

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

Revised January 2021

TABLE OF CONTENTS

I.	PURPOSE.....	1
II.	SCOPE.....	1
III.	AUTHORITY.....	1
IV.	DEFINITIONS	1
V.	CIRCUMSTANCES OF DEATH	4
A.	Line-of-Duty Death (LODD).....	4
B.	Injured-on-Duty (IODD).....	4
C.	Active and Affiliated Agency Sworn or Appointed Member’s Death.....	4
D.	Retired Sworn Member’s IODD and Presumptive Cause of Death	4
E.	Retired Sworn or Appointed Member’s Death.....	4
VI.	DETERMINATION OF FUNERAL/MEMORIAL TYPE.....	4
VII.	FUNERAL/MEMORIAL SERVICE CLASSIFICATION AND PARTICIPATION	6
A.	Type 1 Department Funeral With Honors.....	7
B.	Type 2 Department Funeral	7
C.	Type 3 Department Participation	8
D.	Type 4 Department Attendance.....	8
VIII.	FUNERAL/MEMORIAL SERVICE PLANNING	9
A.	Type 1 Department Funeral With Honors.....	9
B.	Type 2 Department Funeral	10
C.	Type 3 Department Participation and Type 4 Department Attendance	12
IX.	FAMILY SUPPORT.....	12
A.	Family Liaison Officer.....	13
B.	Family Support	13
C.	Transportation.....	13
D.	Grief Support	13
E.	Paycheck and Accrued Leave.....	13
F.	Death Benefits	13
G.	Memorials and Dedications.....	14
X.	FUNERAL/MEMORIAL SERVICE EVENT OPTIONS	14
A.	Funeral Service Options.....	14
B.	Memorial Service Options	15
C.	Graveside Service Options	15

D.	Memorial Paddle Out Options.....	16
XI.	HONOR AND CEREMONY OPTIONS.....	17
A.	Candlelight Vigil.....	17
B.	Badge Shrouding	17
C.	Procession Options.....	17
D.	Procession from Funeral Home to Funeral Site.....	17
E.	Procession from Funeral Site to Cemetery Options.....	19
F.	Caisson Options	20
G.	Flower Car Options.....	20
H.	Formation Options	20
I.	“Taps” Options.....	20
J.	Firing Party Option	20
K.	Musical Selections	20
L.	Reading Options	20
M.	Eulogy Options.....	20
N.	Static Equipment Display Options.....	21
O.	Burial in Uniform Option.....	21
P.	Presentation of Department Badge Option	21
Q.	Closed Casket Option	21
R.	Viewing and Walkthrough Options	21
S.	Post-Services Reception Options	21
T.	Memorial Fund Options.....	21
U.	Flags at Half-Staff Option.....	22
V.	Flag Drapped Coffin Option	22
W.	Flag Presentation Option.....	22
XII.	POSITION TITLES AND RESPONSIBILITIES.....	22
A.	Hospital Officer.....	22
B.	Notification Officer	23
C.	Public Information Officer	25
D.	Family Liaison Officer.....	25
E.	Funeral/Memorial Services Branch Director.....	26
F.	Surviving Action Officer	29
G.	Church Officer.....	30
H.	Cemetery Officer.....	31
I.	Procession Officer	31

J.	Paddle-Out Officer	33
K.	Paddle-Out Safety Officer	33
L.	Paddle-Out Medical Supervisor.....	33
M.	Paddle-Out ‘Shoreline’ Division Supervisor	33
N.	Paddle-Out ‘In-Water’ Division Supervisor	34
O.	Uniform Detail Officer	34
P.	Ceremonial Detail Officer	34
Q.	Honor Guard Commander	35
R.	Quartermaster.....	35
XIII.	ORGANIZATIONAL CHART	36
XIV.	HANDLING DIGNITARIES	37
A.	Federal Officials.....	37
B.	State and Local Government Officials.....	37
C.	Actions to Consider	37
D.	Sample Background Sheet.....	38
E.	Sample Dignitary Information Form	38
XV.	REFERENCES AND RESOURCES	39

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

Revised December 2020

I. PURPOSE

To outline the funeral/memorial services for any current, former, or affiliated sworn or appointed lifeguard of the San Diego Fire-Rescue Department and to provide guidelines on the attendance of a public safety memorial or funeral service as requested by an affiliated agency.

