



Carroll County Department of Fire & EMS

Standard Operating Procedure: 1.06	Effective Date: June 8, 2023
Subject: LODD / Funeral Details	Section: Administration
Authorized: Chief Michael Robinson	Revision Date: N/A

I. PURPOSE

To establish guidelines and proper procedures for conducting Fire/ Emergency Medical Services (EMS) Department funerals. Although these procedures serve as a general framework for conducting Fire/EMS Department funerals, it does not take precedent over the family’s wishes. These procedures are based on the concepts presented in the National Fallen Firefighters.

Foundation “Taking Care of Our Own” Program and is a compilation of key materials to assist the Department, co-workers and surviving family/friends in honoring our fallen heroes.

II. DEFINITIONS

- A. Memorial Orders – Specific orders issued by the Fire EMS Chief regarding flag protocols and badge shrouding.
- B. IC – Individual assigned the responsibility to coordinate and develop the funeral service plan.
- C. Family Liaison – Individual assigned the responsibility of the family. This person will act as a liaison between the family and IC. This includes relaying the family’s wishes, accompany them when requested, and assist with any paperwork the family is required to complete.
- D. Line of Duty Death – The death of an employee or volunteer of the DFEMS who dies while on duty in the performance of or while operationally ready to perform operational duties. This may also include other line of duty activity as specified under the Public Safety Officer’s Benefit Act (PSOB) as administered by the U.S. Department of Justice.
- E. Active Duty Death – The death of an employee or volunteer of the DFEMS who dies off duty or in the performance of administrative duties not specified under the Public Safety Officer’s Benefit Act (PSOB) as administered by the U.S. Department of Justice.

III. PROCEDURES

A. General Guidelines

1. The coordination and development of a funeral service can be difficult, both physically and emotionally. There are many factors that should be considered when preparing a funeral service, thus, the Incident Management System should be utilized in the coordination and development of a funeral service to ensure a proper and efficient service.
2. When preparing for a Fire Department funeral, the Department shall utilize the National Incident Management System (NIMS) Incident Command System (ICS), as we would for any large-scale event. The IC will prepare the appropriate ICS forms based on the type and scale of the funeral service.
3. The primary goal should be to work with the family and others involved to ensure that the fallen firefighter receives a fitting tribute.

B. Types of Services

1. The Department will recognize three (3) levels of services when conducting funerals:
 - a. Line-of-Duty Death
 - i. A line-of-duty death will receive the full honors and respect befitting a member who lost his/her life in the performance of his/her duties. Ultimately, the service will reflect the wishes of the family. A service resulting from a line-of-duty death will generally include:
 - a) A Fire/EMS Department memorial service
 - b) A casket watch by the Honor Guard
 - c) Full dress uniforms for as many sworn/volunteer personnel as possible
 - d) Uniformed Fire/EMS personnel ushers
 - e) Appropriate transportation of the casket
 - f) Coordination of transportation for family members
 - g) A grave side ceremony with color guard, flag fold, and ladder arches
 - h) Use of the fire department chaplain
 - i) Use of fire department pipes and drums or bagpiper
 - j) Activation of the state LAST team
 - b. Active-Duty Death
 - i. An active-duty death is one that did not occur while the member was actively involved in a Departmental activity. They can include active members and retired/inactive chief officers of the Department. This type of service will include:
 - a) A Fire/EMS Department memorial service
 - b) Honor Guard participation
 - c) Use of the fire department chaplain
 - c. Non-Line-of-Duty Death of an In-Active or Retired Member
 - i. A non-line-of-duty death is one that did not occur while the member was actively involved in a Departmental activity.

They can include inactive members and retired/inactive chief officers of the Department. This type of service will include:

- a) A Fire/EMS Department memorial service
- b) Honor Guard participation

C. Fire/EMS Department Representation

1. When a death occurs to an inactive/retired member of the Department and the family has indicated that they wish to have Fire/EMS Department representation, the Fire EMS Chief will assign a small delegation to represent the Department.

