

**PHOENIX FIRE DEPARTMENT
VOLUME 1 – Operations Manual
MEMBER DEATH – INITIAL ACTION
MP105.02 02/2018– R**

Purpose:

1. To provide a series of MPs and guides, specific to the response to a member death event.
2. This MP has been designed so that it works in concert with, and does not conflict with, the criteria of the International Association of Fire Fighters (IAFF), the National Fallen Fire Fighter Foundation and Memorial (NFFFF), Public Safety Officer Benefits (PSOB), et al.

Introduction

1. This procedure defines the categories, processes and responsibilities to be followed in the event of a member death.
2. This procedure is designed like the ICS, in that it can be scaled down for smaller events/responses, and scaled up for simultaneous multiple deaths.
3. Additional and more specific procedures and checklists can be found from L493 Member Services, and the Honor Guard.
4. This procedure will be managed by the Chief of Personnel Services or the assigned Shift Commander and will be updated as needed by the Member Services- and Honor Guard Labor/ Management RBOs in coordination with the Homeland Defense Bureau.

Overarching Objectives

Although each organizational element of a Member Death Response has objectives specific to their function, all elements and functions will operate under the premise of these overarching objectives

1. Conduct the Member Death response (initial actions, honor watch, funeral, interment, etc.) utilizing a NIMS/ICS-compliant, Unified Command organization, organizational chart, organizational objectives and planning checklists.
2. Plan to help maximize the welfare of those assigned to and attending the series of memorial/funeral services, including remains ‘honor’ watch, visitation/viewing, funeral service, procession, interment, and reception.
3. Attend to the family’s needs to the extent possible.
4. Address any emergency pertaining to those services.

Organizational and Operational Plan

1. Initiate Unified Command immediately to ensure a strong connection with those we coordinate services with, especially Phoenix Police.
 - a. A line of duty death may well require three IMT/ICS organizations under a Unified Command for 1) resolving the original call the member died at, 2) the death investigation, and 3) the memorial-related services
2. Use PFD and PPD Operations and other personnel in the related ICS/NIMS positions/functions to take advantage of those inherent management designs, skills and abilities, while adding those specialty positions that are necessary.
3. Conduct regular and structured planning meetings and operational briefings, and use all other tools in the NIMS ICS system.

Member Death Response ‘Kit’

This list identifies the various MPs, references and checklists to use for a response to a member death:

1. MP 105.02, Member Deaths – Initial Action
2. MP 105.02 B, Investigation of Line of Duty Death
3. MP 105.02 C, Communicating Serious Illness or Injury of Fire Department Members
4. MP 105.02 D, Fire Department Chaplain
5. MP 105.18, Ceremonial and Funeral Guidelines, gives instruction to all PFD members regarding participating and attending various ceremonies and funerals, and is maintained by the Honor Guard RBO.
6. L493 Member Death Response Checklist, is a dynamic checklist-guide for L493 Member Services Family Liaisons to use.
7. L493 Member Services, Order of Funeral Service format is a general planning guide for Order and Length of a funeral service and the basos for the Program to be published.
8. L493 Member Wishes checklist, is a checklist-guide that PFD members may complete, keeping a copy for their family, and a copy to submit to L493 Member Services as a reference for their specific desires.
9. Phoenix Fire Department Public Safety Funeral Service Manual, is a general overview of higher level IMT/IST positions/functions and organization for Funerals and is maintained by the PFD/PPD Homeland Defense Bureau.
10. PFD/L493 Public Safety Funeral Service Expanded Manual, includes specific descriptions of position/function responsibilities at multiple levels of the Incident Management Team/ Incident Support Team (IMT/IST), and is maintained by PFD/L493 Member Services and Honor Guard RBOs.
11. Honor Guard IMT Positions, Functions and Duties, includes descriptions of positions/function specific to Honor Guard within the IMT/IST, and is maintained by the Honor Guard.
12. PFD/L493 UPFF Honor Guard Handbook, Levels of Ceremony for Member Death Categories, describes what level of ceremony is given for a given type of death.
13. PFD/L493 Member Services: Member Death Benefits and Recognition Guide, provides procedures and guidelines for submitting a member’s surviving family for the various death benefits available (such as COP, PSOB, etc.), and for submitting a member for the various recognitions available (such as memorial walls, historical markers, etc.).
14. PFD Homeland Defense Bureau (HDB) ICS Forms, for use in the planning and operational processes.

