

# UNIFORM AND CEREMONY ESSENTIALS

# PROCEDURE GUIDE



1<sup>st</sup> Edition

2011

# PALM BEACH COUNTY FIRE RESCUE

## UNIFORM AND CEREMONY ESSENTIALS

### Table of Contents

	Acknowledgments
	Preface
	PBCFR Firefighter's Code of Conduct
	PBCFR Officer's Code of Honor
Section 1:	Department Uniform Classifications
Section 2:	Department Badges and Insignia
Section 3:	Department Award Citations
Section 4:	Department Ceremonial Procedures
Section 5:	Flag Etiquette
Section 6:	Department Traditions

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***Special thanks to PBCFR Chief of Department, Steve Jerauld and Deputy Chief of Operations, Ron Beesley for their continued support of this project.***

# PALM BEACH COUNTY FIRE RESCUE

## UNIFORM AND CEREMONY ESSENTIALS

### *Preface*

**T**his manual provides guidance for department-wide uniformity on the multiple classifications of approved uniforms. It includes methods on how to properly wear department uniforms and how to display award citations and insignias. The manual covers basic ceremonial drill procedures, such as saluting and formation of rank. In addition to uniform wear and appearance standards, Fire Department tradition and history is also referenced.

This manual is designed to be used by all department uniformed personnel of any rank. Since all situations pertaining to ceremonies cannot be foreseen, ceremonial commanders may find it necessary to adjust procedures to local conditions. However, with the view towards maintaining consistency throughout the department, the procedures described herein should be followed as closely as possible.



# ~ PBCFR ~

## *Firefighter's Code of Conduct*



**A**s a Firefighter, my fundamental duty is to protect or save lives and safeguard property in the service of my community.

As a public employee, I will set a good example in all actions and deeds.

I will never use my position for personal gain, recognizing it as a symbol of public trust.

I will constantly strive to achieve the high objectives and ideals of this department and shall conduct myself at all times, both on and off duty, in such a manner as to reflect most favorably on the department.

I do solemnly swear that I will support the Constitution of the United States of America and the Constitution of the State of Florida.

And I will respect, honor, obey and enforce the laws and ordinances of the jurisdiction in which I serve.

Today, I recognize the badge of my office as a symbol of public faith and I accept it as a public trust.

I hereby dedicate myself to the citizens and visitors of Palm Beach County and the cities we serve to ensure their safety in the discharge of my duties.

~ PBCFR ~

*Officer's Code of Honor*



**E**very officer holds a special position of trust and responsibility. I will never violate that trust or avoid responsibility for my actions regardless of the personal cost. As an officer I am first and foremost a leader. I must lead by example and personal actions. I cannot just manage my command to effectiveness ... they must be led. As an officer I must therefore set the standard for personal bravery and leadership. All officers are responsible for the actions of all their brother officers. The dishonorable act of one officer diminishes the team; my actions as an officer must always be above reproach.

# PALM BEACH COUNTY FIRE RESCUE

## UNIFORM AND CEREMONY ESSENTIALS

### Department Uniform Classifications

#### Section 1:





*A proud firefighter always displays the integrity they have by keeping an orderly uniform. Shirts and pants should always be neatly pressed and never wrinkled. Shoes and work boots should be clean and always kept tied.*

*When in public, you should always represent your fire department with pride through your uniform. Whether attending a community function or shopping at the local grocery store your uniform should display the elements of dignity and success.*

*"Your finest clothes are those you wear  
as soldiers."*

*- Virginia Woolf*

*~ PBCFR ~*

## Class A Uniform: Ceremonial Dress Jacket

1. Department issued dress uniform Fire Department hat with hat badge and other designations appropriate to rank.
2. Department issued double breasted navy coat.
3. Department issued uniform shirt: long sleeve blue or white (appropriate to rank) - with military creases. Firefighter and Driver Operator rank will wear **BLUE** shirts. Lieutenant and above rank will wear **WHITE** shirts. Shirt shall remain tucked-in at all times.
4. Under shirt: if worn, shall be short plain white or long sleeve. Undershirt should have no lettering or insignia that is visible through uniform shirts. Shirt shall remain tucked-in at all times.
5. Department issued tie: black uniform tie, non-glossy. Tie must be a department issued uniform four-in-one black tie. Issued black clip-on-tie is also acceptable. Ties must be tied in a neat fashion and remained tied at all times.
6. Department issued pants: matching officer style Class A navy slacks.
7. Department issued belt: Department issued black leather, gold or silver buckle (appropriate to rank.)
8. Socks: plain black.
9. Departments issued shoes: black leather (low cut), Poromeric Oxford high-gloss. No boots of any type. Shoes shall be worn tied at all times.



Firefighter Class "A" Uniform



Officer Class "A" Uniform

## Class B Uniform: Dress Shirt (Long Sleeve)

1. Department issued uniform shirt: blue or white (appropriate to rank) long sleeve - with military creases. Firefighter and Driver Operator rank will wear **BLUE** shirts. Lieutenant and above ranks will wear **WHITE** shirts. Shirt shall remain tucked-in at all times.
2. Shirts will have authorized department patches centered on both the left and right shoulders worn one inch below the shoulder seam. State certified Paramedics may wear Florida Paramedic patch on right shoulder in lieu of department patch as issued by the department.
3. Undershirt: if worn, shall be short plain white or long sleeve. Undershirt should have no lettering or insignia that is visible through uniform shirts. Shirt shall remain tucked-in at all times.
4. Department issued tie: black, non-glossy. Tie must be a department issued uniform four-in-one black tie or Department issued black clip-on-tie are also acceptable. Ties must be tied in a neat fashion and remain tied at all times.
5. Department issued Pants: navy blue officer style slacks.
6. Department issued belt: Department issued black leather, gold or silver department approved buckle (appropriate to rank.)
7. Socks: plain black.
8. Department issued shoes: black leather (low cut), Poromeric Oxford high-gloss and/or highly polished. No boots of any type. Shoes shall be worn tied at all times.



Firefighter Class "B" Uniform

## Class C Uniform: Dress Shirt (Short Sleeve)

1. Department issued uniform shirt: blue or white (appropriate to rank) short sleeve - with military creases. Firefighter and Driver Operator ranks will wear **BLUE** shirts. Lieutenant and above ranks will wear **WHITE** shirts. Shirt shall remain tucked-in at all times.
2. Shirts will have authorized department patches centered on both the left and right shoulders worn one inch below the shoulder seam. State certified Paramedics may wear Florida Paramedic patch on right shoulder in lieu of department patch as issued by the department. Ties **ARE NOT** permitted to be worn with Class C uniform shirt.
3. Undershirt: if worn shall be plain white short sleeve only. Undershirt should have no lettering or insignia that is visible through uniform shirts. Shirt shall remain tucked-in at all times.
4. Department issued pants: navy blue officer style slacks or plain daily navy work slacks with no side pockets on legs **or** navy EMS/BDU (side pockets on legs) work style pants.
5. Department issued belt: Department issued black leather, gold or silver department approved buckle (appropriate to rank.)
6. Socks: plain black with low cut shoes, or plain black, blue or white athletic socks if wearing work boots.
7. Department issued shoes: black leather (low cut), Poromeric Oxford high-gloss and/or highly polished, or department issued approved work-boot footwear. Shoes shall be worn tied at all times. Work boots with front or side zippers shall be worn zipped at all times. The front crease of the pants will reach the top of the instep, touching the top of the foot or work shoe at the shoelaces and/or zipper. Pants will not be worn tucked into the top of work boots at anytime.



Firefighter Class "C" Uniform



Officer Class "C" Uniform



## Class D Uniform: Daily Work Polo Shirt

1. Department issued short or long sleeve polo shirt appropriate color dependant on rank. Shirts shall remain tucked in with a minimum of **one or two** buttons (starting from bottom) closed at all times.
  - Operations personnel shall wear **gray** polo shirts with the name (first letter of first name and whole last name) and rank embroidered on the front right chest side of the shirt and Palm Beach County Fire Rescue on the back.
  - District, Staff Captain and above, shall wear **white** polo shirts with the name and position embroidered on the front right side.
  - Operational Captain, and below, shall wear a **gray** polo shirt with the name and position embroidered on the front right side of the shirt and Palm Beach County Fire Rescue on the back.

2. Department issued pants: navy blue officer style slacks or plain daily navy work slacks with no side pockets on legs **or** navy EMS/BDU (side pockets on legs) work style pants.
3. Department issued belt: Department issued black leather, gold or silver department approved buckle (appropriate to rank.)
4. Socks: plain black with low cut shoes or plain black, blue or white athletic socks if wearing work boots.



5. Department issued shoes: black leather (low cut), Poromeric Oxford high-gloss and/or highly polished, or department issued approved work-boot footwear. Shoes shall be worn tied at all times. Work boots with front or side zippers shall be worn zipped at all times. The front crease of the pants will reach the top of the instep, touching the top of the foot or work shoe at the shoelaces and/or zipper. Pants will not be worn or tucked into the top of work boots at anytime.



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Performance Polo Shirt Class  
"D" Option





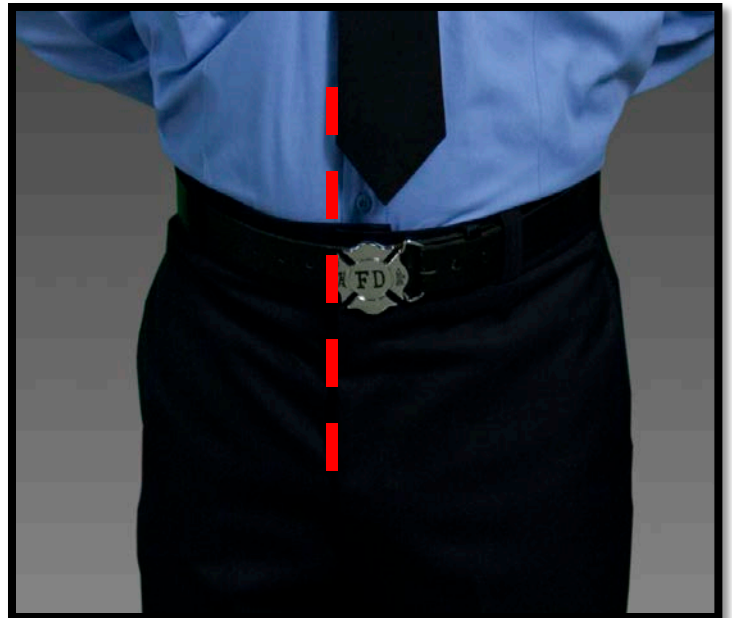
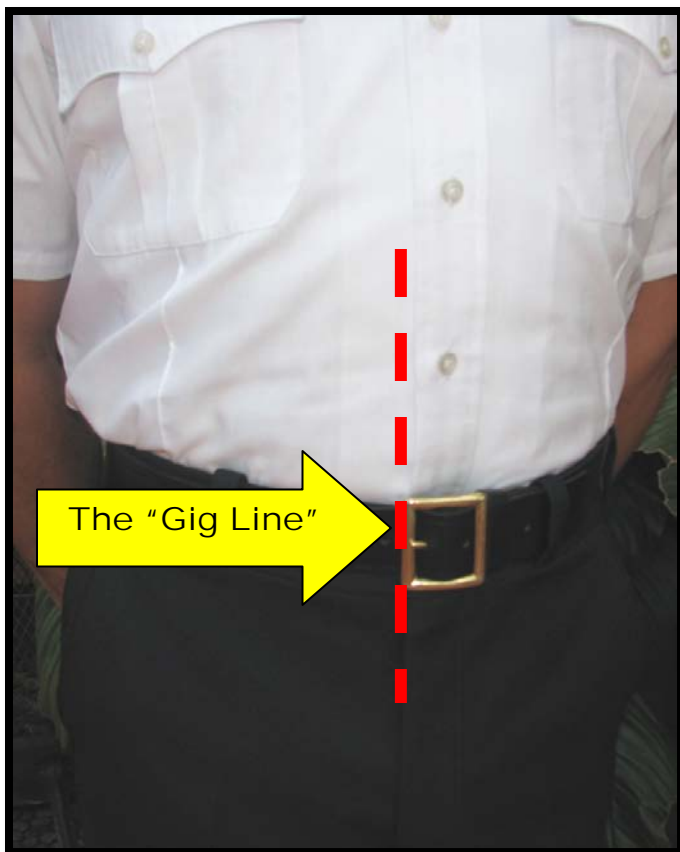
## Uniform Alignment- The Military “Gig Line”

**Gig line** is a military term that refers to the alignment of the shirt, belt buckle, and trouser fly. In order to be properly dressed, these three should align to form a straight line down the front of a person’s body. The name derives from the use of the word "gig" to mean a violation or infraction during inspection. Unpolished brass, unshined shoes, and sloppy gig lines are all "gigs."

This stemmed back to the early Royal British Navy. A single-banked six-oared pulling boat, assigned to ships (usually for the Captain's use) in Her Majesty's Royal Navy back when they had wooden ships. Young officers with infractions during inspections were stuck cleaning the Captain's Gig, i.e. they were "gigged".

PBCFR Gig line standard:

1. Class B and C shirts to be fully buttoned and tucked into trousers. The buttoned edge of the shirt flap is in line to the **RIGHT EDGE** of the belt buckle
2. The Gig Line, extending down, should align to the right edge of the buckle and extend down to the outer edge of the trouser fly.



# How to wear the Fire Department Dress Hat

A long tradition in the American Fire Service and perhaps the most distinctive part of the firefighter **Class-A** ceremonial uniform is the Fire Dept. Bell Hat. PBCFR FD Hats are adjustable and have (3) components. The Fire Dept Hat is worn with the Class A uniform only.

- Hat
- Hat Band w/ buttons (silver or gold)
- Two inch (2”) Hat Insignia (rank)



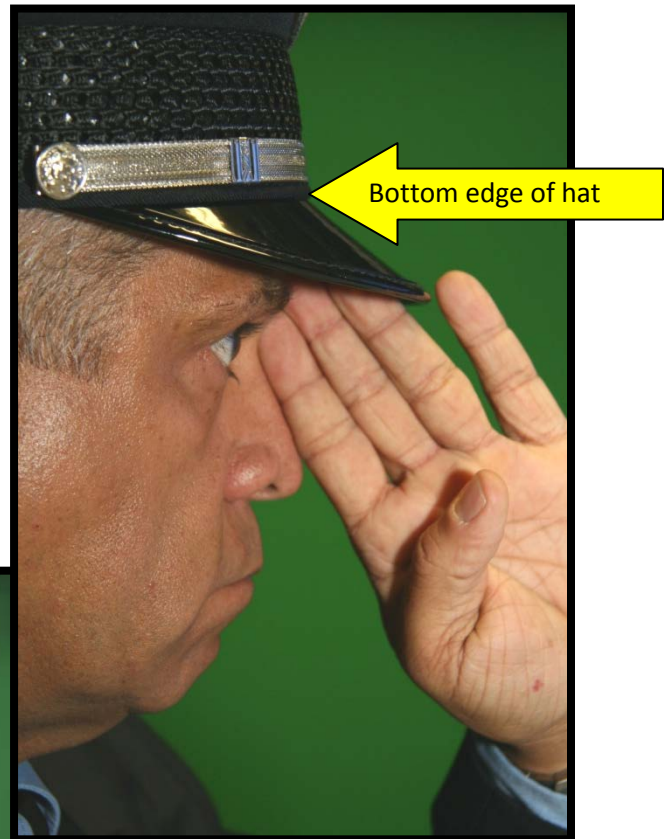
## *Hat Distinctions*

- **Firefighter and Driver Operator Rank** - Navy with plain black visor and silver band.
- **Lieutenant, Operational and Staff Captains**- Navy with plain black visor and gold band.
- **Chief Officer**- White leather with black visor and gold band. Chief Officers at the rank of Battalion Chief and above will have a gold Oak Leaf Cluster embroidered on the visor of the hat.

The hat should be worn squarely on the head, with bottom edge of hat (not visor) parallel to and approximately 1-1/2 inches above the eyebrows.

## *Three-digit method*

- The wearer should use the “three-digit method” to aid in properly positioning the FD hat.
- Take the index finger and place at the top of the bridge of the nose.
- Hold three fingers (index, middle and ring) together and adjust the hat visor down to meet the tip of the ring finger.
- The tip of the visor will appear to be just over the top of the eye. Adjust as needed.



