

Line of Duty Death Family Coordinator Checklist

- ___ Help family make notification to other family members and friends
- ___ Arrange for child-care for children
- ___ If there is not a fire department chaplain, contact family's church or a church of family's preference
- ___ Transport family to hospital if deceased is in the hospital
- ___ Arrange for food, soda, water, and coffee to be brought to the home
- ___ Answer phone and take messages if the family requests communications assistance
- ___ Determine family's preference for funeral home
- ___ Make an appointment with the funeral home.
- ___ Contact Funeral Coordinators to inform them of the appointment
- ___ Assist family in choosing burial clothes. Inform them of their choices, including options to be buried in uniform, or Class "A" uniform (Lighthouse Uniforms will provide a free Class "A" uniform for the fallen firefighter)
- ___ Assist family in choosing items and pictures that will be used during the visitation and funeral service
- ___ Help make travel and lodging arrangements for out of town family members
- ___ Assist family with locating and obtaining documents that will be needed including:
 - ___ Social Security card
 - ___ Drivers license
 - ___ Will
 - ___ Life insurance
- ___ File or assist the Benefits Coordinator with filing immediate benefits
- ___ Escort family to funeral home, church, and other places as needed

____ During any services, assist family as needed

____ After the funeral, arrange a time with the Benefits Coordinator to meet with the family to go over secondary benefits