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Letter from the California Fire Foundation
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Revision Date: March, 2013
Dealing with a firefighter line-of-duty death is one of the toughest and most challenging experiences a fire department can face. Supporting the firefighter’s family through the ordeal does not always occur as it should. That is why the National Fallen Firefighters Foundation (NFFF), through a grant from the Department of Justice Bureau of Justice Assistance, is working to develop a unified response on a state-by-state basis to provide assistance to fire departments and the firefighter’s family immediately following a line-of-duty death.

The intent is not to circumvent any system that is already in place in a state but to provide resources for each of the state teams to help with issues related to the line-of-duty death incident, understanding that there may be different state or local protocols in various parts of the country. Under this program, each team will be known as the Local Assistance State Team (LAST). To be clear, if a state already has a team in place, that group can serve as the NFFF LAST program. Our mission is to support and assist.

LAST will consist of a chief officer who has experienced a line-of-duty death (the Incident Commander), an honor guard commander, a fire service chaplain, a survivor, and provide access to PSOB expertise as well as peer counselor support. Upon request from the department, these teams will be deployed to assist the department with all aspects of a line-of-duty death—from helping with arrangements for a fire department funeral with full honors to providing emotional support for the family and department members.

We hope that the departments and families of firefighters in your state never need to use LAST, but we want to make sure these services are available if needed.

We appreciate your willingness to serve on this team and your dedication to the fire service family.

Chief Ronald Jon Siarnicki
Executive Director
Everyone who has been a part of the fire service has felt the void left when one of our firefighter brothers or sisters falls in the line-of-duty, whether from a sudden violent incident or through a job-related illness.

For firefighters and families, the toll on those left grieving can be overwhelming. Yet even as you bear the emotional loss, those in the fire service face the challenge of supporting the families and arranging an appropriate fire service memorial. For many, these challenges can be as overwhelming as the loss itself.

As part of our mission to help those who cope with these losses find solace during difficult times, the California Fire Foundation is proud to introduce the California Last Alarm Service Team (Cal-LAST). The Cal-LAST program provides comprehensive rapid-response support for fire departments and local firefighter unions in the immediate aftermath of a line-of-duty death. Upon request of a local authority, Cal-LAST offers Level 1 traumatic or presumptive line-of-duty death assistance with everything from planning a memorial to grief counseling for families.

Funded by the Department of Justice, the Cal-LAST program is the result of a landmark partnership between the California Fire Foundation and the National Fallen Firefighters Foundation. The California Fire Foundation – a 501(c)3 non-profit organization formed in 1987 to serve firefighters, their families and their communities – has been designated as the exclusive administrator of this unique and extensive line-of-duty death assistance program for the state of California.

As Chair of the California Fire Foundation, I am proud to be a part of this program. I’ve seen what it means to our brothers and sisters in the firehouse. I know how tragedy affects the lives of those left behind, and I know the comfort it would bring to those heroic souls who have already paid the ultimate price.

Warmly,

Lou Paulson
Chair, California Fire Foundation
President, California Professional Firefighters
Chapter 1 Rules of Engagement

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The Rules of Engagement for state response teams are as follows:

**The Mission:**
First and foremost, follow the Mission Statement by providing necessary assistance and support to families and fire departments of fallen firefighters, as requested.

**The Team Values:**
Use and mind the values of the team:
- family and department above all
- ask first, act later, tread lightly
- maintain transparency
- assist, do not take over unless requested
- do all things well
- provide accurate and timely information
- personal and organizational integrity are paramount
- honor, dignity and respect at all times

**The primary mission of the team is to provide assistance and comfort to the family and department and help with filing DOJ-PSOB, state and local benefits. All other aspects of team functionality are secondary, but are made available because of the possible needs of the families and the fire service throughout the country during a critical time.**

**Initial Response:**
In the event the Chief or their designee accepts the assistance of the team, it is expected that the FOUNDATION REPRESENTATIVE and team will be able to respond and be on the ground within 6 hours and be able to stay for 3-5 days. It is also expected that the team will be able to assist from notification through the funeral and beyond, when and where necessary. The FOUNDATION REPRESENTATIVE will be one of the main points of contact, along with the Incident Commander, for the team and will be the initial liaison to the Chief or their designee.

**Team Mobilization:**
If the entire team or part of the team is requested, the FOUNDATION REPRESENTATIVE shall use their mobilization protocols, located under Appendix M. It is very possible that part of the team may respond initially and some may be needed later on. Ensure protocols are established for contacting team members over long distances and consider travel time. See sample mobilization chart in this chapter.
Exit Strategy:
The team must have an exit strategy. This should be discussed at the end of the first day in private. The INCIDENT COMMANDER will liaison to the Chief or their designee at the appropriate time and discuss same. A component of the exit strategy will be a packet of information left with the family and the department. The workbook shall be copied for the NFFF and the Chief and then given to the family. See Chapter 5, “After Action Reporting” requirements.

Do’s and Don’ts for Team Members:

DO:
Ensure that the family and department are the priority at all times.
Always ask first before taking any action.
Empathy is key.
Maintain transparency by working behind the scenes.
Meet needs of the family and the department, using all resources.
Quality over expediency; Do all things well, even it means taking a little more time.
Provide accurate and timely information.
Practice personal and Team integrity.
Think in terms of honor, dignity and respect at all times.

DON’T:
Get distracted from the mission and task at hand.
Do anything without consulting the Chief or their designee.
Take over unless specifically asked to do so.
Give bad information or make things up. Get the facts.
Chapter 2 Team Configuration

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Selection criteria for team members:
- Team members shall consist of volunteers who will work on their state team and must be willing to give of their time and be willing to travel.
- The Cal-LAST executive in charge (FOUNDATION REPRESENTATIVE) shall be selected by the NFFF through an application process. The FOUNDATION REPRESENTATIVE will select the rest of the team using guidelines provided by the NFFF.
- There shall be diversity on the team, and the team shall be sensitive to the local customs and cultural traditions of the region they are serving.

The team configuration for state response teams is as follows:

General:
Team members may be activated one at a time or as an entire team. It is imperative that a proactive and timely response be made once the host chief acknowledges the need for assistance. To this end, it is highly recommended that at least three of each type of team member be a part of every state team. Team members must be willing to volunteer their time and be willing to travel. Travel expenses and related issues are covered in this manual in the Finance and Administration chapter.

Cal-LAST Executive in Charge:
The Executive in Charge shall also be known as the FOUNDATION REPRESENTATIVE and shall be a member of the fire service who has experienced or was heavily involved with a line-of-duty death. The FOUNDATION REPRESENTATIVE will be selected by the NFFF based on an application process. The FOUNDATION REPRESENTATIVE shall be proficient in the Department of Justice, Public Safety Officer’s Benefit application process. The FOUNDATION REPRESENTATIVE will represent the California Fire Foundation and Cal-LAST and will provide the initial information regarding a line of-duty death to the Incident Commander. The FOUNDATION REPRESENTATIVE shall also be the initial point of contact with the department liaison or Fire Chief and connect the Incident Commander with the point of contact once it is decided that Cal-LAST assistance is needed.

Incident Commander:
The Incident Commander will be the lead person in assisting with all aspects of a line-of-duty death prior to and leading up to being on scene. Remember that this is the primary mission of the team.
**Honor Guard Commander:**
In an effort to assist the host chief with funeral protocols and related processes, an Honor Guard Commander (HGC) shall be part of the team. When required, the HGC shall coordinate putting together an Honor Guard from a list of participating volunteers to assist when needed. The responding HGC will also work closely with the host Chief or their designee in making suggestions and recommendations for ceremonies and protocols.

The HGC shall take control of the ceremonies and protocols only if asked.

**Chaplain:**
The team Lead Chaplain shall respond primarily for the purpose of supporting the members of the host fire department. The team Chaplain shall liaison with the local fire Chaplain if one is connected with the host Fire Department. The FOUNDATION REPRESENTATIVE should select a lead Chaplain who is a member of the Federation of Fire Chaplains.

**Fire Service Survivor:**
It has been shown to be beneficial to have a fire service survivor (FSS) speak with and liaison to the family of an LODD. This person may not be needed immediately however a FSS is an essential member of the team. Having a family member who has experienced the loss of a firefighter is important for the family. The NFFF shall poll the FSS network regionally and recruit those who could perform this necessary service. The FSS may not be from the state where the LODD occurred. The NFFF will notify the FOUNDATION REPRESENTATIVE of those FSS’s who have volunteered to be on the team. All survivor-to-survivor contact will come through the Foundation, and will be with a survivor from within the state whenever possible.

