

Line-of-Duty Death Action Checklist

FIRST 24 HOURS

Notification

_____ Assign a 2-person team to notify the firefighter's family, in person, before releasing any information

_____ Notify all on- and off-duty personnel, including chaplain.

_____ Notify elected officials and other key people in the community of the death.

_____ Notify all other fire chiefs in the jurisdiction.

_____ Notify the Public Safety Officers' Benefits Program office

Family Support

_____ Designate a family support liaison (team) and offer to stay with the family around the clock.

_____ Designate a hospital liaison, if appropriate.

_____ Meet with the family to explain support the fire department can provide and any immediate support they can offer. Be prepared to explain why an autopsy may be required.

_____ Collect the deceased firefighter's department belongings to give to the family later. Inventory and document in the presence of a witness. If some belongings will be held during investigation, explain this to the family.

Department Support

_____ Contact the National Fallen Firefighters Foundation's Chief-to-Chief Network as needed for assistance.

Dealing with the Incident

_____ Determine the type of firefighter fatality investigation to conduct in addition to the NIOSH investigation (i.e., internal or external board of inquiry; arson-, accident- or homicide-related).

_____ Contact the departmental or jurisdictional attorney regarding possible legal issues.

Dealing with the Community and the Media

_____ Prepare a summary of facts about the firefighter and the incident to use for public release of information.

_____ Prepare a written statement for the chief or spokesperson to release to the media

_____ Hold a briefing with the media.

DAY TWO THROUGH THE FUNERAL

Funeral/Memorial Service

_____ Assist the family in planning the funeral as they choose.

_____ Continue to inform department members of the details regarding the incident and the funeral/memorial service plans.

_____ Coordinate plans for fire department participation in funeral.

Family Support

_____ Request that local law enforcement officials make routine checks of the family's residence during the funeral and for several weeks afterwards

_____ Assist the family with tasks related to home maintenance, transportation of out-of-town family and friends, childcare, etc.

Department Support

_____ Monitor department members closest to the incident to see how they are dealing with the loss.

AFTER THE FUNERAL

Family Support

- _____ Continue to invite the family to department events and activities.
- _____ Provide assistance with routine tasks (home maintenance, running errands, etc.)
- _____ Assign someone to assist the family in accessing all benefits for which they are eligible.
- _____ Offer to "be there" at special times/events (children's activities, holidays, etc.)

Department Support

- _____ Assist department members in accessing additional support, as needed.

Memorials and Tributes

- _____ Inform and include families in local, state, and national tributes to the firefighter.
- _____ Make the family aware of the National Fallen Firefighters Foundation and its support programs for fire service survivors.
- _____ Plan to attend the National Fallen Firefighters Memorial Weekend and to send an escort and honor guard unit for the family.

Department Issues/Planning

- _____ Update Emergency Contact Information for all department members.
- _____ Create or revise the department's Line-of-Duty Death plan.