



ACKNOWLEDGMENTS

The information on the following pages (50-74) was excerpted from the Federation of Fire Chaplains Manual.

Introduction from the Federation of Fire Chaplains

No one likes to even consider the prospect of arranging and conducting a funeral for someone who has touched our life. As fire chaplains, however, we serve a group of brave and dedicated men and women who continually place themselves in harm's way. Far too often they make the ultimate sacrifice. They give their lives as they strive to protect the lives and property of the community they serve.

When the unthinkable happens, it is up to the chaplain to do all he can to ensure that the fallen firefighter receives a tribute befitting the sacrifice that has been made. In this regard no effort is too large, and no detail is too small. It is truly a time for "all things to be done decently and in order." The purpose of this manual is to provide basic information that a chaplain can use to help the department he serves through a very trying time.

This manual is not intended to be all-inclusive in content or dogmatic in approach. There are many local customs and procedures that may be used during the funeral process. It is designed to provide a significant amount of information covering a broad spectrum of subjects. From this information, the chaplain may choose what best fits his particular situation and adapt it as necessary.

There are two keys to conducting a good fire department funeral. Show honor to the fallen firefighter, and care for his family. If these two things are accomplished, the chaplain has done his job well.



GENERAL GUIDELINES

The conditions that will prevail when death strikes the fire department family will require the accomplishment of specific actions in order to meet the needs that will be encountered in the days that follow. These actions include:

- a. Good organization and coordination.
- b. Good communications.
- c. Maintenance of flexibility.
- d. Care not to overload any individual.
- e. Moral, emotional, and spiritual support for the next of kin.
- f. Meeting the requests and needs of the surviving family members.

The primary goal of the fire department will be to work with the funeral director and all others involved to ensure that a fitting tribute is paid to the fallen firefighter, and to ensure that the wishes and desires of the surviving family regarding the funeral ceremonies are carried out. The needs of the family will come before the wishes of the department.

Fire department personnel who are assigned duties related to the conduct of a fire department funeral will understand that their responsibility does not include the duties of a funeral director. Their duties do include working with the funeral director in order to accomplish shared goals in the best interest of the firefighter's family.

**PRE-INCIDENT PREPARATION**

The fire department should take steps to ensure that certain actions related to the proper conduct of a fire department funeral are completed prior to the occurrence of a tragic incident.

Fire Department Chaplain--The fire department should maintain an active chaplaincy program. The chaplain should be immediately contacted whenever the death of a fire department member is imminent or confirmed, regardless of the circumstances involved. The chaplain's services should be available to the surviving family throughout the funeral process.

Personnel Information--A Vital Information Record (copy attached) should be maintained on all fire department personnel. It may be used to assist in the treatment of personnel following serious injury, and in the notification of next of kin following a serious injury or line-of-duty death. The form should contain the following information:

- a. Complete name of the department member.
- b. Name and location (address/specific directions to residence) of next of kin.
- c. Name and location of alternates for next of kin.
- d. Religion or belief.
- e. Church affiliation and membership.
- f. Allergies to medication.
- g. Chronic medical conditions.
- h. Any other pertinent past medical history.

Photographs--The fire department should arrange for periodic photographs of all department personnel. Photographs should be maintained in department personnel files.

Local Support Agencies--The department should periodically contact local agencies in order to maintain a resource list of:

- a. Honor guards/color guards.
- b. Bands, buglers, pipers.
- c. Firing squads.
- d. Alarm bells (for "Last Alarm" service).
- e. Vocal and instrumental soloists.



Funeral Directors--Local directors should be contacted by the department and provided a copy of fire department funeral procedures. This will allow them to understand local protocols beforehand.

Ceremonial Clothing/Equipment--The fire department should have on hand the following clothing/equipment for use during fire department funerals:

- a. Badge and name tag presentation frame.
- b. Presentation flag.
- c. White gloves (sufficient number for honor guard and eight pallbearers).
- d. Extra badge for each rank in the department. (The name of a source for a duplicate name tag on an emergency basis should also be maintained.)

Key Personnel List--The department should maintain and annually update a list of personnel willing to serve in key positions:

- a. Survivor Action Officer
- b. Notification Officer
- c. Family Liaison Officer
- d. Funeral Officer
- e. Church Officer
- f. Procession Officer
- g. Cemetery Officer
- h. Hospital Liaison Officer

Personnel willing to serve should be provided with a funeral manual detailing the responsibilities of key positions and containing copies of fire department procedures relating to funerals and serious injury or death.

Honor Guard/Color Guard--The fire department should encourage personnel to participate in a department honor guard that will function during fire department



funerals and at other appropriate times. The following support may be provided:

- a. Properly tailored identical Class A (dress) uniforms with cap, white shirts, black tie and white ascot.
- b. White gloves for all members.
- c. White shoulder braiding for all members.
- d. Patent leather low-quarter shoes for all members.
- e. Parade flags (American, state, municipality, and/or fire department) with holders.
- f. Display axes with chrome heads (2).
- g. Time off as needed to provide honor guard and color guard services.



FUNERAL OPTIONS

Honor Guard--Should an honor guard be requested, it is the responsibility of the funeral officer to ensure the request is complied with. The funeral officer will coordinate with honor guard personnel to schedule honor guard activities according to the funeral director's and family's wishes. The following basic rules usually apply to honor guard activities:

- a. Two honor guards will be posted at the casket, one at the head and one at the foot, at all times during viewing hours.
- b. A minimum of four honor guards will be assigned for each set of viewing hours.
- c. Honor guards will be rotated at 15 minute intervals. Relief guards will march up together. Posted guards will come to attention and smartly make relief. The relieved guards will march off together.
- d. Posted honor guards will assume the position of parade rest.
- e. American and state, city or departmental flags should be posted at the casket.
- f. Honor guards should wear Class A uniform with white gloves and black mourning bands over uniform badges.

Pallbearers--Should the family choose to use fire department members as pallbearers, it is the family liaison officer's responsibility to determine which firefighters the family would like to have. The total number of pallbearers is usually eight (8). Pallbearers should wear Class A uniforms with hats and white gloves.

- a. Due to the specific responsibilities they are assigned, pallbearers are exempt from following the majority of orders given to the remainder of a formation.
- b. Instructions on the removal, handling, and transporting of the casket should be given by the funeral officer with the advisement of the funeral director. If a fire engine is used as a caisson, pallbearers will hold a practice session the day before the funeral if possible. If this not possible, pallbearers must report to the funeral home several hours before the beginning of the service for a briefing and practice.



- c. If the casket is draped with a flag that will be presented to the next of kin, at least three pallbearers should be instructed on the proper method of removing, folding, and presenting the flag. A usually accepted procedure is for two pallbearers to fold the flag and present it to the third pallbearer who, in turn, presents it to the next of kin. Coordinating the flag folding will be the responsibility of the cemetery officer. Flag folding instructions are included in an appendix to this procedure. If the casket is not draped, and the department desires to present a flag to the next of kin, an already folded flag may be placed on the casket to be presented by a designated pallbearer or other appropriate person.
- d. If fire department pumpers are used as caisson and flower vehicle, pallbearers will ride on them. If pumpers are not used, the department will provide other department vehicles for the pallbearers during the procession.

Transportation

- a. The department may wish to offer a fire department vehicle and driver to the immediate family during the viewing and funeral period. The family liaison officer will normally provide this service.
- b. The department may also wish to see that the next of kin are provided limousine service by the funeral home on the day of the funeral.

Meals--During the period of mourning and post-funeral reception, meals may become a matter of difficulty for the deceased firefighter's family. Friends of the family and members of the department may be used to provide for these needs. The survivor action officer, in conjunction with the family liaison officer, will determine the need and coordinate the preparation and delivery of the meals provided by department members.

Child Care--Should child care present a problem for the family of the deceased during the viewing and funeral period, the family liaison officer should make the need known to the Survivor action officer who can coordinate providing needed care.

Family Liaison Officer--Regardless of the circumstances surrounding the death, or the deceased firefighter's status in the department, a family liaison officer should be assigned to make contact with the family. The liaison officer will determine the amount of involvement the department will provide and relay this information to the survivor action officer. The family liaison officer will assist the



family as much as possible during the process, including helping with items concerning the deceased's personal matters.

Initial Department Support--This will be determined by family requests as relayed by the family liaison officer. Appropriate key personnel should be assigned as the needs arise. No assumptions should be made or acted upon without contact and consent of the immediate family. The services provided by the department may involve a large commitment, or only bits and pieces.