D. Implementation

1. Immediately upon the occurrence of a line of duty death staff notifications shall be made and the Fire EMS Chief or designee shall provide official notification of the family. A family liaison shall be immediately assigned and will see to the immediate and ongoing needs of the family.
2. The scene of the death shall be immediately secured and a line of duty death investigation shall be initiated in concert with applicable local, state and federal agencies. An OCME liaison shall be appointed to coordinate the disposition, transportation and assurance as to the implementation of the PSOB autopsy protocol specific to a firefighter line of duty death.
3. Should a death occur, the Fire EMS Chief, following notification, may issue "Memorial Orders" if appropriate, as well as any other special instructions.
4. The DFEMS CISM coordinator shall be notified and will facilitate immediate post-incident actions.
5. If needed, a Funeral Incident Commander (IC) and any additional Divisions and Groups will be assigned as soon as possible.

E. Command

1. The Fire EMS Chief is ultimately in charge of a Fire/EMS Department funeral. He/she may appoint a Funeral Incident Commander (IC) to coordinate the services on his/her behalf.
2. The IC is responsible for the overall coordination and development of the funeral. He/she will ensure that all Divisions and Groups are assigned, and that each Division and Group is coordinated to ensure an efficient service. Customarily, the IC will provide updates to the Director of Fire/EMS and the Division and Group directors. The IC will keep each Division and Group accountable on progress of tasks/assignments and authorize the addition or release of personnel to a given Division or Group. The IC shall conduct an initial meeting to assign Division and Group assignments.
3. When delegating Division and Group assignments, the IC should provide proper guidance/facilitation for the home company, who may want to take on a great deal of the assignments.
 - a. Though the wishes and desires of the home company should influence the service, they should be cautioned that supervision of many events may preclude some of the membership from participating in the actual service.

- b. The company that is the LODD's assignment or home company shall be immediately relieved of all duties and may be covered by a transfer company through the day of burial.

F. Divisions and Groups

- 1. Each Division and Group Supervisor is responsible for providing the IC with progress reports and shall request appropriate resources.
- 2. The Divisions and Groups needed for a funeral service may include:

Funeral Protocol	Logistics	Cemetery Site
Family Liaison	EMS	Parking
Printing	VIP	Ushers
Support Group	Reception/Food	Procession
Chaplain	Honor Guard	Press Information
Funeral Home Liaison	Transportation	Audio/Visual
	IAFF or CCVESA	

G. Considerations / Arrangements

- 1. The IC and the Division and Group Officers are responsible to coordinate the Fire/EMS services at the funeral home/place of worship.

- a. Considerations include:

- i. Fire/EMS Department Memorial Service
- ii. Firefighter Formation
- iii. Musical Arrangements
- iv. Readings/Eulogies/Special Remarks
- v. Procession
- vi. Pallbearers
- vii. Casket Apparatus/Caisson
- viii. Services at the Burial Site
- ix. Crossed Arches
- x. Sounding of Taps/Bagpiper/Bell toll
- xi. Honor Guard/Pipes and Drums
- xii. Flag Fold/Presentation of Flag
- xiii. Helicopter Flyover
- xiv. Honor Guard Stand By
- xv. Active Pallbearers – Six Personnel
- xvi. Honorary Pallbearers – Family, Company Officer, Retirees, Etc.
- xvii. Funeral Detail – Uniformed Personnel
- xviii. Bugler
- xix. Flag for Casket
- xx. Provide information to Departmental personnel to carry out their role in the funeral
- xxi. Traffic Management/Police Liaison
- xxii. Designate a room for the family and dignitaries – rooms for Honor Guard preparation

- xxiii. If needed, designate a meeting area away from the funeral site for all uniformed personnel to meet; the group can then march to the funeral home to act as a funeral detail
- xxiv. Badge covers for uniformed personnel
- xxv. Coordination of multiple joint funerals
- xxvi. Mapping and GIS services as appropriate
- xxvii. Photography
- xxviii. Media
- xxix. Transportation of family and guests
- xxx. Hotel arrangements for out-of-town attendees
- xxxi. Logistics/location for post-funeral reception
- b. All areas of responsibility will be closely monitored by the IC and the Family Liaison to ensure that all families' desires are being met.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding LODD Funeral Policy or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.