Connecticut Statewide Honor Guard
Line of Duty Death
<u>Incident Action Plan</u>

Introduction

Dear Chief:

It is the sincere desire of the Connecticut Statewide Honor Guard that you never need to use this binder to help you manage a line of duty death in your department. That said, should such a tragedy fall upon your shoulders, you are about to undertake the most challenging assignment of your career. The entire fire service community is ready to assist you with anything you require. On the following pages you will find a comprehensive action plan of decisions you will need to make and the next few days will ONLY be successful if you delegate assignments and planning needs.

A firefighter's serious injury or death, in the line of duty, will be an extraordinarily traumatic event for both the surviving family and your organization. When this occurs, the tragedy will most likely be a sudden event, without warning. Also, the time period from the death to the laying to rest of your firefighter(s) will be extremely short and require that your department move quickly, with compassion and immediate assistance, to provide a fitting memorial for your firefighter(s).

The purpose of this binder is to provide you with the following information:

- Actions you need to take immediately
- Leadership roles to be assigned
- Planning Areas to be assigned
- Elements that each planning area should anticipate

The complete resources, knowledge, training, and personnel of the Connecticut Statewide Honor Guard are at your full disposal.

To activate the Statewide Honor Guard, call 1-860-627-6363 x230

The Honor Guard is made up completely of emergency service personnel who volunteer their time to achieve the primary mission of helping departments work through the most challenging days that will ever occur within your organization. The members have gone through extensive training at a National 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 funeral protocols. Think of us as a task force 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.

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,

Kevin Cooney

Kevin Cooney, Commander
Connecticut Statewide Honor Guard

ACKNOWLEDGEMENTS

Mark E. Klose, B.S. FF/NREMT-P

For his in-depth research and data collection, his care and compassion for the surviving families, and his willingness to share his knowledge.

Connecticut Statewide Honor Guard

For their willingness to assist fire departments 24/7 in their greatest time of need and being an invaluable resource in completing a high honors funeral with both tradition and precision. Special thanks to Tim Pelton for compiling this document from numerous sources and to Jim McLoughlin for constant review and updates.

Middletown Fire Department

For sharing a complete operational plan and to honor the passing of Captain Joseph Pagano that his passing can serve as a model for others.

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TAB 1

Chief of the Department

Next of Kin Notifications

Upon the death or serious injury of a firefighter, dispatcher, or civilian employee, the Chief or designee should immediately be notified. In the case of a line-of-duty death, it is imperative that this communication is made without delay.

During notifications, it is imperative that accurate information be passed quickly and discretely. The media and private citizens monitor our radio traffic regularly. Names of dead or injured firefighters **SHALL NEVER** be given over the fire department radio. Telephone or Nextel shall be utilized to conduct all communications of this sensitive nature.

Upon receipt of this tragic news, the Chief, or designee, (if the Chief is unavailable) should coordinate the following:

1. Assemble a Notification Team:

a. Chief or Acting Chief
b. Family Liaison Officer (Chief selects individual)
c. Fire Department Chaplain/Clergy
d. A firefighter friend of the family or close civilian family friend
e. IAFF / Union president or designee

The importance of the NEXT OF KIN NOTIFICATION cannot be over-emphasized. This process will set the tone for many difficult days, weeks, months, and years for the surviving family. Sensitivity and compassion are imperative.

Family notification should be made as quickly as possible to avoid the family receiving a notification from another outside party. The media will employ many efforts to seek out the name of the fallen firefighter(s), EMS provider(s), dispatcher(s), or civilian employee(s). You must use all necessary measures to protect the next of kin from unwanted media exposure. For this reason, the Notification Team will need to assemble rapidly.

If the fallen firefighter's family resides far enough out of the area as to make your department's participation in the notification impractical, contact the local Fire/Police agency in the area to assist in a timely notification.

Another distinct possibility is that your Department could experience a loss of more than one member. This would require multiple notification teams to be assembled and deployed.

Before you arrive at the residence, verify latest information, and **DECIDE WHO WILL SPEAK, AND WHAT THAT PERSON WILL SAY.**

A word of warning, the family may strike out and blame the Department for their loss. For this reason, the initial notification and how the department handles it is extremely important.

Steps to be taken at the residence:

It may become necessary to have BLS/ALS Ambulance standing by if the people receiving the news are medically vulnerable. If this is done, have the apparatus stage near the residence, but not in view.

At the door identify yourself and ask to come in. (Notification should take place in a private setting.)

When inside, be sure you are notifying the right person.

Get people in a comfortable or relaxed setting: the most important function of the person making the notification is to put all of the known basic facts into one sentence and tell them. Make sure your message is absolutely clear and direct.

They ALREADY suspect why you have come.

Begin with "I'm very sorry to tell you". Let them know how it happened, "Your husband/wife/son/daughter died responding to a fire," or "Bob was killed in a building collapse."

Allow the family to express their emotions. Do not try to talk them out of their grief. This is a very sad time. **Do not mask your own grief.**

Provide only the facts you know, **never speculate**. If you cannot answer a question, find out the correct answer and get back to them.

Phrases or words to avoid:

a. **"I know how you feel."**
b. **"It was God's will."**
c. **"Life will go on."**
d. **"He would have wanted to go this way."**
e. **"Be brave."**
f. **"Passed away."**

Use the victim's first name when referring to your fallen member.

Ask if the department can assist by notifying immediate family members (parents, brothers, and sisters). Ask if the department can pick up any children who may be away

at this time. With the permission of the next of kin, the department can help setup a support system:

a. Clergy
b. Relatives
c. Friends

Do not take any of the victim's personal items with you at this time.

If the survivor(s) ask to see the deceased or serious injured member, even if the body is badly disfigured **you should obtain clearance from Medical Examiners Office**. People often have a need to see, touch and hold the deceased; otherwise they may be in denial. This is often very helpful in the family's grief process. It gives a sense of finality/closure.

If family members wish to see the deceased or seriously injured member, arrangements need to be made rapidly for the viewing. **No viewing will be conducted at the Office of Chief Medical Examiner except under extreme circumstances.** Sensitivity to the family is very important. Provide the best possible environment and avoid delays that heighten the family's anxiety.

Offer to transport the family to the location of the member and help prepare them for what they will see. **Do not let them drive.** If you transport the family, turn off your radio and/or advise dispatch that you are transporting the relatives and, if possible, switch to an alternate channel, or communicate by cell phone.

If the Department's Family Liaison Officer is not present at the notification, the family should be given the name prior to the team departing. Write down his/her telephone and pager numbers. If possible, the family should already know this person. Have one member of the Department stay with the family, unless the family declines.

Advise the family that the Family Liaison Officer will contact them to assist with the necessary arrangements.

Advise the family of possible media calls. Unwanted media exposure will only add to the difficulty of this tragedy. Suggest that a friend of the family screens their incoming calls.

Assure the family that their wishes are the Department' s number one concern.

Having an autopsy completed may assist the family in obtaining benefits from the Public Safety Officer Benefit Program

Ensure that the family understands that they do not have to make any immediate decisions regarding services, mortuary, wills, etc.

Before leaving the residence, try to set a time for a Family Planning Meeting. There are decisions that will need to be made by the family that will shape the planning process. This meeting should take place within the first 24 hours.

Never leave immediately after making a notification. Do not leave people without a support system. Wait for others to arrive.

Arrange for Police to stay at surviving family's home during viewing, memorial, and funeral services. This will help reduce the chance of criminals breaking into the family's homes while they're attending services. The National Fallen Firefighters Foundation has reported that due to increase publicity of the firefighter(s) death or injury, criminals like to take advantage of grieving families.

Date: _____
Fax To:_____ Fax#_____

National Fallen Firefighter's Foundation
Local **A**ssistance **S**tate **T**eam
Hot Sheet for the Chief of Department

Within the First 24 Hours

_____ Assign a two person team to notify the family, in person, before releasing any information.

_____ Notify all fire department personnel including the Chaplain.

_____ Notify other Chiefs, County Chiefs, State Chiefs, State Fire Marshal, Mutual Aid Companies and Fire Coordinators

_____ Notify:
The National Fallen Firefighters Foundation LODD hotline (1-866-736-5868)
The U.S. Department of Justice-Public Safety Officer's Benefits Program Office (1-888-744-6513)
United States Fire Administration (301-447-1836)

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

_____ Designate a hospital liaison if applicable.

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

_____ Insure the autopsy is performed within the guidelines of the DOJ/PSOB.

_____ Collect the deceased firefighter's personal belongings and prepare to deliver upon the family's request. If items are to be held for the investigation (uniform, shoes, etc.) explain why to the family.

_____ Collect, bag, tag and secure the firefighter's PPE, including SCBA and full turn out ensemble for the investigation team.

_____ Contact the NFFF "Chief-To-Chief Network" as needed. These are Chief Officers who have experienced a LODD and can offer one-on-one assistance to the Chief. Call 301-447-1365.

_____ If requested, locate resources for professional counseling service for members of the Department.

_____ Determine the type of investigation that needs to be conducted (e.g. homicide, arson, internal inquiry, external board, etc.).

_____ Contact the Department attorney or other legal advisor.

_____ Prepare a summary of the facts about the deceased firefighter and the incident for public information purposes.

_____ Prepare a written statement to be used by the Chief or PIO when making a press statement.

_____ Schedule a media briefing.

_____ For additional assistance with this incident, contact the Local Assistance State Team which can provide the following services:

- PSOB Document Preparation
- Funeral & Honor Guard Protocols
- Chaplaincy Services
- A Fire Service Survivor for Family Support
- Behavioral Specialists/Counseling Services
- Investigation Protocols
- Federal and Fire Service Organization Resources
- Legal Advisors-Fire Service Lawyers
- IAFF, IAFC and NVFC Resources

L.A.S.T. Coordinator: _____

Phone _____

State of _____

CT – LAST Coordinator: James McLoughlin, City of Hartford Fire Department
Phone: 860-930-3250 State of Connecticut

Selection Of The Family Liaison Officer

The Family Liaison Officer is a critical position in a line-of-duty death or serious injury incident. The Family Liaison Officer can make or break the relationship between the fire department and a family.

The Fire Chief or designee will appoint this person as soon as possible after a death or serious injury.

The Family Liaison Officer (FLO) shall, at a minimum complete the following:

1. Accompany the Fire Chief or designee during the initial family notification if possible.
2. Conduct a family planning meeting within **24 hours**.
3. Act as fire department's single point of contact to the family.
4. Act as the Liaison Person between Fire Department and Funeral Director
5. Manage the family aftercare program.

Once assigned, the FLO will be available 24 hours a day until after the burial. The FLO should be assigned a Fire Department vehicle. He/she should be issued communication equipment (cell phone, portable radio, and pager) for the entire funeral process.

In the event of a multiple death or serious injuries, it will be necessary to have one Family Liaison Officer (FLO) for each fire department member.

FLO needs to have contact and communications with FUNERAL DIRECTOR(s) in charge of the services.

As soon as practical after the notifications, it is important that the **FLO along with the Funeral Director** schedule a **Family Planning Meeting.** The decisions made at this meeting will provide important information to the planning and logistics efforts as the department prepares for an honorable service(s) for your fallen comrade(s). **FLO at this meeting shall complete the family planning checklist below.**

Always keep in mind that we are there to facilitate the wishes of the Family.

Family Planning Checklist

(This is a pull out work copy, make copies as needed)

Funeral Home:

Name: _____

Name of Funeral Director: _____

Address: _____

Telephone #: _____

Would the family like a formal Fire Department service? Explain what all this would entail.

Yes: _____ No: _____

Is there a preference? Burial_____ Cremation_____
Other_____

Has a cemetery plot been already purchased? Yes _____ No _____

Location: _____

If no, preferred location: _____

Will there be a Vigil/Viewing: Yes _____ No ____

Location: _____

Date: _____

Time: _____

Nature of Memorial Service

- ❑ Religious preference if any: _____
- ❑ Open or closed to public: Open _____ Closed _____

Is there a religious requirement for burial time frame? Yes: _____ NO: _____

If yes, when will burial or cremation have to be completed by? _____

(This is a pull out work copy, make copies as needed

Burial (graveside) service? Yes _____ NO _____

Fire Department involved? Yes _____ NO _____

Location: _____

Make arrangements for Critical Stress Debriefing support staff to visit family.

Ask if the Fire Department can assist with out-of-town family arrangements.

- ❑ Notifications of Relatives, Friends
- ❑ Transportation

Family wishes to have Bag Piper? Yes _____ NO _____

Name: _____

Are there preferred speakers?

Name: _____

Name: _____

Name: _____

Obtain recent photographs of the deceased for the PIO.

- ❑ Home Photographs
- ❑ Emergency Contact Information Form
- ❑ Recent work Photo's
- ❑ Newspaper/Magazine articles

The meeting will be difficult for both the family and the fire department personnel, but it will be an important step in the eventual recovery of the family. At this meeting, the family should decide how many people would represent them. (A word of caution, this will most likely be an emotional meeting, **the fewer** FD members present; the more constructive the meeting. A large group may make the painful process more difficult to manage.)

It is important that the department explain all options for the family regarding the PSOB benefits [Note: firefighter(s) autopsy not required but highly recommended to be performed], the types of services and potential fire department involvement before any decisions are made. The FLO must be prepared to discuss **all** aspects of the funeral process and counsel the family in its decisions.

One of the most important decisions is the site of the memorial/funeral service. Explain to the family that the traditional fire department service could bring hundreds and possibly thousands of mourners, thus requiring a large venue.

Explain that your department is ready to organize such a large service. Let the family know that if a decision is made to proceed with a traditional line-of-duty service, the family will be consulted on every detail, if desired. This decision must be timely if the fire service is to be notified to assist with accommodations.

BE PREPARED FOR THE POTENTIAL OF BEING BLAMED FOR THE LOSS OF THEIR LOVED ONE. IT IS VERY NATURAL FOR PEOPLE TO FIND SCAPEGOATS IN A TIME OF EXTREME GRIEF. THERE IS ALWAYS A POSSIBILITY THAT THE FAMILY (S) WILL REFUSE ALL FIRE DEPARTMENT ASSISTANCE. IF THIS HAPPENS, CALMLY STATE, "WE RESPECT YOUR WISHES." ALSO, ADVISE THEM THAT IT IS YOUR DEPARTMENT'S INTENT TO MEMORIALIZE YOUR FIREFIGHTER (S) WITH A MEMORIAL SERVICE AND THAT THE FAMILY MEMBERS ARE WELCOME TO ATTEND. EXPLAIN THAT THIS MEMORIAL IS NOT MEANT TO CONFLICT WITH THE FAMILY'S WISHES, BUT THAT IT IS EXTREMELY IMPORTANT FOR GRIEVING FIREFIGHTERS, AND THE FIRE SERVICE, TO PROPERLY PAY TRIBUTE TO ONE OR MORE OF THEIR OWN.

