

Connecticut Statewide Honor Guard

Standard Operating Guidelines



As of January 1, 2006

TABLE OF CONTENTS

Purpose.....	Page 3
Policy.....	Page 4
Duties of Officers.....	Page 5
Participation at Public Service Events.....	Page 8
Participation at Funerals.....	Page 11
CTHG Class A Uniforms	Page 12
Department Class A Uniforms.....	Page 13
Uniform Accessories.....	Page 14
Class B and BDU Uniforms.....	Page 15
Appendix.....	Page 16
A. Funeral Response Plan	
B. Honor Guard Commander's Plan Punch List	
C. Basic Plan Overview	
D. Casket Vigil Instructions Plan	
E. Sample Sign Up Sheet For Casket Vigil Detail	
F. Flag Folding Protocol	
G. Marching Commands	

Purpose

The Connecticut Statewide Honor Guard (CTHG) was formed to honor those firefighters who have served our profession. We are in existence to bring about consistency and planning assistance to any department in the State that has to deal with the sudden loss of a firefighter.

The Guard is a non-discriminating organization comprised of men and women 18 years or older who are regular members, retired members, or life members of a fire service agency in Connecticut. They freely volunteer their time to be prepared to assist their fire service colleagues in their greatest time of need as well as demonstrating the pride of the Guard and traditions of the fire service at public venues.

This goal will be achieved by the continued communication to each member of the CTHG using standard operating guidelines (SOGs) that outline both the attention to detail and level of performance he/she needs to commit to the Guard.

To continue the quest for the Connecticut Statewide Honor Guard to obtain national recognition for its professionalism, esprit' de corps, and compassion in its support of our brothers and sisters in the fire service.

Policy

We are not to be used in place of an existing honor guard for the purpose of avoiding having to pay for those services of those who presently serve on their respective departments honor guard. We will provide training and guidance to an effected departments honor guard and we continue to stand ready to offer ceremonial assistance when and if requested. There is no higher honor than to honor your own. We stand ready to help you do that with the greatest amount of dignity and respect.

Notification Policy

Downward Communications

The following notification policy will be in effect for the purposes of assigning members of the Connecticut Statewide Honor Guard to specific details.

Once the Commander and the Vice-Commanders are notified of a request for service, the impacted County Major will be notified via telephone. The County Major will then be responsible for activating the necessary resources from either the planning team or ceremonial team or both. These notifications shall be done by telephone and be confirmed with the individuals assigned.

The remaining members of the Connecticut Statewide Honor Guard will receive a general email regarding the incident for informational purposes only. If the County Major requests additional assistance, a second email request will go out with the specific request for assistance.

Upward Communications

The following notification policy will be in effect for the purposes of notifying the Commander and the Vice-Commanders of a request for service.

If a member of the Connecticut Statewide Honor Guard is contacted regarding a death of a firefighter and the services of the Statewide Honor Guard are being requested, gather as much information about the situation as possible and forward that information to the Commander or in his/her absence, a Vice-Commander.

Contact names and numbers as well as the name of the effected fire department are critical pieces of information. Details regarding the member who passed away and the timing of the events will also be helpful.

An official contact will then be made with the effected fire department. Once the particulars are sorted out and the services of the Honor Guard have been identified, the downward communications policy will be implemented.

Duties of Officers

Commander

The Commander of the Connecticut Statewide Honor Guard is responsible for the overall operation of the organization. He/She shall promote the group utilizing power point presentations, web site support, public service event days, and promotional materials. The Commander shall see to it that the group has the equipment and training necessary for the successful deployment of personnel and resources to provide planning and ceremonial assistance to fire departments in need. The Commander of the Connecticut Statewide Honor Guard shall seek out opportunities to showcase the group as well as seek financial input in the form of donations/equipment to help offset the operational expenses. The Commander or his/her designee is responsible the scheduling and chairing meetings and maintaining order within the Guard.

The Commander reports to the State Fire Administrator.

Vice-Commanders

The Vice-Commanders are to support the Commander in his/her role. They are responsible for assigned counties within the State and are to ensure that the county Majors have the necessary training and equipment necessary to fulfill their duties. They will also maintain consistency through quality control so that all counties are consistent in their execution of ceremonial aspects and planning. . In the absence of the Commander, a Vice Commander will fulfill the role of Commander.

The Vice-Commanders report to the Commander.

Major

County Majors are responsible for the oversight of their respective planning and ceremonial teams. Each team will be lead by a Captain. The Majors will activate their respective teams based on requests received for services utilizing a call list provided to them. The notifications will be done by phone and participants confirmed. The names of the members participating shall be relayed back to the Commander for the purpose of tracking a member's activity as well as overall man hours for reporting purposes. The Majors are responsible for the recruitment and training of personnel, availability of equipment and resources and the coordination of all approved public service events.

The Major reports to his/her Vice-Commander.

Ceremonial Captain

Ceremonial Captains lead their members in training firefighters to successfully execute the flag folding detail, the casket vigil, and carrying the colors. They arrange for the line up of personnel at the church service and cemetery service and supervise the activities related to the performance of the uniformed firefighters. Ceremonial Captains will lead members of the Statewide Honor Guard to the extent that our services are requested. The Ceremonial Captain and the Planning Captain will work closely together as situations warrant.

Ceremonial Captains report to their county Major.

Planning Captain

Planning Captains will lead a planning team while guiding a fire department through managing the logistical support and the details of a wake, funeral, cemetery service and/or memorial service. He/She will implement the Statewide guide for planning a funeral. The planning Captain should always be ready to identify a new resource for the Honor Guard and forward that information upward through the chain of command so that the resource can be made available statewide. Resource forms are available on-line, however planning Captains should be prepared to have a "newly" identified resource file a form right away. The Ceremonial Captain and the Planning Captain will work closely together as situations warrant.

Planning Captains report to their county Major.

Member

A member of the Connecticut Statewide Honor Guard will be expected to work as a team member. We cannot and will not tolerate any lack of cooperation among members. You must be able to follow directions from those who are in charge. Any purchases using the statewide honor guard logo need to be presented to the group through the chain of command.