II. SCOPE

This guide will apply to all sworn and appointed San Diego Fire-Rescue Department (SDFD) lifeguard personnel.

III. AUTHORITY

The type of funeral/memorial and number of services to be offered to the family of any member or to another agency will be determined by the fire chief in consultation with the lifeguard chief.

The fire chief authorizes this policy.

IV. DEFINITIONS

Affiliated Agency Member: Any sworn California public safety member.

Agency Liaison: The command staff member in charge of coordinating with personnel from other agencies. Must be filled as soon as it is deemed likely that other agencies will be involved, and prior to formal invitation to other agencies.

Badge Shroud: A 1/2 to 3/4" piece of black material (tape, elastic, etc.) horizontally around the badge at its midpoint.

Chaplain: An appointed member of the department who serves under the Health and Safety Office.

Color Guard: A detail of the Honor Guard that carries the city, department, state and United States (US) flags.

Cemetery Officer: Officer in charge of coordinating all functions at the cemetery.

Ceremonial Detail: Department members assigned to the Honor Guard, Color Guard, pallbearers, ushers and Honor Battalion.

Ceremonial Detail Officer: Officer in charge of the Honor Guard, Color Guard, and pallbearers, ushers, and Honor Battalion, who coordinates the actions with the lead piper/drum major.

Church Officer: The member in charge of coordinating all functions at the house of worship or memorial site.

Employee Emergency Contact Information: Form completed by all sworn and appointed members to ensure the family is properly notified in the event of their death or serious

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

Revised December 2020

injury and provides the member's desires upon LODD or IOOD. Confidential and access is limited to the Health and Safety Office.

Event Action Plan (EAP): Incident command system (ICS) document prepared to plan and guide activities at a major event.

Event Management Team (EMT): Established by the department to plan, coordinate, and execute all matters and events necessary to conduct a funeral or memorial.

Family Liaison Officer (FLO): A close family friend in the department who acts as a link between the family and the department. The FLO assists the family during the funeral/memorial process and helps the family determine how much involvement the department will have. This position is assigned by the fire chief, or designee, in consultation with the lifeguard chief. If needed, the FLO may be assigned an assistant. The FLO should be assigned as soon as possible upon pronouncement of death, or anticipation of pronouncement.

Family Support Unit: Includes the family liaison officer, surviving action officer, chaplain, and is overseen by the Health and Safety Office/Support Group.

Funeral Service: A ceremony or group of ceremonies held regarding the burial or cremation of the deceased.

Funeral/Memorial Services Officer: Coordinates all funeral or memorial related services.

Funeral/Memorial Branch Director: Is responsible for the overall management of the activities that take place after the death of a member in the preparation and performance of a funeral or memorial.

Honor Battalion: Department members assigned to the same station/tower of the deceased.

Honor Flag: Is a US flag flown at the member's last duty station/tower, draped over the coffin, ceremonially folded by the Honor Guard, and presented to the family of the deceased, either at the grave site or during the memorial service.

Honor Guard: A detail of agency and/or regional members in dress uniform normally positioned at the head and foot of the casket. They may escort the casket to the funeral and cemetery. They can also act as pallbearers.

Honor Guard Commander: The department member in charge of the honor guard.

Honorary Pallbearers: Honorary pallbearers (usually 4-6) are chosen by the family to accompany and assist the department pallbearers moving the casket.

Hospital Officer: A chief officer or lieutenant whose duties are to preserve patient confidentiality, establish a chain of custody, and ensure proper notification procedures are followed.

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

Revised December 2020

Injured-on-Duty Death (IODD): Any actively employed sworn or appointed lifeguard who dies during employment and the death is the result of an accidental non-emergency incident that occurred on duty.

Lifeguard Memorial Flag: Flag flown at the member's last duty station/tower in honor of their service to the city.

Line-of-Duty Death (LODD): Any actively employed sworn or appointed lifeguard who dies during an emergency incident as the direct result of on duty emergency operations or because of state recognized incident-related presumptive causes.

Lead Major/Drum Major: The member in charge of the Pipes & Drums who reports to the ceremonial detail officer.

Memorial Service: A memorial service is one that occurs without the body. The services may take place within a day or two of death or can be delayed as long as needed to meet the convenience or needs of the family.

Mourning Flag: Flag flown from every station/tower during period of mourning for the death of an active, appointed or retired lifeguard or firefighter.

