

ATTACHMENT A
FR-A-702

PALM BEACH COUNTY FIRE RESCUE

PRIDE & PROTOCOL

FUNERAL AND MEMORIAL SERVICES SECTION



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Introduction

This document shall serve as the official guideline for funeral services for PBCFR active-duty and retired firefighters, other persons related to the fire service such as non-sworn PBCFR employees and/or other personnel representing another Fire Rescue agency. It is intended to guide the members of Palm Beach County Fire Rescue in one of the most important missions of giving honor to our fallen colleagues and supportive care for their families. This guideline is the primary resource for funeral and memorial services and is referenced in the Operational Procedure # FR-A-702, Funeral and Memorial Services. The information in this guideline will serve as a protocol reference for all ceremonies.

All employees of Palm Beach County Fire Rescue should recognize the relevance of attending the funeral/memorial service of a fellow employee. The family of the fallen will have lasting memories of the service because of the visual aspects of seeing a mass of uniforms and fellow employees there to pay their respects and show support.

Definitions

Line-of-Duty Death (LODD)

A death of an active-duty, sworn employee, which is a direct result of the performance of duty at an emergency operational incident.

Duty-Related Traumatic Injury

A blow to the body by an outside force, i.e., crushing injuries suffered in a building collapse, apparatus accident or fall. Burns, smoke inhalation and such climate injuries as heatstroke or frostbite are considered traumatic injuries.

Duty-Related Non-Traumatic Injuries

A non-traumatic injury that is strongly believed or has been proven to be attributable to the job. Examples: Heart attack, stroke, Florida-recognized cancers, etc.

Active Duty Death

The death of an active-duty, sworn employee which occurs while off duty and is not in any way duty related.

Active Employee

A full-time employee of Palm Beach County Fire Rescue.

Retired Employee

A retired employee of Palm Beach County Fire Rescue.

Affiliate of Fire Rescue

An individual who was affiliated or employed in a non-sworn capacity with Palm Beach County Fire Rescue such as a Commissioner, Fire Rescue Advisory Board Member or Trustee, active-duty Firefighter from another department, Law Enforcement Officer, PBCFR Reserve Battalion/Cadet.

Honors and Descriptions

American Flag

An American flag may be draped or displayed (pre-folded) on the casket of a **LODD** during the wake or funeral/memorial service. If it is pre-folded, it will be carried by an Honor Guard member leading the processional into the venue. The funeral planners must consider the preferences of the church/venue. Catholic churches, for example, do not permit the casket to be draped with anything other than their Pall past the threshold into the church. If the fallen is a veteran or active service, a Military Honor Guard will typically conduct a flag fold and presentation ceremony in coordination with the fire service honors segment of the service.

Badge Shrouds

Solid black or black with red stripe elastic is used to cover a horizontal portion of the uniform badge as a reflection of "in mourning" and should be worn by members of Palm Beach County Fire Rescue and other uniformed personnel.

Bell Service

The Bell Service consists of a fire department bell that is traditionally tolled at the conclusion of the ceremony. One member reads a statement regarding the Fallen's last alarm. A second member tolls the bell at the conclusion of that reading. PBCFR bell-strike sequence for a fallen firefighter is **5-5-5**.

Bugler

The final Taps can be one or two personnel playing bugles as part of the ceremonial Honors.

Chaplain

A member of the department's Chaplain Group that may officiate the service if requested.

Color Guards / Honor Guards

A formally trained unit of members carrying the national and local flag in accordance with accepted standards.

Critical Incident Response Team (CIRT)

This team is comprised of the FOO, appropriate District Chief, Peer Support Team, EAP Coordinator, Chaplain, Honor Guard Commander and Health and Safety Officer.

Eulogy

Fire service member(s) and other personnel speaking in remembrance as part of the funeral service.

Fire Engine Caisson

The use of a fire department engine designed for carrying the casket or urn.

Fire Service Flag/American Flag

A flag to adorn the casket at the wake and funeral service. / American flag will be used for LODD only.

Flower Unit

The use of a fire department vehicle for the transportation of flowers during the procession.

Funeral Director

The representative from the funeral home selected by the family to make the appropriate arrangements and who must be involved in all planning or providing funeral honors.

Hearse / Coach

Vehicle provided by the funeral director for carrying a casket or urn.

Honor Detail

Uniformed department members and visiting department members present to pay tribute.

Honor Guard-Casket Watch Detail

One or two members of the Honor Guard standing watch at the casket during the wake. Typically, change of the guard occurs every 5-10 minutes.