Remember, some religions require that the deceased be buried or cremated within a three-day period of time. If these restraints are present, it becomes even more important that the process moves rapidly.

FLO should also be prepared to assist the family in the after care once the primary services are completed. The surviving family members may need assistance with, but not limited to:

Public Safety Officer Benefit Program
Workers' Compensation
Pension Plan
State/Property Taxes

Life Insurance Policy
Mowing Lawns
House chores
Snow clearing
Children(s) Education Planning
Home security detail

With respect to the benefits (local, state and federal) the family should be directed to work with their Department representative and / or IAFF Local representative to ensure completeness of the materials needed for consideration.

Fallen Firefighter Dress Uniform Program: Any firefighter, killed in the line of duty will be provided, for burial purpose, at the request of the immediate family, a Class-A uniform with rank striping or Maltese Crosses *free of charge.*

If a Class-A uniform is unavailable contact:

Lighthouse Uniform Company
1532 – 15th Avenue West
P.O. Box 19213
Seattle, Washington 98109
1-800-426-5225
light@lighthouseuniformco.com

Firefighter/Family Data Sheet (***Verify ALL information.)***

Firefighter Information (*verify pronunciation of name*)

Firefighter Name: _____ DOB: _____ Age: _____

Department Type: Local State Federal Industrial Brigade

Employment Status: Career Volunteer* Contract Seasonal Inmate
(*includes paid-on-call)

Rank: _____ Years of Service: _____ Religious Affiliation _____

Incident

Date of Incident: _____

Type of Incident:

Haz Mat	Emergency Medical	Natural Disaster	Non-Emerg. FD Duty
MVA	Search/Rescue	Structure Fire	Structure Fire/Arson
Explosion	Training	Vehicle Fire	Water Rescue (nonflood)
Wildland/Grass Fire	Wildland/Grass Fire Arson	Outdoor Fire	Other
False Alarm	Multiple Calls in 24 Hrs.		

Description: _____

_____

_____

Death

Date of Death: _____

Cause of Death:

Asphyxiation	Burns	Cancer	Cardiovascular	Drowning	
Electrocution	Smoke Inhalation	Smoke Inhalation/Burns	Trauma	Heatstroke	Other

Timing of Death: Immediate Within 24 Hours One Week Extended

Location of Death: At Scene Response To/From Station Home Hospital

Department

Name of Dept/Agency: _____

Contact Name: _____ Contact Title: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Department Contact

TYPE	DATE/INIT	SPECIFIC INFO
☐ Chief-to-Chief	_____	_____
☐ Foundation Staff	_____	_____

Special Department Circumstances: _____

_____

_____

Have they filed for PSOB? YES date filed/status: _____

NO Refer to PSOB.

Family Information

NOK

Name: _____

Relationship: _____

Address: _____

_____

Phone: _____

E-mail: _____

Children

Name: _____ Age/DOB: _____

Name: _____ Age/DOB: _____

Name: _____ Age/DOB: _____

Name: _____ Age/DOB: _____

Name: _____ Age/DOB: _____

Name: _____ Age/DOB: _____

Other family members

Name: _____ Relationship: _____

Address: _____

Phone Number: _____ E-Mail: _____

Name: _____ Relationship: _____

Address: _____

Phone Number: _____ E-Mail: _____

Family Contact

TYPE	DATE/INIT	SPECIFIC INFO
☐ Survivor Support Network	_____	_____
☐ Foundation Staff	_____	_____
☐ _____	_____	_____

Special Family Circumstances: _____

_____

_____

_____

_____

Additional Information/Notes/Followup Needed

_____

_____

_____

_____

_____

_____

_____

NOTIFIED:

_____ Executive Director _____ PSOB _____ USFA _____ COPS, if police officer killed/injured in the incident

NFFF PO Drawer 498, Emmitsburg, Maryland 21727 P(301)447-1365 F(301)447-1645

Connecticut State Firefighter's Association Memorial Committee

C/O The Connecticut Fire Academy
34 Perimeter Road
Windsor Locks, CT 06096-1069

Line of Duty Death Notification Form

Full Name of Deceased Firefighter:_____ Rank:_____
(First, Middle, Last)

Date of Incident: _____ Date of Death: _____ Total Years of Service:_____

Sex: M F Date of Birth: _____ Time Fatal Injury(ies) Occurred: _____

Please indicate the classification of the deceased Firefighter:
☐ Career (Paid) ☐ Part-Time (Paid) ☐ Paid-on-Call ☐ Other _____
☐ Volunteer ☐ Wildland (Full-Time) ☐ Wildland (Part-Time) ☐ Wildland (Contract)

Indicate the type of unit that the deceased Firefighter was assigned to for the fatal incident:
☐ Engine ☐ Ladder/Truck ☐ Quint ☐ Heavy Rescue/Squad
☐ FD Ambulance/EMS Vehicle ☐ Command Vehicle ☐ Tanker/Water Tender
☐ Admin/Fire Marshal ☐ Brush/Wildland Apparatus ☐ Aircraft
☐ Firefighter's Personal Vehicle

Was the deceased firefighter operating as a part of his or her regularly assigned company at the time of the fatal incident? ☐ Yes ☐ No If no, please explain (on a separate sheet if necessary)

Please list the deceased firefighter's Next of Kin (spouse, children, surviving parents):

Name	Relationship	Mailing Address

FIRE DEPARTMENT INFORMATION

Fire Department: _____ Name of Contact Person: _____

Address:_____

Phone Number:_____ FAX Number: _____

Fire Chief Name: _____ E-Mail for Contact Person: _____

Categorize the Area Served by Your Department as Primarily: ☐ Rural ☐ Suburban ☐ Urban

Total Number of Active Fire Department members: _____ Social (non-active) members: _____

Type of Department: ☐ Career ☐ Volunteer ☐ Combination (Career and Volunteer)

INCIDENT - Please attach a description or briefly describe how the fatal injuries were sustained. Please note significant factors that may have contributed to the firefighter's death:

TYPE OF DUTY - Please indicate the duty being performed by the Firefighter at the time of the fatal injury:

☐ Responding to an Emergency Incident
☐ Working at the Scene of a Fire Incident
☐ Working at the Scene of a Non-Fire Incident
☐ Returning from the Scene of an Emergency Incident
☐ Training
☐ After an Incident
☐ Other On-Duty Activity
☐ Other _____

Please feel free to attach copies of incident reports, newspaper clippings or any other information that may be helpful to the Memorial Committee.

FIRE CHIEF CERTIFICATION –
I the undersigned, as fire chief of the _____ fire department certify the information contained within this document is to the best of my knowledge, true and is offered for consideration in good faith.

_____ _____
Fire Chief's Signature Printed Name

Revised 3/06

TAB 2

2. Order of Fire Department Notifications:

a. Assistant, Deputy, Battalion, District Chiefs, Captains, Lieutenants
b. IAFF / Union President if applicable
c. Administrative Officers/Secretary/Chaplain
d. Safety and Training Officers
e. Line Officers
f. Line Firefighters
g. Mutual Aid Departments for station coverage

Fire Alarm/Dispatch Notification

(This is a pull out work copy, make copies as needed)

When the Chief of the Department or designee is informed of the death of an active or retired member, the chief or designee will instruct fire alarm/dispatch center to notify the members of the death in the following manner:

Alphanumeric Pager system

Telephone

Audible paging system:

"**Chief_____ of the _____Fire**

Department announces with deep regret the passing of: (please circle)

Chief, Assistant Chief, Deputy Chief, Captain, Lieutenant, Engineer, Firefighter

(Name)_____:

Funeral arrangements are as follows:

Calling hours are from: _____ and _____ at the _____ (Funeral Home), _____ (School), _____(Church).

_____ (Address of location)

Companies are to place the station flags at half staff."

Upon receiving official notification from the Chief of the Department of the death, the station flags will be lowered to half-staff for 30 days from the date of death for a LODD or until the day following the funeral for a non-LODD death.

Selection of the Company Liaison Officer

The Company Liaison Officer is an important position in a line-of-duty death or serious injury incident. The Fire Chief or designee will appoint this person as soon as possible after a death or serious injury.

The Company Liaison Officer (CLO) shall, at a minimum, be responsible for the following:

- Accompany the Chief or designee during the family notification, if possible.
- Conduct a company meeting within **24 hours**.
- Act as the fire department's single point of contact to the company and disseminate information to the members of the fire station.
- Any information/ concerns generated by the company will be forwarded back to the planning committee through the CLO.

Once assigned, the CLO will be available 24 hours a day until after the burial. He/she should be issued communication equipment (cell phone, portable radio, and pager) for the entire process.

The firehouse will now be the focal point of many visitors and media. Attention should be given to taking care of the building, grounds, and apparatus. This may also provide your personnel with some much needed peer to peer time.

In the event of a multiple death or serious injuries, it may be necessary to have more than one Company Liaison Officer (CLO) depending on the circumstances.

As soon as practical after the notifications, it is important that the **CLO** schedule a **Company Meeting.** The meeting will provide important information to the personnel assigned to the fire station and may identify planning and logistics needs as the department prepares for an honorable service(s) for your fallen comrade(s). **CLO at this meeting shall complete the company checklist below.**

Always keep in mind that we are there to facilitate the wishes of the Family.

Company Liaison Officer Checklist

(This is a pull out work copy, make copies as needed)

- ❑ Call for a meeting of all company/station personnel within 24 hours
- ❑ Share as much information as you can with the members of the Fire Station
- ❑ Establish a phone tree/text group or other means to communicate information
- ❑ Conduct a dress uniform inspection
- ❑ Identify needs as soon as possible (ie gloves, badge drapes, bunting, etc)
- ❑ Clean firehouse and apparatus
- ❑ Building bunting
- ❑ Apparatus bunting
- ❑ Establish a quiet room in the firehouse
- ❑ Identify personnel that may speak, present or act as pall bearers
- ❑ Flag ½ staff
- ❑ Watch room manned with vigilance – develop appropriate response policy to the expected outpouring of visitors, gifts, donations, etc.
- ❑ Prepare a media statement (if authorized to do so)
- ❑ Prepare for a CISD visit
- ❑ Coordinate locker clean out and any personnel files maintained in-house
- ❑ Maintain a master list of people, groups, or agencies that should be thanked properly in writing

Line of Duty Death Notification,
Assistance and Investigation Policy

NOTIFICATION

Notification of the IAFF Headquarters of a Line-of-Duty Death

In the event of a line-of-duty death, the local union must notify the IAFF District Vice President and the IAFF and be prepared to supply the following information:

- Member's full name
- Member's age at death
- Member's rank
- Member's Social Security Number (US) or Social Insurance Number (CAN)
- IAFF membership number
- Date of death
- Cause of death (if known)
- Name/Address/Telephone number of spouse (married); parents (single) or next of kin.
- Names/Ages of children
- Local union number, President, Address/Telephone number
- Local union officer serving as PSOB contact
- Name/Address/Telephone number of mayor/local jurisdiction official
- Name/Address/Telephone number of fire chief
- Name/Address/Telephone number of fire chief
- Name/Address/Telephone number of fire chief
- Name/Address/Telephone number of fire chief

The IAFF Division of Occupational Health, Safety and Medicine Line-of-Duty Death Form should be immediately faxed, even if partial information is available, to the IAFF.

Upon receipt of the above information, the General President notifies the General Secretary-Treasurer who notifies, by email and facsimile, all IAFF Vice Presidents, State/Provincial Associations, and when requested, local affiliates. The Vice President of the district where the death occurred will be immediately contacted by email and telephone. Also, when a line-of-duty death notice is sent to the Vice Presidents the full funeral home address and telephone number will be listed in order for flowers to be sent.

Upon receipt of the above information, the Division of Occupational Health, Safety & Medicine, prepares and sends appropriate notifications and condolences from the General President to the following:

- President of the United States/Prime Minister of Canada
- Senators or Member of Parliament from Deceased's State/Province
- Congressman or MLA/MPP from Deceased's Congressional District/Riding
- U.S. Secretary of Labor
- Governor of State/Provincial Premier
- Mayor/Local Jurisdiction Official
- Fire Chief
- Local Union President
- Appropriate Family Member(s)

The IAFF Division of Occupational Health, Safety and Medicine notifies the following:

- All IAFF Departments, including the IAFF Canadian Office which notifies appropriate Federal and Provincial government officials.
- United States Fire Administration
- U.S. Department of Justice, Bureau of Justice Assistance (PSOB)
- IAFF Fallen Fire Fighters Memorial
- IAFF PSOB Coordinator
- IAFF Chaplain
- NIOSH Fire Fighter Fatality Program

Appropriate letters have been developed and electronically maintained for all above categories. Files are maintained in the IAFF Office for later use (e.g. for the IAFF Death and

Injury Survey). The IAFF Division of Occupational Health, Safety and Medicine maintains a computerized data bank of all IAFF line-of-duty deaths.

U.S. PSOB Claims

Upon receipt of the above information, the IAFF Division of Occupational Health, Safety and Medicine provides the local union with appropriate information on the Public Safety Officers' Benefits (PSOB) Program.

The IAFF Division of Occupational Health, Safety and Medicine notifies the PSOB Coordinator of the line-of-duty death and provides the PSOB Coordinator with the above information.

When necessary, and upon the request of the District Vice President, the General President assigns the PSOB Coordinator to assist the local union with the PSOB claim.

The PSOB Coordinator coordinates with the District Vice President and the Division of Occupational Health, Safety and Medicine in working with the local union and the family to assure timely filing of the PSOB claim.

Upon completion of the PSOB case and award of claim, the PSOB Coordinator forwards the claim file to IAFF Division of Occupational Health, Safety and Medicine office for storage and future use. The IAFF Division of Occupational Health, Safety and Medicine maintains all IAFF member claims and benefits since 1976.

Representatives

IAFF attendance at a line-of-duty funeral will include the IAFF District Vice President for the local jurisdiction and, where appropriate, representatives designated and approved by the General President.

Martin E. Pierce Commemorative Line-of-Duty Death Medal

In honor of fire fighters that die in the line-of-duty, the IAFF presents the Martin E. Pierce Commemorative Line-of-Duty Death medal to the family of the deceased. In such cases, the President of the deceased member's local union, or the local president's designee, is responsible for notifying the IAFF as soon as possible that a medal is required.

