

East Alton Fire Department

STANDARD OPERATIONAL GUIDELINE

95-02

AMENDS # 00-00

EFFECTIVE: 09-15-95

COPY

REF: Funeral Service Guidelines

ATTENTION: All personnel

This guideline is intended to assist the East Alton Fire Department in providing consistency within the department in paying final respects and honors to fallen Firefighters.

Defined below are different levels of honor with options and variations that are available. Before any plans can be made, the family must be consulted and agree on the participation of the department. It is the surviving family's wishes that is paramount in funeral planning.

RESPONSIBILITIES OF NOTIFICATION

Death in the line of Duty or death other than in line of duty.

1. Upon the death of a member the Officer in charge, if other than Chief, shall immediately notify the Chief of the Department.
2. The Chief or his Designated Representative (DR) shall notify the next of kin.
3. The Chief or his DR shall notify the Mayor.
4. The Chief shall designate an OIC who shall be responsible for the department's involvement in the funeral procedures.
5. The OIC shall contact the family of the deceased member and, in coordination with the funeral director, establish the family's desires as to fire department participation in the funeral.
6. Having established the wishes of the deceased, the OIC shall immediately contact the Illinois Fire Chiefs Funeral Committee for assistance (1-800-662-0732 /24 hours a day).
7. Upon receipt of a notice of a member killed in the line of duty the flags located at the Vital service building, the Village Hall, and station # 2 shall be placed at half staff and the front of both stations shall be draped with black bunting until **SEVEN DAYS AFTER THE FUNERAL**.
8. On level two and Level Three funerals black bunting shall be draped at both stations until **THREE DAYS AFTER FUNERAL**.

LEVEL ONE

Definition: Death as result of line-of-duty or job related. This may include an inactive member whose death has stemmed from an injury sustained during active duty.

LEVEL TWO

Definition: Death of an active member, non job related.

LEVEL THREE

Definition: Death of an inactive member, non job related.

LEVEL ONE

American Flag*
Badge shrouds
Bagpipers
Bell service*
Bugler
Color guards
Crossed ladders*
Eulogy
Fire engine caisson*
Fire service flag
Flower unit*
Honor guards
Honor detail*
Pall bearers,
ACTIVE*
Station bunting*
Vehicle bunting
Walk through*

LEVEL TWO

American Flag*
Badge shrouds
Bell service*
Eulogy
Hearse
Fire service flag
Flower unit*
Honor guards*
Honor detail*
Pall bearers,
HONORARY*
Station bunting*
Walk through*

LEVEL THREE

American Flag*
Badge shrouds
Bell service*
Hearse
Fire service flag
Honor guards
Pall bearers,
HONORARY
Station bunting*
Walk through*

*** American flag**

Any active or honorable discharged member of the United States Armed forces should have the American flag draped or displayed on the casket. At time of interment, the American flag will be folded and presented to surviving family "ON BEHALF OF A GRATEFUL NATION". Representatives from the Armed forces, VFW, American Legion etc., shall have first right of folding and presentation to the family. If unable to obtain members from these groups, the Fire department should undertake this responsibility.

*** Bell service**

A portable fire department bell that is tolled at the conclusion of the religious ceremony. One member reads a statement regarding the deceased's last alarm. A second member tolls the bell at the conclusion.

*** Crossed ladders**

The use of two aerial trucks crossing extended ladders or booms at the entrance of the cemetery.

*** Fire engine caisson**

The use of a fire department pumper for carrying the casket.

*** Flower unit**

The use of a fire department vehicle for the transportation of flowers during the procession.

*** Honor Detail**

Non-detailed uniformed department members and visiting department members present to pay tribute.

*** Pall bearers**

Active: Uniformed members assigned to carry the casket

Honorary: Uniformed members not assigned to carrying the casket. However, they are planned in an honorary position leading this casket.

*** Station bunting**

Mourning drapes that are placed on the outside of Fire station for 7 days.

*** Walk through**

A predetermined time during the wake when uniformed members and dignitaries enter for a unified tribute.

For assistance the Illinois Fire Chiefs Funeral Committee is available at all times to answer questions or assist in a funeral matter. 1-800-662-0732

Initial next to your ID number below within 30 DAYS to verify reading and understanding this STANDARD OPERATIONAL GUIDELINE.

