

Date: _____

Fax To: _____ Fax# _____

California Fire Foundation
Local Assistance State Team
Hot Sheet for the Chief of Department

Within the First 24 Hours

- _____ Assign a two person team to notify the family, in person, before releasing any information.
- _____ Notify all fire department personnel including the Chaplain.
- _____ Notify other Chiefs, County Chiefs, State Chiefs, State Fire Marshal, Mutual Aid Companies and Fire Coordinators
- _____ Notify:
The California Fire Foundation
(1-877-648-2728)
The U.S. Department of Justice-Public Safety Officer's Benefits Program Office (1-888-744-6513)
United States Fire Administration (301-447-1836)
- _____ Notify Federal and State OSHA representatives
- _____ Designate a family support team and offer to stay around the clock. Designate a family liaison.
- _____ Designate a hospital liaison if applicable.
- _____ Meet with the family and explain the support your fire department can provide and ask if they have any immediate needs. Be prepared to explain why an autopsy may be required.
- _____ Insure the autopsy is performed within the guidelines of the DOJ/PSOB.
- _____ Collect the deceased firefighter's personal belongings and prepare to deliver upon the family's request. If items are to be held for the investigation (uniform, shoes, etc.) explain why to the family.
- _____ Collect, bag, tag and secure the firefighter's PPE, including SCBA and full turn out ensemble for the investigation team. See addendum.

- _____ Contact the National Fallen Fire Foundation "Chief-To-Chief Network" as needed. These are Chief Officers who have experienced a LODD and can offer one-on-one assistance to the Chief. Call 301-447-1365.

- _____ If requested, locate resources for professional counseling service for members of the Department.

- _____ Determine the type of investigation that needs to be conducted (e.g. homicide, arson, internal inquiry, external board, etc.).

- _____ Contact the Department attorney or other legal advisor.

- _____ Prepare a summary of the facts about the deceased firefighter and the incident for public information purposes.

- _____ Prepare a written statement to be used by the Chief or PIO when making a press statement.

- _____ Schedule a media briefing.

Cal- LAST Coordinator: _____

Phone _____