A ceremonial member must know basic marching commands and execute these skills prior to participating in an event. A lack of ability reflects poorly on the entire group. Members are expected to arrive at least 1 hour prior to a scheduled event for assignment and familiarization. If you commit to an event, we are counting on you to fulfill that commitment. You are expected to pay particular attention to your appearance. Remember, you are the example setter, and members of the effected department will be scrutinizing your every move. Ceremonial members report to their ceremonial Captain.

Planning members should have a thorough and full understanding of the *Statewide Funeral Response Plan* and the resources available through the Honor Guard. They should be prepared to answer any questions with respect to protocols and ensure that they are aware of what the ceremonial teams are capable of providing. Keep in mind that we are an information resource to the effected department and THEY make the final decisions on what gets done. Planning members should be able to seek compromise and focus on solutions when faced with conflicting situations. Planning members report to their planning Captain.

The individual membership is the backbone of the organization. To that end, it is important for all members to be trained in the protocols established by the Honor Guard and to present oneself in a professional manner at all CTHG venues.

To achieve this goal, each member is required to attend at least four meetings on an annual basis. In the event this performance level is not achieved, the member will be contacted by his/her major to explore their interest in remaining a member of the Guard.

In addition and to assure complete readiness of the Guard, each Major will conduct a quarterly proficiency tests on members who have been unable to attend meetings. The proficiency tests will include a review of CTHG guidelines, uniform configuration, marching commands, flag folding, and casket vigils including as much practice time as is warranted.

Further, each member is required to participate in at least three public service events on an annual basis. In the event this performance level is not achieved, the member will be contacted by his/her major to explore their interest in remaining a member of the Guard.

Each member is expected to self-fund all personal expenses related to being a member of the Guard including uniforms, uniform accessories, transportation, training, and other activities sanctioned by the Guard.

Participation at Public Service Events

CTHG participation at public service events will be determined and reviewed at each monthly meeting. Members will commit to public service event participation at the monthly meeting, via email to the Commander or through their county major.

The Commander will assign a Detail Commander (DC) for each event.

The Detail Commander is responsible to assure the timely arrival of all CTHG needed equipment and CTHG personnel at presentation venues.

The Detail Commander will provide via email to each member of the detail 72 hours prior to the venue:

1. his/her cell phone number
2. the cell phone number of every member in the detail
3. directions to the venue
4. the time and location where the detail is to meet on site

The detail participants need to acknowledge and confirm receipt of the DC's email via return email or phone and confirm their ability (or inability) to commit to participation.

The arrival time outlined by the Detail Commander will be ***at least*** one hour prior to the scheduled venue to assure sufficient time to examine the setup and practice the presentation.

In the event a detail participation member is suddenly unable to participate and/or is delayed in arriving at the venue in a timely fashion, the member will immediately contact the Detail Commander via cell phone and in the event delayed member fails to make contact with the Detail Commander, he/she shall attempt to call each member of the detail until contact is made and the delayed arrival information is communicated to the Detail Commander.

Military Bearing and Appearance

The CTHG is a para-military organization whose core value is that proper military bearing is expected at all times. Members of the Guard take pride in their personal appearance and maintain attention to detail with their uniforms. It is required that ones appearance and uniform will be clean and neat at all times, hair, beards, and moustaches neatly trimmed, and shoes polished and shined.

The Detail Commander has the authority to restrict or eliminate the performance of any detail members based upon his/her attitude, appearance, lack of

professionalism, lack of training, present state of cognitive function, failure to report to the detail as assigned, or if a member should demonstrate behavior unbecoming as a member of the guard and whose actions reflect poorly on the guard as a unit.

Disciplinary Action

Taking disciplinary action against a CTHG member is a very serious event and one never to be taken lightly. While the desired outcome is to never have to evoke the need for disciplinary action, our professionalism and esprit de corps' supports having such a mechanism in place and known to all members.

The Detail Commander or any member assigned to the detail has the option to inform the CTHG Commander of any unprofessional behavior, and if both parties concur, the issue will be referred to the Disciplinary Action Committee for further action. If the CTHG Commander is the alleged offender, the Detail Commander or unit member will forward their concerns to a Vice Commander.

Disciplinary action outcomes may include no action taken, being assigned extra work details, being suspended from CTHG meetings and events for a prescribed period of time, being asked to resign, and being terminated as a member of the CTHG.

Disciplinary Action Committee (DAC)

The DAC will be comprised of the CTHG Commander, one of the Vice-Commanders, and the member's Major. If the Commander, Vice Commander, or Major is the accused, the second Vice Commander will fill serve as the third member of the DAC.

The DAC shall have the power to investigate any grievance, breach of discipline, breach of conduct or failure to perform any CTHG duty or responsibility. Charges preferred against any member of the organization shall be in writing, the original of which shall be sent to the CTHG Commander with a duplicate copy being sent to the alleged offender. If the Commander is the accused, a Vice Commander will receive the written allegations.

The DAC will meet with both the member making the allegations and the alleged offender to review the incident in detail and will meet within seven calendar days once the Commander receives the allegation. Both the member making the allegations and the alleged offender has the option of bringing two additional CTHG members to the DAC meeting to support their position. All proceedings at the DAC meeting are to remain strictly confidential. The DAC will render its opinion for further disciplinary action within seven calendar days following the meeting. The outcome of the DAC meeting will be presented at the next monthly meeting of the guard.

Appeal Process

If a member of the CTHG feels that he/she has been unfairly disciplined by the DAC, he/she must to request an appeal, in writing, to the Commander. The request of appeal must occur within seven calendar days from when the DAC made their ruling. The Commander will acknowledge receipt of the appeal request to the accused, and shall call for a meeting of the Appeal Board within seven calendar days of receipt of the request for appeal. The Appeal Board will be comprised of any three County Majors that have not been directly involved in the case thus far.

The Appeal Board will meet with only with the member making the allegations and the accused to review the merits of the case and discipline imposed. The Appeal Board has the authority to uphold the ruling of the DAC, apply a lesser punishment, or apply a more severe punishment. The Appeal Board will make their ruling within three calendar days of the meeting and all rulings of the Appeal Board are final.

