



POLICY MANUAL

Daily Operations - Miscellaneous

Death/Injury Notifications

Revised: 05-06-98

Code: 1 – 14 – 4

Book Chapter Subject

Page 1 of 11

4.0 Purpose: Establish policy and guidelines for necessary notifications due to death or injury. Provide funeral guidelines.

4.01 Scope: All Fire Department Personnel.

4.02 **DEATH OR SERIOUS INJURY NOTIFICATION**

1. When a member is killed or seriously injured on or off duty, immediate verbal notification will be made to the Fire Chief or to the officer acting in the Chief's absence. This will be followed by a written report no later than the following work day. Information shall include the date, location, cause, extent of injuries and property damage. Serious injury in this instance means an injury which could result in death or disability.

2. The family of a member or employee injured or dying on duty shall be notified immediately by A Chief Officer.

3. Any time a member of the Department becomes aware of the death or injury of a City Employee or prominent person in the community, the on-duty Chief Officer and Fire Chief will be notified immediately.

4.03 **RESPONSIBILITIES OF NOTIFICATION - EMPLOYEE OR MEMBER DEATH IN THE LINE OF DUTY**

1. Upon the death of a member in the line of duty, the officer in charge, if other than the Chief, shall immediately notify the Chief of the department.

2. The Chief Officer shall notify the next of kin. If a member so requests to be present at such notification, he/she shall notify the Chief Officer. Only one member shall accompany the Chief Officer.

3. The Fire Chief or Battalion Chief shall notify the City Manager.

4. Within a reasonable time after the death of a member in the line of duty and at a time when all companies are in quarters, the Fire Chief or Battalion Chief shall instruct the Dispatcher to transmit the following message:

a. The Fire Chief or Battalion Chief will transmit a message prepared and approved by the Fire Chief similar to the following:

“It is with deep regret that the Fire Chief announces the death of (rank, name, company) who lost his life in the line of duty while participating in operations on Fire Call (number, location, date and time).”



POLICY MANUAL

Daily Operations - Miscellaneous Death/Injury Notifications

Revised: 05-06-98

Code: 1 – 14 – 4

Book Chapter Subject

Page 2 of 11

4.03 RESPONSIBILITIES OF NOTIFICATION - EMPLOYEE OR MEMBER DEATH IN THE LINE OF DUTY - (Cont.)

b. Upon receipt of a notice of a member killed in the line of duty, the station flag shall be placed at half staff and shall remain there for thirty (30) days or until the Fire Chief orders its return to full staff.

5. A news conference or a formal news release should be released by a Public Information Officer as soon as possible so that factual information is available for dissemination. The PIO shall remain the liaison to the media during this event.

6. The Fire Chief shall designate a department representative who shall be responsible for the department's involvement in the funeral procedures.

4.04 DEATH OTHER THAN IN THE LINE OF DUTY

When the Fire Chief learns of the death of an active or retired member, he or the Battalion Chief shall insure that all on-duty personnel are notified.

4.05 DEPARTMENT REPRESENTATIVE (DR)

1. A department representative (DR) is appointed by the Fire Chief and shall make contact with the family of the deceased and their liaison. The DR shall coordinate activities between family liaison, funeral, and Fire Department involvement. Check with Information Checklist and/or "Living Will" for deceased's wishes.

2. The DR may offer the Fire Department's services for the following situations pending final approval by the Fire Chief.

a. Situations that can exist that would cause variations in the Fire Department involvement could be:

- (1) Natural death (regular or reserve firefighter)
- (2) In line of duty (regular or reserve firefighter, or multiple deaths)
- (3) Retired member
- (4) Private funeral

b. Using the above situations, one of the following can be a guideline for determining what the Fire Department involvement will be:



POLICY MANUAL

Daily Operations - Miscellaneous Death/Injury Notifications

Revised: 05-06-98

Code: 1 – 14 – 4

Book Chapter Subject

Page 3 of 11

4.05 DEPARTMENT REPRESENTATIVE (DR) - (Cont.)

- (1) A formal funeral at home, funeral home, church, or cemetery involving the use of apparatus, active pallbearers, funeral detail, Honor Guard, bugler and/or bagpipes. (This type of funeral is reserved for those killed in the line of duty.)
- (2) A semi-formal funeral at home, funeral home, church, or cemetery involving active pallbearers, honorary pallbearers, Honor Guard, and funeral detail.
- (3) A non-formal funeral at home, funeral home, church, or cemetery, and there being no Fire Department involvement other than members attending in a passive role either at the viewing and/or funeral service.
- (4) Private funeral at home, funeral home, church, or cemetery, and respecting the family's wishes to have no outside participation at the funeral.

