

GLENDALE FIRE DEPARTMENT GENERAL ORDERS		Number: 111.01
Section: Internal Customer Service	Effective Date:	Revision Date:
Subject: Line of Duty Death or Injury (<i>Rough Draft</i>)	Page 1 of 3	

Purpose

It is the goal of the Glendale Fire Department to be prepared for handling a Line of Duty Death or Injury Event for the purpose of assisting our personnel and their families. By using the following approach our organization will be more aware and capable to assist with the difficulties surrounding a Line of Duty Injury or Line of Duty Death.

Policy

All personnel shall complete and update their emergency information data sheet yearly in concurrence with their employee evaluation. The Glendale Fire Department will utilize the Fire Department Action Plan for Line of Duty Injury or Death Logistics Empathy and Nurturing for Fire Department Families (F.A.L.L.E.N. F.F.) ICS structure to insure that all necessary events are completed for a Line of Duty Death or Line of Duty Injury.

Employee Responsibility

All Fire Department members must complete an emergency information data sheet and update annually with performance appraisals, or as necessary with informational changes, to insure that accurate information is current.

Supervisor Responsibility

All supervisors must insure that employees have completed and updated an emergency data sheet.

Fire Department Administration/Labor Management Responsibility

Through cooperative effort Branch Officers and Union Representatives will utilize the F.A.L.L.E.N. F.F. ICS to complete all responsibilities in a timely and complete manner.

Incident Command (Fireground) Responsibility

The Incident Commander on-scene of a Line of Duty Death shall make notification to the Phoenix Regional Dispatch Center to activate the F.A.L.L.E.N. F.F. ICS. The Incident Commander on-scene of a firefighter injury or death shall make notification to the Incident Command contact personnel of the F.A.L.L.E.N. F.F. System to facilitate activation of the ICS as they deem necessary.

Incident Command (F.A.L.L.E.N. F.F.) Responsibility

The Incident Commanders of the F.A.L.L.E.N. F.F. ICS will oversee all activities of the branches and coordinate additional resources as necessary to accomplish completion of all necessary tasks.

GLENDALE FIRE DEPARTMENT GENERAL ORDERS		Number: 111.01
Section: Internal Customer Service	Effective Date:	Revision Date:
Subject: Line of Duty Death or Injury <i>(Rough Draft)</i>	Page 2 of 3	

Critical Incident Stress Management (CISM) Branch Responsibility

The CISM Branch will coordinate all necessary functions involving Critical Incident Stress Management in accordance with the F.A.L.L.E.N. F.F. ICS. The CISM Branch may extend additional services as they deem appropriate.

Investigation Branch Responsibility

The Investigation Branch will coordinate all necessary functions involving the investigation surrounding a Line of Duty Injury or Death in accordance with the F.A.L.L.E.N. F.F. ICS. These responsibilities may include coordination of outside agencies as necessary.

Funeral Branch Responsibility

The Funeral Branch will coordinate all necessary functions involving all funeral events in accordance with the F.A.L.L.E.N. F.F. ICS. Coordination with police department agencies, fire department agencies, clergy, and mortuary services/cemeteries will be necessary.

Notification Branch Responsibility

The Notification Branch will coordinate all necessary functions involving notification of the family, fire department personnel, media (with the PIO Branch), and other outside agencies in accordance with the F.A.L.L.E.N. F.F. ICS.

Public Information Officer (PIO) Branch Responsibility

The PIO Branch Officer will coordinate all necessary functions involving release of information to the media surrounding a Line of Duty Injury or Death. The PIO Branch should coordinate the timing and nature of information release with the Family Liaison Branch, CISM Branch, Investigation Branch, Incident Command, and Firechief before notification of the media.

Hospital Branch Responsibility

The Hospital Branch will coordinate all necessary functions involving a hospital staff liaison and logistics sector for the acquisition of accommodations for the family, fire department members and police officers, and the PIO Officer. They will also coordinate acquisition of all necessary supplies for the family.

GLENDALE FIRE DEPARTMENT GENERAL ORDERS		Number: 111.01
Section: Internal Customer Service	Effective Date:	Revision Date:
Subject: Line of Duty Death or Injury (<i>Rough Draft</i>)	Page 3 of 3	

Financial Branch Responsibility

The Financial Branch will coordinate all necessary functions involving the coordination of benefits and donations concerning the family of a Line of Duty Injury or Death. The Financial Branch will also be responsible to coordinate all necessary functions involving the fire department expenses surrounding the event.