The surviving spouse or family member of all IAFF members killed in the line-of-duty on or after the August 5, 1990, passage of 1990 Convention Resolution 85 are eligible to receive an IAFF commemorative medal on behalf of all the members of the IAFF at no cost. Affiliates wishing to obtain a commemorative medal for the spouse or family members of an IAFF member, who was killed in the line-of-duty prior to the date of adoption of Resolution 85, must make such a request through the International General President. Upon approval, the local may purchase a medal from the IAFF at cost.

Definition of Line-of-Duty Death

For the purposes of this medal, the line-of-duty death of an IAFF member is defined as one of the following:

- Any death of an IAFF member where the deceased member's family would be eligible for a line-of-duty death benefit under the regulations of the U.S. Public Safety Officers' Benefits program.
- Any death of an IAFF member that has been determined to be a line-of-duty death by his or her local fire department or employer.
- Any death of an IAFF member where the member died of an injury or illness incurred while engaged in emergency or non-emergency duties on the job or as a result of the job.
- Other cases where a local president makes a formal request to the General President, who will evaluate the circumstances surrounding the death of the IAFF member and make a determination based on the facts. Such cases could include the death of an IAFF member resulting from an injury or illness incurred while performing fire fighting or emergency medical duties as a "Good Samaritan" while off duty, or other similar circumstances.

IAFF Fallen Fire Fighter Memorial

In the week following the member's death, the United States and Canadian National Flags, along with the Colorado and member's State/Provincial Flag are to be flown at half-staff at the IAFF Fallen Fire Fighter Memorial in Colorado Springs, Colorado. The names of all IAFF members who died in the line-of-duty will be inscribed on the memorial's Wall of Honor. The IAFF shall honor these members during the annual ceremony at the Fallen Fire Fighter Memorial Grounds. The ceremony will be held in September of each year and will honor those that died during the previous year ending on June 1. During the ceremony, each honored member's name will be read and the family or family representative will receive the IAFF flag in a walnut and glass presentation case.

The Fallen Fire Fighter Memorial will notify the local affiliate and family of the ceremony and collect necessary information for the memorial program and for assisting with program logistics.

IAFF *International Firefighter* Last Alarm

The names of all IAFF members who die in the line-of-duty will be published in the LAST ALARM section of the *International Firefighter*.

IAFF Website

LODD notification and funeral information will be posted on the IAFF website's home page and such information will remain active until the day after the final funeral services. The names of all IAFF members who die in the line-of-duty will be maintained on the website. The IAFF will also maintain a web-based Distribution List service, which allows members to

receive line-of-duty-death announcements via email. The IAFF Fallen Fire Fighter Memorial webpage will include all members names that have been inscribed on the Fallen Fire Fighter Wall of Honor.

Line-of-Duty Death Investigation

The IAFF General President may authorize a line-of-duty death investigation for any incident where there has been multiple deaths, a single death with unusual circumstances, or an incident of serious fire fighter injuries with unusual circumstances. An investigation may be authorized if there is any reason to suspect any one or more of the following conditions:

- The collective bargaining agreement between the jurisdiction and the IAFF local affiliate was violated;
- The fire department produced a biased or inaccurate investigation report;
- Standard operating procedures or fire department policies were nonexistent or not followed properly;
- Applicable OSHA, NFPA or other relevant standards were violated;
- Personal protective clothing or equipment was implicated as being causal in the incident;
- The IAFF local union believes compelling facts surrounding the incident warrant an investigation; or
- The General President believes a line-of-duty death investigation is necessary.

The District Vice President for the local jurisdiction will be kept apprised of any investigation.

The Line-of-Duty Death Reporting Protocol was first adopted by the IAFF Executive Board in January 1989. The IAFF Commemorative Medal was authorized by action of the 40th IAFF Convention in August, 1990 when delegates adopted Resolution 85. The IAFF Executive Board adopted the protocol for qualification and presentation of the medal in December, 1992. The IAFF Commemorative Medal was named the IAFF Martin E. Pierce Commemorative Medal in honor and memory of Secretary-Treasurer Martin E. Pierce at the 43rd IAFF Convention in August 1996. The IAFF Executive Board adopted the IAFF Investigation Policy in July, 1997. The IAFF Executive Board revised and adopted the IAFF Line-of-Duty Death Notification, Assistance, and Investigation Policy in July 1997. The IAFF LODD Reporting Initiative and the IAFF LODD database policies were adopted at the 45th IAFF Convention in August 2000. The policy was further reviewed and revised by the IAFF Executive Board Occupational Safety and Health Committee and Fallen Fire Fighter Memorial Committee. It was approved by the IAFF Executive Board in May 2003.

TAB 3

Proposed Organizational Chart
(This is a pull out work copy, make copies as needed)

LODD Command System

LODD Planning Commander

Public Information Officer **Family Liaison**

Wake **Procession** **Church** **Procession** **Cemetery** **Reception**

Planning

- **Meeting schedule**
- **Protocols**
- **Follow Ups**
- **Develop Ops Plan**

Logistics – Honor Guard

- **Sgt. At Arms**
- **Line up of uniformed personnel**
- **Line up of pipers, bugler, military liaisons**
- **Line up/Staging of Apparatus**
- **Line up flag folding team**
- **Line up Color Team(s)**
- **Line up of Honor Guard(s)**

Resources

- **ID local resources**
- **ID Statewide resources**
- **ID National resources**
- **Provide reference material**

Finances

Planning Committee Contact List

(This is a pull out work copy, make copies as needed)

Title	Name	Cell Phone
Planning Commander	_____	_____
PIO	_____	_____
Family Liaison	_____	_____
Company Liaison	_____	_____
Wake Officer	_____	_____
Procession Officer	_____	_____
Church Officer (Inside)	_____	_____
Church Officer (Outside)	_____	_____
Cemetery Officer	_____	_____
Reception Officer	_____	_____

Title	Name	Cell Phone
Mutual Aid/Standby Officer	_____	_____
Funeral Director	_____	_____
Priest/Church	_____	_____
Local PD Contact	_____	_____
State PD Contact	_____	_____
Transportation Officer	_____	_____
Public Works	_____	_____
EMS Coordinator	_____	_____
Logistics/Resource	_____	_____
Communications	_____	_____
IAFF/Union Rep	_____	_____
Other	_____	_____
Other	_____	_____
Other	_____	_____
Other	_____	_____
Other	_____	_____

Important Management Tools

- **The Incident Command System**, we know it works…use it.
- **Unity of command** - there can be only one boss.
- **Span of control** – No one can successfully manage more than 5 elements.

Command Staff Planning Committee:

- The Planning Committee will meet twice daily at mutually agreed upon times and the LODD plan will be updated at each session.
- Communication is the key to the successful completion of the plan.
- In spite of all the planning SOMETHING(S) WILL GO WRONG.

PLAN ON IT, COUNT ON IT!

Funeral Protocol for Line-of-Duty Deaths

The following protocol is to assist IAFF local affiliates in the event of a line-of-duty death of a member. The following information is solely provided for assistance purposes, each individual affiliate should evaluate its local conditions and utilize, amend or change these recommendations accordingly.

I. NOTIFICATION

A. After the notification of a death of a member, the Office of the Chief of the Department should immediately inform Union Office/Officials and the Fire Department Chaplain.

B. Fire Department should be informed that the local union official(s) wish to accompany those department officials that are dispatched to notify next of kin. After family has been officially notified, the fire department and the local union should notify all on duty members (10-15).

II. PLANNING

A. Local Union President must immediate appoint an individual with the sole responsibility of planning for the deceased members funeral.

B. In order for the local union to be fully prepared the following initial information must be gathered from deceased family as soon as possible. A union/department member should be immediately assigned as a family contact to assist the family and serve as the liaison between the family and those planning the funeral.

- Do they want funeral with full department honors?
- Do they want church funeral? If so, what Church?
- Who is their choice of priest, minister, rabbi, or other religious representative?
- Where is the Funeral Home?
- Who is the Funeral Director?

C. If the family requests a departmental funeral, funeral director should be so notified. The funeral director makes arrangements with the church, cemetery, etc. The union/department should make arrangements for the funeral director to receive deceased's uniform in the event of a departmental funeral or if requested by family.

D. List of pallbearers must be obtained from the family. Honor guard members should be selected, usually chosen from house and company members, and scheduled to stand at casket during viewing at funeral home. For funeral service honor guard and ushers should be selected.

E. Arrangements must begin immediately on site selection for Memorial Service (if planned) and for collation (reception) following funeral/memorial service. Vendors should be immediately solicited for assistance.

F. The local union must determine the availability of the following:

- white gloves
- union pins
- badge covers
- bunting (fire stations/union hall)

G. Determine whether church cards (last alarm) are desired and arrange with printer for production (if cards are to be printed). This must be done immediately to allow for printing time.

H. Secure space from local hotel(s). Remember that fire fighters from throughout the International will attempt to attend funeral. Select one hotel as base for International Principal Officer(s), Vice President(s), and staff.

I. Establish liaison with police department. Request that the police department assist with the following:

- Request that police department send out on police blotter the announcement of line-of-duty deaths including as much detail as possible, including funeral arrangements, department and union address, and local union representative responsible for funeral's phone number.
- Request police to provide detail in marked car at deceased house during entire funeral period.
- Request that police have representative at any planning meeting. They can assist with logistical coordination including traffic, crowd control, out-of-town fire fighters, parking, etc.

III. THE FUNERAL

For line-of-duty departmental funerals the following protocol should be arranged:

A. Funeral Director is responsible and has the primary concern of assisting the family, including bringing them into church, and seating. Department should select Chief-in-Charge for directing and coordinating fire department and fire fighter involvement in funeral.

B. Honor Guard should post colors prior to church service. Honor guard should be posted outside church on both sides of entrance. Department personnel, union officials, fire fighters and civic delegates should line up with honor guard to street. Family passes between ranks. In all instances, family should enter church ahead of any dignitaries. Ushers should keep front right part of church open for members and delegates. After body is greeted all march into church and are seated in the following fashion:

- Fire Chief
- Union President
- International Principal Officer(s)
- Local union officials
- Deceased's Company
- Delegation of department's chief officers
- Members of department
- Members of other fire departments

C. All remain standing until all fire fighting delegations are in place.

D. At conclusion of service, ushers will direct fire fighting delegation to street where they resume original places, facing church, under direction of chief-in-charge. Pallbearers then proceed out of church with body followed by family and other mourners. Chief-in-Charge gives command for salute as body is brought from church and placed in hearse.

E. After services, funeral director assembles procession. Chief-in-Charge directs all fire fighting personnel; proceed by colors to march ahead of procession to designated pass-in-review position. If desired, a designated fire house could be chosen for pass-in-review. Fire house should have apparatus on apron, with all on-duty personnel at attention, bells tolling as procession passes. After pass-in-review procession proceeds to cemetery.

IV. COMMITTAL

A. Chief-in-charge shall be responsible for assembling fire fighters at grave site. It should immediately be determined how many mourners the cemetery and/or grave site area can accommodate. Committal is usually for family and close friends. Apparatus can be detailed to cemetery gates with fire fighters in full dress.

B. Arrangements can be made for bugler for TAPS and sole bagpiper for playing Amazing Grace, or appropriate hymn. Local musicians unions or schools can usually provide these individuals if unavailable on fire or police department.

C. Dismissal from grave site is generally followed by reception.

V. BELL CEREMONY AND PRAYER

A. The ringing of the bell and the Fire Fighter's Prayer are two traditions of the fire service which reflect respect and honor to those who gave their lives to their duty. The ringing of the bell represents the end of the emergency and the return to quarters, and is usually three rings of the bell, three times.

B. Both are provided for local adoption.

VI. PERIOD OF MOURNING AND HONOR

A. After notification of line-of-duty death is completed, flags at all jurisdictions' properties (government center, fire stations, schools, etc.) should be lowered to half-staff in honor of fallen fire fighter.

B. Flags at jurisdiction's properties should remain at half-staff from date of death through the day of committal.

C. Flags at fire stations and union hall should remain at half-staff for a period of 30 days. Funeral bunting, if used, should also remain on fire stations and union hall for 30 days.

D. After notification of line-of-duty death is completed, badge covers should be placed across the face of each member's badge. Badge cover should remain for 30 days.

BELL CEREMONY

The men and women of today's fire service are confronted with a 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, and this is the tradition of the fire fighter.

The fire service of today is ever changing, but is steeped in traditions 200 years old. One such tradition is the sound of a bell.

In the past, as fire fighters began their tour of duty, it was the bell that signaled the beginning of that day's shift. Throughout 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 citizen. 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 fire fighter had died in the line of duty, paying the supreme sacrifice, 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, represents the end of our comrades' duties and that they will be returning to quarters. And so, to those who have selflessly given their lives for the good of their fellow man, their tasks completed, their duties well done, to our comrades, their last alarm, they are going home.

FIRE FIGHTER'S PRAYER

When I am called to duty, God
wherever flames may rage
give me strength to save a life
whatever be its age.
Let me embrace a little child
before it is too late
or save an older person from
the horror of that fate.
Enable me to be alert
and hear the weakest shout,
and quickly and efficiently
put the fire out.
I want to fill my calling
to give the best in me,
to guard my friend and neighbor
and protect their property.
And, if, according to your will,
I am to lose my life,
please bless with your protecting hand
my children and my wife.

TAB 4

Duties, Roles, And Responsibilities

Planning Commander

It is vitally important, to both the immediate family of the deceased, and to the firefighters, that the department provides the best possible tribute to your fallen comrade(s). For this reason it is extremely important that an effective group of planners is gathered to manage all activities. The organizational structure that will become necessary to control and coordinate this effort is patterned after the ICS structure that is utilized to manage major emergency incidents.

A Senior Officer or IAFF Local President should be designated by the Chief, or designee, to lead the Planning Group and take Command of this event. This Officer/Individual will be appointed as soon as possible and have overall responsibility and control of coordinating all activities involving the planning and execution of the plans that provide an appropriate memorial service for our fallen firefighter.

Once the death occurs or **is imminent**, the Planning Group Commander should assign the Division/Group Commanders to appropriate individuals and a staff meeting should be convened to distribute work assignments. It is important that this meeting is called ASAP. The laying to rest of your firefighter will require you to take rapid action. There may be religious reasons that dictate this burial or cremation within three days of death.