Participation At Funerals

The level of CTHG participation at funerals will be at the discretion of the requesting fire department. The full spectrum of CTHG services will be made available and the Commander will confirm the specific planning, resources, education, and level of support desired.

Uniforms

Option 1- The CTHG Class A Uniform

Our professional image begins with uniforms that are clean, crisp, and consistent.

The CTHG Class A uniform is comprised of the approved:

- White cap with a gold band for Commanders and Vice Commanders
- Blue cap with a gold band for Majors and below
- Gold CTHG cap badge
- Gold CTHG uniform badge
- CTHG Single breasted blue uniform coat with CT state seal gold buttons with CTHG patches on each shoulder
- Fallen firefighters pin on the right lapel
- Flag pin on the left lapel
- CTHG approved gold name plate
- CTHG approved gold fire department name plate attachment
- CTHG blue uniform pants with the narrow blue pin stripe
- CTHG blue uniform ascot
- CTHG blue uniform braid on the left shoulder
- CTHG approved 3 inch wide white belt with polished brass buckle

Members will provide their own pants belt and shined or patent leather black plain toed shoes.

The Detail Commander is authorized to request the removal of any uniform adornments that he/she feels does not comply with this mandate.

Any additional adornments to the CTHG uniform or any purchases using the CTHG logo need to be presented to the group through the chain of command.

Uniforms

Option 2- Use of Departmental Class A Uniform

Our professional image begins with uniforms that are clean, crisp, and well maintained.

In conjunction with his/her departmental Class A uniform, the member agrees to purchase and modify their uniform as follows using the following CTHG approved:

- CTHG blue uniform ascot
- CTHG blue uniform braid on the left shoulder
- 3 inch white belt with polished buckle in silver or gold aligned with the button color of the departmental uniform
- Fallen firefighters pin on the right lapel
- Flag pin on the left lapel

Members will provide their own pants belt and shined or patent leather black plain toed shoes.

Metals and citations that best represent the highest traditions of the fire service are authorized on departmental Class A uniforms with the understanding that they be affixed in an organized and professional manner.

The Detail Commander is authorized to request the removal of any uniform devices that he/she feels does not comply with this mandate.

Uniform Accessories

Sun glasses – sunglasses are not permitted. If you own a pair of prescription glasses with the lenses that automatically darken, they are permitted. Note: the preferable option is for the member to obtain a pair of glasses with clear lenses.

Earrings – posts and studs are permitted. All other visible body piercing jewelry that dangles is not authorized.

Cell Phones/Pagers/PDAs –cell phones, pagers, PDAs and all related electronic devices **must** be placed in vibrate or silent mode **immediately** upon arrival at a CTHG presentation venue. Only the Detail Commander may leave his/her cell phone in active status upon arrival and it **must** be placed in vibrate or silent mode immediately before step off.

Class B uniform

The approved CTHG Class B uniform shall be comprised of the following:

- CTHG sanctioned grey polo shirt with the CTHG logo
- BDU/EMS pants in dark blue or navy
- Dark blue or navy mock turtleneck sweater with CTHG lettering for cold weather
- Black shoes

All gear is to be maintained and worn in a professional manner.

BDU Uniform

The approved CTHG BDU uniform shall be comprised of the following:

- CTHG sanctioned BDU with the CTHG logo
- CTHG sanctioned BDU cap with approved CTHG lettering
- BDU/EMS pants in dark blue or navy
- Dark blue or navy mock turtleneck sweater with CTHG lettering for cold weather
- Black shoes

All gear is to be maintained and worn in a professional manner.

Appendix

- A. Funeral Response Plan**
- B. Honor Guard Commander's Plan Punch List**
- C. Basic Plan Overview**
- D. Casket Vigil Instructions Plan**
- E. Sample Sign Up Sheet For Casket Vigil Detail**
- F. Flag Folding Protocol**
- G. Marching Commands**

Funeral Response Plan



Compiled by the:
Connecticut Statewide Honor Guard

34 Perimeter Rd
Windsor Locks CT 06096
860.627.6363 x231
ct.honorguard@po.state.ct.us

Dear Chief:

It is the sincere desire of the Connecticut Statewide Honor Guard that you never need to use this document to help you manage a line of duty death in your department. That said, should such a tragedy fall upon your shoulders, the complete resources, knowledge, training, and personnel of the Connecticut Statewide Honor Guard are at your full disposal.

To activate the Statewide Honor Guard you simply need to call 1-860-627-6363 x231.

The Honor Guard is made up completely of volunteers whose primary mission is to help departments work through the most challenging days that will ever occur within your organization. The detail has gone through extensive training at the National Fire & Public Safety Honor Guard Academy to assure that all the protocols are presented with the greatest accuracy and dignity within the highest traditions of the fire service.

You have full control over the role you would like the Honor Guard to undertake. It can be as comprehensive as walking you through each component step by step or simply coaching your fire fighters on proper flag folding. Think of us as a heavy-duty rescue unit with every planning tool imaginable available 24/7.

You will find several pages outlining how we can assist you further. The first page outlines our recommendation for how to organize the planning process. If it looks a lot like the Incident Command System, you are correct. It is a system we all know and it works. The following pages include a detailed list of all the elements you will want to consider in the planning process. Each planning element begins with a new page in the event you elect to delegate assignments. The **BOLD** items are those functions that the Honor Guard can either take direct responsibility for or work with your staff to assure proper and respectful execution.