Notification Officer: The chief officer who makes the official notification of death to the family of the deceased.

Notification Unit: Department members tasked with providing the swift and compassionate notification of the family of a seriously injured or deceased department member. Comprised of the notification officer, the next highest ranking chief or marine safety captain available, a member of the health and safety office, and a chaplain.

Paddle-Out Officer: Chosen by the lifeguard chief who is responsible for the paddle-out.

Paddle-Out Safety Officer: Officer in charge of all safety concerns of paddle-out.

Peer Support Team: A group of designated and trained Fire-Rescue personnel, operating under the Health and Safety Office.

Procession Officer: The member in charge of coordinating all procession functions.

Reception Officer: The member in charge of coordinating all functions at the reception.

Relay Bell: Bell rung in ceremony as part of the memorial paddle-out.

Retired Member: Any former sworn or appointed lifeguard.

Serious Injury: Any injury sustained in the line-of-duty which is, or may become, life threatening or will disable the employee for a substantial period.

Surviving Action Officer (SAO): Responsible for delivering to the family all required forms, documents, and legal notices required for continuation of employee benefits and the distribution of the maximum allowable death benefits.

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

Revised December 2020

Uniformed Detail Unit: Sworn department members attending the memorial or funeral service.

V. CIRCUMSTANCES OF DEATH DEFINITIONS

A. Line-of-Duty Death (LODD)

Line of duty death is determined by the current criteria set forth by the [National Fallen Firefighter Foundation](#).

B. Injured-on-Duty Death (IODD)

Any actively employed sworn or appointed lifeguard who dies during employment and the death is the result of an accidental non-emergency incident that occurred on duty.

C. Active Member and Affiliated Agency Sworn or Appointed Member's Death

Any active sworn or appointed lifeguard who dies under any of the following circumstances:

1. Off-duty and acting in a legal and reasonable manner at the time of death
2. Any affiliated agency member who dies during the performance of their duties

D. Retired Sworn Member's IODD and Presumptive Cause of Death

Any retired lifeguard who dies due to complications from any job related injury or illness or presumptive injury or illness.

E. Retired Sworn or Appointed Member's Death

Any honorably retired lifeguard who dies from natural causes and is acting in a legal manner at the time of death.

VI. DETERMINATION OF FUNERAL/MEMORIAL TYPE

A. The fire chief, in consultation with the lifeguard chief, determines the funeral/memorial type and agency participation based upon:

1. The circumstances of death
2. Department funding
3. Department staffing
4. Regional and local operational emergencies
5. Changes to city and department policies

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

Revised December 2020

- B. Immediately upon funeral/memorial type determination, an event commander is selected and all Operations personnel are notified.
- C. Prior to meeting with the family to discuss the funeral/memorial components and events, the event commander (or designee), a representative from Local 911, a representative from SDLA, and the family liaison officer will meet to discuss the funeral events.
 - 1. Local 911 and SDLA shall update current funeral policies and procedures at this first funeral planning meeting.
 - 2. The services provided by Local 911 and SDLA are subject to current Local 911 and SDLA policies.
 - 3. If the deceased is a member in good standing, Local 911 and SDLA may provide the services and equipment listed in Appendix A.
- D. The department, Local 911, and SDLA will work together with funeral/memorial planning, preparation, and execution.

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

Revised December 2020

VII. FUNERAL/MEMORIAL SERVICE CLASSIFICATION AND PARTICIPATION

FUNERAL/MEMORIAL EVENT OPTIONS

Equipment/Service	Type 1	Type 2	Type 3
Badge Shrouds	✓ until sunset 30 days after LODD/IODD	✓ until sunset day of service	✓ day of service
Badge and Name Plate Presentation *	✓	✓	
Relay Bell Service *	✓	✓	✓
Bugler	✓		
Color Guard	✓	✓	
Eulogy	✓	✓	
Static Equipment Display	✓	✓	✓
Department Vehicle/Vessel Caisson	✓		
Hearse *	✓		
Flower Vehicle/Vessel	✓		
Memorial Flag *	✓	✓	✓
Mourning Flag	✓ until sunset 30 days after LODD/IODD	✓ until sunset of day of service	✓ Day of service
Vehicle/Vessel Procession	✓	✓	
US Flag at Half-Staff	✓ until day of service		
Flowers *	✓	✓	
Helicopter Fly-over	✓		
Honor Guard	✓	✓	✓
Honor Detail	✓	✓	
Honor Flag *	✓	✓	
Military Service	✓	✓	
Mourning Flag	✓	✓	
Pallbearers, active	✓	✓	✓
Paddle-Out	✓	✓	✓
Pipes and Drums	✓	✓	✓
Station/Tower Bunting *	✓ until 30 days after LODD/IODD		
Vehicle/Vessel Bunting *	✓	✓	
Walk Through	✓	✓	✓
Vigil Watch	✓		

