

Montrose Fire Department

Employee Emergency Contact Information

The information that you provide will be used **only** in the event of your serious injury or death in the line of duty. It will remain confidential and will only be available to the Chiefs. Please take the time to fill it out fully and accurately because the data will help the department take care of your family and friends.

As of September 2000 all career and volunteer firefighters as well as part time EMS employees are eligible for the Public Safety Officers' Benefits Program. The benefit is \$146,949.00. As you see we are asking for the employees mother's maiden name and the employee's wife's maiden name. For us to fill out the forms correctly we need this information.

We are asking for information on contacts that live out of town or state. We need to know the telephone numbers of your contact's local fire department and law enforcement agency. The reason for this is so that we can notify your contact in person.

If you are a veteran we need copies of your discharge papers.

The optional information is optional but it would be helpful to have this information.

At the present time Montrose Valley Funeral home will perform the complete service at no charge for a line of duty death. Crippin says that they will work with us. I am not sure what that means. I suggest you and your family call both places and get a firm idea what the cost will be. This could save your survivors several thousands of dollars.

If you have any questions please see me. Please go over this form with your spouse and get it back to me by October 6, 2000.

Name: _____
Address: _____ City: _____
State: _____ Zip: _____
SS#: _____ DOB: _____ Birthplace: _____
Spouse Name: _____ Spouse Maiden : _____
Child Name 1: _____ DOB 1: _____
Child Name 2: _____ DOB 2: _____
Child Name 3: _____ DOB 3: _____
Child Name 4: _____ DOB 4: _____

CONTACT INFORMATION

Family or friends you would like the department to contact. Please list in the order you want them contacted.

NOTE: If the contact is a minor child, please indicate the name of the adult to contact.

If the contacts live out of town or state, please list the fire department name and phone # where they live.

If it is a volunteer fire department list the name and phone number of the law enforcement agency where they live.

Contact 1: _____ Relationship 1: _____
Home Address 1: _____
Home Phone 1: _____ Cell Phone 1: _____ Pager # 1: _____
Contact 1 Work: _____ Work 1 Phone#: _____
Work 1 Address: _____

Special Circumstance, i.e. health, age, etc.

Out of Town FD or Law Enforcement information

Contact 2: _____ Relationship 2: _____

Home address 2: _____

Home Phone 2: _____ Cell Phone 2: _____ Pager #2: _____

Contact 2 Work: _____ Work 2 Phone #: _____

Work 2 Address: _____

Special Circumstances, i.e. health, age, etc.

Out of town FD or Law Enforcement information

Contact 3: _____ Relationship 3: _____

Home Address 3: _____

Home Phone 3: _____ Cell Phone 3: _____ Pager # 3: _____

Contact 3 Work: _____ Work 3 Phone #: _____

Work 3 Address: _____

Sprcial Circumstances, i.e. health, age, etc.

Out of town FD or Law Enforcement information

If you have other contacts, please list information on back of form.

List the department member(s) you would like to accompany a chief fire officer to make the notification.

Firefighter 1: _____

Firefighter 2: _____

Firefighter 3: _____

Are you a veteran of the U.S. Armed Services? Yes No

If you are entitled to a military funeral, do you wish one? Yes No

Do you wish to have a fire service funeral? Yes No

Do you wish to have your casket on Lena or other _____

Parent Information if not a contact

Fathers name: _____

Mothers name: _____ Mother maiden: _____

Address 5: _____

Parent's phone: _____

Optional Information

Make sure someone close to you knows this information

Religion: _____

Church: _____

Church Address: _____

Minister: _____

Church Phone#: _____

Disposition: _

Burial Cremation Removeal from State donation other _____

Cemetery: _____

Funeral Home: _____

Please list your membership in fire service, religious, or community organizations that may provide assistance to your family.

Do you have a will? YES NO
If yes, where is it located? _____

Please list any insurance policies you have.

| <u>Company</u> | <u>Policy Number</u> | <u>Location of Policy</u> |
|----------------|----------------------|---------------------------|
|----------------|----------------------|---------------------------|

Special Request

Signature: _____

Date: _____

Montrose Fire Department

Personnel Administrative Roster

Staff ID = "777"

Name:Smith, John A
Address:1234 Anywhere Street
MONTROSE, CO 81401

Staff Id:777
Alt Id:

Phone Numbers:
HOME 970-555-1234
MOBL 970-555-1235

Rank:MD4 Firefighter/EMT-I

Rank Date:01/25/1975

Status:C Career

Effective:01/25/1975

Station:1 Montrose Fire Department

Shift:C

DOB:12/25/1947

Hire Date:01/25/1975

Contact:John Smith

Administrative Information

SSN:123-45-6789

Sex:Male

Race:1 White

License:12345

Expires:02/16/2005

Type:C Commercial

Fire Certification:12589

EMS Certification:124587

Insurance Information:

Type:

Policy:

Group:

Beneficiary:

Administrative Notes:

Spouse Name Mary Jane Smith Maiden name Jones

Children Names

Sally Smith 01/25/75

John SmithIV 05/12/78

Emergency contact in order to be called

John Smith Father Mother's maiden name Jackson

124587 Main St

Montrose, CO Home Phone # 970-5551269

Retired

Special circumstances

Father in poor health, may need to take a paramedic with you. Father has had 3 heart attacks and by pass surgery. Mother passed away in 1995.

and Contact

Smith Brother

Somewhere St

nytown, NY Home phone 716-555-1289

Montrose Fire Department

Personnel Administrative Roster

Staff ID = "777"

Work Information

ABC business
1234 Somewhere street
Anytown, NY 12598
Tel# 716-555-8888

Special Circumstances

Brother is a twin. We are very close, he is in good health. He works M-F 0600-1500

Anytown Fire Department 716-555-9999
Anytown PD 716-555-6666
Anytown SO 716-555-4444

Please have Capt S Smith accompany the Chiefs to tell my wife.

