

## Line of Duty Death Hospital Coordinator Checklist

- \_\_\_ Meet with hospital administrator to designate the following:
  - \_\_\_ Private family waiting area
  - \_\_\_ Designated waiting area for personnel
  - \_\_\_ Meeting room for investigators, benefits coordinators, etc
- \_\_\_ Arrange for snacks, soda, water, and coffee to be made available to family and visiting personnel
- \_\_\_ Meet with hospital billing, benefits coordinator to arrange for all medical bills to be sent to the fire department/ city hall
- \_\_\_ Arrange for a hospital chaplain or minister to visit with family to determine spiritual/religious needs and rights for the deceased/injured firefighter
- \_\_\_ Care for other needs that might arise while the family and firefighter is in the hospital
- \_\_\_ Contact Family Coordinator to obtain funeral home information
- \_\_\_ Determine when the deceased will be released to the medical examiner or funeral home
- \_\_\_ Contact funeral home to have the deceased transported to medical examiner or funeral home