

# 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.