MEMBER DEATH CATEGORIES

Purpose: To provide categories of member deaths in order to help us to plan our initial response, funerals and recognition programs.

1. Line of Duty Death I (LODD I)

- a. A member died as result of operating on, at, enroute to, or travelling in connection with, a call for service, training, firefighting, EMS, search, rescue, recovery, lifesaving, etc.
- b. This may include an act while off duty, such as a life-saving attempt.

2. Line of Duty Death II (LODD II)

- a. A LODD I event, but the death is delayed by weeks, months or years.
- b. A member given Accidental Disability retirement and dies of the disability later.
- c. Presumptive Cardiacs, Cancers, etc.

3. Other On-Duty Death I.

- a. Commuting as defined under COP rules (2 hours to and from work)
- b. Honor Guard/Pipes & Drums member death on event/business.

4. Other On-Duty Death II.

- a. Death that has not been definitively determined to be caused by work.
- b. Possibly the emerging PTSD suicides on duty, pending recommendations by IAFF/NFFFF.

5. Death While on Union Business.

- a. Not on-duty with PFD, but on Union business or event.

6. Off-Duty Death of an active duty (current) member.

- a. Deaths which occur off duty and not under another category
- b. Possibly the emerging PTSD suicides committed off-duty

7. US Military Killed In Action (KIA).

- a. Active-Current PFD member that is a KIA in the US Military

8. Retiree Death.

9. L493/ PFD Labor/Management Honorary Firefighter Death.

10. Civilian Employee and Volunteer Deaths

11. VIP factors warranting extra consideration in advanced or larger scale funeral/remembrance services

- a. Active Duty and Retired members who are/ were Chief Level Officers
- b. Any category of member for whom we expect to have large numbers at the funeral, etc.

GENERAL RESPONSIBILITIES in RESPONDING TO A MEMBER DEATH, An Overview

1. The primary goal is for the Fire Department and Local 493 Member Services to work with the family, the funeral director, the honor guard, and others involved in order to ensure that the fallen firefighter receives a fitting tribute, and appropriate recognition and benefits. At all times, the fire department and union will carry out the reasonable wishes and desires of the surviving family regarding ceremonies. Additionally, and specifically, PFD/L493 will;
 - a. Identify the needs and wishes of the surviving family and crews,
 - b. Ensure the needs and wishes of the family come before the needs and wishes of the department and union,
 - c. Provide ongoing emotional and spiritual support for the next of kin,
 - d. Use good organization, coordination and communication. Use the ICS system.
 - e. Maintain flexibility.
 - f. Monitor all activities constantly so as not to overload any individuals and remain within span of control.
2. L493 Member Services and the Honor Guard shall maintain the guides and procedures for the level of ceremonial services for a given member and situation.
3. Key elements/assignments for the response to the death of a PFD member may include;
 - a. Initial response to the death incident
 - b. Standing up and operating 1 or more Incident Management Teams (IMT)
 - i. For the resolution of the original call/incident the member died at or a result of
 - ii. For managing the death incident and investigation
 - iii. For the related ceremonial details, including from the preparation of the member at the scene, to transport of the member's remains from the scene/hospital, up to and including the funeral-related services.
 - c. Logistics, tactics and strategies for coordinating the various memorial services at various locations, involving several hundred fire fighters, numerous large rigs, and other vehicles of the department, and involving other agencies, media and civilians.
 - d. The Remains 'Honor Watch' from death through interment
 - e. Escort motorcades to/from scene/hospital, medical examiner, mortuaries, funeral services
 - f. The Visitation Service
 - g. The Funeral Services
 - h. The Funeral Processional/ Motorcade
 - i. The Cemetery services (interment)
 - j. Potential additional services and PFD member and Honor Guard involvement in the member's home town, if not in Phoenix/the valley.
 - k. Additional follow up services for up to and beyond one year, for the family, involving death benefits, recognition and memorial/remembrance events, etc.

