



Skokie Fire Department Line of Duty Death Policy

Message from the Chief

This program was written with the hope that it would never be needed. Initially the intent was to ensure that the proper steps were taken so that in the event a member of the department was killed in the line of duty, their survivors would receive the benefits due. From there, it became apparent that there were other, non-financial items that also needed to be covered. Before a comprehensive program could be written several items needed to be addressed:

1. What circumstances constitute a *Line of Duty Death*?
2. What benefits are available?
3. If someone is killed or seriously injured, what has to have occurred;
 - A. before the incident occurred?
 - B. immediately after the incident?
 - C. what will happen the next day, week, month?

The department has developed a policy that clearly answers the questions posed above. The most important part of this policy is the *Emergency Contact Information*. You and your family will be the only people to see the contents of the packet unless you are killed or seriously injured. You fill out the information and place it in the security envelope provided. The *Emergency Contact Information* packets will be kept in a secured cabinet at headquarters.

This entire program is voluntary. You may choose to exclude certain information, or not participate at all, that is up to you. However, keep in mind that the reason for this policy is to take care of your survivors. In addition to providing for your survivors, there are spots for information about the type of funeral, medical decisions, wills, power of attorney, etc. These can be uncomfortable issues for families. Hopefully, this program will be an opportunity for your family to discuss these topics and get them out in the open.

As important as collecting this information is, if it is not kept current it will be useless. Once a year, during the third week of January, a memo will go out reminding all personnel that they should review and update their information. However, if during the year something changes that would affect the information, contact headquarters and arrange to get your packet to make the needed changes.

Sincerely,

Month, day, year



Skokie Fire Department Line of Duty Death Policy

Date:

1. What circumstances constitute a Line of Duty Death?

Most of us are under the impression that if we die at work, it is a line of duty death. From a benefits point of view, that is not always the case. The Federal benefit which is known as the *Public Safety Officer's Benefits Program (PSOB)* specifically states that to be eligible for benefits, a public safety officer's death or total disability must result from injuries sustained in the line of duty. PSOB benefits do not cover death or permanent and total disability resulting from stress; strain; occupational illness; or a chronic, progressive, or congenital disease (*such as heart or pulmonary disease leading to a heart attack*), unless there is a substantial contributing factor in the death or permanent and total disability. Medical proof of the traumatic injury (such as a blood test for carbon monoxide poisoning) may be necessary for coverage in these cases. There are also limitations and exclusions about intentional misconduct, intoxication, negligence, etc. These are all spelled out in the Bureau of Justice fact sheet that accompanies this packet. While there are some minor differences with the other organizations that offer benefits, the guidelines are generally the same. Also, some benefits may be paid even though the circumstances do not meet the exact guidelines spelled out. It will be the responsibility of the Benefits Officer to make sure the proper steps are taken to make the best possible case for inclusion in all available benefits programs.

2. What Benefits are available?

I. Village of Skokie

A. Life Insurance

Bargaining unit member - \$30,000.00

Staff member - \$35,000.00

B. Unused vacation

C. Sick leave bonus time

D. Emergency leave / Accumulated sick leave

II. Downstate Pension Fund

100% of salary on last day of service

III. State of Illinois

A. Illinois Compensation Act

1. \$118,000.00 death benefit

2. \$10,000.00 burial benefit payable to surviving spouse or estate.

B. Illinois Public Safety Employee Benefits Act

1. Requires employer to pay entire premium of health insurance plan for killed/injured employee, spouse and dependant children until the end of the calendar year in which the child reaches 25 if the child continues to be dependent for support or is a full-time or part-time student and dependent for support. Remarriage of spouse terminates spousal coverage. Health benefits from other sources reduce these benefits.
2. Waiver of tuition and mandatory fees at any approved public post secondary institution. Students at private Illinois institutions receive equivalent of tuition and mandatory fees at most expensive comparable program at a public post secondary institution. Limited to full time equivalent of eight semesters or quarters for undergraduate and graduate programs. Full time or part time students eligible until age 25. Stepchildren not eligible.

C. Workers' Compensation

1. All first aid, medical and hospital expenses connected with the fatal injury.
2. 66-2/3% of the deceased's average weekly wage continuing weekly until:
 - a. the surviving spouse is compensated for 20 years, or total compensation reaches \$250,000.00
 - b. minor children attain age 18 and leave school.
 - c. minor children attain age 23 while attending an accredited educational institution.
 - d. dependency of any other dependant (parent, collateral, grandchild) ends.
 - e. payments to spouse end at remarriage with a 3 year cash settlement.

IV. Federal

A. Public Safety Officer's Benefit (PSOB)

1. Death benefit \$ 250,000.00
2. Disability benefit – same as above (see PSOB fact sheet for limitations).
3. Educational assistance

These benefits are tax exempt and not subject to execution or attachment by creditors.

V. The Hundred Club of Cook County

- A. Within 24 hours of a qualifying fatality, they will make a visit to the surviving spouse and provide a check for \$5,000.00.
- B. After about ten days, legitimate debts up to \$50,000.00 (max. of \$30,000.00 against your mortgage, or three years rent). They pay the debts directly; they do not give cash to family.
- C. Educational assistance for spouse and children from \$5,000.00 to \$12,000.00 per school year. Students must be full time and maintain a "C" average.

VI. National Fallen Fighter's Foundation

- A. Scholarship Programs
- B. Inclusion at the National Firefighters Memorial

VII. I.A.F.F.

- A. W.H. McClennen Scholarship
- B. Martin E. Pierce Commemorative Line-Of-Duty Death
- C. Medal Inscription on IAFF Fallen Firefighter Memorial

VIII. Illinois Fire Chief's Association

- A. Educational and Research Foundation scholarships.

IX. Miscellaneous

- A. Reduced price burial – Richard Lamb funeral service and Resource Center in Westmont offers for firefighters or paramedics who lose their life in the line of duty, free of charge in Chicago and the five collar counties, a complete funeral service and visitation at any church or public building and an 18 gauge steel sealer-type casket (selection of five styles). Richard Lamb Funeral Service will provide all normal services associated with a complete funeral service, such as removal from place of death, embalming, funeral director and staff services, and hearse for funeral and cemetery services. They also offer other services at reduced costs depending on the situation.

Other items to be considered by family

- A. Private insurance policies
- B. Benevolent organizations
- C. Veteran's Administration or Military Benefits

3. If someone is killed or seriously injured, what has to have happened;

A. Before the incident?

1. The department has to have a detailed Line of Duty Death policy in place. People must be trained and understand the roles and responsibilities of each part of the program. The department must also have the approval, backing and support of the Village Hall so that the policy can be implemented.
2. All Skokie F.D. personnel must have a completed, up to date, *Emergency Contact Information* sheet on file with the department.

B. Immediately after the incident?

1. If the firefighter is transported to a hospital, (whether dead or alive), appoint a Hospital liaison to insure best possible care/treatment.
2. Begin investigation and secure any gear/equipment used by the firefighter.
3. Notify the Chief of Department and remaining staff.

4. Obtain *Emergency Contact Information* packet and make contacts as spelled out in the packet.
5. Provide relief for on duty personnel, institute C.I.S.D.
6. Appoint a Family Liaison

Any qualified member of the Skokie F.D. can be used for these roles.