Fire Department Chaplain--The fire department may or may not play a significant role. The amount of involvement the chaplain has will need to be determined by the family based on their preference of religion or clergy. One option that can be proposed is a shared responsibility between the clergy of family choice and the department chaplain. Once again, the family's wishes as determined by the family liaison officer must be honored. Should the department chaplain be requested, the following are areas of his concern:

- a. Initial next of kin notification.
- b. Comfort and counsel for surviving family members.
- c. Prayer service at the funeral home.
- d. Church services.
- e. Cemetery interment.
- f. Follow-up counseling for the family.

Procession--The family may indicate the desire for a procession from the funeral home or church to the cemetery. The procession is the responsibility of the procession officer and involves the staging of vehicles at the funeral home or church prior to the funeral, directing vehicles as they leave for the cemetery, and staging upon arrival at the cemetery. Specific considerations include:

- a. Department vehicles used as caisson, flower car, and miscellaneous transportation.
- b. Coordination with funeral director to determine procession route, including a drive by the deceased firefighter's fire station, home, or any other special considerations. If the procession passes the fire station, apparatus should be parked on the apron, firefighters on duty should assemble outside, come to attention as the procession passes, and toll a muffled



bell as the caisson or hearse passes.

- c. Static displays of apparatus along the procession route.
- d. Crossed ladders or aerial equipment at the funeral home, church, or cemetery entrance.

Caisson--A fire department pumper may be appropriate as a caisson to carry the casket. If a pumper is used, it must be taken out of service for a period of time and prepared as follows:

- a. Thoroughly clean and wax.
- b. Remove hose and dividers.
- c. Add available mourning flags or bunting.
- d. Have the operator in dress uniform.

In the event of inclement weather, an enclosed hearse should be used for the casket and the apparatus used for a flower car.

Flower Car--A fire department pumper may also be used as a flower vehicle. If so used, it must be taken out of service and prepared as indicated above for a caisson. Hose dividers need not be removed.

Formations--Special formations may be appropriate under certain circumstances. Should this option be exercised, the formations would be at the following points:

- a. Walk through of all attending firefighters at the funeral home or church.
- b. Honor guard formations on either side of the exit path of the casket from the funeral home to the hearse or caisson.
- c. Honor guard formations on either side of the casket path upon entry to and exit from the church.
- d. Honor guard formations on either side of the casket path from the hearse or caisson to the interment.

Taps--A single bugler at the cemetery may sound Taps. The location of the bugler should be approximately 75 feet from the gravesite.



Firing Squad--A military type firing squad may be used at the cemetery ceremony. If used, the squad will fire three volleys. The position of the firing squad is 75 feet from the gravesite.

NOTE: Firing squad volleys have been known to frighten young children in attendance at cemetery services. This should be made known to the family as part of the family liaison officer's briefing.

Band and Musical Arrangements

- a. A band, piper, choir, soloists, or an organist may be used to play certain ceremonial arrangements during various funeral ceremonies.
- b. The family liaison officer will determine the wishes of the family in this area and communicate the needs to the funeral officer.

Last Alarm Service--A traditional bell ringing ceremony at the end of the church service or cemetery service may be used to signify the firefighter's last alarm. A short reading accompanies the ringing of the bell (see Appendix).

Readings--Numerous scripture passages and other fire department related readings are available and appropriate during the funeral services. The family liaison officer will work with the family to determine what readings they would like and who will read them.

Eulogy--A eulogy may be appropriate at any point in the funeral ceremonies. The family must decide who will deliver the eulogy and when. A clergy member, department chaplain, and/or close family friend from the fire department may perform this task. The family liaison officer makes the necessary contacts and advises the funeral officer.

Crossed Aerial Ladders--Should the family wish to have the crossed aerial ladders at the funeral site or cemetery entrance, the family liaison officer should forward this request to the survivor action officer for approval and coordination.

Static Equipment Display--During the procession, the family may choose to have a static display of department apparatus with their crews at attention and saluting the passing casket and family vehicle. This final tribute may be set up at the funeral home or church, at key locations along the procession route, at a fire station on the procession route, or at the cemetery entrance. The family liaison officer will communicate this need to the survivor action officer.

Burial In Uniform--Should the family choose to bury the deceased firefighter in



uniform, the family liaison officer will deliver the uniform to the funeral officer or funeral director. The family liaison officer may also deliver other clothing to be used.

Presentation of Fire Department Badge--As a part of the funeral service at the funeral home or church, the fire chief may present the badge and name tag worn by the deceased firefighter to the next of kin. The items will be presented in a framed display also containing a CFD uniform patch. The support services specialist will work with the fire chief to obtain the badge and name tag actually worn by the firefighter and to obtain duplicates to be placed on the burial uniform.

Closed Casket --In the event closed casket ceremonies are chosen, the family may wish to place a picture of the firefighter in uniform along with his dress hat on top of the closed casket.

Walk Through--A walk through of firefighters in attendance at the funeral may be used to pay tribute to the deceased firefighter. If used, the funeral officer will schedule the walk through and have firefighters form up single file by department. The formation will walk single file past the casket with each firefighter stopping briefly to pay tribute. The formation then exits the funeral home or church or goes directly to assigned seating areas.

Post-Services Reception--Should the family approve, a reception may be held following the funeral. A church facility, school cafeteria, fire station, or other facility may be used for this purpose. The survivor action officer will coordinate the event if used. He may call upon department members, the firefighters association, or local service organizations to assist in donating or preparing food.

Welfare Fund--Fire department members or local organizations may wish to start a memorial fund for the deceased firefighter's family. The survivor action officer may request the assistance of fire department members, the firefighters association, or local service organizations in establishing this fund. The family will be advised by the family liaison officer that this is taking place.

Half-Staff Flags--American flags flying at fire stations should be brought to half mast upon notification that a fire department member has died. They should remain at half-mast until at least 1700 hours the day of the funeral and interment. When the American flag is at half mast, no other flags will be flown on the same halyard. For line-of-duty deaths, the department should request other city facilities also fly their flags at half-mast.

Badge Shrouding--The shrouding of a badge is accomplished by placing a 1/2" to 3/4" piece of black material horizontally around the badge at its midpoint. The



shroud should be placed on badges at the time of notification of the death and will remain on the badge until the funeral and interment are completed. For line-of-duty deaths, the badge shrouds may remain in place for a 30-day mourning period.

Flag Presentation--If the casket is draped with a flag, an appropriate flag presentation ceremony should be conducted at the conclusion of the cemetery service (see page 79).



KEY POSITIONS FOR FIRE DEPARTMENT FUNERALS

Survivor Action Officer

- a. The fire chief will assume the position of survivor action officer or appoint someone to act as his representative in providing liaison and support with the family of a firefighter killed in the line of duty. The survivor action officer is a special staff assignment. As a direct representative of the fire chief the survivor action officer should receive the full cooperation of the entire fire department. The survivor action officer will appoint assistants and delegate responsibilities as required to successfully complete all assigned duties.
- b. The survivor action officer is responsible for the management of several important activities. His principal concern is the ongoing welfare of the next of kin. He will render whatever assistance is necessary in settling the personal affairs of the deceased member and assisting the family through the crisis.
- c. The survivor action officer coordinates and supervises the activities of a number of key personnel assigned to handle the specific aspects of the funeral arrangements and to assist the surviving family. These key personnel include:
 1. Family Liaison Officer--On call to the surviving family 24 hours per day to provide any assistance and support needed. Provides the survivor action officer with constant updates on the families status and needs.
 2. Funeral Officer--Provides coordination and interaction with the funeral director and other personnel on funeral arrangements.
 3. Church Officer--Provides coordination and interaction with the church involved to arrange the funeral service.
 4. Cemetery Officer--Provides coordination with the cemetery and others involved in the funeral arrangements in order to organize all arrangements at the gravesite.
 5. Procession Officer--Arranges and directs the funeral procession.
- d. Additional duties for the survivor action officer include:



1. Assure next of kin notification has been properly accomplished.
2. Officially notify all fire department stations of the death and have flags lowered to half mast. Make arrangements for the notification of off-duty and vacationing personnel.
3. Notify the following personnel and agencies of the death:
 - a) Union president.
 - b) All other city departments.
 - c) All other fire departments and police departments.
 - d) Make appropriate follow-up contacts when the funeral arrangements and schedules have been determined.
4. Work with the family liaison officer to determine the desired method of collecting the deceased firefighter's personal items from the fire station.