ALL DEPARTMENT MEMBERS

1. Proactively, complete submit the 'Member Wishes Guide' from L493 Member Services.
2. Support the assigned Notification Officer, Survivor Action Officer and Family Liaison in their roles and responsibilities.
3. Visit the home or call the family *through the Survivor Action Officer/ Family Liaison* to ensure consistency and to decrease anxiety and confusion to the family.
4. Assist with 'Honor Watch', guarding remains of our fallen member so they are never left unattended from death to burial.
5. Maintain your Class A uniform in excellent condition
6. Practice a quality salute so that you may render best honors to our fallen member when appropriate.

ALARM ROOM (AHQ) RESPONSIBILITIES

In the event of a line of duty death, or on duty death, the Alarm Room will make these additional dispatches to the scene

1. Nearest Battalion Chiefs and FIT to begin the death investigation response
2. The Safety Officer
3. On duty TLO
4. On duty PIO
5. A second Battalion Chief and FIT to begin initial response and planning for memorial services, including the moving of the remains to the Medical Examiner with Member Services and the Honor Guard
6. Notify the District Commander

Additionally, make notifications to;

1. Shift Commander
2. Fire Chief
3. Chief of Personnel Services
4. L493 President
5. L493 Vice President of Member Services
6. L493 Good and Welfare / Communications Officer
7. Honor Guard Commander / Honor Guard Duty Ops
 - a. The Honor Guard will provide immediate draping of Flag on the member, assist with the escort to the MEs office, and other ceremonial honors
8. Chaplain

FIRE CHIEF'S RESPONSIBILITIES

1. Ensure notification of next of kin, with the Chief of Personnel Services and L493 VP of Member Services assigning the Notification Officer(s).
2. Address the establishment of Unified Command and 1 or more Incident Management Teams (IMT) for resolution of the original incident call, for the Death Investigation, and for the Memorial services.
3. Assign who from Fire Administration, Executive Staff or L493 Member Services will take custody of the member's personal effects.
4. Notify the City of Phoenix Mayor, City Manager, etc.
5. Make/delegate department-wide notification, consistent with MP 105.02 C and this MP.
6. Address any preparations and briefings necessary for Executive Staff-level ceremony, including special seating needs, and the presenting the U.S. Flag to the fallen family, in coordination with the Honor Guard.

DEPARTMENT NOTIFICATION

1. Following notification of the next of kin, a department-wide announcement will be made informing all members of the member's death. L493 may make notification to retirees. Format Guide:
 - a. "The Fire Chief regrets to announce the death of (rank), (name), (company and shift) who died (in the line of duty, etc.)." A brief description of the circumstances will follow.
 - b. "All flags on Fire stations and other Fire Department facilities will be lowered to half-mast until sunset of the day of the funeral".
 - c. "All badges will be shrouded (as specified in Ceremonial and Funeral MP)."
 - d. "Honor Watch will commence / is under way and those desiring to volunteer may contact / go to this link: ..."
 - e. "Services are (pending, etc.)."

EXECUTIVE STAFF's RESPONSIBILITIES

1. Consult the most recent Emergency Contact information for the member in preparation for Survivor Notification with L493 Member Services.
2. Ensure Unified Command and adequate number of IMTs are stood up for the original incident call, the death investigation, and the memorials.
3. Place Honor Guard Commander and unit, Survivor Action Officer and Team (Family Liaison(s), etc.), on 40 hour schedule Special Staff Assignment immediately and until 1-2 days following the funeral in order to perform all necessary planning, preparation, response, reception and post-funeral return to 'ready' operational status.
4. Contact neighboring / automatic aid agencies for purposes of move-up/coverage for Fire-EMS responses / station coverage during the funeral.
5. Arrange, with consult of the family and family liaison, final pay and benefits including cashouts of vacation, sick, comp, clothing allowance, educational, longevity; union, insurance, term life, workers compensation, social security, widows and orphans benefits, PSOB benefits, etc. The family will likely need this soon.