I am not a Veteran, but would like a Fire Department Funeral. I would like my casket on Engine 44.

I would like Montrose Heavenly view Funeral home to make arrangements. I will be buried at 1234 Cemetery in Montrose.

I am xyz Religion. I go to xyz Church in Montrose and Rev. Wye is my Minister. 555-6666.

I have a will, it is in safe deposit box and top right drawer on desk at home.

Life Insurance Allstate #123456654321 Located in desk drawer at home right bottom side

MONTROSE FIRE PROTECTION DISTRICT

ON-DUTY DEATH AND INJURY NOTIFICATION AND COMMUNICATIONS PROCEDURES

INTENT

This procedure describes the communications activities that should take place in the event a firefighter is seriously injured or killed in the line of duty. It establishes a priority for notification, steps for conducting the notification, and guidelines for dealing with the news media.

The overriding philosophy of the MFPD is that the first priority following a line-of-duty serious injury or death - after caring for the victim(s) - is the swift, compassionate notification of the injured or deceased member's family and the extension of assistance and support to them. In this context, a serious injury is defined as one that is life-threatening or that will disable the employee for a substantial period of time.

At all times the wishes and desires of the family will take precedence over the wishes of the MFPD.

PROCEDURE

INITIAL RESPONSIBILITIES

Immediately upon becoming aware that a firefighter has been seriously injured or killed, the following steps should occur:

The Captain or other ranking person at the scene of the injury or death should immediately notify Chief 1, Chief 2, and Chief 3 and chaplains of the occurrence, if any of the chiefs are out of town, have the station or Dispatch Alpha-Page them immediately.

The firefighters at the scene of the incident shall not make any calls to anyone concerning the incident. We want to make sure that the family is notified of the injury or death by the fire department and that correct information is given to them.

The firefighters air pack will be protected from damage and put in a chief's vehicle. We need the entire air pack(pack, bottle, mask, straps, pass device). This will be shipped to NIOSH as soon as possible.

If all three chiefs are in town, Chief 2 will take control of the incident. The on duty Captain will take the necessary actions to control the scene and limit access to the body of

the deceased firefighter. Chief 1 will respond to the station to make notification to the other captains. Chief 3 will respond to the hospital to gather as much information as possible to give to the family. Chief 3 will also contact the coroner to discuss the required autopsy. If one of the chief's is out of town, the other chiefs will assign the Chiefs' responsibilities amongst themselves.

In the event of a serious injury, Chief 3 will respond to the hospital to gather as much information to give to the family. Chief 1 will provide transportation of the family to the hospital.

AT NO TIME WILL THE DECEASED OR INJURED FIREFIGHTERS NAME BE GIVEN OVER THE AIR BY RADIO COMMUNICATION.

Chief 1 will notify the department chaplains to report to the Station. Chief 1 will enter the computer and print out the employee emergency contact information. This will give the chief's the necessary contacts and in the right order. Chief 1 will also contact the appropriate person to process union benefits, if any. Chief 1 and Chief 3 will prepare to notify the family. One fire Department chaplain will accompany the chief's as well as any other department member that has been listed in the emergency contact file.

The station flag will remain at full staff until all members of the family living in Montrose have been notified of the death. Chief 1 will give the order to lower the flag.

At this time one of the off duty captains will be assigned to answer all phone calls to the station. Once the captain has been assigned this task all communications from the scene or notification teams will be conducted over phone lines.

If more than one firefighter has been injured or killed in an incident, duplicate teams will be assigned to each affected family. All notification teams members shall meet prior to arriving at the firefighters home.

Upon arriving at the firefighters home, bring together all adult family members. It is best to give all important information as soon as possible and in one or two brief sentences. For example, "Tom responded to a fire tonight and was trapped when the roof collapsed. I am sorry to tell you he did not survive."

Tell the family members that you will notify any family friends if they would care to have you do this. Tell them that you have the list of other contacts and that you are prepared to do that at this time. We have lists of out of town fire departments and law enforcement agencies to contact in the home town of the out of town contact list. Make that notification by fire department phone.

Let the family know that the fire department chaplain and other department members will remain with them. Make arrangement to take them to the hospital. **DO NOT LEAVE THE FAMILY MEMBERS ALONE.**

Chief 1 and 3 will excuse themselves when they feel it is appropriate. They will inform the families of the support and benefits that they receive from the department. The chiefs will let the family know that they will begin to make the necessary notification to others of the death of the firefighter.

NOTIFYING OTHERS OF THE DEATH

After the contacts have been made to the family members, the captain assigned to phones shall put out a digital page to career fighters to have them call the station. He/she will also put a page over the fire pagers for all firefighters to call the station as soon as possible. The administrative secretary shall be called by phone and also asked to report to the station as soon as possible.

When the administrative assistant arrives at the station she will begin to assemble the appropriate insurance forms to fill out.

Chief 1 and 3 will be given their phone lists. These phone list will be found in a separate section of this report.

FIRE INVESTIGATION

Both the Montrose Police Chief and Montrose County Sheriff shall be contacted and informed of the incident. Chief 1 will contact the following agencies: CBI, ATF, and SAFE to assist in the investigation. SAFE is a group of fire department fire investigators on the front range. They have already agreed to assist in the investigation. MFPD Captain and one other investigator will be assigned as liaison between the investigators and fire administration.

Only perform salvage and overhaul that is absolutely necessary. Take pictures and videos before doing any salvage or overhaul whenever possible.