Ladders Crossed***

The use of two aerial trucks crossing extended ladders or booms (with the American Flag hanging from the apex) located at the cemetery or site of memorial service. When the flag is displayed over the middle of the street it should be suspended vertically with the union to the north on an east/westbound street or to the east on a north/southbound street. *** **Used for LODD only.**

Ladders Uncrossed***

A single aerial truck (or two aerials with "uncrossed" ladders or booms) located at the cemetery or site of memorial service. When the flag is displayed over the middle of the street it should be suspended vertically with the union to the north on an east/westbound street or to the east on a north/southbound street. *****For Non-LODD only**

Operational Incident

An emergency incident at which Fire/EMS/Hazmat operations are taking place to protect life and property.

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Pallbearers

Active: Uniformed members assigned to carry the casket. Honorary: Uniformed members not assigned to carrying the casket; however, they are planned in an honorary position leading the casket.

Pipes & Drums Band

Used in traditional fire service ceremony. The Pipes & Drums Band will accompany and play music during movement of the casket and, if desired, during the service as part of the Honors.

Processional

A formation comprised of Pipes & Drums, Honor Guard and uniformed personnel accompanying the casket/urn and the family into the church or venue.

Static Vehicle Display

A group of Fire and Emergency Services vehicles set up for viewing at the funeral/memorial venue without the intent to travel as a group from one point to another.

Station Bunting

Mourning drapes that are placed on the outside of public buildings and fire stations.

Vehicle Bunting

Mourning drapes that are used to adorn fire department vehicles in a procession.

Vehicle Procession

A formation of vehicles representing the Fire Service and other Emergency Services as they traverse from the funeral home to the service venue and/or cemetery.

PALM BEACH COUNTY FIRE RESCUE

PRIDE & PROTOCOL

FUNERAL AND MEMORIAL SERVICES SECTION

Section 1:

Notification of Death Procedures



INTRODUCTION

In a typical year in the American fire service, more than 100 firefighters die during the course of emergency operations.

FAMILY NOTIFICATION

The notification process is multifaceted and can be implemented in the event of a serious injury or death to a member of the department. Implementation of stand-alone sections of this manual without activating the plan completely is acceptable. The decision of whether to implement this plan, partially or completely, rests with the Fire Administrator, or appointed designee. The importance of the next of kin notification cannot be over-emphasized. This process will set the tone for many difficult days, weeks, months and years for the surviving family. Sensitivity and compassion are imperative. Therefore, family notification should be made as quickly as possible to avoid the family receiving a notification from another outside party. The media may employ many efforts to seek out the name of the fallen firefighter. The Department will use all necessary measures to protect the next of kin from unwanted media exposure.

Fire Administrator's Responsibilities

Upon notification of a death, the Fire Rescue Administrator or designee will arrange to meet with the immediate family to express the sorrow of the Department and to offer assistance to the family.

During the notification component, the Fire Rescue Administrator may:

- Activate the Critical Incident Response Team (CIRT) and/or peer support team.
- Have staff or other personnel accompany them to notify the family.
- Have a Rescue unit stand by. If this is done, the apparatus may stand by near the residence or site, but not in view.
- Ask if the department can assist by notifying immediate family members (parents, brothers and sisters).
- Offer a support system of clergy, relatives and friends, with the permission of the family.
- Advise the family that the Department has a process that involves the teamwork of individuals who will contact them to assist with the necessary arrangements.
- Determine if the Department can pick up any children who may be away at this time.
- Advise the family of possible media calls. Unwanted media exposure will only add to the difficulty of this tragedy. Suggest that a friend of the family screen their incoming calls.

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- Assure the family that their wishes are the Department's number one concern.
- If applicable, advise the family that an autopsy may be required to qualify for certain line-of-duty death benefits.
- Remind the family that they do not have to make any immediate decisions regarding services, mortuary, wills, etc. The Department's Funeral Planning Committee and Family Liaison can assist the family with any immediate needs.
- Notify the county, state and federal agencies if it is suspected that a line-of-duty-death has occurred.
- Notify Local 2928 representatives.

During the notification component, the Honor Guard Commander will:

- Be notified as part of the CIRT activation. Upon notification, the Honor Guard Commander may mobilize the Honor Guard and Pipes & Drums to the hospital (if applicable) or incident scene to accompany the fallen to the Medical Examiner's Office or ME vehicle. During this ceremonial process, the fallen will be draped in a US flag **only** in a LODD scenario. In non-LODD, an agency flag may be utilized.