NOTE: If the next of kin desires to collect items from the locker personally, the contents should be screened in advance and any inappropriate material removed.
5. Conduct a coordination meeting with the key personnel as soon as possible so that everyone understands what options will be used in the funeral ceremony. Once the funeral procedures are established all key personnel should be instructed to make the appropriate contacts and given the time for a final coordination meeting. Conduct a final meeting with key personnel to:
 - a. Establish schedule and timetables.
 - b. Identify times and places for group gatherings as required by the ceremonies to be conducted.
 - c. Re-contact all appropriate people and agencies with the schedule, meeting places, and special instructions.
6. Be a key contact person for outside agencies, news media, and other departments in relation to the death and subsequent ceremonies.



7. Make appropriate arrangements for a post-funeral meal and facility to handle a large group of people (with family approval through the family liaison officer). Arrangements will also be made for a fire department member to be on hand at the residence to assist the family in any manner possible. Additional meals for immediate family members will also be provided as needed.
8. Coordinate with the human resources department to arrange for final paycheck and the completion of any required paperwork.
9. Contact neighboring fire departments and arrange for mutual aid stand-in fire and ambulance companies during the funeral.
10. Maintain an easily accessible contact position for the duration of the funeral process.
11. Coordinate providing meals for the family and assure future family follow-up by the family liaison officer.
12. Assure that all department functions return to normal.

Family Liaison Officer In every incident involving the death of a firefighter, or when the death of an injured firefighter appears imminent, a family liaison officer should be assigned by the fire chief. The individual so assigned will perform the following duties:

- a. The family liaison officer should have a fire department vehicle, pager, and portable radio assigned to him for the entire funeral process.
- b. Promptly report to the deceased's residence, or to the treating medical facility, and provide reassurance and support to the family. The family liaison officer is to ensure that the NEEDS OF THE FAMILY come before the wishes of the department.
- c. The family liaison officer must be prepared to discuss all aspects of the funeral process and counsel the family in its decisions. The FLO must be able to relay information to the fire chief as to what level of involvement the department will have in the funeral process in accordance with the family's wishes.
 1. The FLO will make the family aware of what the department can offer in the way of assistance if the family decides to have



- a line-of-duty funeral.
2. The family should be made aware of churches with seating capacities large enough to accommodate attendance at the funeral. However, any alternate church will need to be made aware that the family minister or fire department chaplain will officiate at the service. **THE DEPARTMENT MUST ONLY MAKE THE FAMILY AWARE OF THE ALTERNATIVES. IT IS THE FAMILY'S CHOICE.**
 3. The FLO will brief the family on fire department funeral procedures (i.e., 21-gun salute, presenting of the flag, playing of Taps, Last Alarm, the ladder archway, etc.).
 4. The FLO will see that the surviving parents, if not the immediate next of kin, are afforded proper recognition and have proper placement arranged for them during the funeral and procession.
- d. The family liaison officer will assist the family in determining the eight primary pallbearers and the optional honorary bearers.
- e. The family liaison officer will assist the family in determining:
1. Type of interment.
 2. Which funeral home will be used.
 3. Which clergy will be used (whether or not the fire department chaplain will be used).
 4. Which cemetery will be used.
 5. Will the deceased be buried in uniform? If so, obtain a uniform.
 6. Obtain all articles of clothing that the deceased will wear and deliver them to the funeral director.
 7. Obtain a recent photograph of the deceased for the funeral director.
 8. Determine the length of the funeral service to include:



- a) Readers of scripture.
- b) What scriptures will be read.
- c) Music to be used and individuals to perform the music.
- d) Who will deliver the funeral sermon and/or eulogy.
- e) Will Last Alarm bell service be used.

9. Length of the wake and establishing a tentative schedule.

10. Ceremonies that will take place at the cemetery.

- a) Band or Piper
- b) Honor Guard/Firing Squad
- c) Readings
- d) Eulogy and who will deliver it
- e) Taps/Last Alarm
- f) Will a pumper be used as a caisson or will a conventional hearse be used
- g) Will a pumper or ladder truck be used as a flower car
- h) Will personnel walk alongside the caisson or ride in the procession schedule

11. Identify and determine any other special considerations on behalf of the family.

- f. The family liaison officer will be available to the family on a 24-hour basis to assist in any way necessary.
- g. The family liaison officer will also have to address the following items with the family:



1. Autopsy report, birth certificates, marriage certificates, death certificates (workers compensation), VA or military records.
2. Consult an attorney for the family to review all matters.
3. Fire department retirement benefits due to surviving beneficiaries.
4. VA widow and children's benefits and burial benefits.
5. Social Security survivor benefits.
6. Public Safety Officer Benefits (federal and state).
7. Life insurance plans (personal and city).
8. Final paycheck, including sick leave, vacation payoff, and W-2 forms.
9. Deferred compensation account.
10. Income tax report.
11. Loans outstanding that may be insured, including credit union loans.
12. Transfer of ownership of property and vehicles to survivors.
13. 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 be legally due.
14. Change title of all bank accounts.
15. Advise survivors not to loan money to any person, especially friends and relatives. Advise them to put any available funds in the bank. There will be ample time to invest wisely after a greater degree of stability returns to their lives.
16. Investigate the possibility of scholarships available for college for surviving dependents.



17. Check on mortgage insurance.
 18. Check on possible worker's compensation claims with an attorney.
 19. Check on any possible third party lawsuits with an attorney. For example, the surviving family of a firefighter at a fire that is hit by a vehicle may be able to sue the operator of the vehicle.
- h. The family liaison officer must be constantly alert for ways he can assist the family of a fallen firefighter to cope with the tragedy that has entered their lives. Any special needs that are noticed should be relayed to the fire chief immediately so that the necessary resources to meet those needs can be acquired.

Funeral Officer

- a. The funeral officer will coordinate with the family liaison officer and the funeral director to ensure that the wishes of the deceased firefighters family concerning all aspects of the funeral are carried out.
- b. The funeral officer will attend all meetings called by the survivor action officer in order to determine the following:
 1. The schedule of events and the length of time the mourning and burial process will involve.
 2. Whether fire department vehicles will be used as caisson or flower car. Should they not be used, ensure alternative arrangements are made with the funeral director.
- c. If the firefighter's immediate family has not requested limousine service from the funeral home for transportation during the day of the funeral, the funeral officer, at the direction of the fire chief, will advise the funeral director to provide the service and send an invoice for the service to the fire department.
- d. Coordinate with honor guard members to establish an honor guard schedule at the funeral home and church.
- e. Coordinate formal walk through of uniformed personnel during the period



of viewing with the departments involved and with the funeral director. This includes seating arrangements.

- f. Work with the fire department chaplain or clergy member designated by the family to coordinate any prayer services to be conducted at the funeral home and forward information to the survivor action officer.
- g. Develop a schedule for uniformed personnel the day of the funeral for coordination at the funeral site. This includes:
 1. Arrival time for uniformed personnel and specific instructions as to where to gather.
 2. Briefing and practice of formations that will be used when the casket is removed.
 3. Briefing on proper protocols for entering and leaving the funeral.
- h. Coordinate vehicle staging with the procession officer, including arrangements for fire department vehicles being used. Ensure that sufficient personnel are available to properly direct and stage incoming apparatus and vehicles.
- i. Obtain the uniform or other clothing that the deceased will wear during viewing from the family liaison officer and deliver it to the funeral director.
- j. Coordinate with the family liaison officer on special readings or eulogies to be used during the funeral.
- k. Obtain white gloves for all department pallbearers.

Procession Officer--The procession officer has the responsibility of coordinating the funeral procession from the funeral home to the church (if necessary) and from the church or other funeral site to the cemetery. Duties include:

- a. Attend all coordination meetings to determine the following:
 1. Name of the funeral home to be used.
 2. Name of the church to be used.
 3. Name of the cemetery.



4. Will a pumper be used as a caisson or will a conventional hearse be used?
5. Will a pumper be used as a flower car?
6. Schedule of events the day of the funeral.
7. Will the procession involve walking?
 - a) Honor Guard
 - b) Band or Pipers
 - c) Pallbearers
- b. Establish a system for staging and coordinating vehicles at all locations where funeral activities will occur. Coordinate the vehicle staging with appropriate key personnel (church officer, cemetery officer, etc.). Ensure that sufficient personnel are available at all staging locations to efficiently direct and stage apparatus and vehicles.
- c. Coordinate with the family liaison officer to determine any special considerations involved in the procession. These may include:
 1. Passing the firefighter's home, fire station, or other significant location.
 2. Special static displays of equipment and personnel at a location on the procession route.
 3. The use of crossed aerial ladders at the cemetery entrance or other location. If used, contact the survivor action officer to obtain necessary apparatus.
- d. Contact the police department or other appropriate agency for assistance in working with other police departments and the funeral director in order to:
 1. Establish routes for the procession.
 2. Determine traffic control needs.