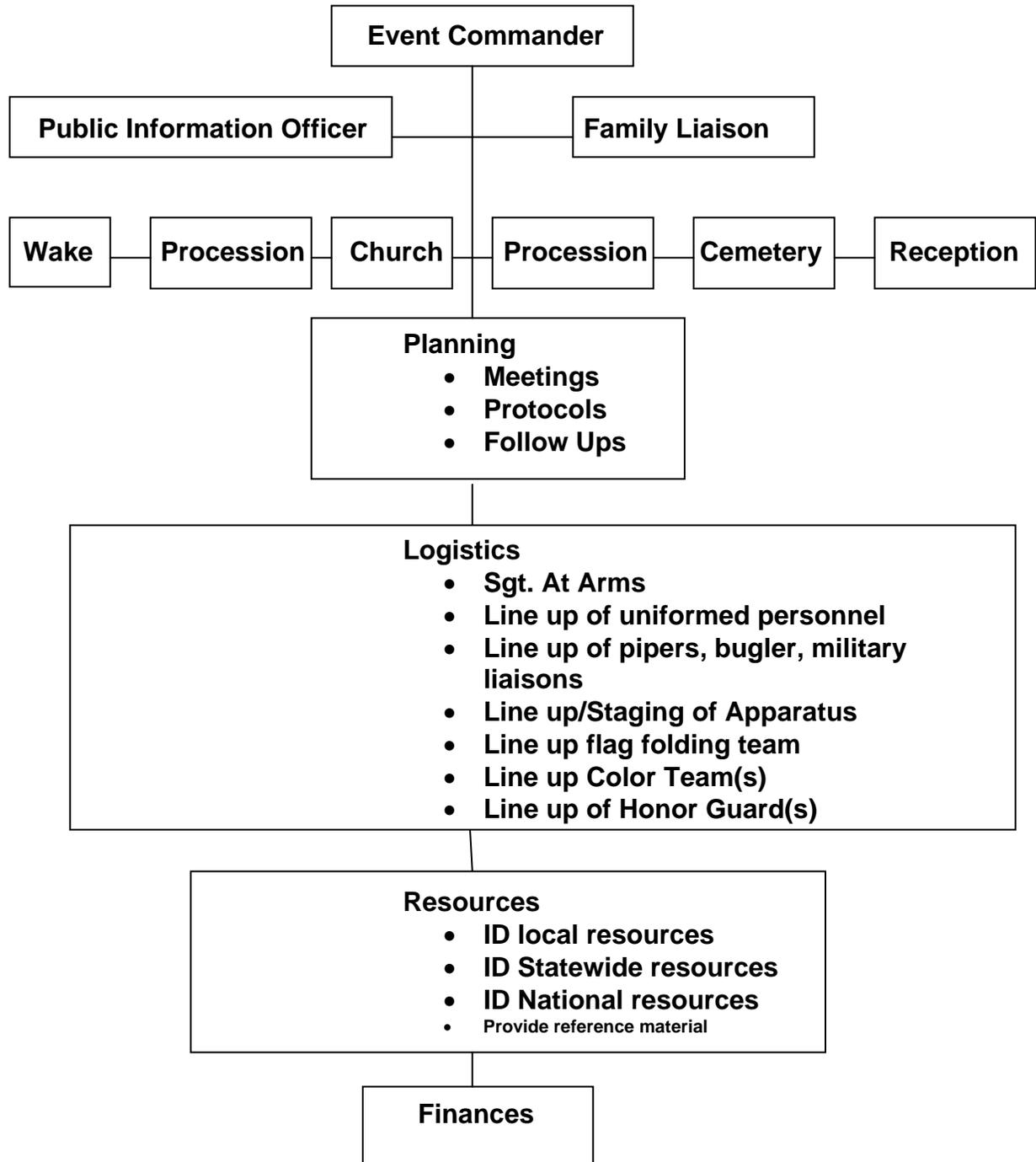
Death with dignity for a fallen brother or sister is the greatest tribute we can provide, and it is our honor and privilege to do so. Please let us know how we can help.

Respectfully,

James McLoughlin, Commander

Connecticut Statewide Honor Guard

Event Command System



THE DETAILED GUIDE

This guide is meant to assist your fire department in one of the most challenging missions it will undertake. The components outlined below are a foundation to begin the planning process. These elements are not meant to be all encompassing, but instead are a place to begin discussions. You have complete control for using as many or as few of these components as your department deems appropriate.

Note: **Bold Print** reflects elements that the Connecticut Statewide Honor Guard can assist you with or manage for you directly at your discretion.

PLANNING	PERSON RESPONSIBLE	STATUS	SPECIAL NOTES
Death Notification to family			
Confirm FD participation with family			
Use ICS to manage this project			
ID CISM resources and needs			
ID any special wishes from the family			
Initiate first planning meeting			
ID Budget (FD, Union, City, other)			
ID PIO & use of photos			
ID photographer / videographer			
KEY: Confirm wake hours			
KEY: Confirm time funeral service			
KEY: Confirm cemetery and preplan			
KEY: Confirm reception location			
KEY: Plan / run daily ops meetings w/ PD, EMS, City Officials, Funeral Director			
KEY: Update FD personnel daily			
KEY: Establish communication rules			
KEY: ID Flag folding team and practice until perfection with the actual flag			
KEY: Plan on and anticipate something going wrong; have the flexibility to modify, adapt, and overcome			
Preplan Funeral Home and Route			
Break room for family with food and beverages			
Separate break room for Honor Guard members with food & beverages			
Flow pattern for attendees, FD, VIPs			
FD Honor Guard			
Statewide Honor Guard			
ID Pallbearers / Honorary Pall Bearers			
Maintain ranks outside by Sgt at Arms			
Police Escort			

PLANNING	PERSON RESPONSIBLE	STATUS	SPECIAL NOTES
Bus procession to church, how many buses, use of staging area			
Bus procession to cemetery, staging area			
Pass in review by HQ, bell ring			
Military Honor Guard & Flag			
Rifle Firing Detail			
Taps *** Note: "echoed" Taps is not proper			
Bag pipers			
Family movement from the funeral home (Escort detail)			
Family movement at the church (Escort detail)			
Family movement at the cemetery (Escort detail)			
Confirm each leg of the procession route			
Confirm separate transportation needs for Color Teams, Flag Folding Team and Pipe Band			
Confirm transportation needs for VIPs			
Confirm transportation for clergy			
Transportation acquisition			
Determine # of apparatus			
Determine # and placement of color guards and Battalion Formations			
Clean & polish apparatus			
Obtain steps / platform for loading casket			
ID FFs to accompany mutual aid			
ID mutual aid FDs for funeral			
ID all special transportation needs			
Get additional portable radios w/ ear piece and bone microphone			
Role of Ladies Aux			
Role for FD Chaplin			
Confirm # and order of eulogies			
Food/coffee standby			
Create and install signs to direct out of town attendees (use DPW/Traffic Div., etc)			
Confirm any special religious nuances			
Establish daycare for department children for all phases			
Square away uniforms			