NOTIFICATION OF NEXT OF KIN (NOK)

1. The Fire Chief is overall responsible for the notification of next of kin.
2. The Chief of Personnel Services and the L493 Vice President of Member Services will assign the Notification Officer(s).
3. Prompt and judicious notification of the next of kin is of the utmost importance in the case of a line of duty death.
4. The official notification serves to assure the next of kin of the validity of the information and to provide a knowledgeable source of information concerning the death.
5. Ensure on-duty relatives are appropriately notified and cared for.
6. Notification shall be made by an official representative of the Fire Department and Local 493 Member Services Representative, through personal contact if possible.
7. In incidents involving multiple deaths or serious injuries, more than one notification officer should be assigned.
8. See for more specifics: MP 102.02B, Communicating Serious Illness or Injury of FD Members

NOTIFICATION OFFICERS

1. Shall consist of a Chief and Local 493 Member Services Representative.
2. The Notification Officer is responsible for making the initial contact with the next of kin.
3. Notification shall be done in person whenever possible.
4. This official notification must be made before any details of a death are released to the news media.
5. The Notification Officer should be prepared to assist the next of kin with the immediate emotional trauma associated with the notification. Local 493 Member Services, a friend of the family or a clergy member may be of valuable assistance at this time.
6. Be prepared to stay with next of kin until a family member or friend arrives, or as long as requested.
7. Wear dress uniform with tie (if time permits, and balanced against causing undue anxiety to the family), and have PFD identification card in their possession
 - a. Assign a Fire Department member to accompany him/her, also in dress uniform with tie.
 - b. Familiarize themselves with the circumstances of the death and the personal data concerning the deceased before making the notification.
 - c. Once the notification has been made, the Notification Officer will advise Alarm Headquarters and the Public Information Officer. An official announcement may then be made and details may be released to the news media.
 - d. Address Transportations needs for the Notification Team and for the Next of Kin.

L493 VICE PRESIDENT OF MEMBER SERVICES RESPONSIBILITIES

In the event of a line of duty death or on-duty death, the L493 Vice President of Member Services assumes the lead role in establishing family contact, establishing the Family Liaison, and, thereby, the level of involvement of the PFD and L493 in the memorial services.

1. Oversight of the Member Services Team and the Survivor Action Team
2. Select a Survivor Action Officer or fill the role if it is within span of control.
3. Select a Family Liaison or fill the role if it is within span of control.
4. Oversee or arrange for tending of immediate family needs for meals, housework, transportation, etc.
5. Oversee or arrange meetings with the family and other stakeholders for the planning of Memorial Services.
6. Participate in the Incident Management Team process.

MEMBER SERVICES TEAM

These are personnel from L493 / PFD Member Services who are selected for the given event to provide all needed services, and includes the Survivor Action Team.

L493 VICE PRESIDENT OF MEMBER SERVICES, Survivor Action Officer and Family Liaison RESPONSIBILITIES

This list can be scaled down for Active Duty and Retiree deaths

1. Initial Response

- a. Call Member Services Team (MST) and Survivor Action Team
- b. Call Honor Guard Commander for on-scene honors, escort, and honor watch
- c. Call L493 Member Services Welfare/Communications Officer to
 - i. initiate Honor Watch signup, in coordination with the Honor Guard, and
 - ii. make PFD-wide notification
- d. Go to the scene
- e. Assist and coordinate related services
- f. Make Family notifications
- g. Make L493 notifications
- h. Make Fire Chief notification
- i. Consider marked police/security at their home from now through end of services

2. Contact Behavioral Health Team

- a. CR Supervisor
- b. EAP Leader
- c. Peer Support Leader
- d. Have them report to the Scene, Hospital, Home, etc.

