Department After-Care Checklist

**DOCUMENTATION**

- Assist LAST Team with completion of Firefighter – Family Data Sheet
- Plan After Action Review with LAST Team 10-14 days post-funeral
  - What went well?
  - What can be done better?
- Send thank you letters to all mutual aid and support agencies

**BENEFITS PROCESS**

- Schedule initial benefits meeting with LAST / Family 10-14 days post-funeral
- Begin gathering documentation related to Benefits Process
  - Incident / Accident Report
  - Investigation Report(s)
  - Department Charter (if volunteer agency)
  - Letter of authority from governing body (if volunteer agency)
  - Detailed Statement of Circumstances

**FAMILY SUPPORT**

- Prepare family for memorials (as appropriate – don’t mislead family)
  - National Fallen Firefighters Memorial Weekend
  - National Union Memorial Services
  - State Memorial Services
  - Local / County / Regional Memorial Services
- Ensure family support and outreach (card, phone call, etc – make sure they are not forgotten!!)
  - Anniversary of incident
  - Wedding Anniversary
  - Birthday(s)
  - Graduation(s)
  - Other important date(s) / event(s)