4.06 FUNERAL ARRANGEMENTS

1. Having established the wishes of the deceased, the department representative (DR) shall carry out any or all of the following in order to realize these wishes. The DR shall continually be in communication with the funeral director as he arranges for the Fire Department's participation.
 - a. Customary Funeral Arrangements (refer to checklist)
 - (1) Arrange for an Honor Guard to stand duty during the viewing, minimum of four.
 - (2) Arrange for active pallbearers (contact funeral home director - usually six pallbearers). Arrange for necessary equipment.
 - (3) Arrange for Funeral Detail (all uniformed members in attendance).
 - (4) Arrange for Bugler.
 - (5) Arrange for Bagpiper.



POLICY MANUAL

Daily Operations - Miscellaneous

Death/Injury Notifications

Revised: 05-06-98

Code: 1 – 14 – 4

Book Chapter Subject

Page 4 of 11

4.06 FUNERAL ARRANGEMENTS - (Cont.)

- (6) Arrange for Bell and Designee.
- (7) Obtain formal wooden box for deceased's badge, name tag, collar insignia(s), etc.
- (8) Obtain American flag for casket. (Funeral director secures flag for veterans only.
- (9) Provide all members of the Fire Department with the information necessary to carry out their roles in the funeral.
- (10) Survey the are of the funeral services and make provisions forplacement of all attending units and provide information for map preparation.
- (11) Obtain clean uniform for deceased (burial).
- (12) Designate an area of assembly for all attending Chief Officers and dignitaries (preferably at a fire station, in a building, funeral home, church, school, or fire station).
- (13) Designate a staging area for all other members of the department and visiting firefighters. (NOTE: This area can be a block or two away from the funeral home or church, preferably at a fire station, school, or park where ample parking and assembly area are available. This group will then proceed as a unit to the church or funeral home to act as Funeral Detail.)
- (14) Obtain badge bands and make them available in the staging areas for all uniformed personnel to place a horizontal black band over the breast badge of all participating officers and personnel.
- (15) The DR will coordinate all commands during the movement of the casket as prescribed in this directive.



4.06 FUNERAL ARRANGEMENTS - (Cont.)

- b. Special Arrangements for Formal Funeral
- (1) A Fire Department engine(s) designated by the Fire Chief will be appropriately prepared with flowers and black bunting and shall be taken out of service during the funeral service. This unit shall transport the helmet and turnout boots of the deceased.
 - (2) Arrange for City coverage by outside agencies during the funeral service.
 - (3) Arrange for the proper placement of all vehicles that will participate in the funeral procession. (NOTE: If a joint service is held and interment will be at two or more locations, separate processions must be established according to guest preference.)
 - (4) A map of the areas involved will be prepared to expedite the proceedings and assist out-of-town guests. Map should include:
 - (a) Location of Fire Department(s)
 - (b) Location of funeral homes
 - (c) Location of church
 - (d) Location of Chief Officer and dignitary assembly area
 - (e) Location of firefighters' assembly area
 - (f) Location of auxiliary parking areas
 - (g) Location of hotels for out-of-town guests
 - (h) Location of vehicles for funeral procession
 - (i) Route of funeral procession
 - (j) Location of cemetery and grave in cemetery
 - (k) Location of auxiliary parking at cemetery.
 - (l) Location of food service areas
 - (m) Separate map or coding on a single map should designate location of multiple funerals and/or processions as required.
 - (n) Any other information deemed necessary.
 - (5) On the map or on a separate sheet, a copy of a diagram should show the proper arrangement and movement of personnel for various ceremonies and locations as necessary.