The structure provided to the Planning Commander is meant to be a guide. It may be altered as the Officer sees fit. As the overall event Commander, the following are considerations that should be followed as planning progresses:

THE DESIRES OF THE SURVIVING FAMILY ARE PARAMOUNT AT ALL TIMES.

Planners should be aware that open and frequent communication between the Family Liaison Officer and within the Planning Committee is key to successfully coordinating this effort. It is advisable for the Planning Committee to meet once or twice daily. This allows all Division/Group Leaders to see the overall work in progress.

The earlier the team is activated the better. Lost time can never be made up when dealing with this workload in a three to five day window.

This is a complex event to manage. Bring the best talent to the Planning Committee that is available. If needed, break down the planning into Operational Periods, set goals and time frames to accomplish the goals.

Give your Division/Group Leaders authority to select the best people to staff their organizations.

Establish a Call Center to field the influx of resources that will offer support. Then direct the callers/offers to the appropriate Officer.

Remember there is planning support available from other agencies:

CONTACT THE NATIONAL FALLEN FIREFIGHTERS FOUNDATION'S *CHIEF-TO-CHIEF* NETWORK FOR ASSISTANCE (301) 447-1365

Public Safety Officers' Benefit Program
Bureau of Justice Assistance
Washington D.C. 20531
(202) 307-0635 or *Toll Free* (888) 744-6513 (8:30 – 5:00 Monday – Friday EST)
Fax # (202) 616-0314

Regional PSOB Coordinator for IAFF Affiliates
Larry Curran
1-617-288-2100

(Check for regional coverage)

- IAFF / Union affiliate
- Dept. of Justice Response Team [CT LAST: Jim McLoughlin – City of Hartford FD]
- National Fallen Firefighter Foundation
- International Association of Fire Fighters
- International Association of Fire Chiefs
- Other FDs that have experienced an LODD

THE DETAILED GUIDE

(This is a pull out work copy, make copies as needed)

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.

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			
ID Budget (FD, Union, City, other)			
ID PIO & use of photos			
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			

(**This is a pull out work copy, make copies as needed**)

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			
Military rifle salute			
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 and Flag Folding Team			
Confirm transportation needs for VIPs			
Confirm transportation for clergy			
Transportation acquisition			
Determine # of apparatus			
Determine # and placement of color guards			
Clean & polish apparatus			
Confirm # and order of eulogies			
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			
Create and install signs to direct out of town attendees			
Confirm any special religious nuances			
Establish daycare for department children for all phases			
Plan for the weather (i.e. heat, cold, sun, rain)			
Establish a Call Center to track and direct resource offers			

TAB 5

Public Information Officer (PIO)

The Public Information Officer is established primarily to coordinate and disseminate all information regarding a line-of-duty death or serious injury sustained to a firefighter(s). The PIO will report directly to the Chief and or Planning Commander during the service preparation phase.

RULE NUMBER ONE – THE NAME (S) OF INJURED OR DECEASED FIREFIGHTER (S), DISPATCHER (S), OR CIVILIAN EMPLOYEE (S) WILL NOT BE RELEASED, WITHOUT CONSENT FROM THE OFFICE of CHIEF MEDICAL EXAMINER AND ONLY AFTER POSITIVE IDENTIFICATION HAS BEEN ESTABLISHED BY THE MEDICAL EXAMINERS OFFICE AND FAMILY NOTIFICATION HAS BEEN MADE.

Think of how tragic it would be if the media informed the family of the loss.

(This is a pull out work copy, make copies as needed)

The responsibilities of the PIO include but are not limited to:

The coordination and/or presentation concerning **all** media contacts

- ❑ Interviews
- ❑ News conferences
- ❑ Written news/press releases

Notification of the death and pertinent information to:

- ❑ Major State Fire Departments
- ❑ U.S. Department of Justice: Line-of-Duty Death **(202) 307- 0635**
- ❑ National Fallen Firefighters Foundation:
  Telephone **(301) 447-1365, FAX (301) 447-1645**
- ❑ Public Safety Officers Benefit Program:
  Telephone **(888) 744-6513, FAX (202) 307-3373**
- ❑ Federal OSHA
- ❑ City Official(s)
- ❑ Elected Officials
- ❑ IAFF / Union President
- ❑ Mutual Aid Departments

Rapid notification to important State and Federal politicians is very important if you desire their participation. They need as much lead-time as possible to adjust their schedules.

Establish information telephone numbers for:

- ❑ Recorded information
- ❑ Live contact person

Develop a complete biography of individual(s) and recent pictures to be used:

- ❑ By the press, newspapers
- ❑ Ceremonies (collage, portraits)

Preparation of a press kit that will include:

- ❑ Biography(s)
- ❑ Pictures
- ❑ Service information
- ❑ Maps

Consider the use of pool coverage

- ❑ Notify the Radio, Television and News Association

Notification needs to be done ASAP

- ❑ Manage media viewing area at service and burial. Media should not be in a position that would detract from the service in any way.
- ❑ Work with the media, not against them. Good coverage will help in the tribute to your fallen comrade.

Preparation of printed service programs for:

- ❑ Viewing
- ❑ Memorial
- ❑ "Last Alarm Cards"

Coordinate with FD video section for taping of events.

Communicate with Family Liaison Officer

Communicate with the Company Liaison Officer

TAB 6

Logistics / Resource Officer

The Logistics / Resource Officer is established to coordinate, procure and disseminate all items requested to support the operation from the beginning to the conclusion. Logistics / Resource will report directly to the Chief and or Planning Commander during the preparation phase.

Items of interest may include but not limited to:

- ☐ Refreshments at the wake, church and cemetery
- ☐ Porta potties
- ☐ Tents for rain cover or shade
- ☐ PA system (church and/or cemetery)
- ☐ Jumbo-trons
- ☐ Portable radios – consider outside agencies as well (i-Call / i-Tac)
- ☐ Bag Piper or Pipe Bands
- ☐ Media staging location platforms
- ☐ Caisson platforms Bunting for apparatus / stations
- ☐ Casket Flag(s)
- ☐ Bugler
- ☐ Flyover
- ☐ Badge drapes
- ☐ White gloves
- ☐ Multiple sets of flags
- ☐ Large Flag for display from Aerial devices
- ☐ Buses / Transportation Needs
- ☐ Staging Location
- ☐ Weather reports for each operational period

TAB 7

Wake Officer

The Wake Officer works directly with the funeral director to assure (1) the funeral director has direct input into the Planning Committee and (2) all the needs of the family regarding the wake are met. Note: Most funeral directors do not have any experience in dealing with a LODD and the volume of people likely to attend.

The Wake Officer will prepare a detailed report for the Planning Committee confirming the date, hours and location of the wake, direction to get to the wake, parking locations for the wake, and scheduling / managing the flow of shuttle buses.

The Viewing/Vigil Division will be established if service is desired by the family(s). This Division will work very close with the Funeral Director(s) at all times must keep Funeral Director(s) informed of any changes.

It is the responsibility of the Wake Officer to provide Honor Guards for posting at or near the casket (one at each end of the casket). Rotate guards every 15 minutes. Coordinate with the Family Liaison Officer if there are preferred individuals by the family. Also coordinate with the Company Liaison for company members wishing to serve.

CISM members should be on site for counseling, if necessary.

Wake Officer Planning Elements

(This is a pull out work copy, make copies as needed)

Needs to consider:

Preplan

- ☐ PD to secure family home during wake
- ☐ ID any family special Needs
- ☐ Review building layout of funeral home
- ☐ ID flow of attendees
- ☐ ID parking
- ☐ Need for shuttle buses
- ☐ Obtain aerial photographs of the area and outline traffic flows
- ☐ Special lighting needs
- ☐ Plan a staging area for the media
- ☐ Review seating arrangements
- ☐ Quite room for family
- ☐ Separate room for Honor Guard
- ☐ Special Announcements
- ☐ Shelter form weather / porta-potties
- ☐ Color Guard Note: pre-posting flags behind the casket is highly recommended
- ☐ Honor Guard
- ☐ Review casket vigil protocols
- ☐ Honor Guard Schedule
- ☐ Assign casket vigil gatekeeper
- ☐ Practice casket vigil
- ☐ Presentation of fallen FF pin

Action Plan

- ☐ Assembly of Apparatus
- ☐ Assembly of FD: location & time
- ☐ Staging out of town FFers
- ☐ Processional drummers
- ☐ Maintaining ranks outside Funeral Home using Sgt. at Arms
- ☐ Have portable radios w/ ear pieces and establish communication protocols for inside and outside operations
- ☐ Special escorts for VIPs and dignitaries
- ☐ Assure media remains in their designated area
- ☐ Other
- ☐ Other
- ☐ Other

(This is a pull out work copy, make copies as needed)

WAKE	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			
Quite 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 • Review casket vigil protocols (See attachment) • Assign gatekeeper to assist casket vigil changes • 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			

Sample Casket Vigil Schedule

4:00 pm	_____	**6:00 pm**	_____
4:10 pm	_____	**6:10 pm**	_____
4:20 pm	_____	**6:20 pm**	_____
4:30 pm	_____	**6:30 pm**	_____
4:40 pm	_____	**6:40 pm**	_____
4:50 pm	_____	**6:50 pm**	_____
5:00 pm	_____	**7:00 pm**	_____
5:10 pm	_____	**7:10 pm**	_____
5:20 pm	_____	**7:20 pm**	_____
5:30 pm	_____	**7:30 pm**	_____
5:40 pm	_____	**7:40 pm**	_____
5:50 pm	_____	**7:50 pm**	_____

TAB 8

Procession Officer

The Procession Officer will work closely with local and state police and identify the routes to be used from the funeral home to the church and the church to the cemetery. All intersections that must be closed need to be identified. Procession information needs to be provided to the PIO to outline any streets closures to the media. Maps and aerial photographs outlining the route will prove to be helpful. Key elements are to confirm direction and placement of the family in the procession both arriving at the church and at the cemetery.

The Procession Officer will prepare a detailed report for the Planning Committee confirming the targeted departure time from the funeral home and direction of travel to the church. Additionally the direction of travel to the cemetery will also be outlined.

Coordinate with school district officials for the use of schools to be utilized as a service hall(s) to accommodate large numbers of guest and firefighters.

American Flag Display for Truck Companies

Designate apparatus order for all processions. Designate route of procession. If possible, the procession should proceed past deceased's station, and as many stations as possible.

If possible, the procession should go through downtown, to allow the public to be involved in the ceremony.

Preplan

- ☐ Prepare handout maps outlining the procession routes
- ☐ Assembly of procession and line up
- ☐ Porta Potties
- ☐ 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
- ☐ Assign buses for the Honor Guard, Pipe Band, and color teams

Recommended Procession Assembly

(This is pullout work copy, make copies as needed)

Police Escorts
Local / State Police Escorts
Motorcycles and cruisers

Other PD Units

Color Guards

Host Fire Department
Host Police Department
Mutual Aid Departments
Local / State Police
All other FD fire color guards
All other PD color guards
EMS Color Guards

Pipes and Drum Corps

Dignitaries
IAFF / Union Representation
State Association
City Officials
State Officials

Clergy

Fire Apparatus

Car 1
Staff Vehicles

Caisson Engine (Pallbearers)

Family Limos

Family with Chief

Marching Contingent

Host Fire Department

Uniformed Personnel
(Four wide – Dress right dress)

FD Retirees

Local Police Department

Mutual Aid Departments

All other FD units

For Large Processions

(Continue to alternate)

Color Team

Uniformed Personnel

Color Team

Uniformed Personnel

Color Team

Uniformed Personnel

Color Team

Uniformed Personnel

TAB 9

Church Officer

The Church Officer will work directly with the priest or his designee to outline the enormous scope of what will be happening at the church. Most churches do not have any experience in dealing with a LODD and the logistics of the funeral process. Use of aerial photographs will be helpful.

The Church Officer will prepare a detailed report for the Planning Committee confirming the staging of uniformed personnel, direction of arrival at the church, casket movements, seating at the church, and departure elements from the church.
Use of aerial maps is helpful.

Due to the complexity of tasks to be achieved at the church, **it is *highly recommended* that a second detail officer be assigned to the Church Officer. One officer is needed to manage the operation and flow of personnel outside the church and a second officer is needed to manage the operation and flow of personnel inside the church**, The roles are indicted below with either an (I) for inside or (O) for outside.

(This is a pull out work copy, make copies as needed)

Preplan:

- ☐ (O) PD to secure home during funeral
- ☐ (O) Obtain aerial photographs
- ☐ (O) Procession arrival and parking at church
- ☐ (O) Special color guard transportation
- ☐ (O) ID two aerials for the flag [Field of stars faces to the east or north]
- ☐ (O) Organize flag display
- ☐ (O) Organizing FFers outside the church using Sergeant-at-arms
- ☐ (O) Arrival of procession at church
- ☐ (O) Rendering of salute by FD personnel
- ☐ (O) Review and practice prior to processions arrival
- ☐ (O) Arrival ceremonial salute protocol
- ☐ (I/O) Escorts for VIPs / family
- ☐ (I/O) Any special requests of the family
- ☐ (I/O) Contact local school system for PA system: Yes_____ NO_____
- ☐ (I/O) Use of public address system outside the church
- ☐ (I/O) Designated area for media (Need to assure they stay put)

- ☐ (I/O) Exiting church protocol
- ☐ (I) Preplan church seating and use of ushers
- ☐ (I) Seating of attending Chiefs, officers, FFers
- ☐ (I) Seating of civilians
- ☐ (I) Reading of Fireman's Prayer
- ☐ (I) Confirm the number of eulogies with the clergy
- ☐ (O) Loading personnel into buses and procession to the cemetery
- ☐ (O) Food / water for firefighters remaining outside
- ☐ (O) All Honor/Color Guards line up on the **same side of entrance,** uniformed personnel line up across the street.

If outdoors, there are special needs:

- ❑ PA system (Explore local school system)
- ❑ Tents (Check with the regional USAR team)
- ❑ Porta-potties
- ❑ Water

Conduct any rehearsals deemed necessary.

There should be ALS/BLS ambulances standing by.

Eulogy presenter - **should be strong, and <u>well prepared.</u>**

Based on the event the family will sit on side of lecturer and Fire Department members will sit on opposite side.

Possible Order of Service

Note: This outline is simply a guideline. The final format rests clearly with the family and the church.