DEPARTMENT NOTIFICATION

Following the notification of death to the immediate family, the Fire Rescue Administrator will ensure the Department is notified. The importance of the Department notification must include open and accurate information to assist everyone in dealing with the tragedy.

The following is an acceptable practice for the release:

- For a line of duty death, the Fire Rescue Administrator will release a department announcement notifying all personnel of the death.
- For an active member, the Fire Rescue Administrator or designee will release a department announcement notifying personnel of the death.
- For retired members, the notification of death shall be posted on the Fire Rescue's intranet/Sharepoint site under Special Announcements Section by the department's Communications Team
- For a person related to an active member (parents, immediate relatives, etc.) the notification shall be posted on Fire Rescue's intranet/Sharepoint site under Special Announcement Section by the department's Communication Team.
- Communications on services provided will advise department personnel to refer to the Funeral Guide and/or policy for review of key elements in funeral procedures.
- At no time should an employee share or post a notification of death on any form of Social Media until after the family has been formally notified.

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Information in the First Notification to Department:

- Employee name, rank and years of service with the department.
- Family Liaison, if established.
- Status of the American Flag (Half-Staff).
- Personnel to cover badges.
- Reference to Professional Appearance Standard Policy # FR-A-201.
- Reference to Funeral and Memorial Services Policy #FR-A-702.
- Reference to Funeral and Memorial Service Guide.
- Reference to Uniform and Ceremonial Essentials Guide.



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FUNERAL AND MEMORIAL SERVICES SECTION

Section 2:

Types of Funerals / Honors Procedures

Introduction



A message from the Honor Guard:

The death of a member of our Palm Beach County Fire Rescue family is a tragic event that can have profound and far-reaching effects on those left behind.

We are committed to rendering the appropriate honors with dignity and respect, ensuring that the contributions made to the fire service by our fallen brother or sister will be forever memorialized.

Palm Beach County Fire Rescue will conduct a traditional fire department funeral or memorial service, keeping in mind the wishes of the fallen and his or her family, and will bestow the level of honors according to the circumstances of their death.

The established level of honors to be rendered will set a standard for continuity in our efforts to provide respectful and traditional services, and reduce the likelihood of those decisions being driven by emotion alone.

TYPES OF FUNERALS

Operational Procedure # FR-A-702, Funeral and Memorial Services Policy identifies the following types of funerals and honor associated with each type of funeral.

NOTE: The Fire Rescue Administrator or their designee may revise entitlements for each specific situation, and may order the flag at the work location and/or appropriate Battalion Headquarters of the fallen to be lowered to half-staff the day of the funeral.

AERIAL FLAG DISPLAY SPECIFICS: A single aerial apparatus at the entrance to the service venue (church, cemetery) with an American Flag display is recommended. However, two aerial apparatus may be used as long as the tips are not crossed (crossed aerial tips are specifically reserved for LODD Funerals. Outside agencies may be requested or request to be part of the tribute as a second aerial.

Per the United States Flag Code, the National Flag may be lowered to half-staff **only** by Presidential Proclamation or on the orders of a State Governor. Should PBCFR desire all station flags to be lowered to half-staff, the Fire Rescue Administrator or designee may make the request to the office of the Florida Governor.

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A request for permission to lower flags to half-staff for an LODD can be made to the Governor's office at flags@eog.myflorida.com or 850-717-9328. Should request be made outside business hours, it will be processed the next business day. The approval is for the day of funeral only, and in the event of an LODD, the planning process will still afford time for the half-staff request to be processed.

An Engine designed to carry a fallen firefighter, as in a caisson, may be used from a funeral home to the church or cemetery.

Rescues are for transporting patients and at no time should a Rescue be utilized to transport a fallen firefighter after the death has been pronounced. (e.g. from the hospital to the Medical Examiner's (ME) Office, or from the ME's Office to the funeral home). Regarding Line of Duty deaths, any deviation from this guidance should come from the Fire Rescue Administrator directly

Presentations may consist of a helmet and/or other bunker gear items, badge wallet with photo ID, US and/or agency flag, or other memorial tokens as a gesture of condolences to the family.

Presentations to the family for any given funeral type will be a collaborative decision made by the Honor Guard Commander and the FPC Chair, and will be presented by the highest-ranking officer(s) in attendance.

Palm Beach County Fire Rescue recognizes five (5) types of funerals:

- Line of Duty Death
- Duty Related Death
- Active Employee Death
- Retired Employee Death
- Affiliate of Palm Beach County Fire Rescue

NOTE: In compliance with the National Fallen Firefighter Memorial guidelines, and the Florida Joint Council of Fire and Emergency Services, specific cases are excluded from consideration for Line of Duty Death (LODD) designation by Palm Beach County Fire Rescue. Exclusions will be based upon information in the links provided in Funeral Policy FR-A-702.

