

WASHTENAW AREA MUTUAL
AID ASSOCIATION

**FIRE DEPARTMENT
FUNERAL GUIDE LINE**

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INTRODUCTION

Fortunately most of us don't have to plan and coordinate these ceremonies with any regularity. However, it is because of this infrequency that we experience much confusion and uncertainty when we do have to plan a firefighter's funeral.

All Fire Department funerals are different in some way. But organization, uniformity, good communication, and team work are common characteristics that should be common in every funeral. One thing for every person participating in the procedures, is that if you make a mistake don't stop, just continue on as no one is likely to notice.

This basic plan is flexible enough to be used in its present form, or it can be customized to suit the individual situation. Remember there are four types of funerals and you want to honor the family's wishes if all is possible.

The goals in formulating this guideline is that in a time of need, it will provide the *basic information* required to help guide the unfamiliar funeral planner through a very difficult process, and to assist a Fire Department in pre-planning a funeral.

TYPES OF FUNERALS

There are four types of firefighter funerals that are identified in this guideline. They are addressed in the following manner. The over-riding concern in planning a funeral is to acknowledge and follow the family's wishes. In doing so, it is important to advise the family of these recommendations. The intent of this guideline is to give you an action plan.

Line of Duty Death of a Fire Fighter A death that occurs on-the-job, or as a result of an illness that occurred while performing their duties (ie; firefighter was disabled and is on workers compensation and dies of those injuries/illness) is considered a "Line of Duty Death" (LODD). In either event, the death is a traumatic event for the family, relatives, and the members of the department. On these tragic and usually sudden occasions, there are many details to consider when honoring the fallen comrade with a proper fire department burial. A Line of Duty Death should get full funeral/burial honors as listed in this guideline.

Non-Duty Death of a Fire Fighter A death of an active duty Fire Fighter that occurs at a time other than when they are on-duty and that is not work related to his job in the fire service is considered a "Non-Duty Death of a Fire Fighter."

Retired Fire Fighter. A death of a Fire Fighter that occurs after they retire from the fire service is considered a "Retired Fire Fighter" death. The funeral protocol shall be conducted in the same manner as a Non-Duty Death.

Honorary Fire Personnel. An Honorary Fire Personnel is a civilian who was appointed by a Fire Chief, Mayor, or City/Township Supervisor/Manager for significant service or dedication to the fire service. Their death may be marked with a "Honorary Fire Personnel" funeral.

See pages 13, 14 and 15 for options related to each category above.

DEFINITIONS

OFFICER IN CHARGE:

The OIC is a person who is in charge of the overall operation of the event. The Fire Chief doesn't have to be this person. It may be better to utilize a Union President, Association President, or other command officer. This person shouldn't get directly involved with the family except for the first meeting along with the "Family Liaison". The OIC coordinates activities with the funeral director, chaplain and all group leaders. The OIC assigns people as group leaders as outlined below. Depending on the personnel involved and the magnitude of the event, one person may be assigned more than one role. The OIC also must address any problems that arise to ensure a smooth-running operation and direct information as in comes available to the right group. The Funeral shall be run with the incident command system (ICS) in mind.

FINANCE OFFICER

The Finance Officer is responsible for obtaining the approval to expend funds, and to track all expenditures for all aspects of the event. This may include food, vehicles, signs, tents, or even the funeral itself. The Finance Officer should also establish a trust fund account with a bank for anyone that wishes to make a donation for the family. The Finance officer will track donations of money, food and other in kind services.

FAMILY LIAISON OFFICER:

The Family Liaison Officer is an essential assignment. The FLO coordinates with the family and is the only person informing the family on arrangements. The FLO provides assistance to the family members and insures that all of the family's wishes are communicated and carried out. This is very delicate time for the family; keep them informed of all phases of the funeral services, and make sure you address their needs. A member of the fire department who is a relative or close friend of the family, a union officer, or an official of a fraternal organization often serve in this capacity.

FUNERAL OFFICER:

The Funeral Officer coordinates with the funeral director and chaplain on all services that will take place in the funeral home and/or the Church during both the visitations and funeral.

PROCESSION OFFICER

The Procession Officer coordinates with law enforcement and funeral director to manage parking for the visitations, parking for the funeral, coordinate the procession route, and establish the procession line-up.

CEMETERY OFFICER

The Cemetery Officer coordinates with the funeral director to manage the parking in/near the cemetery, the route into the cemetery, and all activities that will occur during the services at the cemetery.

PUBLIC INFORMATION OFFICER

The Public Information Officer is responsible for issuing all official notices to the press, to other fire agencies, and to Department members.

FIRE SERVICE COORDINATION OFFICER:

The Fire Service Coordination Officer is responsible for ensuring that adequate emergency service coverage is in place for the primary Department during their visitation periods, funeral attendance, and post funeral period.