MEDIA

The media will find out about the injury or death and want information.

The captain assigned to the phone will complete the employee data sheet. This sheet will include the following:

Firefighter name
Rank
Shift
Date of birth
Date of employment
Brief Summary

At no time will the employees phone number be given out. Chief 3 will write up a medical report that can be given out to the media. Until that report is done all that we will tell the media is that the death is under investigation. We will notify the family of the cause of death before any one else is informed.

We will also tell the media that the fire is under investigation and we will inform the media of any information once the investigators begin to provide information to us. The MFPD liaison will inform fire administration which agency will be the lead investigators. It will probably be ATF, CBI and SAFE in that order.

Firefighter Data Sheet

FIREFIGHTER NAME _____
RANK _____
SHIFT _____
DATE OF BIRTH _____
DATE OF EMPLOYMENT _____

11
11
11

Master list of notification of death

| <u>Title</u> | <u>Name</u> | <u>Home Phone</u> | <u>Work Phone</u> | <u>Cell</u> | <u>Pager</u> |
|---|-----------------|-------------------|-------------------|--------------|--------------|
| Chief | Bob Pistor | 240-8559 | 249-9181 | 209-1727 | 800-212-7694 |
| Assist. Chief | Dale Erickson | 249-9563 | | 209-0481 | 800-212-9259 |
| EMS Div Chief | Tad Rowan | 240-4655 | | 209-0045 | 800-212-7731 |
| Alpha page all career | | | | | |
| Captain | Mike Schell | 249-3816 | | 209-0248 | 800-212-8003 |
| Captain | Allen Weese | 249-1650 | | 209-0057 | 800-212-8551 |
| Captain | Doris Evans | 249-4327 | | | 800-212-9636 |
| FF/EMT-I | Steve Wood | 240-1320 | | 209-1622 | 800-212-1274 |
| Admin Sec. | Carol Hight | 249-2497 | | 209-0063 | |
| page all volunteers | | | | | |
| Director | Steve Ellis | 249-3618 | 240-5350 | | |
| Director | Nancy Allen | 249-2663 | 240-5332 | | |
| Director | Todd Richardson | 240-8183 | 249-1010 | | |
| Director | Don Simpson | 240-9230 | | | |
| Director | Bill Whitcomb | 240-4181 | | | |
| FD Attorney | David Reed | 249-3113 | 249-3806 | | |
| Sheriff | Warren Waterman | 249-1776 | 252-4020 | | |
| Chief PD | Gary Mecham | 252-5250 | | | |
| The people below will be called after all family members are notified | | | | | |
| Mayor | Bill Paterson | 249-2199 | | | |
| City manager | John Schniegert | | 240-1420 | | |
| Cty Comm | Dave Ubell | 323-5357 | 249-7755 | | |
| Cty Admin | | | 249-7755 | | |
| Dist. Atty | Wyatt Angelo | | 252-4260 | | |
| NIOSH | | | 800-356-4674 | | |
| Fallen Firefighter foundation | | | 301-447-1365 | | |
| | | | 888-447-1645 | | |
| Public Safety Officers Benefits | | | 888-744-6513 | | |
| USFA | To lower flags | | 301-447-1272 | | |
| NFA | To lower flags | M-F Days | 301-447-1123 | | |
| | | | Nights | 301-447-1000 | |
| Department Life Insurance | | | Forms | | |
| Colorado Irish pipe band | | Cary Burke | 303-399-1507 | | |
| Thunder Mt Pipe band | GJ call first | Miffie O'Boile | 245-5309 | | |
| CBI | | | 249-8621 | | |
| Colorado Div Fire Safety | | | 800-317-3473 | | |
| Grand Junction FD | | | 244-1400 | | |
| Veterans Office (If Veteran) | | | 249-2115 | | |
| ATF | | | 800-788-7133 | | |
| Delta Ambulance | | | 874-2015 | | |
| Victim's Advocate | | | 252-5205 | | |
| Mental Health | | | 249-9694 | | |
| Coroner | | | 249-3499 | | |

Master list of notification of death

_____ SAFE To perform fire investigation call one below
_____ Rick Young 303-795-3808
_____ Steve Thone 303-795-4711
_____ Roger Parker 303-660-9500
_____ Jim Drummond 303-660-9500
_____ Greg Hard 303-755-9202
_____ Keith Lockwood 303-762-2470

Senior Chief Officer Call List

| | | | | | |
|-------|---|-----------------|----------------|--------------|----------|
| _____ | Director | Steve Ellis | 249-3618 | 240-5350 | |
| _____ | Director | Nancy Allen | 249-2663 | 240-5332 | |
| _____ | Director | Todd Richardson | 240-8183 | 249-1010 | |
| _____ | Director | Don Simpson | 240-9230 | | |
| _____ | Director | Bill Whitcomb | 240-4181 | | |
| _____ | FD Attorney | David Reed | 249-3113 | 249-3806 | |
| _____ | Sheriff | Warren Waterman | 249-1776 | 252-4020 | 252-4020 |
| _____ | Chief PD | Gary Mecham | 252-5250 | | |
| _____ | Fallen Firefighter foundation | | | 301-447-1365 | |
| | | | | 888-447-1645 | |
| _____ | Public Safety Officers Benefits | | | 888-744-6513 | |
| _____ | USFA | To lower flags | | 301-447-1272 | |
| _____ | NFA | To lower flags | M-F Days | 301-447-1123 | |
| _____ | Mayor | Bill Paterson | 249-2199 | | |
| _____ | City manager | John Schniegert | | 2401420 | |
| _____ | Cty Comm | Dave Ubell | 323-5357 | 249-7755 | |
| _____ | Cty Admin | | | 249-7755 | |
| _____ | Dist. Atty | Wyatt Angelo | | 252-4260 | |
| _____ | ATF | | | 800-788-7133 | |
| _____ | CBI | | | 249-8621 | |
| _____ | Colorado Div Fire Safety | | | 800-317-3473 | |
| _____ | Grand Junction FD | | | 244-1400 | |
| _____ | Life insurance Forms | | | | |
| | SAFE To perform fire investigation call one below | | | | |
| _____ | Rick Young | 303-795-3808 | | | |
| _____ | Steve Thone | 303-795-4711 | | | |
| _____ | Roger Parker | 303-660-9500 | | | |
| _____ | Jim Drummond | 303-660-9500 | | | |
| _____ | Greg Hard | 303-755-9202 | | | |
| _____ | Keith Lockwood | 303-762-2470 | | | |
| _____ | Thunder Mt Pipe Band | | Miffie O'Boile | 245-5309 | |
| _____ | Colorado Irish Pipe Band | | Cary Burke | 303-399-1507 | |