# CHIEF OFFICER OF THE FIRE DEPARTMENT HAT

Chief Officers, at the rank of Battalion Chief and above, should have a gold Oak Leaf Cluster embroidered on visor and a Gold Star appurtenance pinned on their FD Hats. The appurtenance will be placed on both the right and left side of the hat and centered using the side seam. All other hat adornments and insignia will remain standard for given rank.



**Division Chief hat with gold Oak Leaf Cluster on visor and 3-Star appurtenance.**



**Deputy Chief hat with gold Oak Leaf Cluster on visor and 4-Star appurtenance.**



***Chief of Department (5) Stars***



***Deputy Chief (4) Stars***



***Battalion and Division Chief (3) Stars***

## When should personnel wear Fire Department Hat?

Department personnel may wear FD Hats during the following occasions:

- (1) **Anytime in Class-A uniform.**
- (2) Parades and funerals.
- (3) Ceremonial and other social occasions as determined by department.

## Fire Department Hat Etiquette

Use the following general guidelines when wearing FD hat:

- Personnel shall wear FD hat at all times while outdoors and remain covered until crossing the threshold (doorway) of a structure or entering a vehicle.
- If personnel are attending an outdoor ceremony, hats are to remain on at all times during Pledge of Allegiance, National Anthem and Taps.
- When entering any indoor and/or covered venues, personnel shall remove (uncover) the hat at the door's threshold and carry under left arm. This includes apparatus bays, tents, outdoor pavilions, funeral homes, churches, et cetera.
- Ceremonial Honor Guard or other event related members may wear FD hats in the performance of duty while indoors.
- Ceremonial commanders may request personnel to wear (re-cover) hats during certain aspects of an indoor ceremony. Personnel should follow the commands of ceremonial commanders as requested.



**\*Hat Rule of Thumb: Inside Off, Outside On.**

# ~ PBCFR ~

## Approved Belt Buckles

Style	Description
Standard Dept. Issued	Gold or Silver Standard Buckle
Maltese Cross	Gold or Silver Maltese Cross with "FD" inscribed
IAFF Local 2928	Gold or Silver Maltese Cross with "IAFF-Local 2928" inscribed
PBC Longevity	Brass with Palm Beach County Government Seal
Emergency Repelling Belt	Black Webbing with V Ring





## Baseball Caps

Baseball caps may be worn on-duty by personnel in **Class “D”** or jumpsuit uniforms only. At no time are personnel allowed to wear baseball caps while in Class A, B or C uniforms. All fire department hat etiquette rules apply to baseball caps equally.



**PBCFR baseball hat.**



**Class “D” daily station wear uniform.**



**Fire department jumpsuit to be worn after 1700 hrs.**

## Fire Department Retirees' Uniform

Retired department personnel are authorized to wear department uniform Class A, B or C when attending sanctioned department ceremonies if desired. It is important to note retired personnel in uniform while engaged in community related events are considered ambassadors of the department. Upon first impression, a civilian might not distinguish the difference between retired and active fire service personnel. As such, retired personnel when in department uniform shall conduct themselves in accordance with all department uniform standards established in this guide and contained within Department Operational Procedure # I-2 Professional Appearance Standard.



**Captain Steve McClurg, Engine Co. 43,  
retired after 37 years in the Fire  
Service.**

# ~ PBCFR ~

## *Dress Code Recommendation*

<i>Event</i>	<i>Uniform Type</i>
Funerals	Class A
9/11 Ceremonies	Class A
Award Ceremonies	Class A
Station Grand Openings	Class A
Promotional Ceremonies	Class A, B
News Media Conference (scheduled)	Class A, B, C

<i>Rank</i>	<i>Workday</i>	<i>Uniform</i>
District Capt and above	Mon-Friday	Class C
District Capt and above	Saturday-Sunday	Class C or D
Operational & Specialty Capt	Mon-Sun	Class D
Lieutenant	Mon-Sun	Class D
Driver Operator & Firefighter	Mon-Sun	Class D
All Dept Personnel	Holidays	Class D



## ***Tricks of the Trade:***

***The following “tricks of the trade” have been compiled by the Honor Guard who have used these techniques to prepare for competition.***

### ***High-gloss Poromeric uniform shoes***

Keep the mirror-like finish on your high-gloss uniform shoes at all times. Apply a small amount of Pledge Furniture Polish to each (Windex will also work). Immediately wipe clean using a clean, soft rag until completely dry. Keep your shoes stored in the box and packing paper they came in. When kept boxed, your shoes will remain clean and dust-free.

### ***FD Hat Visors***

A small amount of polish or Windex can also be applied to the visor of your FD Hat. Chief officers above the rank of Battalion will not have this option as their visors have special embroidery.

### ***Department Belts***

Apply black shoe polish or leather cleaner to the belt with clean dry rag.

### ***Department Belt Buckles***

Use “Brasso or “Flitz” and polish to a shine with a clean dry rag.

### ***Removing loose threads***

Remove loose threads using a nail clipper or straight razor. Look for loose threads around buttons, patches and pocket seams. DO NOT PULL loose threads and this might tear the seam or loosen buttons.

### ***Ironing shirts with silk screen lettering (Polo shirt)***

Use a thin face cloth or clean rag to cover the lettering or turn shirt inside out.

### ***Washing shirts with silk screen lettering and logos***

Personnel often wear T-shirts with colorful company logos from fire departments all over the country. Turn the shirts inside-out prior to putting in washer machine. Do not use bleach as this will fade the logo. Wash in gentle cycle using cold water to prevent fading.

### ***Polishing Brass***

Use Q-tip to remove polish from lettering or engraved edges.

# PALM BEACH COUNTY FIRE RESCUE

## UNIFORM AND CEREMONY ESSENTIALS

### Department Badges and Insignia

#### Section 2:





***F**irefighting has a rich history which is reflected in the firefighter badge. Firefighter badges and patches include fire department information and a symbol or statement of the individual's position, such as lieutenant or chief. Badges and nameplates should always give off an attractive shine to catch the eye of others.*

*~ PBCFR ~*

# PALM BEACH COUNTY FIRE RESCUE

## ORDER of RANK INSIGNIA

Title	Badge	Badge Insignia	Collar Insignia
Chief of Department	Gold	5 crossed bugles, on gold background	
Deputy Chief	Gold	4 crossed bugles, on gold background	
Division Chief	Gold	4 crossed bugles, on blue background	
Battalion Chief	Gold	3 crossed bugles, on gold background	
District Chief	Gold	3 crossed bugles, on blue background	

Title	Badge	Badge Insignia	Collar Insignia
District Captain	Gold	2 crossed bugles, on blue background	
Captain (Staff, Station and "Specialty" Captains ARFF, Special Ops)	Gold	2 vertical parallel bugles, on blue background	
Lieutenant	Gold	1 vertical bugle, on blue background	
Driver/Operator	Silver with antique pumper emblem		
Firefighter	Silver with "firefighter scramble"		

## The Firefighter Badge

PBCFR personnel must wear their badges when in **Class A, B, or C** uniforms. The badges will identify the individual rank and/or position in the department in blue lettering. The badges are silver for the rank of Firefighter and Driver Operator and gold for Lieutenant rank and above. All PBCFR badges are adorned with the nation's symbol, the American bald eagle. The State of Florida is abbreviated in the tail feathers of the eagle. All badges are worn on the left upper chest of the uniform jacket or shirt. Uniforms that require badges have pre-cut holes to accept the badge pin. Alternatively, fire investigators and inspectors often carry their badges in leather cases which can be clipped onto their belts or stored in wallets.

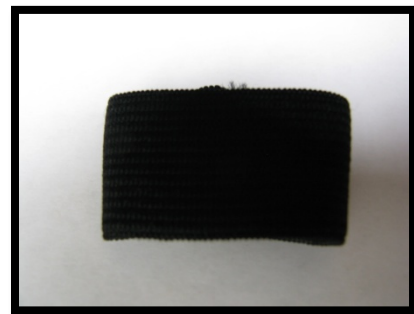


Our fire department badge is the most important symbol of our vocation projecting an oath of duty to perform saving lives and property. It is therefore accepted, this symbol shall stand alone honorably with distinction and pride over the firefighter's heart. Badges and nameplates should be kept clean and tarnish free at all times.

**Tip:** Use a mild polish such as Brasso or Flitz and a clean soft cloth to polish your badge. Be mindful not to over scrub particularly on the gold badges or the finish will wear off.

## Badge Covers

Badge covers are ½" - ¾" black elastic bands that cover the center of the uniform badge. These bands are worn over the badge horizontally covering the rank insignia. Badge covers are also referred to as "Mourning Bands". When a firefighter dies in the line of duty, fellow firefighters are allowed to wear a badge cover as a sign of respect and honor. There may be other occasions when badge covers will be worn such as:



- Remembrance Ceremonies.
- Local, Regional, or National Memorial Ceremonies.
- As determined by department.



The following protocol for badge covers should be followed:

- The department will announce when personnel should wear badge covers.
- All personnel of every rank and/or position will cover their badges as directed.
- Personnel should use only ½” to ¾” black elastic bands. Electrical and/or utility tape shall not be worn as a substitute.
- The department will announce when personnel should remove badge covers signifying the end of the mourning period.



## Collar Insignia

Palm Beach County Fire Rescue requires all personnel to have a neat and clean uniform that meets certain standards set by the department. Rank insignia must adorn and align the uniform to meet these high standards. Insignia worn must be issued by the department to ensure uniform specifications are met. Personnel must always wear the uniform with great pride.



*Class "A" Uniform Lapel Insignia  
(one inch round)*

Military organizations typically have exacting rules relating to the positioning of insignia on the uniforms of their personnel. Inasmuch as the rules are typically exacting, manual efforts to properly position the insignia are, at best, difficult. Aids have been developed to assist personnel in the positioning of uniform insignia.

PBCFR has two (2) sizes of collar brass:

1" round collar insignia is worn on the lapel of the **Class A** (jacket) uniform.



½" round collar insignia is worn on the collar of **Class B & C** (shirt) uniform.



*Class "B" Uniform Collar Insignia  
(half inch round)*

*The “Nickel” Method (Class B & C uniform only)*

**Collar insignia should be centered on the collar approximately 1 5/8” from the collar’s end point.**

**Step 1:**

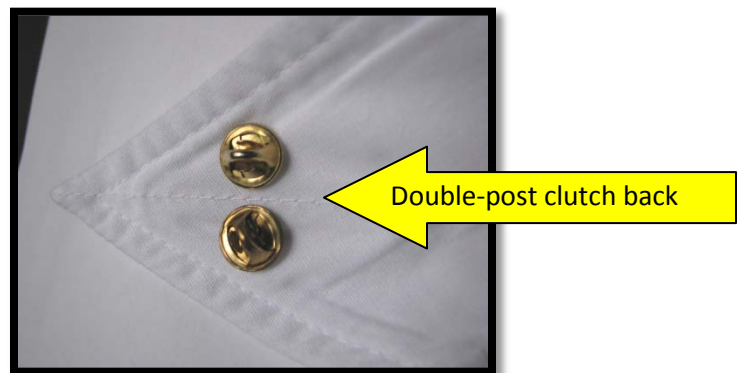
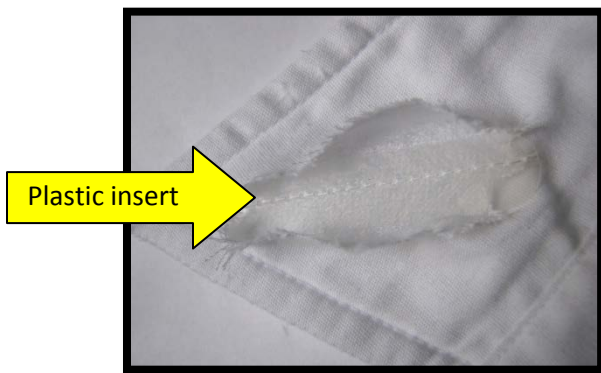
Place a nickel toward the pointed end of the collar. The nickel should not touch the sides yet be placed as close as possible to the pointed end of the collar.



**Step 2:**

Next, the collar insignia should be inserted above the nickel with the edges slightly touching.

**Note:** For Class B and C uniform shirts. Be careful when pushing the collar insignia through the collar. Some shirts contain a thin plastic collar insert that is sewn in the collar which helps to maintain the collar shape. If you have a single-post clutch back you’ll have to first pierce through the plastic with a sharp object such as a center tap. PBCFR’s collar insignia are designed with a double-post clutch back system. This allows the collar insignia to be pushed through the collar without piercing the plastic insert.



**Step 3:**

Align and center the collar insignia using the insignia (bugles) for individual rank as a point of reference.





**The bell end of the bugle is aligned with the pointed end of the collar**

## Officer Rank Insignia

Officer rank insignia (Lieutenant and above) shall use the **bugle** as reference point. The bugle signifies the importance of clear communication and unified command. It is symbolic of the trumpets and megaphones that were historically used to coordinate firefighting efforts. It is fire department tradition the more bugles an individual is awarded the higher the rank. Officer rank collar insignia is worn on Class A, B and C department uniforms.

**Example:** If the insignia rank is District Chief, use the “center bugle” a reference to intersect the end collar point. The center bugle alignment is used for odd number of crossed bugles. The “middle” bugle alignment is used for even number of crossed bugles.

### District Chief



For the rank of “District Chief”, center to the middle bugle.

### Captain



For the rank of “Captain”, center to the middle of the two bugles.

### Division Chief



For the rank of “Division Chief”, center to the middle of the bugle cluster.

**Special note:** All collar insignia with the exception of Firefighter and Driver Operator ranks should have their bugles slightly angled so that the end point of the collar intersects the midpoint of the bugle or the bugle cluster.

## Firefighter Insignia

The firefighter insignia is called a “Firefighter Scramble” which consists of the following:

- 1-Fire Helmet
- 1- Nozzle
- 1- Bugle
- 1- Ladder
- 1- Mace
- 1- Hook



**Firefighter Class “A” Lapel Insignia**

The collar insignia for firefighter rank should be centered using the **ladder** in the firefighter scramble. The ladder should be straight up and not angled to either side. The ladder symbolizes the growing structure of our vocation, as well as signifying the importance of a firefighter's willingness to rise up and overcome any challenge. The department Class “A” jacket has pre-cut holes on the upper lapel to accept the insignia. Firefighter collar insignia is worn on the Class “A” jacket only.

## Driver Operator Insignia

The collar insignia for Driver Operator rank should be centered using the **antique pumper** as a reference. The pumper is the backbone of our firefighting equipment and should project an appearance of rolling forward with strength and stability. The department Class “A” jacket has pre-cut holes on the upper lapel to accept the insignia. The pumper should sit level and not angled up or down. Driver Operator insignia is worn on the Class “A” jacket only.



**Driver Class  
“A” Lapel  
Insignia**

## Aligning the Nameplate

The nameplate is worn on the right chest of the Class B & C uniform shirts just above the right pocket flap. The nameplates are two and one-quarter inches long by one-half inches wide (2 ¼" x ½"). The lettering is blue in color and will comprise of the first initial and the whole last name of the wearer. The nameplates are silver for the rank of Firefighter and Driver Operator and gold for Lieutenant rank and above. The uniform shirts do not contain pre-cut holes for the nameplates therefore, the following procedure should be used for standard alignment.

1. Place the bottom edge of nameplate along the top seam of the right side pocket flap. The spacing should not be more than 1/8" (one-eighth inch.) Push pins through shirt.
2. Attach clutch back holders onto pins.
3. Wipe and remove fingerprints using soft, dry cloth.



## Serving Since Bars

“Serving Since” Bars are attached to the nameplate and identify the firefighter’s year of hire. The bars have pre-drilled holes that align to the nameplate’s clutch back posts. Simply line up the clutch back post to the holes and insert. Follow the same procedures above for aligning the nameplate. The serving since bar will align just below the seam that runs along the top of the right pocket flap.