HONOR GUARD OFFICER:

The Honor Guard consists of any fire fighters in uniform that are assigned a detail during the entry into the church, exit from the church, or during the ceremony at the cemetery. The Honor Guard Officer is responsible for coordinating all Honor Guard teams or members from other Departments that may be necessary, or that wish to attend the ceremony. The Honor Guard Officer is responsible for coordinating the Color Guard and Casket Teams. The Honor Guard Officer is also responsible for obtaining bugler(s) and bag pipe player(s) if necessary.

COLOR GUARD:

The Color Guard is part of the Fire Department Honor Guard. The Color Guard is responsible for presenting and displaying flags.

CASKET TEAM:

The Casket Team consists of two uniformed fire fighters standing guard at each end of the casket during any viewing of the casket.

SERGEANT AT ARMS:

The Sergeant of Arms is a member of the fire department who usually is an officer or someone that has some military skills, and has a good, loud and clear voice to order commands at the funeral home and at the cemetery.

CULINARY OFFICER:

The Culinary Officer is in charge of organizing all the food and refreshments throughout the event. This includes food for the family, refreshments for all personnel working during the preparation of the event, and refreshments during all phases of the event.

CHAPTER I.

FAMILY'S DESIRES

The most important 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 being present at the funeral, to serving as a honor guard at the funeral, to providing a full LODD funeral.

Once the Fire Chief or his designee is notified of a death of a member or retired member of his Department, they should call a meeting of his officers and assign a "Family Liaison Officer". The Chief, OIC, and the FLO should then meet with the family and the funeral director to determine the family's wishes. The OIC should inform the family of what is available, applicable, and recommended in accordance with these WAMAA guide line, and ask what their wishes and needs are.

The family should be informed that all Department communication should go through the Family Liaison who will relay it to the OIC.

The FLO should get the following information as soon as possible from the family or funeral director:

1. Full name (with correct spelling)
2. Age and date of birth
3. Numbers of years in the fire service, & number of years with this Department.
4. Name and location of the funeral home and funeral director
5. Visitation and times
6. Location of the cemetery
7. Names of immediate family members
8. The family person that will be accepting the flag if applicable

The Officer in Charge should call a meeting with key coordinating personnel immediately after this family meeting to communicate information and initiate the planning process.

CHAPTER II.

NOTIFICATION OF FIRE DEPARTMENTS

The Fire Chief shall notify the local governmental officials and implement the agency's internal communication protocol, including retired members of the Department.

The Public Information Officer should contact several agencies to disseminate the following information. These agencies should include all WAMAA agencies, the Michigan State Firemen's Association, Michigan Professional Fire Fighters Union (if applicable), any other Department that the deceased was ever affiliated with, and Washtenaw Central Disptach. If the death is a LODD, the information should also be disseminated to all members of the media.

1. The _____ Fire Department regrets to inform you of the passing away of (Rank & Name) _____. He/She served the Fire Department for # _____ years.
2. Visitations will be at the (Name of Funeral Home) _____, located at _____, in the city of _____, from (Times)_____.
3. The funeral will be at (Name of place) _____, located at _____, and at (time) _____
4. (If applicable) Fire Departments wishing to participate in the funeral procession should meet at (Location) _____ at (Time) _____.
5. For further information please contact (The Public Information Officer or Department) _____ at (Phone #) _____.

You should notify other agencies as soon as possible so they can start their planning process, even if you do not have all of the above information. As additional information is obtained, or as information changes it should be redistributed to all the affected agencies.

Other agencies such as MIOSHA, DOL.....ifwhat conditions.....

CHAPTER III.

ORGANIZATION

The Officer-In-Charge (OIC) should schedule a meeting twice a day with the organization staff, including municipal officials if the event involves their cooperation or services. These meetings may be best scheduled late morning and after each day's events. Notes should be taken during the meeting.

An organizational chart should be developed and shared showing the designated group leaders. The chart should be set up like an incident command board. The chief will assign group leaders starting with the O.I.C. (which may be someone other than the chief). As the group leaders are assigned the flow chart will show the designated leader, and their responsibilities.

A copy of the flow chart should be posted in a common area so that everybody can view it as needed, and so that incoming calls can be directed to the proper person.

The following flow chart contains recommendations and typical assignments for a LODD funeral.

O.I.C.

