

## SDFD employee LODD and Serious Injury Initial Actions Checklist

### **PURPOSE**

To provide easy to follow guidelines to ensure all important steps are taken within the first 12-24 hours in the event of a Serious Injury and/or LODD.

### **TABLE OF CONTENTS**

POSITION	PAGE
Incident Command	2
ECDC Battalion Chiefs	3
Hospital Officer	4
Notification Officer	5
Public Information Officer	6
On-Duty Deputy Chief of Operations (Shift Commander)	7
Fire Chief	8
Health and Safety Officer	9
Family Liaison Officer	10

## SDFD employee LODD and Serious Injury Initial Actions Checklist

### INCIDENT COMMAND INITIAL ACTIONS

#### Employee Death on Scene (LODD) not transported

- DO NOT GIVE INFORMATION OUT OVER THE RADIO.
- Contact ECDC Command BC via telephone with information [name, crew, work location, cause of death (if known), relevant incident info] so ECDC can begin making pre-identified notifications per policy.
- Protect the body as much as possible and ensure scene preservation.
- Secure all equipment, tools, PPE in place, if possible, for pending 'serious accident review'. If this cannot be done, take pictures and move to a secure location.
- Utilize law enforcement as necessary for scene and equipment/tool/PPE security.
- Establish a media area for the PIO.
  - Do not make any statements to the media until family has been notified.
- Incident may become a homicide investigation.
- Ensure MAST has been notified and is enroute, if this is a fire incident.
- Confirm with all personnel on scene: DO NOT SHARE ANY INFORMATION WITH anyone until the family has been notified.
- If family arrives on scene give them an area to congregate away from working areas and media. Assign a chaplain to family, if available.
- Do not release any personnel back into service from the incident until cleared by on-duty deputy chief of operations.

#### Employee Transport to Hospital (Serious Injury and/or LODD)

- DO NOT GIVE INFORMATION OUT OVER THE RADIO.
- Ensure a chief officer is enroute to the hospital to assume 'Hospital Officer' duties.
- Contact ECDC Command BC via telephone with information [name, crew, work location, cause of death (if known), relevant incident info] so ECDC can begin making pre-identified notifications per policy.
- Instruct transporting crew to maintain confidentiality and to not share information over the radio or with the media.
- Ensure scene preservation and secure all equipment, tools, PPE in place, if possible, for pending 'serious accident review'. If this cannot be done, take pictures and move to a secure location.
- Utilize law enforcement as necessary for scene and equipment/tool/PPE security.
- Establish a media area for the PIO.
  - Do not make any statements to the media until family has been notified.
- Incident may become a homicide investigation.
- Ensure MAST has been notified and is enroute, if this is a fire incident.
- Confirm with all personnel on scene: DO NOT SHARE ANY INFORMATION WITH anyone until the family has been notified.
- If family arrives on scene give them an area to congregate away from working areas and media. Assign a chaplain to family, if available.
- Do not release any personnel back into service from the incident until cleared by on-duty deputy chief of operations.
- If family arrives on scene give them an area to congregate away from working areas and media and assign a chaplain if available.
- Do not release any personnel back into service from the incident until cleared by on-duty deputy chief of operations.

# SDFD employee LODD and Serious Injury Initial Actions Checklist

## EMERGENCY COMMAND AND DATA CENTER COMMAND BC

### Initial Actions

- Upon notification of a line of duty death, injured on duty death or serious injury/illness immediately contact:
  1. On duty shift commander
  2. Health and Safety Office
  
- Page and email fire chief, assistant chiefs, deputy chiefs, public information office, health and safety office the following information:
  1. Name of hospital officer or reporting party
  2. Hospital officer contact information
  3. Member's name and rank
  4. Member's assigned unit or work location
  5. Nature and circumstances of death/injury/illness
  6. Location of deceased employee
  7. Any family members that are department or city employees, if known
  
- For LODD or IOOD contact (as needed):
  1. Local 145/Local 911 President
  2. Local 127 President
  3. MEA President
  4. San Diego Fireman's Relief Association (SDFRA)
  
- Upon notification by the notification officer and/or the shift commander that the family has been notified, make initial department notification of a LODD (all stations, all units and all pagers).

# SDFD employee LODD and Serious Injury Initial Actions Checklist

## **HOSPITAL OFFICER**

Preserve patient confidentiality, establish chain of custody of all items that may be used as evidence during the 'serious accident review', ensure proper notification procedures are followed. Ensure no sensitive information is released to the media.