C. What will happen the next day, week, month etc?

There are numerous functions that need attention. The goal is to provide the needed support and information to allow the family to get through both their immediate, as well as long term needs. Keep in mind that the department is there to aid the family, not tell them what to do. To achieve these goals the following positions will be appointed:

1. Notification Team – The department will make a timely notification of the person(s) listed in the ECI packet.
2. Coordinator - central figure that is in charge. All teams/liasons will report to this person.
3. Hospital liaison – initially responsible for ensuring firefighter receives best possible care. In the event of an extended hospitalization, the Hospital liaison will relay information between hospital, coordinator and family.
4. Family liaison - works with the family to make sure their needs are met. All formal communications between the department and the family will be transmitted through the Family liaison.
5. Public Information - this person will be the only person to give official information about the incident to the public.
6. Benefits liaison – works through the Family liaison, guiding the family through the various programs to ensure all benefits due are received.
7. Funeral/Memorial liaison – works with Family liaison to provide services in accordance with the wishes of the family.

The program does not end the day of the funeral. The family of a fallen firefighter is still part of our fire department family. In the short term that means making sure the benefits due are received. But even more important is the long term emotional support we can offer. It is important that these people be kept informed and included in department social activities. It is up to them if they choose to participate.

Skokie Fire Department

Emergency Contact Information Date:

This information will be used ONLY in the event of your serious injury or death in the line of duty. Please take the time to fill it out fully and accurately because the data will help the department takes care of your family.

PERSONAL INFORMATION

Last Name	First name	Middle Name
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Home Address

City	State	Zip
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Phone Number

MEDICAL INFORMATION

History

Medications

Allergies	Blood type	Organ Donor Yes / No
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Living Will ? Yes / No	Durable Power of Attorney? Yes / No
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Have you spelled out your wishes to your family in the event you can not make your own decisions about your health care?

Skokie Fire Department

Emergency Contact Information **Date:**

Family Members

List the people that live with you. This information is requested so that the Notification team can arrange for all the resources they may need to support your family.

First name	Last (if different)	Relationship	Age

List the family members that do not live with you.

First name	Last (if different)	Relationship	Age	Phone

Skokie Fire Department

Emergency Contact Information Date:

CONTACT INFORMATION

Family member or friend you would like the department to contact in the event you are severely injured or killed in the line of duty. Please list in the order you want them contacted. In the event this person lives far enough away that a timely notification can not be made in person by Skokie fire personnel, the local Police/ Fire Department will be asked to perform this function.

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

Contact #

Name

Relationship

Home Contact Information (If this is a distant locale, provide the phone # for the local Police/Fire Department)

Address:

Phone:

Pager/Cellphone:

Work Contact Information

Name of Employer:

Address:

Phone:

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

Is there a neighbor or family member who could watch dependents if applicable?

Name:

Phone:

Skokie Fire Department

Emergency Contact Information Date:

In the event you are severely injured or killed in the line of duty, the notification will be made by the Chief of the department (or his designee in the event he is unable to make the notification in a timely manner). The department will make every effort to have an additional person of your choice (friend, Minister, Rabbi etc.) accompany the Chief. In addition, you may wish to have a department member familiar to your family be involved in the notification. *Keep in mind however that the primary concern of the department is that the notification be made in person, and as soon as possible. We do not want your family to hear of your death or injury from the media or over the phone.*

Civilian to assist with notification

Name

Relationship

Home Contact Information Address: Phone: Pager/Cellphone:
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Daytime Contact Information Name of Employer: Address: Phone:
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Skokie F.D. personnel to assist with notification

Name	Off day job phone	Pager/Cell
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Skokie Fire Department

Emergency Contact Information Date:

Religious Preferences		
Religion:		
Place of Worship:		
Address:		
Phone:		
Contact person:		

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 Department funeral?	Yes	No
Do you have pre-arranged funeral details?	Yes	No
If so, who, where etc. ?		
If not, do you have a preference for a funeral home?	Yes	No
If yes, whom?		
What is to be done with your remains?		

List any memberships in fire service, religious, or community organizations.
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Do you have a will?	Yes	No
If yes, where is it located?		

List any insurance policy(s) (life, extended care, disability etc.) you have:		
<u>Company</u>	<u>Policy Number</u>	<u>Location of policy</u>

Employee Signature: _____ Date: _____



Skokie Fire Department Line of Duty Death Policy Duty Chief's Responsibilities

In any incident where a line-of-duty death has occurred, certain actions are taken once the immediate hazards have been stabilized. The following actions are the responsibility of the on-scene Incident Commander.

1. Assign a Hospital liaison to accompany the firefighter to the hospital (whether firefighter is dead or alive).
2. Call alarm board by phone and instruct them to notify the Chief and staff officers. Radio transmissions should be kept at an absolute minimum. All specifics are relayed by telephone. The Fire Chief notifies the Village Manager and Village officials. Provide the following information;
 - a. Name of firefighter
 - b. Status – dead, serious injury
 - c. Was victim transported?
 - d. If so where?
3. Immediately secure the scene where the incident occurred and impound any personal protective equipment worn or used by the victim. If the victim is removed from the scene due to impending danger, it is imperative for the rescue personnel to make a mental note of exactly where and in which position they found the victim's body. Accurate preservation of the scene, as close as possible to the original condition when the incident occurred, is vital to the upcoming investigation.
4. Obtain *Emergency Contact Information* packet from Headquarters. Contact personnel on notification list and appoint Notification team.
5. Appoint a Coordinator, even if temporary (provide job packet)
6. As soon as possible, assign a relief crew to replace the initial personnel directly involved in the incident. Consider calling additional alarms in needed. These individuals shall be removed from the incident to a secure location, preferably to the nearest Fire Station. Fire Dispatch notifies the Critical Incident Stress Team (CIST).
7. Initiate the investigation. At a fire suppression incident, assign a member of the Skokie Fire Investigation Team.
8. Appoint Public Information officer



Skokie Fire Department Line of Duty Death Policy Duty Chief's Responsibilities

Resources required

1. *L.O.D.D.* program book
2. *Emergency Contact Information* packet from headquarters.
3. Cell phone



Skokie Fire Department Line of Duty Death Policy

Alarm board

The Duty Chief will contact the Alarm board via cell phone and provide the following information:

1. Name of firefighter
2. Status – dead, injured (extent of injuries)
3. Location of body
4. Coordinator (if appointed) and phone number.

Name	Phone
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At no time shall any information be broadcast over the radio !

The contacts should not contact 1602 directly as he will no doubt be extremely busy. Instead, they can call the Coordinator to receive assignments. It may be advantageous to have a contact stay where they are in order to be part of the Notification team.

Contacts	Phone	Pager	Cellular
1. Chief Oscarson	847-895-0631	847-389-1925	847-347-2008
2. R. Angsten	847-698-7460	847-389-1926	847-819-1224
3. D/C B. Liss	847-634-8381	847-389-1927	847-819-1226
4. Capt. J. Walters	847-855-1560	847-389-1954	847-347-0046
5. Capt. S. Ludkowski		847-389-1934	
6. Capt. R. Moritz	815-337-0215	847-389-1933	
7. Capt. K. Borre	847-202-0982	847-389-1954	847-363-1608
8. Capt. R. Muszynski	708-636-5217	847-389-1928	847-647-0045
9. Capt. J. Edwards	847-352-8774	847-389-1936	
10. Capt. T. Lovejoy	847-223-4803	847-389-1935	
11. Father B. White		847-389-1932	
12. Rabbi M. Wolf		312-903-1328	

Once the family has been notified, the Coordinator will arrange for a press release to be sent to MABAS Div. III. No information should be released to anyone not listed on this worksheet prior to receiving word that the family has been notified.



Skokie Fire Department

Line of Duty Death Policy

Investigation Team

In the event of a line of duty death or serious injury to one of our firefighters, our Department must take immediate steps to ensure that the incident is accurately documented and investigated. This action is conducted to protect the interests of the deceased, the surviving family, and our Department. It is also a mandate of State and Federal law. The focus of this group is to determine the reasons for the death/injury, not traditional cause and origin.