- Fire Chief-**
- Family Liaison
 - Funeral Director
 - Chaplain

Public Information Officer

- Notify Other Departments
- Statements to Media
- Lodging Information

Finance Officer

- Track expenses
- Obtain approval for expenses
- Establish trust/donation fund

Fire Service Coordinator

- Coordinate fire/ems coverage during all visitations and funeral

Police Liaison

- Procession Route
- No Parking Signs
- Notification other PD
- Wrecker Service
- Security at home
- Traffic control

Cemetery

- Tents, Chairs
- Color Guards Placement
- Honor Guards placement
- EMS Staged
- PA System
- Anticipate weather problems

- Tree Trimming
- Traffic/Parking/Busses
- Bugler/Bag Piper Placement
- Ground Sprinklers off
- Porta-John

Funeral Officer

- Chaplain/Clergy
- Hall/Stadium
- Seating for firefighters
- Communications
- Pall Bearers

Culinary Liaison

- Food at Fire Sta.
- Visitation for Honor Guard
- Family at Home
- Funeral for Visitors
- Cemetery refreshments

Honor Guard

- Coord. Outside Honor Guards
- Coord. Casket Details
- Coord. Color Guards
- ID Sgt at Arms

Procession Officer

- Visitation Traffic Control
- Visitation Parking Assistance
- Procession Line up
- Busses/Funeral Cars
- EMS

- Pre-plan/drive route for problems
- Wrecker
 - at rear of procession
 - On stand by for visitation
 - On site post funeral

- Staged for visitation
- In front of procession
- In rear of procession
- Staged for funeral
- Staging for Media

- Bunting for trucks
- Bunting for stations being passed
- Assignments for stations as pass
- Communications

CHAPTER IV.

FUNERAL PLANNING

When planning the funeral, obtaining the following information will help you properly organize the services:

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

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

A large contingent of visiting firefighters probably will want to attend the funeral. Getting department members and visitors to arrive at the church and assembling the procession is difficult and time-consuming. Depending on location, the size of the fire department contingent, the distance involved, and possible time constraints, you must determine whether it would be practical for out-of-town visitors to travel from hotels to the church and cemetery, or from the church to the cemetery in a bus as a group rather than driving vehicles separately.

Retiree funerals may draw from 50 to 200 attendees. Non-duty funerals may draw 100-300 attendees. LODD funerals may draw 500 to 1200 attendees. Honorary Member funerals will be dependant on the community.

Uniformed personnel should arrive at the church prior to the family. They should be assembled outside of the church, lining the drive and entrance to the church as the family arrives.

Line of Duty Death of a Fire Fighter A death that occurs on-the-job, or as a result of an illness that occurred while performing their duties (ie; firefighter was disabled and is on workers compensation and dies of those injuries/illness) is considered a “Line of Duty Death” (LODD). In either event, the death is a traumatic event for the family, relatives, and the members of the department. On these tragic and usually sudden occasions, there are many details to consider when honoring the fallen comrade with a proper fire department burial. A Line of Duty Death should get full funeral/burial honors as listed in this guideline.

SUGGESTED SERVICES FOR FUNERALS

	<u>LODD</u>
Honor Guards at Doors	yes
Post Colors next to casket	yes
Casket Guard Detail	yes
Uniformed Walk through	yes
Honor Guard Pallbearers	yes
American Flag on casket	yes
Badge Shrouds	yes
Eulogy by Fire Service	yes
Bagpiper	yes
Fire service caisson	yes
Crossed Ladders	yes
Fire Service Procession	yes
Apparatus bunting	yes
Station bunting	yes
Bell Service	yes
Last Tone	yes
Bugler	yes

opt= optional

Bugler would be recommended for Non-lodd and retirees if past service included military.

Non-Duty Death of a Fire Fighter A death of an active duty Fire Fighter that occurs at a time other than when they are on-duty and that is not work related to his job in the fire service is considered a “Non-Duty Death of a Fire Fighter.”

Retired Fire Fighter. A death of a Fire Fighter that occurs after they retire from the fire service is considered a “Retired Fire Fighter” death. The funeral protocol shall be conducted in the same manner as a Non-Duty Death

SUGGESTED SERVICES FOR FUNERALS

	<u>Active non-LODD/ Retired</u>
Honor Guards at Doors	no
Post Colors next to casket	opt.
Casket Guard Detail	opt.
Uniformed Walk through	yes
Honor Guard Pallbearers	opt.
American Flag on casket	if veteran
Badge Shrouds	no
Eulogy by Fire Service	opt.
Bagpiper	no.
Fire service caisson	no
Crossed Ladders	no
Fire Service Procession	one truck
Apparatus bunting	no
Station bunting	no
Bell Service	yes
Last Tone	opt
Bugler	no

Honorary Fire Personnel. An Honorary Fire Personnel is a civilian who was appointed by a Fire Chief, Mayor, or City/Township Supervisor/Manager for significant service or dedication to the fire service. Their death may be marked with a “Honorary Fire Personnel” funeral.

