guide the department head in carrying out the notification of next of kin. If the 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.

- Direct Incident Command and Dispatch to withhold release of personal data relating to the employee or the death, pending notification of the next of kin.

- Assign a Notification Team consisting of two people. In case of multiple deaths or injuries, one Notification Team per surviving family should be assigned. The Fire Chief should make the notification in person and in uniform, if at all possible, or assign a Notification Officer and either the person listed in the Personal Information Packet, if readily available, or the department Chaplain to accompany him/her to make the notification.

  - It is imperative that the notification be made swiftly. If the person listed in the packet is not immediately available, do not delay notification. (See Notification Officer responsibilities in Appendix F for more detail.) If the next of kin are not within the local area, coordinate with the Fire Chief of the local fire department where they live to make the notification.

- Contact the PIO to coordinate with media to avoid premature release of video and/or names of injured/deceased until the notification can be made.

- Secure the scene of the incident with the assistance of Fire Prevention and Police Department personnel.

- Assign an Auditing Officer, as soon as possible, to secure the personal effects of the deceased and deliver them to Fire Administration. 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.

- Assign a Family Liaison Officer, or one per surviving family.

- Within 8 hours of a serious injury or line-of-duty death the Fire Chief shall notify the Washington State Department of Labor and Industries at 1-800-423-7233 to be in compliance of WAC 296-800-32005.
For all incidents where a serious injury has occurred
In addition to above:

- Assign a Hospital Liaison Officer(s) to go to the receiving hospital(s) where the injured firefighter(s) are sent. If sent to more than one hospital, one per hospital will be required.

For all incidents where a line of duty death has occurred

In addition to above:

- Begin to gather all available information concerning the incident and circumstances leading to the death.

- Notify the National Fallen Firefighters Foundation at (301) 447-1365 or www.firehero.org.

- Notify the Washington State Fire Marshal’s Office **MUST BE DONE WITHIN 48 HOURS**. Call **1-360-753-0523** to give verbal notification and then complete **WSP FIRE FATALITY REPORT FORM.** (Fire Chief)
  
  Attention: Washington State Fire Marshal
  PO BOX 42600
  OLYMPIA WA 98504-2600

- Assign an Investigation Team.
SECTION 3: Service Level Classifications

Summary

This section presents the __________ Fire Department/Fire District or EMS Agency two (2) options of classifications of service. This is done to allow the individual agency to determine if it chooses to recognize all on-duty deaths as equal or make a distinction for deaths while actively engaged at an emergency scene. Each section gives an outline of the memorial or funeral service procedures to be used. For the purpose of this guideline it is assumed that there will be a grave side service following the main service. In the event there is no grave side service the procedures will have to be modified to fit the occasion.

Option 1 provides three classifications of service. Suggested are the honors available to each of the three levels.

Option 1. Three classifications of service

Level I: A line-of-duty or job-related death.

The death occurs while in the line-of-duty or from a job-related injury. This may include an inactive member whose death has stemmed from an injury sustained during active duty. The funeral service may include all honors and assistance. The deceased can be brought to the gravesite on an agency apparatus and will be afforded uniformed pallbearers, honor guard and equipment procession.

- American Flag Presentation
- Badge Shrouds
- Bagpipers/Drum Corps
- Bell Service
- Bugler
- Color Guard
- Crossed Ladders
- Eulogy
- Fire Engine Caisson
- Fire Service Flag
- Flower Unit
- Honor Guard
- Honor Detail Pallbearers,
- Vehicle Bunting
- Walk Through
Level II: A non-job-related death of an active member.
Death occurs when an active member is off duty and not relating to any emergency activities.

- American Flag Presentation (folded on casket if member not U.S. veteran)
- Badge Shrouds
- Bag Piper/Drum Corps - optional
- Bell Service
- Eulogy
- Hearse
- Fire Service Flag
- Flower Unit
- Honor Guard
- Honor Detail
- Active Pallbearers, honorary
- Station Bunting (minimal)
- Walk Through

Level III: A non-job-related death of an inactive retired or affiliate uniformed member.

This level of service shall be offered to the family of a retired fire or EMS member from the agency he served. This level of service can be offered to the family if they wish the assistance of the Agency. If the family requests pipers/drum corps, and/or an American Flag they will be responsible for the occurring cost.

- American Flag Presentation (folded on casket if member not U.S. veteran)
- Badge Shrouds
- Bag Piper/Drum Corps - optional
- Bell Service
- Hearse
- Fire Service Flag
- Honor Guard
- Pallbearers, Honorary
- Walk Through

Option 2 provides four levels classifications of service. Suggested are the honors available to each of the four levels.

Option 2. Four classifications of service

Class I: Defined as involving members who are killed at the scene of an emergency incident or killed responding to or returning from the scene of said incident. This classification of death will also include those who are injured at an emergency scene that later die as a result of their injuries. Class I will not include individuals who die of heart, lung, or other illnesses while not engaging in emergency activities at the time of death.
Class II: A Class II death pertains to members of the Department who die while on duty, but not due to injuries sustained while performing emergency activities. This will include individuals who die of heart, lung, or other illnesses while not engaging in emergency activities at the time of death.

Class III: A Class III death is a death occurring when an active employee is off duty and not relating to any emergency activity.

Class IV: A Class IV death pertains to the death of a retiree or affiliate uniformed member, paid or volunteer.

Class I – Line of Duty Death

Prior to Services:
- Assignment of Family Liaison Officer by Fire Chief.
- Make transportation arrangements to funeral home/cemetery.
- Offer services of Department Clergy/Chaplain to the family.
- Offer services of Assistant Chief and Union representative to assist family in making arrangements.
- Arrange for Pallbearers/Body Bearers and Honor Guard.
- Arrange for Police escorts for processional to cemetery.

Chapel/Church Services:
- Honor Guard at Casket (During all viewing and visitation at funeral home leading up to funeral service).
- Fire Apparatus for processional to graveside (as well as standing fast at the funeral home during all viewing and visitation).
- Honor Guard at service.
- Color Guard at Service.
- Pipers and Drum Corps at service.

Graveside Service:
- Arched aerial ladders with hanging flags at entrance to the cemetery.
- Fire Apparatus at graveside.
- Honor and Color Guard.
- Services of Department Chaplain (at family’s request).
- Flag folding ceremony.
- Pipers and Drum Corps.
- Bugler to play Taps.

Class II – On Duty Death not pertaining to an emergency scene

Prior to Services:
- Assignment of Family Liaison Officer by Fire Chief.
- Make transportation arrangements to funeral home/cemetery.
- Offer services of Department Clergy/Chaplain to the family.
- Offer services of Assistant Chief and Union representative to assist family in making arrangements.
- Arrange for Pallbearers/Body Bearers and Honor Guard.
- Arrange for Police escorts for processional to cemetery.

Chapel/Church Services:
- Fire Apparatus standing fast at the funeral home during ceremony.
- Honor Guard at service.
- Pipers and Drum Corps at service.

Graveside Service:
- Fire Apparatus at graveside.
- Honor and Color Guard.
- Color Guard at Service.
- Services of Department Chaplain (at family's request).
- Flag folding ceremony.
- Bugler to play Taps.

**Class III – Off-Duty Death of an Active Member**

Prior to Services:
- Offer services of Department Clergy/Chaplain to the family.
- Arrange for Pallbearers/Body Bearers and Honor Guard.
- Upon request, arrange for Police escorts for processional to cemetery.

Chapel/Church Services:
- Honor Guard at Casket.
- Color Guard at Service.
- Pipers and Drum Corps at service.

Graveside Service:
- Honor and Color Guard.
- Services of Department Chaplain (at family's request).
- Flag folding ceremony.
- Bugler to play Taps.

**Class IV – Retiree Death**

Prior to Services:
- Offer services of Department Clergy/Chaplain to the family.
- Upon request, arrange for Pallbearers/Body Bearers and Honor Guard.
- Upon request, arrangement for Police escorts for processional to cemetery.

Chapel/Church Services:
- Honor Guard at Casket, upon request.
- Color Guard at Service, upon request.
- Uniformed personnel at service.

Graveside Service:
- Honor Guard, upon request.
- Services of Department Chaplain (at family's request).
- Flag folding ceremony, upon request.

**Considerations:**
It is important to communicate very clearly with the family which costs the agency will cover and which cost the family will be responsible for. Make sure to do this while in the planning stages so that there will be no surprises. Additionally, ensure that the family's wishes are first and foremost as there will be requests from a variety of sources to do more.
Announcements

In the event of a LODD, and following notification of the next of kin, an announcement will be made informing all members of the line-of-duty death.

Example 1.

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

Example 2.

It is my sad duty to inform you that at _______ [time] today firefighter(s) [rank] [names] 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. More information will be provided to you as soon as it is available, including details of services.

This is a difficult time for the entire ________ Fire Department/Fire District, 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. This fact does not make it any less tragic or any less difficult to bear when it actually happens.

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

I wish I had the words to ease the pain that 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.

Example 3.

I, Chief ________, regret to report the death of ________ (number) of our brave firefighters. (Name or names) died at ________ (time) (date be necessitated if death was not immediate) while ___________ (actively working on, responding to, returning from) incident # ___________ at __________ (location). Funeral arrangements are pending at this time, however a formal announcement of the arrangements, and the department's participation will be made, within the wishes of the family (families).
Flag Display Protocols and Badge Shrouding.

Upon completion of notifications, the Fire Chief will issue the Memorial Orders, comprised of flag protocol and badge shrouding instructions.

The following shall guide display of flags:

Class 1 or 2, in the line of duty death

- American Flags at all City/Department facilities shall be lowered to half-staff from time of announcement until 24 hours after conclusion of the services. (Mayor/Manager approval may be necessary.)

- Badges to be shrouded from time of announcement until 24 hours after conclusion of services.

Class 2 or 3, active member NOT in the line of duty

- American Flags at all City/Department facilities shall be lowered to half-staff on the day of the services from 0800 until conclusion of the services. (Mayor/Manager approval may be necessary.)

- Badges to be shrouded from time of announcement until 24 hours after conclusion of services.

Class 3 or 4, retiree or affiliate uniformed member

- Memorial Flags at Headquarters Stations shall be flown from 0800 until conclusion of the services.

- Badges of those attending the services to be shrouded during the services only.

Considerations:

Flag display and badge shroud recommendations shall be for the specified time, but in no event shall they be for longer than ten (10) days. Flag protocol is a local jurisdiction policy. According to US Flag Code, the American Flag can be ordered to half-staff by the local authority to honor a fallen firefighter. The Governor has indicated that this is a local policy issue and will generally not order flags lowered.