**Peer Support Specialist:**
A peer support counselor will have primary duty with the members of the host Fire Department. Secondarily, the peer support counselor will also work to keep the team stable and on course. It is essential that this person has professional training and is able to perform the required tasks. The NFFF shall screen and select these specialists who should be licensed professionals and will notify the FOUNDATION REPRESENTATIVE of selection. The FOUNDATION REPRESENTATIVE may make suggestions to the NFFF for this post.
**Auxiliary Members:**

Fire Service Attorney-to get through the legal issues
Public Information Officer-to handle the press and other outside agencies
Investigation Team-NIOSH, OSHA, USFA, IAFF, local police and protocols
Administrative Assistant – to assist with paperwork
Wildland fire subject matter expert
Chapter 3 Finance and Administration

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TRAVEL POLICY FOR L.A.S.T TEAMS

The National Fallen Firefighters Foundation (NFFF) follows an organizationally approved travel policy. All travel performed under Federally-funded programs must strictly adhere to government regulations as set forth in the official Federal Travel Regulation, issued by the General Services Administration (GSA). The Federal Government limits reimbursement of certain travel expenses to set amounts.

Transportation Expenses

Travel by Air or Train:

Reimbursement for air travel will be at the coach rate. Exceptions may be made for medical reasons, space availability and other special circumstances. Train travel expenses are allowable when the total expenses do not exceed the costs that would have been incurred had coach or single class air travel been used. Reimbursement for train travel will be at the coach rate. Travelers may purchase tickets directly from an airline or on-line for convenience or cost savings. Unused tickets purchased on-line or directly from an airline should be retained by the traveler and used as soon as possible for other official Foundation business. Receipts for tickets must be submitted with the expense voucher.

Total expenses by automobile or motorcycle shall not exceed the costs that would have been incurred had coach or single class air travel been used. In addition to mileage allowance, parking fees, ferry, road and bridge tolls are reimbursable.

Lodging, Meals & Incidental Expenses (M&IE)

The Foundation bases reimbursement upon the current per diem for a given area as issued by GSA. The per diem has two components:

1. A maximum lodging amount, not including taxes; and

2. A maximum rate for meals and incidental expenses (M&IE).

Foundation travelers performing tasks under federally funded programs must stay within these limitations, except under special circumstances. The current per diem rates for cities and counties can be found on the internet at http://www.gsa.gov/portal/category/21287.
Please note that in-room services such as movie rentals or mini-bars are not reimbursable. The Foundation will not reimburse for actual meals and incidental expenses. Any expenses over the allowable daily rates are the responsibility of the traveler.

It is the policy of the Foundation to reimburse its contractors and volunteers for all authorized expenses that are necessary, legitimate, permissible and actually incurred when traveling on official Foundation business, provided the expenses are itemized, fully explained and approved. For federally funded projects, the Project Director may approve expenses up to 30 percent above the established rate if circumstances make it impossible to find acceptable lodging at or below per diem. In such cases, the Foundation will reimburse the difference.

Per Diem expenses start on the day the traveler departs their home, office or other authorized location and end on the day the traveler returns to their home, office or other authorized location. On the first and last days of travel, travelers will receive 75% of the maximum M&IE rate. On other full days of travel, travelers will receive 100% of the M&IE rate.

**Other allowable costs**

The following travel costs are allowable:

1. Travel to and from office or residence and airport or other point of departure.

2. Use of a personally owned vehicle (POV). The current rate of reimbursement per mile, as of January 1, 2013, is 56.5 cents.

3. Actual expenses for rental cars used for business travel. The Project Director must determine that the use of a rental car is the most cost effective mode of transportation. Only mileage related to official travel-related purposes will be reimbursed. Personal use of rental cars is not allowed while on travel and contractors will be responsible for any personal costs. Optional insurance coverage is not reimbursable.

**Required Documentation**

A receipt is required for any individual expenditure over $30.00. The FOUNDATION REPRESENTATIVE shall collect the following invoices from the team members, ensure their accuracy, and send to the NFFF no later than 15 days after returning from the visit.

**Please Note:** Expenditure information has been updated for the year 2013. Please check the below website for annual updates:
http://www.gsa.gov/portal/category/21287
CALIFORNIA LAST ALARM
SERVICE TEAM – (CAL-LAST)

Name: __________________________
Date From: _______________ To: _______________
Location: __________________________
Purpose: To assist the department and family after a firefighter death.

Claims MUST be submitted within 60 days of travel dates
(claims submitted after 60 days will not be paid)

Mileage: _______ miles at 56.5 cents/mile
Airfare: (attach receipt)
Lodging: (attach receipt)
Rental Car: (attach receipt)
Parking/Taxis/Tolls: (attach receipt)
Per Diem: (Calculated by NFFF based on Federal Government per diem rates for meals and incidental expenses - only applicable if there is an overnight stay)

TOTAL DUE: _______

Send check to:

Claimant Signature __________________________ Date _______________

California Fire Foundation __________________________ Date _______________

Foundation Approval __________________________ Date _______________

Submit completed form and copies of your receipts to Hedi Jalon. If you have any questions, contact Hedi at (916) 641-1707

USPS
Fax (916)921-1106
Email hjalon@cpf.org

2130 Priest Bridge Drive
Suite 6
Crofton, MD  21114
(410) 721-6213 jtobia@firehero.org
Chapter 4 Resource Guide

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United States Fire Administration – USFA  www.usfa.dhs.gov
16825 S. Seton Ave.
Emmitsburg, MD 21727
Phone: (301) 447-1000 or (301) 447-6771

Department of Homeland Security (DHS-FEMA) and National Fire Academy (NFA) share the USFA website and are housed together at the above address and phone number.

National Fallen Firefighters Foundation – NFFF  www.firehero.org
Email: firehero@firehero.org
2130 Priest Bridge Drive
Crofton, MD  21114
Phone: (301) 447-1365
LODD Hotline (24 hours) 1-866-736-5868
Fax: (301) 447-1645

OTHER RESOURCE ORGANIZATIONS

International Association of Firefighters – IAFF  www.iaff.org
1750 New York Ave., NW
Washington, DC 20006
Phone: (202) 737-8484
Fax: (202) 737-8418

International Association of Fire Chiefs – IAFC  www.iafc.org
4025 Fair Ridge Drive, Suite 300
Fairfax, VA 22033
Phone: (703) 273-0911
Fax: (703) 273-9363

National Volunteer Fire Council  www.nvfc.org
1050 17th Street NW, Suite 490
Washington, DC 20036
202.887.5700
202.887.5291 (fax)
1.888.ASK.NVFC

Wildland Firefighter Foundation  www.wffoundation.org
2049 Airport Way
Boise, Idaho 83705 202.887.5700
Ph (208) 336-2996
Fax (208) 336-2995
Fellowship of Christian Firefighters International
P.O. Box 901
Ft. Collins, CO. 80522-0901
1-800-322-9848
(970) 416-9076 (Fax)
http://fellowshipofchristianfirefighters.com/

NIOSH
Firefighter Fatality Investigation and Prevention Program
http://www.cdc.gov/niosh/fire/
4676 Columbia Pkwy
Cincinnati, OH 45226
Phone: (800) 35-NIOSH
Fax: (513) 841-4488
OSHA
www.osha.gov
Office of Public Affairs – Room N3647
200 Constitution Ave.
Washington, DC 20210
Phone: (202) 693-1999

Federation of Fire Chaplains
Route 1, Box 155B
Clifton, Texas 76634
(254) 622-8514
www.firechaplains.org
E-mail: chapdir1@aol.com

NATIONAL HONOR GUARD COMMANDERS ASSOCIATION
http://www.nhgca.com/

NFPA
www.nfpa.org
1 Batterymarch Park
PO Box 9101
Quincy, MA 02269
Phone: (617) 770-3000

NFIRS
Phone: (888) 382-3827

Bureau of Alcohol Tobacco and Firearms - ATF
Phone: (800) 788-7133

Workers Compensation Board
Phone: (800) 394-2767

Veterans Affairs Office
Phone: (800) 827-1000

Social Security Administration (SSA)
www.ssa.gov

Underwriters Laboratories
www.ul.com

American Petroleum Institute
www.api.org
SUPPORTING LITERATURE

USFA Publications Center
16825 S. Seton Avenue
Emmitsburg, MD 21727 1-800-561-3356

Website: http://www.firehero.org/resources/departments/chaplainsmanual.pdf
E-mail: chapdir1@aol.com

Federation of Fire Chaplains
Route 1, Box 155B, Clifton, Texas 76634
(254) 622-8514

Contact: NVFC at http://www.nvfc.org/resources/lodd/
E-mail: nvfcoffice@nvfc.org

NVFC
1050 17th Street, NW, Suite 490
Washington, DC 20036
(202) 887-5700/1-888-ASK-NVFC/FAX: (202) 887-5291

IAFF Recommended Protocol for Line-of-Duty Deaths.
(NOTE: The IAFF will provide this protocol at the request of the IAFF District Vice President or local IAFF affiliates.)

