Fire Department

Line-of-Duty Death Arrangements

Purpose: This SOP will assist the department in assuring the wishes of a fallen firefighter will be honored to the best possible methods. This information is to assist the department as this will be a very stressful time for the family and fire department.

Procedure:

1. When a firefighter is hired, they will complete a Firefighters Last Wish form. The form will contain emergency contact information and the firefighter’s wishes regarding the type of funeral, if any, and arrangements.
2. The form will be sealed in an envelope and kept in a secure location that only the Chief has access to.
3. Annually, the firefighter will be required to review and update the form. If changes need to be made prior to the annual date, the firefighter can obtain the form from the chief and make and necessary changes.
4. The information provide will only be used in the event of a serious injury or death in the line of duty.
5. It is suggested that firefighters should remove this information with their spouse/significant other or other family members.
6. Funeral Procedures – The following is a guide for conducting funerals, however at no time will it take precedence over the wishes of the family. The level of involvement will be predetermined based on responses from the Firefighters Last Wish and family desires.
* The goal is to conduct a service reverently honoring the service given by a member of the department.
* The Incident Command System should be utilized.
* An officer should be assigned to coordinate the services at the funeral home/place of worship.
	+ Separate locations may be needed for Fire Department Memorial Service, firefighter formations, hearse location, service at burial site, crossed arches, sounding of taps, bagpiper(s), bell toll, honor guard, flag fold, presentation of flag, and final call.
* Arrangement considerations:
	+ Honor Guard Stand By – casket guard, posting at entryways, etc.
	+ Active Pallbearers – six personnel
	+ Honorary Pallbearers – Family, Company Officer, Retirees, Public Officials
	+ Funeral Detail – Uniformed Personnel
	+ Bugler
	+ Flag of casket
	+ Urn placement/arrangement
	+ Provide information to department membership and roles and assignments
	+ Survey areas of funeral service for placement of personnel, apparatus, equipment.
	+ Maps and information.
	+ Post service gathering of family and friends.
	+ Meal, if provided.
	+ Designated room for family and dignitaries.
	+ Rooms for honor guard preparation and staging including changing of guard.
	+ If needed, a meeting area away from funeral site for uniformed personnel to meet.
	+ Badge covers for uniformed personnel
	+ Designated vehicle for casket transport – may use apparatus rather than hearse
	+ Coordination of multiple funerals
	+ Police Department notification for traffic, procession, and parking assistance
	+ Photography
	+ Media
	+ Transportation of family
	+ Speakers during service and staging of speakers
	+ Audiovisual needs if large area