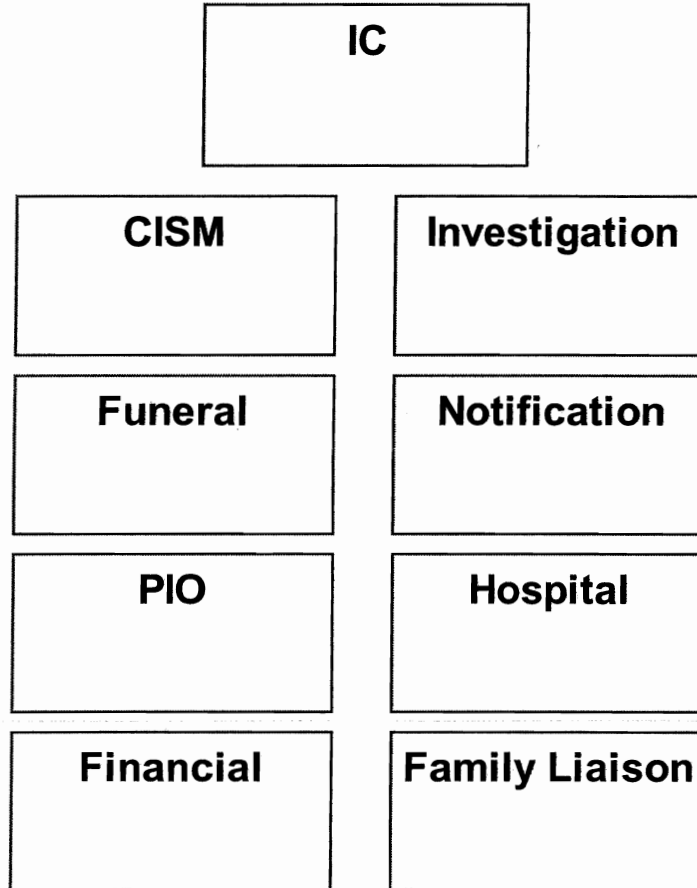
Family Liaison Branch Responsibility

The Family Liaison Branch will coordinate all necessary functions involving the coordination of the family's necessities or wishes. The Family Liaison Branch will be the direct link between all other branches, including the Incident Commander, and the family.

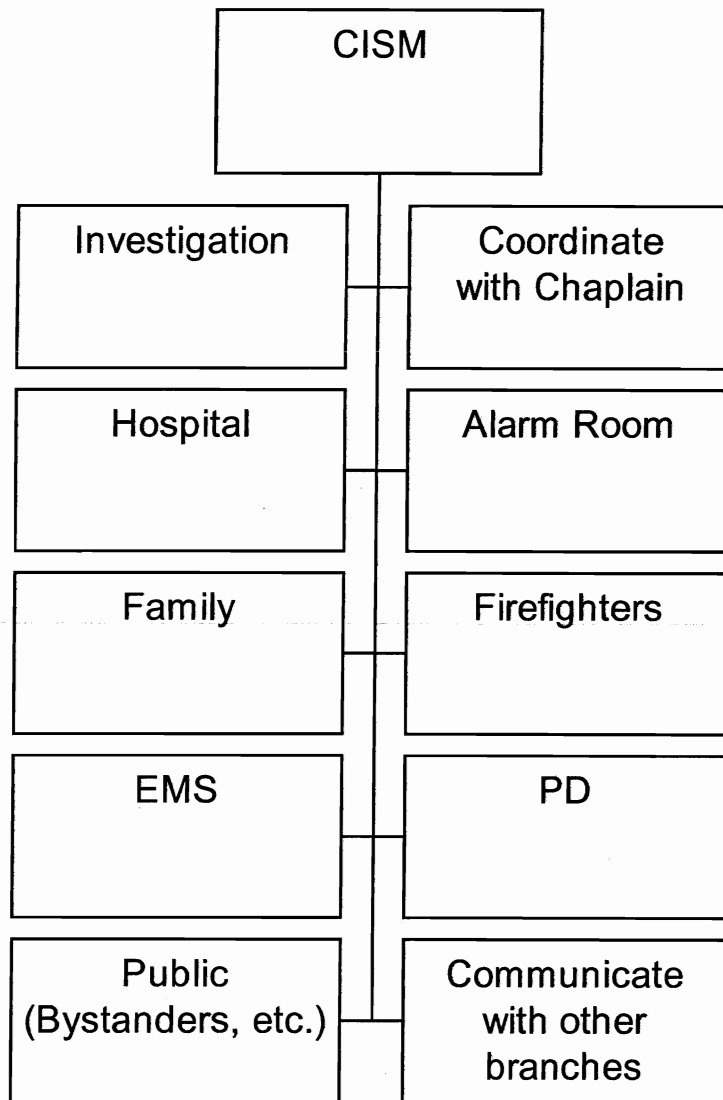
Procedures

The Incident Commander on-scene of a Line of Duty Death will contact the Phoenix Regional Dispatch Center, which will then activate the F.A.L.L.E.N. F.F. ICS via group page. After the initial group page the Incident Commander of the F.A.L.L.E.N. F.F. System can have additional information sent via pager to each branch concerning a time and meeting place for initial briefing concerning the Line of Duty event. In the event of a Line of Duty Injury the Incident Commanders on-scene will contact the Incident Commander of the F.A.L.L.E.N. F.F. ICS who will then activate the system as they deem necessary. Once activated, the individual branches will provide progress reports to the F.A.L.L.E.N. F.F. Incident Commander. All branches including the Incident Commanders will verify accomplishment of tasks via Line of Duty checklists. A copy of the F.A.L.L.E.N. F.F. ICS manual including copies of investigation manuals will be located at the Responder's Office inside Station 157.