SUGGESTED SERVICES FOR FUNERALS

	<u>Honorary</u>
Honor Guards at Doors	no
Post Colors next to casket	no
Casket Guard Detail	no
Uniformed Walk through	yes
Honor Guard Pallbearers	opt
American Flag on casket	if veteran
Badge Shrouds	no
Eulogy by Fire Service	opt.
Bagpiper	no
Fire service caisson	no
Crossed Ladders	no
Fire Service Procession	one truck
Apparatus bunting	no
Station bunting	no
Bell Service	no
Last Tone	no
Bugler	no

CHAPTER V.

FLAG PROCEDURES

HALF STAFF:

Lowering the American Flag to half staff is symbol of respect to the fallen fire fighter.

The American Flag should be lowered to half staff when the following requirements are met.

1. A Fire Fighter dies in the line-of-duty. In this case the American flags are lowered to half-staff state-wide until the end of the funeral day.
2. A retired firefighter dies. In this case the American flag is lowered in the City they served during day of funeral
3. Whenever the President, Governor, Fire Chief, or Local Official declares that the American flag be lowered. In this case the flag is held at half staff during the duration determined by the official.

When lowering the American Flag to half staff there shall be no other flag higher than the American Flag. If there are multiple flag poles, and the American Flag is lowered to half-staff, then the other flags on the other poles are removed. No flag ever flies higher than the American Flag.

A non-duty death and the death of an honorary fire fighter do not necessitate the lowering of the American flag.

CASKET:

When the flag is used to cover a casket, it should be so placed that the union (stars) is at the head and over the left shoulder. The flag should not be lowered onto or allowed to touch the ground. The flag is only used to drape the casket if the member was a veteran of any military service, or if the death was a LODD.

AERIAL DISPLAY:

When the flag is displayed over the middle of the street during a procession, it should be suspended vertically with the union (stars) to the north in an East and West street or to the East in a North and South street. This display is strongly recommended for LODD's only.

CHAPTER VI.

HONOR GUARD

The Honor Guard Officer will oversee all of the Color Guard, the Casket Detail, outside agency Honor Guards, Pipe and Drum Corps, Bugler, and the Bag Piper.

When appropriate, an honor guard and casket detail will be needed during the viewing hours at the funeral home. The Honor Guard Officer should coordinate this with the funeral director. There may be times when the family wishes you not to be present and we must respect the family needs. Observe the following basic rules:

1. Arrange to have a casket detail of two firefighters posted at the casket at all times during viewing hours.
2. Assign a minimum of four members for each set of viewing hours.
3. Formulate a schedule of personnel who commit to specific shifts. This important duty cannot be left to personnel who *might* be available at the funeral home.
4. Post the American and Department flags at the casket prior the viewing.
5. Rotate honor guards at 15-minute intervals.
6. Honor guard shall wear dress uniforms with white gloves and caps on.
7. For LODD funerals, honor guards wearing conventional Class A uniforms will cover their badges with black mourning bands. Honor Guards in full dress honor guard uniforms will not cover their badges.
8. Honor Guard personnel wearing full dress honor guard uniforms will remain in full uniform with cap when on a detail in the church or funeral home. Honor Guard personnel fulfilling a duty (casket detail, pall bearer, doors, etc) will maintain their cap inside the building. All other uniformed personnel will remove their cap inside a building, and carry it under their left arm.

CHANGING OF GUARDS:

The Honor Guard Officer will brief everybody on when and how the changing of the casket detail will take place. Changing of the casket detail may vary in how you switch at the casket do to the crowding of people viewing and the location flowers. A member of the fire department may have to go ahead of the guards to have the crowd step back during this time. When it's time to change the guards, one member of the two guards will act as a sergeant of arms. The other guard will follow exactly what he does.

The following is a guide line on how it can be done.

(TEAM #1 – Initial Entry)

Two Honor Guards approach the casket walking side by side. They stop in front of the casket and pause, they slowly salute. Then turn in opposite of each other and take two steps, and turn towards the casket with one at the head and the other one at the foot. They take two steps toward the casket, turn about-face to face the front of the church/funeral home, and stand at a "Parade Rest". They stay in this position for 15-min.

(TEAM #2 - Relief)

Two Honor Guards approach the casket in the same manor as above. When they stop at the casket, Team #1 comes to Attention. Team #2 will slowly salute, then turn opposite of each other, take 2 steps, and turn facing Team #1 and stop. Team #1 side face away from the casket, take one step, stop and side face toward the front.. Team #2 steps forward and about-face to face the front of the church/funeral home. Team #1 steps forward 2 steps, turns toward his partner, steps toward his partner to the center aisle. Team #1 turns toward the casket, pause, slowly salute, and then turn about-face and walk away slowly. Team #2 stands at parade rest when team #1 performs the final about-face.

CHAPTER VII.