GJ Fire will provide Engine and Crew to cover the station for us

Paramedic Supervisor List

| | | | |
|-------|-------------------|-------------|--------------|
| _____ | NIOSH | | 800-356-4674 |
| _____ | Veterans Office | (If Veteran | 249-2115 |
| _____ | Delta Ambulance | | 874-2015 |
| _____ | Victim's Advocate | | 252-5205 |
| _____ | Mental Health | | 249-9694 |
| _____ | Coroner | | 249-3499 |

On duty Captain Telephone List

| <u>Title</u> | <u>Name</u> | <u>Home Phone</u> | <u>Work Phone</u> | <u>Cell</u> | <u>Pager</u> |
|---------------------|---------------|-------------------|-------------------|-------------|--------------|
| _____ Chief | Bob Pistor | 240-8559 | 249-9181 | 209-1727 | |
| _____ Assist. Chief | Dale Erickson | 249-9563 | | 209-0481 | |
| _____ EMS Div Chief | Tad Rowan | 240-4655 | | 209-0045 | |
| _____ Captain | Mike Schell | 249-3816 | | 209-0248 | |
| _____ Captain | Allen Weese | 249-1650 | | 209-0057 | |
| _____ Captain | Doris Evans | 249-4327 | | | |
| _____ FF/EMT-I | Steve Wood | 240-1320 | | 209-1622 | |
| _____ Admin Sec. | Carol Hight | 249-2497 | | 209-0063 | |

Page Career on digital pager, no name over it. Just say "Call station asap."

Page Volunteers to call station.

Contact made 9/26/00

Red Arrow Motor Inn - Best Western
1702 E Main
249-9641

Contact: Fred Merit - General Manger

Rate: \$50

Room: 2 Queen beds

Occupancy: 1 to 4 in a room

Holiday Inn Express
1391 S. Townsend
240-1800

Contact: Kathy Kretzinger - General Manger

Rate: \$59

Room: 2 Queen Beds

Occupancy: 1 to 4 in a room

Comfort Inn
2100 East Main
240-8000

Contact: Chester J. Pajak - General Manger

Rate: November through May \$30
 April through October \$50

Room: 2 Queen Beds or 1 King

Occupancy: 1 to 4 in a room



Montrose Fire Protection District



441 South Uncompahgre Montrose, CO 81401 (970) 249-9181 FAX (970) 249-4212
Serving Montrose Since 1888

September 27, 2000

Dr. Thomas Canfield
Pathology Department
Montrose Memorial Hospital
800 S. 3rd
Montrose, CO. 81401

Dr. Canfield,

As per our discussion yesterday, I am enclosing a copy of the United States Fire Administration Fire Fighter Autopsy Protocol for your review. I fully understand that you may choose not to implement this protocol as written.

In reviewing this protocol and the application process for the Public Safety Officer Benefit, I find that it is extremely important for post-mortem blood alcohol levels and carboxyhemoglobin levels be taken on all line of duty deaths, even those where the deceased was not actively involved at a fire scene. Other specific tests are requested as outlined in the protocol, most pertaining to samples related to products of combustion.

In your capacity as Coroner, you will be notified in the event a line of duty death occurs. We have numerous materials available that may assist you with that investigation. If you would like copies let me know. As per our protocol, the ATF, NIOSH, and a state fire investigation team will also be notified and available to you for any assistance you may need.

If you have any questions, please feel free to call. Thank you.

Sincerely,

Tad J. Rowan, EMT-P
EMS Division Chief

MONTROSE FIRE DEPARTMENT

FUNERAL PROCEDURES

PURPOSE

To establish the departmental procedure for conducting a department funeral. This procedure should serve as a guide to conducting funerals. However, at no time will this procedure take precedence over the wishes of the family. The level of involvement will be predetermined based on the criteria set forth in this procedure and the desires of the family.

GOAL

The goal of this procedure is to establish a guideline for conducting Fire 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 precedence over any policy set forth by this procedure. This procedure 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.

CRITERIA

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

1. 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 duty. A line-of-duty death will generally include a Fire Department Memorial service, A casket watch by the honor guard, full dress uniforms for as many personnel as possible, uniformed fire personnel ushers, appropriate transportation of the casket, coordination of transportation of family members, a grave side ceremony with color guard, flag fold, and ladder arches. The service will reflect the wishes of the family.

2. 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 Department activity. This can include active and retired members of the Department. This type of service will depend on the wishes of the family. If requested the department will provide a flag for the casket, Lena to carry the casket, ushers. Department personnel will wear full uniform.