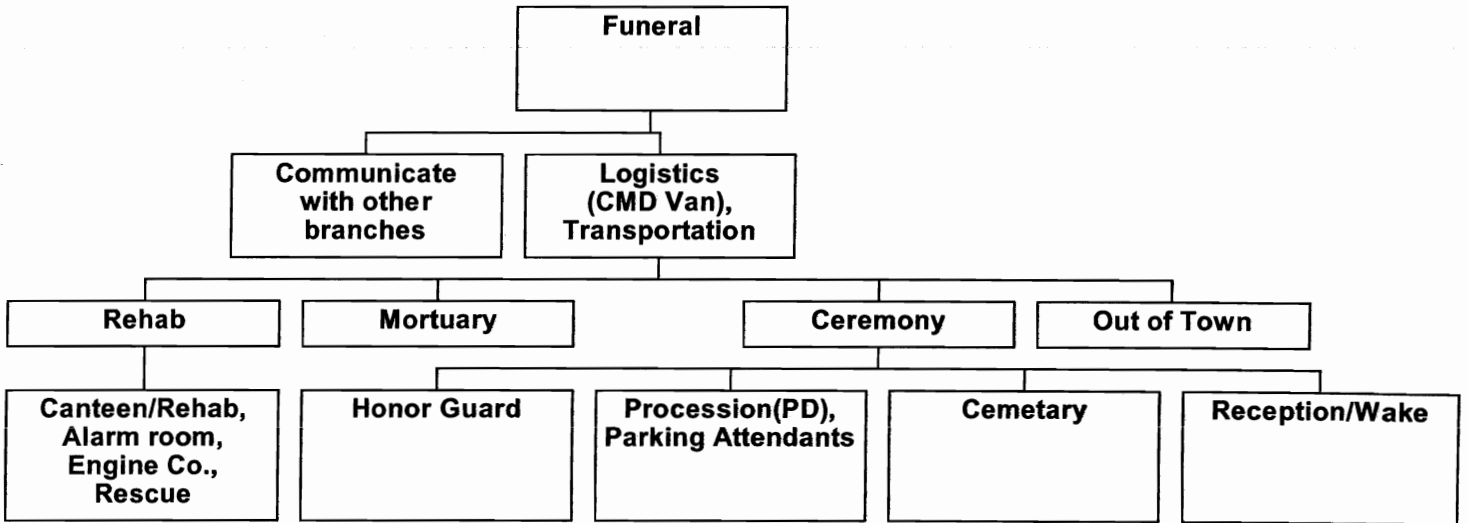
F.A.L.L.E.N. F.F. BRANCH DIAGRAM



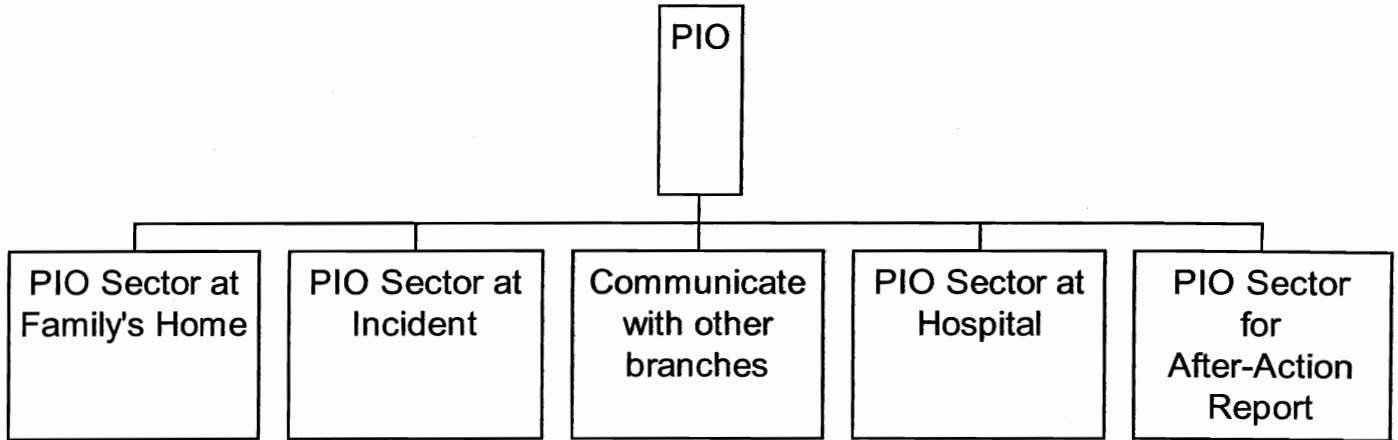
CISM Branch



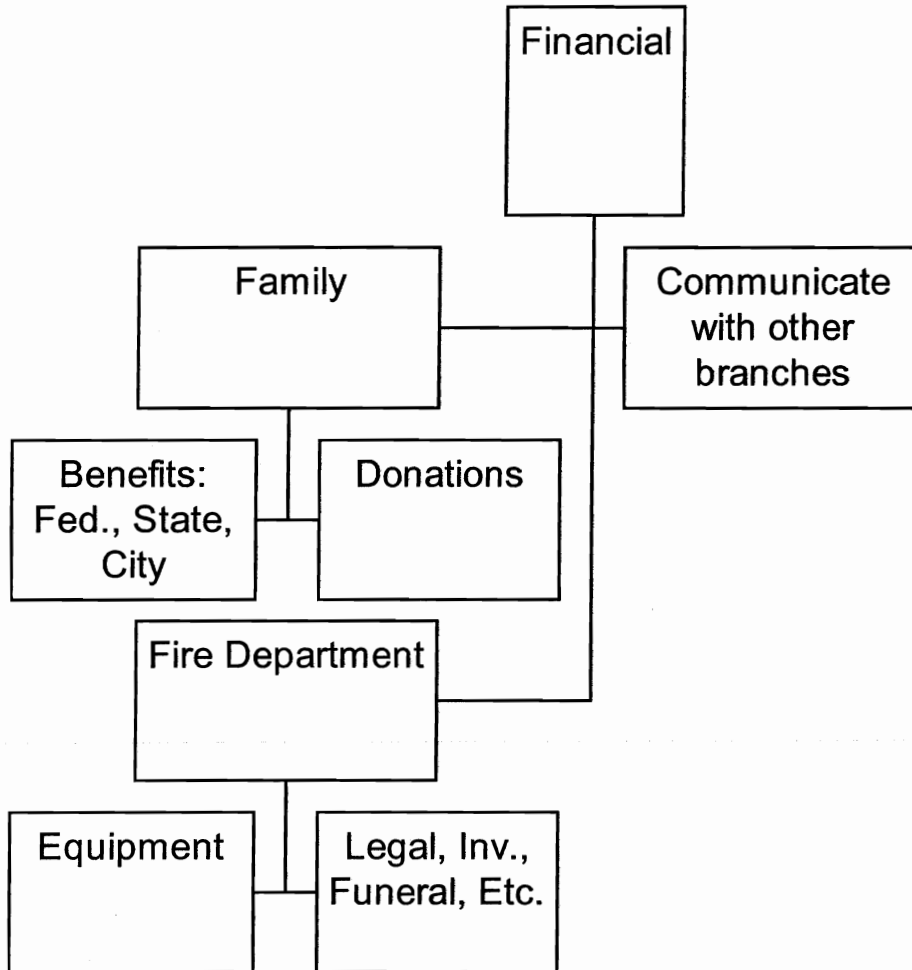
Funeral Branch



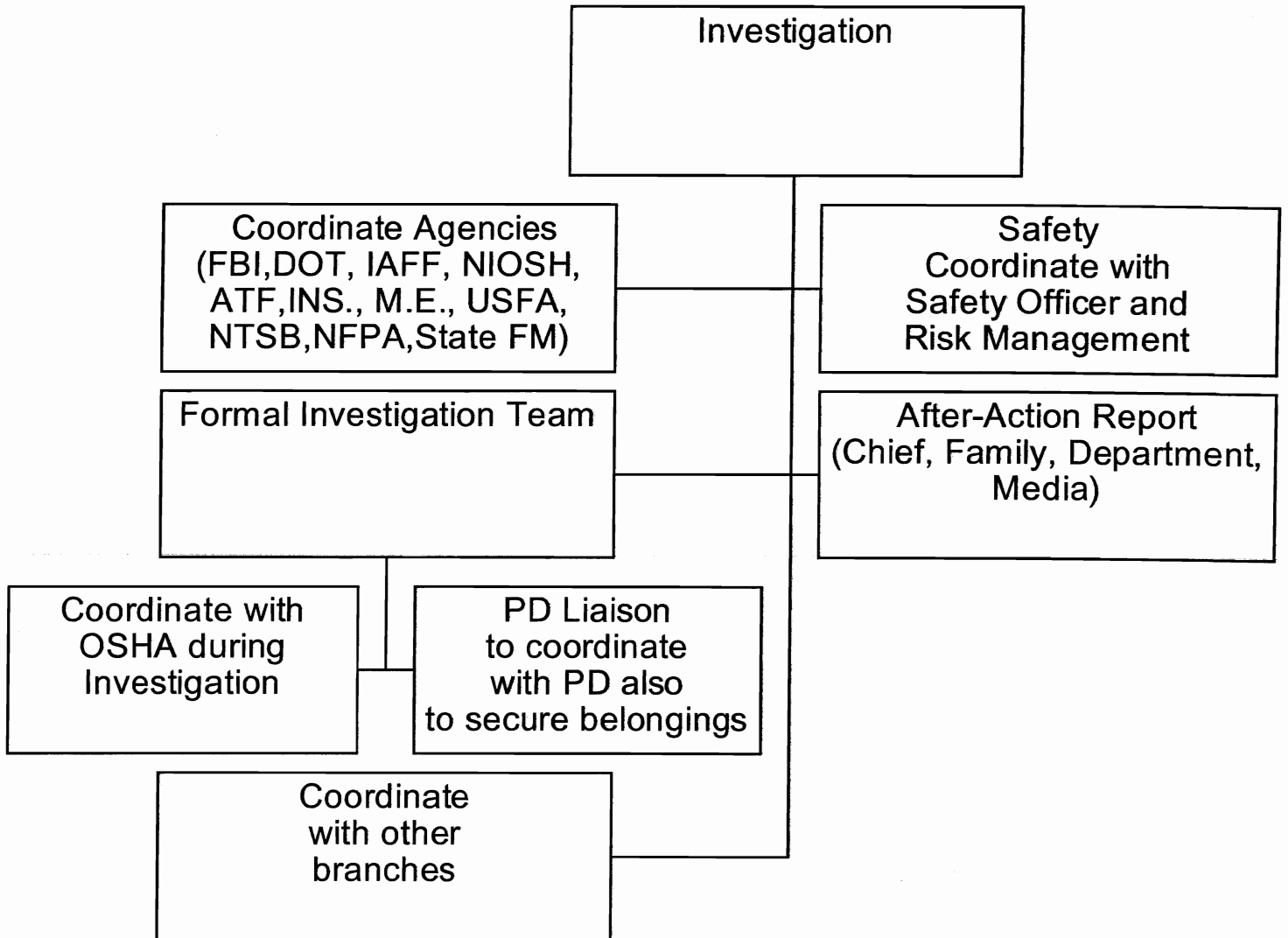
PIO Branch



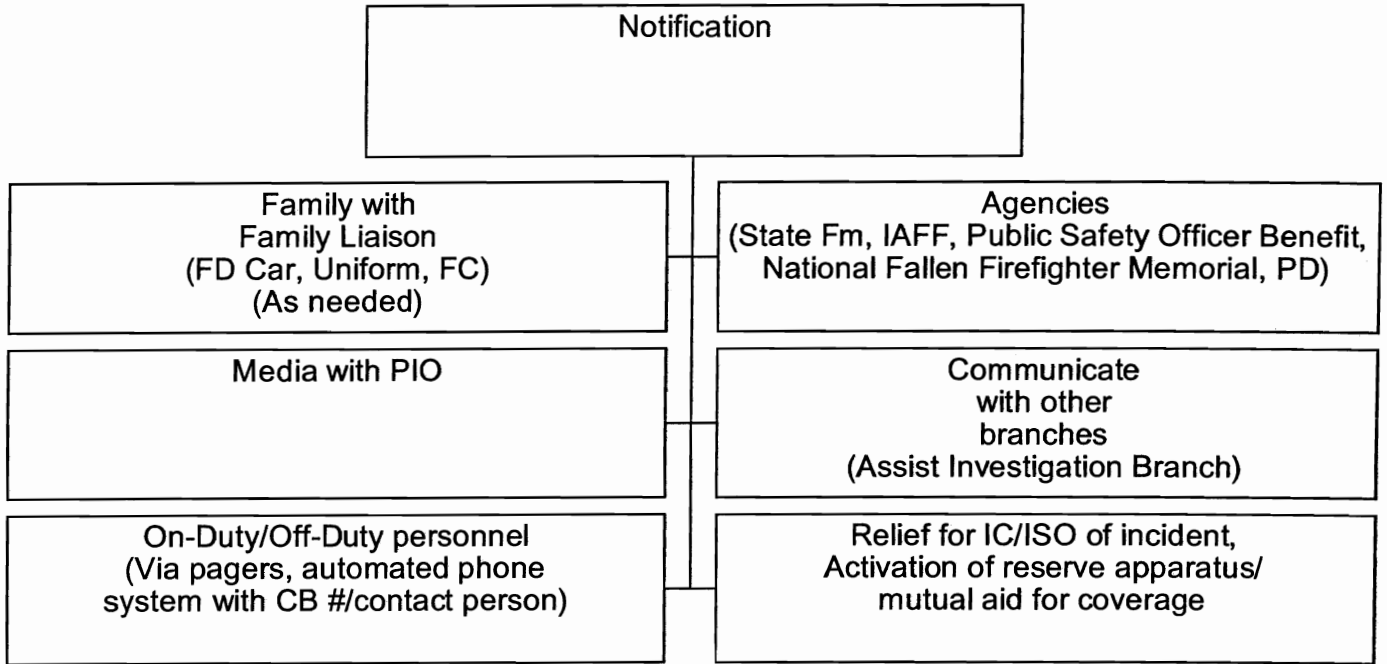
Financial Branch