Invocation

Prayer:

Preferred religion Priest/Pastor/Padre/Clergy/Minister
Fire Department Chaplain

Opening remarks/greetings

Special music

Scripture reading/minister's remarks

Speakers:

a. Town/City Manager, Town/City Administrator, Mayor

b. Elected Officials

c. Any State or Federal politicians

d. Family representative(s)

e. Union/Association representative(s)

f. Fire Department representative's

g. Friend(s)

Eulogy – Chief of the Department or **by request of the family**

Special music

Presentations

Closing remarks/prayer

Firefighters Prayer

Last Alarm Ceremony

Ringing of box number (bell needed)

Bagpipes plays:

- ❑ "The Fallen Warrior" (family members entering the building)
- ❑ "Amazing Grace"

"Last Alarm" cards

Passing out of "Last Alarm" cards for firefighters outside of memorial service. Have some "Last Alarm" cards available at the reception also.

<u>"Last Alarm" Ceremony</u>

Chaplain or Department member recites:

Throughout most of history, the life of a firefighter has been closely associated with the ringing of a bell. As he/she began his hours of duty, it was the bell that started it off. Through the day and night, each alarm was sounded by a bell, which called him/her to fight fire and to place his/her life in jeopardy for the good of his/her fellow man. And when the fire was out and the alarm had come to an end, the bell rang three times to signal the end.

And now our Brother/Sister (name) _____ has completed his/her task, his/her duties well done, and the bell rings three times, followed by a pause, three times, followed by a pause, and three time in memory of, and in tribute to his/her life and service.

<u>Inside Service:</u> Firefighters are to remain seated

<u>Outside Service:</u> Officer in charge calls firefighters to attention. Honor/Color Guard and Firefighters called to present arms.

Bell is struck three times or the last box number (box 761, box 15, box 251 etc.)

Honor/Color Guard and Firefighters called to order arms.

Firefighters seated.

(This is a pull out work copy, make copies as needed)

FUNERAL & PROCESSION	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			
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 salute by FD personnel • 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 system outside the church			

TAB 10

Cemetery Officer

The Cemetery Officer works with the funeral director and superintendent of the cemetery to assure proper arrival at the cemetery, placement of personnel within the cemetery and travel within the cemetery.

The Cemetery Officer will prepare a detailed report for the Planning Committee confirming the direction of arrival at the cemetery, which entrance will be used, the placement of vehicles, uniformed personnel, VIPs, and civilians, the movement of the casket through the cemetery, and the sequence of events at the gravesite.

The graveside service normally consists of a short religious service and several Fire Department protocols.

Remember, the arrival at the cemetery is a very difficult time for family members. A long wait before the service begins can cause a great deal of anxiety. If an extremely long motorcade or delays are anticipated, it may be advisable to arrange for a family waiting room. It is **imperative** to have a parking plan at the cemetery. Cemeteries usually have traffic plans and know exactly how many vehicles can be accommodated check with superintendent of cemetery.

- ❑ Assembly:
  - o Family
  - o Friends
  - o VIPs
  - o Fire Department Personnel
  - o Fire Department Honor Guard
  - o Visiting Firefighters
  - o Visiting Honor Guards
  - o Pipe Band

(This is a pull out work copy, make copies as needed)

Needs to consider:

- ❑ PA system
- ❑ Porta-potties
- ❑ Water
- ❑ Power
- ❑ Tents / Shade
- ❑ Provide / distribute directions and maps to location of reception.
- ❑ Arrange for seating for at least family and VIPs

- ☐ Arrange for Medical/EMS Stand-By
- ☐ Provide Water/ Heat depending on weather conditions
- ☐ Provide a parking plan
- ☐ Media Placement (Preferred behind the family)
- ☐ Apparatus pre-placement
- ☐ Procession past fire house
- ☐ Arrival of procession
- ☐ Drop off location and parking of buses
- ☐ Assembly of FFers 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 detail
- ☐ Confirm cues for bugler - Taps
- ☐ Flag folding
- ☐ ID location
- ☐ Reading of the folds
- ☐ Presentation of the flag
- ☐ Confirm cues for Bell Ringing
    - Badge number
    - Box number
    - 5-5-5-5
    - 3-3-3
- ☐ Last alarm – Radio call, pager tone out, final dispatch announcement
- ☐ Confirm cues for Bag Piper to play Amazing Grace
- ☐ Announcements
- ☐ Services are concluded
- ☐ Invitation to reception
- ☐ Uniformed personnel are dismissed
- ☐ Transportation to reception

(This is a pull out work copy, make copies as needed)

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 • ID location • Reading of the folds • Presentation of the flag			
Confirm cues for Bell Ringing - 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 • Services are concluded • Invitation to reception • Uniformed personnel are dismissed			
Transportation to reception			
Reception			
Have CISM resources available			

Potential Graveside Services

Opening prayer

Scripture reading

Committal reading, closing prayer (firemen's prayer if the prayer was not stated at church service)

Present Arms

Rifle Team

Taps

Flag folding: Honor Guard

Flag presentations by Chief or designee (presenter, ceremonial present arms, then **slowly** ceremonial order arms.)

Coordinate flag presentation to family.

The Chief of the Department or designee, who will present the American Flag and state;

"This flag is presented to you on behalf of _____ department in our appreciation for the honorable and faithful service, and ultimate sacrifice of (name) _____."

Consider the presentation of pre-folded flags to surviving children.

Present badge, nametag, and department patch cased to the family.

Arrange for helicopter / aircraft fly over if desired

Bagpiper/ Gaelic Brigade "Amazing Grace"

Dismissal

TAB 11

Reception Officer

The Reception Officer needs to secure a staging area for arriving out of town uniformed personnel and a venue to have a reception following the services**. It is recommended that the arriving personnel staging area and reception be located at the same facility and that uniformed personnel be bused from the staging / reception area to the procession step off location and back to the staging/reception area from the cemetery.**

Secure a facility large enough to hold hundreds or potentially thousands of Firefighter's (local schools, theaters, hotels with conference centers, churches); **you may need to go outside your community.** Ensure the facility is large enough to handle anticipated large numbers. You may have to plan for overflow.

The Reception Officer is responsible for the following but not limited to:

It is the responsibility of this Division to organize and provide food and refreshments at a reception at the conclusion of the burial service. This will probably take place at a location away from the cemetery. Food and beverage services maybe needed between morning and afternoon funeral services or following a funeral service at one or more location.

Consider help from Fire Department Ladies Auxiliary or Auxiliary of mutual aid companies, the Red Cross, Salvation Army, or a professional caterer. Depending on the cause, and number of personnel involved in a line-of-duty death or serious injury, the number of out-of-town guests could range from a few hundred to several thousand.

Attempt to keep track and accountability of all expenses for the services

Contact local taxi, bus company and transportation provider for assistance for traveling firefighters

Keep record of all financial cost when possible

TAB 12

After Care and Support

Support of the family continues long after the funeral is completed.

It is the responsibility of the Fire Department to assist the surviving family(s) and department members during their recovery from the devastating event of a line-of-duty death or serious injury. There will be many details, paper work, and steps that the department can assist the family with. This assistance may extend over a length of time.

The Family Liaison Officer is charged with providing the necessary assistance. This officer may need to select individuals with special expertise to assist in this function.

After care may require a generous time commitment, but as details are handled the workload will diminish.

The surviving family(s) should always be considered one of our own and to reduce the risk of the family members suffering from Post Traumatic Stress Disorder. This is what we would like the Department to do for our families if we were the fallen member.

Establish weekly visits of firefighters or spouses to give the surviving spouse a 'time out".

Invitations to Fire Department functions: This is important – the family should never feel that they are not still included in our Fire Department family.

After care responsibilities include, but are not limited to:

- **Anniversary of the Death or Incident**
- Phone call to say hi and to check on family status
- Child Care
- Mowing lawns /snow removal
- Household maintenance
- Painting- interior/exterior
- Children(s) birthdays
- Holidays

Insurance:

- ❑ Health
- ❑ Medical
- ❑ Supplemental Insurance: AFLAC, Combined, etc.

Assisting the family(s) with the completion of all forms for benefits:

With respect to the benefits (local, state and federal) the family should be directed to work with their Department representative and / or IAFF Local representative to ensure completeness of the materials needed for consideration.

Federal:

Public Safety Officers' Benefit Program
Bureau of Justice Assistance
Washington D.C. 20531
(202) 307-0635 or *Toll Free* (888) 744-6513 (8:30 – 5:00 Monday – Friday EST)
Fax # (202) 616-0314

LAST Team facilitates the assistance with the PSOB process
CT – LAST Coordinator: James McLoughlin; City of Hartford Fire Department
Cell phone: 860-930-3250 Email: cthonorguard@comcst.net

Non-Profit Organization Benefits:

The Hundred Club
Deferred Compensation
Assisting with taxes
Review of all bills before payment by survivors for legality, honesty, and accuracy, this should include last illness, previous debts, and funeral expenses. Some bills may be covered by insurance, or otherwise not legally due.

Change of titles and bank accounts

Grief Counseling & Survivor's Support Network

National Fallen Firefighters Foundation
16825 South Seton Avenue
Post Office Drawer 498
Emmitsburg, MD 21727
Phone: (301) 447-1365
Fax: (301) 447-1645
www.firehero.org

Northeast Critical Stress Debriefing (1-800-827-1448)

At some point the deceased's locker will need to be cleaned out and the contents returned to the family. It is the FLO and CLO's responsibility to do this. It is advisable that the contents are screened prior to sending to the family.

Additional Information
Review the "References Section" contained in this manual.

W. H. "Howie" McClennan Scholarship

Purpose:
The W. H. "Howie" McClennan scholarship provides financial assistance for sons, daughters or legally adopted children of fire fighters killed in the line of duty planning to attend a university, accredited college or other institution of higher learning.

Application Deadline: February 1 **Amount of Scholarship:** $2,500/year

Award Dates:
Scholarships are awarded annually, on or before August 1 for the proceeding academic year. They may be renewed (if approved) up to four consecutive years.

Selection Criteria:
Awards are based on financial need, aptitude promise and demonstrated academic achievement. For a complete description of selection criteria, download the Scholarship Rules and Regulations at www.IAFF.org.

How to Apply:
To obtain a McClennan Scholarship application please call the IAFF Department of Education at 202-824-1533

All applicants, both new and renewal applicants, must submit all application materials. Applications materials include:

- A completed Scholarship Application Form.
- An official copy of a school transcript and grade report from the school currently attending or most recently attended. The official school transcript should list all grade points earned and academic course work completed to date.
- A brief statement (about 200 words) prepared by the applicant that indicates their reasons for wanting to continue their education.
- Two letters of recommendation from a teacher, school administrator, counselor, clergy, work supervisor or military supervisor (active, reserve or National Guard) who can address the qualifications and academic aptitude of the scholarship applicant. The required letters of recommendation may not be from immediate family members, close family friends, blood relatives, or relationships by marriage.

Send To:
W. H. "Howie" McClennan Scholarship
Office of the General President
The International Association of Fire Fighters
1750 New York Avenue, N.W.
Washington, D.C. 20006

TAB 13

Line-of-Duty Death or Serious Injury Investigation

In the event of a line-of-duty death or serious injury to one or your firefighter(s), EMS provider(s), dispatcher(s), or civilian employee(s), the department must take immediate steps to ensure that the incident is accurately documented and investigated. This action is conducted to protect the interests of the deceased or seriously injured, the surviving family (PSOB program), and your State Fire Marshal Office must be notified of the death(s) or serious injury(s).

As soon as possible after a line-of-duty death(s) or serious injury(s) **occurred**, the Fire Chief should assign an Investigation Team to conduct an investigation of circumstances of the event. The objective of this team shall be to thoroughly analyze and document the events leading to the death or serious injury.

A secondary objective shall be to obtain, document and secure evidence, which may be a necessary factor in any regulatory action or litigation resulting from incident.

An officer designated by the Fire Chief shall direct the investigation of incidents involving the death or serious injury to fire department members. The investigation team to shall report through the designated team leader, who shall be responsible for the management of investigative process.

To accomplish this, there will be an Incident Investigation Team pre-designated for use in these types of emergencies. The team shall be made up of (but not limited to.)

1. Assistant/Deputy Chief (appointed by the Chief),

2. Officer-in-Charge of Fire Investigation

3. Officer-in-Charge of Fire Training

4. Officer-in-Charge of EMS Training

5. Member from the Office of Chief Medical Examiner

6. Fire Departments Safety Officer

7. Local / State Law Enforcement Agency

8. IAFF / Union Health & Safety Representative

.

The Officer in charge should call the activation of the team. The team should then meet at the scene of the incident as soon as possible.

The initial collection of facts, preservation of evidence, and the appropriate agency notifications shall be the responsibility of the Incident Commander until the time the team can take over.

The following is a list of items that should be addressed:

Immediate Action: (but not limited to)

SECURE THE SCENE. No unnecessary disturbing of the scene should take place.

- ❑ Remove all non-essential personnel.
- ❑ Designate one point of entrance and exiting
- ❑ Log all personnel entering and exiting the scene
- ❑ PD assigned to standby and secure the scene

IMPOUND ALL SAFETY EQUIPMENT that was used by your firefighter(s):

- ❑ SCBA
- ❑ Turnouts
- ❑ Helmet
- ❑ Gloves
- ❑ On/off duty clothing member was wearing
- ❑ Tools/Specialty equipment

These items may need to be sent for testing.

Have a video and still picture record made of the site.

Secondary Action (but not limited to:)

- Obtain audiotapes of the incident.
- Request written transcripts with times of radio transmissions.
- Impound all written forms used in the incident.
- Incident Work Sheets:

  Personnel Accountability Forms

  NFPA Fire Investigation Form

  Federal OSHA

  U.S. Fire Administration **(301-447-1272)** 8:30 – 5:00 EST
  (301-447-1000) after work hours

  NIOSH

  Bureau of Alcohol, Tobacco, and Firearms (ATF)

  NHSP/ Local Law enforcement agency (if there are suspicious circumstances)

  Federal Emergency Management Association (FEMA)

  PSOB Program **Fax # (202) 616-0314**

Other governmental agencies, which may be involved in investigation:

National Institute for Occupational Safety and Health
Occupational Safety and Health Administration
Law enforcement agencies
International Association of Fire Chiefs
International Association of Fire Fighters

Obtain written statements from all directly involved individuals. It is preferred that these statements be completed prior to the release of members at the end of fire or EMS incident. If this is impractical, the statements should be provided within twenty-four hours. These statements are confidential and are not to be reviewed by any individual, including Supervisors. These documents are to be sealed and turned over to the Incident Investigation Team.

Setup interview teams for all companies on the scene.