- a) Traffic rerouting and street closings at the funeral home and church (contact Public Works Dept. to obtain barricades as needed).
 - b) Traffic control at any special assembly points used.
 - c) If necessary post "No Parking" signs around the funeral home, church, and any other assembly points.
 - d) Directing staged vehicles as they line up for procession(s).
3. Arrange for procession escorts.
- e. Develop maps showing the procession route and any other needed information. Maps will be handed out at the briefing at the funeral site prior to the beginning of the service.
 - f. Align vehicles in the procession basically as follows (coordinate with funeral director):
 - 1. Lead Escort
 - 2. Fire department pumper used as flower car
 - 3. Hearse or pumper used as caisson
 - 4. Family vehicles
 - 5. Pallbearers (if not riding on flower vehicle and caisson)
 - 6. Honorary Pallbearers
 - 7. Honor Guard/Color Guard
 - 8. Fire Department Chief vehicle
 - 9. Other Fire Department vehicles
 - 10. Police Department vehicles
 - 11. City Officials



12. Vehicles from other fire departments
 13. Vehicles from other police departments
 14. Family friends
 15. Rear Escort
- g. If fire department apparatus is used as a caisson and/or flower vehicle, contact the survivor action officer and determine which apparatus will be used. Ensure the following items are taken care of in relation to fire department vehicles:
1. Apparatus is thoroughly cleaned and hose beds stripped.
 2. Hose dividers removed from apparatus used as a caisson.
 3. Hose bed on caisson pumper is adapted to easily facilitate casket placement and removal (coordinate with funeral director).
 4. Apparatus operators have full dress uniforms to wear while driving.
 5. Deceased firefighter's bunker gear is obtained and placed in a riding position on the caisson (bunker boots will be turned backwards).
 6. If used, bunting and/or funeral flags are affixed to the apparatus.

Church Officer--The church officer has the primary responsibility of coordinating all of the activities and ceremonies at the church. Duties include:

- a. Attend coordination meetings and determine the following from the survivor action officer and family liaison officer:
 1. Schedule of events.
 2. Location of the church.
 3. Clergy to be used, including fire department chaplain.



4. Scripture to be read and readers.
 5. Type and length of service.
 6. What ceremonial items are being requested
 - a) Badge presentation
 - b) Special readings
 - c) Special eulogies
 7. Music to be used and who will present.
 8. Who will deliver eulogy and the deceased firefighter's résumé.
- b. Contact procession officer and coordinate vehicle staging at the church.
 - c. Make seating arrangements for those attending the church service. In addition to family members, dedicated seating should be provided for:
 1. Pallbearers
 2. Honor Guard
 3. Uniformed Personnel
 - d. Determine formations to be used and coordinate them during the arrival and removal of the casket from the church. Review military commands for the formations and issue them when appropriate.
 - e. Develop a program for the service and any special prayer cards and provide for their reproduction and distribution.

Cemetery Officer--The cemetery officer is responsible for the preparation and coordination of events that occur at the gravesite from the time procession vehicles have stopped and people exit the vehicles. He is also responsible for liaison with cemetery personnel. Duties include:

- a. Attend coordination meetings and determine the following from the survivor action officer and family liaison officer:



1. What type of interment will be used:
 - a) Burial
 - b) Crypt
 - c) Cremation
2. Does the family wish to have:
 - a) Final Alarm Service
 - b) Taps played
 - c) Firing Squad
 - d) Scripture read (who will read it)
 - e) Music (who will perform)
- b. Schedule and coordinate the sequence of events that will take place at the gravesite. This includes coordinating any special requests received from the survivor action officer or family liaison officer.
- c. Develop the type and location of formations that will be used by uniformed personnel and issue orders as appropriate and consistent with Military Standards.
- d. Ensure that the cemetery takes care of necessary items, such as:
 1. Overhead protection for immediate family at the gravesite.
 2. Public address system provided (if needed).
- e. Ensure that pallbearers are thoroughly familiar with the process of folding and presenting the flag to the next of kin.
- f. If the family situation warrants, coordinate with the survivor action officer to have emergency medical personnel/equipment present.
- g. Upon dismissal of the formation, give instructions as to the location of the post funeral meal (as determined by the survivor action officer and family action officer).



MISCELLANEOUS CONSIDERATIONS

Inclement weather conditions may have an impact on funeral services. If severe weather conditions are anticipated, personnel involved in coordinating the funeral services will work with the survivor action officer and family liaison officer to have alternative plans available to be used as required.

It is possible that the funeral, church service or other aspect of the funeral will be held in a location other than the city in which the firefighter worked. This will complicate the process and all planning steps must be coordinated with officials and agencies of the involved jurisdiction(s). If possible, representatives from both fire and police departments of all communities involved should be present at planning meetings to give their input.

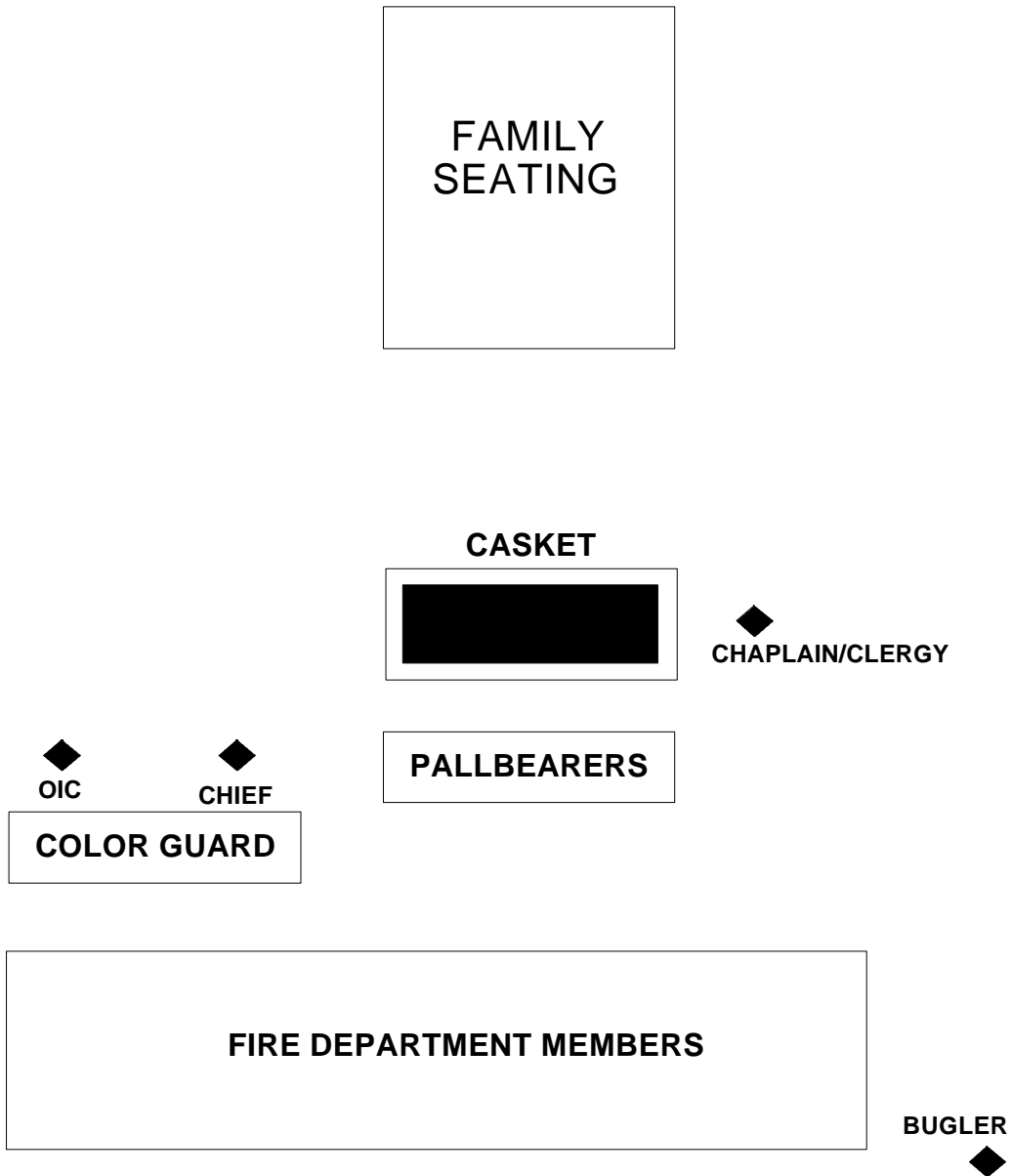
For a line-of-duty death, a large contingent of visiting firefighters will probably want to attend the funeral. If a procession is held from the funeral home to the church, it is advisable to have visiting firefighters and their apparatus report directly to the church for staging prior to the arrival of the procession from the funeral home. All firefighters and apparatus may take part in the procession from the church, or final funeral site, to the cemetery. If a march of firefighters to the church is to be conducted, only personnel from the host department should participate.