Flags are often lowered for longer duration in the locality where the LODD occurred and are lowered across the state only on the day of the services. Memorial flags can be flown in place of lowering the American Flag at the local authority's direction.

Dress Code:

All uniformed members, including off duty attendees, are to wear Class A uniforms. Hats shall be worn while outdoors (except during prayers), and removed indoors.

Exceptions:
Honor Guard and Pallbearers/Body Bearers shall remain covered at all times.
Resources:

Public Safety Officers’ Benefits Program
www.ojp.usdoj.gov/BJA/grant/psob/psob_death.html
https://www.psob.gov/
888-744-6513

National Fallen Firefighters Foundation (Use this number to request the assistance of the LAST Team)
P.O. Drawer 498
Emmitsburg, MD 21727
301-447-1365
301-447-1645 fax
www.firehero.org

Chief to Chief Network
www.firehero.org

Washington State Fire Chiefs
www.wsaafc.org
PO Box 7964
Olympia, WA. 98507
360-352-0161
360-586-5868 (fax)
wfc@washingtonfirechiefs.org (e-mail)

Washington State Council of Fire Fighters
www.wscff.org
1069 Adams Street Southeast
Olympia, WA 98501
360-943-3030
360-943-2333 (fax)
800-572-5762

Washington State Firefighters Association
www.wsffa.org
PMB 117
1910 E. 4th Ave.
Olympia, WA 98506-4632
Phone or Fax: 800-340-8023

International Association of Firefighters (IAFF)
www.iaff.org
International Association of Firefighters
1750 New York Ave. NW
Washington, DC 20006
202-737-8484
202-737-8418 (Fax)
Autopsy Guide

*Firefighter Autopsy Protocol*, United States Fire Administration, 1991

Contact: United State Fire Administration
USFA Publications Center
16825 South Seton Avenue
Emmitsburg, Maryland 21727
(800) 561-3356

Funeral Guides


Contact: Federation of Fire Chaplains
Route 1, Box 155B
Clifton, Texas 76634
(254) 622-8514
chapdir1@aol.com


Contact: National Volunteer Fire Council
1050 17th Street, NW, Suite 490
Washington, DC 20036
(202) 737-8484 or (888) ASK-NVFC
nvfoffice@nvfc.org

*IAFF Recommended Protocol for Line-of-Duty Deaths*

The IAFF will provide this protocol at the request of the IAFF District Vice President or local IAFF affiliates.

Contact: IAFF
1750 New York Avenue, NW
Washington, DC 20006
(202) 737-8484
www.iaff.org

*A Labor of Love, How to Write a Eulogy*, Garry Schaeffer

This book offers tips on what to say and provides samples.

Contact: GMS Publishing
10250 Caminito Cuervo Suite 23
San Diego, CA 92108
(619) 584-1846
or: www.eulogybook.net
(800) 479-7487

Investigation Guide


Contact: International Association of Fire Chiefs
4025 Fair Ridge Drive
Fairfax, Virginia 22033-2868
(703) 273-0911
publications@iafc.org
The balance of this guideline is a series of Appendices that can be utilized by an Agency as needed.
Appendix A: General Funeral Guidelines

This section will address general issues relating to the viewing, the funeral or memorial service, procession, and the graveside service. Specific guidelines for each Class/Level of service follow in subsequent appendices. While funeral arrangements and decisions are the ultimate responsibility of the family, the Fire Department, Union and LAST Team will stand ready to provide assistance, if requested. In times of need, the fire service family traditionally takes care of its own. For Class 1 and 2/Level 1 death or serious injuries, the administration will provide leadership and full-time assistance in coordinating support and planning services. For Class 3/Level 2 and Class 4/Level 3 deaths, it will be important to balance support for the family with proper and lawful uses of public officials time and the uses of public funds.

Decisions regarding the funeral are the responsibility of the family. However, consideration should be given to the wishes of the deceased if he/she communicated those wishes before death (personnel information packet), the family’s religious traditions, and Fire Department traditions.

Combining Fire Department traditions with various religious services can create challenges, especially in the area of time management.

Planners must be mindful of the comfort and physical requirements of attendees when scheduling speakers, music, and other protocols in the service.

There are several areas of importance that will be covered to assist the family and the Funeral coordinators in organizing the fallen firefighter’s or department member’s funeral service.

- Initial planning
- Viewing/visitation
- Scheduling arrangements
- Religious services such as Rosaries, traditions, protocols, special music and speakers
- Processions, setting up staging areas
- Graveside services
- The reception after the funeral service
- Media participation
- Special presentations

When assisting clergy that are not familiar with Fire Department funerals, the fire department should provide a description of the guidelines, traditions, and logistical requirements. If possible, have the officiating clergy meet with the Chaplain to discuss these items. These planning issues will provide an awareness of issues which may be overlooked by the individuals who are planning the funeral or the officiating clergy who are not familiar with fire department traditions.

NOTE: The procedures that are written in this guideline will be written as if the fire department were planning a line of duty death funeral or memorial service. Do not hesitate to adjust these guidelines to the family’s or department’s needs, and any time constraints.

Planning a large and complex memorial service requires the coordination of many individuals. Those involved in the planning process, Funeral Coordinator, Procession Coordinator, Cemetery Coordinator should be reminded of the need to remain flexible. Expect changes to occur and be able to work with the changes.
Departments should use the "Incident Command System" approach to planning a funeral service and ceremony. The Fire Chief should not hesitate to delegate duties to other individuals. It is advisable to have already appointed individuals who will be coordinators in the event of a death. This will save time in having to pick and choose the right individuals. It is imperative to hold a planning meeting involving the coordinators. Prepare to hold additional meetings as needed. To prevent the duplication of efforts, it is imperative that all planners know what tasks have been accomplished and which tasks have yet to be completed.

Officers and/or the Funeral Coordinator may want to consider a "walk through" for large services on the day prior to the service. This will ensure that the coordinators and planners are in agreement with the order of service and the planning details.

- The funeral or memorial service should last not more than 1 hour 40 minutes. The coordinators should make every effort, in working with the family, to try to stay within the 100-minute time frame. Special consideration should be given to those attendees who are not accustomed or are not able to sit or stand for long periods of time. If tributes, special music, or readings need to be deleted out of the program to keep within this allotted time, then it should be done as tactfully as possible.

- Consideration to extreme weather conditions; i.e., heat, cold, wind, and rain, should be taken into account and the appropriate cover provided. It may also be advisable to have a Medic Unit on stand by in case of a medical emergency.

- Personnel or members of the department should be advised not to discuss particular funeral protocols with family members. Protocols should only be discussed with the family by the officiators and the coordinators. LAST Team members can be particularly helpful in this area.

Department leaders should recognize that planning and organizing a line of duty death service involves more complex planning issues than when planning the service for a death that was not job-related. Be aware that even a department that is located in a remote or rural area can expect attendance at a line of duty death funeral to be in excess of 750 people.

**Viewing/Visitation**

Ascertain if the family has a desire to have a viewing or visitation. In many line of duty deaths, viewing is not done due to severe injury. In the event of a horrific or highly publicized death, the Department may want or even need to provide a 24-hour Honor Guard or security at the funeral home beginning with the initial notification.

1. Honor Guards should always be in pairs of two or more.
2. The viewing or vigil should be discussed with the family and the funeral home prior to arranging for a date, time, and location.
3. Find out if the families will be requesting a viewing (open casket) or visitation (closed casket) be held.
4. A viewing/visitation is normally held one or two days prior to the funeral, at the funeral home, during hours requested by the family.

The date(s) for the viewing/visitation should be established in accordance with family wishes.
1. An Honor Guard should be posted during viewing/vigil hours.
2. Immediate family members should be escorted by the Department to and from the viewing/visitation.
3. The family may wish to have the Honor Guard step down and leave the room to give them some private time with their loved one. Under these circumstances, it would be proper for the Honor Guard to stand just outside of the entrance to the room until the family is finished with their private time.

Catholic protocols may include a Rosary service along with the viewing. Coordinate this participation with the officiating priest. Normally, the Honor Guard would post at the head of the casket. If the Honor Guard is not allowed to post near the casket, it would be proper to move the post to the main entrance of the building.

The Rosary service may be held at the funeral home or the church. Should the body need to be transported to a church for the Rosary and then back to the funeral home, an Honor Guard or escort should accompany the body. It is proper protocol for members of the Honor Guard to wear their uniform hat inside the funeral home. This includes holding post alongside the casket. Immediate family members should be escorted to and from the Vigil or Rosary service by agency personnel.

Scheduling of Funeral or Memorial Service

The scheduled date for the service must accommodate the needs of the family, facility, clergy, funeral home, cemetery, medical examiner, and the Department. Coordinators and leaders should also be aware of any major events planned at the facility or in the community which may cause logistical conflicts.

Scheduling the service start time is also critical. Various factors must be considered including: commute traffic, lunch hour traffic, cemetery procession, reception, overall length of service, and other events planned within the community. It is essential to avoid having the funeral procession interfere with either the morning or evening commute in metropolitan areas.

Representatives from various departments have been known to travel long distances to attend a memorial service. Many of them also bring an apparatus from their department. When scheduling the time of service, consider family members who must travel long distances to attend. Provide long distance travelers with maps and directions.

Also, be aware that a service scheduled for 10:00 a.m., normally begins for the coordinators, traffic officers, and various other assistance personnel at 7:00 a.m. The day can start even earlier for long distance visitors.

This is a very long and demanding day for those that are planning the service, as well as those that are participating. Every effort should be made to expedite each task. However, do not cause such a rush that important details and plans are overlooked.

The location is one of the most critical elements in funeral planning. In the past, attendance at a line of duty death funeral has reached as many as 5,000 people. Locating and securing a facility with a large seating capacity can be very challenging.

In smaller or midsize communities, or when the death(s) is attributed to extremely traumatic events, it may be necessary to explore unusual alternatives for the service
such as: civic centers, gymnasiums, or athletic stadiums. The use of alternative facilities will also create additional planning challenges such as: lack of a sound system, poor lighting and visibility, etc.

When larger facilities cannot be secured, consider obtaining some form of overflow seating. If the facility does not have overflow rooms available, it may be advisable to provide audio coverage of the service for attendees who cannot be seated. If overflow crowds will be required to stand for long periods of time, consideration should be given to providing shelter, water, and portable restroom facilities.