International Association of Fire Fighters
1750 New York Avenue, NW
Washington, DC 20006
(202) 737-8484 / FAX: (202) 737-8418
www.iaff.org

Final Farewell to a Fallen Firefighter: A Basic Fire Department Funeral Protocol.
Fire Engineering Magazine, 1993

Fire Engineering Magazine
Park 80 West, Plaza Two, 7th Floor
Saddle Brook, NJ 07663
(201) 845-0800 / FAX: (201) 845-6275

Booth/Taylor Publishing
2579 Surrey Drive
Clearwater, FL 34615
727) 789-3816


Fire Chief Magazine
35 E. Wacker Drive, Suite 700
Chicago, IL 60601-2198
(312) 726-7277 / FAX: (312) 726-0241


International Association of Fire Chiefs
4025 Fair Ridge Drive
Fairfax, VA 22033-2868
(703)-273-0911
www.iafc.org

NIOSH Fire Fighter Fatality Programs and Reports

Firefighter Fatality Investigation Program
Contact: NIOSH at http://www.cdc.gov/niosh/fire/
1-800-35-NIOSH or 1-800-356-4674

Firefighter Fatality Reports
A list of and links to all the periodic NIOSH reports on firefighter fatalities are available at http://www.cdc.gov/niosh/fire/


USFA Publications Center
16825 S. Seton Avenue
Emmitsburg, MD 21727
1-800-561-3356
Antonellis, Jr., 1995.

FPS Books and Videos
577 Main Street
Hudson, MA 01749
1-800-522-8528 or (978) 562-3554
www.fire-police-ems.com

Standard Operating Procedures for Line-of-Duty Deaths

The National Fallen Firefighters Foundation has copies of Standard Operating
Procedures and Guidelines developed by fire departments across the country.
National Fallen Firefighters Foundation
2130 Priest Bridge Drive
Crofton, MD 21114
301-447-1365 / Fax: 301-447-1645
www.firehero.org

The National Fallen Firefighters Foundation website also has numerous
resources in dealing with a line of duty death.

Other State/Department Specific Contact Information that should be
available:

- Notification Checklist for Department Reporting Requirements
- Department Roster with Addresses and Contact numbers
- Emergency Contact Information for Department Personnel
- Federal, State and Local Government and Elected Officials
- State Fire Marshal’s office / Law Enforcement Agency
- Responsible LODD Investigative Agency
- Jurisdictions’ Risk Management component
- NIST/NIOSH
- State OSHA (if applicable)
- State Workers Compensation Board (if applicable)
- Local organizations that offer benefits
- Items needed by department/family (uniform)
- National Honor Guard Commanders Association
- National support groups
- Books, periodicals, brochures (NFFF library)
- Business continuity and mutual aid plans
BUSINESS RESOURCES

Free / Reduced Funeral Services

Dignity Memorial Public Servants Program

Recognizing the courage and selflessness of those who serve the public, Dignity Memorial network providers created the Public Servants Program for emergency service personnel. This program offers dignified and honorable tributes, at no cost, for career and volunteer law enforcement officers and firefighters who fall in the line of duty.

For more than ten years, the program has helped families deal with the emotional and financial burden associated with the sudden loss of a loved one. In addition to providing burial services, the program offers extended counseling services to family members who experience this unsettling change in their lives, as well as the opportunity to create an Internet tribute to memorialize their fallen hero.

Call 1-800-344-6489 for assistance


Free Dress Uniforms for Burial

Any Firefighter, killed in the line of duty, will be provided, for burial purpose, at the request of the immediate family, a Class 'A' Dress Uniform. There is no charge for the uniform, rank striping or Maltese Crosses. The only cost involved is for freight, which we bill to the affiliated department.

The Fallen Firefighter Dress Uniform Program is a service provided by Lighthouse Uniform Company, with the hope that in some small way, it will help with the grieving process and to also let firefighters across the country know, we are thinking of them and we appreciate all they do in all of our communities.

Hopefully, you will never need the Fallen Firefighter Dress Uniform Program, but if you do, please don't hesitate to call us at 1-800-426-5225.

http://www.lighthouseuniform.com/fallenffprogram/
Appendix A Honor Guard Protocol

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GENERAL
a. Funeral services of great magnificence evolved as custom in Christian mourning in the 6th century. To this day, no religious ceremonies are conducted with more pomp than those intended to commemorate the departed.

b. The funerals of firefighters, more than any other ceremony, have followed an old pattern as the living honor the brave dead.

c. The first general mourning proclaimed in America was on the death of Benjamin Franklin in 1791 and the next on the death of George Washington in 1799. The deep and widespread grief occasioned by the death of the first President assembled a great number of people for the purpose of paying him a last tribute of respect, and on December 18th, 1799, attended by military honors and the simplest but grandest ceremonies of religion, his body was deposited in the family vault at Mount Vernon, Virginia.

d. Several military traditions employed today have been brought forward from the past. Today’s customary three volleys fired over a grave probably originated as far back as the Roman Empire. The Roman funeral rites of casting dirt three times on the coffin constituted the “burial.” It was customary among the Romans to call the dead three times by name, which ended the funeral ceremony, after which the friends and relatives of the deceased pronounced the word “vale” (farewell) three times as they departed from the tomb. In more recent history, three musket volleys were fired to announce that the burial was complete and the burial party was ready for battle again. The custom of using a caisson to carry a coffin most likely had its origins in the 1800’s when horse-drawn caissons that pulled artillery pieces also doubled as a conveyance to clear fallen soldiers from the battlefield. In the mid to late 1800’s a funeral procession of a mounted officer or enlisted man was accompanied by a riderless horse in mourning comparison followed by a hearse. It was also a custom to have the boots of the deceased thrown over the saddle with heels to the front signifying that his march was ended.

OVERVIEW OF CHAPEL SERVICE
a. This overview can apply to any venue that the memorial service is held, but for the purpose of this manual we will refer to the venue as a chapel.

b. Before the beginning of the service, the funeral escort is formed in line facing the chapel.

c. Members of the immediate family, relatives, and friends of the deceased are requested and escorted into the chapel and seated before the casket is taken
Members of the immediate family and relatives occupy pews (seats) to the right front of the chapel.

d. The hearse bearing the remains should arrive in front of the chapel a few moments before the time set for the service to begin. As the hearse approaches, the escort commander commands “Attention” and he salutes until the hearse stops in front of the chapel. When all is in readiness to move the casket into the chapel, the commander of the escort commands “Present, Arms.” The band, if applicable, renders the honors followed by a hymn. At the first note of the hymn, the casket is moved from the hearse by the active pallbearers and carried between the ranks of honoraries and into the chapel. The remains are handled in a dignified, reverent and military manner, insuring that the casket is carried level and feet first at all times. As soon as the casket enters the chapel, the band ceases to play and the escort commander commands “Order, Arms” and “Parade, Rest.”

e. When honorary pallbearers are present, they are formed in two ranks, each facing each other, in order of seniority, most senior closest to the hearse, thus forming an aisle from the hearse to the entrance of the chapel. At the first note of the music, and while the casket is being borne between the ranks of honorary pallbearers, they uncover or salute as appropriate. Then they follow the casket in column of twos and occupy pews (seats) to the left front of the chapel.

f. When the casket has been placed on the church truck, two active pallbearers push the truck to the front of the church while the other active pallbearers move to the vestibule and await the termination of the church service. If there is no church truck, the active pallbearers carry the casket to the front of the church as instructed by the chaplain before the service. When no honorary pallbearers are used, and if the active pallbearers are friends of the family, they may, if desired by the family, occupy the pews (seats) to the left front of the chapel.

g. After the chapel service, the honorary pallbearers (if present) precede the casket in column of twos as the two active pallbearers push the church truck to the entrance of the chapel. The honorary pallbearers again form an aisle from the entrance of the chapel to the hearse with the senior closest to the chapel. They uncover or salute as prescribed. When the casket has been placed in the hearse, the honorary pallbearers enter their vehicles. When marching, the honorary pallbearers form columns of files on each side of the hearse, the leading member of each column opposite the front wheels of the hearse.

h. The casket, followed by the family group, is moved to the entrance immediately behind the honorary pallbearers. As soon as the honorary pallbearers have taken their positions, the active pallbearers carry the casket
to the hearse and form column of twos behind it if the honorary pallbearers
march. If the honorary pallbearers do not march, the active pallbearers form
files on each side of the hearse as described above. The family group
remains in the chapel entrance until the honorary pallbearers fall out to their
vehicles or have taken their position for marching. The members of the family
group are then guided to their vehicles.

i. When the casket appears at the entrance of the chapel at the conclusion of
the service, the funeral escort and band repeat the procedure as described
for entering the chapel. The band ceases playing and the escort is brought to
the order when the casket has been secured into the hearse.