Interview all individuals on scene

Reconstruct the scene from statements

Have diagrams and designs of the fire scene for interviews

Review the autopsy report in the event of death (one should be required)

Write a final report

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 the recommendations for 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 investigation and/or provide technical consultation when necessary.

Injury/Death Investigation Checklist

Safety Equipment Impound Check Sheet
(This is a pull out work copy, make copies as needed)

If a single or multiple, seriously injured or deceased firefighter(s) are transported to medical facilities for treatment, and you cannot secure the firefighter(s) personal protective equipment (PPE), you need to call the hospital, local fire department, or State Fire Marshal to assist with impounding and securing all PPE.

When impounding safety equipment, place equipment into CLEAR, heavy-duty plastic bag(s) and secure the plastic bag with an evidence tag from local Law Enforcement.

- **Impound ALL Safety Equipment that was used by your firefighter(s).**

- ❑ **SCBA -** to include Mask, Straps, Regulator, Harness, Bottle, and Pack.

  Location Secured: _____

  Timed Secured: _____

  Date secured: _____

  By Whom: _____

- ❑ **Turnout/Bunker Coat** - to include liner(s) and tools attached

  Location Secured: _____

  Time Secured: _____

  Date Secured: _____

  By Whom: _____

- ❑ **Turnout/Bunker Pants** – to include liner(s), boots leather/rubber, suspenders.

  Location Secured: _____

  Time Secured: _____

  Date Secured: _____

  By Whom: _____

- ❑ **Helmet** – to include liner(s), strap, and shield (Borks).

  Location Secured: _____

  Time Secured: _____

  Date Secured: _____

  By Whom: _____

- ❑ **Gloves** – attempt to secure both gloves.

  Location Secured: _____

  Time Secured: _____

  Date Secured: _____

  By Whom: _____

- ❑ **Specialized Equipment** – to include hand, electrical, and power tools

  Location Secured: _____

  Time Secured: _____

  Date Secured: _____

  By Whom: _____

TAB 14

References

(This is a pull out work copy, make copies as needed)

Websites

www.ct.gov/cfpc

www.firehero.org

www.ojp.usdoj.gov/BJA/

www.iafc.org/publications.cfm

www.cdc.gov/niosh/implweb.html

www.usfa.fema.gov

www.firehouse.com

www.usfa.fema.gov/ffmen

www.nvfc.org/funeral.htm

www.upffa.org

www.iaff.org

www.ctdol.state.ct.us/osha

www.hundredclubofct.org

Benefit Information

Public Safety Officer Benefit Program

The Public Safety Officers' Benefits (PSOB) Act (42 U.S.C. 3796, et seq.) was enacted in 1976 to assist in the recruitment and retention of law-enforcement officers and firefighters. Specifically, Congress was concerned that the hazards inherent in law-enforcement and fire suppression and the low level of state and local death benefits might discourage qualified individuals from seeking careers in these fields, thus hampering the ability of the communities to provide for public safety.

The PSOB Act was designed to offer peace of mind to men and women seeking careers in public safety and to make a strong statement about the value American society places on contributions of those who serve their communities in potentially dangerous circumstances. Each year PSOB Program receives substantial information about line-

of-duty deaths that is used to enhance public safety officer training. PSOB Program also encourages public safety agencies to adopt moral policies that can help guide and agency through the tragic event of a line of duty death.

The PSOB Program, a *public safety officer* is a person serving a *public agency* in an official capacity **with or without** compensation, as a law enforcement officer, firefighter, or a member of a public rescue squad or ambulance crew. Law enforcement officers include, but are not limited to, police, corrections, probation, parole, and judicial officers. ***Volunteer Firefighters and members of volunteer rescue squads and ambulance crews are covered under the program if they're officially recognized or designated members of legally organized volunteer fire departments, rescue squads, or ambulance crews.***

The PSOB Program provides a one-time financial benefit to the **eligible survivors** of public safety officers whose deaths are the direct and proximate result of a traumatic injury sustained in the line of duty. The PSOB Program provides the same benefit to public safety officers who have been permanently and totally disabled by a catastrophic personal injury sustained in the line of duty if that injury permanently prevents the officer from performing **any** gainful work.

On December 15, 2003, President Bush signed into law legislation amending the current federal death benefit for public safety officers killed in the line-of-duty. The Public Safety Officers' benefits (PSOB) Program will now cover deaths from heart attacks or strokes while engaged in non-routine stressful or strenuous emergency response or strenuous physical activity. The law also includes deaths while still on duty after such duties or within 24 hours.

This new law is not retroactive and applies only to deaths from December 15, 2003, forward. **The one-time Federal death benefit increased to $295,194.00 as of October 1, 2006.** The government adjusts the rate each year based upon changes in the Consumer Price Index.

PSOB/PSOEA Fact Sheets

IAFF Department of Occupational Health and Safety Summary of the Federal (U.S.) Benefits for Public Safety Officers PSOB and PSOEA Programs

I. Summary of the PSOB Law

The Public Safety Officers Benefits Act, (42 USC 3796, Public Law 94-430) became law on September 29, 1976. The legislation provided for a $50,000 death benefit for fire fighters (paid

and volunteer) and law enforcement officers that died in the line-of-duty (emergency or non-emergency) from a traumatic injury. On December 15, 2003 the Act was amended to cover deaths from heart attack and stroke occurring in the line-of-duty. The Act does not cover deaths resulting from occupational illness or pulmonary disease unless a traumatic injury is a substantial factor to the death.

On November 11, 1988, the benefit was increased from $50,000.00 to $100,000.00 and made retroactive to June 1, 1988. The dependency test for parent(s) was eliminated. Additionally, it provided that on October 1, 1988 and every year thereafter, the benefit would be increased to reflect any increase in the consumer price index. On October 26, 2001, as part of the Patriot Act of 2001, the benefit was increased to $250,000 and made retroactive to January 1, 2001. The following summarizes the benefit payout since the enactment of the Act:

- **Sept 29, 1976 $ 50,000.00**
- **June 1, 1988 $100,000.00**
- **October 1, 1988 $103,890.00**
- **October 1, 1989 $109,460.00**
- **October 1, 1990 $114,235.00**
- **October 1, 1991 $119,894.00**
- **October 1, 1992 $123,520.00**
- **October 1, 1993 $127,499.00**
- **October 1, 1994 $130,416.00**
- **October 1, 1995 $134,571.00**
- **October 1, 1996 $138,461.00**
- **October 1, 1997 $141,556.00**
- **October 1, 1998 $143,943.00**
- **October 1, 1999 $146,949.00**
- **October 1, 2000 $151,635.00**
- **October 1, 2001 $154,199.00**
- **October 26, 2001 $250,000.00 (retroactive to 1/1/01)***
- **October 1, 2002 $262,100.00**
- **October 1, 2003 $267,494.00**
- **October 1, 2004 $275,658.00**

- **October 1, 2005 $283,385.00**
- **October 1, 2006 $295,194.00**
- **October 1, 2007 $303,064.00**
- **October 1, 2008 $315,746.00**
- **October 1, 2009 $311,810.00**
- **October 1, 2010 $318,112.00**
- **October 1, 2011 $**
- **October 1, 2012 $**

The Act did exclude federal fire fighters; however on October 12, 1984 the Act was amended to correct this exclusion. Likewise, on October 15, 1986 public sector EMS personnel were also amended into the coverage of the Act. On June 25, 2002 the Act was amended by the enactment of the Mychal Judge Police and Fire Chaplains Safety Officers Benefit Act, which now allows coverage of fire chaplains under the Act and authorizes all beneficiaries of fallen fire fighters, not just parents, spouses or children to receive the federal compensation. The legislation, named after the FDNY Chaplain Father Judge, was proposed after it was discovered that ten public safety officers who gave their lives on Sept. 11 would not be eligible for death benefits because they did not have any surviving immediate family. The beneficiary hierarchy resulting from this Amendment is as follows:

- If the public safety officer (PSO) is survived by a spouse but no eligible children (as defined above), the spouse will receive 100% of the program benefit.
- If the PSO is survived by a spouse and eligible children, the spouse will receive 50% of the program benefit and the children will receive equal shares of the remaining 50%.
- If the PSO is survived by eligible children but no spouse, the children will receive equal shares of 100% of the program benefit.
- If the PSO is survived by neither a spouse nor eligible children the program benefit shall be paid to "the individual designated by such officer under such officer's most recently executed life insurance policy, provided that such individual survived such officer."
- If the PSO is survived by neither a spouse not eligible children and dies not have a life insurance policy, then the benefit will be made payable to the surviving parents in equal shares.

II. Summary of the Heart/Stoke Amendment

The Hometown Heroes Survivors Benefits Act of 2003 (HHA) amends the PSOB Act and was signed into Law on December 15, 2003. If a public safety officer dies as a direct and proximate result of a heart attack or stroke, that officer shall be presumed to have died as the direct and proximate result of a personal injury sustained in the line of duty unless such presumption is not overcome by competent medical evidence to the contrary.

The law requires that the officer, while on duty engaged in a situation, and such engagement involved non-routine stressful or strenuous physical law enforcement, fire suppression, rescue, hazardous material response, emergency medical services, prison security, disaster relief, or other emergency response activity or participated in a training exercise, and such participation involved non-routine stressful or strenuous physical activity. Any claim for non-routine stressful or strenuous physical activities will be excluded if such actions are of a clerical, administrative, or non-manual nature.

Further, the law requires that the officer died as a result of a heart attack or stroke suffered:

- while engaging or participating in such activity as described above,
- while still on that duty after so engaging or participating in such an activity, or
- not later than 24 hours after so engaging or participating in such an activity.

The HHA provision only covers deaths occurring on or after December 15, 2003. The HHA is not retroactive, and therefore it does not apply to deaths occurring before the aforementioned date.

III. Summary of the Disability Amendment

On November 29, 1990, Congress again amended the PSOB benefits program to include permanent and total disability. The amendment was tightly drawn, sharply limited in scope, and intended to cover only those public safety officers permanently unable to perform any gainful employment.

The PSOB disability amendment recognizes that state, local and agency benefit programs are primarily responsible for the hundreds, perhaps thousands, of public safety officer disability pensions awarded each year. The PSOB Act is clear that benefits awarded are supplementary in nature and by law are not to offset any worker compensation payment or disability pension benefit.

Even where an officer is disabled by a severe, catastrophic injury received in the line of duty, PSOB benefits do not come into play unless the injuries are so disabling as to permanently prevent any gainful employment. This standard recognizes that in all but rare cases a disabled public safety officer will have the capacity to supplement a state or local disability pension with employment earnings of varying degrees.

It is clear that Congress intended the PSOB disability for the rare occasion where a public safety officer miraculously survives line of duty injuries that, except for modern medical technology, would have resulted in death. Such a survivor, however, is so severely handicapped with permanent disabilities that any type of gainful employment is simply not possible. The following example illustrates the kind of line of duty injuries and permanent disability that will merit a PSOB finding of permanent and total disability and award of the program's disability benefit.

A Spokane, Washington fire medic, in a scheduled training exercise, was rappelling from a training tower. The supporting anchor point failed, plunging the fire fighter almost 40 feet to the pavement. He sustained extensive blunt force trauma, with severe head injuries and residual mental impairment. Subsequently, attending physicians diagnosed the fire fighter as permanently paraplegic and permanently unable to perform any gainful employment. The PSOB Program's medical experts confirmed the medical findings, especially noting craniocerebral head injuries with residual mental impairments, the existence of permanent spinal cord damage and resultant permanent motor and sensory functional loss of lower limbs, bladder and bowel control. These medical reviews also affirmed that the fire fighter would remain a paraplegic, permanently and totally disabled. Moreover, the PSOB Program's medical reviews and findings confirmed that this public safety officer would be permanently prevented from performing any gainful work.

IV. Summary of the PSOEA Law

The Police, Fire and Emergency Officers Educational Assistance Act was signed into law in October 1998. The law was created to provide financial assistance for higher education to the dependants of federal, state, and local public safety officers who are killed or permanently and totally disabled as a result of traumatic injury sustained in the line of duty and were eligible for the U.S. PSOB death or disability benefit. This is the only federally funded program that provides educational benefits for the spouse and children of fire fighters killed in the line of duty.

The U.S. Department of Justice's Bureau of Justice Assistance - Office of Special Programs, the same office that administers the Public Safety Officer Benefit (PSOB) Program, administers the Public Safety Officers Educational Assistance (PSOEA) Program.

This assistance is only available after the PSOB death or disability claim process has been completed and benefits have been awarded. Further, the PSOEA applicant must have received at least a portion of the PSOB benefits and be defined as the officer's spouse or child under the PSOB Act and regulations. In January 2000, the law further extended the retroactive eligibility date for financial assistance. Accordingly, the law is retroactive and will apply to the spouses or children of public safety officers whose deaths or permanent and total disabilities are covered by the PSOB Program on or after January 1, 1978. Public safety officers' children will no longer be eligible after their 27th birthday, absent a finding by the Attorney General of extraordinary circumstances. The PSOEA Program will provide an educational assistance allowance, which may be used solely to defray educational expenses, including tuition, room and board, books, supplies, and education-related fees/costs.

As of October 1, 2004 the maximum award for a full-time student is $803.00 per month of class attendance. All PSOEA awards must, by law, be reduced by the amount of other governmental assistance that a student is eligible to receive.

There are two additional provisions of the law that the Bureau of Justice Assistance - Office of Special Programs must clarify before administering the benefit. The law requires the Attorney General to issue regulations regarding the use of a sliding scale to be used to ensure that the most financially needy dependants receive funding priority. Furthermore, the law calls for the "offset" of the educational benefit by any other federal, state, or local government funds provided as an educational benefit. For example, if the student receives $2,000 from the local government for education, then this amount would be deducted from the amount that the child would be eligible to receive from the Federal government. The Bureau of Justice Assistance will establish the administrative policies in the upcoming months.

The IAFF Division of Occupational Health, Safety and Medicine will provide our affiliates and the member's family with assistance in filing for PSOB and PSOEA benefits.