Consideration should be given to uniformed officers who are not seated and must stand in ranks until the conclusion of the service. Consideration should also be given to attendees who are not able to be seated. Planners should be cognizant of adverse weather conditions.

**Seating Arrangements**

The Coordinators will need to prepare a seating plan to accommodate the needs of the family, Department, City Officials, visiting dignitaries, visiting departments, and the public. At all services, seating will be reserved so that the family is nearest the casket followed by the pallbearers, the agency officers in descending rank, followed by all other members of the home agency. Following that will be all visiting uniformed members from the longest to the least distance traveled. The City Mayor, Councilmen, Fire Commissioners and other dignitaries (from local to most broad i.e. Federal), will be seated either to the side of all Fire and/or EMS members, or directly behind the home agency.

Depending on the seating layout of the facility, planners will also need to assess the use of ushers.

- Normally, ushers should be assigned to the rear of each aisle, and given specific instructions to facilitate the seating plan.
- It may be necessary to utilize volunteers or Police Department personnel for usher duties.
- Many allied law enforcement and other agencies will volunteer their services to the Department. They should be utilized whenever possible.
- Attendees that are seeking a good seat usually begin to arrive an hour or more prior to the scheduled start time. Ushers should be assembled and fully briefed on their duties at least an hour and a half before the start of the service.
- When faced with having to use a facility that does not have adequate seating capacity, planners will need to develop an effective seating plan to ensure that family members, visiting dignitaries, and agency personnel needs are met first and foremost.

A private room should be provided for the immediate family prior to the start of the service. Immediate family members should normally be scheduled to arrive not more than 15 minutes prior to the start of the service.
A room should be provided for Department leaders and coordinators to gather prior to the service. A room should be provided for the Honor Guard to practice and rest during guard changes.

Consider seating the deceased member's co-workers with their significant others during the service(s).

**Religious Service, Protocols, and Speakers**

Religious services take precedence over Fire Department traditions. Planners should meet with the family and the officiating clergy to determine the extent of the Department's involvement.

- Some clergy members may be inflexible regarding Department protocols. In such instances, it is imperative to have clear direction as to the family's wishes.

- In some faiths or denominations, the only Department involvement will be the limited participation of an Honor Guard.

- Certain traditions may have to be performed at the graveside rather than at the church.

When dealing with restrictive religious services, or when the family requests private services, coordinators may want to consider and discuss with the family about having a separate memorial service that will not interfere with religious customs.

- Agencies opting to hold a separate memorial service should plan the memorial service on a different day from the religious service.

- It is preferable to have the services conducted by clergy or chaplain who is familiar with Fire Department protocols.

The order of speakers should be assigned from the highest ranking speaker to the lowest. These speakers will normally be followed by eulogies from a family member, and a Department member.

- Depending on the number of speakers and the time allotted to each speaker, musical selections can be utilized to separate some of the speakers. Music also allows the posted Honor Guards time to change personnel with minimal disruption of the service. Honor Guards should be changed every 15 - 20 minutes to prevent collapsing from fatigue.

- Each speaker should be limited to 10 minutes.

- Speakers need to prepare written notes, as well as practice, and time their presentation. As a general rule, notes should be typed, double spaced, using a 14 or larger bold face font.

Specific instructions should be given to attendees regarding the dismissal of the service.
Processions

Processions or motorcades are often desirable but not required. Consideration should be given to the length of time it takes to get a motorcade to its destination, safety, and traffic disruption. Long motorcades can cause time delays, and may generate citizens’ complaints. Processions should be well planned, using the least intrusive route available. Proper planning will minimize traffic congestion, and help prevent unwarranted delays for citizens. A pre-service procession may also be desirable when there has been a cremation or no graveside service.

When appropriate, written directions to the cemetery should be provided.

- When possible, the route of the procession should be published in the service bulletin and in the local newspaper.
- The Department may want to limit the procession to the immediate family members, and employees of the involved department, or local fire departments.
- Notify allied agencies when their respective jurisdictions will be impacted by either the service or the procession.

Consider delegating parking and traffic control responsibilities to the police agencies that have jurisdictional responsibility. Officers assigned to traffic control details should have clear direction as to the "tail vehicle" in the procession. Prematurely releasing controlled intersections can cause significant delays to the start of the graveside service.

A "Traffic Alert" should be issued to the media so that listeners can avoid the area if possible. Public works agencies should be contacted to determine if the intended routes will be free of hazards, planned construction, or road/ramp closures.

Graveside

The graveside service normally consists of a short religious service and a few department traditions. The arrival at the cemetery is a very difficult time for family members. If an extremely long procession is anticipated, it may be advisable to arrange for a family waiting room. Although it is desirable to have everyone in place before starting the graveside service, the minister may choose to begin before everyone has parked their vehicles, and can be assembled. Ministers often choose to do this in order to alleviate family anxiety at the graveside.

Most cemeteries do not provide sound systems. It can be difficult for attendees to hear what is being said. It is a good idea to obtain a portable sound system so that attendees may hear the committal service and various presentations.

The graveside service is where the Pallbearers/Body Bearers will make the flag presentation to the family. If the family wishes to have a flag ceremony, the Honor Guard will fold the flag and present it to the Fire Chief who will then present it to the family. The graveside service should be kept short in order to allow people to express condolences to the family at the conclusion of the service.
Reception

A reception is usually planned immediately following the last service. Arrange for an adequate reception facility, preferably close to the graveside service, or close to the facility used for the memorial service. As a general rule, when there is some distance between the location of the service and the location of the reception, only half the people attending the service will attend the reception.

If a reception is planned immediately following the funeral service at the same facility or at a facility within a very close proximity, planners can anticipate that approximately 75 percent of the attendees will stay for the reception.

- Arrange for food, drinks, set-up, and clean-up.
- Finger foods, soft drinks, and water will normally be adequate. It is not necessary to arrange for a full-service meal.
- Receptions should normally last no longer than two hours.

Whenever possible, a route map should be published in the service bulletin, or provided at the service.

Media Participation

The Community Liaison Officer (CLO) should discuss media participation with the family. If the family agrees to media participation, coordinators and the PIO should make specific arrangements to accommodate media needs, as well as adamantly respecting the family's privacy.

Uniform

Any Firefighter, killed in the line of duty, will be provided, for burial purposes, at the request of the immediate family, a Class A Dress Uniform. There is no charge for the uniform, rank striping or Maltese Crosses. The only cost involved is for freight, which we will bill to the affiliated department. The FALLEN FIRE FIGHTER DRESS UNIFORM PROGRAM is a service provided by Lighthouse Uniform Company.
Appendix B: Class 1/Level 1 Funeral Guidelines

1. The casket will precede the family filing through the assembled members to the fire apparatus or funeral coach of choice.
2. Directly behind the casket as it exits the chapel/church will be the immediate family, followed by extended family and all other attendees.
3. The pallbearers will then place the casket on the appropriate apparatus, or in the funeral coach, if chosen.

Processional Procedures
NOTE: There are two options for proceeding to the graveside – marching and vehicular procession.

Marching Processional
It is the responsibility of the Procession Coordinator to ensure that the order for the marching processional is as follows, and that the Bugler is standing by at the cemetery.
1. Piper(s) and drummer(s).
2. Color Guard.
3. Honor Guard.
5. Apparatus/funeral coach with pallbearers and Honor Guard Escort.
6. Immediate family.
7. Other family members and close family friends.
8. Fire Chief, Agency Officers in descending order of rank, and dignitaries from most local to most broad.
9. Home agency uniformed personnel.
10. Visiting agency uniformed personnel from the longest distance traveled to the least traveled.
11. Home agency additional apparatus.
12. Visiting agency apparatus from the longest distance traveled to the least traveled.
13. All other miscellaneous vehicles.

Vehicular Procession
It is again the responsibility of the Procession Coordinator to ensure that the order for the vehicular processional is appropriate, as follows, and that Piper(s), Drummer(s), Bugler and Color Guard are standing by at the cemetery.
1. Lead car provided by funeral home, containing appropriate Clergy/Agency Chaplain.
2. Apparatus/funeral coach, with pallbearers, riding inside if apparatus is used or immediately following family in one vehicle if funeral coach is used.
3. Car or limousine with immediate family.
4. Fire Chief’s car followed by officer cars and dignitary cars.
5. Vehicle(s) containing the Honor Guard.
6. Additional home agency apparatus.
7. Visiting agency apparatus from the longest distance traveled.
8. All other home agency personnel, if in personal vehicles.
9. All other visiting agency personnel, if in personal vehicles.
10. All other miscellaneous vehicles.
Assembly at Graveside

1. If available, two crossed aerial ladders with a draped flag should be at the entrance to the cemetery, so that the entire processional goes underneath them in entering.

2. The piper(s) and drummer(s) will be assembled approximately 100 yards from the gravesite, and the bugler will assemble approximately 20 feet past the gravesite.

3. Fire Walk of Honor: the members of the home agency shall line up on both sides of the path, in an organized fashion from the coach/apparatus to the graveside, approximately 10 feet apart with all additional home agency personnel, and visiting agency personnel lining up behind the front row.

4. Once the agency personnel are appropriately assembled, the Color Guard will line up at the beginning of the Walk of Honor followed by the Clergy/Agency Chaplain.

5. At this point the pallbearers will remove the casket from the coach/apparatus and the Honor Guard will command Fire fighters, Attention. All uniformed personnel will then come to attention, awaiting the command Fire fighters, Present Arms which will signal the pallbearers to begin carrying the casket down the Walk of Honor. All uniformed personnel will render a hand salute just as the casket nears them and hold the salute until given the command order arms.

6. The casket will be followed in order by the immediate family, the Fire Chief and Officers, in descending rank, command staff, and other dignitaries.

7. Once the casket reaches the gravesite, the piper(s) and drummer(s) may begin playing Amazing Grace as they approach from the distance, marching to approximately 20 feet from the foot end of the graveside.

8. After the piper(s) and drummer(s) reach their appropriate places, the command, Fire Fighters, Order Arms, will be given. This is followed by, Fall In, instructing agency personnel to move from their places in the Walk of Honor, to orderly lined, directly behind (or across from) the family, who are to be seated directly in front of the casket.

9. The appropriate Clergy/Agency Chaplain then should step forward with the graveside message.

10. At the close of the graveside message, the Clergy/Agency Chaplain may then commence with, Let us now pray. At this time, all are expected to remove and order their covers to their sides, and bow their heads in respect.