* These services and/or equipment may be provided by Local 911 and/or SDLA as set forth in Appendix A.

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

Revised December 2020

A. TYPE 1 DEPARTMENT FUNERAL WITH HONORS

1. Requirements

- a. LODD or IODD
- b. Service is within 30 miles of the San Diego City limits
- c. Sufficient resources are available to ensure operational readiness of the department/division
- d. Family of the deceased requests a "Department Funeral with Honors" through the family liaison officer at least seven business days prior to the date of the funeral/memorial service.

2. Department Responsibilities

- a. Establish and maintain an incident number for any LODD or
- b. IODD
- c. Activate an Event Management Team
- d. Provide personnel and equipment as needed

3. Department Participation and Involvement

In addition to the equipment and services listed in the table above, the department may provide:

- e. Uniform Detail
- f. Burial in uniform
- g. SDFD chaplains
- h. Attendance and speech by fire chief
- i. Attendance and speech by lifeguard chief
- j. Attendance and speech by mayor
- k. Attendance and speech by elected officials
- l. Military honors, if applicable
- m. Permit for paddle-out ceremony

B. TYPE 2 DEPARTMENT FUNERAL

1. Requirements

- a. One of the following:
 - 1) Active lifeguard death off duty
 - 2) Retired lifeguard with IODD cause
 - 3) Retired lifeguard chief
 - 4) Retired lifeguard with Medal of Honor citation from the US military
- b. All of the following:
 - 1) Within the San Diego City limits, or a neighboring city at the fire chief's discretion
 - 2) Sufficient resources are available to ensure operational readiness of the department/division
 - 3) The family of the deceased requests a "Department Funeral" through the family liaison officer or the department, at least seven business days prior to the date of the funeral/memorial service.

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

2. Department Responsibilities

- a. Activate an Event Management Team
- b. Provide personnel and equipment as needed

3. Department Participation and Involvement

- a. In addition to the equipment and services listed above, the department may provide:
 - 4) Uniform detail
 - 5) Burial in uniform
 - 6) SDFD chaplains
 - 7) Attendance and speech by fire chief
 - 8) Attendance and speech by lifeguard chief
 - 9) Attendance and speech by mayor
 - 10) Attendance and speech by elected officials
 - 11) Military honors, if applicable
 - 12) Permit for paddle-out ceremony

C. TYPE 3 DEPARTMENT PARTICIPATION

1. Requirements

- a. One of the following:
 - 1) Retired lifeguard death
 - 2) Affiliated agency lifeguard death
- b. All of the following:
 - 1) Held within the City of San Diego, or a neighboring city at the fire chief's discretion
 - 2) Sufficient resources are available to ensure operational readiness of the department/division
 - 3) The family of the deceased requests a "Department Participation" funeral via the family liaison officer or the department, at least seven days prior to the date of the funeral/memorial service.

2. Department Responsibilities

SDFD provides personnel and equipment as necessary.

3. Department Participation and Involvement

In addition to equipment and services listed in the table above, the department may provide:

- a. Uniform detail
- b. Vehicle/Vessel as procession escort
- c. Fire department speaker
- d. Chaplain

D. TYPE 4 DEPARTMENT ATTENDANCE

1. Requirements

- a. Affiliated agency lifeguard funeral/memorial

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

- b. Sufficient resources are available to ensure operational readiness of the department/division
 - c. The host agency has invited/requested the attendance of allied agencies
2. Duties
- a. Members may voluntarily attend funeral/memorial services
 - b. Some members staffing key positions may be paid to attend at the discretion of the fire chief, in consultation with the lifeguard chief
 - c. The department may provide backfill/relief at the discretion of the fire chief
3. Department Participation and Involvement
- a. SDFD may provide the following:
 - 1) Two vehicle/vessels in good condition for participation in the procession
 - 2) Logistics support in the event of apparatus maintenance needs