3. Coordinate Family Private area

- a. Scene, hospital, fire station, etc.
- b. Limit visitors
- c. Establish initial needs & support (emotional, housework, meals/food, financial)

4. Coordinate the pickup and transports/transfers of our deceased member

- a. Contact Mortuary Personnel, Crematorium, etc.
- b. Coordinate with Office of Medical Examiner (OME)
- c. Coordinate with SSC/BC
- d. Coordinate with Honor Guard / Pipes & Drums
- e. Coordinate with PPD or other LE agency Motors
- f. Coordinate with family regarding their desired presence for any visits and movements
- g. Update all concerned with any changes in movement times and locations

5. Meet with Family and assign a Family Liaison

- a. Prefer a close friend or family member who is a PFD member

6. Give instruction and support to Family Liaison and inform him/her of his role and responsibilities

7. Meet with HG Commander / Event Commander and possibly Pipe Major

- a. Review Level of Ceremony available vs. to be provided
- b. Review any other needs for Honor Watch and movements of deceased between facilities

- c. Review the Order of Service and Program before going to publisher
 - i. Honors in general
 - ii. Special Considerations, including flag presentation(s)
- d. Need to do a site(s) visit with the HG Cdr?

8. Help establish and attend Incident/Event Management Team (IMT) Planning Meetings and involve these elements;

- a. PFD/PPD Homeland
 - b. PFD Executive and Administration representative
 - c. Phoenix Police related to IMT, Homeland, Traffic, Security, etc.
 - d. Church / Other Facilities Representative
 - e. PFD PIO/ Public Affairs Representative
 - f. Cemetery / Mortuary representative
 - g. L493 Member Services Team, Survivor Action Team, and Family Liaison
 - h. Honor Guard Commander and possibly Pipe Major
 - i. Consider inviting a representative from the affected Fire Station
 - j. Dignitaries representatives
 - k. CERT, Bomberos, Cadets
9. Coordinate with Honor Guard to put out the Funeral notification and include all Fire, EMS, Law Enforcement and SAR agencies on the memorial services notification, including the following;
- a. What time and location to report for honor guards, units' colors, pipes & drums and general uniformed personnel formations for the funeral (chapel) service
 - b. What time and location to report for honor guards, units' colors, pipes & drums and general uniformed personnel formations for the interment (burial) service

10. After services are completed – Follow Through Care

- a. Any other/ ongoing needed family support services (emotional, physical, housework, financial, benefits, etc.)
- b. Schedule and attend After Action Review meeting(s) of the above entities.
- c. Incorporate and share the 'lessons learned' from the AARs with all concerned.
- d. Plan for flowers to be sent on behalf of L493/PFD at the 1 year anniversary
- e. Plan the 1 year anniversary Historical (street) Marker Ceremony with Honor Guard.
- f. Plan for flowers to be sent on behalf of L493/PFD at the 2 year anniversary

SURVIVOR ACTION OFFICER

1. The principal concern is the ongoing welfare of the next of kin. Provides a sense of continuity and familiarity for the surviving family. It may be advantageous in some cases for the Notification Officer to assume the duties of the Survivor Action Officer.
2. A Local 493 Member Services Representative will act as the Survivor Action Officer and the representative in providing liaison with the next of kin.
3. Manages the Survivor Action Team.
4. The Survivor Action Officer is a special staff assignment.
5. Functionally, the Survivor Action Officer reports directly to PFD Executive Staff and L493 Executive Staff.
6. As a direct representative of the Fire Chief, the Survivor Action Officer will receive the full cooperation of the entire Fire Department.
7. The Survivor Action Officer will render whatever assistance is necessary to settle the personal affairs of the deceased member and assist the next of kin and immediate family through the crisis, including utilizing L493/PFD Employee Assistance Program (EAP).
8. The Survivor Action Officer participates in the Incident Management Team/Structure and planning meetings for continual coordination.
9. In incidents involving multiple deaths, more than one Survivor Action Officer and/ or Family Liaison should be assigned.

Survivor Action Task Checklist

1. Get assistants and take offers of help
2. Check on your commercial resources to ensure they are current, dependable and trusted
3. Use NFFF for additional guides: <http://www.firehero.org/resources/families/>
4. Initiate protocol upon notification/ approval of department
5. Contact Family Liaison or assume role until filled
6. Initiate family contact within 72-96 hours by phone, etc.
7. Plan care of yourself and a “plan b” for a break or replacement
8. Maintain contact and coordination with
 - a. Department Command Staff; Event Command Staff; Honor Guard Commander
 - b. Family Liaison; Chaplain; IAFF, etc. L493 Member Services (etc.) contact

SURVIVOR ACTION TEAM

1. The Survivor Action Team is an Initial Response Team that can immediately begin work on the listed activities, and then integrates with/dissolves into the IMT when the IMT is actively stood up.
2. Survivor Action Team
 - a. Survivor Action Officer
 - b. Family Liaison(s)
 - c. Honor Guard Commander and Pipe Major
 - d. Funeral Coordinator
 - i. Movements of remains between facilities
 - ii. Liaisons with Funeral Home Director, Minister and Church/Facility, Cemetery
 - e. Processions Coordinator
 - f. Chaplain
 - g. Other assignments as necessary.