11. Once the Clergy/Agency Chaplain has finished his prayer, all personnel will recover, and the Honor Guard will begin the flag presentation procedures.

   a. If the fallen member is a United States Military Veteran, the honor guard will remove the flag from the casket and fold it for presentation to the family.

   b. If the fallen member is not a United States Military Veteran, the flag will be pre-folded and in a stand set close to the casket.

12. The flag will be passed from one member of the Honor Guard to the Honor Guard Commander, with both members of the Honor Guard saluting as it passes. The Honor Guard Commander then presents the flag to the Chief, saluting the flag after presenting it.

13. The presentation to the next of kin will be made by the Chief, who will present it as he explains,

   “This flag is presented on behalf of a grateful _______ (city, township, county, etc.), as a small token of our appreciation for the honorable and faithful service, and great sacrifice of your loved one.”
14. It is then appropriate for the dispatcher to announce this farewell message.

“The members of the ______ Fire Agency wish to thank ______ (rank and name) for his/her _____# years of services to the citizens of this (city, township, county, etc.) of ______ (name). Although you are gone, you will never be forgotten.”

15. Bell Service. (see Appendix I)
16. At the conclusion, the Honor Guard Commander will command, Fire Fighters, Attention. This will be followed by, Present Arms. The bugler will begin to play Taps.
17. At the conclusion of Taps the command, Fire Fighters, Order Arms will be rendered, and the agency personnel will stand at attention until the family has begun to depart.
18. Information about the reception or other family desires may be announced.
19. At this point the Honor Guard Commander will command, Fire Fighters, Dismissed, concluding the services.
Appendix C: Class 2 On-Duty not at Emergency Scene
Funeral Guidelines
(Used only if four classifications are recognized)

1. Upon conclusion of the service, all personnel, except the Pallbearers/Body Bearers and the immediate family will exit the church and prepare for the passing of the casket.
2. The casket will precede the family filing through the assembled firefighters to the fire apparatus or the funeral coach of choice.
3. As the casket exits the church the immediate family will follow. The extended family and all other attendees will follow accordingly.
4. The Pallbearers/Body Bearers will place the casket into the funeral coach or fire apparatus.

**Vehicular procession only:** It is the responsibility of the Honor Guard Commander to ensure that the order for the vehicular processional is appropriate as follows, and the piper(s), drummer(s), Bugler, Honor Guard and Pallbearers/Body Bearers are standing by at the cemetery.

- Lead car provided by the funeral home, containing appropriate Clergy;
- Apparatus / Funeral Coach. Pallbearers/Body Bearers are at the ceremonial site, at ease, waiting for the arrival of the apparatus at a prearranged area. As the Coach comes into view, a salute is rendered prior to movement;
- Car with immediate family;
- Fire Chief Car, followed by Officer cars;
- Additional home apparatus;
- Visiting apparatus; and
- All other home department personnel, if in personal vehicles. All miscellaneous vehicles.

**Assembly At Graveside:**

- Two crossed Aerial ladders, with a draped flag, shall be at the entrance to the cemetery so that the entire processional will pass beneath them. *(At discretion of Fire Chief)*
- The Pipers and Drummers will be assembled approximately 100 feet from the gravesite, and the bugler will stage approximately 20 feet past the gravesite.
- Once the firefighters are assembled, the Honor Guard will line up at the beginning of the walk followed by Clergy.
- At this point the Pallbearers/Body Bearers will remove the casket from the vehicle. The Commander of the Honor Guard will call All uniformed personnel Attention - Present Arms. The Pallbearers/Body Bearers will move the casket and flag, following the Honor Guard and Chaplain to the gravesite. (See Honor Guard Manual for entire sequence regarding Pallbearers/Body Bearers)
- The Casket will be followed by the immediate family, Fire Chief and Officers in descending rank.
- As the casket exits the hearse, the pipers and drummers will begin to play Amazing Grace to be completed as the casket reaches the gravesite.
- Once the Casket reaches the gravesite, the Command will be given to Order Arms and the next Command will be given to Fall In; instructing the firefighters to take their places behind the family.
- The Pallbearers/Body Bearers will lower the Casket to the lowering mechanism and the flag will be removed from the top of the casket (see Flag folding procedure). The
Flag will be held over the casket by the members of the Pallbearers/Body Bearers until the completion of the 23rd Psalm and the Firefighter’s prayer (if appropriate), depending on the wishes of the family.

- At the close of the graveside message (if appropriate), the clergy will then commence saying let us pray. At this time all are expected to bow their heads in respect.
- Once the Clergy has finished prayers, all personnel will re-cover and the Pallbearers/Body Bearers will commence the Flag folding Sequence.
- The senior member of the Body Bearer detail will be at the right corner of the casket and will be passed the flag. When final adjustments are completed, he will left face and await the Chief to move forward to receive the flag.
- Prior to receiving the flag, the Chief will render a salute. The flag will be passed and the Chief will stand fast until the Senior Body Bearer renders a salute.
- The Pallbearers/Body Bearers will stand fast until the completion of the presentation of the flag to the family.
- The Chief of the Department will make the presentation to the next of kin. Sample statement: “This flag is presented on behalf of a grateful __________ Fire Department/District and EMS Agency, as a small token of our appreciation for the honorable and faithful service, and the great sacrifice of your loved one.
- It is then appropriate for the dispatcher to read this message over the radio, “The members of the __________ Fire Department/District and EMS Agency wish to thank ______ (name and rank) for his/her # years of services to the citizens of __________ Fire Department/District and EMS Agency. Although you are gone you will never be forgotten.”
- The Honor Guard Commander will ask all uniformed personnel to please rise.
- At the conclusion of this, the Honor Guard Commander will give the command Uniformed personnel attention - Present Arms and the bugler will play Taps. At the completion of Taps, the Command Order Arms is given.
- The Pallbearers/Body Bearers will complete their evolution and exit the gravesite.
- The firefighters will remain standing while the family exits the gravesite.
- At this point the Honor Guard Commander will dismiss the uniformed firefighters.
Appendix D: Class 3/Level 2 Funeral Guidelines

1. Upon conclusion of the service, all personnel starting with the exception of the Pallbearers/Body Bearers, will file out, to assemble outside in preparation of the passing of the casket.
2. The casket will precede the family filing through the assembled agency members to the Funeral Coach.
3. Directly behind the casket as it exits the chapel/church will be the immediate family, followed by extended family and all other attendees.
4. The Pallbearers will then place the casket in the funeral coach.

Processional Procedures

Procession

It is the responsibility of the Procession Coordinator to ensure that the order for the vehicular processional is appropriate as follows.

1. Lead car provided by funeral home, containing appropriate Clergy/Agency Chaplain.
2. Funeral coach
3. Car or limousine with immediate family.
4. Vehicle containing pallbearers.
5. Vehicle(s) containing the Honor Guard.
6. Fire Chief's car.
7. Additional home agency vehicles.
8. All other agency personnel.
9. All other vehicles.

Assembly at Graveside

1. The piper(s) and drummer(s) will be assembled approximately 100 yards from the gravesite.
2. The Pallbearers will remove the casket from the coach and begin carrying the casket to the graveside.
3. The casket will be followed in order by the immediate family and present agency personnel.
4. Once the casket reaches the graveside, the piper(s) and drummer(s) may begin playing Amazing Grace as they approach from the distance, marching to approximately 20 feet from the foot end of the graveside.
5. The appropriate Clergy/Agency Chaplain should then step forward with the graveside message according to the wishes of the family.
6. At close of the graveside message, the Clergy/Agency Chaplain may then commence with, Let us now pray. At this time, all are expected to remove and order their covers to their sides, and bow their heads in respect.
7. Once the Clergy/Agency Chaplain has finished his prayer, all personnel will recover, and the Honor Guard will begin the flag presentation procedures.
   a. If the fallen member is a United States Military Veteran, the honor guard will remove the flag from the casket and fold it for presentation to the family.
   b. If the fallen member is not a United States Military Veteran, the flag will be pre-folded and in a stand set close to the casket.
8. The flag will be passed from one member of the Honor Guard to the Honor Guard Commander, with both members of the Honor Guard
saluting as it passes. The Honor Guard Commander then presents the flag to the Chief, saluting the flag after presenting it.

9. The presentation to the next of kin will be made by the Chief, who will present it as he explains,

“This flag is presented on behalf of a grateful ______ (city, township, county, etc.), as a small token of our appreciation for the honorable and faithful service, and great sacrifice of your loved one.”

10. It is then appropriate for the dispatchers to announce this farewell message:

“The members of the ______ Fire (or EMS) Agency wish to thank ______ (rank and name) of this (city, county, township, etc.) of ______ (name). Although you are gone, you will never be forgotten.”

11. Bell Service. (see Appendix D)

12. At this point the services are concluded.

13. Information about the reception or other family desires may be announced.
Appendix E: Class 4/Level 3 Funeral Guidelines

1. Officer assigned to assist the family as a liaison for the agency and will offer the appropriate service option available to the family.
2. All agency personnel will be notified of the death.
3. If the family requests pipers/drum corps, and/or an American Flag they will be responsible for the cost.

Procession

1. Lead car provided by funeral home, containing appropriate Clergy/Agency Chaplain.
2. Funeral coach.
3. Car or limousine with immediate family.
5. Fire Chief's car.
6. Additional agency vehicles.
7. All other agency personnel.
8. All other vehicles.

Assembly at Graveside

1. The piper(s) and drummer(s) will be assembled approximately 100 yards from the graveside, according to the wishes of the family.
2. Pallbearers/Body Bearers will remove the casket from the coach and begin carrying the casket to the graveside.
3. The casket will be followed by the immediate family, other family members, close family friends, and agency personnel.
4. Once the casket reaches the graveside, the piper(s) and drummer(s) may begin playing Amazing Grace as they approach from the distance, marching to approximately 20 feet from the foot end of the graveside.
5. Graveside message by the officiating clergy.
6. At the close of the graveside message, the Clergy/Agency Chaplain may then commence with, Let us now pray. At this time, all are expected to remove and order their covers to their sides, and bow their heads in respect.
7. Once the Clergy/Agency Chaplain has finished his prayer, all personnel will recover, and the Honor Guard will begin the flag presentation procedures.
   a. If the fallen member is a United States Military Veteran, the Honor Guard will remove the flag from the casket and fold it for presentation to the family.
   b. If the fallen member is not a United States Military Veteran, the flag will be pre-folded and in a stand set close to the casket.
8. The flag will be passed from one member of the Honor Guard to the Honor Guard Commander, with both members of the Honor Guard saluting as it passes. The Honor Guard Commander then presents the flag to the Chief, saluting the flag after the after presenting it.
9. The presentation to the next of kin will be made by the Chief, who will present it as he explains,

   “This flag is presented on behalf of a grateful _______ (city, township, county, etc.), as a small token of our appreciation for the honorable and faithful service of your loved one.”
10. It is then appropriate, according to local customs, for the dispatch to read this farewell message over the radio.