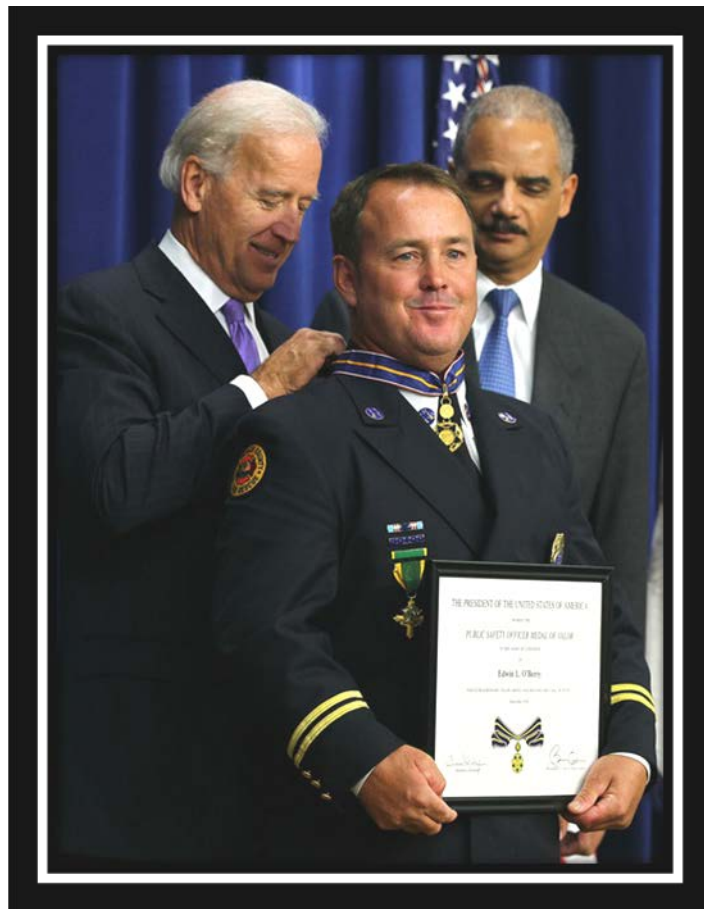


# PALM BEACH COUNTY FIRE RESCUE

## UNIFORM AND CEREMONY ESSENTIALS

### Department Award Citations

#### Section 3:



*Vice President Joe Biden (left) and US Attorney General Eric Holder (right) present the Public Safety Officer Medal of Valor to Capt. Edwin Lynn O'Berry, Palm Beach County Fire Rescue (center) in a ceremony in the Eisenhower Executive Office Building on the White House complex, Wednesday, Sept. 22, 2010 in Washington, D.C.*



***P**atriotism is one of the main reasons most join the fire service. Proclaim your patriotism proudly by taking pride in your fire department uniform; give it a look of dignity and honor by wearing your award citations. No matter what the occasion, by decorating your service dress with an honorable selection of fire service award citations you will have a sense of pride and a drive to succeed.*

*~ PBCFR ~*



## History of Citation Bars

The history of citation bars dates back to military history, specifically the time of the American Civil War (1861-1865). Award medals were issued by commanders and were given on an unofficial basis. The Spanish-American War (1898) is the first time recognized medals or military decorations were introduced. A military decoration or military award is a decoration given to military personnel or units for heroism in battle or distinguished service. These citations were to be worn on a military uniform.

A military decoration was comprised of a medal and a ribbon. The first awards were comprised of a ribbon that would be worn around the neck. Moving forward the back of the ribbon came equipped with a metal fastener, very similar to a safety pin that would be pinned to the uniform. The medal was a molded piece of specific design with a ribbon attached to the top that could be pinned to a uniform.

Later, the military began using ribbons that would symbolize the medal. The citation ribbon was cloth material either in a solid color or multiple colors to differentiate the type of award that was being displayed and represented the medal that was awarded. They were and are presently made out of a fabric material and backed to a metal support. These ribbons were worn over the left breast pocket on a uniform shirt. They were smaller and would be worn on garrison uniforms to outwardly display a service member's accomplishments. These ribbon citation bars could be worn in a horizontal citation bar rack that could have many rows, to hold many different awards.

Law enforcement adopted the concept of smaller medals that were more manageable for everyday wear. Some departments still wear the commendations over the left breast, very much like the military. The award bars would be placed in a leather citation bar holder. In the leather holder, the badge would be on the bottom, and the awards would be worn above the badge. The highest award would be placed at the top of the holder and lesser citations would be below it, in order of importance.

Still to this day, many departments have their own system for the citation bars. There has been no standardization for the color and size of the citations.



*General David H. Petraeus,  
Commander Nato Forces in  
Afghanistan*



**Army Distinguished Service Medal  
Military Ribbon**



*Captain John Vigiano, ret. FDNY L-176.  
Most highly decorated firefighter in FDNY  
history.*

## Pyramid of Honor

Prior to the Civil War, veterans of military service did not receive medals for their valor. The display of medals on a uniform was considered a European tradition usually reserved for royalty and worn by men who got them not for anything special that they did, but because of WHO they were. President George Washington did award a semblance of a medal, a heart-shaped piece of purple material, four times. This medal would later become known as “The Purple Heart”. Other than that, the only "badge of courage" exhibited by the men and women who fought for independence was the scars of battle permanently etched in their bodies.



*Medal of Honor Ribbon*

During the Civil War Congress authorized a "Medal of Honor" to promote the efficiency of the Navy. During the Civil War, more than 2,000 men (and one woman) were awarded Medals of Honor... some under dubious circumstances. Politics, fraud, and the dignity of the award led to a review of all 2,625 Medals of Honor awarded to members of the U.S. Army prior to 1917 by a review board of five retired generals. When the review board finished, 910 Medals of Honor were revoked as not having been properly awarded.

More importantly, the review board led to the creation of a **PYRAMID OF HONOR**. A hierarchy of military awards with the Medal of Honor, (Highest Precedential Award) at the peak to be awarded to American veterans of military service.

## Award Classifications (In Order of Precedence by category of award)



### **\*\*\*Highest Department Award Issued (Posthumously) \*\*\***

**MEDAL OF HONOR (POSTHUMOUSLY)** – Issued to the family of a member of Palm Beach County Fire Rescue killed in the performance of their duty.



### **\*\*\*Highest Department Award Issued to a Department Member\*\*\***

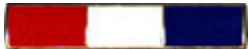
**MALTESE CROSS-** Awarded for an act of extraordinary bravery distinguishable from an action considered to be normally in the line of duty. The firefighter must have followed all department policies and procedures and considered all safety guidelines in accomplishing the act. The firefighter must have been in a situation of great personal risk to his or her life. The situation surrounding the event or the planned objective must have an importance requiring the risk. The firefighter must have been successful in attaining the objective. The risk of life to the firefighter or any other person must have been reasonable, and must not have exposed any person to an unjustified danger.







**SERVICE CROSS-** Awarded for suffering a personal injury inflicted as a direct result of duty related operation above and beyond the call of duty. The firefighter must have sustained a serious injury while performing the rescue or firefighter operation. (The meaning of serious injury will depend on the circumstances leading to the injury.) All department policies and procedures must have been followed and safety guidelines taken into consideration.



**EMPLOYEE OF THE YEAR-** Awarded to an individual who demonstrates exceptional leadership in their performance with Palm Beach County Fire Rescue. The firefighter must have maintained a leadership role with their peers. The firefighter exhibits an exemplary employee and excels above and beyond the call of duty.



**CALL OF THE YEAR AWARD-** Awarded to a crew or multiple companies in the department. The companies shall have maintained and exhibited a professional attitude, quality leadership skills, teamwork, a high level of motivation, and dedication to the profession of firefighting and emergency medical services.



**UNIT COMMENDATION-** Awarded to a group, team, company, or shift for combined exceptional achievement pursuant to the course and scope of employment. The team must have collectively demonstrated exceptional achievement in the performance of their assigned duties or made a significant contribution to the enhanced effectiveness of Palm Beach County Fire Rescue. This includes exceptional performance during a particular incident/call.



**CHIEF OFFICER AWARD-** Awarded to one (1) Chief Officer in the department. The officer shall have maintained and exhibited a professional attitude, quality leadership skills, teamwork, a high level of motivation, and dedication to the profession of firefighting and emergency medical services.



**OFFICER OF THE YEAR AWARD-** Awarded to one (1) Officer in the department. The officer shall have maintained and exhibited a professional attitude, quality leadership skills, teamwork, a high level of motivation, and dedication to the profession of firefighting and emergency medical services.



**PARAMEDIC OF THE YEAR AWARD-** Awarded to one (1) paramedic in the department including Trauma Hawk. The paramedic shall have maintained and exhibited a professional attitude, quality leadership skills, teamwork, a high level of motivation, and dedication to the profession of emergency medical service.



**DRIVER/OPERATOR OF THE YEAR AWARD-** Awarded to one (1) Driver/Operator in the department. The driver operator shall have maintained and exhibited a professional attitude, quality leadership skills, team work, a high level of motivation, and dedication to the profession of firefighting and emergency medical services.



**FIREFIGHTER/EMT OF THE YEAR AWARD-** Awarded to one (1) Firefighter/Emergency Medical Technician in the department. The firefighter shall have maintained and exhibited a professional attitude, quality leadership skills, teamwork, a high level of motivation, and dedication to the profession of firefighting and emergency medical services.



**COMMUNICATOR OF THE YEAR AWARD-** Awarded to one (1) Communicator in the department. The nominee shall have maintained and exhibited a professional attitude, quality leadership skills, teamwork, a high level of motivation, and dedication to the profession of emergency medical services.



**FIRE MARSHAL SERVICE AWARD-** Awarded to one (1) individual who has accomplished valuable fire prevention, inspection, or investigative services while demonstrating a positive attitude and excellent work ethics pertaining to their job description. This award is presented to the prevention or investigation officer who has demonstrated exceptional performance in the fire safety area.



**EXCEPTIONAL/COMMUNITY SERVICE AWARD-** Awarded to an individual or group who has demonstrated commitment to community service or who has brought acclaim to Palm Beach County Fire Rescue. The nominees must have collectively demonstrated exceptional achievement in the performance of their assigned duties or made a significant contribution to the enhanced effectiveness of Palm Beach County Fire Rescue.



**CUSTOMER SERVICE AWARD-** The Customer Service Team (CST) will recommend a nomination for this award to any individual or group that has exceeded expectations in the area of customer service standards. Nominees(s) considered will be required to have received Frequent Fire Miles from the CST within the past twelve month period. The Frequent Fire Mile recipient(s) of the past year will be carefully reviewed by the CST before such nominations are submitted to the Awards Committee.



**SUPPORT STAFF SERVICE AWARD-** Awarded to an individual for exceptional administrative support. The nominee must have displayed a commitment to the completion of significant administrative projects which have been critical to the advancement of the department. Nominee must demonstrate a positive attitude, promote teamwork, and exhibit excellence in customer service. This award is limited to the Support Services, Administration, Fiscal, Clerical, Training and ITS departments.

**Obsolete Awards: (can still be worn by recipients)**



**CONTINUOUS SERVICE AWARD-** Awarded to an individual for continues service of greater than 5 years without the use of sick leave.



**DISTINGUISHED SERVICE AWARD-** Awarded to an individual or group who has demonstrated exceptional achievement in the performance of their assigned duties or made a significant contribution to the enhanced effectiveness of Palm Beach County Fire Rescue.

**Important Note:** Personnel receiving service awards have distinguished themselves among their peers and should be proud of their achievement in the Fire Service and within this department. PBCFR encourages all personnel that have earned service awards to proudly display their Service Award Citations and be recognized department-wide and in the community for their accomplishments. There are no set national standards on how fire departments display award citations. Fire departments loosely follow military protocol. Fire departments develop these protocols based on their own standards and traditions. To standardize how PBCFR personnel display their Award Citations, the following guidelines have been established.

## Displaying of Service Award Citations, Medals, and Appurtenances

This section covers displaying award citations, medals, distinctive specialty pins and appurtenances, both department and other authorized insignia for wear on PBCFR uniforms. The term “awards” is an all-inclusive term covering any citation, medal, ribbon, or appurtenance bestowed to an individual or unit. The term “awards” is used throughout this chapter. The term “citation” is an all-inclusive term covering the award bar issued by PBCFR. The award bar is made of metal and is 1 3/8 inches long by 5/16th inches wide. The award bar has two clutch back push pins used to attach to the uniform and/or approved award bar holder.



*PBCFR Maltese Cross*

The department has established an **Order of Precedence** for categories of issued service awards. An order of precedence is a sequential hierarchy of nominal importance for issued service award citations, medals and ribbons.

Department operational personnel may wear awards anytime while in Class A, B and C uniform.

For administrative staff and non combat operational personnel, awards are worn at the option of the recipient when not prohibited during the normal scope of their duties. Administrative staff personnel may wear awards on the department class A, B, or C uniforms.

Award citations will be worn on the **RIGHT** chest side of class A, B and C department uniforms. The right chest side of the uniform was chosen for awards allowing our department badge, located on the left chest, a place of stand-alone distinction. Our fire department badge is the most important symbol of our vocation projecting an oath of duty to perform saving lives and property. It is therefore accepted, this symbol shall stand alone honorably with distinction and pride over the firefighter’s heart.

### Order of precedence by category of Award Citation

1. Metal of Honor (POSTHUMOUSLY)
2. Maltese Cross
3. Service Cross
4. Employee of the Year
5. Call of the Year
6. Unit Commendation
7. Chief Officer of the Year
8. Officer of the Year
9. Paramedic of the Year
10. Driver Operator of the Year
11. Firefighter of the Year
12. Communicator of the Year
13. Fire Marshall of the Year
14. Exceptional Community Service Award
15. Customer Service Award
16. Support Staff Award

**Obsolete Service Award Citations (no longer issued, but can still be worn by recipients)**

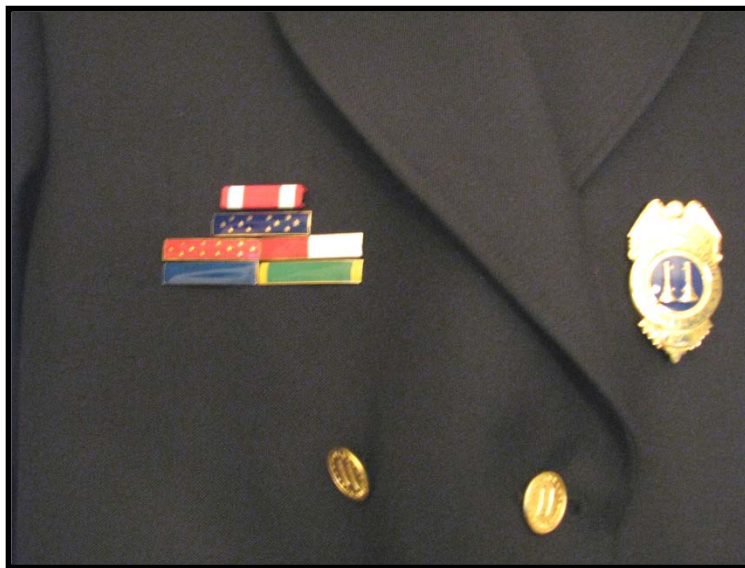
- 17. Continuous Service
- 18. Distinguished Service

**Order of Precedence within categories of awards issued to individuals by entities other than PBCFR.**

Awards issued by entities other than PBCFR shall follow the Order of Precedence listed below.

- 1. U.S. Government Metals/ Ribbons
- 2. State of Florida Award Metals/ Ribbons
- 3. Palm Beach County Government Metals/ Ribbons
- 4. Palm Beach County Fire Rescue Metals/ Ribbon Awards
- 5. Local Municipal Awards / Ribbons
- 6. National Non-Governmental Fire Service Related Awards/ Ribbons

For Class B & C uniform shirts certain medals and ribbons may not fit on the designated shirt pocket flap. These larger awards/ medals should be reserved for the department’s highest ceremonial Class-A dress uniform.



**State of Florida “Distinguished Service” (top ribbon) award bar placed in order of precedence above PBCFR service awards.**

## **How to display Department Awards Citations (Class A, B, & C Uniforms)**

- Award citations will be worn on the wearer's RIGHT chest for Class-A uniform jackets or RIGHT pocket flap for Class B & C shirts. Award citations will be placed under the nameplate for the Class B & C shirts using the stitched military seam to center awards on pocket flap.
- For Class A jackets, the top of the first award displayed shall run even with the top of the firefighter's badge on the opposite side. The award display will be built on the RIGHT chest side of the jacket in order of precedence.
- Citations are worn in order of precedence from the wearer's right to left, in one or more rows of two (2), with no more than 1/8 inch of space between rows.
- The Highest Precedence Citation awarded shall start the first row.
- The second, third and fourth awards will be placed in order of precedence in one (1) row centered.
- The fifth award shall begin a row of two (2) centered under the (highest precedence award).
- This process will continue as the award display is built.
- Class B & C shirts will hold a maximum of two (2) rows of four (4) which equates to (8) different categories displayed.
- Personnel will not wear multiple award citations of the same category. A numeric appurtenance will be issued for citations awarded of the same category.

### **Awards Issued in Same Category (all classifications of uniforms)**

Recipients will not wear multiple Award Citations of the same category.