APPENDICES



APPENDIX ONE
SUGGESTED CEMETERY FORMATIONS





APPENDIX TWO
MILITARY STANDARDS

POSITION OF ATTENTION

Assume the position of "Attention" on the command "ATTENTION."

To assume this position bring the heels together smartly so that the heels are on the same line with the toes pointing out equally, forming an angle of 45 degrees. Keep the legs straight without locking the knees. Hold the body erect with the hips level, chest lifted and arched, and the shoulders square and even.

Let the arms hang straight, without stiffness, along the sides with the back of the hands outward. Curl the fingers so that the tips of the thumb are alongside and touching the first joint of the forefingers. Keep the thumbs straight and along the seams of the trousers with all fingertips touching the trouser leg.

Keep the head erect and hold it squarely to the front with the chin drawn slightly in so that the axis of the head and neck is vertical. Look straight to the front.

Rest the weight of the body equally on the heels and balls of the feet. Remain silent except when replying to a question or when directed otherwise.

POSITION OF PARADE REST

Parade rest is commanded from the position of "Attention" only. The command for this movement is "PARADE, REST."

On the command of execution ("REST") move the left foot ten inches to the left of the right foot. Keep the legs straight, resting the weight of the body equally on the heels and balls of both feet. Simultaneously place the hands at the small of the back, centered on the belt line. Keep the fingers of both hands extended and joined, interlocking the thumbs so that the palm of the right hand is outward.

Hold the head and eyes as at the position of "Attention." Remain silent and do not move.

"Stand at ease," "At Ease," or "Rest" may be commanded from this position.



STAND AT EASE

The command for this movement is "STAND AT, EASE." On the command of execution ("EASE") execute "Parade Rest" but turn the head and eyes directly toward the officer in charge. "At Ease" or "Rest" may be commanded from this position.

The command for this movement is "AT EASE." On the command "At Ease" movement is allowed but personnel must remain standing and silent with the right foot in place. "Rest" may be commanded from this position.

REST

The command for this movement is "REST." On the command "Rest" movement, talking, smoking, or drinking is allowed unless otherwise specified. Personnel must remain standing with the right foot in place. "At Ease" may be commanded from this position.

HAND SALUTE

The hand salute is a one-count movement. The command is "PRESENT, ARMS." On the command of execution (Arms") raise the right hand to the headdress and with the tip of the forefinger touch the rim of the visor slightly to the right of the right eye. The fingers and thumb are extended and joined, palm down. The outer edge of the hand is barely canted downward so that neither the palm nor the back of the hand is visible from the front. The upper arm is horizontal with the elbow inclined slightly forward and the hand and wrist straight.

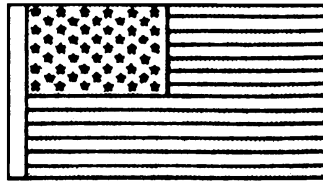
Order arms from this salute is a one-count movement. The command is "ORDER, ARMS." On the command of execution (Arms") return the hand smartly to the side, resuming the position of attention.

When uncovered or when wearing a headdress without a visor, the hand salute is executed in the same manner as previously described, except the tip of the forefinger touches the forehead near the eyebrow and slightly to the right of the right eye.

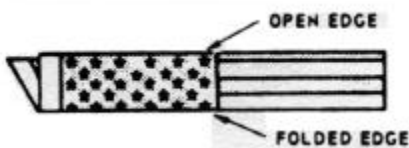
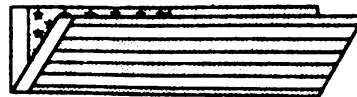


APPENDIX THREE

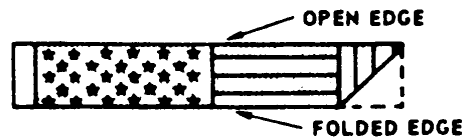
CORRECT METHOD OF FOLDING
THE
FLAG OF THE UNITED STATES



FOLD THE LOWER STRIPED SECTION OF THE FLAG OVER THE BLUE FIELD

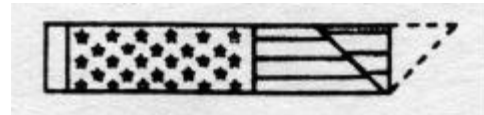


FOLD THE FOLDED EDGE OVER TO MEET THE OPEN EDGE

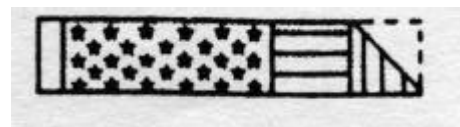


START A TRIANGULAR FOLD BY BRINGING THE STRIPED CORNER OF THE FOLDED EDGE TO THE OPEN EDGE

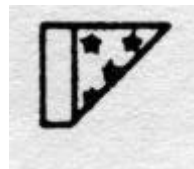
FOLD THE OUTER POINT INWARD PARALLEL WITH THE OPEN EDGE TO FORM A SECOND TRIANGLE



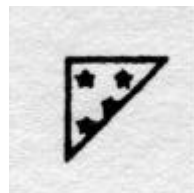
CONTINUE FOLDING UNTIL THE ENTIRE LENGTH OF THE FLAG IS FOLDED INTO A TRIANGLE WITH ONLY THE BLUE FIELD AND MARGIN SHOWING



TUCK THE REMAINING MARGIN INTO THE POCKET FORMED BY THE FOLDS AT THE BLUE FIELD EDGE OF THE FLAG



THE PROPERLY FOLDED FLAG SHOULD RESEMBLE A COCKED HAT





APPENDIX FOUR

SUGGESTED "LAST ALARM" CEREMONY

Chaplain or Department Member reads or recites:

Throughout most of history, the life of a firefighter has been closely associated with the ringing of a bell. As he began his hours of duty, it is the bell that started it off. Through the day and night, each alarm was sounded by a bell, which called him to fight fire and to place his life in jeopardy for the good of his 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 _____ has completed his task, his duties well done, and the bell rings three times in memory of, and in tribute to, his life and service

Officer in charge calls firefighters to attention.

Color guard called to "Present Arms"

Bell is struck three times

Color guard called to "Order Arms"

Firefighters seated (if in church or funeral home)

Closing Prayer



APPENDIX FIVE

SAMPLE ORDER OF EVENTS

ORDER OF EVENTS

Funeral Services for Firefighter John Doe
Carrollton Fire Department

June 1, 1994

- 1:00 Arrival of hearse at First Baptist, Carrollton
- Honor Guard Posted
 Color Guard Posted
- 1:30-2:00 Guests, fire personnel, and fire apparatus arrive.
- Fire personnel placed in formations
 Explanation of commands is given
 Attention
 Present Arms
 Order Arms
- 2:00-2:15 Arrival of family and processional
- Pallbearers remove the casket
 Procession enters the church
 Minister
 Color Guard
 Pallbearers/Casket
 Honorary Pallbearers
 Family
 Carrollton Fire Department members
 Other fire department members



2:15-3:00 Funeral Service

- Special Music
- Reading of Biography
- Special Readings
- Eulogy
- Funeral Sermon
- Presentation of Badge
- Walk By of Fire Personnel
- Benediction

3:00-3:15 Funeral Recessional

- Honorary Pallbearers
- Minister
- Pallbearers/Casket
- Family
- Fire Department Members
- Other Guests

3:15-4:00 Procession to Cemetery

- Lead Escort
- Carrollton Fire Department Engine
- Hearse
- Family Vehicles
- Pallbearers
- Honorary Pallbearers
- Honor Guard
- Host Fire Department Chief Vehicle
- Other Host Fire Department Vehicles
- Police Department Vehicles
- City Officials
- Other Fire Department Vehicles
- Other Police Department Vehicles
- Friends, Private Vehicles
- Rear Escort



4:00-4:15 Gravesite Processional

Color Guard
Carrollton Fire Department Members
Other Fire Department Members
Honorary Pallbearers
Minister
Pallbearers/Casket
Family
Friends

4:15-4:45 Graveside Service

Prayers and Scripture
Words to the Family
Final Prayer
Last Alarm Ceremony
Taps
Presentation of Flag
Benediction
Dismissal

**Memphis Division of Fire Services (Funeral Protocols and Death Notification)**
Division of Fire Services Funeral Protocols**FUNERAL PROTOCOLS AND DEATH NOTIFICATION**

The following death notification and protocol procedures will be in effect from this date forward and will be adhered to unless unusual circumstances prohibit. It is crucial that no employee contact the family of a critically injured or deceased employee prior to proper notification by specific, identified staff personnel. The Director of Fire Services or OSHA staff will coordinate notification and transportation of the immediate family through the Fire Communications Bureau.