VISITATIONS

The Fire Chief will arrange for a group visitation for his fire department to pay their respect at a predetermined time. The members should meet at a predetermined location outside the funeral home before entering. Their entrance will be coordinated by the Funeral Officer.

This visitation should be done in a “Class A” dress uniform. If a firefighter doesn’t have a dress uniform then they shall wear a dress suit and be at the end of the line up.

Members will line up outside the funeral home in a single file according to rank. As members pass under the front door of the funeral home, they remove their cap, and place it under their left arm. They will walk straight to the casket and each firefighter will stop and pause at the casket and then exit the visitation room. Once all firefighters have left the visitation room they may be dismissed or may return back into the visitation room to be with the family.

All pagers and cell phone should be off or on ‘vibrate’ when at the funeral home.

CHAPTER VIII.

ESCORT FROM THE FUNERAL HOME TO THE FUNERAL SERVICE FACILITY

For a LODD ceremony, it may be appropriate to escort the casket from the funeral home to a church for the funeral service.

1. The transfer should be pre-planned with law enforcement personnel so that the escort can be done under their direction.
2. A hearse should be used to transport the casket from the funeral home to the church for the funeral.
3. The Pall Bearers will transfer the casket from the home to the hearse under the direction of the funeral director.
4. Law Enforcement will lead the procession, and may move at the regular posted speed. The order of the procession will be: Law Enforcement, Funeral Car, Hearse, Funeral Car for the Pall Bearers, Law Enforcement.
5. The family should be encouraged to meet at the church rather than be at the funeral home during the initial phase of the transfer. They should arrive at the church after the casket is at the church and in place inside.
6. A separate escort may be arranged for the family from their central meeting point (often a home). This should be done in a similar fashion as the transfer of the casket. Law Enforcement should lead and follow the family procession to the church. It is highly recommended that all the family members ride together if possible. The use of a commercial coach is highly encouraged for this.
7. The Family Liaison Officer should be with the family during the day of the funeral and will ride with the family during their transportation to the church.

CHAPTER IX.

ARRIVAL AT THE FUNERAL SERVICE FACILITY LOCATION

For a LODD, the arrival of the casket and the arrival of the family at the Church should be honored with ceremony.

1. As the casket procession nears the church, all uniformed personnel at the church will line the front drive, facing the driving lane to the front door. Personnel from the member's Department should be arranged along the walkway from the rear of the hearse to the entrance doors to the church. This will require advance briefing of all personnel on site by the Procession Officer.
2. As the lead car enters the address, the Procession Officer will call all uniformed personnel to "Detail, Attention."
3. The Funeral Director will direct and organize the pall bearers at the rear of the hearse. When the rear hearse door is opened the Procession Officer will order the detail "Present Arms."
4. The pall bearers will move the casket into the church.
5. After the casket is in the church, the Procession Officer will order "Order Arms" and "Detail, Dismissed."

A similar procedure should be used when the family arrives at the church. This may be used for any type of funeral, whether a LODD, retired/non-fire service, or an honorary fire fighter service.

1. As the family procession nears the church, all uniformed personnel at the church will line the front drive, facing the driving lane to the front door. Personnel from the member's Department should be arranged along the walkway from the main drive to the entrance doors to the church. This will require advance briefing of all personnel on site by the Procession Officer.
2. As the lead car enters the address, the Procession Officer will call all uniformed personnel to "Detail, Attention."
3. Procession personnel should be positioned at the location where the family cars or bus will stop in front of the church to assist the family out of their vehicles.
4. After the family is in the church, the Procession Officer will order "Order Arms" and "Detail, Dismissed."

CHAPTER X.

INSIDE FUNERAL SERVICE FACILITY

1. As the procession nears the church, the color guard moves to the side and allows the pipe band, city officials, and fire department members to pass.
2. At the church, the pipe band assembles near the entrance.
3. City officials line up near the entrance (leaving room for the color guard).
4. When marching fire department members arrive at the church, they move to the side of the street opposite the church. When in place, the command "*Right Face*" is given.
5. When the street is lined on both sides and all personnel are facing the center, the color guard begins to march toward the church, followed by the apparatus/hearse. Leaving a space between the color guard and the hearse. The church assembly OIC commands, "*Present Arms*" (hand salute).
6. As the color guard arrives, it assembles near the front of the church.
7. The apparatus moves to the front of the church and stops. (Stop the engine.)
 - a. As the apparatus passes assembled members, a staff member follows, giving the "*Order Arms*" command in segments.
8. Pallbearers assemble at the rear of the apparatus, with two in the hose bed, and prepare to remove the casket.
9. The honor guard OIC commands, "*Present Arms*" (hand salute).
10. The pipe band plays as the casket is carried to the church door. (If the chaplain performs a blessing at the rear of the apparatus, the pipe band waits until the pallbearers begin to move before playing.)
11. In the church, the pallbearers escort the casket to the front of the church, and the OIC follows.
12. Prior to dismissing personnel assembled outside, advise them of the approximate time of reassembly for departure. Then the command is given "*Detail, Dismissed*".