### Initial Actions

- Respond to hospital upon notification of LODD or severely injured/ill employee
- Upon arrival, notify ECDC established role of hospital officer via telephone
- Upon patient turn-over to emergency department staff
  1. Notify via telephone the incident commander, ECDC BC, and shift commander the following: employee name and rank, assigned unit/work location, nature and circumstances of death, location of deceased, any family members that are department or city employees
  2. Request an immediate blood test with carbon monoxide expressed as an exact percent
- Upon pronouncement of death
  1. Notify via telephone the incident commander, ECDC BC, and shift commander with the following: employee name and rank, assigned unit/work location, nature and circumstances of death, location of deceased, any family members that are department or city employees
  2. Request blood glasses are drawn and expressed as an exact percentage as soon as possible
  3. Request an autopsy consistent with the Firefighter Autopsy Protocol, US Fire Administration.
  4. Isolate and retrieve equipment and clothing and hold for investigation
- Coordinate the identification of the body.
  1. If family does not which to identify the body, select a member of SDFD.
  2. Ensure deceased is as presentable as possible for the family
- Designate waiting areas for family, department members, media
- Act as 'gatekeeper' for the family to screen media, phone calls, visitors
- Assist with transportation for the injured and family
- Remain with sick, injured, or deceased member until properly relieved

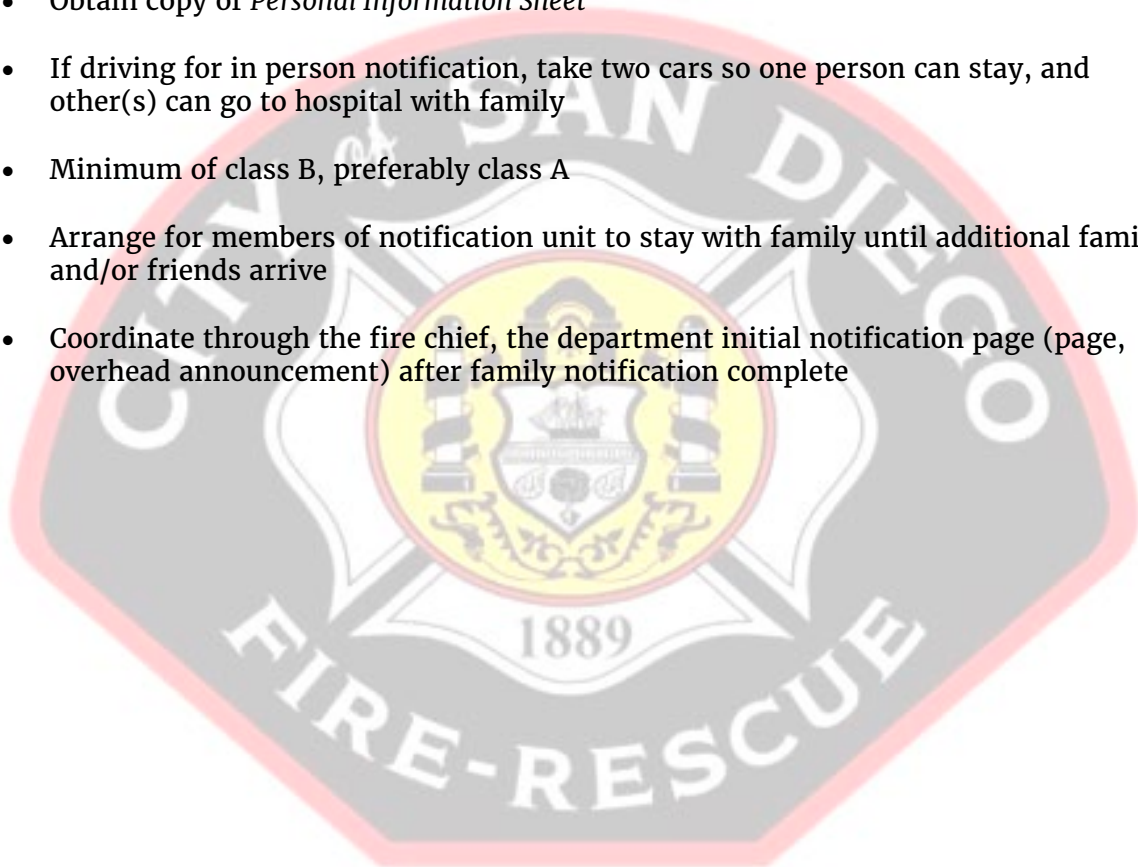
## SDFD employee LODD and Serious Injury Initial Actions Checklist

### **NOTIFICATION OFFICER**

The fire chief or designee (highest ranking chief immediately available) who notifies the immediate family of a serious injury or death of a sworn or appointed member.

