

# SOUTH PORTLAND FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

|                  |                                   |                        |           |
|------------------|-----------------------------------|------------------------|-----------|
| <b>Policy #:</b> | 5.215                             | <b>Effective Date:</b> | 6/12/2015 |
| <b>Title:</b>    | Notification of Firefighter Death | <b># of pages:</b>     | 3         |
| <b>Category:</b> | Personnel                         | <b>Classification:</b> | Green     |

1. **PURPOSE:** To have guidelines for Fire Department personnel to go by when having to notify the family in the event of a firefighter's death or serious injury. To make Fire Department personnel aware that such notification must be made in a professional and compassionate manner.
2. **POLICY:** It shall be the responsibility of the Duty Officer to properly notify the next of kin of a firefighter who has suffered severe injuries or has died. The Duty Officer may personally make the notification and/or designate a Notification Officer to inform the survivors. You **MUST** familiarize yourself with the circumstances of the death and the personal data concerning the death **BEFORE**. By having a second person in attendance, the Chief/Duty Officer will be available to leave shortly after to return to the scene if necessary. The second person remains to see what they can do for the surviving family, getting additional medical help for the survivors if needed, being the compassionate listener.

The name of the injured or deceased **MUST NEVER** be released by the Department before the immediate family is notified. Do not tell neighbors of the death before telling the family. If asked, tell them that you need to find the family regarding a medical emergency and ask if they know where they are.

If there is knowledge of a medical problem with an immediate survivor, medical personnel should be available at the residence to coincide with the death notification.

Notification **MUST ALWAYS** be made in person and **NEVER ALONE**. Notification to the family will be done in a Fire Department uniform and in a marked Fire Department vehicle. The Chief of the Fire Department, or his representative, Fire Chaplain, close friend, or another firefighter's survivor could appropriately accompany the Notification Officer. However, if the aforementioned persons are not readily available, notification should not be delayed until these people can gather. If there is an opportunity to get to the hospital prior to the death of the firefighter, **DON'T WAIT** for the delegation to gather. Attempt to bring the spouse to the hospital. The family should learn of the death from the Department first and not from the press or other sources. This is **NOT** the time to make idle promises to the family (i.e. "We'll promote him posthumously," "We'll retire his badge".)

Never make a death notification on the doorstep. Ask to be admitted to the house. Ask the survivor if they would like to sit down. Inform family members slowly and clearly of the information that you have. If specifics of the incident are known, the

Notification Officer should relay as much information as possible to the family. Answer all questions honestly. Be sure to use the firefighter's first name during the notification. If the firefighter has died, relay that information. Never give the family a false sense of hope. Use the words such as "died" and "dead" rather than "gone away" or "passed away". Offer to make phone calls if the survivor wishes.

DO NOT take any personal clothing, jewelry, billfold, purse, etc to the notification.

If family requests to visit the hospital, they should be transported in a marked Fire Department vehicle. It is highly recommended that the family NOT drive themselves to the hospital. If the family insists on driving, a uniformed firefighter should accompany them in the family vehicle.

If young children at home, the Notification Officer must arrange for babysitting needs. This may involve co-workers spouses known to the family, transportation of children to a relative's home, or a similar arrangement, transported by a fire vehicle. Prior to departing to the hospital, the Notification Officer should notify the hospital staff and the Hospital Liaison (by telephone if possible) that a member of the family is enroute to the hospital.

The deceased or severely injured firefighter's parents should also be afforded the courtesy of a personal notification if possible. Use a uniformed firefighter with a department vehicle if possible.

If immediate survivors live beyond the local area, the Notification Officer will ensure that the appropriate jurisdiction is contacted requesting a PERSONAL notification.

The Chief, or a high ranking representative and a union official, should respond to the residence, or the hospital, to meet with family as soon as possible.

In the event of an on-duty death, the external monitoring of fire frequencies may be extensive. Communications regarding notifications should be restricted to the telephone whenever possible. If the media has somehow obtained the firefighter's name, they should be advised to withhold it, pending notification of the next of kin. Members shall not give out any information of the incident. This will be done by the Chief or his designee.

In the event of a line-of-duty death, the Chief, of the Department Liaison Officer will transmit a message prepared and/or approved by the Chief, similar to the following: "It is with deep regret that announcement is made of the death of (Rank, Name, Company) who lost his/her life in the line-of-duty while participating in operations on fire call (Number, Location, Date and Time.) Record same in the Department log book. Death other than line of duty: "It is with deep regret that announcement is made of the death of" (Rank, Name) on/at time/date.

If family members arrive on the scene during on-going operations, it is important to identify them and keep them out of the direct flow of operations, particularly if the body is still trapped or on the scene. (Watch what is said around the family)

- a. Secure the scene of the area where the incident occurred
- b. Secure all gear, equipment involved in the area.
- c. Photograph the total area and equipment.

Assure notification of all off-duty and vacationing personnel.

3. REFERENCES:

- None

By Order Of:

*Kevin W Guimond*

Kevin W. Guimond  
Fire Chief