CHAPTER XI.

LEAVING THE SERVICE FOR THE CEMETERY (LODD)

Prior to the end of the service, the engine serving as the caisson should be positioned in front of the church. The loading platforms should be positioned behind the engine. The securing clamps and straps should be placed in the hose bed of the engine.

At the end of the services, the fire service personnel will be the first personnel dismissed from the church and told to assemble outside the front entrance. This will be done by the Funeral Officer. The Pall Bearers and Bag Piper will wait in the church.

The Procession Officer will direct fire personnel to assemble outside of the church, across the drive from the church entrance, near the rear of the caisson, facing the front church entrance. The host Department will be in the front row(s) of the ranks, in order of rank. Formal honor guard personnel will line the walk from the foyer to the drive behind the caisson.

Inside the church, the funeral director will assemble the pall bearers at the casket. The Funeral Officer will coordinate the Bag Piper(s) near the front of the casket.

At the Funeral Officer's signal the Bag Piper will begin playing and lead the casket/pall bearers out of the church.

As the casket approaches the formal honor guard detail, the Honor Guard Officer will call the formal honor guards, Detail Attention, and Present Arms"

As the casket exits the church, the Procession Officer will call the uniformed detail to "Detail, Attention" and "Present Arms".

The pall bearers will align behind the caisson. Two pall bearers climb on top of the caisson. The casket is loaded, level, onto the caisson.

Immediately after the casket is loaded, the Procession Officer will order the entire Detail "Honor Guard, Detail, Order Arms" .

The casket is then secured with the clamps and straps.

After loading and securing, the pall bearers line up behind the caisson, as they were carrying the casket. The Procession Officer orders “Pall Bearers, Attention”, “Present Arms”. After 5 seconds, the Procession Officer orders “Order Arms”.

The Procession Officer then orders “Detail, Dismissed”.

The Pall Bearers, formal color guard, bag piper(s) enter waiting vehicles near the front of the procession. All other personnel are urged to go to their vehicles and prepare to go to the cemetery.

CHAPTER XII.

AT THE CEMETERY

1. Prior to the family's assembling, the pallbearers assemble either in a straight line parallel to the grave or four on each side, facing each other, with the chief of the department at the front end.
2. The color guard assembles at the foot of the grave.
3. The bugler positions himself away from the grave and waits the command from the OIC.
4. The funeral director drapes an American flag (if provided) over the casket or folds it in a triangular shape and places it on the coffin.
5. As the family arrives, the OIC commands, "*Detail Attention*".
6. The chaplain conducts the service or leads in a final prayer.
7. When finished, the OIC commands, "*Present Arms*". A hand salute is rendered, and the color guard presents arms and dips the department flag.
8. The bugler plays taps.
9. At the conclusion of taps, the salute is held while the pallbearers, on signal from the OIC, fold the American flag into a triangular shape with only the blue field showing. The honor guard OIC retrieves the flag and presents it to the chief of the department (or ranking officer), who in turn presents it to the family (with the fire department's condolences).
10. The honor guard OIC commands, "*Order Arms*".
11. The funeral director gives words of thanks from the family and indicates the conclusion of services.
12. The honor guard OIC commands, "*Detail Dismisses.*"

THE BELL CEREMONY

The fire service of today is ever changing, but is steeped in traditions 200 years old. One such tradition is the sounding of a bell.

In the past, as firefighters began their tour of duty, it was the bell that signaled the beginning of that day's shift. Thru the day and night each alarm was sounded by a bell. And when the fire was out and the alarm had come to an end, it was the bell that signaled to all the completion of the call.

We utilize these traditions as symbols which reflect honor and respect to those who have given so much and who have served so well in life.

In the fire service a special signal of 3 rings, 3 times each, represents the end of a call to duty. We would like to use this same signal to honor the devotion and duties that "NAME" gave to all of us.

And so "NAME", who has selflessly devoted his life for the good of his fellow man, his tasks completed, his duties done, he is going home.

(3 Rings, pause, 3 rings, pause, 3 rings.)

LAST TONE OUT

This is the "Final Tone Out" ceremony that will be read over the out-county fire radio frequency 154.250 Mhz. by the dispatcher at central dispatch. This will occur during the ceremony conducted at the cemetery. It will be coordinated by the cemetery officer via a phone call to the dispatch center.

To be dispatched over the out-county fire dispatch frequency.