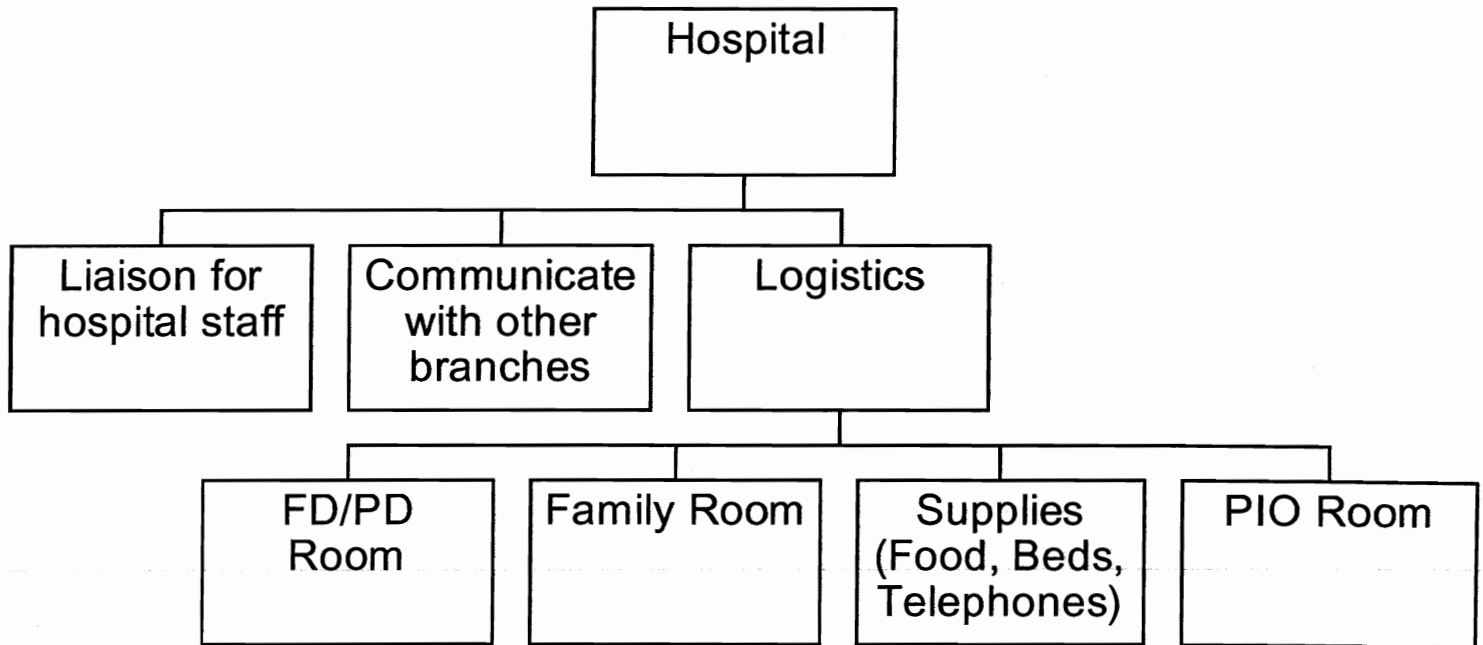
Investigation Branch



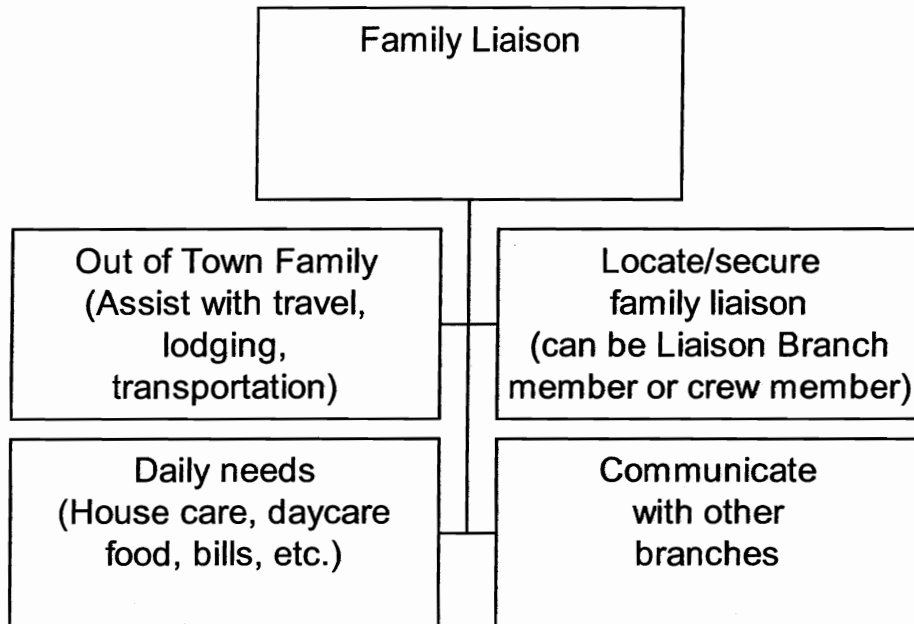
Notification Branch



Hospital Branch



Family Liaison Branch



**Glendale Fire Department F.A.L.L.E.N. F.F. CISM Branch
Tactical Worksheet**

Date: _____

Time: _____

Fire Department Member: _____

CISM for Family (Coordinate with Family Liaison)

Contact Person: _____

Comments: _____

CISM for FD Staff

Contact Person: _____

Comments: _____

CISM for EMS Personnel

Contact Person: _____

Comments: _____

**Glendale Fire Department F.A.L.L.E.N. F.F. CISM Branch
Tactical Worksheet**

CISM for Hospital Staff (Coordinate with Hospital Branch)

Contact Person: _____

Comments: _____

CISM for PD

Contact Person: _____

Comments: _____

CISM for Alarm Room

Contact Person: _____

Comments: _____

**Glendale Fire Department F.A.L.L.E.N. F.F. CISM Branch
Tactical Worksheet**

Coordinate with Chaplain (C810, C138)

Comments: _____

CISM for Public (Bystanders at scene, etc..)