Recipients of multiple awards in the same category will be issued a



“Modified Award Bar”. This Award Bar will have a central acceptance cut-out area for a gold numeric appurtenance signifying the number of awards the recipient has received in that category.



# Service Award Citation Display Examples

## *Class A Jacket*



*Four Awards Displayed*



*Five Awards Displayed*

## *Class B or C Shirt*



*Four Awards Displayed*

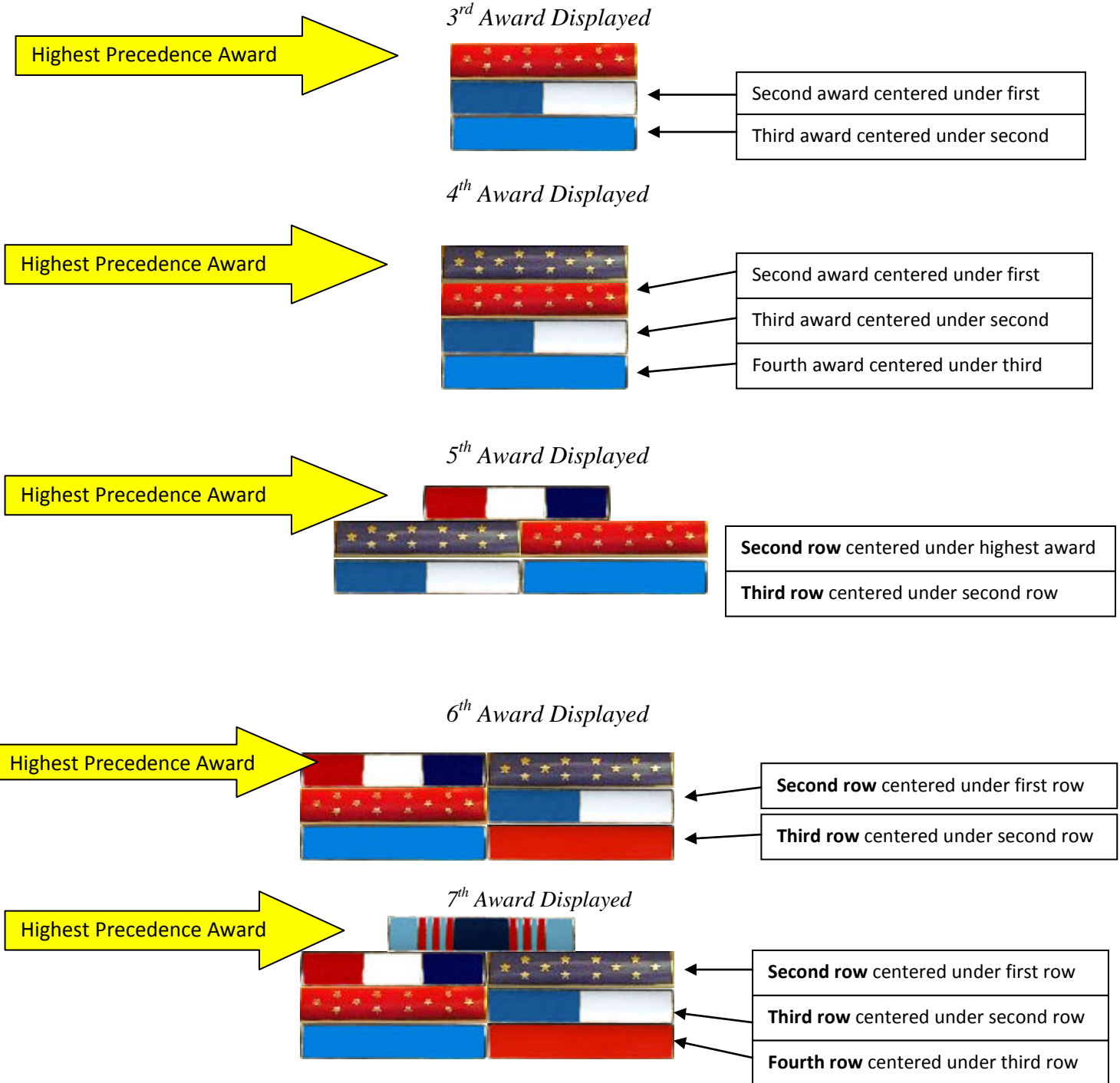


*Five Awards Displayed*

**Important Note:** Class B & C uniform shirts have limited space to display award citation bars. The maximum number of rows on the shirt pocket will allow eight (8) different categories of awards to be displayed. This represents almost half of the total number of awards given by PBCFR. If the recipient has been issued more awards than the class B & C uniform will hold, then display all awards of the highest precedence on Class B & C uniform shirts first. The department strongly urges all personnel who have earned multiple recognition awards to purchase a Class-A uniform jacket so all awards can be properly displayed.

# Example: Award Citation Display

## Class A, B, & C Uniform



## How to display Specialty Distinctive Insignia Pins (Class B & C only)

A maximum of two (2) approved “Distinctive Insignia” (DI) may be worn on the **LEFT** pocket flap of the Class B & C uniform shirts. The pins shall be centered on either side of the military seam which divides the pocket flap down the middle if wearing two. If the insignia is in the form of a citation bar then the bar shall be placed centered on the military seam under the badge. See example illustrations for displaying a single (one) Distinctive Insignia. **Distinctive Insignia will not be worn on Class A jacket.**

APPROVED Distinctive Insignia (Class B & C uniform only)		
EMT	ARFF	NFA EXECUTIVE FIRE OFFICER
HAZ-MAT TECHNICIAN	PBC FLORIDA LOGEVITY	COBRA PIN
HONOR GUARD	FIRE INSPECTOR	IAFF MDA DISTRICT 12
FLIGHT MEDIC	OFFICERS CANDIDATE SCHOOL	PBC GOLDEN PALM
SWAT	PBCFR ANNUAL AWARD PIN	
PATRIOT BAR (American Flag)	RESCUE DIVER	
SMOKE DIVER	FIRE OFFICER I, II, III	



**Specialty Distinctive Insignia (Pins)  
SCUBA Diver and E.M.T. properly  
displayed on LEFT pocket flap.  
Maximum of two.**



**Specialty Distinctive Insignia  
(Bars) Patriot and Honor Guard,  
properly displayed on LEFT  
pocket flap. Maximum of two.**

## Single Distinctive Insignia

### Examples



**A single Specialty Distinctive Insignia (Pin) E.M.T., properly displayed on LEFT pocket flap.  
Maximum of two.**



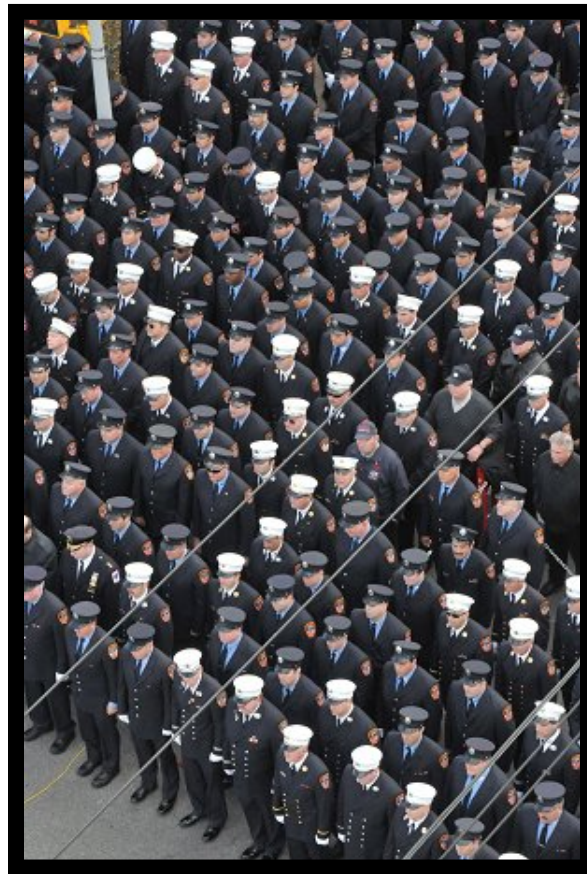
**A single Specialty Distinctive Insignia (Bar) Patriot properly displayed on LEFT pocket flap.  
Maximum of two.**

# PALM BEACH COUNTY FIRE RESCUE

## UNIFORM AND CEREMONY ESSENTIALS

### Department Ceremonial Procedures

#### Section 4:



***T**his section is dedicated to those who made the ultimate sacrifice. Let us honor their memory with **Pride, Tradition, and Respect.***



*“Maintain discipline and caution above all things, and be on the alert to obey the word of command. It is both the noblest and the safest thing for a great army to be visibly animated by one spirit.”*

*Archidamus of Sparta: To the Lacaedaenwnian Expeditionary Force departing for Athens, 431 B.C.*

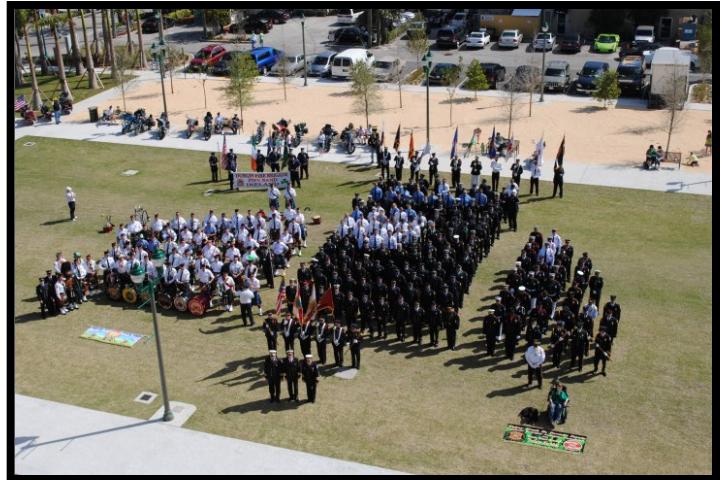
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## Ceremonial Formation

The terminology comes from the old tradition of formation combat in which soldiers were held in very strict formations as to maximize their combat effectiveness. Formation combat was seen as an alternative to mêlée combat, which required strict soldier discipline and competent commanders. As long as the formations could be maintained, the civilized soldiers would maintain a significant advantage over their less organized opponents. Such is necessary for a fighting force to perform at maximum efficiency in all manner of situations.

Today, formations are mainly used for ceremonial parade review or inspections. Fire department and law enforcement agencies have adopted many elements of the ceremonial formation for use in funeral, memorial, and parade displays. This section will provide information on various aspects of department ceremonial procedures. The elements discussed are to be considered universal and could be applied at any PBCFR ceremonial event.



**42<sup>nd</sup> Annual Delray Beach St. Patrick's Day Parade Formation. March 13<sup>th</sup>, 2010.**



**IAFF Fallen Firefighter Memorial ,  
Colorado Springs, Colorado.  
Ceremonial Flags Regiment. October,  
2008.**

# The Elements of the Command

## Two-Part Command Orders

Most drill commands have two parts: the **preparatory command** and the **command of execution**. Neither part is a command by itself, but the parts are termed commands to simplify instruction.

The preparatory command states the movement to be carried out and mentally prepares the formation for its execution. For example, in the command “*Forward, MARCH*”, the preparatory command is *Forward*.

The command of execution tells when the movement is to be carried out. In “*Forward, MARCH*,” the command of execution is **MARCH**. Upon hearing **MARCH**, the formation will begin to step forward together as one unit.

***\*\*\*Always step off using LEFT foot first!!!!!!***

Whether 10 or 10,000 it is imperative that all personnel in formation carry-out the **Command Orders** as one cohesive unit.

## Command Orders

### ALIGNING THE FORMATION

**FALL IN** is used to assemble into a formation or for the formation to return to its original configuration.

***Dress Right, DRESS*** and ***Ready, FRONT*** are used in mass formation to properly align personnel. The order may be given to execute a “close-quarter interval” using an elbow’s length apart or “normal interval” using a full arm’s length apart. The ceremonial commander will decide depending on the location and space needed for the formation.



Close-quarter interval using elbow's length apart.

The preparatory commands are "*Dress Right*," The command of execution is "**DRESS**". On the command of execution "**DRESS**" the formation will do the following:

- Each member raises the left hand with the fingers extended and joined, thumb along forefinger, palm pointing to the ground, elbow is straight and brought to shoulder height.
- At the same time, the left hand is being raised, each member will snap their head and eyes 45 degrees to the right. Take small steps to adjust your position so that the finger tips of person on your right touches your right shoulder.
- Check your position for proper dress with the person on your right. Your head and body should be directly aligned with their head and body. Take small steps to adjust your position accordingly.
- As soon as proper dress, cover, and interval is obtained, hold this position until receiving command of "**Ready, FRONT.**"
- On the command of execution "**FRONT**" snap left arm straight down to your side cupping hand and at the same time snap head and eyes back to the front. At this point, your body will be back to the position of attention.



Normal interval using full-arms length.

## POSITION OF ATTENTION

Personnel should assume the position of attention on the command order of "**Atten, SHUN**"! In the command order "**Atten, SHUN**", the preparatory command is **Atten** and the command of execution is **SHUN**. Upon hearing **SHUN**, the formation will sharply do the following:

- Bring the heels together sharply on line, with the toes pointing out equally, forming a 45-degree angle.
- Rest the weight of the body evenly on the heels and balls of both feet. Keep the legs straight without locking the knees. Hold the body erect with the hips level, chest lifted and arched, and the shoulders square.
- Keep the head erect and face straight to the front with the chin drawn in so that alignment of the head and neck is vertical.



- Let the arms hang straight without stiffness. Curl the fingers so that the tips of the thumbs are alongside and touching the first joint of the forefingers.
- Keep the thumbs straight along the seams of the trouser leg with the first joint of the fingers touching the trousers.
- Remain silent and do not move unless otherwise directed.

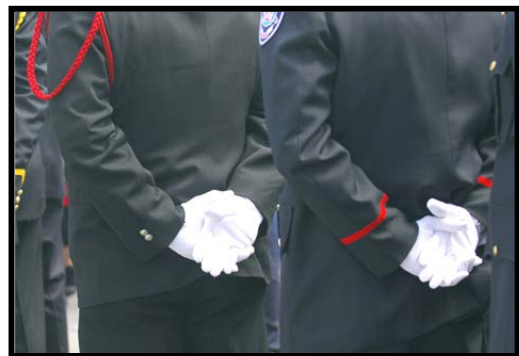


**TIP - When standing at attention for long periods of time, try alternating between bending and straightening at the knees. This very slight and barely noticeable movement will maintain good circulation to the legs and feet.**

## REST POSITION AT THE HALT

*Parade Rest* is commanded only from the *Position of Attention*. The command order for this movement is “*Parade, REST*”. The preparatory command is *Parade* and the command of execution is **REST**. On the command of execution **REST** do the following:

- Move the left foot about 10 inches to the left of the right foot.
- Keep the legs straight without locking the knees, resting the weight of the body equally on the heels and balls of the feet.
- Simultaneously, place the hands at the small of the back and centered on the belt.
- Keep the fingers of both hands extended and joined, interlocking the thumbs so that the palm of the right hand is outward.
- Keep the head and eyes as in the *Position of Attention*. Remain silent and do not move unless otherwise directed.



***Other commands that may be executed from this position are:***

“**At, EASE**”- is when personnel move their left foot out, shoulder wide apart, with a relaxed position.



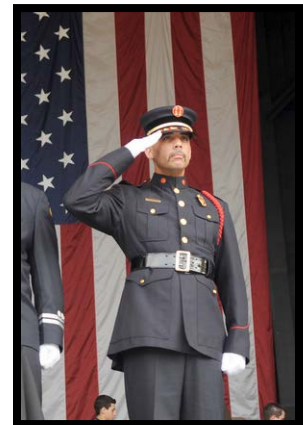
## FALL OUT/ DISMISSAL

On the command order “**Fall, OUT**” the formation will break formation and leave the line to carry on. This command can be given at anytime but will mostly happen after being brought to the position of attention. The command may also be given as “**Dismissed**”. The preparatory command is **Fall** and the execution command is **OUT**. On the execution command of **OUT** do the following:

- Formation will take one step to the back leading with **left** foot.
- Dismiss from location of formation.

## The Hand Salute

The origin of the Hand Salute is uncertain. Some historians believe it began in late Roman times when assassinations were common. A citizen who wanted to see a public official had to approach with his right hand raised to show that he did not hold a weapon. Knights in armor raised visors with the right hand when meeting a comrade. This practice gradually became a way of showing respect and, in early American history, sometimes involved removing the hat. By 1820, the motion was modified to touching the hat or corner of eyebrow if uncovered, and since then it has become the Hand Salute used today.