In addition, the funeral entitlements for current employees to whom those exclusions apply, will be no higher than that of an *Active Employee Death*.

Entitlements are at the discretion of the Fire Rescue Administrator or designee, and may be subject to change based on the availability of resources or in cases where the funeral or

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memorial takes place outside the jurisdiction of Palm Beach County Fire Rescue. In such cases, other agencies may be called upon to assist, but should not be expected to provide a full complement of resources.

Line of Duty Death:

A death of an active-duty, sworn employee, which is a direct result of the performance of duty at an emergency operational incident.

ENTITLEMENTS:

- All uniform personnel will wear a black or black/red badge shroud from the notification of the death until the day following the funeral service.
- Honor Guard with Pipes & Drums Band may be utilized during the services.
- The work location of the fallen employee may be draped in black bunting for the day of the funeral.
- "Last Alarm Tribute" sounded over the Department's communication system.
- Taps may be played .
- If available, a Fly-Over may be conducted at the burial site.
- Situated at the entrance to the service venue (church, cemetery, etc.) will be Two Aerial apparatus with their tips crossed with American Flag display.
- A Ceremonial "Tolling of the Bell" tribute may be conducted.
- Honor Guard may, on request, perform a flag-folding ceremony to be presented to the family. If a Veteran, Military typically presents an American Flag also.
- The US flag to be presented by PBCFR will have been raised at the firefighter's workplace, rendered a salute by the Honor Guard, lowered and folded, and prepared for presentation at the funeral/memorial service.
- The services of PBCFR Video Section may be available at the request of the family.
- Local 2928 Engine/Caisson may be utilized.
- RECOMMENDED: 6 Engines and 6 Rescues from PBCFR in procession and/or static display.

Duty-Related Death

- a. A death of an active-duty, sworn employee, which is a result of performing duties as authorized by the Fire Rescue Administrator, or otherwise occurs while on duty, but not associated with an emergency operational incident.

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- b. A death that is determined to be caused by an occupational related exposure recognized by the State of Florida as a presumptive illness.
- c. A death of a retiree whose death is due to one of the Florida-recognized cancers, and the death occurs up to ten (10) years post Fire Service employment.
- d. A death determined to be the result of an eligible heart attack or stroke as defined by the Public Safety Officer's Death Benefits Act.

ENTITLEMENTS:

- All uniform personnel will wear a badge shroud from the notification of the death until the day after the funeral service.
- Honor Guard with Pipes & Drums Band may be utilized during the services.
- The work location of the fallen employee may be draped in black bunting for the day of the funeral.
- "Moment of Silence Tribute" may be observed over the Department's communication system.
- Aerial ladders (un-crossed) at the entrance to the service venue (i.e. church, cemetery) with American Flag display.
- Ceremonial "Tolling of the Bell" tribute may be conducted.
- A pre-folded Agency Flag may be presented to the family at their request. If a Veteran, Military typically presents an American Flag.
- The services of PBCFR Video Section may be available at the request of the family
- Local 2928 Engine/Caisson may be utilized.
- RECOMMENDED: 5 Engines and 5 Rescues from PBCFR in procession and/or static display.

Active-Duty Death

A death of an active-duty employee which occurs while off duty, and is not in any way duty related.

ENTITLEMENTS:

- All uniform personnel will wear a badge shroud from the notification of the death until the day after the funeral service.
- Honor Guard with Pipes & Drums Band may be utilized during the services.
- "Moment of Silence Tribute" may be observed over Fire Department's communications system.

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- A single aerial ladder at the entrance to the service venue (church, cemetery, etc.) with American Flag display.
- A pre-folded Agency Flag may be presented to the family at their request. Military typically presents a US flag to Veterans.
- The services of PBCFR Video Section may be available at the request of the family.
- Local 2928 Engine/Caisson may be utilized.
- RECOMMENDED: 4 Engines and 4 Rescues from PBCFR in procession and/or static display.

Retired Sworn Employee Death

A death which occurs after a sworn employee retires from Palm Beach County Fire Rescue.