There will be an Investigation Team pre-designated for use in these incidents
The team shall be made up of:

- Deputy Chief (appointed by the Chief), Chairman
- Captain of Fire Prevention
- Representative from Local 3033.
- Chair Safety Committee
- Skokie police Evidence Technician(s)

If an employee is killed as a result of a fire/explosion, the fire investigation shall be conducted by the Fire Investigation Team. The cause and origin determination shall rest with this unit and any additional investigation resources that may be requested, such as the ATF, Skokie Police or O.S.F.M. Once this investigation is complete, the Fire Investigation Team leader will then turn the scene over to the Investigation Team.

The activation of the Investigation team should be called by the Chief in charge. The team should then meet at the site as soon as possible.

The initial collection of facts, preservation of evidence, and the appropriate agency notifications shall be the responsibility of the Incident Commander until the time the team can take over.

The booklet put out by the I.A.F.C. is an excellent resource.

The following is a list of items that should be addressed.



Skokie Fire Department

Line of Duty Death Policy

Investigation Team

1. Immediate Action

- a. Secure the scene. No unnecessary disturbing of the scene should take place. Remove all non-essential personnel.
- b. Impound all safety equipment that was used by our firefighter. It is imperative that a proper chain of custody be maintained as these items may need to be sent for testing.
 - 1) SCBA
 - 2) Turnouts
 - 3) Helmet
 - 4) Gloves
- c. Have a video and still picture record made of the sight.

2. Secondary Action

- a. Interview all known witnesses
- b. Obtain audio tapes of the incident.
- c. Request written transcripts with times of radio transmissions.
- d. Impound all written forms used in the incident:
 - 1) Incident Work Sheets
 - 2) MABAS worksheets
- e. Ensure all necessary agency notifications have been made:
 - OSHA (non-fire department death/injury): 847-803-4800
 - Federal Emergency Management Association (FEMA)
 - U.S. Fire Administration / National Fallen Firefighters Foundations: 301-447-1836
 - NIOSH: 304-285-6017
 - ATF (if there are suspicious circumstances): 312-352-6935
 - State Fire Marshal: 800-252-2947
 - NTSB: 202-314-6290
 - IAFF: 703-737-8484



Skokie Fire Department Line of Duty Death Policy

Investigation Team

f. Obtain written statements from directly involved individuals. It is preferred that these statements be completed prior to the release of members at the end of the shift. If this is impractical, the statements should be provided within twenty-four 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 Incident Investigation Team.

g. Review all chronological reports.

h. Review all written statements.

i. Setup interview teams for all companies on the scene.

j. Interview all individuals on scene (tape record).

k. Reconstruct the scene from statements.

l. Have diagrams and designs of fire scene for interviews.

m. Review the autopsy report (one is required).

n. Write the final report.

Resources:

- Cell phone
- IAFC L.O.D.D. Investigation guideline
- Location to maintain evidence.



Skokie Fire Department

Line of Duty Death Policy

Alcohol, Tobacco & Firearms (ATF)
Chicago Field Division
300 South Riverside Drive
Chicago, IL 60606
Phone: (312) 352-6935 FAX: (312) 353-7668
Contact: Michael Brostowitz

Web: atf.treas.gov

Functions: Assist with investigation

Cook County Medical Examiner
2121 West Harrison
Chicago, IL 60612
Phone: (312) 666-0500 FAX:
Contact:

Web: co.cook.il.us/agency

Functions: Autopsy, death certificates

Illinois Attorney General
100 West Randolph St. 13th floor
Chicago, IL 60601
Phone: (312) 814-6125 Fax: (312) 814-3806
Contact: Robert Sklamberg
Assistant A.G., Section Chief – General Law Bureau

Web: ag.state.il.us

Functions: Processes application for State of Illinois death & burial benefits

Illinois Court of Claims
630 South College
Springfield, IL 62756
Phone: (217) 782-7102
Contact:

Web: sos.state.il.us/claims/cla

Functions: Receives State death and burial application, forwards to AGs office.

Illinois Department of Labor (IDOL)
State of Illinois Building
160 North LaSalle – Suite c-1300
Chicago, IL, 60601
Phone: (312) 793-7308, Fax:
(312) 793-1964
Contact: Al Juskenas

Web: state.il.us/agency/idol

Functions: Will investigate circumstances, usually after the funeral.

Illinois Fire Chief's Association (IFCA)
P.O. Box 7
Skokie, IL, 60076
Phone: (847) 966-0732 Fax: (847) 966-0782
(800) 662-0732
Contact: Chief Dan Hermes

Web: Illinois.firechiefs.org

Functions: Assist with funeral/memorials, educational grants and scholarships

Illinois Industrial Commission
100 West Randolph St. #8-200
Chicago, IL 60601
Phone: (312) 814-6611 Fax:
(866) 352-3003
Contact:

Web: state.il.us/agency/iic

Functions: Worker's Compensation claims

International Association of Fire Chief's (IAFC)
4025 Fair Ridge Drive
Fairfax, VA 22033-2868
Phone: (703) 273-0911 Fax: (703) 273-9363
Contact:

Web: iafc.org

Functions: "Guide for Investigation of a Line of Duty Death",

International Association of Firefighters (IAFF)
1750 New York Ave, NW
Washington, DC 20086
Phone: (202) 737-8484 Fax: (202) 737-8418
Contact:

Web: 1aff.org

Functions: Assistance with investigation, scholarships, medal of honor, memorial

**MABAS Division III
1842 Shermer Road
Northbrook, IL 60062
Phone: none**

Web: mabasdiviii.org

President: Ed Dubowski (847) 318-5283

Functions: Assistance with funeral/memorial.

**National Institute for Occupational Safety and Health (NIOSH)
1095 Willowdale Road
Morgantown, WV
26505**

Phone: (304) 285-6017 Fax:

WEB cdc.gov/niosh/firehome

Contact: Richard Braddee (Brady)

Functions: Will send personnel to assist with investigation.

**National Traffic Safety Board
Central regional office
624 Six Flags Drive – Suite 150
Arlington, TX 76011**

Web: NTSB.gov

Phone: (817) 652-7840 Fax: (817) 652-7850

To report an emergency: (202) 314-6290

Contact

Functions: Investigate incidents involving vehicles, trains, pipelines.

**RED center
1842 Shermer
Northbrook, IL 60062
Phone: (847) 724-5700
Contact:**

Functions: Assist with notifications, provide tapes, worksheets from incidents.

**State Fire Marshall (OFSM)
1035 Stevenson Drive
Springfield, IL, 62703
Phone: (217) 785-4143
24 hour Arson Hotline: (800) 252-2947
Contact: Mitch Kushner**

Web: state.il.us/osfm

Functions: Assist with investigation

**United States Fire Administration (USFA)
National Fallen Firefighter's Foundation
16825 South Seton Ave.
Emmitsburg, MD 21727
Phone: (301) 447-1836 Fax: (301) 447-1645
Contact: Mark Whitney**

**Web: fema.gov
firehero.org**

**Functions: Information on reporting L.O.D.D., survivor support, educational assistance,
National Memorials.**

**O.S.H.A.
701 Lee Street – Suite 950
Des Plaines, IL
60019
Phone: (847) 803-4800 FAX: (847) 390-8220 WEB:
Contact:**

Functions: Investigates non-fire service death/injuries



Skokie Fire Department Line of Duty Death Policy

Chief's Responsibility – first 24 hours

Upon the death of any Skokie Firefighter the Chief or Acting Chief should immediately be notified. In the case of a Line of Duty Death, it is imperative that this communication is made without delay.