POLICY MANUAL

Daily Operations - Miscellaneous

Death/Injury Notifications

Revised: 05-06-98

Code: 1 – 14 – 4

Book Chapter Subject

Page 6 of 11

4.06 FUNERAL ARRANGEMENTS - (Cont.)

- (6) Arrangements for reproduction of sufficient quantities of the two maps and firm commitment on delivery should be established.
- (7) The department representative (DR) will coordinate all commands during the movement of the casket and personnel.
- (8) Proper arrangement with the Police Department should be made to handle traffic and parking at the various locations involved and along the funeral procession route.
- (9) Refer with funeral home director for specific formations during service.

c. Photography Coverage

Fire Department photographer or private photographer should be assigned to cover the funeral (Training Division).

d. Media Arrangements - Handled by Public Information Officer - Established Guidelines for Radio, Television and Press

- (1) At the church inside and/or outside
- (2) Funeral home inside and/or outside
- (3) Cemetery - general photo coverage and/or coverage of the immediate grave.

e. Arrangements for Out-Of-Town Guests of Other Departments

- (1) Transportation
 - (a) Airports
 - (b) Hotels, motels
 - (c) Funeral services
 - (d) Cemetery
 - (e) Food service areas



POLICY MANUAL

Daily Operations - Miscellaneous Death/Injury Notifications

Revised: 05-06-98

Code: 1 – 14 – 4

Book Chapter Subject

Page 7 of 11

4.06 FUNERAL ARRANGEMENTS - (Cont.)

NOTE: Where there are insufficient Fire Department cars, consider use of other municipal cars, surplus police vehicles, and private vehicles of department members. Provide signs for these vehicles approximately 1½ feet long by six inches to read "FIRE DEPARTMENT COURTESY CAR."

- (2) Arrange for housing as necessary for overnight guests.
- (3) Arrange for food service areas
 - (a) Chief Officers and dignitaries
 - (b) Firefighters

NOTE: Food service may be needed between morning and afternoon funeral services or following a funeral service at one or more locations. Consider help from a caterer. Depending on the cause and number of personnel involved in a fire or emergency related fatal accident, the number of out-of-town guests could range from a few hundred to several thousand.

4.07 RESPONSIBILITIES OF MEMBERS

1. All members will at all times maintain a clean, pressed, and properly fitted uniform for use at funerals and/or any other formal functions.
2. All off-duty members and those on-duty members, upon proper relief from normal duty, should make every effort to honor their fellow members by attending the funeral.
3. All members of the Fire Department shall acquaint themselves with the prescribed courtesies of the Fire Department's funeral procedures as outlined in this operation guide.
4. Honor Guard
 - a. At least six Honor Guards and one Officer are required.



POLICY MANUAL

Daily Operations - Miscellaneous Death/Injury Notifications

Revised: 05-06-98

Code: 1 – 14 – 4

Book Chapter Subject

Page 8 of 11

4.07 RESPONSIBILITIES OF MEMBERS - (Cont.)

- b. One member of the Honor Guard shall be designated as the Officer of the Guard (OG). The OG shall be responsible for obtaining the necessary equipment (white gloves, black badge bands, etc.) and for scheduling of the Honor Guard members.
- c. Two Honor Guards, one for the head and one for the foot of the casket, shall be scheduled at ten-minute intervals.
- d. Honor Guards' uniforms shall be dress uniform, white gloves, and black badge bands and hats.
- e. Honor Guards shall stand at attention at their assigned positions for the duration of their ten-minute tour of duty, if used at funeral home during a viewing if requested by the family.
- f. Honor Guard may be used during viewing and prior to the service as custom dictates.
- g. The flag shall be placed over the casket with the blue field at the head over the deceased's left shoulder.

5. Active Pallbearers

- a. The Active Pallbearer Detail shall consist of six pallbearers.
- b. The officer of the Pallbearer Detail shall contact the funeral director for detailed instructions.
- c. If the casket arrives at the church from the funeral home, the Pallbearer Detail shall position themselves to receive the casket in front of the church.
- d. During the service, the Pallbearer Detail will sit on designated side with the Funeral Detail.