"Department" Fire Tones

"Deceased's Radio Designator" from Base "X". (pause)

"Deceased's Radio Designator" from Base "X". (pause)

"Deceased's Radio Designator" from Base "X". (pause)

Attention all units and stations from Base "X".

It is with deep regret that we announce the passing of "title and name", veteran of the "Name" Fire Department. The bell has been struck for his last alarm. May the sun shine upon his path, May the wind always be at his back and may the Lord hold him in the palm of his hand until we meet again.

"Department" Base "X" clear."

CHAPTER XIII. POST FUNERAL GATHERING

CULINARY OFFICER

Culinary Officer (CO) should be appointed as soon as possible. Culinary Officer should have some back ground in the food service. CO doesn't have to cook the food he/she just needs to organize all food for the family, fire station, Beverages for all personnel working during the event.

The CO works closely with the "Officer in Charge", "Family Liaison Officer" and the "Funeral Director". CO will obtain a head count in each category to start laying out his plan of attack.

CO is responsible for organizing all **foods & beverage** at the fallen firefighters engine house, immediately family house, during the event and Post Funeral Gathering (Luncheon). Including station coverage by other fire departments. **CO is responsible for beverage and snacks for the family, member's fire station and honor guard at the funeral home and at the church during brakes.** CO is responsible for **beverage** for the funeral motorcade in the vehicles that are going to the cemetery which the family, honor guard, pall bears will ride in.

CO shall keep records and receipt for all foods, donations toward food and supplies and present them to the Finance Officer at the end of the event. Many business and civilian will want to do something for the fallen firefighter so a person shall be assign to keep records of what type of food is coming in and what time it will be delivered to a location, ie; fire station, family house, etc.

CO should work closely with the Finance Officer to design a Form to present to the businesses who donate food and supplies. So they can have it for their records for tax purpose.

CO shall communicate with the funeral director on how many people he/she suspect to attend the Post Funeral Gathering. Most funerals it is about 2/3 of the people that attend the funeral will return for the Post Funeral Gathering. When planning a Post Funeral Gathering there are several items to consider.

Tents with Sides

Table covering

Lighting
cemetery

Refrigerators-Refrigerator Truck
obtain a key

Set up 1 hour before any event starts

Chairs & Tables for the Post Funeral Gathering

Line of credit with local businesses

Portable toilets at the funeral home, church,

Ice Machine - reserved at a party store or

Retain a dumpster

Heaters or Mister Fan

Make sure outside lawn sprinklers are shut off

CO should contact different restaurants to prepare complete meals and have them deliver it at a set time and location. **CO should secure some type of ID or passes for the culinary staff so they can get into the event and thru the crowds and road blocks.**

Overview of an event:

Provide all food and beverage (three complete meals with beverages, fruit and snacks) with disposable ware at the fire stations for covering departments. Post a listing on a wall showing, date, time, meal type, and provided by and if it's for "pick up" or delivered. So CO knows what's been covered. Limit the number of people who delivers food to the family house. Provide light snacks and bottle/canned beverages at the funeral home for affected fire department and honor guard and in a separate place the same items for the family. Provide beverage and package snacks in the parking lot of the funeral home for the times of viewing and also the day of service at the church and grave site (this is done very well by the Red Cross or Salvation Army). Provide bottle water and light snacks for the motorcade (placing these items in the vehicles). Provide a complete luncheon for after the service this is usually done at a school and is best if provided by a contracted catering firm.

Culinary Officer should be included in all meetings.

CHAPTER XIV.

CRITICAL INCIDENT STRESS DEBRIEFING

A line-of-duty death is a traumatic experience for all members of the a fire department. A Critical Incident Stress Management team should be activated/invited immediately after the event. Their involvement should be encouraged throughout the planning days and continue after the funeral. After the funeral, many members may be left with an empty or helpless feeling that they subconsciously suppressed during the funeral preparations. Seek professional help to get your department through this difficult time.

Contact information for the Washtenaw County Critical Incident Stress Debriefing Team:
Contact Ann Arbor City Police Dispatch, 734-994-2911

CHAPTER XV.

RESOURCES

Resources available throughout Washtenaw County:

Chelsea:

platform for loading casket onto Rigs

Gator for assistance during staging of procession and cemetery

Ann Arbor:

Honor Guard

Radios for large scale events.

Bunting for rigs

Detroit Benevolent fund:

Arnie Nowicki offers support for organizing LODD funerals.

Bunting for rigs and stations

Coming soon, Fire dept. hearse for LODD.

Jim Adams: Quest Productions Lighting and Sound.

Jim has provided assistance in the past this may be subject to availability and some cost as this is operating business for Jim.

The Axemen:

Fire fighter motorcycle group that will assist with parking or other details. Will also participate in the procession.

National Fallen Fire fightersFoundation

LAST: Line of duty death Local Assistance.