During notifications, it is imperative that accurate information is passed quickly and discretely. Our radio traffic is monitored regularly by the media and private citizens. Names of dead or injured firefighters shall NEVER be given over the radio. All communications of this sensitive nature shall be conducted by telephone.

Upon the receipt of this tragic news the Chief will:

1. Obtain the Employee's Emergency Contact Information sheet.
2. If a Coordinator has been appointed, contact and get current information
3. Contact and recall all off duty Command level staff.
4. Assemble the Notification Team
 - a. Chief
 - b. Family Liaison
 - c. Additional people as listed on ECI sheet.
 - d. Arrange meeting place away from the site of notification.
5. If Command level staff is on duty, appoint Coordinator.
6. Contact and advise the Village manager of all pertinent information and that the department is instituting the Line of Duty Death Policy.
7. Make surviving family notification (See "Notification" information). Once the family has been notified, advise PIO. All off duty personnel will then be notified. Provide a memo with all confirmed information for release to the general public.
8. Set up a Command Staff Meeting to commence upon the completion of the notification process.
 - a. If not already done, appoint the Coordinator
 - b. Appoint liaisons and provide informational packets to each.
 - c. Verify that C.I.S.D. program is instituted.
9. Notify I.A.F.C. (800) 662-0732



Skokie Fire Department Line of Duty Death Policy

Chief's Responsibility

Day 2 through the funeral

1. Hold meetings with all team / liaison members.
2. Keep department informed about all facets of the incident. Memorial services, investigations, etc.
3. Request Police keep watch on home of family. Criminals will use the information to burglarize.
4. Monitor fire department personnel (including Communications personnel) for signs of stress. Provide CISD as needed.

After the Funeral

1. Family Support
 - A. Continue to invite family to department events and activities
 - B. Provide assistance with routine tasks (home maintenance, running errands, etc.)
 - C. Follow-up with Benefits liaison on status of benefits.
 - D. Offer to "be there" at special times / events (children's activities, holidays, etc.)
2. Department Support

Assist department members in accessing additional support as needed.
3. Memorial & Tributes
 - A. Inform and include families in local, state, and national tributes to fallen fighters
 - B. Make the family aware of the National Fallen Firefighters Foundation and its support programs for the fire service survivors.
 - C. Plan to attend the National Fallen Firefighters Memorial Weekend and to send an escort and honor guard unit for the family.
4. Review the Line of Duty Death program and make revisions or improvements



Skokie Fire Department Line of Duty Death Policy

Chief's Responsibility

Memo to all personnel to be released as soon as family has been notified.

It is my sad duty to inform you that at _____ [time] today Firefighter(s) [rank] [name(s)] was / were killed in the line of duty. Details of the incident are not fully known. I have instituted our Line-of Duty death program. This includes an immediate and thorough investigation of the events surrounding the tragedy.

I will provide you with more information as soon as it is available, including details of services.

This is a difficult time for the Skokie Fire Department, and we will need to come together to get through it. All of us know when we choose firefighting as a career that this type of occurrence is possible. That does not make it any less tragic or any less difficult to bear once it actually happens.

At this time our thoughts and prayers are with _____ [firefighter's] family. I urge you to support them in all the ways you can.

I wish I had the words to ease the pain all of us are feeling, but I don't. I would only remind us all that **this/these was/were (a) firefighter(s)** doing the job **he/she/they** loved on behalf of the people **he/she/they** cared about. _____



Skokie Fire Department Line of Duty Death Policy

Survivor Notification

The importance of a proper notification cannot be over-emphasized. This process will set the tone for many difficult days, weeks, months, and years for the surviving family. Sensitivity and compassion are imperative.

Family notification should be made as quickly as possible to avoid the family receiving a notification from an outside party. The media will employ many efforts to seek out the name of the fallen firefighter. We must use all necessary measures to protect the next of kin from unwanted media exposure.

For this reason, the Notification Team will need to assemble rapidly. The team should be at least two and preferably three individuals with individual vehicles. The team should be comprised the following members:

1. The Chief if possible. If unavailable, the highest ranking available officer.
2. Family Liaison Officer (selected by the Chief from a list of qualified individuals that is held at the Alarm Office).
3. Any persons listed on the employee's *Emergency Contact Information (ECI)* sheet.

While consideration should be given to choosing the most appropriate personnel to make the notification, selecting the ideal team is less important than moving as quickly as possible. In addition, if the person listed has been intimately involved with the incident they maybe best left out of the process.

If the fallen firefighter's family resides far enough out of the area as to make our department's participation in the notification impractical, the local Fire/Police agency in the area should be notified to make a timely notification. This information should be included on the *ECI*.

Another distinct possibility is that our Department could experience a loss of more than one member. This would require multiple notification teams to be assembled and deployed.

Before you arrive at the residence, verify latest information, and decide who will speak, and what that person will say.

A word of warning; the family may strike out and blame our Department for their loss. For this reason, the initial notification and how we handle it is extremely important.



Skokie Fire Department

Line of Duty Death Policy

Survivor Notification

Prior to going to make the notification

1. Obtain information from ECI sheet. Make sure you know the names (and pronunciations) of the people you are going to notify.
2. All Fire department members of the Notification team should be in dress uniform.
3. Familiarize yourself with the circumstances of the incident. Contact PIO on scene if possible.
4. Review the Five Principles of Notification
 - In person
 - In time and with certainty
 - In pairs
 - In plain language
 - With compassion

Steps to be taken at the residence:

1. It may become necessary to have paramedics standby if the people receiving the news are medically vulnerable. If this is done, have the apparatus standby near the residence, but not in view.
2. At the door identify yourself and ask to come in. (Notification should take place in a private setting.)
3. When inside, ensure you are notifying the right person.
4. Get people in a comfortable or relaxed setting, the most important function of the person making the notification is to put all of the known basic facts into one sentence and tell them.
5. Make sure your message is absolutely clear and direct.
6. Begin with, "I have very bad news" or "I'm very sorry to tell you".
7. Let them know how it happened, "Your husband died responding to a fire," or "Bob was killed in a building collapse."
8. Allow the family to express their emotions. Do not try to talk them out of their grief.
9. This is a very sad time. Do not mask your own grief.

Survivor Notification

10. Provide only the facts you know, never speculate. If you cannot answer a question, find the correct answer.
11. Phrases or words to avoid:
 - a. "I know how you feel."
 - b. "It was God's will."
 - c. "Life will go on."
 - d. "He would have wanted to go this way."
 - e. "Be brave."
 - f. "Passed away."
12. Use the victim's first name when referring to our firefighter.
13. Ask if the Department can assist by notifying immediate family members (parents, brothers, and sisters).
14. With the permission off the next of kin, the Department can help setup a support system:
 - a. Clergy
 - b. Relatives
 - c. Friends
15. Never leave immediately after making a notification.
16. Do not leave people without a support system. Wait for others to arrive.
17. Do not take the victim's personal items with you.
18. Ask the survivor(s) if they wish to see the deceased firefighter, even if the body is badly disfigured. People often have a need to see, touch and hold the deceased, otherwise they may be in denial. This is often very helpful in the family's grief process. It gives a sense of finality.
19. If family members wish to see the firefighter, arrangements need to be made rapidly for the viewing. Contact the Hospital liaison and inform him of the family's wishes. Sensitivity to the family is very important. Provide the best possible environment and avoid delays that heighten the family's anxiety.
20. Offer to transport the family to the location of the firefighter, and help prepare them for what they will see.
21. Do not let them drive.
22. If you transport the family, turn off your radio and/or advise dispatch that you are transporting the relatives and, if possible, switch to an alternate channel, or communicate by cell phone.