“The members of the ______ Fire (or EMS) Agency wish to thank ______ (rank and name) for his/her ____# years of services to the citizens of this (city, township, county, etc.) of ______ (name). Although you are gone, you will never be forgotten.”

11. Bell Service. (see Appendix I)
12. Services are concluded.
13. Information about the reception or other family desires may be announced.
Appendix F – Roles and Responsibilities

Funeral/Memorial Service Coordinators Responsibilities

Summary: The positions listed in this section are the key positions for coordinating a memorial/funeral and grave side service. The people who fill these positions will have to work closely with each other under the direction of the Funeral Coordinator/LAST Team Leader.

A. Funeral Coordinator/LAST Team Leader
B. Union Representative
C. Church Coordinator
D. Walk Through/Viewing
E. Procession Coordinator
F. Cemetery Coordinator
G. Reception Coordinator
H. Survivor Benefits Coordinator
A. Funeral Coordinator/LAST Team Leader

This person is the overall coordinator (Incident Commander) for the Fire or EMS Agency’s involvement in the planning and participation in the funeral, and the after care for the family. This person needs to be able to effectively communicate with the Fire Chief, funeral team members, Agency personnel, the Union, and the public. They also need to be able to effectively delegate responsibility.

**Responsibilities**
1. Conduct coordination meetings with key personnel as needed such as the Church and Cemetery Coordinators.
2. Communicate closely with the Funeral Director from the funeral home.
3. Working with the Funeral Director, arrange for Bagpipers, Drummers, and Buglers.
4. Working with the Funeral Director, make the appropriate military contacts if the fallen member has military status.
5. Work closely with the Union Representative.
6. Arrange for a bell for the Bell Ceremony.
7. Assure notification of all personal of service times and location.
8. Arrange to have flags flown as per this policy.
9. Arrange to have notified all other City, County Agencies.
10. Arrange to have notified neighboring Fire or EMS Agencies.
11. Make appropriate follow-up contacts when the funeral arrangements have been made.
12. Arrange with the Auditing Officer and the Family Liaison Officer to deliver the deceased personal items to the family.
13. Remain the contact person for outside agencies.
14. Contact other neighboring Fire and EMS Agencies for their support and assistance as appropriate.
15. Contact appropriate agency personnel to arrange for finalization of paperwork, forms, etc.
16. Ensure neighboring Fire or EMS Agencies are contacted for purpose of station coverage during the funeral.
17. Contact law enforcement agencies for assistance during the funeral. This assistance would include escort and traffic control for the procession.
18. Coordinate with the Family Liaison a discussion with the family regarding who is responsible for the costs of the services being provided.

**Memorial/Funeral Service Logistics**

There are a number of issues regarding the memorial service that should be taken into consideration:
1. Ensure the facility is large enough to handle the anticipated numbers. Plan for an overflow.
2. Coordinate traffic control and parking with other agencies. The local Police Agency is invaluable in this arena.
3. Work with the family in establishing the program and obtaining speakers for the service.
4. Assist with the printing and distribution of a written program.
5. Coordinate seating arrangements for the family, agency personnel, visiting Fire and EMS Agencies, officials, and civilian friends.
6. Arrange for an adequate PA system.
7. Coordinate music requests from the family with the funeral director.
8. Obtain a tent, chairs, restrooms, water, stage, power, etc. for services that will be held outside.
9. Coordinate rehearsals for key personnel.
10. Coordinate Last Alarm ceremony.
B. Union Representative

**Responsibility**

Work in conjunction with the other Coordinators/LAST Team Leader to provide input as to the involvement of the Union in the service of the fallen member.

**Immediate Action**

1. To be involved in the overall command structure.
2. Work closely with the Funeral Coordinator to represent the interest of the family and the Union in the planning of the funeral service.

C. Church Coordinator

Assists with all phases of the funeral and/or memorial services. He/she works closely with the Family Liaison Officer and the Funeral Director to ensure that the needs and desires of the family are being met.

**Responsibility**

1. Work with the Funeral Director to ensure that the family is taken care of appropriately in the planning of the funeral.
2. Determine whether agency vehicles will be used as a funeral coach (LODD only), family transportation, and for the processional.
3. Coordinate with the Honor Guard for their duties and responsibilities.
4. Obtain and deliver to the Funeral Director the burial clothing from the family or from the agency.
5. Coordinate any formal walk-through of uniformed personnel during the period of viewing.
6. Assist in coordinating the funeral service such as prayers, readings, music, and eulogies.
7. Assist with arrival and seating of family, agency personnel, visiting Fire and EMS Agencies, dignitaries, and community members.

D. Walk Through/Viewing

**Considerations**

The family may desire to have a time for a viewing or vigil. The Agency should coordinate its participation with the Family Liaison Officer. It would be acceptable for immediate family members to be escorted by agency personnel to and from the viewing.

For Level I/Class 1 and 2 services, Honor Guard members will be posted at each end of the casket to stand watch. For Level II/Class 3 and Level III/Class 4 services, standing watch is optional.

If needed, Lighthouse Uniform Company will provide a free Class A uniform for the deceased, see the resource page for their contact information.
E. Procession Coordinator
This person coordinates the procession from the location of the funeral service to the cemetery.

Responsibilities
1. Coordinate with other Fire and EMS Agencies that will be involved with the procession.
2. Ensure that Agency vehicles are cleaned and polished.
3. Establish staging areas for vehicles and apparatus at both the funeral service and at the cemetery.
4. Determine if crossed ladders and Large American Flags will be used and obtain aerial apparatus and flags (LODD level I/Class 1 and 2 only).
5. Contact and work with the local Police Agency in setting up traffic control, directing traffic, and escorts.
6. Determine and place the procession vehicles in order.
7. Determine the route of the procession, how long the procession will be, and if the procession will pass in front of the fire station or other special location.
8. Provide maps and directions to the service.
9. Assign personnel to assist in parking cars as well as setting up personal vehicles for the processional.
10. Direct individuals into proper placement during a walking procession.

F. Cemetery Coordinator
This person has oversight of the events at the cemetery from the time the processional arrives until the end of the service and everyone has left the cemetery. He/she works with the Family Liaison Officer and the Funeral Home Director in determining how the grave side service is put together.

Responsibilities
1. Ensure the proper placement and formation of Agency personnel, honor guard, color guard, bugler, pipers, drummers, visiting Fire and EMS Agencies, friends and others.
2. Coordinate with the cemetery the overhead protection for the immediate family, public address system, parking, staging and security.
3. Coordinate medical personnel at the cemetery.
4. Coordinate the presentation of the flag with the Agency or other personnel involved if the flag is to be presented to the family.
5. Provide details or instructions regarding post-funeral gatherings.

G. Reception Coordinator
The Agency may help with organizing and providing food and refreshments at a reception at the conclusion of the burial service. This usually takes place at a location away from the cemetery.

Responsibilities
1. Identify and secure site. Ensure that the site is suitable in size, with adequate parking.
2. Provide maps at the cemetery.
3. Determine anticipated number of attendees.
4. Schedule anticipated starting/closing times.
5. Coordinate menu and refreshments (provided by Agency or catered).
6. Setup tableware and seating.
7. Provide tents, restrooms and seating if the reception is to be held outside.
8. Coordinate PA and stage for speakers and other programming.
10. Coordinate Agency transportation for family.
H. Survivor Benefits Coordinator

Responsibility
Work in conjunction with a Union representative/LAST Team Assistant Team Leader in providing liaison with the next of kin. Provide whatever assistance is necessary to settle the personal affairs of the deceased member and assist next of kin and immediate family through the crisis.

Immediate Action
1. Coordinate with Local Union representative/LAST Team Assistant Team Leader.
2. Work with the family to determine what benefits are available and how to receive them.
3. Assist with financial issues that arise from any medical treatment and funeral expenses. This can be done by coordinating and receiving donations from Agency personnel and community members.
4. For a death occurring in the line of duty contact the Public Safety Officers Benefits Program (1-888-744-6513) to begin the process of filling a claim for the family.
   o The information needed is:
     ▪ Agency name, address and contact information
     ▪ Benefits Coordinator’s name and contact information
     ▪ Deceased members name
     ▪ Date of the incident and death
     ▪ Brief description of the incident
Agency Personnel at the Time of the Incident

Summary: This section provides the steps necessary to deal with a death or serious injury while on duty. This steps provided in this section are not meant to over ride or take the place of whatever procedures that are already in place but to supplement them when necessary. Each of these may be modified to fit the individual Fire or EMS Agency.

A. Shift Commander/Incident Commander
B. Fire Chief
C. Operations Chief
D. Chaplain
E. Notification Officer
F. Local Union President
G. Hospital Liaison Officer
H. Family liaison Officer
I. Public information Officer
J. Auditing Officer
K. Investigation Team

A. Shift Commander/Incident Commander

Immediate Notifications
- Safety Officer (if not already on-scene)
- Public Information Officer (if not already on-scene)
- Chaplain
- Local Police Agency
- Fire Chief

Immediate Actions
1. Secure the scene of the incident with the assistance of police personnel.
2. Direct the PIO, Fire Agency staff and dispatch center to withhold the release of personal data relating to the member or the death, pending notification of the next of kin.
3. Gather pertinent information concerning the incident and circumstances leading to the death.
4. Document all actions, contacts, requests and other pertinent data. This will update the Fire Chief and Union Officer with events as they happen.
5. Coordinate the relief of crews on the scene.
6. Preserve any equipment, turnouts and breathing apparatus used by the injured or deceased member for the accident and fire cause investigation. Except where the position of apparatus, equipment, or items involved in an accident pose a threat of further injury or harm, all equipment, hose, apparatus and appliances shall remain where they were at the time of the accident pending their examination and release by the Investigation Team Leader.
7. Preserves any and all tactical worksheets, video and audiotapes for the investigation.
B. Fire Chief

Responsibilities
The Fire Chief, or his/her designee, is responsible for the coordination of the activities surrounding a serious accident or line of duty death.