ENTITLEMENTS:

- Honor Guard with Pipes & Drums Band may be utilized during the services.
- A single aerial ladder may be used at the entrance to the service venue with American Flag
- A pre-folded Agency Flag may be presented to the family at their request. Military typically presents a US flag to Veterans.
- RECOMMENDED: 2 Engines and 2 Rescues from PBCFR in procession and/or static display

The PBC Firefighters Retiree Association may offer support in the means of providing a PBCFR Agency Flag and Memorial Token to be presented to the surviving family members at the funeral. In the event the memorial/funeral takes place outside Florida, the Retiree Association may try to facilitate the attendance of active Honor Guard and Pipes & Drums members who themselves are retirees.

Affiliate of Fire Rescue / Non-sworn employee

A death of an individual who was affiliated or employed in a non-sworn capacity with Palm Beach County Fire Rescue.

- A Board of County Commissioner / Administrator
- PBCFR service-area Municipal Council member/Commissioner
- PBCFR Reservist
- Fire Rescue Advisory Board member

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- Other eligibility at the discretion of Fire Rescue Administrator
- Non-sworn employee, i.e. Communicator, Support Services, Administrative staff.

ENTITLEMENTS:

- Honor Guard with Pipes & Drums Band may be utilized during the services.
RECOMMENDED: 1 Engine and 1 Rescue from PBCFR in procession and/or static display.



PALM BEACH COUNTY FIRE RESCUE

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FUNERAL AND MEMORIAL SERVICES SECTION

Section 3:

Funeral Planning Process



INTRODUCTION

The funeral planning process for any family is a difficult time. The Funeral Planning Committee is designed to provide a variety of members that can assist in every facet to meet the needs of the family and Department in planning and conducting the funeral process.

Note: It is possible that the funeral or church services will be held in a community other than the county in which the firefighter served. To operate properly, all of the planning steps have to be coordinated with officials and agencies of the involved jurisdiction. It is helpful to have representatives of both the fire and police departments of the involved community present at the planning meeting to give their input.

FUNERAL PLANNING COMMITTEE (FPC)

Upon notification of a death, the appropriate Deputy Chief selected by the Fire Rescue Administrator or their designee will serve as the chair of ad hoc FPC. The purpose of the FPC is to ensure the needs of the family and Department are accomplished through teamwork and cooperation of all members. The FPC chair will report to the Fire Rescue Administrator to ensure requested department logistical support is provided.

The FPC is comprised of:

- FPC Chair and co-Chair
- Deputy Incident Commander
- Designated Family Liaison
- Designated Department Liaison
- Critical Incident Response Team (CIRT)/Peer Support
- Communication Team
- Administrative Services
- Honor Guard Commander – Funeral Detail Group
- Local 2928 – Member Services Group

The FPC receives information from the various coalition members on the needs of the family and/or Department. The Chair of the FPC is responsible for sharing these needs with the Fire Rescue Administrator, and upon approval, providing the logistical support necessary to complete desired requests.

FAMILY LIAISON

The primary responsibility of the Family Liaison is to work in a coordinated effort with the Department Liaison to assist in family matters and be the link between the family of the fallen and the Department. The Family Liaison will explain the level of services and ceremonial Honors that the fallen member is entitled to according to the Pride & Protocol Funeral and Memorial Services Section FR-A-702. Once informed, the Family Liaison will work with the family to identify their desired wishes. The Family Liaison will report the desired arrangements to all members of the FPC. Once approved by the FPC Chair, only the desired arrangements will be provided based on the family's permission.

During the notification component, the Family Liaison will:

- If requested, accompany the Fire Rescue Administrator to notify surviving family.
- Share information with the Communications Team for future approved release of information.

CHAPLAIN

- a. The Chaplain will serve as the central point of contact for other entities such as the Employee Assistance Program, Critical Incident Response Team and Peer Support team.
- b. The Chaplain will work with the family to identify the emotional, spiritual and grief support necessary.

MEMBER SERVICES GROUP (L2928)

The Union representative is the vital link between the Department and Local 2928. This communication is essential to avoid duplication of effort and streamline the notification and funeral planning process.

The Member Services Group contacts representatives from the Peer Support Group, Fire Department Chaplain, Employee Assistance Program, and Local 2928 to ensure they are available to work together as a cohesive unit to effectively meet the emotional and mental needs of PBCFR personnel and family. The members will ensure service delivery needs are identified, prioritized, and a plan to meet their needs is recommended to the FPC.

The Member Services Group (L2928) will:

- Provide reassurance to the family after the official notification of the next of kin.