Survivor Notification

23. If the Department's Family Liaison Officer is not present at the notification, the family should be given the name prior to the team departing. Write down his or her telephone and pager numbers. If possible, this person should already be known by the family.
24. Once the notifications have been made, the Chief will notify the PIO that they may publicly release the information.
25. Have one member of the Department stay with the family, unless the family declines.
26. Advise the family that the Family Liaison Officer will contact them to assist with the necessary arrangements.
27. Ask if the Department can pick up any children who may be away at this time.
28. Advise the family of possible media calls. Unwanted media exposure will only add to the difficulty of this tragedy. Suggest that a friend of the family screens their incoming calls.
29. Assure the family that their wishes are the Department's number one concern.
30. Advise the family that an autopsy is required by law.
31. Ensure that the family understands that they do not have to make any immediate decisions regarding services, mortuary, wills, etc.
32. Before leaving the residence, try to set a time for a Family Planning Meeting. There are decisions that will need to be made by the family that will shape the planning process. This meeting should take place within the first 24 hours.



Skokie Fire Department Line of Duty Death Policy

Five Principles of Notification

1. In Person

- Always do the notification in person, never by phone!
- For family members living out of the local area, arrange for authorities in that area to make the notification in person.
- Immediately find the firefighter's emergency contact information to know who needs to be notified in person. Usually, the spouse (or unmarried partner) and parents of the firefighter should be the first priority.

2. In Time and with Certainty

- Before making notification, have positive identification of the deceased firefighter. Obviously, errors in identity can cause extreme trauma.
- Never discuss a fatality over the radio. This may result in a family member receiving the news before you can notify them in person.
- Quickly gather as much information about the incident as possible before making the notification. Survivors will likely have questions.
- Get to the survivors quickly. Don't let the media notify them first.

3. In Pairs

- Have two people present to make the notification. Survivors may experience severe emotional or physical reactions when they learn of the death.
- Use the employee's emergency contact information to identify a uniformed member of the fire service to accompany the department's representative. It is helpful to have the department chaplain or a friend of the firefighter's family, too.
- Take two vehicles, if possible. This will allow one of you to take a survivor to the hospital, if necessary, while the second person stays with other survivors.
- Before you arrive, decide who will speak and what that person will say.

Skokie Fire Department

Line of Duty Death

Five Principles of Notification

4. In Plain Language

- Clearly identify yourself and present identification, then ask to come in. . Notification should take place in a private setting.
- If you don't know the family member, make sure you are talking to the right person.
- Begin with "I have very bad news," or "I'm so sorry to have to tell you this." . Use the words "died" and "dead" rather than terms such as "passed away" so the message is absolutely clear. Speak slowly. Get to the point quickly.
- Calmly answer the survivor's questions. It is fine to say, "I don't know" if you don't.
- Use his or her name when referring to the firefighter, rather than saying "the body."

5. With Compassion

- Allow survivors to express emotions. Do not try to talk them out of their grief.
- Accept your own emotions. It's okay if you cry during notification, but stay calm.
- Never leave immediately after making a notification. Offer to help the survivor call friends or family members. Do not leave before someone else arrives.
- Do not take the firefighter's personal items with you when you make the notification. Tell the family they will receive them later. Most survivors will need some time before they feel able to deal with these items.
- Provide the survivor the opportunity to *see* the deceased firefighter, even if the body is badly disfigured. Offer to transport the family to where the firefighter is, and help prepare them for what they will see.
- Before leaving, write down important information, including the names and phone numbers of the department personnel who will work with the family.
- Have one member of the department stay with the family, unless the family declines.



Skokie Fire Department

Line of Duty Death Policy

Coordinator

It is very important to the family of the deceased or seriously injured firefighter that our Department responds quickly and appropriately. The same holds true for the members of the Department. We need to know we are doing everything we can to get through a terrible time. For this reason it is extremely important that an effective group of planners is gathered to manage all activities. The organizational structure that will become necessary to control and coordinate this effort is patterned after the ICS structure that is utilized to manage major emergency incidents.

A Staff officer will be designated by the Chief, or Acting Chief, to be Coordinator (a temporary Coordinator may be appointed by 1602 at the scene of the incident). This position must be appointed as quickly as possible and will have overall responsibility and control of all activities involving the planning and execution of the plans that provide an appropriate memorial service for our fallen firefighter. All liaisons will report directly to the Coordinator.

The Coordinator will supervise the following teams and liaisons

1. Notification Team
2. Family liaison
3. Public Information Officer
4. Investigation Team
5. Benefits liaison
6. Funeral / Memorial liaison

Upon institution of the *Line of Duty Death* policy, the Coordinator shall assign the teams and liaisons to appropriate individuals, and distribute work assignment notebooks. As soon as possible, a Staff level meeting should be convened. It is important that this meeting is called ASAP. The laying to rest of our firefighter will take rapid action. There may be religious reasons that dictate this burial or cremation within three days of death.



Skokie Fire Department

Line of Duty Death Policy

Coordinator cont.

As the overall event manager, the following are considerations that should be followed as planning progresses:

1. The desires of the surviving family are paramount at all times.
2. Planners should be aware that open and frequent communication will be the key to successfully coordinating this effort.
3. Rehearsals of specific events are advisable, if possible, to reduce confusion.
4. It is advisable for the Planning Group to meet once or twice daily. This allows all Liaisons and Team leaders to see the overall work in progress.
5. The earlier the team is activated the better. Lost time can never be made up when dealing with this work load in a three to five day window.
6. This is a complex event to manage. Bring the best talent to the Group that is available.
7. Give your Division/Group Leaders authority to select the best people to staff their organizations.
8. Think Big - There is a potential for having thousands of individuals participating in a full FD funeral.
9. Remember there is planning support available from other agencies.
 - a) Unions - Local, State & International
 - b) Mabas Div III
 - c) I.A.F.C.
 - d) National Fallen Firefighter's Foundation



Skokie Fire Department Line of Duty Death Policy

Chief's Responsibility

Memo to all personnel to be released as soon as family has been notified.

It is my sad duty to inform you that at ----- [time] today Firefighter(s) [rank] [name(s)] was / were killed in the line of duty. Details of the incident are not fully known. I have instituted our Line-of Duty death program. This includes an immediate and thorough investigation of the events surrounding the tragedy.

I will provide you with more information as soon as it is available, including details of services.

This is a difficult time for the Skokie Fire Department, and we will need to come together to get through it. All of us know when we choose firefighting as a career that this type of occurrence is possible. That does not make it any less tragic or any less difficult to bear once it actually happens.

At this time our thoughts and prayers are with ----- [firefighter's] family. I urge you to support them in all the ways you can.

I wish I had the words to ease the pain all of us are feeling, but I don't. I would only remind us all that **this/these was/were (a) firefighter(s)** doing the job **he/she/they** loved on behalf of the people **he/she/they** cared about. _____



Skokie Fire Department Line of Duty Death Policy

Public Information Officer

The Public Information officer will is designated as the media spokesperson on most aspects of the breaking story. However, when the time comes to announce or confirm a death and to release the employee's name, the Fire Chief will perform this role. Prior to confirmation that the employee's family has been notified, no details will be released concerning the death or injury. Neither the employee's name nor work station will be released. No specifics concerning how the death occurred will be offered or confirmed. If the news media is on the scene and aware of the death, the PIO will simply confirm that a death has occurred and show compassion for the employee's family and colleagues. The PIO will promise to provide the full details as soon as they are known and the proper notification of the next of kin has been made.