V. Summary of Legislation

- **Public Safety Officers' Benefits Act of 1976, Part J**. Original act detailing the provision of death benefits. Introduced to the 94th Congress, September 29, 1976.
- **Federal Register, May 6, 1977, Part II**. The rules adopted by the Law Enforcement Assistance Administration for implementation of the PSOB Act are written.
- **Federal Register, Vol. 43, No. 180 - September 15, 1978**. Results of meeting detailing the contribution of carbon monoxide and heart disease in the deaths of public safety officers.
- **Federal Register, Vol. 45, No. 51 - March 13, 1980**. Amendments to the hearing and appeal provisions of the regulations.
- **Federal Register, Vol. 50, No. 128, July 3, 1985**. An amendment to the PSOB Act which transfers the administration of the Act from the LEAA to the Bureau of Justice Assistance. In addition, federal public safety officers are now covered under the act and "gross negligence" and "intoxication" standards are defined within this amendment.
- **Federal Register, Vol. 53, No. 50, March 15, 1988**. Amendment to the PSOB Act which includes provision of death benefit coverage to members of public rescue squads or ambulance crews. Also an explanation of EMS coverage in correspondence from the U.S. Department of Justice.
- **Federal Register, Vol. 57, No. 113, June 11, 1992**. Amendment to the PSOB Act to include coverage for disability benefits. Such disability is defined as permanent and total as a direct result of a catastrophic personal injury sustained in the line of duty which will prevent an individual from performing any gainful work.

- **Public Law 107-37 - September 18, 2001, [115 STAT. 219]**. Amendment to the PSOB Act to provide for the expedited payment of PSOB benefits for a public safety officer who was killed or suffered a catastrophic injury producing permanent and total disability as a direct and proximate result of a personal injury sustained in the line of duty in connection with the terrorist attacks of September 11, 2001.
- **Public Law 107-56 - October 26, 2001, [115 STAT. 369]**. Amendment to the PSOB Act to provide for the expedited payment of PSOB benefits for a public safety officer who was killed or suffered a catastrophic injury producing permanent and total disability as a direct and proximate result of a personal injury sustained in the line of duty in connection with prevention, investigation, rescue, or recovery efforts related to any terrorist attack. Increases the PSOB program benefit payment to $250,000 retroactive to January 1, 2001.
- **Public Law 107-196 - June 24, 2002, [116 STAT. 719]**. Amendment to the PSOB Act to include coverage of fire chaplains and allows all beneficiaries of fallen fire fighters, not just parents, spouses or children to receive the federal compensation.
- **Public Law No: 108-182 December 15, 2003 [117 Stat. 2649]**. Amendment to the PSOB Act to ensure that a public safety officer who suffers a fatal heart attack or stroke while on duty shall be presumed to have died in the line of duty for purposes of public safety officer survivor benefits.

VI. PSOB Government Contact and Information

Contact:

United States Department of Justice

Public Safety Officers' Benefits Program Bureau of Justice Assistance

810 Seventh Street, NW

Washington, DC 20531

Tel: 202-307-0635; Toll free: 888-744-6513; Fax: 202-514-5956

Internet: http://www.ojp.usdoj.gov/BJA/

Fact Sheets:

USDOJ, Bureau of Justice Assistance Fact Sheet, which provides the summary of PSOB and PSOEA benefits, can be found at the following website address:
www.ojp.usdoj.gov/BJA/topics/PSOBProgram.html

TAB 15

Sample

Funeral Detail Operational Plan

ABC Fire Department

For

Captain Joseph Jones

By order of
Chief Gary Smith
ABC Fire Department

Detail Commander: Captain Daniel O'Donnell

(DATE)

Situation: On Friday, November 3, 2006, Captain Joseph S. Jones of the ABC Fire Department, age 52, passed away.

Mission: At the request of Chief Johnson of the ABC Police Department, the ABC Police Department will work with the Connecticut State Police Department, the ABC Fire Department, and the family of Captain Joseph Jones to provide the just, proper, and honorable burial as a tribute to the fallen Captain.

Command Post: The ABC Dispatch Center will be the main command post that will be used for the funeral detail, along with their regular duties.

Execution: The logistical coordinator from the ABC Police Department is Captain Daniel Brown.

ABC Police Department
222 Main Street
ABC, CT 06457
344-3200

The logistical coordinator from the State Police Department is Sgt. O'Brian.

Troop H, Hartford
100 Washington St.
Hartford, Ct 06106
860-250-7415

The execution of the funeral services will be conducted as follows:

<u>Calling Hours (Wake)</u>

ABC Funeral Home
Silver Street
ABC, CT 06457
860 - 346-1055

Calling hours will be held on (Date) from 1700 to 2100 hours at the ABC Funeral Home.
Family hours 3:30 p.m.
ABC Fire hours start at 4:15 p.m.

Buses will be available for shelter if weather becomes an issue. They will be parked on Silver Street.

The Connecticut Statewide Honor Guard will serve as escorts for uniformed personnel at the wake. As out of town firefighters arrive at the funeral home, we will form them up into groups of about 18 (3 rows, 6 per row), to be escorted into the funeral home. They will have a few brief moments at the casket, and then be escorted out a back door.

Parking will be available at Xavier High School, Randolph Road, ABC, CT (off Rt. 9, exit 11). Shuttle buses will be provided to and from the funeral home. Two ABC Police officers and the Xavier Staff will be on-site to provide assistance with any needs during the calling hours.

ABC Fire Department members parking will be at the University Q lot behind Cross Street Station **no later than 3:30 p.m.**

Silver Street from Wall to East Main will be closed.
The Honor Guard during calling hours will be provided by members of the ABC Fire Department. The State Police personnel will assist with the Honor Guard protocol details.

Facilities and water will be provided.
Overflow parking will be at St. Francis Church.
EMS will be provided at ABC Funeral home.
ABC Police Department will provide property checks of residence.

WAKE directions, to Xavier High school parking lot

From Hartford, 16 miles
1. Take I-91 S
2. Take exit 22S to the left onto Ct-9 S towards Old Saybrook
3. Take exit 11 to the right onto Ct-155/Randolph Rd towards Ct-17/Durham
4. Turn left onto Randolph Rd, 480 feet to Xavier High on the left

From Waterbury, 32 miles
1. Take I-84 E
2. Take exit 27 to the right onto I-691 E towards Meriden/ABC
3. Take exit 11 to the left onto I-91 N towards Hartford/Springfield
4. Take exit 22S to the right onto Ct-9 S towards ABC
5. Take exit 11 to the right onto Ct-155/Randolph Rd towards Ct-17/Durham
6. Turn left onto Randolph Rd 480 ft to Xavier High on the left

From New Haven, 35 Miles

1. Take I-91 N
2. Take exit 22S to the right onto Ct-9 S towards ABC
3. Take exit 11 to the right onto Ct-155/Randolph Rd towards Ct-17/Durham
4. Turn left onto Randolph Rd, 480 ft to Xavier High on the left.

From New London, 35 miles

1. Take I-95 S
2. Take exit 69 to the right onto Ct-9 N towards Essex/Hartford
3. Take exit 11 to the right onto Ct-155/Randolph Rd towards Ct-17/Durham
4. Turn left onto Randolph Rd 0.2 mi To Xavier High on the left.

Funeral Staging Area

Elks Lodge
Maynard St.
ABC, CT.

Refer to the Funeral Announcement and Travel Directions to the staging area under Appendix **C.**

Parking for ABC Fire Department personnel will be Wesleyan Q lot. (Primary), (R lot is for spillover)
(Lot behind Cross Street Station) between **6:00 and 6:30 a.m.**

All arriving fire department personnel from participating agencies will park their vehicles and assemble at the staging area at 0600 hours on Thursday, November 9, 2006, and will be bused to DeKoven and Rapallo Avenue for procession staging.

Twenty shuttle buses provided by DATTCO from the DeKoven/Rapallo Staging Area will proceed to the South Green.

The ABC Police Department and the State Police Department will provide assistance at the staging area.

Motorcycle Units from the ABC Police Department and the State Police will report to the ABC Police Department at 0700. If necessary, some motorcycle units may be requested to assist in escorting Captain Jones's family from their residence to the funeral home.

The Mass will be held on Thursday, November 9, 2006. Please meet at the ABC Elk's Lodge, 44 Maynard Street in ABC at 6:00 a.m. **NO FIRE APPARATUS, PLEASE**. At 7:00 a.m. buses will proceed to Rapallo Avenue, which is the staging area for the parade route. At 8:00 a.m., the parade will begin, concluding at 10:00 a.m. for the Mass at St.

Pius X Church, 310 Westfield Street in ABC. At the conclusion of the Mass, the buses will proceed to the St. Sebastian Cemetery, Peters Lane in Middlefield, for internment. At the conclusion of the internment, buses will return back to the Elks Lodge for a gathering.

FUNERAL Directions, to the ABC Elks Club

From Hartford,

1. Take I-91 S
2. Take exit 22S to the left onto Ct-9 S towards ABC/Old Saybrook
3. Take exit 13 to the right onto Ct-17 S towards New Haven
4. 1/4 mile to the Main St Extension ramp to the right
5. Turn left onto Main St Ext. continue south for 1 mile to Clew Dr.
6. Turn right onto Clew Dr.
7. Turn left onto Maynard St

From Waterbury,

1. Take I-84 E
2. Take exit 27 to the right onto I-691 E towards Meriden/ABC
3. Take exit 11 to the left onto I-91 N towards Hartford/Springfield
4. Take exit 22S to the right onto Ct-9 S towards ABC
5. Take exit 13 to the right onto Ct-17 S towards New Haven
6 1/4 mile to the Main St Extension ramp to the right
7. Turn left onto Main St Ext continue south for 1 mile to Clew Dr.
8. Turn right onto Clew Dr.
9. Turn left onto Maynard St

From New Haven,

1. Take I-91 N
2. Take exit 22S to the right onto Ct-9 S towards ABC
3. Take exit 13 to the right onto Ct-17 S towards New Haven
4 1/4 mile to the Main St Extension ramp to the right
5. Turn left onto Main St Ext. continue south for 1 mile to Clew Dr.
6. Turn right onto Clew Dr.
7. Turn left onto Maynard St

From New London,

1. Take I-95 S
2. Take exit 69 to the right onto Ct-9 N towards Essex/Hartford
3. Take the Ct-9 N ramp to the left towards Essex/Hartford
4. Take exit 11 to the right onto Ct-155/Randolph Rd towards Ct-17/Durham
5. Continue straight to Coe Ave. For 0.2 mi
6. Keep left onto Saybrook Rd for 0.8 mi
7. Turn left onto Clew Dr.
8. Turn left onto Maynard St

Traffic Control Operational Plan

Officer in Charge: Sergeant Sean Moriarty, Traffic Bureau Supervisor

Situation: On Wednesday, November 8, 2006 and Thursday, November 9, funeral services will be conducted for Captain Joseph S. Jones of the ABC Fire Department, which include, two (2) processional marches through several roadways within the City of ABC.

Mission: As outlined in the Funeral Detail Operational Plan, roadway closures and traffic control for the funeral procession will be provided by members of the ABC Police Department and assisted by the Connecticut State Police and county-wide Fire Police.

Execution: Members of the ABC Police Department, Connecticut State Police and county-wide Fire Police will be posted at various intersections as indicated below to facilitate the closure of roadways and otherwise direct the flow of traffic to alternate routes during the funeral procession.

Every effort will be made to minimize the impact and inconvenience to the motoring public. To that end, media advisories will be made concerning specific road closures and detours. Local residents in the staging area will be notified of delays during the morning rush hour(s).

The Connecticut Department of Transportation will provide portable and fixed variable message signs, which will be in place, at a minimum, on Route 9 and Route 66 with an advanced warning message pertaining to delays and the closure of Route 66.

Scheduled events:

(A) Wake ~ Wednesday, November 8, 2006 1700-2100 hours

- Parking will be permitted at ABC Funeral Home. Satellite parking with shuttles will be located at Xavier High School, Randolph Road.

- **Shuttle bus route:** Eastbound Randolph Road to northbound Saybrook Road. Tryon Street to Bow Lane to northbound Eastern Drive, and left onto Silver Street. The bus drop off zone will be in front of the Funeral Home. After dropping off passengers, the buses will turn left onto East Main Street to northbound Saybrook Road. Turn left onto Wall Street and left onto Silver Street where they will park and wait for mourners, and return to Xavier High School.

  The route to return to Xavier High School will be from the Funeral Home to East Main Street. Saybrook Road southbound to Randolph Road. Westbound Randolph Road to Xavier.

- **Road closures:** Silver Street will be closed from Silver and East Main Street to Silver and Wall Street.

- **Traffic Posts:**

    1. One (1) officer: Silver Street and East Main Street: No traffic eastbound on Silver Street.
    2. One (1) officer: Silver Street and Wall Street. No traffic westbound on Silver Street except shuttle buses.
    3. Two (2) officers will be posted at Xavier High School for traffic duty at Randolph Road.

(B) Funeral March ~ Main Street ~ Thursday, November 9, 2006

- **Staging area:** 0600 hours, Elks Lodge, Maynard Street. Shuttle buses will provide transportation from the Elks Lodge to the procession staging area at Rapallo Avenue and Dekoven Drive.

- **Bus route:** The buses will turn onto Bidwell Street from Hillside Avenue; travel around to Maynard Street to pick up passengers. The bus turn right onto Clew Avenue, Left onto Saybrook Road, continue onto Main Street. Turn right onto Washington Street and drop off passengers at the intersection of Dekoven Drive and Washington Street. Those in the procession will walk north on Dekoven Drive to line up. The buses will return to the Elks via Dekoven Drive, East Main Street, Saybrook Road and Clew Drive until all passengers are picked up.

  The buses will then line up at Main Street and Union Street to await pick up following the procession.

- **Road closures/traffic posts (0600 hours):**

    1. Closure of Main Street and Rapallo Avenue: One (1) officer posted. No traffic eastbound on Rapallo Avenue.

    2. Closure of Washington Street and Dekoven Drive: No traffic northbound on Dekoven Drive. At **0715** hours, no traffic westbound on Washington Street. All traffic to go southbound on Dekoven Drive.

    3. Closure of Dekoven and Green Street and Dekoven and Ferry Street. No eastbound traffic. One (1) officer posted at Main and Green to direct Green Street traffic westbound onto Main until Main Street closure.

- **Road Closures/traffic posts (0715-0730 hours):**

    1. **Main Street:** Main Street will be closed starting between 0715 hours and 0730 hours at the direction of the Officer in Charge. Main Street will be closed between Main Street and Union Street and Main Street and Grand Street.

        - **Main and Grand**: (2 officers) No traffic permitted south on Main Street. Traffic from Grand Street is permitted to turn left onto Main Street. Southbound Main Street traffic to turn right onto westbound Grand Street. Procession to travel diagonally across Main Street from northeast to southwest to travel south on Main Street from Rapallo Avenue. After opening the road, one officer to go to Moody School.