FAMILY LIAISON(s) RESPONSIBILITIES

1. Focus: Support the Family's Logistical, EAP and Transportation needs
2. On call 24 hours per day for the family.
3. Check your forms and resources to ensure they are current, dependable and trusted.
4. Work with Survivor Action Officer to ensure family contact is maintained
5. Get assistants and take offers of help
6. Plan care of yourself and a "plan b" for a break or replacement
7. Update the Survivor Action Officer regularly
8. Update the Honor Guard Commander on any items affecting or requiring their services
9. Be knowledgeable of possible needed Referrals, such as L493/PFD EAP, Event-specific counselor/clergy, Life coach, Financial advisors, Family/estate legal, etc.

Family Liaison Preparation Checklist

1. Order for the funeral
 - a. L493 UPFF Flower wreath
 - b. For an LODD, order 1-3 poster photos, 24" x 36", of the member from PFN
 - i. for mounting onto the member's apparatus (deliver to RM Make Ready Team)
 - ii. for the church service, on an easel. Ensure delivery,
 - iii. for the cemetery, on an easel. Ensure delivery.
2. Keep all of your contacts and assistants up to date with new information and remind them of any upcoming IMT or other meetings, site visits, etc.

DEPUTY CHIEF OF PERSONNEL's RESPONSIBILITIES

1. Ensure the member's personal property is inventoried and delivered to Fire Administration or as directed by the given MP.

DISPOSITION OF THE PERSONAL EFFECTS OF DECEASED MEMBERS (replaces 105.02a)

1. The purpose of this procedure is to ensure the security and proper disposition of the personal effects of a member in the event of his/her death.
2. Personal effects shall include all property owned by the deceased member that is on Fire Department property at the time of the member's death and shall be placed in a 'Member Property Official Container'.
 - a. Containers are located at North and South Deputy, and are provided by L493 Member Services and consist of
 - i. Miscellaneous Containers for Personal Property
 - ii. Copy of related MPs: 105.02, et al to use as guidance.
3. **Responsibilities for Deceased Member Personal Effects Disposition**
 - a. In the event of the death of a member, whether on or off duty, the following steps shall be followed in the gathering and disposition of his/her personal effects:
 - i. The Performance Auditing Section will work with the affected Battalion Chief and L493 Member Services to arrange securing the personal effects of the deceased member and deliver them to Fire Administration.
 - ii. The deceased member's vehicle will be secured at the worksite and the keys forwarded with the personal effects.
 - iii. The Personnel Section will conduct an inventory of the personal effects upon receipt and make a written record of all items.
 1. The next of kin will be given priority consideration to receive the property.
 2. Care should be exercised in selecting a tactful time for delivery of the personal effects to the next of kin.
 3. Documentation is required indicating the date, time and location of disposition.
 4. The name and the relationship of the individual accepting the property will also be noted.
 5. Documentation will then be forwarded to the Personnel Section for placement in the deceased Member's personnel file.

ON DUTY BATTALION CHIEF'S RESPONSIBILITIES

In the event of a line of duty or on duty death, the on-duty Battalion Chief shall ensure that the following occurs:

1. Assume control of the death scene, and facilitate subsequent movement of remains to the Medical Examiner's office with L493 VP of Member Services and the Honor Guard.
2. Facilitate Honor Watch to begin immediately with the Honor Guard and L493 Communications Officer.
3. Select one facility, hotel or EOC for Planning Meetings and possibly another as the event base of operations for the Event and PFD / L493 officers and their staff.
4. Notify, and brief as necessary, the Fire Chief, the Chief of Personnel Services, the Assistant Chief of Operations, the South Deputy, the Public Information Officer, the L493 President and Vice President of Member Services, and the Honor Guard Commander.
5. Ensure on-duty relatives are appropriately notified
6. Secure the scene and evidence of the incident with the assistance of Fire Investigations and Police Department personnel.
7. Direct the Public Information Officer and Alarm Headquarters to withhold release of personal data relating to the employee or the death, pending notification of next of kin.
8. Have the Safety Officer respond to the scene.
9. Put the affected units Out of Service and assign move up units to the affected stations. Address immediate care of them (safe quiet setting, CISM Peer Support...)
10. Engage a second BC and FIT, AKA: Memorial Services BC and FIT, to assist and assume Initial Planning with the Honor Guard and IMT for the movements of the remains, honor watch and Memorial Services.
11. Gather all available information concerning the incident and circumstances leading to the death.
12. Assign personnel from Personnel Services to assemble as much personal data as possible concerning the deceased. Particular information needed includes name, date of birth, social security number, marital status, dependents, and name(s) and addresses of next of kin.
13. Assign a Performance Auditor to secure the personal effects of the deceased and deliver them to Fire Administration in the Line of Duty Death Containers provided by North and South Deputy.
14. Establish a record of all actions, contacts, requests and other pertinent data. This information will be furnished to the Survivor Action Officer when assigned.
15. Arrange to have the Honor Guard and/or other department members assist in assuring the remains of our fallen member are never without a department member informally (field uniform, civilian clothes, etc.) or formally (in uniform) present.

MEMORIAL SERVICES BATTALION CHIEF and FIT, and INITIAL INCIDENT MANAGEMENT TEAM RESPONSIBILITIES

1. Complete these items as soon as possible, and until you can make a smooth transition to the IMT that will be soon stood up for Memorial Services.
2. Engage Local Support Agencies such as Law Enforcement, civic groups, the Bomberos, Cadets and Recruit classes and the CR Van personnel, while telling them that the ICS organization is being formed.
3. Help assure next of kin notifications have occurred.
4. Notify RM to immediately reserve/assign the Honor Guard a second truck with emergency lights capability, and the Pipes & Drums with a passenger van.
5. Brief the on-duty or assigned PIO on the event and special circumstances and needs and discretion. Notify the NFFFM, the NFA and statewide departments and agencies of the event and the memorial services, asking all honor guards to RSVP and report in with the PFD HG Commander.
6. Issue or engage the on-duty PIO to issue a news release to media and to the Alarm Room and L493 Communications officer.
7. Help assure department-wide notification has been made.
8. Help assure notification of all off-duty and vacationing personnel.
9. Help assure collection of the deceased's personal items in accordance with MP 105.02 and the Performance Auditing Section and deliver them as directed.
10. Order all PFD flags lowered to half-staff, and facilitate bunting to be placed on the affected station(s), as appropriate.
11. Conduct a coordination meeting with key personnel ASAP (Survivor Action Officer, Notification Officer, Family Liaison, Church, Funeral, Cemetery and Procession Coordinators, Honor Guard) so that everyone understands what options will be exercised in all ceremonies, from Honor Watch through interment. Set the next briefing/planning meeting.
12. Make appropriate follow up contacts when the funeral arrangements and schedules have been determined.
13. Confirm with the Family Liaison their request the family and funeral home consider an additional 2+ days to allow for planning.
14. Arrange 2 (church and cemetery) framed 24" x 36" sized photograph of the member in 'Honor Guard Format' and easel for the services.
15. Arrange 24" x 36" sized hard poster photographs of the member with rank, name and company to mount on the member's apparatus.
16. Contact all memorial venues (funeral home, visitation family, church, cemetery) and locate the proper points of contact
17. Be prepared to address a second set of services if the member's family wished one in a remote home town.
18. Advise the LODD fire station that the ICS team and a "make ready" team will assist them with station and apparatus attendance and bunting.
19. Establish a liaison with the local law enforcement agency.
- 20.** Request the appropriate law enforcement agency to assign a marked car at the deceased's home during times when the family is away from time of death until just after burial, when they arrive back home.
21. Provide the Honor Guard event leader the contact information and availability of the affected apparatus, personnel, and pall bearers to be used for pall bearing and the casket transport for practice, etc., as soon as possible.
22. Include the Honor Guard event leader in all site visits as well as providing contact information for the funeral home, mortuary and crematorium.