<u>WAKE</u>	PERSON RESPONSIBLE	STATUS	SPECIAL NOTES
PD to secure family home during wake			
Work with the funeral director			
Get building layout of funeral home			
ID flow of attendees			
ID parking			
Need for shuttle buses			
Special lighting needs			
Review seating arrangements			
Quiet room for family			
Separate room for Honor Guard			
Special Announcements			
Mass Cards / Last Alarm cards			
Color Guard Note: pre-posting flags behind the casket is highly recommended			
Honor Guard <ul style="list-style-type: none"> • Review casket vigil protocols (See attachment) • Honor Guard Schedule (See attachment) • Presentation of fallen FF pin 			
Assembly of Apparatus			
Assembly of FD: location & time			
Staging out of town FFs			
Maintaining ranks outside Funeral Home using Sgt. at Arms			
Have portable radios w/ ear pieces and establish comm. protocols for inside and outside ops.			
Special escorts for VIPs and dignitaries			
PD for traffic			
Overflow parking			
ID mutual aid standby companies			
Food for mutual aid companies			
Have CISM resources available			
OTHER:			

<u>FUNERAL & PROCESSION</u>	PERSON RESPONSIBLE	STATUS	SPECIAL NOTES
PD to secure home during funeral			
Assembly of procession and line up			
ID procession route, confirm w/ PD, and confirm use of PD escorts			
Have portable radios w/ earpieces and establish communications protocols for inside and outside operations			
ID access/parking for apparatus			
ID parking for private vehicles			
ID need for shuttle buses			
ID staging area for buses			
Procession arrival and parking at church			
ID mutual aid standby companies			
Food for mutual aid companies			
Pipe & Drum Corp			
Special color guard transportation			
ID two aerials for the flag			
Organize flag display			
Setup confirmed and tested			
Any special requests of the family			
Reading of Fireman's Prayer			
Confirm the number of eulogies with the clergy			
Organizing FFs outside the church			
Arrival of procession at church			
Rendering of <u>ceremonial</u> salute by FD personnel <ul style="list-style-type: none"> • Review and practice prior to processions arrival • Arrival salute protocol • Exiting church protocol 			
Preplan church seating and use of ushers			
Seating of attending Chiefs, officers, FFers			
Seating of civilians			
Use of public address and video system outside the church			
Loading FF's into buses and procession to the cemetery			
OTHER:			

CEMETERY	PERSON RESPONSIBLE	STATUS	SPECIAL NOTES
Use of public address system at cemetery			
Apparatus pre-placement			
Procession past fire house			
Arrival of procession			
Drop off location and parking of buses			
Assembly of FFs using Sgt. At Arms			
Arrival and Movement of the casket			
Colors escort casket to the burial site			
Locate Color Team near burial site			
Dismiss the Colors			
Religious aspects are completed			
Confirm cues for firing squad			
Confirm cues for bugler - Taps			
Flag folding <ul style="list-style-type: none"> • ID location • Reading of the folds option - Y/N • Presentation of the flag 			
Confirm cues for Bell Ringing <ul style="list-style-type: none"> - Badge number - Box number - 5-5-5-5 - Returned to quarters(OOS) 			
Last alarm – Radio call, pager tone out			
Confirm cues for Bag Piper to play Amazing Grace			
Announcements <ul style="list-style-type: none"> • Services are concluded • Invitation to reception • Uniformed personnel are dismissed 			
Transportation to reception			
Reception			
Have CISM resources available			
OTHER:			

Follow Up	PERSON RESPONSIBLE	STATUS	SPECIAL NOTES
Critique			
Plan critique 10-14 days post funeral			
ID what went well			
What can be done better			
Other:			
Paperwork			
Thank you letters to all mutual aid & support agencies			
OSHA			
PSOB			
Other:			
BENEFITS			
Union			
Workers Compensation			
State Fireman's Association			
County/Regional Chiefs Association			
State Chiefs Association			
FD Life Insurance			
FD Pension / Retirement			
Personal Insurance			
100 Club			
Fallen FFs			
Registrar's Office, University of Connecticut - Free college education for surviving children			
Other:			

STATE OF CONNECTICUT

Commission on Fire Prevention and Control

Connecticut Statewide Honor Guard

34 Perimeter Rd. Windsor Locks, CT 06096

860-627-6363 x231 ct.honorguard@po.state.ct.us

James McLoughlin

Statewide Commander

Honor Guard Commanders Checklist

- Receive request for Honor Guard
- Notification to Fire Chief
- Notification to Union President
- Notification to Retirees Assoc
- Family contact name-_____ Phone#_____
- Notification to all Honor Guard members
- Fax detailed information to Dispatch Center for broadcast
- Fax to Firehouses
- Establish Family Liaison (if necessary) _____
- Funeral Home (name)_____ address-_____
- Funeral Director-_____ phone-_____
- Request podium for Honor Guard Sign up sheet
- Church-_____ address-_____
- Clergy-_____ phone-_____
- Cemetery-_____ address-_____
- Bagpipes / Buglers / Fifers
- Print a sign up sheet for the casket vigil
- Print Casket Vigil Instructions

- Department Family Members who want to attend services – Child Care
 - Location
 - Care providers
 - Food
 - Play ideas

- Procession Line Up
 - Police Escort
 - Local Honor Guard
 - Bagpipe Band
 - Apparatus w/ Casket
 - Family
 - Local Firefighters

- Connecticut State Fire Chiefs = 30 ft x 60 ft US Flag

- Reception Area-
 - Family-
 - Firefighters-

- Station Coverage-

- Family Benefits-

- Shuttle Service-
 - Buses
 - Parking area for firefighters
 - Parking area for family/friends

BASIC OVERVIEW

WAKE

- Location and times – be sure to arrive at least an hour early. Wakes have a tendency to start exactly on time or even early
- Practice casket vigil entrance, interval changes and final salute
- Sign up sheet
- Separate room for honor guard members with a podium for sign up sheet
- Refreshments for honor guard members