Contact Person: _____

Comments: _____

CISM for Investigation Branch

Contact Person: _____

Comments: _____

Termination of CISM Branch Date: _____ Time: _____

Comments: _____

Glendale Fire Department F.A.L.L.E.N. F.F. Funeral Branch Tactical Worksheet

Visitation

Location, size Contact Person: _____

Map Contact Person: _____

Send information to Notification and PIO Branches

Comments: _____

Funeral (CMD Van to coordinate)

Church/Mortuary (location, size) Contact Person: _____

Parking attendants Contact Person: _____

Map Contact Person: _____

Send information to Notification and PIO Branches

Cemetery (location, size) Contact Person: _____

Map Contact Person: _____

Send information to Notification and PIO Branches

Alarm Room for Last Call Contact Person: _____

Procession

PD escort Contact Person: _____

Traffic control Contact Person: _____

Map Contact Person: _____

Family transportation Contact Person: _____

Send information to Notification and PIO Branches

Glendale Fire Department F.A.L.L.E.N. F.F. Funeral Branch Tactical Worksheet

Rehab Sector

Rehab Van Contact Person _____

Company for EMS Standby Contact Person _____

Rescue for EMS Standby Contact Person _____

Comments: _____

Reception/Wake (location, size) Contact Person: _____

Food Contact Person: _____

Family transportation Contact Person: _____

Send information to Notification and PIO Branches

Comments: _____

**Glendale Fire Department F.A.L.L.E.N. F.F. Funeral Branch
Tactical Worksheet**

Termination of Funeral Branch

Date: _____ Time: _____

Comments: _____

**Glendale Fire Department F.A.L.L.E.N. F.F. PIO Branch
Tactical Worksheet**

Date: _____

Time: _____

Fire Department Member: _____

Contact media and control story release

Comments: _____

PIO Sector at Incident

Comments: _____

PIO Sector at Hospital (Coordinate with Family)

Comments: _____

PIO Sector at Family's Home

Comments: _____

Glendale Fire Department F.A.L.L.E.N. F.F. PIO Branch Tactical Worksheet

PIO Sector for After-Action Report

*** Coordinate with Chief, Family, and Investigation Branch ***

Comments: _____

Termination of PIO Branch

Date: _____ Time: _____

Comments: _____

Glendale Fire Department F.A.L.L.E.N. F.F. Financial Branch Tactical Worksheet

Non-profit

Education Benefits (Children/spouse)

Booster Club, Health and Welfare

Comments: _____

Donations

Bank: _____ Account: _____

******(Forward to PIO for media release)******

Purpose of donations (communicated from benefactor)

Comments: _____

**Glendale Fire Department F.A.L.L.E.N. F.F. Financial Branch
Tactical Worksheet**

Fire Department

Equipment

Legal

Investigation

Funeral assistance

Comments: _____

Termination of Financial Branch

Date: _____ Time: _____

Comments: _____

Glendale Fire Department F.A.L.L.E.N. F.F. Investigation Branch Tactical Worksheet

Date: _____

Time: _____

Fire Department Member: _____

Coordinate Agencies

FBI – (602) 279-5511 Contact Person: _____

DOT – (202) 366-4000 Contact Person: _____

IAFF – (202) 737-8484 Contact Person: _____

NIOSH – (202) 401-0721 Contact Person: _____

ATF – (602) 640-2938 / 640-2829 Contact Person: _____

ME – (602) 506-1138 Contact Person: _____

USFA – (800) 238-3358 Contact Person: _____

NTSB – (202) 314-6000 Contact Person: _____

NFPA – (617) 770-3000 Contact Person: _____

STATE FM – (602) 255-4964 Contact Person: _____

OSHA – (800) 321-8742 Contact Person: _____

Comments: _____

Coordinate with Safety and Risk Management

Comments: _____

Glendale Fire Department F.A.L.L.E.N. F.F. Investigation Branch Tactical Worksheet

Formal Investigation Team

Coordinate with OSHA during investigation

PD liaison to coordinate with PD and to secure belongings

Contact: _____

Comments: _____

After-Action Report

Reviewed by Chief

Reviewed by Family (after CISM)

Reviewed by Department

Released to Media

Released to NFPA, USFA

Comments: _____

**Glendale Fire Department F.A.L.L.E.N. F.F. Investigation
Branch Tactical Worksheet**

Termination of Investigation Branch Date: _____ Time: _____

Comments: _____

Glendale Fire Department F.A.L.L.E.N. F.F. Notification Branch Tactical Worksheet

Date: _____

Time: _____

Fire Department Member: _____

Notify Family with Family Liaison

Comments: _____

Notify Media with PIO

Comments: _____

Notify Agencies

State FM (602) 255-4964	Contact Person: _____
IAFF (202) 366-4000	Contact Person: _____
PSOB (888) 744-6513	Contact Person: _____
NFFF (301) 447-1365	Contact Person: _____
PD (623) 930-3000	Contact Person: _____

Comments: _____

**Glendale Fire Department F.A.L.L.E.N. F.F. Notification
Branch Tactical Worksheet**

Notify On-duty Personnel (Via Alarm Room/Pagers)

Contact Person: _____

Comments: _____

Notify Off-Duty Personnel (Via Phone with Callback Number)

Contact Person: _____

Comments: _____

Assist Investigation Branch with Agency Notification

Comments: _____

**Glendale Fire Department F.A.L.L.E.N. F.F. Notification
Branch Tactical Worksheet**

Update Personnel with Information (Status, Funeral, etc...)