IMPLEMENTATION

1. Command

The Fire chief is ultimately in charge of a Fire Department funeral. He/she will appoint a Funeral Officer to coordinate the service 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 shift of the deceased firefighter may want to take on a great deal of assignments. Though the wishes and desires of that shift 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 shift should offer aid to the deceased members shift and provide assistance. This would allow all the members of the deceased firefighter's shift to remain involved without having to miss out on any part of the ceremonies. Another shift may also serve as a fill in crew for the effected shift. Grand Junction Fire Department has agreed to send an Engine with a six man crew to help fill in. In cases where we still need fill in crews, the Funeral Officer can assign personnel to accomplish the task.

2. 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 a firefighter who can bring the resources needed to accomplish a given task. 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 | |

CONSIDERATIONS/ARRANGEMENTS

The Funeral Officer and the Sector Officers are responsible to coordinate the services at the funeral home/place of worship. Considerations include: Fire Department Memorial Service, firefighter formations, musical arrangements, readings, eulogies, special remarks, procession, hearse, service at burial site, crossed arches, sounding of taps, bagpiper(s), bell toll, honor guard, flag fold, and presentation of flag.

Arrangements may include:

- 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, Retires, etc.
- 4 Funeral Detail - Uniformed Personnel
- 5 Bugler
- 6 Flag of 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 provisions for 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. The map should include:
Location of fire stations, funeral home, church, assembly areas, parking areas, auxiliary parking area, procession route, cemetery and grave site, and any other information deemed necessary.
- 15 Police Department: Traffic, procession, and parking assistance
- 16 Photography
- 17 Media
- 18 Transportation for family and guest

The Pavilion will hold 650 people in the Auditorium. They said that there will be no charge.

At the present time the Church of Jesus Christ of Latter Day Saints is the largest facility and will hold approximately 1100 people.

All areas responsibility will need close monitoring with the Funeral Officer and the Family Liaison to ensure that the families' desires are being met.

Online Grief Resources

Following is a list of resources that your fallen firefighter's family may find helpful.

General Sites

Grief and Healing Discussion Page

A grief-related site with a message board providing opportunities to give and receive help with other grieving people. Especially good resources for grieving men.

www.webhealing.com/wwwboard/

Journey of Hearts: A Healing Place in Cyberspace

Provides resources and support for the unique issues of both new and long-term grief.

www.journeyofhearts.org/

MADD (Mothers Against Drunk Driving)

Information regarding victims rights and advocacy. Provides support groups.

511 East John Carpenter Freeway, Suite 100

Irving, TX 75062

(800) 438-MADD

www.madd.org

The Grieving Well Center

Information on grief and loss for adults, children, families, and friends; Memory albums available through this site

www.grievewell.com

Growth House Family Links

Excellent links to other family grief-related sites.

www.growthhouse.org/famgrief.html

Crisis, Grief, and Healing Page

Suggestions from survivors on how to help someone who is grieving.

www.webhealing.com/su.html

Finding Support Services

American Association of Pastoral Counselors

Clergy who have been trained and are experienced in helping people work through loss

9504A Lee Highway

Fairfax, VA 22031-2302

(703) 385-6967

www.aapc.org

Angels of Valor from Grief Recovery Online

Chat room specifically for family members of those killed in the line of duty, including firefighting, law enforcement, and military; the facilitators for this site are also survivors.

www.groww.com/valor.htm

Griefnet

An extremely comprehensive site that has good sources for literature as well as many specialized support groups, memorials and chat rooms.

www.griefnet.org

National Hospice Organization

Nationwide and local hospice referrals, includes a state-by-state listing of hospices
(800) 658-8898

www.nho.org

Counseling for Loss and Life Changes

24 hour/7 day open chat room, plus scheduled chats on specific grief-related topics; articles written by and for survivors; focus on survivor-to-survivor support.

www.counselingforloss.com

AARP Grief Programs

State-by-State listing of support groups for widows and widowers.

www.aarp.org/statepages/

Bereavement & Hospice Support Netline

State-by-State listing of support groups.

www.ubalt.edu/www/bereavement/states.htm

On-Line Memorials

National Fallen Firefighters Foundation Memory Wall

Site for families and friends of fallen firefighters to post tributes

www.firehero.org/memory.htm

The Virtual Memorial Garden

Bulletin board for posting memorials to loved ones.

catless.ncl.ac.uk/vmg

Virtual Memorials

Site which provides space for and assistance with developing memorial pages for loved ones, including photographs and graphics.

www.virtual-memorials.com

For Widowed Spouses

Widowed Persons Service

Referral information, a public education program for family adjustment, counseling for financial and legal affairs. Survivor to survivor support offered.

AARP

601 E. Street N.W.

Washington, D.C. 20049

(202) 434-2260

www.seniors-site.com/widow/wps.html

WidowNet

Site by and for widows and widowers.

Focus on self-help and helping one another.

www.fortnet.org/WidowNet/index.html

For Parents

Compassionate Friends

An international support group for bereaved parents and siblings. Provides support, referral and information.