Immediate Notifications (If applicable)
- City Risk Manager
- Mayor
- City Manager
- District Commissioners
- Local Union President
- LAST Team Leader, if desired

Immediate Actions
1. Notify next of kin by assigning a Notification Officer(s) to each deceased or injured member to be immediately sent to the families homes.
2. Assign a Hospital Liaison Officer(s) to go to the receiving hospital where the injured members have been sent (if applicable).
3. Assign an Investigation Team to conduct an investigation of the circumstances of the event.
4. Assign a Family Liaison Officer.
5. Provide relief for the Shift Commander/Incident Commander.
6. Set up an Incident Command Structure for the LODD process.
7. Notify the Department of Labor and Industries as outlined in WAC 296.305.01501

C. Chief of Operations (if applicable)

Responsibilities
Make sure the Notification Officer has the fallen members Personal Information Packet and give support to the Fire Chief in whatever way needed.

Immediate Actions
1. Obtain the Personal Information Packet of the fallen member for notification instructions and immediately give them to the Notification Officer.
2. Notify the off duty Chief Officers.
3. Assign an Auditing Officer.
4. Contact Agency Administration Staff.
5. Notify all personnel of the incident. The family should be notified of the incident first, this will prevent someone calling the family before the Notification Team has made the proper notifications.
6. Coordinate with the Auditing Officers for the collection of the fallen members personal effects.
D. Chaplain

Responsibilities
Immediate concerns should include: notification, victim family support, personnel support in the form of defusing, debriefings; personnel family support and Memorial Service planning. The Chaplain will also become a part of the LODD Incident Command Structure.

Roles and Responsibilities
1. Accompany the Notification Officer to notify the family.
2. Coordinate with Hospital Liaison Officer.
3. Coordinate with Liaison Officer.
4. Coordinate with Family Liaison Officer.
5. Coordinate with Critical Incident Debrief Team.
7. Contact LAST Team Chaplain to assist with the Agency personnel.

E. Notification Officer(s)

The Fire Chief is responsible for the notification of the next of kin. If at all possible, this should be done by the Fire Chief in person. If necessary, he/she may delegate the task to a Notification Officer. Official notification assures the next of kin of the validity of the information and provides a source of information concerning the death.

Responsibility
Notify the family of the fallen member as soon as possible. This notification will be done in person in accordance with the member’s wishes unless circumstances are such that notification in person is absolutely impossible.

Immediate Action:
1. Obtain Personal Information Packet.
2. Review the form and follow the instructions unless it is absolutely impossible to do so.
3. Form a team to accompany you for the notification (Chaplain, person listed by the member, agency friend or close family member).
4. Gather as many facts about the situation causing the death as is possible.
5. Know who is taking care of the personal affects.
6. Stay and assist the family in gathering support; answering questions and understanding what they are to do next.
7. Transport the family to the hospital or other appropriate place for viewing of the deceased as desired.
8. Follow the notification procedures.

Notification Procedures
Make sure to follow these procedures as closely as possible when making the notification. This will be a very emotional charged situation, how you handle yourself will greatly affect the grief process this family will be going through. Information about what happened and what they need to do is very important. Make sure to know the facts and do not speculate about what you think might have happened. If you do not know the answer to a certain question admit you do not know but that you will find out as soon as possible. Make sure to follow-up with an answer.

1. Familiarize yourself with the circumstances of the injury or death and the personal data associated with the deceased prior to making the notification.
2. Carefully read and follow the directions of the Personal Information Packet.
3. Wear a uniform if time permits and make sure to have identification with you.
4. Make contact with the next of kin in person, whenever possible.
5. Make notification in privacy, sitting down, and with dignity whether it is done at a home, at a work, or elsewhere.
6. Gather all in the household together, unless there are small children involved, before notification is made.
7. Speak promptly, calmly and plainly about the death. (Example: "There was a fire and during that fire, John was on the roof doing ventilation when the roof collapsed. I am so sorry to have to tell you that John was killed in that collapse.")
8. Allow freedom of response from the family.
9. Assist in obtaining help for the next of kin regarding their immediate emotional distress associated with notification. Inquire about the family's spiritual advisor and make arrangements to get him/her on scene as rapidly as possible. If the family has no spiritual advisor the chaplain can provide these services.
10. Ask if there is a need or a desire for help in contacting other immediate family members, such as parents, that may need to be notified in person. Start this process while still at the home.
11. Stay with next of kin until other family members have arrived, or as long as requested.
12. Inform the family that a Family Liaison will be appointed and get their input. (If possible, connect the liaison with the family before leaving.)
13. Give the family information about media contact, assuring them that they may or may not speak to the media; it is their choice. Also warn them about potential media coverage on TV so that they are not surprised by Breaking News flashes regarding the incident.
14. Tell the family that the personal affects are being taken care of so they do not need to be worried about the car and those types of things.
15. Give the family names and phone numbers of necessary contacts and information about what needs to happen next (depending upon the situation) prior to leaving.
16. Advise the Chief or their representative, Incident/Shift Commander, Dispatch Supervisor and the Public Information Officer once the notification has been made.
17. Perform follow-up on any questions that could not be answered and get back to the family right away.

F. Local Union President

Responsibility
Assign a Union Representative to assist the family along with the family representative/LAST Team member, or other applicable agency personnel at the time of the incident.

Immediate Action
1. Appoint a representative applicable for the situation.
2. Appoint a representative for the funeral IC.
G. Hospital Liaison Officer(s)

**Responsibility**
Go to the receiving hospital where the injured member was sent. This individual serves as a liaison between the hospital, the PIO, Fire Administration, the Incident Commander, and the family by the most efficient means.

**Immediate Action**
1. Proceed directly to the receiving hospital.
2. Update the Chief of any significant information relating to the patient’s condition.
3. Arrange with the hospital staff to provide an appropriate waiting area for the family, the Chief, the Notification Officer, and only those others requested by the family. This area should afford privacy.
4. Arrange for a separate area for fellow Agency personnel and friends to assemble. It should be accessible to the family.
5. Ensure the family is updated on medical status upon arrival.
6. Ensure that the family is updated regarding the facts of incident upon their arrival at the hospital.
7. Ensure that no press releases are made without the expressed authority of the Fire Chief or the PIO.
8. Should pronouncement of his/her death occur, collect all of the personal effects brought to the hospital for the family.
9. Arrange for the food needs of the family while at the hospital.
10. The Seattle Fire Department has a Hospital Support Team, which may be contacted for assistance. See Resource page for contact information.

H. Family Liaison Officer

**Responsibility**
To be with the family on a 24-hour basis. This individual serves as the logistical contact and facilitator between the surviving family and the fire service agency, tending to the personal needs of the family.

**Immediate Action**
1. Make contact with the Notification Officer about any family needs after being notified of the situation.
2. Report to the family as soon as possible.
3. Coordinate with Logistics to provide agency vehicles to be made available to the family for transportation to and from the family’s residence to the hospital or funeral home.
4. Assist the family with funeral arrangements.

**Funeral Arrangement Considerations**
1. Follow any instructions on the Personal Information Packet.
2. Advise the family of their choices regarding funeral homes and funeral or memorial services including which costs the Agency will cover and which costs the family will be responsible for.
3. If a fire funeral is chosen, brief the family on the funeral procedure, including the possibility of high attendance, ceremonial procedures and honors.
4. Coordinate with Logistics to provide Agency vehicles to be made available to the family for transportation to and from the family’s residence to the funeral home, the funeral, and to the committal services.
5. Coordinate with Logistics for travel and lodging arrangements for out of town family and visiting agency personnel.
6. Ensure that the surviving parents and siblings are afforded recognition and that proper placement is arranged for them during the funeral and procession.
7. Coordinate with Logistics for what the Agency, labor organizations; and support groups can do to assist with out of town family, feeding the funeral attendees and feeding of the family.
8. Coordinate with Logistics to see that the family home is prepared for the influx of visitors following the funeral and committal services, including food and baby-sitting needs.
9. Coordinate family support groups, de-briefing teams; all available resources. Arrange for Agency personnel to screen telephone calls at the residence. (i.e.: protection from the media, the general public, etc.).
10. Ensure that one or more uniformed personnel or officers from the local Police Agency remain at the family home while the family is away during the viewing, funeral, and committal services.

I. Public Information Officer

Responsibility
Control the flow of information to the media. Under no circumstances should a press release be issued until next of kin notification can be made and the proper authority has been given to issue a news release.

Immediate Actions
1. Collect all facts of the incident as it occurred.
2. Coordinate with the Communications dispatch supervisor (note: use a telephone and not the radio for this communication).
   a. Advise them on the current situation.
   b. Instruct them not to issue any statements to the media or anyone else.
   c. Advise them that they will be receiving a written news release as soon as the next of kin have been notified.
3. Prepare a written press release for review by the Chief or his/her representative.
4. Coordinate all information releases with appropriate Agency, city, county, state or federal officials.
5. Release information on the fallen member only after the family has been notified.
6. Information to include fallen member's name, rank, age, family status and Agency highlights.
7. Set up a media area to provide updates.
8. Schedule and coordinate pre-press conference meetings.
10. Schedule and coordinate press conferences.
11. Work with Family Liaison to schedule and coordinate family interviews.
12. Determine if the family wants to make a statement.
13. Establish a rumor control section that reports directly to the designated PIO.
14. Consider using LAST Team PIO services.
J. Auditing Officer

Responsibilities
To secure, record and provide for the proper disposition of the personal effects of a member in the event of their death. The family should not be the one to clean out the locker. Dealing with personal effects needs to be handled with discretion as this will be a very emotional time for all involved. This should be a process handled in stages according to the emotional state of the agency and the request of the family.

Immediate Action
1. Secure the deceased member’s vehicle at the work site.