Responsibilities include:

1. Deal directly with the media. Provide the latest, most accurate information available. However, no information will be released until confirmation from the Coordinator or Chief, that the family of the firefighter has been notified.
2. Prepare press releases.
 - A. Full name, rank, station / duty assignment
 - B. Biographical information regarding member's career.
 - C. Date, time and place of death.
 - D. Location of funeral home and hours of viewing
 - E. Time and location of service.
 - F. Date and time of funeral, along with name and location of interment.

At no time shall any information be broadcast over the radio !

Once the family has been notified, the Coordinator will arrange for a press release to be sent to MABAS Div. III



Skokie Fire Department

Line of Duty Death Policy

Hospital Liaison

This person should have prior knowledge of the medical facility and the staff if possible.

The responsibilities of the hospital liaison are:

1. Ensure best possible care for firefighter. Obtain medical information from *ECI* packet.
2. Work with Benefits Liaison to ensure proper tests are performed as required for benefits.
 - a) Blood Gases – Carboxyhemoglobin (COHb) levels. They must be expressed as exact percentages.
 - b) Drug & alcohol.
 - c) Autopsy
3. Meet with hospital officials and arrange for an appropriate waiting area for the family.
4. Provide the best possible conditions for the family to view the body. No matter how terrible the injuries, the family may want to see the possible conditions
5. Ensure access to medical personnel treating firefighter to obtain the latest information about the patient's condition. This information should only be shared with the family, Coordinator and Chief of the department (or Duty Chief). The PIO will be instructed what and when information can be released by the Coordinator.
6. Collect and maintain any clothing, gear, equipment that accompanied the firefighter to the hospital. Skokie Police should be requested to treat as evidence and maintain a proper "chain of custody".
7. If family will be at hospital for extended period, make arrangements for meals, sleeping accommodations.
8. If firefighter dies, request through Coordinator information about disposition of the body.

If the critically injured firefighter must be transported to a medical facility out of the local area, the department will establish contacts to assist the family in the location.

Resources required:

1. Hospital liaison packet
2. Cell phone



Skokie Fire Department Line of Duty Death Policy

Benefits Liaison

Most of us are under the impression that if we die at work, it is a line of duty death. From a benefits point of view, that is not always the case. The Federal benefit which is known as the *Public Safety Officer's Benefits Program (PSOB)* specifically states that to be eligible for benefits, a public safety officer's death or total disability must result from injuries sustained in the line of duty. PSOB benefits do not cover death or permanent and total disability resulting from stress; strain; occupational illness; or a chronic, progressive, or congenital disease (*such as heart or pulmonary disease leading to a heart attack*), unless there is a substantial contributing factor in the death or permanent and total disability. Medical proof of the traumatic injury (such as a blood test for carbon monoxide poisoning) may be necessary for coverage in these cases. There are also limitations and exclusions about intentional misconduct, intoxication, negligence, etc. These are all spelled out in the Bureau of Justice fact sheet that accompanies this packet. While there are some minor differences with the other organizations that offer benefits, the guidelines are generally the same. Also, some benefits may be paid even though the circumstances do not meet the exact guidelines spelled out. It will be the responsibility of the Benefits Officer to make sure the proper steps are taken to make the best possible case for inclusion in all available benefits programs.

The Benefits liaison will report directly to the Coordinator. However, initially it is permissible for the Benefits liaison to contact the Hospital liaison directly to ensure that:

1. An autopsy is scheduled
Provide facility with copy of FEMA booklet FA-156/May 1995
Firefighter Autopsy Protocol
2. Complete blood toxicology –
 - A Drug & alcohol levels
 - B. Carboxyhemoglobin (COHb) levels expressed as an exact percentage. If facility is unable to get accurate levels below 10%, contact Dept. of Justice, and they will be able to run the test.

Once these initial items are taken care of, the Benefits liaison will need to gather all the necessary information required for the application for benefits.

Benefits Liaison

Resources

- Explanation of job duties and required resources (2 pages)
- Benefits liaison worksheet (5 pages)
- Public Safety Officer's Benefit program claims process instructions (3 pages)
- Public Safety Officer's Benefit program fact sheet (4 pages)
- Illinois Court of Claims Application for Benefits –“Statement of Supervising officer” (2 pages)
- Illinois Court of Claims Application for Benefits (4 pages)
- Fact sheet with Illinois State benefits (3 pages)
- Downstate Pension quick guide to benefits (9 pages)
- FEMA *Firefighter Autopsy Protocol* booklet

This is a booklet intended to explain the Downstate Fire Fighters Pension which is also known as Article 4 of the Pension Code. This should not be confused with, nor is it endorsed by the Illinois Department of Insurance, but solely the description of the author, and is only intended to provide a generic and cursory description of the

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GUIDE TO THE FIREFIGHTER PENSION FUND (DOWNSTATE)

The Illinois Firefighters Pension Plan, commonly known as Chapter 40 Act. 5 Article 4 is a retirement plan qualified under section 401A. of the Internal Revenue Code.

The plan is not an ERISA plan as is sometimes erroneously thought. The plan while geared to provide retirement benefits also provides disability benefits to its participants as well as survivor benefits. The plan is governed solely by the applicable Illinois Statutes and is regulated by the Pension Division of the Illinois Department of Insurance.

Application Eligibility

Any person appointed as a firefighter is eligible to participate in the plan upon written application. The written application must be made within ninety (90) days of their joining the Fire Department.

Beneficiaries

In the event of the death of a participant in the fund survivor's benefits are paid pursuant to the Statute. There is no need for nor is it possible for a beneficiary to be named by a participant. Eligible beneficiaries under the statute are generally, spouses, dependent children and dependent parents.

Benefits-General

The Illinois Firefighters Pension Code provides the following benefits as dictated by the Statutes.

- 1) Retirement Benefits for members have over 8 years of creditable service.
- 2) Disability benefits both as a result of an act of duty in the fire service, non-duty injury or illness resulting from a non-duty related occurrence or a disability resulting from occupational disabilities or diseases.

Disability Definition Full Retirement

A permanent disability is any physical or mental disability that 1) Can be expected to result in death, 2) lasted for a continuous period of not less than 12 months or 3) can be expected to last for a continuous period of not less than 12 months.

Benefits-Retirement

Retirement Benefits are available to participants who have as few as ten (10) years of creditable service. A participant having at least ten (10) full years of creditable service with a Fire Department. A participant having between ten (10) and twenty (20) years of creditable service is entitled to:

Years of Service	Salary
10 years	15.0 %
11 years	17.6 %
12 years	20.4 %
13 years	23.4 %
14 years	26.6 %
15 years	30.0 %
16 years	33.6 %
17 years	37.4 %
18 years	41.4 %
19 years	45.6 %

Full Retirement

The normal retirement age for firefighters is age 50. Any firefighter reaching age 50 with at least 20 full years of creditable service is entitled to 50% of his salary at his last day of service or for one year prior to last day which ever is greater. Each full year after 20 years the Pension increased by 2- ½ % at 30 years benefits of 75 % of salary is received.

Partial Retirement Benefits years of creditable service.

Any firefighter who has at least ten (10) full years but less than 20 years receives benefits pursuant to

Refunds

A participant in the plan with less than twenty (20) years of service may upon their separation from service request a refund of their contributions. The contributions will be refunded without interest upon written request from a participant who has been separated from service. There are no partial refunds and all refunds are in full; a refund cannot be made to a firefighter either receiving benefits or who is still in service with the fire department.