**WHO should Salute:** All PBCFR personnel regardless of rank while in any classification of uniform are to salute. PBCFR personnel in civilian attire will not salute. These personnel should instead, place their right hand over their heart when ordered to “**Present ARMS**”(unless a **military veteran**).



**WHEN to Salute:** Generally, PBCFR personnel will render a salute anytime when observing flag etiquette for the National Colors. For example, the National Anthem or Pledge of Allegiance. Other occasions such as sounding Taps or when showing respect to a fallen Fire Service colleague at the order of ceremonial commanders.

**WHERE to Salute:** PBCFR personnel may render a salute during ceremonial functions such as Funerals, Memorials, Award Ceremonies, and Promotional Ceremonies. Other functions such as parades may require saluting depending on the structure of the program. Usually these functions will take place outdoors thereby requiring personnel to remain covered (wear hat). Ceremonial commanders may request personnel to cover during certain aspects of an indoor ceremony and render a hand salute. Personnel should follow the commands of ceremonial commanders as requested.

**HOW to Salute:** The Hand Salute is a one-count movement. Meaning, on the order of execution the right hand will move in position sharply without hesitation.

## **COVERED – WEARING FD HAT**

When rendering a hand salute the command order will be **“Present, ARMS”**. The word ***Present*** will serve as the preparatory command, alerting personnel to prepare for an order. The word **ARMS** will serve as the execution command whereby all personnel will sharply raise their right hand in position. Rendering a hand salute will only occur from the **Position of Attention.**



When wearing FD Hat (covered) with a visor (either with or without glasses) on the execution command **ARMS** do the following:

- Raise the right hand **sharply**, fingers and thumb extended and joined, palm facing down, and place the tip of the right forefinger and middle finger on the rim of the visor slightly to the right of the eye.
- The outer edge of the hand is barely canted downward so that neither the back of the hand nor the palm is clearly visible from the front.
- The hand and wrist are straight, the elbow inclined slightly forward, and the upper arm is horizontal.



**Tip: Do not bring your head down to meet your hand....keep your head still! Bring the hand to your head.**



- Do not move your head. Choose an object in front of you and focus your eyes on that object. Your body should remain still, shoulders square. At no time is talking allowed.
- The salute will be held until the command order of “**Order, ARMS**” is given.
- On the execution command **ARMS** return the hand **sharply** to the side, resuming the **Position of Attention**.
- If personnel are uncovered (not wearing FD Hat) and in civilian attire, on the command order of “**Present, ARMS**”, bring right hand to left chest above heart.
- “**Order, ARMS**” is executed as previously described from this position.
- Present Arms and Order Arms for uniformed personnel are sharp, quick movements. At no time is a "slow salute" rendered (slow hand movement up and slow hand movement down). Generally a slow salute is performed at funerals and other observances and is reserved as a Ceremonial Honor Guard procedure.



**UNCOVERED – NOT WEARING FD HAT (without glasses)**

Rendering a salute when not wearing FD Hat (uncovered) **without** glasses. On the execution command **ARMS** do the following:

- Raise the right hand sharply, fingers and thumb extended and joined, palm facing down touching the tip of the right forefinger and middle finger to the forehead near and slightly to the right of your right eyebrow.
- The outer edge of the hand is barely canted downward so that neither the back of the hand nor the palm is clearly visible from the front.
- The hand and wrist are straight, the elbow inclined slightly forward, and the upper arm is horizontal.



## UNCOVERED – NOT WEARING FD HAT (with glasses)

Rendering a salute when not wearing FD Hat (uncovered) **with** glasses. On the execution command **ARMS** do the following:

- Raise the right hand sharply, fingers and thumb extended and joined, palm facing down touching the tip of the right forefinger and middle finger to the right top corner outer edge of eyeglass frame.
- The outer edge of the hand is barely canted downward so that neither the back of the hand nor the palm is clearly visible from the front.
- The hand and wrist are straight, the elbow inclined slightly forward, and the upper arm is horizontal.



**Important Note:** Rendering a proper hand salute takes practice. Personnel should use a mirror and practice this procedure prior to the ceremonial event. In time, muscle memory will set and rendering a proper salute will become natural.

### *Saluting National Colors Etiquette*

National Anthem	Flag to Half-Mast
Pledge of Allegiance	Flag Raising
TAPS	Flag Retiring
Passing in Review (Parades)	
Draped Coffin Passing	
Flag Presentation	

## Saluting Disclaimer:

Ceremonial Honor Guard and other ceremonial participants may stay covered and render a salute as necessary while in an indoor venue. Ceremonial commanders may request personnel to wear (re-cover) hats during certain aspects of a ceremony. Personnel should follow the commands of ceremonial commanders as requested.

Special circumstances may allow personnel in Structural Fire Gear (Bunker Gear) to render a hand salute. This was the case during recovery work at *Ground Zero* in New York City. In these rare circumstances it is not necessary or required to salute but it shall not be considered improper. Personnel should follow the orders of the Incident Commander on scene.

*There are many saluting etiquette protocols. Variations of these protocols depend on agency tradition and customs. These protocols are specific for PBCFR and should be used as a guide for all personnel to follow.*



*Chicago Fire Department Presenting  
Arms*



## CEREMONIAL BELL SIGNALS

Palm Beach County Fire Rescue has adopted the Florida Fire Chief's Association recommendation for the fallen firefighter "Tolling of the Bell" ceremony. The signal is tapped out as five measured dashes - then a pause - then five measured dashes - then a pause - then five more measured dashes (**5-5-5**).

Other signals adopted by PBCFR can be found in the following chart below.



### *PBCFR Bell Signal Protocol*

<b>CEREMONY</b>	<b>BELL SIGNAL</b>
<b>FALLEN FIREFIGHTER</b>	<b>5-5-5</b>
<b>FIREHOUSE RETIRING</b>	<b>1-2-3</b>
<b>APPARATUS RETIRING</b>	<b>4-4-3</b>
<b>NEW FIREHOUSE OPENING</b>	<b>3-2-1</b>
<b>NEW APPARATUS IN SERVICE</b>	<b>4-3-4</b>

***IMPORTANT NOTE:*** Bell signals can vary from agency to agency. For instance, FDNY sounds 5-5-5-5 for fallen firefighter signal. The IAFF uses 3-3-3 for fallen firefighter. There are no set national standards for fire department bell signals. The signals are based on individual department tradition and customs.

# DEPARTMENT CEREMONIAL LAST ALARM PROCEDURES

PBCFR last alarm procedures are reserved for firefighters who died in the line of duty (LODD). The ceremony involves a department-wide announcement over the air to all department firehouses. The timing of the announcement will usually coincide during the burial ceremony for the fallen firefighter. The announcement consists of dispatch calling out to the fallen firefighter by rank and name. With no reply from the firefighter the dispatcher announces the official last alarm given. All personnel who are not in service on an alarm should pause from whatever they are doing in or around the firehouse for a moment of silence in memory of their fallen colleague.



## *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*)**

# DEPARTMENT CEREMONIAL MOMENT OF SILENCE ALARM PROCEDURES

PBCFR ceremonial moment of silence alarm procedures are conducted for all department personnel who died while not on duty. The ceremony can also be conducted for department retirees or associates of the department. The ceremony involves a department-wide announcement over the air to all department firehouses. The timing of the announcement will usually coincide during the burial ceremony for the fallen department member. The announcement consists of a general all-call to all department firehouses. The dispatcher will read the official moment of silence. All personnel who are not in service on an alarm should pause from whatever they are doing in or around the firehouse for a moment of silence in memory of their fallen colleague.



## *PBCFR 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 DEPARTMENT CEREMONIES

NEW HIRE	RETIRING APPARATUS
PROMOTIONAL	RETIRING FIREHOUSE
RETIREMENT	9/11 OBSERVANCE
NEW APPARATUS	ANNUAL EMPLOYEE AWARDS BANQUET
NEW FIREHOUSE	CHIEF OF DEPARTMENT TRANSFER OF COMMAND



**Chief of Department Transfer of Command Ceremony**



**2009 September 11<sup>th</sup> Ceremony, Boca Raton, Florida**

# DEPARTMENT CEREMONIAL CHECKLIST

## **New Hire:**

### Prior to-

Utilization of checklist.

Date and time determined by the Chief of Department or designee:

- Check availability of Politicians/Commissioners.
- Check availability of Chaplain.
- New hire(s) on shift.

Full Uniforms with brass and all accessories supplied by the Chief of Logistics.

Chief Officers in Class A uniforms.

Invitations:

- Those to invite.
- Notifications- email, US Mail.

Programs.

Refreshments.

Location(s)- Needs.

Media notification needed.

Honor Guard/Pipe and Drums notification.

### Day of-

Set-up:

Inclement weather- Alternate location(s).

Area clean and presentable.

Sound system.

Podium.

Table(s).

Chairs.

Photographer/Videographer.

Badge(s).

Meet with Chief of Department to review process.

## **Start:**

Presentation of the Colors by Honor Guard/Pipe and Drums.

Pledge of Allegence.

Welcome and VIP introductions by Chief of Department or designee.

Invocation by Chaplain.

Chief of Department facing member(s) gives oath of office.

Member(s) name called to receive badge from Chief of Department, Take/Shake/Salute.

Closing remarks.

Member(s) file by Chief Officers.

Ceremony concludes/Colors retired by Honor Guard.

Pictures and refreshments.

## **Promotional:**

### Prior to-

Utilization of checklist.

Date and time determined by the Chief of Department.

-Check availability of Politicians/Commissioners.

-Check availability of Chaplain.

-Member(s) being promoted on Shift.

Uniform(s) adjusted for appropriate rank by the Chief of Logistics.

Chief Officers in Class A uniforms.

Invitations:

-Those to invite.

-Notifications- email, US Mail.

Programs.

Refreshments.

Location(s)- Needs.

Media notification needed.

Honor Guard/Pipe and Drums notification

### Day of-

Set-up.

Inclement weather- Alternate location(s).

Area clean and presentable.

Sound system.

Podium.

Table(s).

Chairs.

Photographer/Videographer.

Badge(s), collar pins and all uniform additions as appropriate to new rank.

Meet with Chief of Department to review process.

## **Start:**

Presentation of the Colors by Honor Guard/Pipe and Drums.

Pledge of Allegiance.

Welcome and VIP introductions by Chief of Department or designee.

Invocation by Chaplain.

Chief of the Department gives oath of office.

Member(s) Name called to receive Badge from Chief of Department, Take/Shake/Salute.

Closing remarks.

Member(s) file by Chief Officers.

Ceremony concludes, retire the Colors by Honor Guard/Pipe and Drums.

Pictures and refreshments.

## **Retirement: (Optional at Retiree's Station of preference)**

### **Firefighter/Driver Engineer:**

#### Prior to-

Utilization of checklist.

Date and time determined by the Battalion Chief or designee:

- All attempts should be made to schedule ceremony on retiring member's shift.
- Check availability of Politicians, Commissioners.
- Check availability of Chaplain.

Chief Officers in Class A uniforms.

Invitations:

- Those to invite.
- Notifications- email (to include all in City), US Mail, Calling Post.

Programs.

Fire Department plaque.

New Flag- Honor Guard member to present.

IAFF presentation.

Retired Member window decals.

Presentation by shift personnel and/or others.

Last Alarm radio announcement.

Flower for spouse, mother, mother-in-law, grandmother(s).

Firefighter assigned to family:

- This Firefighter's sole purpose and only assignment is to take of the needs of the retiring member's family. This position is one of respect for the retiring member's family acknowledging the sacrifice that they have made by allowing him/her to serve as a part of our family.

Refreshments.

Location(s)- Needs.

Media notification needed.

Honor Guard/Pipe and Drums Notification.

#### Day of-

Set-up.

Inclement weather- Alternate location(s).

Area clean and presentable.

Sound system.

Podium.

Table(s).

Chairs.

Photographer/Videographer.

Retiring member's helmet.

Retiring member meets with Battalion Chief or designee to review process.

Any family and/or friends present?

Replace Flag on Flag Pole with a brand new Flag to be presented to Retiree.

Presentations:

Positioning for Presentations:

- Podium centered, facing guests.
- Presentation table to left of podium.
- Chief Officers: left side of podium set by descending rank and radio signatures in a diagonal line facing towards guests.
- Retiring member: right side of podium in a diagonal line facing towards guests.
- Family/Guest(s) seated in front row.
- Rookie Firefighter assigned to retiring member's family stands at end of family row closest to family.

Welcome and VIP introductions by Chief of Operations:

- VIP group shall consist of any Elected Officials, County Executive Management, Department Directors, Retired Fire Department members, visiting Fire/Police Chiefs, and family of retiring member.

Invocation by Chaplain.

Welcome by Fire Chief.

Retiring member is requested to take position at front/right of podium.

Fire Department plaque.

Flag- Honor Guard member to present:

- New Flag taken down from Stations Flag pole and folded by the Honor Guard.
- Honor Guard Commander performs inspection of folded flag presented by Unit member.
- Upon approval by Honor Guard Commander, Honor Guard Unit member presents flag to Commander.
- Honor Guard Commander presents folded flag to retiring member with "Verbal Statement of Appreciation."
  - It should be noted that the Honor Guard Commander shall determine the appropriate words for the statement thereby retaining ownership of said statement.
- Honor Guard Commander salutes retiring member and retiring member returns salute.

IAFF presentation.

Presentation by shift personnel and/or others.

Guests are asked to speak on retiring member's behalf.

Pipes and Drums tribute to retiring member.

At conclusion of Pipes and Drums tribute, the Communications Center makes the following radio broadcast:

(\*\*The following example shall be modified for each retiring member.)

**“All Companies stand by for a county-wide broadcast”**

(All Call { 1 Alarm } tone followed by Firehouse 1 tones.)

**“Attention (insert Engine #) ID# 00000 (Retiring member’s employee or badge number) be advised this is your last alarm from (Street Address o Station) Firehouse #??”**

**“The alarm is under control and tapped out at (time ??) hours”**

**“From the brotherhood and all of the citizens in Palm Beach County, thanks (Rank and Name of Employee) for the (# years) of service”**

**“Palm Beach County Fire Rescue Dispatch”**

Retiring member is invited to address the audience.

Closing remarks and congratulations.

Ceremony concludes.

Pictures and refreshments.



## **Officer: (Optional at Retiree's Station of preference)**

### Prior to-

Utilization of checklist.

Date and time determined by the Battalion Chief or designee:

All attempts should be made to schedule on retiring member's shift.

Check availability of County Manager/Commissioners.

Check availability of Chaplain.

Chief Officers in Class A uniforms.

Invitations:

Those to invite.

Notifications- email (to include all in City), US Mail, Calling Post.

Programs.

Fire Department plaque.

New Flag- Honor Guard member to present.

IAFF presentation.

Presentation by shift personnel and/or others.

Last Alarm radio announcement.

Flower for spouse, mother, mother-in-law, grandmother(s).

Firefighter assigned to family.

-This Firefighter's sole purpose and only assignment is to take of the needs of the retiring member's family. This position is one of respect for the retiree's family acknowledging the sacrifice that they have made by allowing him/her to serve as a part of our family.

Refreshments.

Location(s)- Needs.

Media notification needed.

Honor Guard/Pipe and Drums Notification

### Day of-

Inclement weather- Alternate location(s).

Area clean and presentable.

Sound system.

Podium.

Table(s).

Chairs.

Photographer/Videographer.

Retiring member's helmet.

Retiring member meets with Battalion Chief or designee to review process.

Any family and/or friends present?

Replace Flag on Flag Pole with a brand new Flag to be presented to Retiree.

**Start:** (SAMPLE)

1520 hours; Chief of Operations assembles all uniformed personnel for final inspection and in the following squared position:

- All shift personnel will line up beginning with the retiring member's shift in descending rank order from right to left followed by a new line for each remaining shift, the last line ending with any Volunteers or Explorers. For a retiring Chief Officer not assigned to a shift begin with A Shift, followed by B Shift, then C Shift, finishing with any Volunteers or Explorers..
- Honor Guard Unit members shall position themselves approximately 20-25 feet across from and facing the shift personnel.
- Pipes and Drums Unit members shall position themselves to left of the shift personnel at a 90 degree angle facing the Chief Officers.
- Chief Officers shall position themselves to the right of the shift personnel at a 90 degree angle facing the Pipe and Drums Unit members.
- When set, all take "Parade Rest" position.