OVERVIEW FOR GRAVESIDE SERVICE

a. As the procession approaches the grave, the uniformed elements move
directly to their predesignated positions. The firing party (MILITARY
HONORS ONLY), is positioned so that it fires over the grave, and so it is in
view of the next of kin. Volleys should go from foot to head over the grave
and carry at an angle over the left shoulder when possible.

b. Before the hearse is halted, the honorary pallbearers are formed in two
ranks, senior closest to the hearse, forming an aisle extending from the
hearse toward the grave. When the grave is too near the road to permit this
formation, they take their position at the grave before the casket is removed
from the hearse.

c. When all is in readiness to move the casket from the hearse, the escort
commander commands “Present, Arms.” At the command of execution, the
escort salutes and the band renders honors followed by a hymn. At the first
note of the hymn, the active pallbearers remove the casket from the hearse.

d. The chaplain and the funeral director precede the active pallbearers bearing
the casket between the ranks of honorary pallbearers. As soon as the casket
has passed, the honorary pallbearers face toward the grave and follow the
casket in column of twos, followed by the family and friends. The active
pallbearers, on reaching the grave, place the casket on the lowering device
(mock up) and remain in place facing the casket. Honorary pallbearers move
to a predetermined position near the grave.

e. When the casket has been placed over the grave, the band ceases playing,
and the escort commander commands “Order, Arms” and “Parade, Rest.”

f. When the escort has been brought to parade rest, the chaplain conducts the
graveside service. At the conclusion of the benediction, he moves two steps
to the side or rear. If the deceased is entitled to a gun salute (MILITARY
HONORS ONLY), the escort commander commands “Attention” and “Present, Arms.” The salute battery fires appropriate honors at five-second intervals. The firing party fires three volleys of blank cartridges (MILITARY HONORS ONLY), assumes the position of present arms and remains in this position until the conclusion of “Taps.”

g. The bugler, positioned near the firing party (MILITARY HONORS ONLY) and in view of the next of kin, sounds “Taps” immediately after the firing party has been brought to present arms. At the first note of taps, and until its last note has sounded, military personnel attending in the individual capacity and honorary pallbearers uncover or salute.

h. At the conclusion of “Taps”, the active pallbearers holding the flag above the casket fold the flag. The flag, when folded, is passed to a pallbearer who faces at the head of the grave and places the flag at chest level into the hands of the presenter. The pallbearer salutes the flag and then faces to assume his original position. The active pallbearers face left or right together and march away from the grave in column of twos. The officer in charge or presenter, presents the flag to the next of kin.

CREMATED REMAINS
a. For all phases of the funeral, where the cremated remains are carried by hand, one man is detailed to carry the receptacle (casket) containing the ashes and another is detailed to carry the flag, folded into the shape of a cocked hat. The pallbearer carrying the flag is always positioned to the right of the remains. When the receptacle is carried from the hearse into the chapel and from the chapel to the hearse, these two men are the only participants in the ceremony. During the procession to the gravesite, the receptacle and flag are carried by the two pallbearers followed by four additional pallbearers. When the receptacle has been placed on the gravesite, all six pallbearers unfold the flag and hold it over the grave.

b. When the receptacle and flag are placed before the chancel of the chapel or transported to gravesite by vehicle, the receptacle and folded flag are placed side by side. If the pallbearers walk to the gravesite, the two bearers who carried the receptacle and the flag join the other four pallbearers already pre-positioned on either side of the hearse.

c. When no hearse is used, suitable transportation is provided for the receptacle and flag bearers, and the other pallbearers.

d. When the remains are moved to a crematory and the ashes are to be interred with honors at a later time, the ceremony consists only of the escort to the crematory. All personnel salute as the remains are carried into the
crematory. The firing of volleys (MILITARY HONORS ONLY) and the sounding of “Taps” are omitted. When the funeral ceremony is held at the crematory, and when no further honors are anticipated, the volleys are fired (MILITARY HONORS ONLY) and “Taps” is sounded at the discretion of the fire chief, or his appointed designee.
CASKET TEAM GUIDELINES

PURPOSE: The purpose of this section is to set forth guidelines for the casket team members to follow during services.

SCOPE: These guidelines shall apply to all members of the casket team.

DISCUSSION: In a profession such as emergency services, it is imperative that a well-trained casket team be available should the unfortunate death of an agency member occur. A casket team is a necessity in emergency services in order to show the respect and honor that our fellow brothers and sisters deserve. A casket team is a highly visible asset to any agency.

PERSONNEL REQUIRED:

a. Level one and two honors require a minimum of a six-member casket team, plus additional members to serve as honoraries. **CALIFORNIA FIRE FOUNDATION ONLY PROVIDES LEVEL ONE SERVICES.**

b. Level three honors require any size casket team.

c. Cremated remains same as above, except dependent funerals which require one urn Bearer only (with exception).

FORMATIONS:

a. Chapel – Casket team will be formed on sidewalk or designated area not less than 15 minutes prior to ceremony.

b. Grave Side – Casket team will be formed on street or designated area not less than 15 minutes prior to ceremony.

c. All casket team movements should be fully synchronized; dress and cover, as well as posture, are especially critical in casket teams. Heel clicks on facing movements will not be utilized by casket team members.

d. Arms are locked to the side during all column and flanking movements.
DEFINITIONS:

a. **Officer in Charge (OIC)** – Oversees ceremony.

b. **Casket Team Leader** – In charge of casket team; gives all commands to casket team.

c. **Folder** – Stands across from team leader.

d. **Presenter** – Presents flag to OIC; stands at head of casket on fold side.

e. **Solo** – Pulls casket out of hearse; pushes casket back in. Stands at head end of casket on team side.

f. **Middle** – Four in total; two on each side of casket, two stand between the casket team leader and solo, and the other two stand between the folder and presenter.

g. **Honoraries** – Stand on each side of sidewalk leading to the chapel and gravesite. Casket team walks between the honoraries.

h. **Mock Up** – What casket is set onto at gravesite; type of ladder on each side that covers hole for casket team to step up on.

i. **Mark Time** – March in position.

j. **Vigil Watch** – Ceremony to show honor to fallen comrade during viewing, wake, or serious hospital stay (as a result of on-the-job injury).

k. **Level One Honors (Full Honor Funeral)** – Ceremony performed by casket team, OIC, death watch/vigil, and honorary members for an agency member who is either killed or seriously injured in the performance of his/her duties, or anyone deemed appropriate by staff as being deserving of a full honor ceremony. **CALIFORNIA FIRE FOUNDATION ONLY PROVIDES LEVEL ONE SERVICES.**

l. **Level Two or Three Honors (Simple Honor/Dependent Funeral)** – Ceremony performed by casket team, OIC, and other personnel deemed appropriate for an agency member who dies while not performing his/her duties, or a family member of any agency member or anyone else deemed appropriate by staff. A family member’s service will only consist of honor guard members representing the agency by appearance standards. The members will stand on either side of the doorways leading into the funeral
home, either side of the doorways leading into the service room, and one member standing near the guest log.

**CALIFORNIA FIRE FOUNDATION ONLY PROVIDES LEVEL ONE SERVICES.**

The casket team will not serve as a casket team for dependent (family member) funerals, unless specifically requested to perform it.

**PROCEDURE:**

a. Casket Watch Posting and Changing

There are no commands given during execution of this changing and posting of guard. This is a quiet and somber time and it is important to not draw additional attention to guard movements. The key to initiate movement is just a nod of the OIC’s head indicating forward march for the three (OIC and two on-coming) guard members. The halt of the OIC is the key for the off-going guard to begin movement and all the other movements flow continuously until completion of change. Once the three (OIC and two off-going) guard members exit and reach the start/finish point, the OIC gives another nod and the three halt.

OIC and (2) Honor Guard members enter the isle, depending on the facility and set-up, using appropriate facing and flanking movements. OIC comes to a halt approximately 10-15 feet from casket. HGM’s continue past the OIC to outside corners of casket, facing casket. This is done without facing movements but by guiding in on the corner.

If this is the first posting, all members salute (four counts up and four counts down). OIC and on-coming guard face about. OIC marches out and the on-coming guard takes one side step towards the outside corners of the casket and angle inboard as they go to parade rest.

If this is a relief posting, the off-going guard keys of the OIC. When the OIC comes to a halt entering, the off-going guard comes to attention and faces the center, (each other). They then take one to three steps in towards the center, depending on distance to center of casket. As the on-coming guard reaches the outside corners of the casket, the off-going guard faces the casket. This should leave all four members facing the casket, shoulder to shoulder; at which point all members (including OIC) salute the casket...four count up and four down.

Following salute, the off going guard does and about face and step off to march out. As they step off, OIC faces about and leads them out, going back out the isle and facing or flanking back to start/finish point. The on-coming guard faces about simultaneously with the off-going guard. They then take one side step to the outside corner and angle inboard as they go to parade rest. Parade rest will be front or back, based on OIC decision per event.
If this were a final relief (no on-coming guard), the off-going guard would carry out all movements as if there was an on-coming guard.

b. **Chapel Service** (A: Action  C: Command)

A: The hearse will be at the chapel and the casket team will be in a column formation at the side of the chapel, if possible, out of the way of any family members entering the chapel. The casket team will be in a parade rest position. OIC will be near the hearse.

A: Upon receiving word the casket is ready to be brought into the chapel, OIC will give a head nod to the casket team leader.

C: The casket team leader will call the casket team to attention by stating, “Bearers attention.” After calling the casket team to attention, the casket team leader will command, “Ready, step.”

A: The casket team will execute the appropriate movements to align on and march toward the rear of the hearse with arm swing. When the casket team reaches the rear of the hearse, they will automatically pick up a mark time for not more than four counts.

C: The casket team leader will command, “Bearers, halt.”

A: The casket team halts.

C: The casket team leader will command, “Center, face.”

A: The casket team will face center by using the step around method.

C: OIC will give command, “Present arms”, to the honoraries.

A: The salute is rendered and released, hand should move up at normal speed, hold and be released for a four count. The solo will step forward with his right foot, face towards the hearse and take four steps, closing on the fifth without arm swing. The solo should end up between the team leader and folder.