Disability Benefits

The Plan provides disability benefits for participants who are found to be disabled. The benefits are non-duty related injury benefits and duty related or occupational disability or disease benefits. Participants become eligible to apply for benefits for duty disability on the date they are hired, to receive an occupational disability or disease benefit they must have at least 5 years and receive a non-duty disability benefit they must have at least 7 years of creditable service.

Non Duty Related Disability

A non-duty disability is paid at fifty (50%) percent of the last salary of a participant who has been found eligible for such a benefit. This benefit is taxable. This disability can be of a nature totally unrelated to employment as a firefighter after 7 full years of active service.

Duty Related Disability

A duty related disability is a disability arising from sickness, accident or injury incurred in or resulting from the performance of an act of duty or from the cumulative effects of acts of duty and is permanently disabling from service in the fire department.

This disability pays sixty-five (65%) or the percent of salary they would receive for their creditable service if they retired or the percent of the participant's salary at the time they left the fire service. This benefit is tax exempt, as it is compensatory and the same type of benefit as workers compensation.

Occupational Disease Disability

When firefighters are hired they are to be examined by one or more physicians to determine if they have an impairment of the lungs or respiratory tract, or the existence of any cancer. If either of these are found a firefighter is not eligible for an occupational disease disability pension.

The occupational disease pension is paid if a firefighter has five (5) or more years of creditable service and is found to be unable to perform their duties as a firefighter due to heart disease, stroke, tuberculosis or disease of the lungs or respiratory tract.

Cancer: In the event a firefighter who has five (5) or more years of service becomes disabled as a result of cancer and can establish 1) the type of cancer involved is a type of cancer caused by exposure to heat,

The statutes require that to be eligible receive either a duty occupational disease or non-duty disability an applicant shall be examined by at least three (3) physicians who certify that the participant is disabled from further service as a police officer. The procedure usually is in the nature of an administrative hearing. The participant has the burden of establishing that they are disabled. The applicant can at one of these administrative hearings be represented by legal counsel and present evidence and call witnesses to testify on his behalf. The Pension Board may also be represented by an attorney, introduce evidence and call witnesses to testify.

These hearings should not however become adversarial. In the event of a decision adverse to the participant a participant may appeal the decision under the Illinois Administrative Review Act. The rules for such appeals are highly technical and as such the participant should be represented by legal counsel.

Conversion of Disability to Retirement

An applicant may at age fifty (50) and if they have a total of 20 years service when the creditable service is added to their time a disability may convert to a retirement pension equal to the amount of the disability pension they were receiving.

The firefighter on disability over age 50 with over 20 years of creditable service may retire at the salary attached to their rank when they elect to retire. Computations of pensions are based on 4-109, which was in effect when they were an active firefighter.

Pension Increases

Retirement pension, at age 55 a retiree receives a 3 % increase for each full year of time they are receiving pension. The pension is increased each full year thereafter on a compound basis.

Disabled beneficiaries

The beneficiary receiving a disability pension also receives an increase their pension. At age 60 they receive 3% of the original grant of pension for each full year they received pension payments. These increases are not compounded and are granted each year thereafter in January.

Widow's Increase

Unfortunately widows and surviving dependents do not receive annual increases.

Dependent Children

Any child under 18 years of age who is the child of the firefighter disabled as a result of a duty disability occupational disease disability will receive \$20.00 per month for each child.

Alternate Payees receive a portion of a property right. The amount must be stated in a dollar amount. Participants hired after July 1, 1999. Anyone hired to that date may voluntarily submit to a QillDRC

Disability benefits cannot be attached by QUILDRO only Retirement Benefits. There is no lump sum payment available from contributions.

The Alternate Payee is only entitled to a portion of the retirement benefit received by the participant while they are alive.

Alternate beneficiaries cannot assign benefits to others, nor name beneficiaries. A QillDRO is not a QDRO or other ERISA benefit. It is purely statutory in nature and the Alternate Payee must strictly adhere to the Statute.

A firefighter may buy back creditable service after leaving the department. In the event they leave the active service they may re-purchase their creditable service by repaying the refunded contributions plus 2% interest.

A firefighter is required to pay a contribution equal to eight and four hundred and forty five one thousandth (8.455) percent of his salary.

Salary is the amount stated by contract or ordinance. The following are considered salary:

- 1) Base Pay
- 2) Holiday pay – if paid to all officers
- 3) Education pay
- 4) Longevity pay
- 5) Specialty Rank pay (i.e. detective)
- 6) Temporary pay over one year

The municipality may elect to have the municipality pick up contributions. If so there is a reduction in salary such pickups program is uniform to all participants.

PROCEDURES To apply for a benefit:

- Retirement
- Disability Pension
- Withdrawal of Contributions .
- Widows benefits
- Conversion from Disability to retirement
- Portability

An applicant must contact the pension board, request an application for benefits, complete it, and return it to member of the pension board. All applications should be in writing.



Skokie Fire Department
Line of Duty Death Policy
S.O.G. # _____
Preincident planning - Physical Resources

A. Purpose

A comprehensive *Line of Duty Death* program requires that resources be in place prior to implementation.

B. Definitions

Line of Duty Death – The death of any member of the Skokie Fire Department while on duty, or undergoing medical treatment for any injury or disease resulting from such duty.

Serious injury – Any injury sustained in the line of duty which is, or may become, life-threatening or will disable the employee for a substantial period of time.

C. Policy

The department will define, obtain and maintain the resources necessary to support a comprehensive *L.O.D.D.* program.

1. A complete *L.O.D.D.* program book that explains all facets of the program, (including job descriptions and worksheets) at:
 - a. Headquarters
 - b. One at each station
 - c. Command van
 - d. Combined Communications
2. Support from the Village administration
 - a. Cell phones (minimum of eight per victim)
 - b. F.D. vehicles as required.
 - c. Relief from duty for personnel acting as team / liaison members
 - d. Access to funds for short team needs
3. Trained personnel to perform the functions required in this program.

D. Procedure

In the third week of January, the Chief will:

1. Send a letter to Village hall requesting support for the fire department's *L.O.D.D.* program.
2. Contact Combined Communications and establish they have cell phones available.
3. Detail how to access funds as needed.
4. Conduct in-service training for all personnel and update the list of qualified team members / liaisons. The lists must be forwarded to the *L.O.D.D.* program books.



Skokie Fire Department

Line of Duty Death Policy

Funeral / Memorial Liaison

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 simply providing an honor guard at the funeral home to providing a full department funeral. Hopefully the deceased firefighter will have a current *Emergency Contact Information* packet on file that explains their wishes. It is up to the Funeral/Memorial liaison, Coordinator and Family liaison to work together to provide a service that honors the family's wishes.

There are three (3) levels of fire service funerals:

Level I – Death as the result of a line-of duty or job related incident. This may include an active member whose death has stemmed from an injury sustained during active duty.

Level II – Death of an active member, non-job related.

Level III – Death of an inactive member, non-job related.

The Chief will appoint a Funeral/Memorial liaison upon notification of the death of a member (active or retired). He will instruct the liaison of the following:

1. Name of member
2. Level of fire service funeral
3. If a Level I or II funeral, the name of the Coordinator, who will in turn provide any pertinent information from the *ECI* sheets.

In all cases the Funeral/Memorial liaison will be responsible for:

1. Facilitating the notification of retirees
2. Organizing the honor guard
3. Providing pallbearers (check *ECI* sheet for family preferences)

A full scale fire department funeral is a massive undertaking during a stressful time. You will need help and lots of it. Upon appointment as Funeral/Memorial liaison the first order of business is to get in touch with the Illinois Fire Chief's Association and MABAS Div III.