Notification of Death

The Fire Communications Bureau (FCB) should be immediately notified in the event of death or serious injury. Strict adherence to the following notification order and/or procedures is mandatory.

The FCB will notify the following:

- A. Director of Fire Services
- B. Deputy Director of Fire Services
- C. OSHA Coordinator
- D. Chief of Emergency Operations
- E. Emergency Unit Supervisor (if on-duty death)
- F. Mayor (after conversation with director if an on-duty death)
- G. No vocal alarm announcements of the death will be made until complete family notification has been assured.
- H. Information will not be released to the news media until authorized by the director or his designee.

The OSHA office staff will advise the Fire Communications Bureau when to notify the fire division chaplain as well as to the appropriate location for reporting.

The following describes the various types of deaths and/or funeral procedures to be adhered to by all members of the Division of Fire Services:

Class I Death/Funeral**Full Line of Duty (Trauma Induced)**

A Class I funeral is provided for members who are killed (trauma) at the scene of an emergency incident or who is killed responding to or coming from the scene of an emergency incident.

This funeral service will also be provided from members who are injured at the scene of a fire or an emergency and who later die as a result of the injuries.



There may be other deaths that, due to particular circumstances, could be classified as being "Full Line-of-Duty Death" by the Director of Fire Services.

This type (Class I) funeral service will not be provided for employees who die of heart, lung, or hypertension related causes but are not engaged in fire fighting or emergency activities at the time of death. The Class I funeral service is reserved for employees who die from injuries sustained at the scene of emergency incident.

Upon notification that there has been a line-of-duty death, the following will be initiated:

1. The Fire Communication Bureau (FCB) will notify all companies by vocal alarm of the funeral arrangements, as they are completed. The proper uniform of the day of services will also be announced.
2. All work-site flags will be flown at half-mast from notification of the death until the following day after the funeral services.
3. The engine house/work site location of the deceased employee as well as all stations located in the funeral procession route will be draped in black.
4. All Division of Fire Services personnel should wear the Class A uniform to the funeral and sit in the section of the church/funeral home provided or reserved for them. Black tape should be worn over badges from notification of the death until the following day after funeral services.
5. Upon entry or exit of the casket from the church or funeral home, all uniformed employees will form a pathway from the hearse to the chapel when the body is placed or removed for services and/or burial. As the casket approaches the fire employees, the command of "FIRE DIVISION, ATTENTION" will be given. At the command of "PRESENT ARMS" all uniformed fire personnel will salute (with hats on). Any personnel not in uniform will place his hand over his heart. After the casket has passed, the command of "ORDER ARMS" will be given and the salute dropped. After the salute is dropped, all fire personnel will proceed into the chapel/funeral home and sit in the designated area for the funeral services.
6. After services are completed, all fire personnel will move out of the chapel/funeral home (before civilians) and form the pathway once again for the casket to be put in the hearse.
7. When the hearse arrives at the cemetery, all civilians will be held back until the uniformed personnel form the pathway to the final resting place. The salute will be repeated at this location.

In accordance with the family's desires, the fire division will make the following arrangements. It is important to note that FAMILY WISHES dictate the fire division's involvement in all funeral arrangements. These arrangements are



coordinated by the Division of Fire Services OSHA staff, appointed assistants, and funeral home directors only. An authorized representative of the Division of Fire Services will coordinate the following the family.

- A. Transportation to the funeral home to make funeral arrangements.
- B. Transportation to and from services on the day of the funeral.
- C. Arrangement for pallbearers in Class A uniform with white gloves.
- D. Arrangement for the honor guard to stand vigilance at the head and foot of the casket from the time the body is ready for viewing until the funeral services begin. The honor guard will wear Class A uniform with white gloves.
- E. Arrangement for color guard in Class A uniform with white gloves.
- F. Arrangement for American flag for casket.
- G. Arrangement for first line fire equipment (engine, truck, emergency unit) to precede the hearse in the funeral procession if the body is not carried on the equipment itself.
- H. Arrangement to have the appropriate number of division red cars, with lights flashing, to be in the funeral procession to the cemetery. These cars will immediately follow the family car in the funeral procession.
- I. Provide motorized escort from funeral services to the burial site.
- J. Arrange for "Taps," bagpipes and 21-gun salute at the cemetery (if desired by the family).
- K. Full assistance provided to the family in processing widow or survivor's benefits.

Class II Death/Funeral On Duty But Not Trauma Induced

A Class II death pertains to personnel who have died while on duty, but not due to trauma or injuries sustained while in the performance of emergency response activities.

1. The Fire Communications Bureau (FCB) will notify the proper division personnel as outlined in the notification list.
2. Announcement will be made over the vocal alarm system to all companies that the death has occurred and include any funeral arrangement known at that time.
3. All flags will be flown at half mast from notification of death until the day following the funeral services within the Division of Fire Services. Black tape may be worn over badges from date of notification until the day following the funeral services.
4. The engine house/worksite of the deceased employee will be draped in black.



5. Honor guard, bagpipes and 21-gun salute will not be utilized for Class II funeral services.
6. Division red cars in the funeral procession will be mixed among civilian cars and lights will not be flashing.
7. Motorized escort will be provided from the funeral service location to the burial site, if requested by the family.
8. All personnel are urged to wear the Class A uniform.
9. Pallbearers, if requested by the family, will wear the Class A uniform.
10. Designated seating will be encouraged.
11. Assistance will be provided for processing widow or survivor's benefits for the family of the deceased.

**Class III Death/Funeral
Off-Duty Death**

A Class III death is a death that occurs while the employee is in an off-duty status and not related to any division emergency activities. Upon notification of this type death, the following will be initiated:

1. The Fire Communications Bureau will notify the proper fire services personnel as outlined in the notification list with the exception of the mayor and the unit bureau supervisor.
2. Announcement of the death and any known funeral arrangements will be made over the vocal alarm system.
3. The flag will be flown half mast at the engine house of the assigned deceased employee. All other flags will be at full mast. Black tape may be worn over badges from date of notification until the day following the funeral services.
4. The Division of Fire Services will assist in notification of pallbearers, if requested by the family (Class A uniform).
5. Honor guard, bagpipes and 21-gun salute will not be utilized for Class III funeral services.
6. Class A uniforms will be optional for all personnel.
7. Seating in designated areas of the funeral services facility will be encouraged.
8. Motorized escort, if requested by family, from the funeral services to burial site will be furnished.
9. Red cars in the funeral procession will be mixed among civilian and lights will not be flashing.
10. Assistance will be provided for processing widow or survivor's benefits for the family of the deceased.

Note: All other active member deaths will be handled in the same manner as a Class III (off-duty) death



**Class IV Death/Funeral
Retirees**

In the event of the death of a retiree of the Division of Fire Services, the following is provided:

1. When a death notice of an active or retired employee of the Division of Fire Services is received, the notice will be read over the vocal alarm one time on each shift (A, B, & C), funeral date permitting.
2. Assistance will be provided in processing widow or survivor's death benefits.
3. Assistance in notifying pallbearers, if requested by family.
4. Class A uniforms will be optional for all personnel.
5. Any family request will be honored, when possible, based upon expected participation.



Employee Data Sheet

Name of Deceased: _____

SSN: ____ - ____ - _____

Date of Birth: _____

Date of Employment: _____

Assigned Company: _____ Shift: _____

Station Address: _____

Home Address: _____ City: _____

State: _____ Zip Code: _____

Telephone Number: _____

Date of Death: _____

Time of Death: _____

Location of Death: _____

Brief Summary: _____

Note: This information, except for home telephone number, should be made available for release to media, departmental members, and various outside agencies. Also, provide departmental photograph to media. Public Information Officer (PIO) should be contact point for outside agencies or fire departments.