P.O. Box 3696

Oak Brook, IL 60522-3696

(630) 990-0246

www.compassionatefriends.org

Parents of Murdered Children (POMC)

100 East Eighth, Room B-41

Cincinnati, Ohio 45202

www.pomc.com

Penparents: The International Support Network for Grieving Parents

Provides peer support, penpal network with other grieving parents, as well as matches with parents in similar circumstances.

www.penparents.org

Invincible Summer

Site for grieving parents who have no surviving children.

www.drizzle.com/~hall/invsum

For Teens and Kids

Amanda the Panda

Provides support to grieving children and their families through a variety of services
www.amandathepanda.org

A Child's Heart

Site only for children and teens.
www.death-dying.com/child/

The Dougy Center

The Dougy Center provides bereavement services to children and teens in the Portland, OR area. Lists Network Programs across the country for grieving children and teens.
www.dougy.org/Groups.htm

Julie's Place

Site for young people ages 6 to 18 who have lost a sibling. Includes separate sections for children (ages 6 to 12), teens (ages 13 to 18), and parents.
www.juliesplace.com/

Kidsaid

Site for children and teens. Includes opportunities to post stories, questions, artwork, and a message board. Sponsored by GriefNet.
www.griefnet.org/KIDSAID/welcome.html

National Fallen Firefighters Foundation
Lending Library Materials for Firefighter Coworkers

The Art of Condolence: What to Write, What to Say, What to Do at a Time of Loss
by Leonard M. Zunin, M.D. and Hilary Stanton Zunin

suggestions for supporting bereaved people; includes situations such as sudden death, the death of a parent, and the death of a child; includes sample condolence letters

Beyond Grief: A Guide for Recovering from the Death of a Loved One
by Carol Staudacher

an overview of grieving and coping with different types of loss; includes a section on supporting bereaved people

Grieving the Death of a Friend
by Harold Ivan Smith

unique issues of losing a friend, a loss that is very painful and often not fully recognized

Healing the Grieving Heart: 100 Practical Ideas for Families, Friends, & Caregivers
by Alan D. Wolfelt, Ph.D.

short, easy-to-use book of suggestions for providing support to grieving people

Living w/ Grief After Sudden Loss: Suicide, Homicide, Accident, Heart Attack, Stroke
Kenneth J. Doka, editor

writings about the special issues of sudden death

The Mourning Handbook
by Helen Fitzgerald

an overview of the experience of loss and grief

No Time for Goodbyes: Coping with Sorrow, Anger, & Injustice After Sudden Death
by Janice Harris Lord

covers the special issues of dealing with a sudden death

Swallowed by a Snake: The Gift of the Masculine Side of Healing
by Thomas R. Golden

focuses on gender differences in grieving and how men can take action to deal with their grief and sense of loss

What Can I Say?: How to Help Someone Who is Grieving
by Kelly Osmont, M.S.W.

helpful suggestions for supporting loved ones through their grief

When a Man Faces Grief/A Man You Know is Grieving
by Thomas R. Golden and James E. Miller

actually two books, one for men and the other for those supporting men through grief; discusses practical ideas to help men heal from grief in their own way

National Scholarship Programs

Paul Sarbanes Scholarship Program National Fallen Firefighters Foundation

Offers annual financial assistance for higher education and training to families of firefighters honored at the National Memorial in Emmitsburg, Maryland. Children under age 30 and spouses are eligible for support. For more information, visit www.firehero.org or contact the Foundation at firehero@erols.com. or (301) 447-1365.

Public Safety Officers' Educational Assistance Program (PSOEA) U. S. Department of Justice

Provides support for higher education expenses through an established monthly allowance for eligible survivors. This Department of Justice assistance program is limited to survivors who qualified for Public Safety Officers' Benefits program. For more information, contact the Bureau of Justice Assistance at (888) 744-6513.

W. H. McClennan Scholarship International Association of Fire Fighters

Makes annual scholarship awards available to children of firefighters who died in the line of duty. The applicant's parent must have been a member in good standing of the International Association of Fire Fighters at the time of death. For more information, contact:

Office of the General President
International Association of Fire Fighters
1750 New York Avenue, NW
Washington, DC 20006-5395
(202) 737-8484

Public Safety Officers' Benefits (PSOB) Program Claims Process for Line-of-Duty Deaths

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| <p>1. Immediately after the fatality...</p> | <p>The department must...</p> <ol style="list-style-type: none"> 1. Notify the family. 2. Secure the scene. 3. Begin an investigation of the incident. 4. Make arrangements for an autopsy. 5. Identify a department member to serve as a liaison between the department and the PSOB office. |
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| <p>2. Immediately after being named the department's liaison...</p> | <p>The liaison must...</p> <ol style="list-style-type: none"> 1. Call PSOB at 1-888-744-6513. 2. Provide accurate, up-to-date information including these items: <ul style="list-style-type: none"> ▪ Fire department name and address. ▪ Liaison's name. ▪ Phone numbers for the department and the liaison. ▪ A fax number or mailing address so PSOB can send the Death Benefits Questionnaire. ▪ Deceased firefighter's name. ▪ Date of the incident and death. ▪ A brief description of the incident. <p>Relay the information very carefully and relay only what you know. Do not speculate on the cause of death if you do not know it.</p> |
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If you need to notify PSOB on an evening or a weekend, leave a message. Be sure to include all the above information.

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| <p>3. PSOB responds.</p> | <p>PSOB will fax or mail its Death Benefits Questionnaire to the department liaison as soon as possible after receiving the call.</p> |
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| 4. The department liaison completes the Death Benefits Questionnaire. | <p>The liaison must complete and return the Questionnaire to PSOB immediately. This information is vital. In describing the incident, the liaison needs to provide as much detail as possible but not speculate if the cause of death is not known.</p> |
| 5. PSOB then sends a claims package to the department liaison. | <p>This package includes three items:</p> <ol style="list-style-type: none">1. A guidance letter explaining claim documentation requirements.2. A form, <i>Report of Public Safety Officer's Death</i>, that the department must complete and the head of agency must sign.3. A form, <i>Claim for Death Benefit</i>, that the surviving spouse, children or parents must complete and sign. |
| 6. The department liaison needs to... | <ol style="list-style-type: none">1. Complete the form, <i>Report of Public Safety Officer's Death</i>.2. Make sure the family gets the other form, <i>Claim for Death Benefit</i>.3. Offer assistance to the family in completing the form. Explain to the family that PSOB will return all the required original documents only if requested. (birth certificate, marriage licenses, divorce decrees, etc.).4. Assure that the family provides a certified death notice, not a copy.5. Submit both completed forms and all supporting documents to PSOB as soon as possible. |
| 7. The PSOB specialist receives the claim package and ... | <ol style="list-style-type: none">1. Reviews the package and prepares a recommendation.2. Contacts the department liaison if further information is needed.3. Submits unresolved medical questions to the Armed Forces Institute of Pathology.4. Submits written recommendations to the Department of Justice's Office of General Counsel for review. |