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- Notify the department Chaplain as they may be asked to accompany the Fire Rescue Administrator to notify surviving family.
- If the incident involved a line-of-duty-death, the affected crews will require immediate emotional services and possible release from duty.
- Identify the types of services (grief counseling, spiritual) available to the family and/or members of PBCFR.
- Coordinate the scheduling of emotional and mental support sessions for the family.
- Assist the family members and significant others who may have been emotionally affected by a serious injury or death of a firefighter will be offered a family debriefing. Debriefings will also address what to expect and how to handle the survivors who are dealing with this loss.
- Ensure notification to state and national organizations such as the Florida Professional Firefighters Union and the International Association of Firefighters.
- Make notification to other union organizations, if appropriate.
- Local 2928 Member Services Representative may assist with support logistics operations including station bunting, providing water at memorial/funeral venues, arranging for food supplies, etc.

The **Member Services Group** may further assist the surviving family by providing contacts with the following:

Death Benefits:

- Payroll Section 561-616-7076
- PBC Clerk and Comptroller 561-355-2996 (Last Paycheck)
- Risk Management 561-233-5400
- Florida Retirement System 866-446-9377
- Public Safety Officer's Benefits 888-744-6513
- IAFF Local 2928 Member Services 561-969-0729
- Firefighter Benefits Fund / VEBA 561-969-6663

Additional:

- Nationwide (Deferred Compensation) 561-310-8493
- PBC Firefighter's Benevolent Fund 561-969-0729
- AFLAC 561-213-8158
- Lantana Fire Dept. and Lake Worth Fire Dept. Pension Funds
- Red Line Sisterhood

DEPARTMENT COMMUNICATIONS TEAM

The Communications Team will:

- Coordinate and disseminate all information regarding the fallen to the media and other departments. Names of injured or fallen firefighters will not be released prior to the notification of the next of kin and must be authorized by the Fire Rescue Administrator.
- Act as the liaison to outside media entities, as well as coordinating the efforts of the Department's Video Section and drone operations.
- Work in cooperation with L2928's Communications Coordinator to avoid duplication of information released.
- Provide a photograph, if available, of the individual for the funeral service, as well as appropriate information about their history with Fire Rescue.

ADMINISTRATIVE SERVICES GROUP

The Administrative Services Group representative is responsible for reviewing and compiling any potential death benefit information on behalf of the department and/or for the family. The Administrative Services representative will work closely with the Palm Beach County, State and Federal agencies if a suspected line-of-duty-death has occurred.

During the notification component, the Administrative Services representative will:

- Review the Public Safety Officers' Benefit line-of-duty-death information and determine if any specific actions must occur (autopsy, blood work).

FUNERAL DETAIL GROUP – Honor Guard Commander

The Honor Guard Commander is responsible for notification and coordination of the Department Honor Guard and Pipes & Drums Band, as well as coordinate with Honor Guards from outside agencies. The Honor Guard Commander will ensure all details regarding ceremonial procedures are recommended and followed.

The Honor Guard Commander will:

- Be notified as part of the CIRT activation. Upon notification, the Honor Guard Commander may mobilize the Honor Guard and Pipes & Drums to the hospital (if applicable) or incident scene to accompany the fallen to the Medical Examiner's Office

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or ME vehicle. During this ceremonial process, the fallen will be draped in a US flag **only** in a LODD scenario.

- Notify all team members and Pipes & Drums to determine their availability for upcoming services.
- If it is determined to be a line-of-duty-death, the Honor Guard Commander may advise to begin the bunting of the station, in accordance with this Guide.
- Consider aspects of ceremony which may include Flag Fold, Presentations to Family, Taps, Last Alarm/Dispatch Moment of Silence, Bell Ceremony, Ceremonial Processional and Recessional etc.

MILITARY LIAISON

A Military Liaison may be assigned when the fallen was a veteran of the Armed Forces. The Military Liaison will contact the appropriate military branch to request or confirm that their Honor Guard will be available to present a US flag to the family, and will also put them in contact with PBCFR Honor Guard Commander to coordinate the ceremonial efforts.

CRITICAL INCIDENT RESPONSE TEAM (CIRT)

During the funeral planning process, the CIRT will:

- Notify the Department Chaplain so they can make arrangements for clergy services if needed.
- May assist the family in suggestions as to the order of the service, including:
 - Readers of the Scripture
 - Music at the service
 - Who will deliver the sermon and/or the eulogy.
- Arrange for refreshments for participants after services. Plan for a large attendance.
- Provide assistance to the family in making calls to relatives and close friends.
- Answer incoming calls for the family or get messages to them at the hospital.
- Offer to assist with day-to-day tasks such as home maintenance, arranging childcare, or bringing meals and other necessities to the family.
- Assist Family Liaison



PALM BEACH COUNTY FIRE RESCUE PRIDE & PROTOCOL

FUNERAL AND MEMORIAL SERVICES GUIDE

Section 4:

Ceremonial Services & Procession Procedures



Introduction

This section will outline the appropriate protocol for procedures while preparing, attending the ceremony, and paying the final respects. While there are policies that reference this subject material, this section will serve as a guide for all members to follow without the need to refer to other policies.