C: The casket team leader will command, “Ready, step.”

A: The entire casket team will take one side step toward the hearse at which time the solo will step forward with his/her left foot, while lowering his/her head and draping the flag. The solo will then pull the casket from the hearse while each member of the casket team feeds the casket through their hands, ensuring that the casket is kept level at all times.
The second middle on the team side will extend his/her right hand out, palm facing the casket; to assist the solo with the weight of the casket as the solo passes him/her. Once the casket is all the way out of the hearse, the solo will raise his head and take three side steps around the casket, assuming his position at the head of the casket. The second middle will move his right hand back into position after the solo touches his/her hand, letting him know he is in position. Note: If the flag is bloused on the team leader end, the team leader and folder will undrape it as the casket is removed.

C: The casket team leader will command, “Side step, March.”

A: The casket team will lower their heads to a 45-degree angle, focusing on the center of the casket and using a three-second count. The casket team will then take five side steps away from the hearse; after the fifth step, the casket team will raise their heads again, using a three-second count.

C: The casket team leader will command, “Ready, face.”

A: The casket team will face the foot end of the casket.

C: The casket team leader will command, “Ready, step.”

A: The casket team will execute a six-point turn toward the chapel with the casket travelling feet first (aligning on chapel doors, if possible). After the sixth step of the six-point turn, the casket team leader and folder will grasp the flag on the leading edge with their outside hand. The casket team leader will then give a slight tug on the flag to signal the folder to fold the flag back onto the casket. When the team leader tugs on the flag, the team leader and folder will fold the flag onto the casket to the approximate edge of the casket, ensuring that the flag will be positioned white on white and red on red.

C: The casket team leader will command, “Forward March.”

A: The casket team will step off with their left foot and automatically pick up with a two-hand carry. If there are any steps leading up to the chapel, the team will step up with their left foot first. The casket shall remain level at all times and will not be carried on the hips to avoid swaying. The casket will be carried into the chapel vestibule and centered on the chapel truck.

C: The casket team leader will command, “Bearers, halt” and “Center, face.”

A: The casket team will halt and then face center upon each command.
C: The casket team leader will command, “Ready, down.”

A: The casket team will lower the casket onto the chapel truck during which the legs are to remain straight with the body bent over at the waist. When the casket is resting on the chapel truck, the handles, if applicable, are pushed down on the casket. The casket team will then place their thumbs together on the top edge of the casket.

C: The casket team leader will command, “Ready, up.”

A: The casket team will rise to attention using a three-count movement.

C: Casket team leader will command, “Ready.”

A: The casket team leader and presenter will take three steps around the casket. When the casket team leader steps around, he will do an “about face”, so that he/she will be facing the aisle way and the casket will be behind him/her.

C: The casket team leader will command, “Secure casket.”

A: The casket team leader will reach up behind him/her and place both hands on either side of the casket while the presenter will reach in front of him/her and place both hands on either side of the casket. The remainder of the casket team will take one step back.

C: The casket team leader will command, “Ready, step.”

A: The presenter and casket team leader will step off with left foot. The presenter will be pushing the casket and the team leader will be guiding the casket down the aisle way. The casket will be brought down the aisle in a slow manner. Upon reaching the end of the aisle, the team leader will stop the casket. The casket team leader will step off to the left side of the church and proceed to the rear of the church while presenter will step off to the right side and proceed to the rear of the church. The remainder of the casket team will remain quietly in the chapel vestibule.

After the ceremony, the casket team leader and presenter will walk back to the front of the church and assume positions on either end of the casket facing each other (casket team leader at foot end and presenter at the head of the casket). The casket team leader and presenter will then turn the casket around on the chapel truck, utilizing a three-point turn. Once this is completed, the casket team leader will do an “about face” and place his/her hands on either side of the casket; this being done behind his/her back. Once the casket team leader’s hands are
secure on the casket, the presenter will push the casket, stepping off with his/her left foot. The remainder of the casket team will be in position on opposites as when they came into the chapel. Upon having the casket between the rest of casket team and in position, the team leader will halt, bringing his hands down to this side as will the presenter. The casket team leader will then do an “about face.”

C: The casket team leader will command, “Ready, step.”

A: The casket team leader and presenter will take three side steps back into position, while the rest of the casket team will take one step forward on the third step of the casket team leader and presenter.

C: The casket team leader will command, “Ready.”

A: The casket team leader and presenter will secure their hats from the middle and secure them on their heads. Upon securing their hats, the casket team leader and presenter will place their forefinger and thumb on the brim of their hats at which time the team leader will give a “quiet down.” The team leader and presenter will lower their hands to their sides.

C: The casket team leader will command, “Secure casket”, after OIC commands present arms to the honoraries.

A: The casket team will bend over, keeping their legs straight, and secure the casket.

C: The casket team leader will command, “Ready, up.”

A: The casket team will then lift the casket from the chapel truck.

C: The casket team leader will command, “Ready, face.”

A: The casket team will face toward the foot end of the casket. The casket team leader and folder will grasp the flag at the end of the flat, at which time the casket team leader will give a slight tug on the flag and the team leader and folder will fold the flag onto the edge of the casket, while ensuring that the white is on white and red is on red.

C: The casket team leader will command, “Ready, step.”

A: The casket team will step off with their left foot first picking up an automatic two-hand carry. The casket team will ensure that the casket remains level at all times. If there are any steps, the casket team will
step down with their left foot first. Upon reaching the hearse, the casket team will pick up a "mark time" for no more than four counts.

C: The casket team leader will command, “Bearers, halt.”

A: The casket team will halt and after a one second delay, will face center using the step around method. The second middleman on the team side will reach over with his right hand, palm facing casket and touch the solo's hand. The solo will then take three side steps around the casket, securing the end.

C: The casket team leader will command, “Ready, step.”

A: The solo lowers his/her head and steps forward with his/her left foot, while the rest of the team takes a side step toward the hearse. The casket team feeds the casket through their hands while ensuring that the casket is kept level while placing it back into the hearse. Once the casket is in position in the hearse, the solo executes an about-face and takes five steps (without arm swing) back into position.

C: The casket team leader then commands, “Ready, step.”

A: All casket team members, except for the team leader and folder, take one side step away from the hearse.

C: The casket team leader commands, “Ready, face.”

A: The casket team then faces away from the hearse.

C: The casket team leader commands, “Ready, step.”

A: The casket team steps off left foot first and marches to transportation (with arm swing).

c. **Grave Side Service:**  
   (A: Action C: Command)

A: The casket team leader and OIC look over the area to ascertain the best route to take to the gravesite. The casket team leader advises OIC where he wants the hearse stopped. The casket team then lines up in a line formation. The casket team leader will measure off the number of steps to be taken for automatic flanking movement. When the hearse is approaching, the casket team leader will call the casket team to attention (casket team will be at parade rest). OIC will stop the hearse at a predetermined location. The casket team leader will receive a head nod from OIC when the casket is ready to be removed.
C: The casket team leader will command, “Ready, step.”

A: The casket team will take a predetermined amount of steps (with arm swing), make automatic flanking movement (without arm swing), march up to the rear of the hearse (with arm swing), and pick up mark time march for not more than four counts.

C: The casket team leader will command, “Bearers, halt.”

A: The casket team will halt.

C: The casket team leader will command, “Center, face.”

A: The casket team will face center.

The following moves are made as they were executed at the chapel: The solo steps around, the casket is removed, five side steps, six-point turn, and movement toward the grave.

The team arrives at mock up and will pick up mark time for no more than four counts. The OIC follows the casket to the grave.

C: The casket team leader commands, “Bearers, halt.”

A: The casket team halts.

C: The casket team leader commands, “center, face.”

A: The casket teams faces center.

C: The casket team leader commands, “ready, down.”

A: The casket team will lower their heads (using a three second movement) to a 45-degree angle focusing on the center of the casket. The team then lowers the casket on to the mock up, keying off the team leader and folder. All corners of the casket are to touch at the same time.

When the casket is secure on the mock up, the casket team will either, remain in place or exit the mock up area for a portion of the service.

If exiting;
C: The casket team leader commands, “ready, face.”

A: The casket team faces the direction they entered from.

C: The casket team leader commands, “ready, step.”
A: The casket team steps off and will march to a predetermined holding area.

When the flag is to be folded, the casket team returns to the mock up area and executes a center face so all members are facing the casket (if they did not remain in place) and secures the flag as detailed below, based on team size. All the flag folding procedures are based on the 7 member casket team with members positioned as follows: Team Leader at the left foot corner, Solo at the left head corner (by the blue field), Folder at the right foot corner, Presenter at the right head corner, Right and Left Middles centered on their respective sides and the Detail Commander at the center head of the casket.