1520 hours: Chief of Support will gather family and guests and position them approximately 15 feet behind the Honor Guard Unit.

1530 hours: Final inspection of shift personnel begins.

- Fire Chief escorts retiring member to front of lined shift personnel and first officer.
- Honor Guard Commander orders Detail to "Attention."
- Retiring member is requested to inspect shift personnel.
- Retiring member walks each line from front to rear performing inspection.
- When finished with inspection, retiring member returns to Fire Chief.
- Honor Guard Commander orders Detail to "Present Arms."
- Retiring member returns salute.
- Honor Guard Commander orders Detail to "Order Arms."
- New Flag taken down from Station's Flag pole and folded by the Honor Guard.
- Honor Guard Commander performs inspection of folded flag presented by Unit member.
- Upon approval by Honor Guard Commander, Honor Guard Unit member presents flag to Commander.
- Honor Guard Commander presents folded flag to retiring member with "Verbal Statement of Appreciation."
  - It should be noted that the Honor Guard Commander shall determine the appropriate words for the statement thereby retaining ownership of said statement.
- Honor Guard Commander salutes retiring member and retiring member returns salute at which time Communications Center makes the following radio broadcast:

(\*\*The following example shall be modified for each retiring member.)

**“All Companies stand by for a county-wide broadcast”**

(All Call { 1 Alarm } tone followed by Firehouse 6 tones.)

**“Attention ( insert Engine #) ID# 00000 (Retiring member’s employee or badge number) be advised this is your last alarm from (insert Station’s address) Firehouse (insert #)”**

**The alarm is under control and tapped out at ( insert time) hours”**

**“From the brotherhood and all of the citizens of Palm Beach County, thanks Rank and Name for the # years of service”**

**“Palm Beach County Fire Rescue Dispatch”**

- Honor Guard Commander orders Detail to be “Dismissed.”

Presentations:

Presentation of the Colors by Honor Guard/Pipe and Drums.

Welcome and VIP introductions Battalion Chief or designee:

-VIP group shall consist of any Elected Officials, County Executive Management, Department Directors, Retired Fire Department members, visiting Fire/Police Chiefs, and family of retiring member.

Invocation by Chaplain.

Welcome by Fire Chief.

Retiring member is requested to take position at front/right of podium.

Retiring member to introduce their guests.

Fire Department plaque.

Flag- Honor Guard member to present.

IAFF presentation.

Presentation by shift personnel and/or others.

Guests are asked to speak on retiring member’s behalf.

Pipes and Drums tribute to retiring member.

Retiring member is invited to address the audience.

Closing remarks and congratulations.

Ceremony concludes.

Pictures and refreshments.

## **New Apparatus and Firehouse:**

### **Engine/Quint/Ladder Truck/Rescue/Boat/Special Operations:**

#### Prior to-

Utilization of checklist.

Date and time determined by the Chief of Operations:

- Ensure apparatus is ready to be placed in service.
- Check availability of County Manager or Commissioners.
- Check availability of Chaplain.

Chief Officers in Class A uniforms. \*at discretion of Fire Chief.

Invitations:

- Those to invite – schools/media/HOA
- Notifications- email (to include all in City), US Mail, Calling Post.

Programs.

Radio/email announcement retiring old apparatus and welcoming new apparatus.

Captain or crew member to perform wetting down.

Proper hose and nozzle.

Towels for drying . \*consider stenciling each with event announcement as keepsake.

Refreshments.

Location(s)- Needs.

Media notification needed.

Honor Guard/Pipe and Drums notification.

#### Day of-

Set-up.

Inclement weather- Alternate date.

Area clean and presentable.

Sound system. \*optional.

Podium. \*optional.

Table(s). \*optional.

Chairs. \*optional.

Photographer/Videographer.

#### Presentation:

Positioning for Presentation:

- Apparatus positioned in front of assigned bay.
- Hose and nozzle appropriate length .
- Podium to side of apparatus, facing guests. \*optional.

Welcome and VIP introductions by Chief of Department or designee:

-VIP group shall consist of any Elected Officials, Commissioners, County Executive Management, Department Directors, Retired Fire Department members, and visiting Fire/Police Chiefs.

Invocation by Chaplain.

Welcome by Fire Chief.

\*\*Optional: if desired, retiring apparatus can be pushed by all personnel and guests/visitors out of the bay and to one side of apron with driver/operator in control. If needed, this can be a simulated push due to the size of the apparatus with apparatus running and with driver/operator in control.

\*\*Use of spotters is required.

Captain of the house or senior member wets down apparatus.

All personnel and visitors/guests assist with the drying of apparatus.

All personnel and visitors/ guests place right hand on apparatus while Chaplain blesses apparatus.

All personnel and visitors/guests take positions along sides and front of apparatus and upon orders by the Fire Chief, begin to push apparatus into bay.

As apparatus passes into bay Communications Center makes the following radio broadcast:

(\*\*The following example shall be modified for each apparatus.)

**“All Companies stand by for a county-wide broadcast”**

(All Call { 1 Alarm } tone followed by Firehouse ?? tones.)

**“Palm Beach County Fire Rescue would like to announce the retirement of Engine (insert #) Asset #00000 and welcome aboard the new Engine (insert #) Asset #00000.”**

**“We would like to wish this Engine Company and those assigned to her a safe journey and the skills necessary to provide the best possible service to our visitors and the citizens of the Palm Beach County.”**

**“Placed into service this day of (insert date).”**

**“Palm Beach County Fire Rescue Dispatch”**

Closing remarks and congratulations.

Ceremony concludes.

Pictures and refreshments:

-Besides miscellaneous pictures of the event being taken, pictures are to be taken of the (1) the wetting down, (2) the drying of the apparatus, (3) the “push,” and (4) with the crew placing it in-service positioned in front of the apparatus and if apparatus has a bell, with their hand on the bell.

-Pictures 1 – 4 above are to be framed and displayed in the assigned apparatus Firehouse.

Guests/visitors are invited to take a tour the new apparatus and station.

## **Fire Boat:**

### Prior to-

Utilization of checklist.

Date and time determined by the Chief of Department or designee:

- Ensure apparatus is ready to be placed in service.
- Check availability of Commissioners, County Manager.
- Check availability of Chaplain.

Chief Officers in Class A uniforms. \*at discretion of Fire Chief.

Invitations:

- Those to invite.
- Notifications- email (to include all in City), US Mail, Calling Post.

Programs.

Radio/ email announcement welcoming new apparatus.

Captain or crew member to perform christening.

Champaign with sleeve.

Person Boat is being named after.

Cover for name until christening.

Refreshments.

Location(s)- Needs.

Media notification needed.

Honor Guard/Pipe and Drum notification

### Day of-

Set-up.

Inclement weather- Alternate date.

Area clean and presentable.

Sound system. \*optional.

Podium. \*optional.

Table(s). \*optional.

Chairs. \*optional.

Photographer/Videographer.

### Presentation:

Welcome and VIP introductions by Chief of Department or designee:

- VIP group shall consist of any Elected Officials, County Executive Management, Department Directors, Retired Fire Department members, and visiting Fire/Police Chiefs.

Invocation by Chaplain.

Welcome by Fire Chief.

Announcement of Boat name made by Fire Chief and same revealed.

Christening by Boat namesake on bow.



Communications Center makes the following radio broadcast:

(\*\*The following example shall be modified for each apparatus.)

**“All Companies stand by for a county-wide broadcast”**

(All Call { 1 Alarm } tone followed by Firehouse 4 tones.)

**“Palm Beach County Fire Rescue would like to welcome aboard new Fire Boat (insert number), Asset #00000.”**

**“We would like to wish this Fire Boat (insert name) and those assigned to her a safe journey and the skills necessary to provide the best possible service to our visitors and the citizens of Palm Beach County.”**

**“Placed into service this day (insert date).”**

**“Palm Beach County Fire Rescue Dispatch”**

Closing remarks and congratulations.

Ceremony concludes.

Pictures and refreshments:

-Besides miscellaneous pictures of the event being taken, pictures are to be taken of the (1) the Boat name being revealed, (2) the blessing of the Boat by Chaplain, (3) the christening and (4) with the crew placing it in-service positioned on front of the Boat with their right hand on deck gun.

-Pictures 1 – 4 above are to be framed and displayed in the assigned apparatus Firehouse.

Guests/visitors are invited to take a ride on the new apparatus.

## **Firehouse:**

### Prior to-

Utilization of checklist.

Date and time determined by the Chief of Department or designee.

- Ensure Firehouse and apparatus are ready to be placed in service.
- Check availability of Commissioners and County Manager.
- Check availability of Chaplain.
- Check availability of architect and construction manager.

Chief Officers in Class A uniforms .

Invitations:

- Those to invite.
- Notifications- email (to include all in City), US Mail, Calling Post.

Programs.

Radio/email announcement welcoming new Firehouse.

Refreshments.

Location- Needs.

Media notification needed.

Honor Guard/Pipe and Drum notification

### Day of-

Set-up.

Inclement weather- Alternate date.

Area clean and presentable.

Sound system.

Podium.

Table(s). \*optional.

Chairs. \*optional.

Photographer/Videographer.

### Presentation:

Presentation of the Colors.

Pledge of Allegiance

Welcome and VIP introductions by Chief of Department:

- VIP group shall consist of any Elected Officials, County Executive Management, Department Directors, Retired Fire Department members, visiting Fire/Police Chiefs, architect, and construction manager.

Invocation and blessing of Firehouse by Chaplain.

Welcome by Fire Chief.

Welcome by a Commissioner.

Welcome by senior Captain of the firehouse.

At this time all Elected Officials, County Executive Management, Chief Officers, new Firehouse Captains, take position behind red ribbon for cutting:

Dispatch Center makes the following radio broadcast:

(\*\*The following example shall be modified for each new Firehouse.)

**“All Companies stand by for a county-wide broadcast”**

(All Call {1 Alarm} tone followed by Firehouse 6 tones.)

**“Palm Beach County Fire Rescue would like to announce the opening of Firehouse (insert #) (insert address), and welcome aboard Engine (insert #), Asset #00000 and Rescue (insert #) Asset #00000.”**

**We would like to wish this Firehouse and those assigned to her a safe journey and the skills necessary to provide the best possible service to our visitors and the citizens of Palm Beach County.”**

**“Placed into service this day (insert date).”**

**“Palm Beach County Fire Rescue Dispatch”**

Closing remarks.

Ceremony concludes.

Pictures and refreshments:

-Besides miscellaneous pictures of the event being taken, pictures are to be taken of the (1) the Fire Chief’s welcome, (2) the Commissioner’s welcome, (3) the House Captain’s welcome, (4) the ribbon cutting and (5) a group photo of all personnel assigned to the new Firehouse in front of the Firehouse.

-Pictures 1 – 5 above are to be framed and displayed in the assigned Firehouse. Also pieces of the ribbon will be saved and made into a plaque to be displayed at the Fire Station.

Guests/visitors are invited to take tour the new Firehouse and apparatus.

# PALM BEACH COUNTY FIRE RESCUE

## UNIFORM AND CEREMONY ESSENTIALS

### U.S. Flag Etiquette

#### Section 5:





***F**rom the earliest times, warriors used a banner or other symbol to identify specific units and to serve as a rallying point for troops. In medieval days, the standard or banner was used to signal a general assault, which was generated by a cry of “Advance Your Banners.” Until comparatively recent years, the flags that identified nations usually were based on the personal or family heraldry of the reigning monarch or ruling nobleman. As autocracies faded or disappeared, dynastic colors were no longer popular and national flags, as thought of today, came into being. These national flags, such as the Union Jack of Great Britain, the Tricolor of France, and the Stars and Stripes, are relatively new to history.*

*~ PBCFR ~*

## HISTORY

Flags are almost as old as civilization itself. Imperial Egypt as well as the armies of Babylon, Chaldea, and Assyria followed the colors of their kings. The Old Testament frequently mentions banners and standards. Many flags of different designs were present in parts of the American colonies before the Revolution. When the struggle for independence united the colonies, the colonists wanted a single flag to represent the new

nation. The first flag borne by the Army as a representative of the 13 colonies was the Grand Union flag. It was raised over the Continental Army at Cambridge, Massachusetts, on January 2<sup>nd</sup>, 1776. That flag had the familiar 13 stripes (red and white) of the present flag, but the blue square contained the Crosses of St. George and St. Andrew from the British flag.



The Stars and Stripes flag was born on June 14<sup>th</sup>, 1777, two years to the day after the birth of the Army. On that date, Congress resolved that the flag of the United States be 13 stripes, alternate red and white, and that the union be 13 stars, white in a blue field, representing a new constellation. The arrangement of the stars on the blue field was not specified.

According to some historians, the Stars and Stripes was first raised over Fort Stanwix, New York, on August 3<sup>rd</sup>, 1777. In that Army version of the flag, the stars were arranged in a circle. (The Navy version had the stars arranged to form crosses similar to the British flag.)

When Vermont and Kentucky joined the Union, the flag was modified so that there were 15 stars and 15 stripes. It was that flag, flying triumphantly over Fort McHenry, Maryland, on September 13<sup>th</sup> and 14<sup>th</sup>, 1814, which inspired Francis Scott Key to compose the verses of "The Star Spangled Banner." That flag was the national banner from 1795 until 1818. Thus, when it was raised over Tripoli by the Marines in 1805, it was the first United States flag to be hoisted over conquered territory in the Old World. Later, it was flown by General Andrew Jackson at the Battle of New Orleans.

Realizing that adding a stripe for each new state would soon spoil the appearance of the flag, Congress passed a law in 1818 fixing the number of stripes at 13 and providing for the addition of a star in the Blue Union for each new state. The star is to be added and the new flag to become official on the Fourth of July following the admission of the new state to the Union. It was not until shortly before the Civil War that the Stars and Stripes actually became the National Color.



## SALUTES

The National Color renders no *Salute* (dip). An exception to this rule is followed by Naval vessels when, upon receiving a *Salute* of this type from a vessel registered by a nation formally recognized by the United States, the compliment must be returned.

All other flags including, State, Municipalities, Organizational flags salutes (dips) in all department ceremonies while the National Anthem is being played.

## DISPLAYING

**The flag of the United States represents the living country and is considered a living thing.**

Rules and customs for displaying the U.S. flag, adopted by an act of Congress in 1942 and amended in 1976, are found in Title 36 of the United States Code.

**NOTE:** No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America except during church services conducted by Naval chaplains at sea, when the church pennant may be flown above the flag, and except as required by multinational agreements to which the United States is a signatory.



- It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness.
- The union, the field of blue with the grouping of stars representing the individual states, is the honor point and is the flag's right. When the flag is displayed, the union is always to the top and to the flag's own right (the left of the observer).
- When carried, the flag is always free, never stretched flat or carried horizontally. In the company of other flags, the U.S. flag is always on the marching right (the flag's own right) or, if there is a line of other flags, in front of the center of that line.
- When a number of flags of states, or localities, or pennants of societies are grouped and displayed from staffs, the U.S. flag is in the center and at the highest point of the group.
- If all flags are displayed from staffs of the same height, the flag of the United States is placed in the honor position, to the right of the other flags (to the left of the observer).
- When flags of two or more nations are displayed, they are flown from separate staffs of the same height, they are of approximately equal size, and the U.S. flag is to the right of the others.

- When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window or bay, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.
- The flag of the United States is never used as drapery. It is displayed hung flat against a wall or flown free from a staff. It is not festooned over doorways or arches, tied in a bow, or fashioned into a rosette. It is not used to cover a speaker's desk or draped over the front of a platform. For those purposes, bunting may be used, giving the blue of the bunting the place of honor at the top of the arrangement or in the center of the rosette.
- When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.
- Traditionally, there is one permissible departure from the rules for display of the flag of the United States: in a dire emergency, the flag may be flown upside down as a distress signal.

## POSTING AND RETIRING THE COLORS

- Formal assemblies conducted indoors begin with the presentation of the Colors, referred to as posting the Colors, and end with the retirement of the Colors. The following instructions outline the procedures for posting and retiring the Colors, with a head table and without head table.
- Since indoor areas vary in size, configuration, and intended purpose, these instructions do not apply to all situations. Therefore, persons planning an indoor ceremony can modify these instructions based on their specific floor plan.



- The Color Guard forms outside the entrance to the dining area, auditorium, or meeting hall. The audience is directed to stand until the Colors are posted. If the playing of the National Anthem (or other appropriate music) and the invocation are scheduled, the audience will remain standing until they are completed.
- When the arrangements include a head table, the Color Guard enters in a line formation, preferably, or forms in a line immediately inside the room and moves to a position centered on and facing the head table.
- The Color Guard will hold colors until the National Anthem or Pledge of Allegiance are complete. Once completed the Color Guard will post the Colors in a designated stand and exit the area.