        - **Main and Liberty:** unmanned

        - **Main and Green:** One (1) officer. Stop any traffic attempting to turn onto Main Street from Green Street.

        - **Main and Ferry:** unmanned.

        - **Main and Washington:** Two (2) officers. No traffic on or crossing Main Street

        - **Main and Court:** unmanned (barricade)

        - **Main and College:** unmanned (barricade)

        - **Main and William:** unmanned (barricade)

        - **Main and Old Church:** unmanned

        - **Main and Union:** (1) officer. No traffic north on Main Street. Line up buses for departure to Church per direction of Officer in Charge.

- **Road Closures/traffic posts (0715-0730 hours):**

    2. **Washington Street (Route 66):** Washington Street will be closed to all eastbound traffic at High Street. Traffic will be diverted north or south from an established single lane.

        - **Washington and High:** One (1) officer with detour sign. Post detour sign indicating Bridge traffic and Route 9 traffic to turn left onto High Street and then right onto Grand Street.

        - **Washington and Pearl** and Washington and Broad: unmanned. Barricades only.

3. **Broad Street:** If necessary depending on crowd size, Broad Street will be closed from Church Street to William Street with barricades following the procession.

Roads can re-open as the procession pass through various intersections, at the discretion of the Officer in Charge.

(C) Escort to Spencer School/St. Pius Church (time approximate~ 0830 hours)

A second procession will take place from Spencer School to St. Pius Church. Westfield Street will be closed to traffic from Westfield Street and Old Mill Road and Westfield Street and Camp Street.

- **Bus route:** From Main and Union, the buses will travel west on Church Street to Vine Street. North on Vine to Westfield. Westfield to St. Pius. Following drop off, the buses will go west to Moody School, where they will remain until directed by the Officer in Charge.

- **Traffic posts:**

  1. Westfield at Camp: One (1) officer. No traffic east on Westfield Street
  2. Westfield at Old Mill: One (1) officer. No traffic west on Westfield Street

(D)Escort from St. Pius to St. Sebastian Cemetery

The escort will be provided by Connecticut State Police.

- **Route:** Westfield Street to Ballfall Road. Right onto Route 66, left onto Peters Lane.

(E) Reception at Elks Lodge

<u>Funeral Procession</u>

The first phase of the processional will proceed from the funeral home to the Rapallo Ave/DeKoven Drive staging area (one mile)

Refer to the Funeral Procession Route.

This first portion of the processional route will include vehicles transporting family, friends and members of the ABC Fire Department.

The procession will begin at the ABC Funeral Home on Silver Street, departing on Thursday, (Date) at approximately 0730 hours, when given the command by the Detail Commander.

The Connecticut Statewide Honor guard will provide several Sergeants-at-arms to organize the uniformed personnel for the procession - keep them in line and keep them in step.

Funeral Procession Route

Procession to begin at Main and Rapallo Ave. traveling south to South Green

Start at Rapallo Avenue

Turn Left onto Main Street

Proceed South on Main Street

Past Fire Headquarters

Past Police Department

End at South Green

Marching Procession Assembly

Police Escorts – Seven Bikes
State Police
ABC Police
Cromwell Police

All others will fill in

Color Guards
ABC Fire Department
ABC Police Department
South Fire District
Westfield Fire
Meriden Fire
State Police
Fill in with all other fire color guards
Fill in with other police department color guards
EMS Color Guards

Pipes and Drum Corps
New Haven Emerald Society (In Charge)
Fill in with all other units

Dignitaries
IAFF / Union Representation
State Association
City Officials
State Officials

Clergy

Car 3

Engine 1 (Pallbearers)
Limo
Family with Chief and Platoon 2

Marching Units

(Four wide – Dress right dress)

ABC Fire w/Deputy Chief

ABC Fire Retirees

ABC Police Department

South Fire District

Westfield Fire District

Meriden Fire Department

All other fire units to fill in

All other police units

All other EMS units

Funeral Church Service

The funeral church service will be held at St. Pius X Church on Thursday, (Date) 2006 at 10:00 a.m.

St. Pius X Church
Westfield St.
ABC, Ct 06457

Personnel movement will be coordinated by the Detail Commander, assisted by the State Police. Upon arriving at the church, all participating personnel will be directed into a platoon formation in designated areas.

The funeral coach will arrive at the church at approximately 0950 hours.

At the church, the Connecticut Statewide Honor Guard will line up the uniformed personnel outside on the front lawn. As buses arrive we will have our people spread out into several areas in front of the church and assign groups of uniformed personnel to a respective "battalion". A separate area has been designated for the colors.

Once the family and the ABC Fire Department are in the church, we are tasked with getting the out of town uniformed personnel back on the buses for transport to the cemetery.

On arrival of the vehicle procession, all designated personnel will be called to ATTENTION. When the doors of the hearse open, all designated personnel will be called to PRESENT ARMS. Designated personnel will maintain a hand salute until the casket has cleared the doorway of the church. Designated personnel will then be given the command to ORDER ARMS. All designated personnel will follow one command.
When the church services begin, personnel in formation outside of the church will be afforded an opportunity to attend to personal needs, and will be placed back in formation a short time prior to the end of the church service. Church services will last approximately two hours.

When the casket clears the doorway, all designated personnel will be called to ATTENTION and PRESENT ARMS. They will hold the hand salute until the casket has been secured in the hearse. Designated personnel will then receive the command to ORDER ARMS.

Following the church service, the second phase of the processional will proceed from St. Pius X Church to the burial site at St. Sebastian's

Cemetery (two miles). Bus transportation is being provided by Dattco Bus Company.

The State Police will provide troopers for assignments to assist the ABC Police Department and to provide motorcycle escorts during the procession.

During the marching funeral procession, roadway closures and traffic control will be provided by members of the State Police Traffic Services Unit.

Exterior Church Assembly

ABC Fire Department – front of church South side of drive

ABC Color Guard to right of door in front of church

Visiting Colors to left of door in front of church

ABC Fire Department members form Sea of Blue at entrance to church

ABC Fire Department Retired Members – Sea of Blue at entrance to church

South Fire and Westfield Fire Department Members – Grass area west of pipe unit

Pipe Bands – Grass area west of center entrance

Connecticut Statewide Honor Guard to provide Battalion formations of all uniformed personnel

Other uniformed units – west of SFD and WFD members with spillover on south side of street east bound

All other units per Sgt.-At-Arms
Platform Assembly positioned by Public Works

Church Processional

INTERIOR CHURCH ASSEMBLY

Alter

Helmet/gear

Casket

	Left		Right
1	Pall Bearers-8	**1**	Wife, Daughters, Father
2	ABC FD Command Staff	**2**	Sister, Brothers, In-laws
3	ABC FD Command Staff	**3**	Sister, Brothers, In-laws
4	ABC FD	**4**	Jones Family
5	ABC FD	**5**	Jones Family
6	ABC FD	**6**	Jones Family
7	ABC FD	**7**	Jones Family
8	ABC FD	**8**	Friends
9	ABC FD	**9**	Friends
10	ABC FD Spouses	**10**	Friends
11	ABC FD Spouses	**11**	Friends
12	IAFF/UPFFA	**12**	Friends
13	ABC FD Retired Members	**13**	Friends
14	ABC FD Retired Members	**14**	Friends
15	Mayor and Common Council	**15**	Friends
16	South and Westfield FD	**16**	Friends
17	South and Westfield FD	**17**	Friends
18	ABC PD	**18**	Friends
19	:entral Dispatch/Emergency Management	**19**	Friends
20	:entral Dispatch/Emergency Management	**20**	Friends
21	Xavier High-Middlesex Chamber	**21**	Friends
22	Area Fire Departments	**22**	Friends
23	Area Fire Departments	**23**	Friends
24	Area Fire Departments	**24**	Friends
25	Area Fire Departments	**25**	Friends
26	Area Fire Departments	**26**	Friends

Funeral Burial Ceremony

St. Sebastian Cemetery
Rt. 66 and Peter's Lane
Middlefield, CT

The lead vehicles of the processional (vehicles transporting family, friends and dignitaries) will enter the cemetery. The last vehicle to enter will be the vehicle transporting family members. All other vehicles and buses will park in areas adjacent to the cemetery. All personnel will march in platoon formation to the burial site and will be directed into assembly.

At the cemetery, the Connecticut Statewide Honor Guard will form a "sea of blue" lining both sides of the street, driveway and cemetery roadways. We will line up the uniformed personnel in preparation for the arrival of Captain Jones and his family. We will keep a place reserved for the pipe band and the bugler.

We will also see to it that family and the ABC Fire Department will also need adequate room to be in close proximity to the grave site. Battalion formations will then fill in for the religious aspects of the service.

All platoon formations will stay at attention during the burial ceremony.

When the Father is finished blessing the casket all platoons will be called to PRESENT ARMS.

A flyover by all air units contingent upon weather conditions will occur after the blessing.

Just prior to the folding of the flag, the Bugler will sound Taps. The folding and presentation of the flags will be performed by the ABC Fire Department. One flag and his badge will be presented to the wife of Captain Jones. Two pre-folded flags will be presented to each daughter. A badge will be presented to Captain Jones's father. Captain Jones's helmet will be presented to his younger brother, John. Badges will also be presented to his brother, Jim and his sister, Joyann.

After the presentations have been made, Last Alarm Radio Call. After the Last Alarm Radio Call, cue for Signal 5555.

After the bell ringing, cue for Pipers to play Amazing Grace – 3 verses.

After Amazing Grace, Pipers to play America, the Beautiful.

The funeral director will make an announcement, which will conclude the funeral services.

All platoons will be marched out of the cemetery by the Bagpipe Unit to the transport buses, staged on Peters Lane, for transportation back to the staging area at the Elks Lodge. Motorcycle Units will be requested to assist in escorting the family motorcade to the Elks Lodge.

Cemetery Assembly

Family – north of grave
Color team – south of grave
Flag team - east of color team
MFD & Spouses & Retirees – behind of color team
Bell - west of MFD & Spouses
Table With flags – Behind color team adjacent to MFD& Spouses & Retirees
Color Guard – east of grave
Honor Guard east of grave – north of honor guard
Clergy- behind color guard
Personal Flag - behind clergy
Body Bearers and casket- behind personal flag
Pall bearers behind body bearers and casket
Family – behind body bearers

Command Post: The ABC Dispatch Center will be the surrogate command post for patrol and funeral detail planning purposes. Strategic decisions will be made at the various sites involved in this operation.
ABC Fire Department
533 Main Street, ABC, CT 06457
Telephone 860-555-1212
Department Liaison: Deputy Chief Adams

Communications: Radio communication will be conducted on Channel 2 – State Police on Channel 31. Frequencies will be in use from Wednesday 0800 hrs to Friday 0800 hrs.
Radios for the Connecticut State Honor Guard will be provided at 2:30 p.m. at Cross Street.

Cover Company Station Assignments

Wake

Headquarters	Cross Street
Cromwell Engine	Middlefield Engine
Portland Engine	Westfield Engine

Ladder Coverage provided by Westfield and South District from their respective stations.

Funeral – Day Shift

Headquarters	Cross Street
Cromwell Engine	Middlefield Engine
Portland Engine	Westfield Engine
East Hartford Engine	Meriden Engine
Two ABC Police Officers	SFD Truck 34
	Two ABC Police Officers

Funeral – Night Shift

Headquarters	Cross Street
Southington Engine	Wallingford Engine
Naugatuck Engine	New London Engine

Ladder Coverage provided by Westfield and South District from their respective stations.
Rescue coverage provided by Westfield and Cromwell from their staffed stations, for extrications.

Cover Company: ABC Fire Department Coverage Assignments

Assignment	Providing	Times	Agency	Contact	Phone
Cross Street Main Street	Ladder – Wake Ladder - Funeral Personnel to ride for directions	0730 to 1730 1730 to 0730	South District Fire	Chief Ross	860-347-1111 office
Cross Street	Engine 2– Wake	1530	Westfield Fire	Chief Lockwood	
Main Street Main Street	Engine 1 – Wake Engine 1– Funeral	1530 - 2000 0700 to 1730	Cromwell Fire	Dep. Chief Bellamo	
Cross Street Cross Street	Engine 3– Wake Engine 3– Funeral	1530 - 2000 0700 to 1730	Middlefield Fire	Chief Parmalee	
Main Street Main Street	Engine 2– Wake Engine 2– Funeral	1530 - 2000 0700 to 1730	Portland Fire	Chief Shea	
Cross Street Cross Street	Engine Asst Chief	0700 to 1700 1730 to 0730	Meriden Fire	Chief Trainor	203-537-1111 cell
Main Street	Engine	0700 to 1730	East Hartford Fire	Chief Eremita	860-528-1111 office
Main Street	Engine	1730 to 0730	Southington Fire	Chief McDonough	860-621-1111 office
Main Street	Engine	1730 to 0730	Naugatuck Fire	Chief Doback	203-720-1111 office
Cross Street	Engine	1730 to 0730	New London Fire	Chief Samul	860-447-1111 office
Cross Street	Engine	1730 to 0730	Wallingford Fire	Dep. Chief	203-294-1111 office

All communications will be on ABC Fire Department primary high band channel.

Mutual Aid companies will be provided portable radios for communications

Meals will be provided to the cover companies in both stations

Companies assigned to Main Street will relocate to intersections on the east (1) and west (2) sides of Main Street for the funeral procession

Additional Considerations

Public Address System: An outside public address system will be utilized at the church for the mass. A portable outside public address system will be utilized at the cemetery for the graveside service.

Media Relations: Deputy Chief Thompson of the ABC Fire Department and Lieutenant List of the ABC Police Department will coordinate media coverage of this event. The media will be provided areas for assembly at the church and in the vicinity of the cemetery.

Video Recording: Mr. John Smith of Video Productions will video record the ceremony. **E**ast Hartford Fire Department will provide still photographs of the ceremony.

Uniform of the Day: The ABC Fire Department will wear their Class A Dress Uniform with black badge band.

Medical Assistance: Hunters Ambulance will be providing ambulances to stand-by during this detail.

During the course of this detail, ambulances will be positioned near the staging area (0800 hours), church (1000 hours), and cemetery (1130 hours) to provide emergency medical assistance as needed.

Canteen Services: Bottled water will be provided for marchers in the procession by the ABC Fire Department.

Field sanitation facilities will be arranged by Full House Sanitation for the staging area, church and cemetery.

The ABC Elks will be the location of a reception following funeral services. Food and refreshments will be provided by 123 Catering and available for attendees of the funeral.