On a silent signal from the team leader, the team will bend in unison to recover the flag. The casket team leader secures the corner of the flag with his left hand, folder with his right hand. Presenter secures a corner with his left hand, solo with his right hand. Middles secure with both hands, shoulder width apart, fingers tucked underneath and thumbs on top. The team leader, folder, presenter, and solo fold the flag to the other hand. Once the team leader observes this, the team leader will give the folder a silent signal to prepare to stretch the flag out. The casket team leader and the folder then unfold and refold the flag once. Upon unfolding the second time, the team leader, folder, presenter, and solo all take a side step toward the ends of the mock up, simultaneously opening the end folds they just created. Once the side step is completed, the team insures hand placement at shoulder width and gets a “bite”, and sets a rail. The rail is established by the fold side folding the red stripe to the next red stripe and then folding it underneath with their fingers. Once the rails and bite have been established, the casket team, while still in a bent over position, is ready to bring the flag level. The casket team leader tugs on the flag and the team comes up to the position of attention in three counts. The casket team then takes one step to the rear, bringing their elbows to their sides and forearms parallel to the ground. The flag is now level, centered, and tightly stretched over the casket. The Detail Commander is standing at the head of the gravesite.

C: The detail commander gives the command, “Present, Arms” and is echoed by the OIC of the other uniformed personnel.

A: All uniformed personnel, with hats, render a hand salute. Any color guards will execute a “present arms.” Taps is played at this time, if applicable. Upon completion of Taps, the flag is to be folded. It is the discretion of the OIC, whether to hold the salute during the flag folding or cut it prior to the flag being folded.
The team leader gives one tug on the flag to inform the team to begin folding. In preparing to make the long fold, all members of the team will perform the following actions in unison:

The folder and solo bring their left hand to their right hand. The middles bring their hands together. The presenter and the team leader bring their right hand to their left hand. The folder slides their right hand to the middle of the end of the flag and grasps it with their index finger as the presenter slides their left hand to the middle of the end of the flag and grasps it with their index finger.

The flag is then passed from right to left. As the flag is being passed, each team member takes one half step toward the casket, left foot first. The right middle and the presenter use their right hand; the folder uses their left hand to pass the flag. The other hand is used to pick up the fold and prepare to make the second fold. The flag is dressed after every fold. Keep the flag in the center of the casket and it should not touch the casket anymore. The team leader tugs the flag again and the second fold is made in the same manner as the first but with no half step.

The flag is dressed and the team leader gives another tug. The presenter, solo and both middles bring their hands along the flag to grasp it with hands shoulder width apart. The folder slides their left index finger along the flag 6” to 10” as the team leader slides their right index finger along the flag 6” to 10”. The folder lifts the corner of the flag with their right hand and folds the flag over. The team leader dresses the corner and makes the first fold with his left hand using his right index finger as a pivot. The team leader and the folder take one side step toward the middle as the first fold is being made. The rest of the folds are made in the same way as the flag pivots over the index finger, which is on the head side of the casket. The flag is dressed each time. As each fold is made, the remainder of the team passes the flag to the folder and the team leader. On the fourth fold, the presenter and the solo take one side step toward the middle.

When the folded flag touches the blue field, the solo, the presenter and both middle members take one side step toward the team leader and the folder. The solo and the presenter drop their hands to their sides in unison using no exaggerated movements. The folding continues with the middle members passing the flag toward the team leader and the folder until just before the last fold. The right middle folds his/her corner then rotates the flag toward the folder. Both middle members drop their hands in unison. The team leader supports the flag with both hands as the folder tucks the remaining portion under the blue field. The folder then drops his/her hands to the side. The team leader places his/her right hand on the folded edge of the flag and balancing the flag with
his/her left hand while rotating it up to his/her chest with the point facing down. The team leader is holding the flag point down with his thumbs to his chest and his fingers toward the folder in the middle of the flag. The team leader moves both hands out to the end points smoothing the flag. He/she repeats this motion as necessary at no time letting his/her hands leave the flag.

The team leader grasps the flag near the corners, brings it up at a 45-degree angle keeping his/her elbows in and his/her back straight. The team leader then brings the flag down to a 90-degree angle and extends it to the folder to take.

The folder takes the flag by placing his/her hands inside those of the team leader. Palms down thumbs on top. The team leader brings his/her hands to the side after the folder takes the flag. The folder brings the flag towards his/her body centered over the casket. The folder turns the flag so that folded edge faces the head of the casket and then passes it to the right middle. The right middle grasps the flag palms down, thumbs on top on the outside of those of the folder keeping the flag centered over the casket. The folder then brings his/her hands to the side after the right middle takes the flag.

The right middle passes the flag to the presenter. The presenter receives the flag by placing his/her left-hand palm up underneath and to the center of the flag. The right hand is placed on top of the flag with the palm down in the center rotating it so the point faces his body. The right middle brings his hands to the side after the presenter takes the flag. The presenter executes a half left face and the detail commander executes a half right face in unison. The detail commander stretches out his/her hands. The presenter places the flag in the hands of the detail commander, assumes the position of attention and salutes. The hand is brought up in a four count, held for a four count and released in a four count.

The detail commander accepts the flag by placing the left hand on top of the flag palm down placing the right hand on the bottom of the flag palm up. The detail commander executes a half left face and the presenter executes a half right face in unison. The detail commander marches to the recipient with the flag held to his chest point down. The detail commander halts facing the recipient. He/she brings the flag down with the folded edge facing the recipient and with his left hand on the top palm down and the right hand on the bottom palm up.

The detail commander bends down or kneels on his/her right knee and extends the flag saying to the recipient, “Please accept this with our regrets, our gratitude and our love” or “This flag is presented on behalf
of a grateful department, as a token of our appreciation for the honorable and faithful service rendered by your loved one.” The detail commander then comes to the position of attention and salutes. The hand is brought up in a four count, held for a four count and released in a four count.

The detail commander then returns to the team. The detail commander orders the team to take a half step to the rear. “Ready step.” The detail commander orders a “Ready face.” The detail faces the direction they entered from. The detail commander retires the team by marching them off. “Ready, step.” The detail commander may also retire the team by ordering, “Detail dismissed.” OIC will remain at the head of the casket until the next of kin and others attending the services depart.

The six-member procedure is performed in the same manner as the seven-member procedure with one exception. There is no detail commander at the center head position. The presenter will present the flag to the recipient.

The nine-member procedure is performed in the manner as the seven-member procedure with two exceptions. There is the addition of two middle members, one on each side. No side steps while folding the flag are necessary.

The eight-member procedure is performed in the same manner as the nine-member procedure with one exception. There is no detail commander at the center head position. The presenter will present the flag to the recipient.

The five-member procedure is performed in the same manner as the seven-member procedure with four exceptions. There are no middle members on either side. The presenter and the solo must extend their hands more than shoulder width apart to help keep the flag from drooping. The team leader and the folder will take side steps toward the solo and the presenter as the folds are advanced. The presenter and the solo remain stationary. The flag will droop slightly because of the lack of the two middle members. This is permissible as long as the flag does not touch the casket.

The four-member procedure is performed in the same manner as the five-member procedure with one exception. There is no detail commander at the center head position. The presenter will present the flag to the recipient.

In the three-member procedure there are no middle members, solo or folder. The positions of the detail commander and the presenter will be side by side at the head of the casket with the presenter in the center
and the detail commander on the right. The position of the team leader will be at the center foot of the casket. On a silent signal from the team leader, the presenter and the team leader will recover the flag by bending in unison, grasping the flag at the corners. On a silent count of four, the team will come to attention. On another silent signal by the team leader, the team takes a half step back with the left foot followed by the right foot, which brings the flag taut.

The team leader gives one tug to inform the team to begin folding. The team will bring their hands together over their heads to make the first long fold. In unison the team leader will slide his left hand to the fold corner of the flag and the presenter will slide his/her right hand to the fold corner of the flag. The team will bring the flag down to a horizontal position at chest level. The team leader tugs the flag. The team will bring their hands together at face level to make the second long fold.

In unison the team leader will slide his left hand to the fold corner of the flag and the presenter will slide his right hand to the fold corner of the flag. The team will bring the flag down to a horizontal position at chest level. The team leader tugs the flag. The team will take two side steps to the left side of the casket. The team leader will fold the flag stepping toward the presenter as the folds are advanced. The presenter remains stationary. After the last fold, the team leader supports the flag with both hands as the presenter tucks the remaining portion under the blue field.

The team leader places his/her right hand on the folded edge of the flag and balancing the flag with his left hand while rotating up to his chest with the point facing down. The team leader is holding the flag point down with his thumbs to his chest and his fingers toward the presenter in the middle of the flag. The team leader moves both hands out to the end points smoothing the flag. He repeats this motion as necessary at no time letting his hands leave the flag. The team leader grasps the flag near the corners, brings it up at a 45-degree angle keeping his/her elbows in and his/her back straight. The team leader then brings the flag down to a 90-degree and extends it to the presenter.