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| 8. If the General Counsel requests more information... | The PSOB Specialist will: <ol style="list-style-type: none">1. Contact the department for more information.2. Meet with General Counsel staff to review any new information provided and reach a decision. |
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| 9. If the General Counsel approves the claim ... | The PSOB Specialist will: <ol style="list-style-type: none">1. Send a letter to the next-of-kin notifying them of the approval of the claim.2. Send a check to the eligible next-of-kin. |
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| 10. If the General Counsel denies the claim... | The PSOB Specialist will: <ol style="list-style-type: none">1. Send a letter to the next-of-kin notifying them of the denial of the claim.2. Provide more information on the appeals process. |
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If you have any questions at any time, please call PSOB at (888) 744-6513.

THE FAMILY'S DESIRES

The first consideration in planning a fire department funeral is determining the family's wishes. Depending on such variables as the family's religious beliefs, medical constraints, and general state of mind, the role of the fire department could vary from serving as a simple honor guard at the funeral parlor to providing a full departmental funeral.

A member of the fire department who is a relative or close friend of the family, a union officer, or an official of a fraternal organization can serve as a liaison between the family and the chief's office.

THE PLANNING PROCESS

As soon as you have determined the family's wishes, conduct a planning meeting with an appointed committee or, in the case of a career department, all available staff personnel. There are so many details to address in such a short period of time that you will need ample assistance. Name personnel to the following positions to coordinate each segment of the operation:

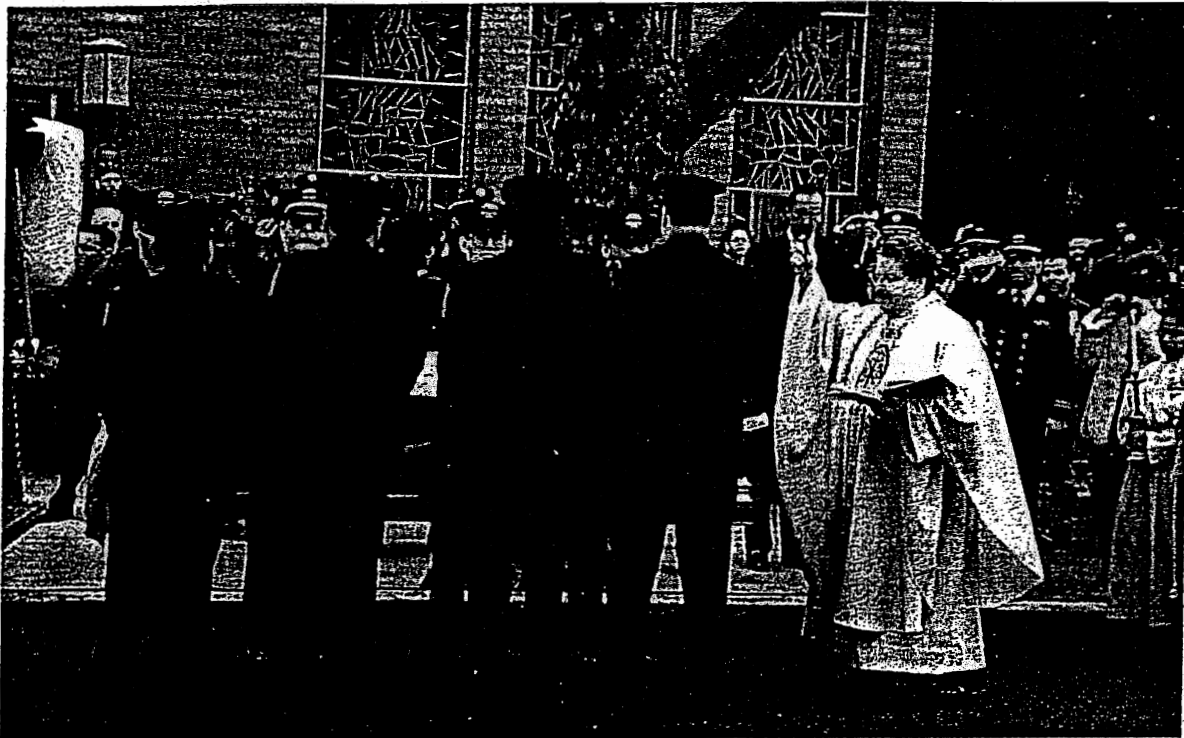
- *Officer in charge of operations (OIC).* This is the person in charge of the overall arrangements—the chief or another individual selected to perform these duties. Coordinating activities with the funeral director and the chaplain (or clergy member) is part of the OIC's duties, as this information will be necessary to complete the remainder of the planning process. The OIC also must address any problems that arise to ensure a smooth-running operation.

- *Liaison to family.* Continuous coordination with and assistance for the family members are absolutely essential. This is a very delicate time for them; keep them informed of all phases of the funeral services, and make sure you address their needs.

- *Logistics.* The logistics officer is charged with preparing apparatus, vehicles, equipment, and facilities for the funeral ceremonies and the large number of anticipated visitors. Make provisions for handling various immediate expenses in advance.