LODD Hotline- 1-866-736-5868

CHAPTER VIII.

CONSIDERATIONS

Once you have established basic procedures, you must address individual considerations. Evaluate each of the following for its relevance to your situation, and make adjustments particular to your location where necessary.

1. Select the following personnel to command each sector of the funeral procession; name one as the overall coordinator: OIC honor guard, OIC fire department assembly point (if used), OIC church assembly point, OIC funeral home assembly point and OIC for culinary services. You may want to invite other agencies to this meeting and delegate their expertise to them; ie. traffic to police department, DPW for snow removal. *Set this event up and use a Incident Command flow chart*, and post it at the fire station.
2. Use portable radios for communication and information coordination with each sector.
3. Use bullhorns or vehicle PA system to give directions at assembly areas.
4. Have flags and equipment ready for the color guard to use.
5. If a piece of apparatus is to be used as a hearse, select which one and prepare it as follows:
 - a. Clean and wax it.
 - b. Remove hose and dividers.
 - c. Add mourning flags.
 - d. Have the Chauffeur in dress uniform.

In the event of inclement weather, use an enclosed hearse for the casket and the apparatus for flower car.

6. Hang mourning bunting at fire headquarters, at the deceased member's fire station, and at any other fire station on the funeral procession route.
7. Notify the police department that you need its help with the following:
 - a. Funeral escort
 - b. Traffic and street closings at the funeral home.
 - c. Traffic and street closings at the church.
 - d. Posting "No Parking" signs around the church and at assembly points at the funeral home.
 - e. Remove cars from "No Parking" signs.
 - f. Notifying out-of-town police, if involved
8. Notify the public works department (DPW) that you'll need its help with the following;
 - a. Snow removal in needed
 - b. Street cleaning
 - c. Barricades

9. Make provision for parking at the church or assembly point.
 - a. Arrange transportation (buses) Car pooling for out of town firefighters
 - b. Post signs directing incoming visitors to parking and the assembly points.
 - c. Request that visiting fire departments not bring apparatus, as parking and security could become problems.
10. Serve bottled water or other refreshments at the church or assembly points
 - a. Set up a culinary service division
 - b. Utilize the Salvation Army, Red Cross, etc. for the public on severe weather days in the parking lots.
 - c. Utilize a church hall or nearby school for firefighters staging area while they awaiting for line up orders.
11. Provide rest room facilities (Port-a-Jons) especially at assembly points. Also, local business might be cooperative and offer the use of their facilities. You don't want to over tax their septic system if they are not on a municipal.
13. Have vehicles available at the church to transport the color guard and pallbearers to the cemetery. Make sure vehicles are clean and waxed and brought to the church in advance.
14. Determine the uniform of the day.
15. Arrange for a hall and refreshments for participants after services. Plan for a large attendance.
16. Arrange for a bagpiper, bugler at the cemetery. If you can't find one check with local high schools or your local VFW post.
17. Select eight pallbearers and five members for the color guard. If your fire department doesn't have it's own color guard you may want to check with another fire department.
 - a. Pallbearers should be of uniform height. Be sure of their ability to lift and carry the casket.
 - b. The color guard should consist of four firefighters and one captain in charge.
19. Recruit staff members or volunteers from neighboring departments to assist with giving directions, coordinating personnel, and serving refreshments.
20. Arrange for mutual aid, if necessary, to cover the community's fire response during the funeral.
21. Have the information officer provide the assembly time and location to police, fire and local ambulance agencies so they know what streets will be close from what times. Have handouts containing this information, as well as a map, if necessary, available at the funeral home to give out.
22. Have a ambulance on stand by at the funeral home, church and cemetery to handle any emergency.
23. Have a wrecker staged in the area (one block over) from the funeral procession route and should be big enough to handle a disable fire engine.

24. Have a salt truck/snow plow loaded and stage in area.
25. Arm Bands are a good to identified personnel who is working the event, ie: Ushers to direct people where to go.
26. Photographer, if family request it, give him a identification tag, out of site of Family make sure police are aware of him.
27. Sound & Stage lighting, Public Address system, make sure everybody can hear and see the funeral.
28. Consider making arrangements for families vehicles to be brought to the luncheon.
29. Consider having designated drivers if alcohol is served
30. Detroit Firemen Association has a fire engine made into a hearse.
There shall be no pagers or cell phones on at any time in the funeral home.

Due to the serious nature of the pall bearer and color guard duties, hold a practice session the day before the funeral, if possible. If not, it is imperative that these personnel report to the funeral home several hours before the beginning of the service for a protocol briefing and practice. Have the funeral director give instructions on how to handle the casket. The participants must know what is expected of them, and they must be able to perform their tasks with minimal supervision.

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