The presenter receives the flag by placing left-hand palm up underneath and to the center of the flag. The right hand is placed on top of the flag with the palm down in the center rotating it so the point faces his/her body. The team leader brings his/her hands to the side after the presenter takes the flag. The detail commander executes a left face and takes three steps toward the presenter. The presenter executes a right face toward the detail commander. The flag is presented to the detail commander in the same manner as the seven-member procedure. The detail commander presents the flag to the recipient and retires the team in the same manner as the seven-member procedure.
The **two-member procedure** is performed in the same manner as the three-member procedure with one exception. There is no detail commander at the right center of the casket. The presenter will present the flag to the recipient.
EXECUTION OF COMMAND GUIDELINES

This Guideline is intended to provide guidance for department uniformity in the conduct of personnel during Honor Guard Events. Since exact procedures covering all situations or eventualities pertaining to these events cannot be foreseen, it may be necessary to adjust the procedures to meet local conditions. The CPF Event Coordinator and/or the Incident Commander shall have the authority to alter these procedures, along with the Honor Guard for technical reference to insure compliance with federal and state regulations and/or traditions.

COMMANDS

A command is an oral order of an officer or leader. The precision with which a movement is executed is affected by the manner in which the command is given.

Most commands have two parts: the preparatory command and the command of execution.

a. The preparatory command states the movement to be carried out and mentally prepares the firefighter for its execution. In the command Forward, MARCH, the preparatory command is Forward.

b. The command of execution tells when the movement is to be carried out. In Forward, MARCH, The command of execution is MARCH.

Combined Commands: In some commands, the preparatory command and the command of execution are combined; for example, FALL IN and AT EASE. These commands are given without infliction and at a uniformly high pitch and loudness comparable to that for a normal command of execution.

STATIONARY MOVEMENTS

This section contains most of the individual positions and stationary movements required in formation. These positions and the correct execution of the movement, in every detail, should be learned before proceeding to other formation movements.

Movements are initiated from the position of attention.
POSITION OF ATTENTION

a. Assume the position of attention on the command FALL IN or the command Department (Detail, Honor Guard, etc.), ATTENTION.

b. To assume this position, bring the heels together sharply on line, with the toes pointing out equally, forming an angle of 45 degrees. Rest the weight of the body evenly on the heels and balls of both feet. Keep the legs straight without locking the knees. Hold the body erect with the hips level, chest lifted and arched, and the shoulders square.

c. Keep the head erect and face straight to the front with the chin drawn in so that alignment of the head and neck is vertical.

d. Let the arms hang straight without stiffness. Curl the fingers so that the tips of the thumbs are alongside and touching the first joint of the forefingers. Keep the thumbs straight along the seams of the trouser leg with the first joint of the fingers touching the trousers.

e. Remain silent and do not move unless otherwise directed.

POSITION OF REST

a. Parade Rest. Parade rest is commanded only from the position of attention. The command for this movement is Parade, REST. On the command of REST, move the left foot about 10 inches to the left of the right foot. Keep the legs straight without locking the knees, resting the weight of the body equally on the heels and balls of the feet. Simultaneously, place the hands at the small of the back and centered on the belt. Keep the fingers of both hands extended and joined, interlocking the thumbs so that the palm of the right hand is outward. Keep the head and eyes as in the position of attention. Remain silent and do not move unless otherwise directed. At ease may be executed from this position.

b. Ceremonial Parade Rest. Ceremonial Parade Rest is an alternative to parade rest when the detail is expected to remain in this position for an extended period of time. The only difference is that the hands are crossed in front of the waist, at belt buckle level. Ceremonial Parade Rest is commanded only from the position of attention. The command for this movement is Ceremonial, Parade, REST. The command could also be Parade, REST, if all members understand prior to movement that the position of Ceremonial Parade Rest will be performed. With the movement Ceremonial Parade Rest, on the command of Rest, move the left foot about 10 inches to the left of the right foot. Keep the legs straight without locking the knees, resting
the weight of the body equally on the heels and balls of the feet. Simultaneously, place the hands in front of the waist, at belt buckle level, with the left hand over the right hand.

c. **At Ease.** The command for this movement is **AT EASE.** On the command **AT EASE** the firefighter may move and talk in a quiet voice. The firefighter must remain standing and in formation.

**FACING POSITIONS (NORMAL CONDITIONS)**

a. Facing to the flank (side) is a two-count movement. The command is **Left (Right), FACE.** On the command of execution **FACE,** slightly raise the right heel and left toe, and turn 90 degrees to the left of the left heel, assisted by a slight pressure of the ball of the right foot. Keep the left leg straight without stiffness and allow the right leg to bend naturally. On the second count, place the right foot beside the left foot, resuming the position of attention. Arms remain at the sides, as in the position of attention, throughout this movement.

b. Facing to the rear is a two-count movement. The command is **About, FACE.** On the command of execution **FACE,** move the toe of the right foot to a point touching the ground about half the length of the foot to the rear and slightly to the left of the left heel. Rest most of the weight of the body on the heel of the foot and allow the right knee to bend naturally. On the second count, turn to the right 180 degrees on the left heel and ball of the right foot, resuming the position of attention. Arms remain at the sides, as in the position of attention, throughout this movement.

**FACING POSITIONS (UNEVEN TERRAIN)**

An alternative Facing movement in uneven terrain is the **High Step.** If all members of the detail understand when and where the movement is to take place, the commands can be the same as normal Facing Positions (**Left (Right), FACE** or **About, FACE**). If the maneuver was not foreseen, the commander shall give the command **High Step, Left (Right), FACE,** or **High Step, About, FACE.**

a. To execute the High Step Left, FACE, on the command of execution FACE, lift the left foot 12 inches off the ground and turn the foot 90 degrees to the left. At the same time, start turning the body towards the left to maintain balance. Firmly plant the left foot with the heel in about the same location and the foot turned 90 degrees to the left. As the left foot is planted, immediately lift the right foot to the same height, rotating it 90 degrees to the left, and planting it next to the left foot. When
finished, the heels should be together with the toes forming a 45-degree angle.

SALUTING

All uniformed personnel in the following circumstances deliver a salute:
   a. Whenever Present, ARMS is called.
   b. When the “Pledge of Allegiance” is recited.
   c. When “The Star Spangled Banner” is sung or played.
   d. When “Taps” is played.
   e. When an individual gives the flag to another, he or she renders a salute; i.e. after the Presenter gives the folded flag to the survivor of a deceased firefighter.
   f. When a flag covered casket is being moved past a formation or individual.

SLOW SALUTE

   a. The slow salute is performed by the all uniformed personnel during the ceremony by using a silent four count. The command is Present, ARMS. When wearing a hat, on the command of execution ARMS, raise the right hand slowly, fingers and thumb extended and joined, palm facing down, and place the tip of the right forefinger on the rim of the visor slightly to the right of the right eye. The outer edge of the hand is barely canted downward so that neither the back of the hand nor the palm is clearly visible from the front. The hand and wrist are straight, the elbow inclined slightly forward, and the upper arm horizontal.
   b. When not wearing a hat and not wearing glasses, execute the slow salute in the same manner as previously described in subparagraph a, except touch the tip of the right forefinger to the forehead near and slightly to the right of the right eyebrow.
   c. When not wearing a hat and wearing glasses, execute the slow salute in the same manner as previously described in subparagraph a, except touch the tip of the right forefinger to the to that point on the glasses where the temple piece of the frame meets the right edge of the right brow.
   d. The command is Order, ARMS. On the command of execution ARMS, return the hand slowly to the side, resuming the position of attention.

COLORS

   a. The American Flag is referred to as the National Color or Color. Other colors include the state color and organizational colors (Fire
Department, Union, etc.). Only the National Color is authorized a salute.

b. Individuals or groups in uniform passing or being passed by uncased Colors out of doors render honors. Individuals, not part of a formation, salute six steps distance from the Colors and hold the salute until they have passed six steps beyond the Colors. The officer in charge of a formation calls the formation to ATTENTION and Present, ARMS.

c. During a parade or honor guard ceremony, ordinarily only one National Color is present. The National Color is given the honor position and is carried on the marching right of state and organizational colors. If used, the State of California Color is carried to the immediate left of the National Color.

d. The CPF Event Coordinator and/or the Incident Commander may authorize special visiting Color-bearing Organizations to carry their National Color with their organizational colors.

POSITION OF THE COLORS (AT THE ORDER)

a. After falling in and coming to attention, the ferrule (bottom) of the staff rests on the floor and touches the outside of the right footgear opposite the ball of the right foot. The staff is held in the right hand with the back of the hand facing outward and the fingers wrapped around the staff. Rest the staff against the hollow of the shoulder.

b. The command to return to the Position of the Colors at the Order from Colors at the carry is Order, COLORS. When the command Order, COLORS is given, the color staff is lifted out of the holder and the ferrule (bottom) is smoothly and quickly lowered to the ground.

POSITION OF THE COLORS (AT THE CARRY)

a. At the Carry, the ferrule of the staff is rested in the socket of the sling. The socket is below the waist and adjusted to ensure that the finials (tops) of all Colors are of equal height. The staff is grasped with the right hand (even with the mouth) and inclined slightly to the front with the left hand securing the ferrule in the socket. The left hand may be positioned immediately below the right hand to secure the Colors on windy days. When the colors need to be dipped to be carried through low doorways, or under low ceilings or obstacles, the flag shall be secured with the right hand in such a way to prevent its touching the ground or any object.

b. The command to bring the Colors to the Position of Carry is Carry, COLORS. When the command of execution of COLORS is given, the staff is briskly raised to a few inches above the holder, and then it is lowered into it. The staff stays vertical the entire time.
POSITION OF THE COLORS (AT PARADE REST)

a. Parade rest with the Colors is executed from the Colors at the Order position.
b. Parade rest is not executed from the carry position.