CHURCH (inside)

- Ushers control seating
- Seating plan for inside church, reserved seating for family and uniformed personnel
- Pre-seat as many as possible without giving away the reserved seats

CHURCH (outside)

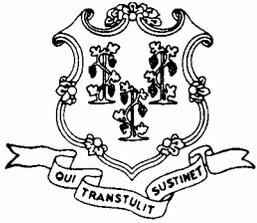
- All uniforms dress right and cover down
- Place pipers to play / practice location needed too
- Affected dept members on church side
- Out of town uniforms opposite church side of street
- Placement of color team
- Place vehicles keeping the procession in mind
- PA system for outside

PROCESSION

- Lead vehicle
- Color Team
- Drummer
- CREW
- Chief Officers
- Uniformed Officers
- Uniformed Firefighters
- Out of Town Uniformed personnel

CEMETERY

- PA system
- Place color team opposite family
- Keep flag team near the casket
- Firing Squad
- Taps
- Fold
- Last alarm – bell ringing 5-5-5-5 and radio call
- Amazing Grace on the pipes
- Have a final announcement prepared to dismiss everyone at the conclusion of the service



STATE OF CONNECTICUT

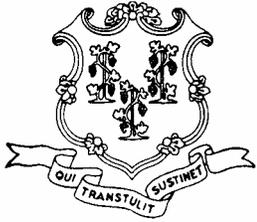
Commission on Fire Prevention and Control
Connecticut Statewide Honor Guard
34 Perimeter Rd. Windsor Locks, CT 06096
860-627-6363 x231 ct.honorguard@po.state.ct.us

James McLoughlin
Statewide Commander



Casket Vigil Instructions-

- ❑ The first vigil standers will march single file at a slow cadence and position themselves at the head and foot of the casket, do an about face, then come to “ceremonial parade rest”. (*hands in front of body, right hand covering the left hand, white gloves are a must*)
- ❑ Changing of the guard will be two relief members marching in single file and stopping one pace in front of vigil stander to be relieved. The relief guard and the standing guard will render a silent slow hand simultaneous ceremonial salute at a four second cadence (4 secs. up-4secs. hold-4 secs. down). The vigil standers are now relieved. They will make one step to the right. The relief guard and the standing guard then simultaneously step one pace forward. The departing guards make a facing maneuver and each will march in a military manner at a slow cadence and meet at a designated point to move out of the area in either a single file or two abreast. The ‘new’ guards will do an about face and come to “ceremonial parade rest” at the exact spot of the previous vigil standers. All movements shall be done together; your peripheral vision is the best method to accomplish this.
- ❑ End of Vigil – Last two members stand in front of casket, salute (“present arms”, “order arms”, “dismissed”), and then say goodbye to the family.



STATE OF CONNECTICUT

Connecticut Statewide Honor Guard



Casket Vigil Schedule

4:00 pm _____

4:10 pm _____

4:20 pm _____

4:30 pm _____

4:40 pm _____

4:50 pm _____

5:00 pm _____

5:10 pm _____

5:20 pm _____

5:30 pm _____

5:40 pm _____

5:50 pm _____

6:00 pm _____

6:10 pm _____

6:20 pm _____

6:30 pm _____

6:40 pm _____

6:50 pm _____

7:00 pm _____

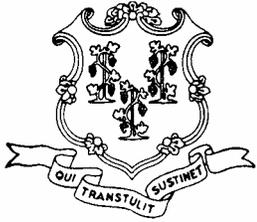
7:10 pm _____

7:20 pm _____

7:30 pm _____

7:40 pm _____

7:50 pm _____



STATE OF CONNECTICUT

Connecticut Statewide Honor Guard



Flag Folding Protocol

As an Army and Navy custom, the flag is lowered daily at the last note of retreat. Special care should be taken that no part of the flag touches the ground. The Flag is then carefully folded into the shape of a tri-cornered hat, emblematic of the hats worn by colonial soldiers during the war for Independence. In the folding, the red and white stripes are finally wrapped into the blue, as the light of day vanishes into the darkness of night.

This custom of special folding is reserved for the United States Flag alone.

How to fold the Flag

Step 1



To properly fold the Flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.

Step 2



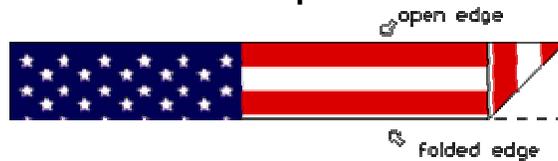
Fold the lower half of the stripe section lengthwise **over** the field of stars, holding the bottom and top edges securely.

Step 3



Fold the flag **again** lengthwise with the blue field on the **outside**.

Step 4



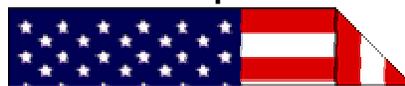
Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.

Step 5



Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.

Step 6



The triangular folding is continued until the entire length of the flag is folded in this manner.

Step 7



When the flag is completely folded, only a triangular blue field of stars should be visible.



Flag Folding Ceremony

The flag folding ceremony described by the Uniformed Services is a dramatic and uplifting way to honor the flag on special days, like Memorial Day or Veterans Day, and is sometimes used at retirement ceremonies.

Here is a typical sequence of the reading:

(Begin reading as Honor Guard or Flag Detail is coming forward).

The flag folding ceremony represents the same religious principles on which our country was originally founded. The portion of the flag-denoting honor is the canton of blue containing the stars representing the states our veterans served in uniform. The canton field of blue dresses from left to right and is inverted when draped as a pall on a casket of a veteran who has served our country in uniform.

In the Armed Forces of the United States, at the ceremony of retreat the flag is lowered, folded in a triangle fold and kept under watch throughout the night as a tribute to our nation's honored dead. The next morning it is brought out and, at the ceremony of reveille, run aloft as a symbol of our belief in the resurrection of the body.

(Wait for the Honor Guard or Flag Detail to unravel and fold the flag into a quarter fold--resume reading when Honor Guard is standing ready.)

The first fold of our flag is a symbol of life.