UPON NOTIFICATION THAT A DEATH HAS OCCURRED

Initial Procedures

1. Immediately proceed to treating hospital.
 - a. Advise all officials that a death has occurred, through the Watch Commander
 - a. Fire Director
 - b. Fire Deputy Director
 - c. Mayor (after discussing with the director)
 - d. City Council members
 - e. Union President/Vice-President
 - f. Fire Department Chaplain
 - g. Dispatch Fire Investigators for multiple still photographs and video of the death scene. Secure all pertinent areas with barrier tape.
 - h. Have Safety Commander to secure all Protective Clothing and Equipment used by injured fireman. Transport all items to secured area at OSHA office.
 - i. Contact Employee Assistance Program (EAP) administrator for initiation of Critical Incident Stress Debriefing (CISD).
 - j. Others
2. Have personnel in a RED car pick up family members, if not at hospital. Do not release any information until ALL family has been notified of the death.
3. Arrange quarters for out-of-town family if possible.
 - a. Advise (family) that immediate family will be taken care of first. May not be possible for other members. (Identify immediate family).
 - b. Contact IAFF Local Union Office for assistance
4. Arrange transportation for immediate family as needed.
5. Set up continuous detail at hospital for family assistance, if injured personnel is critical, but is not deceased.
6. Determine desired funeral home to receive the body.

Funeral Home: _____ Telephone: _____

Funeral Director: _____

*Arrange transportation to funeral home for immediate family.

7. Get names, telephone numbers, and locations of all immediate family.
8. Advise family of need for an autopsy. Have necessary hospital forms signed.
9. Have "Release of medical information" forms signed by legal party.
10. Contact fire department emergency unit to transport body to morgue.



11. With the physician's assistance, contact coroner's office for:
 - a. Autopsy
 - b. Toxicology Report
 - c. Statement of cause of death, if no autopsy is to be done (medical examiner's report)
12. Prepare news medical release. (Assign PIO for the incident)
 - a. Hold news release until all the family has been notified and has left the hospital. Release employee(s) data sheet with departmental photographs. Include brief details of the incident. Notify media that the investigation normally requires 60-90 days.
 - b. Call the watch commander at fire communications and release information to the news media, general public, and engine houses. On the engine house notification, use the vocal alarm. Include in the engine house message that all flags will be placed in the half staff position immediately (daylight hours only) and that black tape is to be placed over the badges.
 - c. Contact general services and arrange for black bunting at selected fire stations, fire headquarters, and various sites as needed.
13. Remain at the hospital until all family members have left.
14. Contact the City Hall OJI Office and advise them of the death. Determine who is to contact State Department of Labor Compliance Office. This must be done verbally, immediately followed with written notification as soon as possible.
15. Contact:
 - a. Public Safety Officers Benefits Office in Washington, DC (PSOB/LEAA) (202) 307-0635 for application for Federal Death Benefits
 - b. National Fire Academy phone (301) 447-1272
 - c. IAFF (through local union office)
 - d. International Association of Fire Chiefs (IAFC) (703) 273-0911
16. Initiate life insurance benefits by calling insurance providers. (Note: Check beneficiary prior to discussing this with family.)

Beneficiary: _____ Age: _____

Relationship: _____

INVESTIGATIVE PROCEDURES

17. Set up Fire Service Directors Investigative Team: Outline departmental objectives of investigation. Assign team leader and have team meet within 24 hours of the incident.
 - a. _____
 - b. _____



- c. _____ d. _____
e. _____ f. _____

18. Document:

- a. Get pictures and video of SCENE (fire investigations)
- b. Get written statements from all individuals on the scene within 24 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 investigative team leader.
- c. Get printed chronological from communications.
- d. Contact Federal Emergency Management Agency for assistance. Request assistance from the U.S. Fire Administration. If needed, request assistance from NIOSH or State Department of Labor, etc.
- e. Get investigative team members together.
 1. Go to death scene and video/take pictures.
 2. Designate individual to draw diagram/sketch of structure involved (floor plans, etc.) for investigative team charts.
 3. View and video all personal protective equipment (including SCBA).
 4. Prepare SCBA(s) for shipment to NIOSH for evaluation if necessary.
 5. Review chronological report.
 6. Review all written statements. Note, send form letter.
 7. Set up interview teams for all companies on the scene.
 8. Interview all individuals on scene (tape record).
 9. Reconstruct scene from statements. Have diagrams and designs of fire scene for interviews.
 10. Write report.

Funeral Services

19. Immediately contact all funeral coordinators:
- a. Color guard
 - b. Funeral coordination
 - c. Appropriate personnel assigned for all funeral vehicles and coordination of funeral procession.
 - d. Other bureaus as needed to assist in parking control, etc.
 - e. Coordinate with local police department for police assistance and involvement in services
 - 1) 21-gun salute
 - 2) Taps
 - 3) Motorcycle escort
 - f. Cars for the funeral procession



- 20. Coordinate with coroner's office and funeral home for release of body.
- 21. Contact funeral home and arrange family meeting.

Date: _____ Time: _____

- 22. Meet family at funeral home. Advise family to have the following items with them:
 - a. Have burial suit or uniform.
 - b. Have necessary family information in advance.
 - c. Arrange for picture of deceased to be placed on casket if closed services are required.
- 23. Determine amount of line-of-duty services to be incorporated into funeral.
 - a. Apparatus to carry casket
 - b. American flag for casket
 - c. Color guard
 - d. Honor guard
 - e. Bagpipes at services
 - f. 21-gun salute at cemetery
 - g. Taps to be played at cemetery
 - h. Police escort (motorcycles)
 - i. Fire escort at hearse (motors): _____
 - j. 100-foot aerial ladders to be set up at:
 - k. Church: ____ Cemetery: ____ On Route: _____
 - l. Memorials instead of flowers
 - m. Other Items: _____
- 24. Determine if news media will be allowed inside the church during services.
Yes: _____ No: _____
- 25. Notify pallbearers (arrange a car for them). Arrive one (1) hour early at services.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____



8. _____

Honorary pallbearers: Arrive one (1) hour early at services.

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____

26. Ushers: ten (10). Arrive one (1) hour early for seating.

27. Determine dates of:

a. Body ready for viewing: date _____ time _____

Location: _____

Address: _____

b. Services: date _____ time _____

Location _____

Address _____

c. Burial: date _____ time _____

Location: _____

Address: _____

28. Contact fire personnel with all information for the following:

- a. Ordering flowers
- b. Administration need-to-know information

29. Contact fire communications with all information for VOCAL ALARM announcements that include uniform, memorials, black tape on badges.
NOTE: See Operations Manual for Funeral Protocols, Class I Death Funeral section.

30. Order casket size flag and white gloves for pallbearers, honor guard and dignitaries. This flag is not the standard 5'x7'. Gloves should be returned to logistics after the services.



31. Contact apparatus maintenance shop to have appropriate apparatus prepared for the funeral procession.
32. Contact funeral home for casket rollers and hooks for the funeral apparatus.
33. Determine who (what company) will drive apparatus in the funeral procession. Contact officer in charge and advise him to coordinate with apparatus maintenance shop chief.
34. Determine routes from funeral home, church and cemetery to go by engine houses. Notify the following:
 - a. Police Department Coordinator (motorcycle escorts)
 - b. Funeral Home Director
 - c. Fire Director and all other necessary fire personnel
 - d. Any other appropriate bureaus
35. Determine order (placement of funeral procession vehicles and apparatus. Other represented agencies will be put into the funeral procession. (Cars only, no apparatus from other municipalities).
36. Contact engine houses located in funeral procession route:
 - a. Engine houses #_____ #_____ #_____ #_____ #_____ along the route to be draped in black
 - b. Aerial equipment at raised position
 - c. Lights on all equipment turned on
 - d. All personnel in Class A uniform
 - e. All personnel at attention when procession passes their location.
 - f. Fire apparatus NOT in the procession route, BUT in the territory, may move to an intersection of the procession route with lights flashing and stand at attention while the funeral procession passes.
 - g. Companies to contact #_____ #_____ #_____ #_____ #_____
37. Get coordinators for pallbearers __; color guard __; honor guard __
 - a. Get white gloves to coordinators
 - b. Arrange cars for transportation (color guard and pallbearers)
 - c. Assure that honor guard will be in place
38. Coordinate between minister, fire department chaplain and funeral director for schedule of services. (Check for continuity with prior decisions.)
39. Contact bagpipe player if available. Provide transportation for bagpipe player.
40. Advise the mayor and fire director of any expected participation in the services, such as speaking, presenting the American flag, etc.
41. Contact all coordinators and schedule for all to go to the church and cemetery for planning of the following:
 - a. Seating arrangements for funeral services
 - a. Uniformed fire personnel
 - b. Dignitaries
 - c. Fire union officials



- d. Other agencies or visitors
 - e. News media
 - b. Placement and movement of
 - a. Pallbearers
 - b. Color guard
 - c. Honorary pallbearers
 - c. Placement of vehicles in the funeral procession
42. Arrange meeting with fire director and all ministers/coordinators to confirm that all aspects of the services are coordinated.
43. Keep a list for thank you messages from the fire director and mayor.
44. Coordinate with local IAFF union for reception following funeral.