## CONDUCT DURING HOISTING, LOWERING OR PASSING OF FLAG

- During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all persons present in any classification of **department uniform** should render the military salute.
- Members of the Armed Forces and veterans who are present but not in uniform may render the military salute.
- All other persons present not in department uniform should face the flag and stand at attention with their right hand over the heart, or if applicable, remove their civilian headdress with their right hand and hold it at the left shoulder, the hand being over the heart.
- Citizens of other countries present should stand at attention. All such conduct toward the flag in a moving column should be rendered at the moment the flag passes.

### LOWERING FLAG TO HALF-STAFF

- The term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff.
- The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.
- On Memorial Day the flag should be displayed at half-staff until noon only, and then raised to the top of the staff.



### COVERING A CASKET

- When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.



# NATIONAL ANTHEM

- During the playing of The National Anthem when the flag is displayed, individuals in department uniform should render a military salute at the first note of the anthem and maintain that position until the last note.
- Members of the Armed Forces and veterans who are present but not in uniform may render the military salute in the manner provided for individuals in uniform.
- All other persons present should face the flag and stand at attention with their right hand over the heart. Personnel not in uniform should remove their civilian headdress, if applicable, with their right hand and hold it at the left shoulder, the hand being over the heart.
- When the flag is not displayed, all present should face toward the music and act in the same manner they would if the flag were displayed.



**The laws relating to the flag of the United States of America are found in detail in the United States Code. Title 4, Chapter 1 pertains to the flag; Title 18, Chapter 33, Section 700 regards criminal penalties for flag desecration; Title 36, Chapter 3 pertains to patriotic customs and observances. These laws were supplemented by Executive Orders and Presidential Proclamations.**

## *Saluting Etiquette for National Colors*

National Anthem	Flag to Half-Staff
Pledge of Allegiance	Flag Raising
TAPS	Flag Retiring
Passing in Review (Parades)	
Draped Coffin Passing	
Flag Presentation	
Transfer of Flag	



# HOW TO FOLD THE FLAG



## Step 1

To properly fold the Flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.



## Step 2

Fold the lower half of the stripe section lengthwise **over** the field of stars, holding the bottom and top edges securely.



## Step 3

Fold the flag **again** lengthwise with the blue field on the **outside**.



## Step 4

Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.



## Step 5

Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.



## Step 6

The triangular folding is continued until the entire length of the flag is folded in this manner.



## Step 7

When the flag is completely folded, only a triangular blue field of stars should be visible.

## MEANING OF THE FLAG FOLD

As an Army and Navy custom, the flag is lowered daily at the last note of “Retreat”. Special care should be taken that no part of the flag touches the ground. The Flag is then carefully folded into the shape of a tri-cornered hat, emblematic of the hats worn by colonial soldiers during the War for Independence. In the folding, the red and white stripes are finally wrapped into the blue, as the light of day vanishes into the darkness of night. This custom of special folding is reserved for the United States Flag alone.



## FLAG FOLDING CEREMONY

The flag folding ceremony described by the Uniformed Services is a dramatic and uplifting way to honor the flag on special days, like Memorial Day or Veterans Day, and is sometimes used at retirement ceremonies.

Here is a typical sequence of the reading:

\*\*\*\*\*

(Begin reading as Honor Guard or Flag Detail is coming forward).

The flag folding ceremony represents the same religious principles on which our country was originally founded. The portion of the flag-denoting honor is the canton of blue containing the stars representing the states our veterans served in uniform. The canton field of blue dresses from left to right and is inverted when draped as a pall on a casket of a veteran who has served our country in uniform.

In the Armed Forces of the United States, at the ceremony of retreat the flag is lowered, folded in a triangle fold and kept under watch throughout the night as a tribute to our nation's honored dead. The next morning it is brought out and, at the ceremony of reveille, run aloft as a symbol of our belief in the resurrection of the body.

\*\*\*\*\*

(Wait for the Honor Guard or Flag Detail to unravel and fold the flag into a quarter fold--resume reading when Honor Guard is standing ready.)

**The first fold** of our flag is a symbol of life.

**The second fold** is a symbol of our belief in the eternal life.

**The third fold** is made in honor and remembrance of the veteran departing our ranks who gave a portion of life for the protection of our country to attain a peace throughout the world.

**The fourth fold** represents our weaker nature, for as American citizens trusting in God, it is to Him we turn in times of peace as well as in times of war for His divine guidance.

**The fifth fold** is a tribute to our country, for in the words of Stephen Decatur, "Our country, in dealing with other countries, may she always be right; but it is still our country, right or wrong."

**The sixth fold** is for where our hearts lie. It is with our heart that we pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

**The seventh fold** is a tribute to our Armed Forces, for it is through the Armed Forces that we protect our country and our flag against all her enemies, whether they are found within or without the boundaries of our republic.

**The eighth fold** is a tribute to the one who entered in to the valley of the shadow of death, that we might see the light of day, and to honor mother, for whom it flies on mother's day.

**The ninth fold** is a tribute to womanhood; for it has been through their faith, love, loyalty and devotion that the character of the men and women who have made this country great have been molded.

**The tenth fold** is a tribute to father, for he, too, has given his sons and daughters for the defense of our country since they were first born.

**The eleventh fold**, in the eyes of a Hebrew citizen, represents the lower portion of the seal of King David and King Solomon, and glorifies, in their eyes, the God of Abraham, Isaac, and Jacob.

**The twelfth fold**, in the eyes of a Christian citizen, represents an emblem of eternity and glorifies, in their eyes, God the Father, the Son, and Holy Ghost.

When the flag is completely folded, the stars are uppermost, reminding us of our national motto, "In God we Trust."



(Wait for the Honor Guard or Flag Detail to inspect the flag--after the inspection, resume reading.)

After the flag is completely folded and tucked in, it takes on the appearance of a cocked hat, ever reminding us of the soldiers who served under General George Washington and the sailors and marines who served under Captain John Paul Jones who were followed by their comrades and shipmates in the Armed Forces of the United States, preserving for us the rights, privileges, and freedoms we enjoy today.



**-The Flag Folding Ceremony above is from the US Air Force Academy.**

## **DISPOSAL OF THE NATIONAL COLORS**

The United States Flag Code states: The Flag, when it is in such condition that it is no longer a fitting emblem of display, should be destroyed in a dignified way, preferable by burning.

Throughout America, volunteer organizations commonly carry out this duty as an act of community service, destroying old, worn, tattered, frayed, and/or faded flags.

These organizations perform formal ceremonies observing flag etiquette while properly disposing of the national colors.



**Palm Beach County Fire Rescue Honor Guard shall serve as the primary contact for proper disposal of the National Colors considered unserviceable at all fire stations.** Personnel can contact any Honor Guard member and make arrangements for the transfer of unserviceable National Colors. Other local community organizations can also be contacted directly for disposal arrangements such as:

- American Legion Post
- VFW
- Marine Corps League
- Boy Scouts
- Girl Scouts

# PALM BEACH COUNTY FIRE RESCUE

## UNIFORM AND CEREMONY ESSENTIALS

### Fire Department Tradition

#### Section 6:





*“**T**he Fire Service is the greatest profession in the world. Our fire service is rich in tradition and has a history so fascinating that as a firefighter young or old, the more you dig into it, the more you want to learn about how it all started in this country.”*

*Chief of Department, Rick Lasky  
Lewisville, TX Fire Department  
Author of Pride & Ownership*

*~ PBCFR ~*

## FIREFIGHTERS and the MALTESE CROSS

Some of the earliest firefighters known in history were a particular order of Knights during the Crusades. The Knights of St. John of Jerusalem were one of the oldest Orders of warrior monks. They took vows of poverty, chastity and obedience. Also known as **Hospitallers** the monks, formally recognized in 1113 AD, maintained a hospital for pilgrims in Jerusalem around 600 AD. When the city became the center of the crusade-embattled lands, the brothers militarized their order, but continued to protect pilgrims and care for the sick and the poor.

Because of the extensive armor that covered their bodies and faces, Knights were unable to distinguish friend from foe in battle; thus the need for an identifiable emblem for the Knights became crucial. The Knights chose the Cross of Calvary, four converging spear heads that resembles a white or silver eight pointed cross on a dark background.



The Knights fought the Saracens for the possession of the Holy Lands; they encountered a new weapon unknown to European warriors. It was a simple but effective device of war. As they advanced, the Knights were struck by glass vessels containing naphtha. When they became saturated with the highly flammable liquid, the Saracens hurled flaming torches into their midst. Hundreds of Knights were burned alive as they attempted to save their brothers in arms.

Each of the Knights who managed to save a brother from that horrible fate had their heroic efforts as firefighters recognized by fellow Knights who awarded them a badge of honor, a cross similar to the one worn by firefighters today. This cross became the official Badge of the Order in 1023 AD. After the fall of Jerusalem in 1187, the Knights moved their Order to the island of Malta where they lived for the next four centuries. This was where their emblem became known as the Maltese Cross.

The Knights wore red surcoats over their armor which probably accounts for the one time general use of red shirts as part of the firemen's uniform. The Hospitallers motto, "Pro Fide" (For the faith) was later revised to "Pro Ultiate Homum" (To the benefit of man).

The Maltese Cross is a symbol of protection, when seen by the average citizen. It means that the firefighters wearing this cross are willing to lay down their life, if it need be to protect you. It is certainly a firefighters' badge of honor, denoting courage, training and the ability to work at death's door.



## THE STAR OF LIFE



The Star of Life is identified with Emergency Medical Services personnel. It is a blue, six-barred cross with a snake and staff in the center. The points of the star represent the six stages of emergency services care: **detection, reporting, response, on-scene care, care in transit and transfer to definitive care.** The symbol of the snake and staff

harkens back to the Greek mythological figure of Asclepius, who used his staff to heal. Artists often portray Asclepius holding a staff that has a snake wrapped around it.



## SAINT FLORIAN



Saint Florian, often shown on firefighter challenge coins, is the patron saint of firefighters. Born in Austria around 250 A.D., Florian was a Christian in the Roman army during the rule of Diocletian, when Christianity was illegal. He was sentenced to death for disobeying orders to imprison and kill Christians, burn churches, and destroy religious texts. Folklore states that Florian extinguished a fire with only one pitcher of water. It is also said that when Florian was sentenced to death, he told the Roman soldiers he would climb to heaven on the flames in which they would burn him. They worried he might be right, so they tied a rock around his neck and drowned Florian instead.



## DALMATIANS AND THE FIRE SERVICE

Many people associate the Dalmatian breed with firefighters and fire trucks. The Dalmatian is a hardy dog known for speed and endurance which probably originated in Dalmatia, a province of Austria, on the eastern shore of the coast of Venice in what is now Italy. Statues, engravings, paintings, and writings of antiquity have been used to claim that this spotted dog first appeared in either Europe, Asia, or Africa. Perhaps some of the problem about the original home of the Dalmatian can be accounted for by the fact that the dog was frequently part of gypsy bands, and like them, was well known but had no sure origin. The breed's activities have been as varied as its roots. It has been employed during wars as a sentinel on the borders of Dalmatia and Croatia. Used as draft dog, and a shepherd, this breed also excels when sent to kill rats and vermin. It is well known for heroic performances as a fire-apparatus follower and firehouse mascot. As a

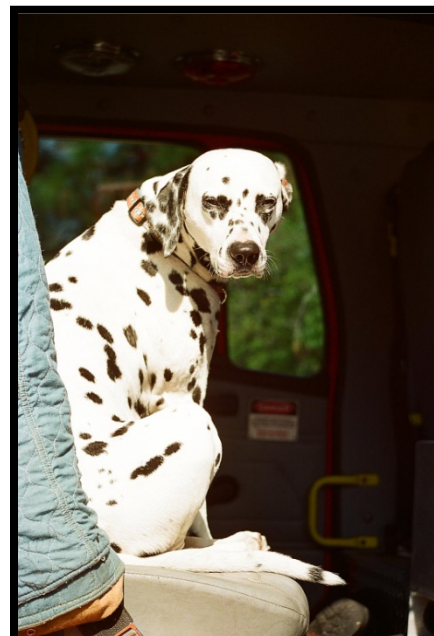
sporting dog, it has been used as bird dog, retriever, or in packs for boar and stag hunting. A retentive memory made it one of the most dependable clown dogs in circuses and on the stage. Down through the years the intelligence and

willingness of the Dalmatian have found the breed in practically every role to which work dogs are assigned.



**"Action" Jackson aboard Engine Co. 33**

The use of the breed as a coaching dog may even go back to the days of the Pharaohs. For centuries the breed has been used with ears entirely cropped away and padlocked brass collar, as follower and guardian of horse-drawn vehicles. It was this that brought the Dalmatian to the firehouse as the dog that would clear the way for the horse-drawn apparatus. The breed's build blends speed and endurance. Its gait has beauty of motion, swiftness, and strength. The Dalmatian has vitality and fortitude to keep going until the alarm's end. Since the breed has a natural instinct for coaching, Dalmatians and horses have a natural affinity. The dog traditionally worked clearing the path before fire apparatus during the horse-drawn era. They frequently ran under the rear axle, the front axle, or, most difficult of all, under the pole between the lead or following horses and chased off other dogs or animals that would bother the horses, thus speeding the apparatus to an alarm. To this day the breed remains the only recognized carriage dog in the world. His love for working (and firehouses) is his most renowned characteristic, but in no way does it eclipse the breed's renowned for friendship. That is the reason the Dalmatian found employment in, and now is part of the tradition of the Fire Service.



**"Jackson Nomex" served aboard PBCFR Engine Co. 33 for 10 years. He is the only Dalmatian to serve active duty in the history of PBCFR.**





## COMMISSIONING NEW FIRE APPARATUS

One long standing tradition in the fire service is blessing newly commissioned fire apparatus into service. A “wet-down” is a ritual celebrated by many fire departments in the United States in which firefighters commission a new fire apparatus by anointing it with water sprayed from the retiring pumper’s tank water or from a neighboring firehouse’s apparatus. The ritual dates back to the late 1800’s when horse drawn pumpers were used throughout the nation’s Fire Service. Horses that were commissioned for service would be washed along with the pumper at their newly assigned firehouse and backed into the firehouse bay. The firefighters would then fit the new horse with its harness placing the company in service. After every run, firefighters had to hand push their pumpers back into the bay and ready themselves for the next alarm.

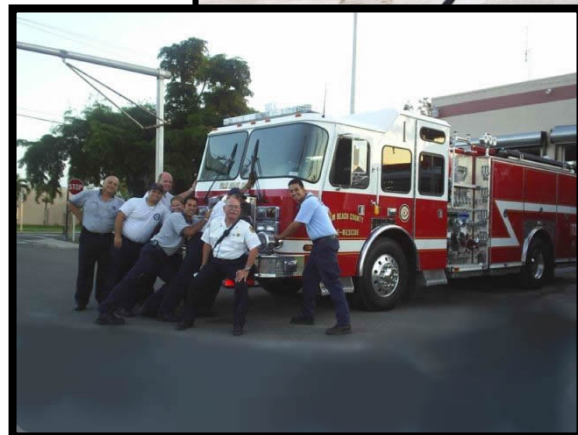


Fiscal constraints forced some towns to have their fire department horses perform double-duty by requiring them to pull wagons of garbage to the local dump. When the horse was not in service at the firehouse, it was working for the town’s sanitation company hauling trash. At the end of their shift, the horse would have to be washed and fed before being stowed in the firehouse bay.

When new horses or pumpers were purchased neighboring firehouses, department chiefs, and citizens from the surrounding

community would attend the ceremony to celebrate the new powerful addition to their neighborhood firehouse. Local clergy came to bestow blessings upon the horse throwing holy water unto it for long life, strength, speed and good health. The blessing would serve to ward off any evil spirits or “gremlins” that could affect the firehouse’s newest addition.

Today, fire departments continue to celebrate this tradition with the help of a driver in the seat and the company’s transmission in reverse. After being wet-down and blessed, the company is slowly rolled backwards into the bay while firefighters assist by pushing upfront.



The “Push” on new  
Engine Co. 72



## DEPARTMENT HONOR GUARD

An **honor guard** or **ceremonial guard**, is a ceremonial unit, composed of volunteers who are carefully screened for their physical ability and discipline. Only those persons who are highly motivated, maintain exceptionally high standard of appearance and conduct and show aptitude for ceremonial duty are likely to be considered.