Responsibilities
1. Secure the personal effects of the deceased member and deliver them to the Chief’s office, pending an inventory.
2. Ensure that all items are kept in a secure location.
3. Conduct an inventory of personal effects and make a written report of all items with the assistance of the Chief or designee. This inventory can be written on Agency Letter head and should be done in the presence of the Operations Chief or administrative officer.
4. Coordinate with the Family Liaison Officer for the release of personal effects to the next of kin.
5. Forward written report to the Chief or designee for placement into the deceased member’s personnel file.
Appendix G - Diagrams

1. Fire Service

Visitation

- Flags
- Casket

Honor Guard Member – One member to stand at attention by the foot of the casket during the entire time of visitation and one on each side of the entrance. Rotate Individuals every 30-60 minutes
- Chief or other Fire Service Officer

Inside the Church

- Alter/Podium
- Color Guard
- Bagpiper and/or Bell
- Casket

Pallbearers & Speakers
Fire Chief & Officers
Fire Agency Members
City Officials & Dignitaries
Visiting Fire Agencies

Immediate Family (Spouse/Children/Parents)
Other Family
(City Officials/Dignitaries – optional seating)
Friends and other invited guests
Outside the Church
(The funeral formation is formed before the casket is moved and the casket is then carried through the formation followed by the family and friends)
Outside Funeral Home

Funeral Home or Church

Color Guard
Visitig Fire Fighters

Fire Chief and Dignitaries

Casket
Funeral Coach or Apparatus

Agency Personnel
Outside of Church – Marching

- Church
- Bag Pipes or Band
- Chief and Dignitaries
- Color Guard
- Visiting Firefighters
- Funeral Coach or Apparatus
- Casket
- Agency Personnel

Key:
- Honor Guard
- Pall Bearer
2. Funeral Procession

Marching Arrangement

Location of Pallbearers around the Funeral Coach when marching

KEY

♦️ - Pallbearers
🔹 - Honor Guard

Two Pallbearers should ride on the tailboard, one on each side of the casket. Pallbearers riding on the tailboard should never obstruct the view of the casket.
Vehicle Processional – Marching (Conducive to short distance)

Drummers

Drummers

Drummers

Color Guard

Clergy/Agency Chaplain

Funeral Coach

Casket

Honor Guard

Honor Guard

Honor Guard

Honor Guard

Pallbearer

Family Vehicle

Fire Chief and Officers Vehicles

Dignitaries (Local to Farthest)

Uniformed Agency Personnel

Visiting Uniformed Personnel

Additional Agency Apparatus

Additional Visiting Apparatus

All Other Vehicles
3. Cemetery Service

- Bugler/ Bagpiper
- Friends of the Family
- Funeral Director
- Family Seating
- Fire Chaplain
- Casket
- Fire Chief
- Officiating Clergy
- Color Guard
- Pallbearers
- City Officials & Dignitaries
- Fire Agency Members
- Friends of Family & Visitors
- Visiting Fire Agencies
Appendix H – Personal Information Packet

_____ Fire or EMS Agency
Personal Information Packet

The purpose of this packet is to provide necessary information to the on duty Chief Officer in the event of a serious injury or death while you are at work. The answers and information that you provide will allow for the most timely and appropriate notification of your family and/or person(s) of your choosing.

Please note that the information contained in this packet will be totally CONFIDENTIAL. Any time that you may want to change the information or insure that the package has not been opened, contact administration. There will be an annual review period for this information but it is recommended that you check it often enough to ensure that it is current.

This information will be stored in three different envelopes, all of which will be sealed and signed by you. You are the only person that has access to this information, unless it must be used in the event of a SERIOUS INJURY, CRITICAL INJURY, or DEATH.

The first envelope will contain the instruction sheet, this cover letter (Page #1) (after you have signed it), and the two other envelopes. One of the envelopes will contain the information you have provided for a ‘SERIOUS INJURY’ (Pages #2-4) and the other ‘LINE OF DUTY FATALITY’ (Pages #5-7). When you have completed the packet all three envelopes as stated earlier will be sealed and signed by you.

It is the hope that this information will never have to be used, but if it does, you will have piece of mind that your personal affairs are in order.

SIGNATURE: __________________________________________

DATE: ________________________________________________

PRINT NAME: ________________________________________
PAGE # 1

Please sign at the bottom of the page that you have read the information and understand that it is your personal responsibility to insure that the emergency information that you have chosen to provide is accurate, current and complete.

PAGE #2

If you would like for specific people to only be notified for a ‘SERIOUS INJURY’ write SI on the left margin next to the name then circle it. The same applies for ‘CRITICAL INJURY’ except use CI on the left margin and circle it. If nothing is in the left margin, then the person(s) listed will be notified for both ‘SERIOUS OR CRITICAL INJURY’.

PAGE #3

Be as specific as possible, this will assist the ‘NOTIFIERS’ in contacting those that you wish to be notified.

PAGE #4

The ‘OTHER CONSIDERATIONS’ section contains some very private information. Some of this information should be discussed with those that it will impact prior to its completion.

PAGE #5

LINE OF DUTY FATALITY, CRITICAL INJURY OR DEATH
This section of the packet is the most personal. It is once again HIGHLY RECOMMENDED that you discuss this section with your family or significant other. Some of the information you may want to keep private. That is why this section will be stored in its own sealed envelope.

PAGE #6

The last question deals with organ donation. If you wish to be an organ donor, please provide a copy of the appropriate documentation.

PAGE #7

If you choose to give any personal possessions away, __________ Fire Department/District and EMS Agency cannot guarantee delivery of said possessions. It can only advise your family or significant others of your wishes. You must include any items that you wish to give to anyone other than your family in your will. Please list any information, comments or concerns that you may have in the section provided.
1. If serious injury or death occurs, do you want someone in particular to assist the Chief or his designee, in notifying your family or person(s) identified in Item #2 below?

List in order of preference and how and where they may be contacted.

<table>
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Have you informed the person(s) you chose to be a Notifier? Yes / No

Did the person(s) agree to accompany the Fire Chief or his designee and act as a Notifier? Yes / No

**If the above person(s) cannot be reached, the Fire Chief and/or his informed designee(s) shall make the notification(s).**

2. Who do you want to be notified of a serious injury / death?

List in order of preference, the person(s) you would like to be notified, and any information that may assist in locating them. Also is there any medical condition that may require an aid car, chaplain etc. standby when person(s) are notified?

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FAMILY INFORMATION:

Spouses name: ____________________________________________
Address (if different): ______________________________________
Home Phone: ______________________________________________
Spouses employer: __________________________________________
Employer address: __________________________________________
Spouse work hours / Days off: _________________________________
Spouse work phone: _________________________________________

CHILDREN  Names / Birthdates / School or Daycare (include phone, address, and hours of attendance for all children living with you).

1) _________________________________________________________
   _________________________________________________________
2) _________________________________________________________
   _________________________________________________________
3) _________________________________________________________
4) _________________________________________________________
5) _________________________________________________________

CHILDREN  Names / Birthdates / School or Daycare (include phone, address, and hours of attendance for all children not living with you).

1) _________________________________________________________
   _________________________________________________________
2) _________________________________________________________
   _________________________________________________________
3) _________________________________________________________
   _________________________________________________________

KEY RELATIVES  Names / Phone numbers / Their relationship to you. (May include parents, siblings, in-laws, etc.)

1) _________________________________________________________
   _________________________________________________________
2) _________________________________________________________
3) ________________________________________________

4) ________________________________________________

5) ________________________________________________

6) ________________________________________________

Do you want the designated Notification Person (from Page #1) to contact any of these persons? (If yes, please specify which ones and note any medical considerations.)

1) ________________________________________________

2) ________________________________________________

3) ________________________________________________

If you are divorced, and want your ex-spouse to be notified, please provide the necessary information (Name, Address, etc.)

1) ________________________________________________

2) ________________________________________________

OTHER CONSIDERATIONS

Do you have a Power of Attorney? Yes / No

If yes, whom does it name to take care of your affairs? ________________________________

Where is it located? ____________________________________________________________

Do you have any allergies to medications? Yes / No

If yes, what medications? _________________________________________________________

Do you have any special medical conditions (i.e. cardiac, hypertension, etc.) that an ER Physician should know about? Yes / No

If yes, please list. __________________________________________________________________

Do you take any medications on a regular basis? Yes / No

If yes, please list. __________________________________________________________________
Who is your regular family physician, clinic, and hospital? (Please provide name(s), addresses, and phone numbers.)

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

In the event that you are unable to communicate after a serious or critical injury, do you want extraordinary efforts used, or continued, to prolong your life?  Yes / No

OR

Do you wish to leave that decision to a family member, and if so, please name that family member, indicating the relationship between you (i.e. brother-sister, husband-wife, etc.)

______________________________________________________________________________

______________________________________________________________________________

Have you discussed this with your family or significant other?  Yes / No

Your comments / desires:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

1/14/2008  60
IN THE EVENT OF YOUR DEATH, the following information would prove to be very helpful to your survivors and assist in the preparations for, and ultimate disposition of your remains.

Do you have a will? If so, where is it? Who is the executor?

List the name, address, and phone number of your attorney:

Do you wish a: military, law enforcement, civilian funeral, or a memorial service? (Please circle one.)

Comments / Other desires:

List any insurance policies / companies, policy numbers and where they are located:

List any memberships, firefighting union, or any other fraternal organization that may provide assistance or funding to your family (include contact names, addresses, phone numbers, and membership numbers):
List the location of other important documents such as birth certificates, home / vehicle titles, tax records, legal papers, divorce decrees, etc:

______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

List any preference you may have regarding funeral arrangements.
Funeral Home:_________________________________________________
Church or Religious Site:_________________________________________
Cemetery:_____________________________________________________

Do you wish your remains to be buried or cremated?_________________
If you prefer burial, do you want to be buried in uniform or civilian clothing?
_____________________________________________________________

Do you prefer an open or closed casket?___________________________
If cremated, do you have any wishes for your remains?_______________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

Do you have a preference for pallbearers? If so please list below.
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

Do you wish a eulogy to be delivered?_____________________________
If yes, whom would you like to deliver the eulogy?__________________
_____________________________________________________________
Do you wish flowers to be omitted in lieu of contributions to a charity or favorite organization? 

If yes, name charity(s) or organization(s) in precedence:

__________________________________________
__________________________________________
__________________________________________
__________________________________________

Do you want to be an organ donor (if circumstances allow)?  
Yes / No

If yes, have you discussed this with your family or significant other?  
Yes / No

Any specific instructions? 

__________________________________________
__________________________________________
__________________________________________
__________________________________________

Do you have any personal possessions you would like to be given to specific individuals?  
Yes / No

If yes, name the items and to whom you wish them given:

__________________________________________
__________________________________________
__________________________________________
__________________________________________

Religious Preference: 

Pastor / Minister / Priest: 

Address / Phone number: 

Any additional concerns / comments / information, that may be helpful:

__________________________________________
__________________________________________
__________________________________________
__________________________________________

__________________________________________
__________________________________________
__________________________________________
__________________________________________
Appendix I – Bell Ceremony

Wording may be modified for EMS members.

**Ring bell one time**

The men and Women of today’s fire service are confronted with more dangerous work environment than ever before. We are forced to continually change our strategies and tactics to accomplish our tasks. Our methods may change, but our goals remain the same as they were in the past.