VIII. FUNERAL/MEMORIAL SERVICE PLANNING

A. TYPE 1 DEPARTMENT FUNERAL WITH HONORS

1. Notifications
- Once a Type 1 Department Funeral with Honors has been approved by the fire chief, and an event commander selected, an email of the approval is forwarded to the following personnel:
- a. Assistant fire chief of emergency operations
 - b. Assistant fire chief of business operations
 - c. Lifeguard chief
 - d. Lifeguard marine safety captains
 - e. Lifeguard marine safety lieutenants
 - f. All deputy chiefs
 - g. Health and Safety Office
 - h. Public Information Office
2. Planning and Event Management
- a. The fire chief or designee, in coordination with the lifeguard chief, appoints an event management team (EMT)
 - b. See Position Titles and Responsibilities below for detailed roles and responsibilities.
 - c. The Event Management Team shall develop an event action plan
3. The following positions may need to be created:
- Event Commander (recommended)
 - Public Information Officer (recommended)
 - Agency Liaisons (recommended)
 - Operations Section Chief (recommended)
 - Funeral/Memorial Branch Director (recommended)
 - Funeral Supervisor/Officer
 - Church Supervisor/Officer
 - Paddle-Out Supervisor/Officer

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

- Ceremonial Supervisor/Officer
- Cemetery Supervisor/Officer
- Procession Supervisor/Officer
- Reception Supervisor/Officer
- Health and Safety Branch Director (recommended)
 - Investigation Division Supervisor
 - Support Division Supervisor
 - Family Support Unit
 - Surviving Action Officer
 - Family Liaison Officer
 - Family Security Officer
 - Department Support Unit
- Planning Section Chief (recommended)
- Logistics Section Chief (recommended)
- Finance Section Chief (recommended)

4. Additional positions may include:

- a. Church division supervisor
- b. Procession group supervisor
- c. Reception division supervisor
- d. Medical group supervisor
- e. Shoreline unit supervisor
- f. In-Water unit supervisor
- g. Exterior church unit
- h. Interior church unit
- i. Uniform detail unit
- j. Document unit
- k. Resource unit
- l. Situation unit
- m. Volunteer unit
- n. Facilities unit
- o. Ground support unit
- p. Transportation unit
- q. Law enforcement liaison
- r. Supply unit
- s. Communications unit
- t. Flower unit
- u. Candlelight unit
- v. Signage and printing unit

5. The *Employee Emergency Contact Information* document can be referenced to assist with the funeral/memorial planning.

B. TYPE 2 DEPARTMENT FUNERAL

1. Notifications

Once a Type 2 Department Funeral has been approved by the fire chief or designee, and an event commander selected, an email of the approval should be forwarded to the following personnel:

- a. Assistant fire chief of emergency operations

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

- b. Assistant fire chief of business operations
- c. Lifeguard chief
- d. Lifeguard marine safety captains
- e. Lifeguard marine safety lieutenants
- f. All deputy chiefs
- g. Health and safety office
- h. Public information office

2. Planning and Event Management

- a. The fire chief or designee, in coordination with the lifeguard chief, appoints an EMT.
- b. See Position Titles and Responsibilities below for detailed roles and responsibilities.
- c. The Event Management Team shall develop an event action plan.
- d. The following positions may need to be created:
 - Event Commander (recommended)
 - Public Information Officer (recommended)
 - Operations Section (recommended)
 - Funeral/Memorial Branch (recommended)
 - Health and Safety Branch (recommended)
 - Paddle-Out Branch (recommended)
 - Planning Section Chief (recommended)
 - Logistics Section Chief (recommended)
 - Finance Section Chief (recommended)
- e. Additional positions may include:
 - 1) Church division supervisor
 - 2) Procession group supervisor
 - 3) Cemetery division supervisor
 - 4) Shorelines unit supervisor
 - 5) In-Water unit supervisor
 - 6) Reception group supervisor
 - 7) Procession group supervisor
 - 8) Medical group supervisor
 - 9) Exterior church unit
 - 10) Interior church unit
 - 11) Ceremonial detail unit
 - 12) Uniform detail unit
 - 13) Documentation unit
 - 14) Resource unit
 - 15) Situation unit
 - 16) Volunteer unit
 - 17) Facilities unit
 - 18) Ground support unit
 - 19) Supply unit
 - 20) Family support unit
 - 21) Department support unit
 - 22) Investigation division
 - 23) Family liaison officer
 - 24) Surviving action officer
 - 25) Communications unit

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

- 26) Flower unit and leader
- 27) Candlelight unit
- 28) Signage and printing unit

f. The *Employee Emergency Contact Information* document can be referenced to prepare the funeral/memorial service.

