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Derby Fire Department
Standard Operating Procedure Number 19
Death of a Member Line of Duty

1. Introduction:

- 1.1 This standard operating procedure applies to the role of the Derby Fire Department in the event of a Line of Duty Death of an active member in the Department.
- 1.2 The Commissioner and Chiefs of the Derby Fire Department shall supply the Family(s) of the Fallen Firefighter(s) with help and support as described in this document.

2. Responsibility of Notification:

- 2.1 The Incident Commander (IC) if not the Chief will notify the Chief of the Department.
- 2.2 The Chief or his/her Designated Representative (DR) shall notify the Fire Commissioner, Fire Marshal and Mayor. A request to have all flags on city property be lowered to half-mast; they will remain at half-mast for a minimum of 7 seven days after the funeral(s).
- 2.3 A delegation consisting of but not limited to the Mayor, Fire Commissioner, Fire Chief and a Company Officer shall notify the next of kin.
- 2.4 The Chief or his/her DR shall ensure that proper blood samples are taken to comply with the national Safety Officers Death Benefit program.
- 2.5 The Chief or his/her DR will prepare the following message. It is with deep regret that Chief (Name) of the Derby Fire Department announces that (Rank, Name, Company) lost his/her life in the LINE OF DUTY while participating in the operations at (Location, Date, Time).
- 2.6 The Chief or his/her DR will notify the Derby Police Department to transmit the previous message over the telex, and contact C-Med to have their dispatcher put in a special announcement and read the prepared statement.

2.7 Notifications shall be made (which will include Name, Age and a brief description of the incident surrounding his/her death) to the following organizations:

2.7.1 National Fire Academy (301) 447-1000

2.7.2 Connecticut State Firemen's Association

2.8 Any statements given out to the press will be made by the Chief or his/her DR. All requests for information will be directed to the Chief or his/her DR.

2.9 All stations shall be draped with black bunting a minimum of 7 seven days following the funeral(s)

2.10 The Chief or his/her DR shall designate an Officer in Charge (OIC) who shall be responsible for the Derby Fire Department's involvement in the funeral(s) procedures.

3. Responsibilities of the OIC

3.1 The OIC shall contact the family(s) of the deceased members(s) and, in coordination with the funeral director, establish the family(s) desires as to the Derby Fire Departments participation in the funeral. He/she shall assist the family(s) in any way possible. He/She shall offer the Derby Fire Department's services for the following situations.

3.1.1 A formal funeral, at home(s), in a funeral home(s), in a Church(s) or cemetery(s) involving the use of a Derby Fire Department pumper(s), active pallbearers, honorary pallbearers, funeral detail(s), color guard(s), bugler(s) and or Fire Department Emerald Society band(s).

3.2 Having established the wishes of the deceased member(s) family, the OIC shall carry out any or all of the following in order to realize these wishes. The OIC shall continually be in communication with the funeral director(s) as he/she arranges for the Derby Fire Department's participation.

3.2.1 Normal arrangements for a formal funeral

1. Arrange for Honor Guard to stand duty during viewing.
2. Arrange for Active Pallbearers, six plus an Officer
3. Arrange for necessary equipment.

4. Arrange for Honorary Pallbearers
5. Arrange for Funeral Detail (All Derby Fire Department Members in Class A Uniform)
6. Arrange For bugler
7. Arrange for Fire Department Emerald Society band
8. Arrange for Color Guard.
9. Obtain American Flag for casket with display case.
10. Provide All Derby Fire Department Members with the information necessary to carry out their duties in the funeral.
11. Survey the area of the services and make provisions for placement of all attending units and provide information for map preparation, and transmit arrangements over telex.
12. Designate an area for attending Chief Officers and Dignitaries.
13. Obtain sufficient rolls of black plastic tape and scissors, to place a horizontal black band over the breast badge of all participating Officers and Fire Fighters.
14. The OIC or his/her DR will coordinate commands during the movement of the casket as prescribed in this manual.

4. Special arrangements for formal funeral

- 4.1 Arrange for mutual aid coverage for the derby Fire Department for the entire day.
- 4.2 A fire Department pumper(s) from the deceased members(s) company designated by the Captain of the Company will be appropriately prepared with flowers and black bunting and stripped of hose for use in transport of the casket.
- 4.3 Arrange for the proper placement of all vehicles that participate in the funeral procession.
- 4.4 Arrange for shuttles to bring guests to and from auxiliary parking lot(s), funeral home(s), Church(s), Cemetery(s) and Food Service areas.
- 4.5 A map of the areas involved will be prepared to expedite the proceedings and assist out of town guests, map shall include:

- 4.5.1 Location of Fire Houses
 - 4.5.2 Location of funeral home(s)
 - 4.5.3 Location of Church(s)
 - 4.5.4 Location of Chiefs and Dignitaries.
 - 4.5.5 Location of Fire Fighters Assembly areas.
 - 4.5.6 Location of auxiliary parking lot(s)
 - 4.5.7 Location of nearest hotels
 - 4.5.8 Location of vehicles for Funeral Procession.
 - 4.5.9 Route for Funeral Procession
 - 4.5.10 Location of Cemetery and Gravesite.
 - 4.5.11 Location of auxiliary parking at Cemetery
 - 4.5.12 Location of food service areas.
 - 4.5.13 Any other information deemed necessary.
- 4.6 On the backside of the map, a diagram should show the proper arrangement and movement of personnel for various ceremonies and locations as necessary.
- 4.7 The OIC or his/her DR will coordinate all commands during movement of the casket(s) or personnel.
- 4.8 Proper arrangements with Police Department should be made to handle traffic and parking at the various locations involved, and along the funeral procession route.
- 4.9 A photographer(s) should be assigned to cover the funeral(s)
- 4.10 Media arrangements:
- 4.10.1 Establish guidelines for media and press:
 1. At the Church(s) inside and/or outside.
 2. At the Funeral Home(s) inside and/or outside.
 3. At the Cemetery(s).
- 4.11 Arrangements for out of town guests:

4.11.1 Transportation:

1. To the Church(s)
2. To the Cemetery(s)
3. To the Food service areas
4. Back to auxiliary parking areas

4.12 Food service area arrangements:

Food service may be needed between morning and afternoon funeral services or following a funeral service at one or more locations. Consider help from the Ladies Auxiliary, Juniors/explorers, or hiring a caterer. Depending on the cause and number of personnel involved in a LINE OF DUTY DEATH the number of out of town guests could range from a few hundred to a few thousand. The following items should be considered:

- 4.12.1 Make sure area(s) are big enough to accommodate guests
- 4.12.2 If outside make sure to make arrangements for tents in case of inclement weather
- 4.12.3 Make sure to provide for plenty of sanitary facilities for both male, female and handicapped guests
- 4.12.4 Make sure there are plenty of trash receptacles on hand and have a plan in place to have them routinely emptied
- 4.12.5 Make arrangements ahead of time for clean up
- 4.12.6 Check with Derby Police Department to see if Police Officers will be required to be at food service area(s)

5. Responsibilities of Members

- 5.1 All members who have been given uniforms from their respective company will at all times maintain a clean, pressed and properly fitted uniform for use at Fire Department Funerals
- 5.2 All Department Members should make every effort to honor their fellow members by attending the funeral services
- 5.3 All members of the Department shall acquaint themselves with the prescribed courtesies of these procedures as outlined in this policy
- 5.4 Honor Guard

- 5.4.1 At least (4) four Honor Guards Are required
- 5.4.2 (1) One member of the Honor Guard shall be designated as the Officer of the Guard (OG). He/She shall be responsible for obtaining the necessary equipment needed (white gloves, black badge bands, etc...) and for scheduling of the Honor Guard Members
- 5.4.3 (2) Two Honor Guards, (1) one for the head and (1) one for the foot of the casket, shall be scheduled in (10) minute intervals
- 5.4.4 Honor Guard uniforms shall be dress uniforms with white gloved and black badge bands
- 5.4.5 Honor Guards shall stand at attention at their assigned positions
- 5.4.6 Honor Guards may be used during viewings and prior to the service
- 5.4.7 Honor Guards shall follow the instruction of the funeral director as to the proper procedures for entering and exiting the church
- 5.4.8 Honor Guards shall sit on designated sides of the church with the funeral detail

5.5 Honorary Pallbearers

- 5.5.1 Those designated as Honorary Pallbearers shall follow the instructions of the funeral director as to the proper procedures for entering and exiting the church
- 5.5.2 They shall sit on the designated side of the church with the funeral detail
- 5.5.3 Dress for Honorary Pallbearers, retirees will wear civilian cloths and active members shall be in dress uniforms

5.6 Active Pallbearers

- 5.6.1 Detail shall consist of (6) six pallbearers plus an Officer

- 5.6.2 The Officer of the detail shall contact the funeral director for special directions
- 5.6.3 The pallbearers will remain covered at all times while acting in the capacity and will wear white gloves and black badge bands
- 5.6.4 The pallbearers will not salute while acting in that capacity
- 5.6.5 The flag(s) shall be placed over the casket with the blue field at the head of the casket(s) over the deceased's left shoulder
- 5.6.6 The pallbearers will assemble at the funeral home and escort the casket(s) to the Fire Truck(s)
- 5.6.7 When the precession arrives at the church the pall bearers will assemble at the rear of the Fire Truck(s) and receive the casket(s) and escort it into the church, when the service has ended the pall bearers will escort the casket(s) back to the Fire Truck(s) and return the casket(s) to the truck(s)
- 5.6.8 During the service the pallbearer detail will sit on the designated side of the church with the funeral detail
- 5.6.9 At the cemetery, after placing the casket(s) over the gravesite and upon the Officers command, the detail will raise the flag to waist height over the casket and hold it there during the committal service. After the service is read Taps will be sounded followed by amazing grace from the bagpipers. The flag is then folded, upon the Officers command, in the prescribed military manner and presented to the Chief of the Department, who intern will present it to the next of kin
- 5.6.10 The pallbearers, on orders from the Officer, shall take place with the funeral detail