0501: _____	0511: _____	0521: _____	0531: _____
0502: _____	0512: _____	0522: _____	0532: _____
0503: _____	0513: _____	0523: _____	0533: _____
0504: _____	0514: _____	0524: _____	0534: _____
0505: _____	0515: _____	0525: _____	0535: _____
0506: _____	0516: _____	0526: _____	0536: _____
0507: _____	0517: _____	0527: _____	0537: _____
0508: _____	0518: _____	0528: _____	0538: _____
0509: _____	0519: _____	0529: _____	0539: _____
0510: _____	0520: _____	0530: _____	0540: _____

Fire Chief

Date

East Alton Fire Department
STANDARD OPERATIONAL GUIDELINE
#96-03

ATTENTION: All Personnel

COPY

AMENDS:00-00-00

EFFECTIVE: 05-30-96

RE: LINE OF DUTY DEATH

The Death of any firefighter of the East Alton Fire Department while on duty, or while undergoing medical treatment for any injury or disease resulting from such duty, is considered a line of duty death. This also includes paid-on-Call Firefighters of the department. This also includes the death of a firefighter while traveling in connection with such duty or while engaged in firefighting or EMS activities off duty.

This procedure defines the policies and responsibilities to be followed in the event of a line of duty death and can be escalated in the event of multiple deaths or multiple firefighters being seriously injured.

Ranks specified are under ideal conditions and shall be altered according to availability. It must be remembered that duty death and serious injury can happen not only on the fireground, but also on highways, at the station, or at drills.

Procedures shall be adjusted as needed to fit the situation remembering that all situations require thorough investigating, good documentation, timely notifications, and isolation of both personal and department equipment.

Serious injury to firefighter shall be addressed in the same proficient manner as line of duty death in case of grave outcome.

INCIDENT COMMANDERS RESPONSIBILITIES

In the event of a line of duty death or serious injury, the I.C. shall ensure the following:

1) Inform the dispatcher (BY PHONE ONLY) the name(s) and rough details of the incident. The dispatcher should be reminded not to release information to non-Fire Department personnel. The dispatcher shall do the following:

- a) Notify the Fire Chief**
Duties: Retrieve next of kin information and carry out notification plans.
- b) Notify the Fire Captain**
Duties: Respond to scene
Assist I.C.
Public information officer
- c) Notify the Mayor**

- d) Notify the Village Treasurer
Duties: Notify State and Federal Benefit Programs
Notify all other insurance programs as needed
- e) At the I.C. discretion, call an extra alarm to relieve personnel on the scene.

- 2) Before leaving the scene, the I.C. shall:
 - a) Isolate and tag any equipment or gear used by injured/deceased personnel.
 - b) Secure scene pending investigation by Police and Fire Departments.
 - c) In the event of death or serious injury by vehicle accident the units shall be transferred to the village garage after released by the Police Department.
 - d) Attempt to document location of any witnesses as well as names and addresses of witnesses for investigators.

PUBLIC INFORMATION OFFICER

The Captain will assume the job of public information officer (or delegate to other personnel as necessary) and will be responsible for the following:

- 1) Respond to the scene and:
 - a) Gain first hand knowledge
 - b) Assist operations
 - c) Remind all personnel to direct all press to him. He shall instill a "Gag" order on all personnel to avoid mis-information.
- 2) After the above task has been completed, he should then respond to Station #1 to:
 - a) Notify the Illinois Department of Labor (required within 8 hours of incident).
 - b) Prepare for press release
 - c) Withhold names of deceased or injured personnel until notified by the Fire Chief.

NOTIFICATION OF FAMILY

The Fire Chief and a Chaplain will begin the notification of next of kin. When at Station #1 the following should be done:

- 1) Retrieve next of kin sheet from employees pension file.
- 2) Formulate plan on how to notify family based on employees wishes.
- 3) Notify family and assist family to hospital. Assist family with any further notifications.
- 4) Concur with family for release of information to the press. Notify Captain when approved.

While at the hospital, the Fire Chief and the Chaplain shall:

- 1) Assist family as needed.
- 2) Fire Chief shall order the following done:
 - a) Request toxicology tests
 - b) Request exact carbon monoxide levels (if fire related).

- 3) Discuss with family that the coroners office will probably do an autopsy.
- 4) Advise family of your role as liaison between family and the Fire Department.
- 5) Determine if family wishes a fire department funeral. (s.o.g. #95-02).

Initial next to your ID number below within 30 days to verify that you have read and understand this Standard Operational Guideline.

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0510: _____	0520: _____	0530: _____	0540: _____

Fire Chief

Date

NEXT OF KIN NOTIFICATION

EMPLOYEE NAME _____

The following people should be notified in the event of a serious accident or upon my death:

1. Name:
Address:
Telephone Home: _____ Work:
Relationship: _____

2. Name:
Address:
Telephone Home: _____ Work:
Relationship: _____

3. Name:
Address:
Telephone Home: _____ Work:
Relationship: _____

SPECIAL DIRECTIONS

Please consider how and by whom you want to notify the people you have named.

It is understood that all attempts will be made to follow your wishes but due to availability of those named or circumstances beyond our control it may not be possible.

Signature Date

I have reviewed my departmental insurance beneficiary forms including those required for state and federal benefits.

Signature Date