HONOR WATCH

Honor Watch is described as members who help ensure our fallen member is never alone from death until the beginning of the funeral service and through interment (burial).

Upon notification by and verification with the L493/UPFF Vice President of Member Services, the Honor Guard and the UPFF Good and Welfare Officer will begin the process for Honor Watch. Shift Command/L493 MS notifies the Honor Guard, who sends a detail to the scene or hospital, and transitions Honor Watch to volunteering PFD members and/or other Honor Guard members.

Different Types of Honor Watch we may participate in (L493 Member Services and Honor Guard will make the notification):

1. At location of death (Scene or Hospital). Typically Honor Guard handles this portion with on-scene units and PFD / L493 leadership
2. Medical Examiner's Office
3. Mortuary
4. Crematorium
5. Visitation
6. For an hour or more before start of the church service
7. Immediately after church service and before transfer to Coach (hearse) or Caisson

Active Member Honor Watch (non LODD)

1. The purpose is to provide Honor Watch in a relaxed but respectful atmosphere, "like sitting at the chow table for fellowship". Whatever facility we are at, treat it like we expect our stations to be treated by visitors.
2. The UPFF Communications/ Good and Welfare Officer and Honor Guard will coordinate, initiate, schedule and manage Honor Watch.
3. The Good and Welfare Officer will
 - a. Verify questionable signups as being PFD members, retirees, etc.
 - b. Monitor the signups for issues
 - c. Report any shortages to the Honor Guard point of contact in advance
 - d. Update the signup site and the members affected of changes in locations, etc.
4. Information shall include:
 - a. Honor Watch will commence when
 - b. Sign Up method / link
 - c. All members may participate (and if extended to other agencies), for any length of time
 - d. Sign up with name, agency/assignment, cell number and email
 - e. Uniform: FD ID and Field Uniform at minimum
 - f. Who to call for questions (G&W Officer, HG)
 - g. Facility-specific rules, including
 - i. Where and how to report during business hours vs. after hours
 - ii. Always be mindful of what you say as there are usually employees working nearby, as well as family and close friends who may be present.
 - iii. When family comes, offer them privacy, especially of our fallen members' remains are in the room with you.
 - h. Office of Medical Examiners Office rules
 - i. 701 W. Jefferson, 85007
 - ii. 2 members maximum at a time, no guests. Exceptions can be made for on duty crews but they must sign up first. This is a controlled facility with Biohazard

areas and Evidence Chain of Custody issues and this is their place of business 24x7.

- iii. During business hours, report to main lobby desk (Jefferson entrance)
- iv. After hours, drive to gate at entrance to parking garage for Security Officer to get you in
 - v. Park on the lowest level near the sally port
 - vi. Get buzzed in at the sally port intercom. Sign in.
 - vii. Cell coverage is poor since it is underground. Texting work better. Bring snacks or meal with you.
 - viii. Typically, members sit in the break room near where our fallen member is
 - ix. Depending on circumstances, our member may be there for 4 or more days
- i. Mortuaries
 - i. Typically most will allow us to do Honor Watch 24x7
 - ii. Up to 4 members at a time and occasional drop ins are usually OK
 - iii. After hours, report to the entrance specified and follow instructions for someone to unlock it for you
 - iv. Our fallen member will typically be in a restricted biohazard-controlled room, but cremains may also be in the honor watch room for certain periods.
 - v. Crematorium at Greenwood is completely controlled and Honor Watch is usually done outside (bring a chair)
 - vi. Bring water and snacks/meal.

Line of Duty Honor Watch.

In addition to the information above,

1. The purpose is to provide Honor Watch in a formal manner in dress uniform.
2. Honor Guard will be give “just in time” briefing on any necessary ceremonial procedures for Honor Watch as well as for members present when our fallen member is being moved to another facility.
3. Uniform: Class A Dress Uniform with badge shroud. White gloves not needed.
4. Honor Guard members will wear white gloves.