Contact Person: _____

Comments: _____

Termination of Notification Branch Date: _____ Time: _____

Comments: _____

Glendale Fire Department F.A.L.L.E.N. F.F. Hospital Branch Tactical Worksheet

Date: _____

Time: _____

Fire Department Member: _____

Hospital Staff Liaison _____

Comments: _____

Logistics

Coordinate with Nursing House Supervisor

*** All rooms need telephone access ***

*** *After securing rooms leave location for FD/PD and PIO Rooms with
Information Desk to direct personnel* ***

Family Room (With shower as necessary)

FD/PD Room

PIO Room

Comments: _____

Glendale Fire Department F.A.L.L.E.N. F.F. Hospital Branch Tactical Worksheet

Supplies

Food

Beds

Telephones

Clothes

Toiletries

Comments: _____

Termination of Hospital Branch

Date: _____ Time: _____

Comments: _____

F.A.L.L.E.N. F.F. Family Liaison Branch Tactical Worksheet

Assist with travel, lodging, and transportation

Contact: _____

Travel _____

Lodging _____

Transportation _____

Comments: _____

Family Daily Needs (Child Care, House Keeping, Groceries, Bills, etc...)

Contact: _____

Comments: _____

F.A.L.L.E.N. F.F. Family Liaison Branch Tactical Worksheet

Termination of Family Liaison Branch Date: _____ Time: _____

Comments: _____

Glendale Fire Department F.A.L.L.E.N. F.F. Emergency Notification Information

PERSONAL INFORMATION

Last Name	First Name	Middle Name
Home Address		
City	State	Zip
Phone Number (s)		Employee Number
() () ()		

CONTACT INFORMATION

Family or friends that you would like the department to contact. Please list names in the order you would like them to be contacted. Please attach additional sheets as necessary.

NOTE: If the contact is a minor, please indicate the name of the adult to contact.

Name
Relationship
Home Contact Information
Address:
Phone: ()
Work Contact Information
Name of Employer:
Address:
Phone: ()
Special Circumstances (i.e. health, age, etc..)

Glendale Fire Department F.A.L.L.E.N. F.F. Emergency Notification Information

Name
Relationship
Home Contact Information
Address:
Phone: ()
Work Contact Information
Name of Employer:
Address:
Phone: ()
Special Circumstances (i.e. health, age, etc..)

Name
Relationship
Home Contact Information
Address:
Phone: ()
Work Contact Information
Name of Employer:
Address:
Phone: ()
Special Circumstances (i.e. health, age, etc..)

Names and dates of birth for all of your children.	
Name:	DOB:
Name:	DOB:
Name:	DOB:
Name:	DOB:
Name:	DOB:

Glendale Fire Department F.A.L.L.E.N. F.F. Emergency Notification Information

List the department member(s) you would like to accompany the notification personnel.
Name:
Name:
Name:

List anyone else you would like to help make the notification. (i.e., your minister, priest, etc..)
Name:
Relationship:
Home Contact Information:
Address:
Phone: ()
Work Contact Information:
Name of Employer:
Address:
Phone: ()

OPTIONAL INFORMATION

Make sure someone close to you knows this information.

Religious Preference
Religion:
Place of Worship:
Address:

Are you a veteran of the U.S. Armed Services?	Yes	No
If you are entitled to a military funeral, do you wish to have one?	Yes	No
Do you wish to have a fire service funeral?	Yes	No

Glendale Fire Department F.A.L.L.E.N. F.F. Emergency Notification Information

Please list your membership in fire service, religious, or community organizations that may provide Assistance to your family:

Do you have a will? If yes, where is it located?	Yes	No
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Please list any insurance policies you have:

<u>Company</u>	<u>Policy Number</u>	<u>Location of Policy</u>
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Special Requests

Employee Signature

Date

<<Back



New Mission for Firefighter's Widow

December 19, 2003

By Roswell Encina

Bartlett, TN - The widow of a firefighter killed while battling the Family Dollar store fire last summer is turning her tragedy into a blessing for other families.

Donna Kirk, the widow of Lt. Trent Kirk, wants to begin a support group for the families left behind by firefighters killed in the line of duty. "If we can reduce the amount of hurt, that a person goes through, during that time, just to ease their pain," says Kirk.

Lt. Trent Kirk and Private Charles Zachary died while putting out the fire on North Watkins in Frayser on Father's Day. The manager of the Family Dollar has been arrested and charged for setting the store on fire.

Donna Kirk also wants to start a website dedicated to fallen firefighters and their families.



 WORLDNOW

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