LOWERING OF THE FLAG TO HALF- STAFF POSITION

Upon **authorized notification** to lower the American Flag at their station, the station officer will direct their personnel to lower the station flag to half-staff. If the flag has not been raised for the day, the flag will be raised swiftly with a pause at the top, then slowly lowered to one half the height of the flag pole. If the flag is already at full staff, the flag is then lowered slowly to one half the height of the flag pole.

VISITING AGENCIES

It is tradition for other agencies to show their support and respect by sending personnel and apparatus to the funeral service. The Public Information Office is responsible for notifying personnel as to their assembly location. The PIO will document all visiting personnel so that the Fire Chief may send a personal letter of appreciation to the agencies and departments.

FUNERAL SERVICE GUIDELINES

A large contingent of visiting firefighters probably will want to attend the funeral. Getting Department members and visitors from the funeral home to the church and assembling them for the arrival of the procession is difficult and time-consuming. If a church service is planned, instruct visitors to report directly to the church for assembly prior to the arrival of the funeral procession. If a church service is not planned, instruct all members and visitors to report to the funeral home for final assembly and salute.

Visitation

- The ushers to be used for church services and visitation may be eight to ten Fire Department members. In the absence of family requests for specific individuals to

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act as ushers, the Family Liaison Officer will appoint a friend of the fallen to form the party of ushers.

- The Honor Guard may be utilized to escort personnel inside for visitation. The Honor Guard may also stand guard over the casket, and will then conduct a ceremonial changing of the Guard at pre-established intervals.

At the church or venue

- Prior to entering the church, all uniformed members will line up in a cordon.
- The Honor Guard Commander will be in command of uniformed personnel.
- The uniformed personnel will take a position in front of the church or funeral home in 2 facing ranks with the highest ranking officials at the beginning of the cordon, starting the venue's door.
- The Honor Guard Commander commands the cordon to "**Attention**", then "**Present Arms**" as the casket/urn begins to proceed through the cordon.
- Once the casket/urn passes, the command will be to "**Order Arms**"
- The Pipes & Drums typically leads the procession of Honor Guard, casket and family through the cordon.
- Once the procession has entered the venue, the uniformed personnel will be instructed to proceed in.
- As each uniformed member crosses the threshold, the hat should be removed with the right hand and placed under the left arm for carrying. Hat remains off while indoors.
- **Note: The Honor Guard does not remove their hat.**

PB CFR Moment of Silence Reading

ALL-CALL STATION TONES FOLLOWED BY READING:

(To be read slowly and clearly)

ATTENTION ALL STATIONS, ALL PERSONNEL....ALL STATIONS, ALL PERSONNEL.

SPECIAL ATTENTION TO *insert battalion and/or last assigned station.*

ALL PERSONNEL ARE ASKED TO OBSERVE A MOMENT OF SILENCE IN HONOR OF *insert rank & name* WHO PASSED AWAY ON *insert date.*

***Insert rank & name* WAS ASSIGNED TO *insert battalion and/or station and shift,* AND HAD *insert service time* YEARS OF DEDICATED SERVICE TO PALM BEACH COUNTY.**

OUR THOUGHTS AND PRAYERS GO OUT TO THE ENTIRE *insert name* FAMILY.

PALM BEACH COUNTY FIRE RESCUE (*ANNOUNCE TIME*).

PBCFR Last Alarm Reading

ALL CALL STATION TONES FOLLOWED BY READING:

(To be read slowly and clearly)

Insert rank & name-* DISPATCH. *Insert rank & name-* FROM DISPATCH. NEGATIVE CONTACT WITH *insert rank & name.

ATTENTION ALL STATIONS, ALL PERSONNEL....ALL STATIONS, ALL PERSONNEL.

SPECIAL ATTENTION, *insert battalion and/or last assigned station.*

THIS WILL SERVE AS THE LAST ALARM FOR *insert rank & name* WHO PASSED AWAY ON *insert date.*

***Insert rank & name* WAS ASSIGNED TO *insert battalion and/or station and shift,* AND HAD *insert service time* YEARS OF DEDICATED SERVICE TO PALM BEACH COUNTY.**

OUR THOUGHTS AND PRAYERS GO OUT TO THE ENTIRE *insert name* FAMILY.