The second fold is a symbol of our belief in the eternal life.

The third fold is made in honor and remembrance of the firefighter departing our ranks who gave a portion of life for the protection of our country to attain a peace throughout the world.

The fourth fold represents our weaker nature, for as American citizens trusting in God, it is to Him we turn in times of peace as well as in times of war for His divine guidance.

The fifth fold is a tribute to our country, for in the words of Stephen Decatur, "Our country, in dealing with other countries, may she always be right; but it is still our country, right or wrong."

The sixth fold is for where our hearts lie. It is with our heart that we pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

The seventh fold is a tribute to our Armed Forces, for it is through the Armed Forces that we protect our country and our flag against all her enemies, whether they are found within or without the boundaries of our republic.

The eighth fold is a tribute to the one who entered in to the valley of the shadow of death, that we might see the light of day, and to honor mother, for whom it flies on mother's day.

The ninth fold is a tribute to womanhood; for it has been through their faith, love, loyalty and devotion that the character of the men and women who have made this country great have been molded.

The tenth fold is a tribute to father, for he, too, has given his sons and daughters for the defense of our country since they were first born.

The eleventh fold, in the eyes of a Hebrew citizen, represents the lower portion of the seal of King David and King Solomon, and glorifies, in their eyes, the God of Abraham, Isaac, and Jacob.

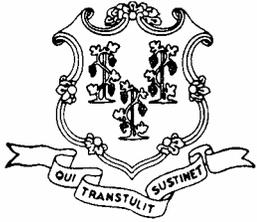
The twelfth fold, in the eyes of a Christian citizen, represents an emblem of eternity and glorifies, in their eyes, God the Father, the Son, and Holy Ghost.

When the flag is completely folded, the stars are uppermost, reminding us of our national motto, "In God we Trust."

(Wait for the Honor Guard or Flag Detail to inspect the flag--after the inspection, resume reading.)

After the flag is completely folded and tucked in, it takes on the appearance of a cocked hat, ever reminding us of the soldiers who served under General George Washington and the sailors and marines who served under Captain John Paul Jones who were followed by their comrades and shipmates in the Armed Forces of the United States, preserving for us the rights, privileges, and freedoms we enjoy today.

| The Flag Folding Ceremony above is from the [US Air Force Academy](#) |



STATE OF CONNECTICUT

Connecticut Statewide Honor Guard



MARCHING COMMANDS

Standard Command Rules

The following commands shall be used when directing members through any function that the Honor Guard is attending. These commands shall be used as a general outline for movement of the Honor Guard and their Flag teams. Commands can be modified, but shall be done prior to the function by the commanding officer, as needed.

Prior to the beginning of any function, the commanding officer shall assign a member who will be responsible to give movement commands for that day, unless the Unit Commander is giving commands him/herself. Any movement of the Honor Guard Unit at a function, to and from the assembly area, shall be through the use of marching commands. This includes parades, funeral and memorial services, etc. This shall not apply to the Commanding Officer, or an officer assigned to lead the team if he/she is calling cadence by walking beside the Honor Guard Unit.

Standard Movement Commands

“As you were...” FM 3-21.5, 3-1

Purpose: Used to revoke a preparatory command and must be executed prior to a command of execution.

“Fall In” FM 3-21.5, 4-1

Purpose: Used to assemble a formation or to return it to its original configuration.

“Attention” FM 3-21.5, 4-1

Purpose: Used to bring a formation to the position of attention.

On the command of execution all eyes forward, backs erect, hands curled on pant stripes, and feet positioned at 45 degrees.

“Left/Right... Face” FM 3-21.5, 4-3

Purpose: Used for facing to the left or right.

On the command of execution for right face: on the mental count of ‘one’, slightly raise the right heel, pivot on the left toe and rotate 90 degrees to the right. On the mental count of ‘two’, place the left foot next to the right foot spread at 45 degrees.

On the command of execution for left face: on the mental count of ‘one’, slightly raise the left heel, pivot on the right toe and rotate 90 degrees to the left. On the mental count of ‘two’, place the right foot next to the right foot spread at 45 degrees.

“About... Face” FM 3-21.5, 4-3

Purpose: Used for facing to the rear.

On the command of execution and on the mental count of ‘one’, move the toe of the right foot to a position 6 inches to the rear and slightly to the left of the left heel, shift your bodyweight to the left heel. On the mental count of ‘two’, pivot 180 degrees to the right on the left heel and the ball of the right foot. The resulting position is one of being at attention.

“Forward...March” FM 3-21.5, 4-6

Purpose: Use to march forward with a 30 inch step.

On the command of execution step forward with the left foot with a 30 inch stride. The first step needs to be executed with precision and pride.

“Detail... Halt” FM 3-21.5, 4-6

Purpose: To halt when marching.

The preparatory command will be given as the left foot strikes the ground and the command of execution will be given the next time the left foot hits the ground followed by one additional step. The resulting position is one of attention.

“Present... Arms” / “Present...Colors” FM 3-21.5, 4-4

Purpose: To render a salute.

[For detail members not in the flag detail] In a crisp sharp motion, the upper arm remains close to the body and the forearm pivots sharply at a 30 degree angle. The hand is held flat with finger tight together and extended and at a 45 degree angle from ‘facing forward’. The finger tips fall between the brim off the cap and the right eye brow.

[For detail members in the flag detail]

Ax bearers shall position the ax facing forward in such a manner that the top of the ax is at eye level, the left hand is placed directly beneath the head of the ax with the fingers wrapped firmly around the handle. The right hand is placed in a

comfortable position at the base of the handle of the ax with fingers wrapped around the handle.

Carriers of the State flag and Honor Guard flag will, in unison, slowly extend their right arm to their full extent. The National Colors do not move. This position will be held until commanded "Order arms" is given.

"Order...Arms" / "Order Colors" FM 3-21.5, 4-4d

Purpose: to recover from a salute and return to the position of attention.

[For detail members not in the flag detail] The right arm is lowered in a controlled movement returning to the position of attention. Use your peripheral vision.

[For detail members in the flag detail]

Ax bearers shall recover and hold the ax at the position of port arms.