G.O. Number: 1-16	Effective Date: July 6, 1999
Section: Organization and Administration	
Subject: Fire/EMS Department Funeral Procedures	
By Order of the Fire Chief: Ronald J. Siarnicki	

I. Purpose

To establish the departmental policies and procedures for conducting fire/EMS department funerals. This General Order should serve as a guide to conducting full fire/EMS department funerals. However, at no time will this General Order take precedent over the wishes of the family. The level of involvement will be predetermined based on the criteria set forth in this order and the desires of the family.

II. Goal

The goal of this order is to establish a guideline and proper procedures for conducting fire/EMS department funerals and to properly and reverently conduct a service worthy of the service given by a member of the department. As stated above, the wishes of family members will always take precedent over any policy set forth by this order. This order should be used to set up a framework to execute the events that must take place in order to properly conduct a funeral.

The coordination and development of a funeral service can be very difficult, both physically and emotionally. There are many factors that should be considered when preparing a funeral service. As all emergencies are uniquely different, the framework with which we work in remains the same. With that in mind, the Incident Command System should be utilized in the coordination and development of a funeral service. Each service will be different, but the same framework can be utilized in order to ensure a proper and efficient service.

III. Criteria

The department will recognize three levels of services when conducting funerals:

A. Line-of-Duty Death

A line-of-duty death will receive the full honors and respect befitting a member who lost his/her life in the performance of his/her duties. A line-of-duty death will generally include a fire/EMS department memorial service, a casket watch by the honor guard, full dress uniforms for as many sworn personnel as possible, uniformed fire/EMS personnel ushers, appropriate transportation of the casket, coordination of transportation for family members, a graveside ceremony with



color guard, flag fold and ladder arches. The service will reflect the wishes of the family.

B. Non-Line-of-Duty death

A non-line-of-duty death is a death that did not occur while the member was actively involved in a departmental activity. This can include active members, and retired/inactive chief officers of the department. This type of service will include: a fire/EMS department memorial service, honor guard participation, graveside ceremony, and the formation of arches.

C. Fire/EMS Department Representation

When a death occurs to an inactive/retired member of the department and the family has indicated that they wish to have fire/EMS department representation the fire chief will assign a small delegation to represent the fire/EMS department. This will generally include a fire/EMS department chaplain and major or battalion chief/volunteer division chief, and possibly representation from the honor guard.

IV. Implementation

Should a death occur, the office of the fire chief will be notified of the death (in accordance with Career Service Directive #41). The type of service is determined as outlined in Section III, and in keeping with the desires of the family. The fire chief may issue "memorial orders," if appropriate, and any other special instructions.

If needed, a funeral officer will be assigned and any additional sectors will be assigned as soon as possible.

A. Command

The fire chief is ultimately in charge of a fire/EMS department funeral. He/she will appoint a funeral officer to coordinate the services on his/her behalf.

The funeral officer is responsible for the overall coordination and development of the funeral. He/she will ensure that all of the sectors are assigned and that each sector is coordinated to ensure an efficient service. Customarily, the funeral officer will provide updates to the fire chief, direct the sectors and officers, keep each sector accountable on progress of tasks and assignments, and authorize the addition or release of personnel to a given sector. The funeral officer will conduct an initial meeting to assign sectors and assignments.

When assigning sectors and assignments, the funeral officer should be cognizant that the home company may want to take on a great deal of the assignments.



Though the wishes and desires of the home company should influence the service, they may be tasked with many events that could preclude some of the membership from participating in the actual service. Ideally, another company should offer aid to the home company and provide assistance. This would allow all the members of the home company to remain involved without having to miss out on any part of the ceremonies. The partner company may also serve as a fill-in crew for the affected company. In cases where another company is unable to assist, the funeral officer can assign personnel to accomplish this task.

B. Sectors

Each sector officer is responsible for providing command with progress reports that include:

1. Current information about the needs and accomplishments.
2. Completion of tasks and assignments.
3. Other pertinent information.

Each sector should be assigned to an officer who can bring the resources needed to accomplish a given task (attachment #1). The sectors needed for a funeral service can include:

Funeral Officer	Cemetery Site Officer	Logistics Officer
Protocol Officer	EMS Officer	Parking Officer
Family Liaison Officer	VIP Officer	Ushers Officer
Chaplain	Reception/Food Officer	
Procession Officer	Support Group Officer	
Honor Guard	Funeral Home Liaison Officer	
Press Information Officer	Audio/Visual Officer	
Transportation Officer	Printing Officer	

V. Considerations/Arrangements

The funeral officer and the sector officers are responsible to coordinate the fire/EMS services at the funeral home/place of worship. Considerations include: fire/EMS department memorial service, firefighter formations, musical arrangements, readings, eulogies, special remarks, procession, hearse, services at the burial site, crossed arches, sounding of Taps, bagpiper, bell toll, honor guard, flag fold and presentation of flag.

A. Arrangements may include (attachment #2)

1. Honor Guard Stand-By—As needed dependant upon protocols and level of service
2. Active pallbearers: six personnel
3. Honorary pallbearers—family, company officers, retirees, etc.
4. Funeral Detail—uniformed personnel



5. Bugler
6. Flag for the casket
7. Provide information to department personnel to carry out their roles in the funeral
8. Survey the areas of the funeral service and make the needed provision of placement of attending personnel and fire/EMS equipment. Provide information and maps.
9. Designate a room for the family and dignitaries, rooms for honor guard preparation
10. If needed, designate a meeting area away from the funeral site for all uniformed personnel to meet. The group can then march to the funeral home to act as a funeral detail.
11. Badge covers for uniformed personnel
12. Designate a vehicle for casket transportation
13. Coordination of multiple joint funerals
14. Maps for out-of-town fire/EMS service personnel. This map should include: locations of fire station, funeral home, church, assembly areas, parking areas, auxiliary parking areas, procession route, cemetery and gravesite, and any other information deemed necessary.
15. Police department: traffic, procession, and parking assistance
16. Photography
17. Media
18. Transportation for family and guests

All areas of responsibility will need close monitoring with the funeral officer and the family liaison to ensure that the family's desires are being met.



Fire/EMS Department Funeral Sectors

Funeral Service for: _____ Date: _____

SECTOR	ASSIGNED TO	NOTES
Funeral Officer		
Cemetery Site Officer		
Protocol Officer		
EMS Officer		
Family Liaison Officer		
VIP Officer		
Chaplain		
Reception/Food Officer		
Procession Officer		
Support Group Officer		
Honor Guard		
Funeral Home Liaison Officer		
Press Information Officer		
Audio/Visual Officer		
Transportation Officer		
Printing Officer		
Parking Officer		
Logistics Officer		
Ushers Officer		



Fire/EMS Department Funeral Guidelines

*****Refer to General Order 1-16 for appropriate level of involvement*****

Funeral Service for: _____ Date: _____

	ITEM	ASSIGNED TO	NOTES
1.	Honor Guard Stand By As needed dependant upon protocols and level of service.		
2.	Active Pallbearers Six Personnel		
3.	Honorary Pallbearers Family, Company Officer, Retirees, etc		
4.	Funeral Detail Uniformed Personnel		
5.	Bugler		
6.	Flag for the Casket		
7.	Briefings Departmental personnel role in the funeral		
8.	Survey areas		
	funeral service		
	placement of attending personnel		
	fire/EMS equipment		
	provide information and maps		
9.	Designate rooms		
	family and dignitaries		
	honor guard preparation		
10.	Meeting area away from funeral site for all uniformed personnel to assembly		
11.	Badge Covers		
12.	Casket transportation – vehicle		



Contact Numbers

Name	Affiliation	Pager	Phone