

## **Line of Duty Death Master Checklist**

### **Notification**

- \_\_\_ Contact Chaplain to assist with notification
- \_\_\_ Contact EMS to stage an ambulance one-two blocks from house
- \_\_\_ Contact Family Coordinators and have on standby with fire department vehicle

### **Upon Notification That A Death Has Occurred**

#### **Initial Procedures**

- \_\_\_ Contact Hospital Coordinator(s) and have them respond to the hospital if injured individual is critical but not deceased
- \_\_\_ If firefighter is at the hospital, have Family Coordinators bring them to the hospital in a fire department vehicle
- \_\_\_ Immediately proceed to treating hospital if individual was brought to hospital
- \_\_\_ Have checklists delivered to each coordinator
- \_\_\_ Contact Public Information Officer
- \_\_\_ Dispatch Fire Marshal/Investigator for photographs and video of the death scene. Secure all pertinent areas with barrier tape
- \_\_\_ Have Safety Commander/Scene Coordinator secure all protective clothing, equipment used by injured/deceased firefighter and then transport all items to a secure location.
- \_\_\_ Advise all Officials that a death has occurred, through senior ranking officer such as an assistant chief, deputy chief
  - \_\_\_ Fire Commissioner, Fire Director
  - \_\_\_ Dispatch Fire Marshal/Investigator
  - \_\_\_ Union President/Vice-President
  - \_\_\_ Mayor (After discussing with senior officers)
  - \_\_\_ City Council Members
  - \_\_\_ CISD Team

\_\_\_ State Fire Marshal's Office at 512-305-7900

\_\_\_ Contact Funeral Coordinator

\_\_\_ Contact Department Coordinator and have them respond to deceased firefighter's station or main station

\_\_\_ Determine desired funeral home to receive the body.

Funeral Home \_\_\_\_\_ Telephone \_\_\_\_\_

Funeral Director \_\_\_\_\_

\_\_\_ Obtain names, telephone numbers, and locations of all immediate family/next of kin.

\_\_\_ Advise family of need for an autopsy. Have necessary hospital forms signed (as needed)

\_\_\_ Have "Release of medical information" forms signed by legal party

\_\_\_ Contact Fire Department Emergency Unit/Ambulance to transport body to morgue

\_\_\_ Contact Coroner's office for:

\_\_\_ Firefighter Autopsy Protocol (USFA)

\_\_\_ Statement of cause of death, if no autopsy is to be done (Medical Examiners Report)

\_\_\_ Prepare news media release (PIO)

\_\_\_ Hold news release until all the family has been notified. Release basic information about the firefighter and brief details regarding the incident. Notify media that the investigation normally requires 60-90 days.

\_\_\_ Have dispatcher make notification to other stations, and personnel via vocal alarm. Have stations place all flags in the Half Staff position immediately and have member shroud badges with a black band or black tape

\_\_\_ Have dispatcher, PIO, or Department Coordinator release information to general public and fire news media

\_\_\_ Have black bunting put on select fire stations, headquarters, and the deceased firefighter's station

\_\_\_ If the firefighter is in the hospital, have Hospital Coordinator and an officer stay until all family members have left