- *Public information.* The media usually are quite interested in covering the





- The name, address, and phone number of the funeral home.
- The church or other location where services are to be held.
- The chaplain or clergy member's wishes for the services.
- The route from the funeral home to the church.
- The location of the cemetery.
- The route to the cemetery.
- Whether apparatus will be used as a hearse.

It is possible that the funeral or church services will be held in a community other than the city in which the firefighter served. This certainly complicates the process, as all of the planning steps have to be coordinated with officials and agencies of the involved jurisdiction. It is helpful to have representatives of both the fire and police departments of the involved community present at the planning meeting to give their input.

Depending on the location, the size of the fire department contingent, the distance involved, and possible time constraints, you must determine whether it would be practical for the members to march from the funeral home to the church (if services are to be held there).

A large contingent of visiting firefighters probably will want to attend the funeral. Getting your department members and visitors from the funeral home to the church and assembling them for the arrival of the procession is difficult and time-consuming. If a church service is planned, instruct visitors to report directly to the church for assembly prior to the arrival of the funeral procession. If the procession is to march from the funeral home to the church, *only* department members should report to the funeral home.

If marching the entire distance to the church is impractical, department members can assemble several blocks from the church. Then, as the funeral

5. ~~Eight~~ pallbearers prepare to carry the coffin from the funeral home to the rear of the apparatus.

6. The OIC gives the following commands: "Detail, attention" followed by "Present arms" and a hand salute.

7. Pallbearers march to the rear of the apparatus/hearse to load the casket. The first two enter the hosebed to assist loading.

8. When the casket is in place, the pallbearers stand facing each other, and the OIC commands, "Detail, present arms," for a short hand salute by the pallbearers.

9. The OIC calls, "Order arms."

10. The OIC calls, "Detail, dismissed." The color guard and pallbearers assume the next position, depending on the method of transportation (marching/riding) to the church.

11. If proceeding directly to the cemetery, the OIC again commands, "Present arms" as the procession departs.

12. If it is impractical to use the street in front of the funeral home for loading the casket, the color guard and pallbearers are present for the loading ceremony while the remainder of the contingent waits out front.

MARCHING FROM THE FUNERAL HOME TO THE CHURCH

1. If marching from the funeral home to the church, members line up in the following order:

- a. Color guard.
- b. Pipe band/drummer.
- c. City officials.
- d. Fire department members by rank.
- e. Apparatus/hearse (pallbearers march as explained below).
- f. Family's cars.
- g. Friends' cars.

DRIVING TO THE CHURCH

1. Determine an assembly point several blocks from the church for fire department personnel and the pipe band.

2. The assembly point for visiting fire departments will be at the church (church side of the street).

3. Immediately after loading the casket at the funeral home, the color guard goes by van to the fire department meeting location.

4. The pallbearers board the apparatus, and three of them remain on the rear step.

5. The apparatus, with a police escort, proceeds slowly to the meeting point with the fire department contingent.

6. At that point, the procession lines up in the same order as above.

7. The pallbearers dismount and march as follows:

- a. The OIC is in front of the apparatus.

8. Pallbearers assemble at the rear of the apparatus, with two in the hosebed, and prepare to remove the casket.

9. The honor guard OIC commands, "Present arms" (hand salute).

10. The pipe band plays as the casket is carried to the church door. (If the chaplain performs a blessing at the rear of the apparatus, the pipe band waits until the pallbearers begin to move before playing.)

11. In the church, the pallbearers escort the casket to the front of the church, and the OIC follows.

12. Prior to dismissing personnel assembled outside, advise them of the approximate time of reassembly for departure. Then the command is given, "Detail, dismissed."

MASS OR OTHER SERVICES ARE CONDUCTED

Note: The fire chief, the company commander, a friend, a union official, or a public official usually offers an appropriate eulogy. Coordinate this with the chaplain or other clergy member conducting the services.

LEAVING THE CHURCH

1. Fire personnel, the color guard, and the pipe band assemble outside the church prior to the end of the services.

2. At the end of the services and at the funeral director's signal, the pallbearers, followed by the OIC, move to the front of the church and escort the coffin to the rear.

3. The assembly OIC commands, "Detail, attention."

4. When the casket arrives at the rear of the church, the OIC commands, "Present arms."

5. The pipe band plays.

6. The pallbearers, led by the OIC, move slowly to the rear of the hearse/apparatus to load the casket.

7. After loading, the pallbearers line up facing each other; the OIC commands, "Detail, present arms"; and the pallbearers give a hand salute.

8. The OIC commands, "Order arms" (for all personnel).

9. The color guard captain commands, "Color guard, dismissed."

10. The OIC commands, "Detail, dismissed" (to pallbearers).

11. The pallbearers, color guard, bugler, and OIC enter waiting fire department vehicles for transportation to the cemetery.

12. Fire personnel and city officials attending the cemetery services prepare to leave. Cemetery services are a private time for the family, so restrict attendance to only those personnel involved in the services and close friends.

13. As the funeral procession leaves, the assembly OIC orders, "Present arms" for a hand salute.

14. After the procession leaves, the commands "Order arms" and "Detail, dismissed" are given.

MONTROSE FIRE DEPARTMENT
OUT OF TOWN NOTIFICATION

If there are family members that live out of town the following arrangements shall be made.

1. Ask the Montrose family if we can make hotel arrangements for them. We have already checked with prices at hotels. It is my plan to pay for the hotel. At this time we should check with some restaurants and ask for a discount for family members. We will pick this tab up also.
2. Tell the family that we are prepared to send firefighters to travel with out of town families.
3. Give the family a fire department cell phone to use. They can give the number out to anyone, so they will not be bother with needless phone calls on their listed phone.