#### **Initial Actions**

- Determine method of notification (in person, by phone, through another agency)
- Coordinate meeting with chaplain
- Obtain copy of *Personal Information Sheet*
- If driving for in person notification, take two cars so one person can stay, and other(s) can go to hospital with family
- Minimum of class B, preferably class A
- Arrange for members of notification unit to stay with family until additional family and/or friends arrive
- Coordinate through the fire chief, the department initial notification page (page, overhead announcement) after family notification complete



## SDFD employee LODD and Serious Injury Initial Actions Checklist

### **PUBLIC INFORMATION OFFICER**

#### Initial Actions

- Isolate media to an area that allows appropriate event coverage, gives efficient and timely press releases, prohibits overhearing emergency personnel at both incident site and hospital, as needed.
- Gather all facts pertaining to incident
- Prepare fact summary about firefighter and incident
- Prepare written statement for chief or spokesperson for release to media
- DO NOT RELEASE ANY INFO UNTIL NEXT OF KIN NOTIFIED



## SDFD employee LODD and Serious Injury Initial Actions Checklist

### **SHIFT COMMANDER**

#### Initial Actions

- Upon notification of LODD/IODD or serious injury, contact assistant chiefs and HSO
- Assist with assembly of notification unit (two of the highest-ranking chief officers immediately available, one the fire chief or designee and a chaplain)
- Participate as member of notification team, as necessary
- Respond to hospital as the 'hospital officer', if appropriate



# SDFD employee LODD and Serious Injury Initial Actions Checklist

## **FIRE CHIEF**

### **In coordination with relevant Division Head**

#### **Initial Actions**

- Assume the position of “Notification Officer” or assign this position to highest ranking chief available
- Determine best method to notify family
  1. If family is near drive to home for in person notification
  2. If family is inaccessible, coordinate with other fire or police agency
  3. By telephone (rare and extreme)
- Determine if law enforcement needed to stand watch at family home to ensure privacy (possibly aggressive media)
- Participate in family notification as the notification officer, or select designee
  1. Consider ALS unit on stand-by
  2. Consider PD to mitigate aggressive media
- Gather *Personal Information Sheet* from Health and Safety Office
- Confirm next of kin has been notified and
  1. Notify PIO
  2. Create initial department notification (via ECDC)
  3. Notify Mayor, Council members, Governor
  4. Within 8 hours notify Cal OSHA and NIOSH
  5. Notify Metro Zone and Operational Area Chiefs
- Within 24 hours, notify: Cal OES duty fire chief

#### **24-48 hours**

- Determine funeral type
  1. Type 1 and 2: email decision to assistant chiefs, deputy chiefs, health and safety office, PIO
  2. Type 3 and 4: email decision to assistant chiefs, deputy chiefs, HSO, PIO, BC of PSU, Local 145/Local 911 President, SDFRA President
- Seek decision from governor on flying flag at half-mast (type 1), relay decision to operations
- Determine badge shrouding (level 1 = 30 days from time of death, Level 2 = until day of funeral, Level 3 and 4 = day of funeral), relay decision to operations
- Appoint Family Liaison Officer (type 1, 2)
- Appoint Funeral/Memorial Director (type 1, 2)
- Appoint Event Commander of Event Management Team (Type 1 and 2, possibly type 3)



## SDFD employee LODD and Serious Injury Initial Actions Checklist

### HEALTH AND SAFETY OFFICE

#### Initial Actions

- Secure *Employee Emergency Contact Information*, upon request of the fire chief, or designee, and forward as needed
- Arrange chaplain for notification team
- Arrange critical incident debriefing for department members
- Arrange chaplains, peers, family support
- Activate an investigation team



## SDFD employee LODD and Serious Injury Initial Actions Checklist

### **FAMILY LIAISON OFFICER**

Department member responsible for maintaining link between family and department. Provide reassurance and support to the family after notification. Initially available 24 hours a day.

#### **Initial Actions**

- Act as a 'gatekeeper' to assist family in screening visitors, phone calls.
- Relay to department the wishes of the family (what does the family want or need from the department).