POSITION OF THE STATE AND ORGANIZATIONAL COLORS (AT PRESENT ARMS)

a. This position is assumed from the carry position by slipping the right hand upward about 4 inches and then thrusting the arm forward shoulder high and horizontal to the ground. The staff is at an approximately 45-degree angle.
b. When the Colors salute from the order position (at attention, ferrule on ground), the Color bearers assume the position of carry at the command ARMS and then execute the Color salute.

SALUTING WITH COLORS

The National Color renders no salute (dip). All other Colors salute (dip) in all ceremonies while the National Anthem, The Pledge of Allegiance, or a foreign national anthem is being played.

TOOLS

The Honor Guard may use a variety of tools in place of the traditional weapons used by the military. The most common are the axe and the pike pole. If other tools are used, a uniform means to carry and salute with the tools needs to be established prior to an event.

AXES

Axes are carried with the head at shoulder level and the handle diagonally crossing the body down to the waist. When in formation, the Axe Bearers will have the heads of the axes outward from the colors with the blade pointed towards the outer arm and the pick pointed towards the inner arm.

When the command Present, ARMS is given, the axe head is brought to midline at chin height. The blade is turned forward and the pick is pointing towards the chin.
PIKE POLES

Pike Poles are carried similar to flag staffs. Instead of being in a holder, they are carried with the base about waist level and the hands holding the Pike Pole at chin level.

When the Command Present, ARMS is given, the pike pole is thrust forward with the hook forward. The pole is parallel to the body.

Other hand tools are used in similar manners of the axe and pike pole, depending on whether they are long or short tools.

MARCHING MOVEMENTS

a. The Honor Guard is formed and marches in one rank at close interval, the Color bearers in the center. The Honor Guard does not execute rear march or about face. The Honor Guard marches and executes facing movements by Pivoting or Wheeling to the right or left. Pivoting is a 90-degree turn. Wheeling is a 180-degree turn.

b. The command for a facing movement is Right (Left) pivot, MARCH or Right (Left) wheel, March. To execute a Pivot or Wheel movement, the axe bearer nearest the direction of turn serves as the pivot point and executes the movement by marching in place and simultaneously rotating in the new direction. Other members turn in an arc keeping abreast of each other by shortening or lengthening their steps to maintain alignment. When the movement has been completed, each member automatically marches in place (Mark Time) until the command Detail, HALT or Forward, MARCH is given.

c. During ceremonies when the Colors are not forward and remarks are to be made, the Honor Guard executes ceremonial parade rest on command of the Commander. During any ceremony when the Department is at ease, the Honor Guard is at ceremonial parade rest.

PRESENTATION AND POSTING OF THE COLORS

Formal assemblies begin with either the Presentation of the Colors or the Posting of the Colors. With the Presentation of the Colors, the Honor Guard marches in and retains the colors for the opening (pledge of allegiance, National Anthem, etc) and then exits with the colors.
The following instructions outline procedures for posting the Colors. Since indoor areas vary in size, configuration, and intended purpose, these instructions do not apply to all situations. Therefore, persons planning a ceremony can modify these instructions based on their specific floor plan. Prior to an event, time must be made to rehearse onsite. This should be done prior to the arrival of attendees of the event.

a. The Honor Guard forms outside the entrance to the ceremonial area.

b. The audience is directed to stand until the Colors are posted. If the playing of the National Anthem (or other appropriate music) and the invocation are scheduled, the audience will remain standing until they are completed.

c. The Honor Guard enters and moves to a predesignated position. This will usually be the flag bases, which should be positioned prior to the beginning of the ceremony. The movement of the Honor Guard may be in a line or a column. The movement must be planned so that the National Color is always on the right when in line and is leading when in column. A tool or weapon may be to the right of the National Color as a guard.

d. The Colors are to be posted into their bases with the National Color to the right of the speaker. This will usually require a crossing of the Colors prior to posting. If there is not room for the Colors to cross at the same time, the Nation Color will move first to the base. At no time should any other color be in front or higher than the National Color. This maneuver should be planned prior to execution.

e. The Tool Bearers will stay with the Commander and face the National Color.

f. Once the Colors Bearers are at the flag bases, they will remove the Color from the sling and rest it at the edge of the base opening with the staff at a 45-degree angle. The Commander will give the command Post, COLORS. The Color Bearers will stand the staffs upright in the bases, make sure that the Eagle or other ornament at the top is facing forward and dress the flag. When this is done, the Commander will give the command RECOVER. The Flag Bearers will step backwards with the left foot. At the same time he/she will turn to be facing the National Colors at the end of the movement. After the left foot is planted, the right foot is brought alongside it and the position of attention is maintained.
g. The Commander will call **Present, ARMS**. All uniformed personnel in the assembly will salute the National Color. At this time, The National Anthem, Pledge of Allegiance, etc. may be performed. The Commander will then call **Order, ARMS**. The Commander will then order **To the Rear, FACE**. The Honor Guard will execute the appropriate individual maneuver to face the rear of the assembly. The Commander will then order **Forward, MARCH**. The guard will march out of the assembly area. The Commander will then halt and dismiss the guard.
FOLDING OF THE FLAG (For more details, please see www.usflag.org)

The flag folding ceremony is performed by the Honor Guard and is primarily performed at firefighter funerals. It may also be performed at special occasions where a flag is retired and given to a dignitary. The flag is folded into a triangle as demonstrated in the following diagram.

After the Flag is folded, the Commander presents the Flag to the Presenter. After the Presenter receives the flag, the Commander salutes the Flag. The Presenter then presents the Flag to the survivor of the deceased or the dignitary. The Presenter may say a few words of condolences, and then he must come to attention and salute the Flag prior to returning to his/her position.
American Flag

Used with the casket:

The funeral director will provide a flag for veterans.
The flag may be draped on the casket following casket closure.
o The blue field (union) should be over the left shoulder.
Secure flag to casket with a casket band.
o If extremely windy - pin the flag to the band if using an open caisson.
o If rain - use the clear cover when moving outdoors.

Notes:

If casket is going into a church, clergy must grant permission.
If a pawl is used (Catholic services), the flag is usually applied during the recessional and at the rear of the church.

Folding:

Military personnel, VFW, American Legions, and so forth, have the first obligation to fold the American flag for a veteran; if they are not available, then the fire department should fold the flag.

Pre folded flag:

The flag will typically be pre folded and displayed in the casket during the wake.
Before casket closure on the day of the funeral, the funeral director will remove the folded flag and give to appropriate FD personnel (flag bearer) for presentation at the committal service.

Folding at grave site:

After positioning the casket at the grave, pallbearers (or honorary pallbearers) will raise the flag to waist high and will keep the flag taut until they are commanded to fold the flag.

Note: It is recommended that the flag detail position at arm’s length from the end of the casket, instead of over casket. This method allows the family a clear view of the casket and many times, due to vault location, there is not enough standing room around the grave.

Procedure:

The event sequence is Bang (rifle volley), Taps (bugler or tape recording), and Fold.
o Signal the detail to fold the flag.
o When folded, the flag is presented to a designated flag detail member, who will present the flag at chest level to the Chief, or a designee.

o The flag bearer salutes the flag for three seconds and then returns to his/her original position. The Chief, or designee, presents the flag to the next-of-kin.

o Command, Present arms

o The presenter states (as a suggestion), “This flag is presented on behalf of a grateful nation, as a token of our appreciation for the honorable and faithful service rendered by (name of deceased).”

o After presentation Command, Order Arms.

o All other presentations may be done after the American flag has been presented.

Flag Display:

Half-staff - The flag may be lowered to half-staff at the cities, village, or department’s discretion; however, it is recommended:

For Level One - up to 30 days from time-of-death.

For Level-two - until sunset the day of the funeral.

Saluting:

When in uniform, with head covered, indoors and outdoors, salute with the right hand when:

Playing the national anthem
The flag is raised or lowered
Saying the Pledge of Allegiance
The flag passes in a parade or review
A flag-draped casket passes

Notes:

We command a salute whenever we are hand-carrying the casket.

Many departments do not have hats and uniforms, while not protocol lets them salute in this manner if they desire.

Civilians and non-uniformed members should place their right hand over
their heart.

TRADITIONAL METHOD FOR FOLDING
THE FLAG OF THE UNITED STATES

Hold the flag flat with one person holding each end of the flag.

(A) Fold the flag lengthwise once.

Fold the lower striped section of the flag over the blue field.

(B) Fold the folded edge over to meet the open edge.

(C) Start a triangular fold by bringing the striped corner of the folded edge to the open edge.

(D) Fold the outer point inward parallel with the open edge to form a second triangle.

Continue folding until the entire length of the flag is folded into a triangle with only the blue field and margin showing.

Tuck the remaining margin into the pocket formed by the folds at the blue field edge of the flag.

(E) When properly folded, the flag should resemble a three cornered (cocked) hat.