TO SAVE LIVES AND TO PROTECT PROPERTY

Sometimes at a terrible cost
This is what we do.
This is our chosen profession.
This is the tradition of the firefighter.

The fires service of today is ever changing, but is steeped traditions 200 years old. One such tradition is the sounding of the bell.

**Ring bell one time**

In the past, as firefighters began their tour of duty, it was the bell that signaled the beginning of that day’s shift. Through the day and night, each alarm was sounded by a bell, which summoned these brave souls to fight fires and to place their lives in jeopardy for the good of their fellow man. And when the fire was out and the alarm had come to an end, it was the bell that signaled to all, the completion of that call.

When a firefighter died, it was the mournful toll of the bell that solemnly announced a comrade’s passing.

We utilize these traditions as symbols which reflect honor and respect on those who have given so much and who have served so well. To symbolize the devotion that these brave souls had for their duty, a special signal of three rings, three times each (pause in between in set of three), represents the end of our comrades duties, and that they will be returning to quarters.

And so to him who has selflessly devoted his life for the good of his fellow man.

His task completed, his duties well done. To our comrade, his last alarm, he’s going home.

**(Ring bell 3 times, repeat 3 times with a slight pause in between each set, for a total of 9 rings)**
Appendix J - Support and Contact Information

Chief: ___________________________ Home Phone: ______________
        Cell Phone: _______________ Pager: ____________________

Public Information Officer: ____________________________
        Home Phone: _______________ Cell Phone: ______________
        Pager: ____________________

Chaplain: ___________________________ Home Phone: __________
        Cell Phone: _______________ Pager: ____________________

LAST Team Leader: ____________________________
        Cell Phone: __________________

Local CISD Team: ____________________________
        Phone Number/Hotline: __________________

Family Coordinator: ____________________________
        Home Phone: __________________
        Cell Phone: _______________ Pager: ____________________

Hospital Relations Coordinator: ____________________________
        Home Phone: __________________
        Cell Phone: _______________ Pager: ____________________

Funeral Coordinator: ____________________________
        Home Phone: __________________
        Cell Phone: _______________ Pager: ____________________

Benefits Coordinator: ____________________________
        Home Phone: __________________
        Cell Phone: _______________ Pager: ____________________

Department Coordinator: ____________________________
        Home Phone: __________________
        Cell Phone: _______________ Pager: ____________________
Procession Coordinator: ________________________________
Home Phone: ____________________________
Cell Phone: ________________________ Pager: ________________________

Cemetery Coordinator: ________________________________
Home Phone: ____________________________
Cell Phone: ________________________ Pager: ________________________

Funeral Home: ________________________________
Funeral Director: ________________________________
Phone Number: ____________________________

Cemetery: ________________________________
Phone Number: ____________________________

Police Department: ________________________________
Contact Name: ________________________________
Contact Number: ____________________________

Local Media

Newspaper: ________________________________ Contact: __________
Contact Number: ____________________________

Newspaper: ________________________________ Contact: __________
Contact Number: ____________________________

TV Station: ________________________________ Contact: __________
Contact Number: ____________________________

TV Station: ________________________________ Contact: __________
Contact Number: ____________________________

TV Station: ________________________________ Contact: __________
Contact Number: ____________________________

TV Station: ________________________________ Contact: __________
Contact Number: ____________________________

1/14/2008
Various Support Organizations:

Business Name: ____________________________  Phone Number: ____________
Contact Name: ____________________________  Phone Number: ____________

Business Name: ____________________________  Phone Number: ____________
Contact Name: ____________________________  Phone Number: ____________

Business Name: ____________________________  Phone Number: ____________
Contact Name: ____________________________  Phone Number: ____________

Business Name: ____________________________  Phone Number: ____________
Contact Name: ____________________________  Phone Number: ____________
## Appendix K - Funeral Coordinator Checklist

### Order of Funeral Service

<table>
<thead>
<tr>
<th>Time of Day</th>
<th>Allotted Time (Minutes)</th>
<th>Task</th>
<th>Performed by &amp; Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td></td>
<td>Presentation of Colors</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Invocation</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Prayer</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Opening Remarks</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Special Music</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Clergy Remarks</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Scripture Reading</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Clergy Remarks</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Special Music/Poetry Reading</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Dignitary’s Remarks</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Fraternal Organization Leader’s Remarks</td>
<td></td>
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<tr>
<td>9</td>
<td></td>
<td>Fire Chief’s Remarks</td>
<td></td>
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<tr>
<td>3</td>
<td></td>
<td>Special Music/Special Reading</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td>Eulogy</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Closing Remarks</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Special Presentation (Slides/Video)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Closing Prayer</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Benediction</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Dismissal Instruction</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Retire the Colors</td>
<td></td>
</tr>
</tbody>
</table>
## Funeral Information

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitation/Viewing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rosary/Other Religious Ceremony</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Funeral Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staging Area(s)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Processional</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Graveside Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reception</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix L: LODD Investigation Guidelines

This procedure describes the activities, roles and responsibilities that are required in the event an employee is seriously injured or killed in the line-of-duty (LODD). It establishes the need for, and membership of, an Investigation Team. This policy details the procedures the Investigation Team should follow in conducting its investigation.

Procedures

As soon as possible after a line-of-duty death has occurred, the Fire Chief shall assign an Investigation Team to conduct an investigation of the circumstances of the event. The objective of this team shall be to thoroughly analyze and document the events leading to the death and to make recommendations aimed at preventing similar occurrences in the future. This procedure may also be utilized in the event of a serious accident involving fire department personnel that may or may not have resulted in death or injuries.

The goals of the Investigation Team are to identify the causal factors pertaining to the event and to recommend actions that would prevent or reduce the risk of a similar event, and to obtain, document and secure evidence that may be a factor in any regulatory actions or litigation resulting from the incident.

If the death occurred at a fire scene, the Investigation Team report shall be separate and distinct from any fire cause investigation. A copy of the fire investigator’s report shall be included in the final report package. The Investigation Team report and all related documentation shall be an internal fire department administrative report.

The investigation of incidents involving death or serious injury to fire department members shall be directed by an officer designated by the Fire Chief. The Investigation Team shall report through the designated Team Leader, who shall be responsible for the management of the investigative process.

The Investigation Team shall include the Fire Marshal, Safety Officer, City/County Risk Manager, Fire Investigator, Police Investigator, and such additional personnel as may be required by the specific circumstances of the event. All members of the fire department shall give their full and complete cooperation to the Investigation Team.

Duties and Responsibilities of the Investigation Team

- Within 8 hours of a serious injury or line-of-duty death the Fire Chief shall notify the Washington State Department of Labor and Industries at 1-800-423-7233 to be in compliance of WAC 296-800-32005.
- WAC 296-800-32010 states equipment involved in a work or work related accident or incident is not to be moved unless such equipment hinders removal of any victims or could cause further incidents or injury.
- Gathering and analysis of all physical evidence relating to the event.
- Interviews of all witnesses with direct or indirect knowledge of the circumstances.
- Documentation of radio traffic, telephone conversations, photographs, film, videotape and related information.
- Consultation with persons having special knowledge of the factors involved in the incident, including experts and consultants from the private sector.
- Liaison with other agencies involved in investigation of the incident.
- Development of a comprehensive written report of the incident, including conclusions and recommendations.
The Investigation Team Leader shall establish and maintain an ongoing liaison with the City/County/Fire District Attorney’s office relating to the investigation.

The Team shall cooperate fully with all other governmental agencies having legal cause to be involved in the investigation of a line-of-duty death incident, and to cooperate voluntarily, when appropriate, with organizations working in the areas of fire service occupational safety and health education and training.

Other governmental agencies that may be involved in an investigation include:

- United States Fire Administration
- National Institute for Occupational Safety and Health
- Law Enforcement Agencies
- Washington State Patrol
- Washington State Fire Marshal
- Washington State Labor and Industries

The participation of these agencies shall be at their own discretion, depending on the circumstances of the particular incident. These agencies may or may not produce their own reports of the incident with recommendations or corrective actions. These reports do not supersede the Investigation Team Report. The Investigation Team shall utilize the resources of individuals and agencies outside the Fire Department to assist in the investigation and/or provide technical consultation when necessary.

These resources include:

- National Fire Protection Association
- International Association of Fire Chiefs
- Washington State Association of Fire Chiefs
- Consultants
- Testing Laboratories
- American Petroleum Institute

**DOCUMENTATION**

The Investigation Team shall ensure that the scene of the incident is fully documented, including diagrams, photographs and observations. When feasible, all witness interviews shall be recorded and/or transcribed. When recording and/or transcription is not feasible, the investigator’s notes of the interview shall be filed.

- Employees shall have the right to have a union representative present during an interview.
- The Investigation Team shall coordinate its activities with the Fire Prevention Division/Police Department to avoid interference in any criminal investigation relating to the incident.

The Investigation Team shall:

- Obtain and secure tapes and printouts of telephone and radio conversations and CAD transactions relating to the incident. The pertinent aspects of the radio and telephone tapes shall be transcribed.
- Gather and document any physical evidence relating to the incident in coordination with the Operations Chief and/or auditing officer. Physical evidence shall be secured and labeled, and the chain of custody procedures maintained.
Examine all protective clothing, breathing apparatus and equipment used by the personnel involved in the incident as soon as is feasible. A complete physical description of the protective clothing, breathing apparatus and equipment shall be included in the report of the incident. (A performance status report shall be conducted by a qualified professional on all safety equipment).

Review and comment on the application of policies and procedures to the incident, the observance of procedures, their effect on the situation and recommendation for changes, additions or deletions.

Attempt to obtain any photographs, videotape or other information relating to the incident from news media or other sources. Such evidence shall be obtained with the written agreement that it is to be used only for investigative and educational purposes.

Interact and cooperate with Fire Prevention and Law Enforcement personnel in their activities related to the incident.

When feasible, the Investigation Team shall obtain copies of autopsy reports, medical treatment records, injury reports and other information relating to members involved in the incident.

The Fire Chief shall determine the schedule and method of presentation for the final report of the Investigation Team. In cases involving a line-of-duty death, it is not recommended that a formal post-incident analysis be held, as the final report will substitute.

See Resource page for PSOB and Autopsy Criteria and Contact information. This is a critical step in ensuring that necessary processes are completed.

- **COPIES OF DEATH CERTIFICATE (Fire Chief or Designee)**

  Order through the funeral director (12 copies). Allow one week for delivery.