A primary role for honor guards in the United States and other countries is to provide funeral honors for fallen comrades. An honor guard may also serve as the "guardians of the colors" by displaying and escorting the national flag on ceremonial occasions at official department functions.

Palm Beach County Fire Rescue has a nationally renowned Honor Guard Team. Organized in 1986, the Honor Guard is one of the longest active organized teams in the department. The team specializes in rendering traditional fire service honors to fallen firefighters killed in the line of duty. The team also performs in a myriad of other ceremonies such as memorial services, promotions, station grand openings, flag presentations, and parades. The Honor Guard will also participate in competitions showcasing their talent and sharing educational opportunities with other teams both locally and nationally.



**PBCFR Honor Guard at the U.S. Capitol in Washington, D.C. October, 2002.**

The Honor Guard is a highly visible department representative and is considered to be an ambassador for our organization. Typically, a member of the Honor Guard will assume the role of Ceremonial Commander at firefighter funerals. Honor Guard members are well trained in ceremonial procedures and fire department traditions. They are experts in flag protocol etiquette and department uniform dress code.

Honor Guard members are authorized to wear custom department Class-A uniforms. These uniforms are specially designed for members giving them distinction among their peers so they can be easily identified during ceremonial events. The Honor Guard serves the community and the fire department as a visual reminder of the fire service and its traditions. The Honor Guard work to ensure that our fellow firefighters who have either died in the line of duty or who have died after a lifetime of serving their community are honored and remembered with respect and dignity.

## DEPARTMENT PIPES & DRUMS CORPS

The tradition of bagpipes played at fire department and police department funerals in the United States goes back over one hundred fifty years. When the Irish and Scottish immigrated to this country, they brought many of their traditions with them. One of these was the bagpipe, often played at Celtic weddings, funerals and ceilis (dances).



It was not until the Great Potato Famine and massive Irish immigration to the East Coast of the United States that the tradition of the bagpipes really took hold in the fire department. In the 1800's, Irish immigrants faced massive discrimination. Factories and shops had signs reading "NINA" - No Irish Need Apply. The only jobs they could get were the ones no one else wanted - jobs that were dirty, dangerous, or both - firefighters and police officers. It was not an uncommon event to have several firefighters killed at a working fire. The Irish firefighters' funerals were typical of all Irish funerals - the pipes were played. It was somehow okay for a hardened firefighter to cry at the sound of bagpipes when his dignity would not let him weep for a fallen comrade.



Those who have attended a funeral where bagpipes were played know how haunting and mournful the sound of the pipes can be. The most famous song played at fire and police funerals is "Amazing Grace". It wasn't too long before families and friends of non-Irish firefighters began asking for the bagpipes to be played for fallen heroes. The bagpipes add a special air and dignity to this solemn occasion.

Bagpipe bands represent both fire and police often have more than 60 uniformed playing members.



They are also traditionally known as Emerald Societies named after Ireland, the Emerald Isle. Many bands wear traditional Scottish dress while others wear the simpler Irish uniform. All members wear the kilt and tunic, whether it is a Scottish clan tartan or Irish single color kilt.

Today, the tradition is universal and not just for the Irish or Scottish. The bagpipes have become a distinguishing feature of a fallen hero's funeral.



## TOLLING OF THE BELL

Long before the Internet was invented, or telephones and radios were used across our great nation, fire departments used the telegraph to communicate. Using special codes to receive fire alarms from those once-familiar red fire alarm boxes.

When a firefighter was killed or in the language of the military and public safety “fell” in the line of duty, the fire alarm office would tap out a special signal.

This came to be called the Tolling of the Bell. It was broadcast over the telegraph fire alarm circuits to all station houses in the vicinity. Heard outside on the streets, the resonating echo was similar to that of fire stations of old where fire alarm gongs sounded the locations of thousands of emergencies throughout history.



**Fire Bells adorn Engine Companies and are used predominately for ceremonial or parade purposes.**

This was done for the purpose of notification, and as a sign of honor and respect for all firefighters who had made the ultimate sacrifice in service to their communities. Such symbolism has been a time-honored fire service tradition and is repeated at each service of a fallen firefighter. Section 4 of this manual discusses the ceremonial bell signals adopted by PBCFR.



**Ceremonial Fire Bell**

# DEPARTMENT COMPANY LOGOS

Like many of our traditions the history of the fire department company logo originated within the United States military services. Some say the logos gained notoriety during the pre-World War I era. Proud military units would display mottos with characters depicting their prowess and achievements as a unit. The logos would appear on the side of tanks or



heavy ordinance devices. The military began to take notice of how units with logos would have a certain “*esprit de corps*”, proud work ethic and willingness to fight. The men of these units trained more, worked hard and accomplished more with less.



**E-Company 506<sup>th</sup> PIR 101<sup>st</sup> Airborne. Nickname “Easy Company” Motto- “Currahee”** after the large steep hill the company spent days training 3 miles up, 3 miles down.



**USMC - Delta Co. 4th RECON. “Swift-Silent- Deadly”**

In 1902, the Army authorized the wear of “Distinctive Unit Insignia”

(DUI) on the mess jacket uniform. This insignia was described as a “Coat of Arms” promoting esprit de corps and keeping alive historical traditions for the soldier to bring home. Today, military company logos can be found in every service branch displayed on the highest classification of uniform.



**The “Jolly Rogers” Fighting 103<sup>rd</sup> Squadron is one of the most recognizable air squads in the world.**

Whether a soldier’s military battle fatigues or on the tail wing of a hundred-million dollar fighter jet, the company logo represents pride, strength and courage. The history and traditions associated with a company logo tells a legendary and proud story. Please follow Department Policy I-4 Unit Logos when displaying your company insignia.



**PBCFR Firehouse 33 “The Fire Factory”. One of the first companies to create a logo. This firehouse is renowned for its high structure fire-call load.**



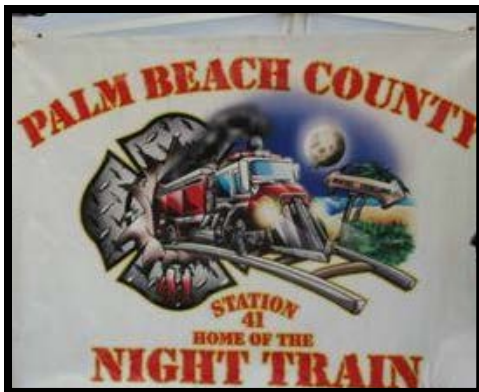
**Engine & Rescue Companies 55 approved for logo installation.**



PBCFR Firehouse 55 “The Fun House”. Known for its great camaraderie and station pride among its personnel. It is one of the busiest firehouses in the 5<sup>th</sup> Battalion and still the only house in the department to have an operational fire pole.



PBCFR Firehouse 42 “The Big House”. The largest square footage firehouse in the department. The station serves as the 4<sup>th</sup> Battalion headquarters. In addition, it houses the department’s Volunteer Div. and their assets. Station 42 was the department’s main recruit academy site prior to 2009.



PBCFR Firehouse 41 “Night Train”. Known for its high call volume at night. Located in the 4<sup>th</sup> Battalion this station has consistently been one of the busiest department-wide.



PBCFR Firehouse 23 “The Rock”. This firehouse is the busiest in the department. Many personnel assigned to this station have been there a great number of years despite the high call volume giving them the distinction of being “Rock” solid firefighters.



## CHALLENGE COINS

Like many aspects of military tradition, the origins of the challenge coin are a matter of much debate with little supporting evidence. While many organizations and services claim to have been the originators of the challenge coin, the most commonly held view is that the tradition began in the Army Air Corps (a forerunner of the current United States Air Force).

Air warfare was a new phenomenon during World War I. When the Army created flying squadrons they were manned with volunteer pilots from every walk of civilian life. While some of the early pilots came from working class or rural backgrounds, many were wealthy college students who withdrew from classes in the middle of the year, drawn by the adventure and romance of the new form of warfare.

As the legend goes, one such student, a wealthy lieutenant, ordered small, solid-bronze medallions (or coins) struck, which he then presented to the other pilots in his squadron as mementos of their service together. The coin was gold-plated, bore the squadron's insignia, and was quite valuable. One of the pilots in the squadron, who had never owned anything like the coin, placed it in a leather pouch he wore around his neck for safekeeping. A short while later, this pilot's aircraft was heavily damaged by ground fire (other sources claim it was an aerial dogfight), forcing him to land behind enemy lines and allowing him to be captured by the Germans. The Germans confiscated the personal belongings from his pockets, but they didn't catch the leather pouch around his neck. On his way to a permanent Prisoner of War facility, he was kept overnight in a small German-held French village near the front. During the night, the town was bombarded by the British, creating enough confusion to allow the pilot to escape.

The pilot avoided German patrols by donning civilian attire, but all of his identification had been confiscated so he had no way to prove his identity. With great difficulty, he crept across no-man's land and made contact with a French patrol. Unfortunately for him, the French had been on the lookout for German saboteurs dressed as civilians. The French mistook the American pilot for a German saboteur and immediately prepared to execute him.

Desperate to prove his allegiance and without any identification, the pilot pulled out the coin from his leather pouch and showed it to his French captors. One of the Frenchmen recognized the unit insignia on the coin and delayed the execution long enough to confirm the pilot's identity.

Once the pilot safely returned to his squadron, it became a tradition for all members to carry their coin at all times. To ensure compliance, the pilots would challenge each other to produce the coin. If the challenged couldn't produce the coin, he was required to buy a drink of choice for the challenger; if the challenged could produce the coin, the challenger would purchase the drink.



Front



Reverse



# TAPS

Reportedly, it all began in 1862 during the Civil War, when Union Army Captain Robert Ellicombe was with his men near Harrison's Landing in Virginia. The Confederate Army was on the other side of the narrow strip of land.



During the night, Captain Ellicombe heard the moans of a soldier who lay severely wounded on the field. Not knowing if it was a Union or Confederate soldier, the Captain decided to risk his life and bring the stricken man back for medical attention. Crawling on his stomach through the gunfire, the Captain reached the stricken soldier and began pulling him toward his encampment.

When the Captain finally reached his own lines, he discovered it was actually a Confederate soldier, but the soldier was dead. The Captain lit a lantern and suddenly caught his breath and went numb with shock. In the dim light, he saw the face of the soldier. It was his own son. The boy had been studying music in the South when the war broke out. Without telling his father, the boy enlisted in the Confederate Army.



The following morning, heartbroken, the father asked permission of his superiors to give his son a full military burial, despite his enemy status. His request was only partially granted.

The Captain had asked if he could have a group of Army band members play a funeral dirge for his son at the funeral. The request was turned down since the soldier was a Confederate. But, out of respect for the father, they did say they could give him only one musician. The Captain chose a bugler. He asked the bugler to play a series of musical notes he had found on a piece of paper in the pocket of the dead youth's uniform. This wish was granted.

The haunting melody, we now know as "Taps" used at military funerals was born.

The words are:

*Day is done ... Gone the sun*

*from the lakes. From the hills*

*from the sky. All is well*

*safely rest. God is nigh.*



## ARCHING THE LADDERS

Traditionally, the act of crossing the ladders or “arching the sticks” symbolizes an **archway** to heaven. Archways represent spiritual thresholds and are associated with rites of passage and personal journeys. It is therefore, a way to salute the fallen as they cross into the afterlife.

Palm Beach County Fire Rescue reserves this procedure for a firefighter line of duty death. Arching the ladders can be done along the apparatus procession route, at the funeral home, cemetery or other memorial site as deemed necessary by the department funeral coordinator.



The tips of the ladders or platforms may actually cross or simply extend toward each other depending on department tradition and type of ladder truck. The American Flag or other flags may be displayed at the request of the department funeral coordinator or ceremonial commander. If the national colors are displayed, then U.S. Flag code etiquette should be observed at all times. See Section 5. Flag Etiquette for further details.

**Special Note:** When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street. **U.S. Flag Code Title 4, Chapter 1, Section 7- Paragraph (j)**



# MEMORIAL BUNTING

Memorial bunting is used to drape fire apparatus and firehouses signifying a department in mourning for the loss of their fallen colleague. The origins of this tradition in the fire service are at best, unclear. The colors of the bunting vary depending on department tradition but are usually solid black or a combination purple/ black or red/ black. It is believed the purple color goes back to Victorian times whereby black clothing was worn for a year following the death (deep mourning) by close relatives, gradually being replaced by other dark colors (half mourning), often purple or dark green trimmed with black. After a suitable period of time, the person would “come out of mourning”, and wear bright colors again. Others speculate General George Washington inspired the use of purple through his creation of the “Badge of Military Merit” which would later become known as “The Purple Heart Award”. The Purple Heart is now specifically a combat decoration that is awarded to members of the U.S. armed forces who are wounded by the enemy and posthumously to the next of kin in the name of those who are killed in action or die of wounds received in action. It is said that General Washington chose purple because it stood out on the military uniform giving a royal-like appearance.



Today, the purple/ black or red/ black combination is widely used across the U.S. Fire Service. There are no set standards on how to cover or “bunt” fire companies or firehouses. Some departments drape the firehouse, where the deceased was last assigned, with memorial fans over the garage bay openings while others display a special flag called “In Memoriam” hoisted on the firehouse flagpole.





## **ENGINE 2928 - THE CEREMONIAL CAISSON**

This engine company, a 1962 Seagrave Pumper, is owned and maintained by The Professional Firefighters and Paramedics of Palm Beach County, Local 2928. It frequently serves as the department's official ceremonial caisson. The origins of the caisson trace back to the military. Caissons were horse drawn and used to move artillery and wounded military soldiers throughout the battlefields. The military would later incorporate the caisson's use in funeral services for generals and high ranking government officials that were military veterans. The fire service adapted this ritual to honor fallen firefighters with a final ride aboard an engine company. Engine 2928 has custom all-weather bunting that attaches to the company. This bunting is maintained and inventoried with the department's Honor Guard Team. It is also department tradition to cover the companies of the last assigned station to which the fallen firefighter belong too. Below are some examples of how to cover apparatus with memorial bunting.



**Engine 2928 passenger side covered**



**Engine 2928 driver side covered**



**Engine Co. 36 covered**



**Rescue Co. 36 covered**

## COMMISIONING A NEW FIREHOUSE

Communities take pride in the appearance of their firehouses. This reflected, in part, by the high esteem in which firefighters are held. As Rebecca Zurier notes in her book, *The American Firehouse: An Architectural and Social History* many of the most impressive firehouses were built at the turn of the century, "a time when firemen enjoyed great popularity".

Firehouses have usually been more difficult to design than other public buildings. As Zurier points out, "The fire station's requirements were different from those of any other public buildings: it had to accommodate both personnel and machines, to include a heavy-duty garage for fire engines and pleasant living quarters for firefighters under the same roof. Combining aspects of a garage, a barracks, and a home, it had to be public and private, institutional and domestic, ceremonial and functional all at once."

Today, firehouses often reflect the architectural design of the surrounding community. The intrinsic value a firehouse has on its surrounding community is considerable. In addition to providing professional fire and medical services, firehouses also can be used as election polling places and community meeting designations.



**New Bedford, Massachusetts, Fire Department, Firehouse #8 built in 1893. This firehouse, located in the city's north end, is still in service and one of the busiest in the city.**



**Firehouse No. 57 opened in 2002 and serves as the 5<sup>th</sup> Battalion Headquarters.**



**Grand opening PBCFR Firehouse No. 56 in Boca Raton, May, 2009. Pictured above (l to r): General Manager Kathryn Danella and Jay Littman of Boca Pointe Community Association, Commissioner Steven Abrams, Fire Rescue Chief Herman Brice, ret., and Firefighter/Paramedic Eric Harden.**

# *References*

*United States Code (Flag), Title 4- Chapter 1, Title 36-Chapter 3*

*Army Regulation 670-1- Uniform and Insignia*

*Army Field Manual 3-21.5- Drill and Ceremonies*

*U.S. Air Force Academy- Flag Fold Protocols*

*U.S. Marine Corps Website- [www.marines.mil](http://www.marines.mil)*

*PBCFR Operational Procedure I-2 Professional Appearance Standards*

*PBCFR Guide to Funeral and Memorial Services*

*Pride and Ownership, A Firefighters Love for the Job- Chief Rick Lasky*

*The American Firehouse: An Architectural and Social History- Rebecca Zurier*

*Phoenix Fire Department Honor Guard Protocols*

*National Honor Guard Commanders Association Website- [www.nhgca.com](http://www.nhgca.com)*

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