

Waterloo Vol Fire Department Standard Operating Guidelines

Procedures for a Firefighter Line of Duty Death

This policy has been developed to assist in procedures following a firefighter line of duty death within New York State.

- 1) Next of kin should be notified immediately. No information regarding the firefighter involved should be revealed to anyone, especially the media, until such notification is complete. Notification should be made by the highest ranking officer available and a department chaplain.
- 2) A Family Liaison Officer (FLO) should be appointed who will discuss which types of options the fire department will be able to offer and what options are desired and required by the family. The FLO should:
 - A) Obtain a department vehicle for family transport as required
 - B) Determine from the family the church to be used, funeral home, type of interment, and other special considerations.
 - C) Arrange for alternative locations should a large attendance be expected (In accordance with family wishes)
 - D) Establish pall bearers with the family permission
- 3) A Survivor Action Officer (SAO) should be appointed. The SAO duties are:
 - A) Notify all members and the county fire coordinator
 - B) Issue an official news release
 - C) Obtain the proper proclamation from the local government to fly flags at half mast.
 - D) Notify neighboring departments and governments
 - E) Complete and submit the proper forms for VFBL coverage. The following forms must be filed with the insurance carrier within 90 days, but not later than 2 years after death.

VF-62: This form must be completed by the fire district following a line of duty death of a firefighter.

C-64: This form is for proof of death. It must be completed by the physician last in attendance of the deceased.

C-65: This form is proof of burial and funeral expenses. It must be completed by the mortician.

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- F) Submit for the Federal Safety Officers' Benefits Program by completing a "Report of Public Safety Officer's Death" or "Total Disability Claim Form." These forms are available from U.S. Department of Justice Response Center, 1-800-421-6770.
- G) Review any and all other insurance which the department or political subdivision may have purchased for such instances and notify the proper insurance agencies for claims forms. Forms should be completed and submitted as per instructions.
- H) Funeral procedures should be done in accordance with the family's wishes, however the booklet, "Funeral Procedures for Firefighters," may be used as a model program. This book is available at no cost from The National Volunteer Fire Council, 1-202-887-5700, or The United States Fire Administration, 800-638-1821.