PALM BEACH COUNTY FIRE RESCUE (*ANNOUNCE TIME*)

NOTE: When possible, the Last Alarm and Moment of Silence should be pre-recorded and played at the service. This allows for the precise timing of the message to be at the discretion of the officiating personnel, and also avoids any unforeseen delays from dispatch and/or issues with reception of the broadcast on portable radios.

VISTING AGENCY FORM

Name of Organization:

Point of Contact for Organization (Fire Chief, etc.)

Organization Address:

Name and Rank of Personnel Attending:

Apparatus or Vehicle: _____

[Hyperlink to Firefighter's Funeral Checklist](#)

ATTACHMENT A
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FUNERAL CHECKLIST	COMPLETE	ACTION	COMPLETE
Family Liaison		Funeral Procession:	
		Procession Order	
Department Liaison		Route/Maps	
		PD Escort	
Notifications:			
Department			
Employee(s)			
Outlook/SharePoint			
Local 2928		Cemetery Service:	
Municipalities		Parking/Staging	
State/FFCA		Tent/Cover	
Peer Support		Aerial/Flag Detail	
EAP		Radios	
		Final Dispatch	
Mourning Bands	Logistics	Flag Fold	
		Taps	
Funeral Arrangements:		FD Bell	
Staging Officer	Site Unit	Fly-Over	
Staging Areas/Locations		Moment of Silence	
Check-in Sheet			
Church Parking	Logistics	Resume Operations:	
Black Bunting	Logistics	Outlook	
EMS Stand-by	OPS	Bunting	
Eulogy		Flags	
Flowers		Service Coverage	
Program		Thank You Letters	
Casket Flag		AAR Scheduled	
Casket Caisson			
Church Seating	Site Unit		
Flag Presentation	Highest Ranking		
Helmet Presentation	Highest Ranking		
Reserved Seating	Site Unit		
FD Personnel Line-up	Site Unit		
Units Assigned/Move-Ups	OPS		

ATTACHMENT A
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FUNERAL HOME CHECKLIST	RESPONSIBILITY	COMPLETE
Who is POC for funeral home? Phone number? Accepts texts / Email?		
Parking at funeral home. Enough space? Alternative parking location/s?		
Inside funeral home. Occupancy / Capacity? Family seating? Personnel seating/area? Are Social Distancing requirements met?		
Speakers? Who? Have they been notified? What is the length of each speech?		
Programs? Who is responsible? How many?		
Sign in sheet/s for visiting FD agencies? How many?		
National flag. Who is providing? Flag fold?		
Casket? Closed or open?		
Deceased uniform? FD Helmet, bunker jacket, pants and fire boots?		
Department photo enlarged and displayed?		
Funeral Home Liaison. Who?		
Media involvement/coordination. Department video division? A/V equipment needed? Channel 20?		

ATTACHMENT A
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PROCESSION CHECKLIST	RESPONSIBILITY (name)	COMPLETE (Telephone)
Who is the POC?		
Determine route of procession.		
Determine if any fire station/s will be passed by in route of procession. Notification of crews.		
Is law enforcement escort necessary? If so, which agency/s?		
Have area FD agencies been notified? If so, who has RSVP?		
Obtain map of processional route		
Will FD caisson engine be used? Who will be driving? Ladder belt harnesses for tailboard riders. Who will be dressing caisson engine with bunting?		
Last station worked units in procession? Have crews been notified about participation? Uniforms?		
Apparatus Staging area/s designated location.		
PBCFR Engines and Rescue in procession notification.		
Has FOO been notified?		
Notification to surrounding battalion/s. Move ups?		
Staging Officer/s designated		
Motorcade Liaison Officer/s designated		
Media involvement/coordination. Department video division? A/V equipment? Channel 20?		

ATTACHMENT A
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VENUE SITE CHECKLIST	RESPONSIBILITY	COMPLETE
Who is POC for Venue?		
Parking at venue. Enough space? Alternative parking location/s?		
Inside venue. Family seating? Personnel seating/area?		
Speeches? Who? Have they been notified?		
Programs? Who is responsible? How many?		
Sign in sheet/s for visiting FD agencies? How many?		
National flag. Who is providing? Flag fold?		
Casket? Closed or open?		
Deceased uniform? FD Helmet, bunker jacket, pants and fire boots?		
Department photo enlarged and displayed?		
Site Unit Leader – Name of venue. Who?		
Media involvement/coordination. Department video division? A/V equipment? Channel 20?		