Pension to Survivors

If a firefighter who is not receiving a disability pension under 4-11. or 4-110.1 dies:

- 1) as a result of any illness or accident or,
- 2) from any cause while in receipt of a disability or,
- 3) during retirement after 20 years service,
- 4) while vested for or in receipt of a pension payable under 4-109(b) or,
- 5) while a deferred pensioner having made all required contributions

The survivors will be paid a pension based upon the monthly salary attached to the firefighters rank on last day of service as follows:

- a) 54% of the monthly salary to the surviving spouse to each guardian of a minor child 12% of the monthly salary. If the spouse dies each dependent child receives 20% of the monthly salary until age 18. If there are no dependent children or a spouse, dependent parents receive 18% of the monthly salary. If there are no dependents the accumulated contributions less pension payments are to be refunded to the estate of the firefighter. These benefits shall not exceed 75% of the monthly salary of the firefighter.

Widows Duty Disability Death Benefit

If a firefighter dies as a result of sickness, accident or injury incurred in act of duty or from the cumulative effects of acts of duty after January 1, 1994 the Widow is entitled to 100% of the salary attached to the rank of the firefighter on his last day of service. It is believed that this benefit since it is disability payment to one on the job should be considered non taxable by the Internal Revenue Service applying current deferral laws and regulations.

Transfer.

Firefighter leaving fire service may roll over their contributions into an IRA. The transfers may also be made to the General Assembly Retirement System, Municipal Retirement Fund, Article 8, 9 or 10 or Chapter 40 Act 5 of the Illinois Pension Code or to the State Employees' Retirement System.

Spouses. Ex Spouses and Dependent Children

Spouses - are defined as someone to whom the participant is legally married to.

Children - are natural born children and children adopted prior to age 50 and when judicial proceedings for adoption were commenced one year before age 50 and the date of retirement.

Ex Spouses - they are treated as alternate payees. Article 1-119 governs payment of retirement benefits to an alternate payee under **QUILDRO**.

Family liaison checklist (cont.)

Funeral/Memorial liaisons copy

5. Has a cemetery plot been already purchased? Yes ____ No ____

Location

If no, preferred location

6. Will there be a Vigil / Viewing (usually one to two days prior to Memorial Service)

Location _____

Date _____

Time _____

7. Is there a religious requirement for burial time frame? Yes _____ No _____

If yes, when will burial or cremation have to be completed by: _____

8. Burial (graveside) service? Yes _____ No _____

a. FD involved? Yes _____ No _____

b. Location: _____

9. Ask if the FD can assist with out-of-town family arrangements.

a. Transportation

b. Lodging

10. Ask if there are preferred pallbearers, and that eight will be needed in total. If no preference is made, assure the family that the FD will select the necessary and appropriate individuals.

Preferred Names:

Family liaison checklist (cont.)

Funeral/Memorial liaisons copy

11. Family contact numbers

Name	Relationship	Telephone #

12. Are there preferred scriptures?

13. Is there preferred music?

14. Are there preferred speakers?

15. Obtain all articles of clothing that the deceased will wear and deliver them to the funeral director.

16. Obtain recent photographs of the deceased for the Funeral/ Memorial liaison and PIO.



Skokie Fire Department
Line of Duty Death Policy
S.O.G. # _____
Preincident planning - Resources

E. Exceptions

F. References



Skokie Fire Department
Line of Duty Death Policy
S.O.G. # _____
Preincident planning - Physical Resources

A. Purpose

A comprehensive *Line of Duty Death* program requires that resources be in place prior to implementation.

B. Definitions

Line of Duty Death – The death of any member of the Skokie Fire Department while on duty, or undergoing medical treatment for any injury or disease resulting from such duty.

Serious injury – Any injury sustained in the line of duty which is, or may become, life-threatening or will disable the employee for a substantial period of time.

C. Policy

The department will define, obtain and maintain the resources necessary to support a comprehensive *L.O.D.D.* program.

1. A complete *L.O.D.D.* program book that explains all facets of the program, (including job descriptions and worksheets) at:
 - a. Headquarters
 - b. One at each station
 - c. Command van
 - d. Combined Communications
2. Support from the Village administration
 - a. Cell phones (minimum of eight per victim)
 - b. F.D. vehicles as required.
 - c. Relief from duty for personnel acting as team / liaison members
 - d. Access to funds for short team needs
3. Trained personnel to perform the functions required in this program.

D. Procedure

In the third week of January, the Chief will:

1. Send a letter to Village hall requesting support for the fire department's *L.O.D.D.* program.
2. Contact Combined Communications and establish they have cell phones available.
3. Detail how to access funds as needed.
4. Conduct in-service training for all personnel and update the list of ~~qualified~~ team members / liaisons. The lists must be forwarded to the *L.O.D.D.* program books.



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Preincident planning - Resources

E. Exceptions

F. References



Skokie Fire Department
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Actions to be taken at the time of incident.

A. Purpose

A comprehensive *Line of Duty Death* program requires prompt action and clearly defined job descriptions.

B. Definitions

1. Line of Duty Death – The death of any member of the Skokie Fire Department while on duty, or undergoing medical treatment for any injury or disease resulting from such duty.
2. Serious injury – Any injury sustained in the line of duty which is, or may become, life-threatening or will disable the employee for a substantial period of time.

C. Policy

The department will define the roles and responsibilities required for a comprehensive *Line of Duty Death* program.

1. Duty Chief – initiates *L.O.D.D.* program
2. Chief of Department – makes notification and assigns teams / liaisons
3. Notification Team – makes a timely notification of the person(s) listed in the ECI packet.
4. Coordinator - central figure that is in charge. All teams/liaisons will report to this person.
5. Hospital liaison – initially responsible for ensuring firefighter receives best possible care. In the event of an extended hospitalization, the Hospital liaison will relay information between hospital, coordinator and family.



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Actions to be taken at the time of incident.

6. Family liaison - works with the family to make sure their needs are met. All formal communications between the department and the family will be transmitted through the FLO.
7. Public Information - this person will be the only person to give official information about the incident to the public.
8. Benefits liaison – guides the family through the various programs to ensure all benefits due are received.
9. Funeral/Memorial liaison – works with FLO to provide services in accordance with the wishes of the family.
10. Alarm board – makes notifications as spelled out in policy.
11. Investigation team – attempts to determine conditions that led to incident.
12. Local 3033

D. Procedure

Upon notification of a death or serious injury:

1. The Duty Chief (or his designee) will obtain a *L.O.D.D.* program book.
2. The team / liaison job functions will be assigned according to circumstances and the personnel available. All jobs may not be assigned until later. Primary consideration must be given to the Hospital liaison and the Notification team.
3. The packet containing the job description will be given to the people assigned to a task.

E. Exceptions

F. References



Skokie Fire Department

Line of Duty Death Policy

2. Standard Operational Guidelines

_____ **Pre-incident planning; Personnel Information**

_____ **Pre-incident planning; Physical resources**

_____ **Actions to be taken at time of incident**

1. Duty Chief
2. Hospital liaison
3. Chief of Department
4. Alarm board
5. Coordinator
6. Notification team
7. Family liaison
8. Public information officer
9. Death Investigation team
10. Benefits liaison
11. Funeral / Memorial liaison(s)
12. IAFF local 3033



Skokie Fire Department Line of Duty Death Policy

1. Roles & Responsibilities

- a) Duty Chief**
- b) Chief of Department**
- c) Notification Team**
- d) Alarm board**
- e) Hospital Liaison**
- f) Family Liaison**
- g) Public Information**
- h) Coordinator**
- i) Investigation Team**
- j) Benefits Liaison**
- k) Funeral / Memorial Liaison**

B. Actions to be taken at time of incident.

C. Post incident actions.