Carriers of the State flag and Honor Guard flag will, in unison, slowly recover their right arms. The National Colors do not move.

"Ceremonial Present... Arms {silent}" FM 3-21.5, 4-4 (modified)

[For detail members not in the flag detail]

The execution of the salute and the recovery are mandated in one order of execution. The instruction of 'order arms' will not be given. The instruction is executed in three distinct parts and each with a silent four second count. The three parts are to render a salute, hold the salute, and recover the salute. Parts one and three are completed in unison in a slow and respectful manner. Use your peripheral vision to stay in sync with the members in front and beside you.

"Parade...Rest" FM 4-2a

Purpose: Used as a position of rest while remaining in formation for extended periods of time. Executed only from the position of attention.

Upon the command of execution, the left foot moves 10 inches to the left, the right foot does not move. Simultaneously both hands are moved to the small of the back with palms outward and fingers extended. The right hand is placed over the left.

You can keep your knees slightly bent and balanced your weight evenly on each foot.

"Stand At Ease" FM 4-2b

Purpose: Used as a more relaxed position of rest.

Upon the command of execution, the movement is the same as Parade Rest however slight movement in ranks is allowed and the arms are more relaxed.

“Carry ...Colors”

Purpose: Used for the color team to prepare to march.

Upon the command of execution, the colors are simultaneously raised and the pole bases are placed in the pole sockets of the carriers. The top of the right hand is placed at eye level and the left hand holds the pole base in the pole socket. Note: In windy conditions the left hand may be brought up beneath the right hand.

“Half Step...March” FM 4-10

Purpose: To slow the forward movement of the unit.

Upon the command of execution, each step is modified from a 30 inch stride to a 15 inch stride. The command is given on the left foot.

“Mark time...March” FM 4-11

Purpose: Used for the unit to march in place.

Upon the command of execution, take one additional step and bring the trailing leg next to your other leg. Continue to ‘march’ in place bringing each foot 2 inches off the deck while keeping cadence. Note: The command of execution may be given on either foot.

“Dress Right...Dress” FM 6-5a

Purpose: To properly align the formation

Upon the command of execution, the right most unit members extends his left arm out 90 degrees with fingers extended. This person looks straight ahead. Everyone to the left of the right most member also extends their left arm out 90 degrees with fingers extended and looks to the right. Proper alignment is achieved when the finger tips of raised arms touches the shoulder of the person to their left and you visually can only see the two lapels of the person to your right.

“Ready...Front” FM 6-5a

Purpose: To return the unit to the position of attention.

Upon and command of execution while at *Dress Right Dress*, each member returns sharply to the position of attention.

“At Close Interval, Dress Right ...Dress” FM 6-5b

Purpose: To properly align the formation when available space is a concern.

Upon the command of execution, the right most unit members places his left hand, fingers pointing down on his left hip. This person looks straight ahead. Everyone to the left of the right most member also places their left hand, fingers pointing down on their left hip and looks to the right. Proper alignment is achieved when the left elbow touches the right arm of the person to their left and you visually can only see the two lapels of the person to your right.

“Cover Down”

Purpose: To align the ranks of a platoon.

Note: This command is best executed after the command Dress Right Dress has been performed.

Upon the command of execution, the front rank of the platoon does not move. All other persons make minor movement to properly align themselves at arms length with the person directly in front of them.

“Column Left/Right...March” FM 6-7(a&b)

Purpose: To change the direction of a column march.

[From Standing Still] Upon the command of execution, the lead man (leftmost for column left and visa versa) faces in the direction of march by pivoting and stepping off with a 30 inch stride. The next unit member then pivots on the same point until the entire unit completes the column movement.

[While Marching] Upon the command of execution which is given on the foot of the desired direction, the lead man (leftmost for column left and visa versa) takes one additional step and pivots and continues marching in the commanded direction. Each additional member executes the pivot turn in order.

“Guide Left/Right” FM 6-7c

Purpose: Used to direct the unit around or to avoid an obstacle while marching.

Upon the command of execution, the unit ‘drifts’ right or left while maintaining a tight shoulder to shoulder formation and maintaining cadence.

“Detail Dismissed” FM 6-10

Purpose: Used to terminate the formation and release the unit.

Note: The command can only be given from the position of attention.

Upon the command of execution, each member takes two steps to the rear beginning with the left foot and then executes an *about face*. Upon completion of the *about face*, the detail may disburse. Note: flag bearers and ax bearers should execute the about face with caution. At the Unit Commander's discretion, the unit may not have to execute the *about face*.

“Left/Right Wheel” FM 15-4

Purpose: Used for the unit to change their direction of march 90 degrees.

Upon the command of execution, the unit member nearest the direction of the turn becomes the pivot person for the entire unit and marches in place while turning in the direction of the turn. The unit swings in a tight shoulder to shoulder arch with the inner members taking half steps and the outer members taking full strides. Once the wheel is completed the unit continues at half steps until the unit commander orders *Forward March* or *Detail Halt* on the left foot.

“Post ...Colors” FM FM15-8

Purpose: Used to direct the Color Team to place the National Colors and organizational colors in flag stands at a ceremony.

There is no set procedure for posting colors. The Unit Commander will decide which formation will be used to enter and exit the ceremony, if a ceremonial salute is warranted, and any additional special instructions needed.

“Left About...March” FM 15-10

Purpose: Used to rotate the Color Team 180 degrees.

Upon the command of execution, the entire unit pivots on the National Colors. The bearer of the National Colors marches in place and pivots to the left. While maintaining a tight shoulder to shoulder formation, unit members to the right of the National Colors march forward in half steps and the unit members to the left of the National Colors march backward in half steps. Upon completion of the 180 degree swing, the unit continues at *Mark Time March* until the unit commander orders *Forward March* or *Detail Halt* on the left foot.

“Colors Reverse...March” FM 15-(9-12)

Purpose: Used to rotate the Color Team 180 degrees.

This command is very complicated but reflects the highest perfection when brilliantly executed. It can only be successfully accomplished with lots of practice. There are different instructions based upon the size of the unit and they are too numerous to list here. Refer to FM Chapter 15, sections 9-12 for details.