POLICY MANUAL

Daily Operations - Miscellaneous

Death/Injury Notifications

Revised: 05-06-98

Code: 1 – 14 – 4

Book Chapter Subject

Page 9 of 11

4.07 RESPONSIBILITIES OF MEMBERS - (Cont.)

- e. At the cemetery after placing the casket over the grave site and upon the Officer's command, the Pallbearer Detail shall raise the flag to waist high over the casket and hold it there during the committal service. After the committal service is read, taps may be sounded. The flag is then folded upon the Officer's command in the prescribed military manner and presented to the next of kin by the Fire Chief or the Chief Officer of the Guard.
- f. The Pallbearer Detail, on the orders of the Officer, shall take a place with the Funeral Detail.
- g. During the graveside service where the flag is not draped over the casket, the Pallbearer Detail, after placing the casket over the grave site, on orders of the Officer shall step back with the Funeral Detail and follow the procedures for the Funeral Detail.

6. Funeral Detail

- a. All members of the department, not otherwise detailed, and uniformed members of other agencies will act as the Funeral Detail, no gloves required.
- b. The Funeral Detail will arrive as a group from the staging area prior to the arrival of the funeral coach at the church and take a position in front of the church.
- c. For formal and semi-formal funerals, the Funeral Detail will take a position in front of the church in two facing ranks with senior officer closest to the church.
- d. As the Active Pallbearers move the casket from the coach, the Funeral Detail will be called to attention by the DR. If the casket is draped with the flag, the DR will order a hand salute as the casket passes. The command shall be "Present Arms!" The command to end the salute shall be "Order Arms!"
- e. After the casket passes, the DR will order "At Ease," and the Funeral Detail will file into the church according to rank and sit in the designated area.
- f. After the service, the Funeral Detail on order of the DR will file out of the church and, in the case of a formal funeral, take a position on the right side of the entry.



POLICY MANUAL

Daily Operations - Miscellaneous

Death/Injury Notifications

Revised: 05-06-98

Code: 1 – 14 – 4

Book Chapter Subject

Page 10 of 11

4.07 RESPONSIBILITIES OF MEMBERS - (Cont.)

- g. If semi-formal service, the Funeral Detail will form facing ranks on both sides of the entry with senior officers closest to the hearse.
- h. As the flag-draped casket is brought out of the church, the Funeral Detail is brought to attention and a hand salute is executed on order of the DR. If no flag covers the casket, ranks stand at attention.
- i. The Funeral Detail rides as a group in designated cars to the cemetery or between the funeral home and church.
- j. The Funeral Detail at the cemetery again forms two ranks according to rank from the location of the hearse to the grave site, with Officers closest to the grave.
- k. As the flag-draped casket is removed from the hearse by the active pallbearers, the Funeral Detail executes a hand salute on the order of the DR ("Present Arms"). If the casket is not covered by a flag, they stand at attention.
- l. After the casket is placed over the grave, the Funeral Detail forms ranks in front of the grave, highest rank on right side.
- m. If taps are sounded, uniformed members should execute a hand salute on order of the DR.
- n. During religious graveside services, all personnel will bow at words "Let us pray."
- o. All personnel, except the active pallbearers while holding the flag, will follow the example of the officiating clergy. If he uncovers, they will uncover; if he remains covered, they will remain covered.

NOTE: These procedures and formations are accepted courtesies, but act as a guideline only and may be adjusted depending upon existing conditions at funeral home, church, etc.



POLICY MANUAL

Daily Operations - Miscellaneous

Death/Injury Notifications

Revised: 05-06-98

Code: 1 – 14 – 4

Book Chapter Subject

Page 11 of 11

4.08 INVENTORY OF NECESSARY EQUIPMENT

1. On hand in Fire Department stock room:
 - a. Honor Guard standards
 - b. Flag for casket
 - c. Elastic bands
 - d. Twelve pairs of assorted sizes of white gloves
 - e. Sign to read "Fire Department Courtesy Car" (approximately six should be inventoried)
 - f. Black bunting for stations and apparatus.

4.09 OUT OF JURISDICTION FUNERALS

1. Fire Chief shall appoint a designated representative (DR) to make necessary arrangements with affected department.
2. A minimum of two Honor Guard members shall attend event.
3. Honor Guard members attending event will be selected from off-duty shifts.