C. TYPE 3 DEPARTMENT PARTICIPATION AND TYPE 4 DEPARTMENT ATTENDANCE

1. Notifications

The department may be notified of a retired/affiliated lifeguard's death from an outside source.

2. Once a Type 3 Department Participation or a Type 4 Department Attendance has been approved by the fire chief or designee, in consultation with the lifeguard chief, an email of the approved request should be forwarded to the following personnel:

- a. Assistant fire chief of emergency operations
- b. Assistant fire chief of business operations
- c. Lifeguard chief
- d. Lifeguard marine safety captain(s)
- e. Lifeguard marine safety lieutenants
- f. All deputy chiefs
- g. Health and safety office
- h. Public information office
- i. Battalion chief of professional standards

3. Notification of a retired lifeguard's death is made via routine department communications, and should include the following minimum information (if known):

- a. Deceased member's name and rank
- b. Deceased member's assigned unit or work location
- c. Nature and circumstances of death
- d. Date and time of funeral/memorial services, if known
- e. Any family members that are department or city employees

4. Funeral/Memorial Planning and Event Management

- a. The fire chief or designee may appoint an EMT.
 - 1) See Position Titles and Responsibilities below for detailed roles and responsibilities.
- b. The EMT may develop an EAP.
- c. The following personnel assignments may be necessary:
 - 1) Family support officer
 - 2) Surviving action officer
 - 3) Funeral/memorial officer
 - 4) Paddle-Out officer
 - 5) Family liaison officer

IX. FAMILY SUPPORT OPTIONS

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

Options	Coordination
Family Support	As needed
Meals*	Coordinated through FLO
Transportation Airfare*	Coordinated through FLO
Transportation Ground	Coordinated through FLO
Lodging*	As needed
Childcare*	As needed
Grief Support	Coordinated through HSO
Paycheck and Accrued Leave	Coordinated through SDFD payroll supervisor
Death Benefits	Coordinated through surviving action officer
Memorials and Dedications*	As desired

*These services and/or equipment may be provided by L911 and/or SDLA as set forth in Appendix A.

A. Family Liaison Officer

1. A family liaison officer (FLO) should be appointed by the fire chief or designee, in coordination with the lifeguard chief and the health and safety officer as soon as possible.
2. The FLO reports to the health and safety branch.
3. The FLO determines the amount of involvement the family wants from the department and assists the family throughout the process.

B. Family Support

1. The department will determine how much support is needed based on family requests as relayed by the family liaison officer.
2. The department should assign appropriate key personnel as needed.

C. Transportation

The department may offer a vehicle and driver to the immediate family (significant other, children, and parents) until the day of the funeral. The family liaison officer should contact the transportation unit leader to arrange.

D. Grief Support

The Health and Safety Office shall coordinate all grief support for the family including the level of involvement of chaplains, peer support team, and contracted psychological services.

E. Paycheck and Accrued Leave

Questions regarding payroll, salary, and unused leave can be answered by the SDFD payroll supervisor who will be available to meet with the beneficiaries.

F. Death Benefits

The following agencies may offer some form of death benefits:

1. Department of Justice: LODD/IODD
2. San Diego City Employees Retirement System: LODD/IODD and non-work related
3. Workers Compensation: LODD/IODD
4. California Department of Education: LODD/IODD

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

5. Law Enforcement Personnel Dependents: LODD/IODD
6. International Brotherhood of Teamsters: LODD/IODD

G. Memorials and Dedications

The family may elect to attend the following memorials.

1. Plaque dedication
2. Annual retired fire and police memorial service (Retired Fire and Police Association)
3. Street/Highway naming

X. FUNERAL/MEMORIAL SERVICE EVENT OPTIONS

A. FUNERAL SERVICE OPTIONS

1. Department members shall wear Class A uniform or Class B uniform (if available) with a badge shroud and will be directed by the funeral/memorial officer.
2. Apparatus procession from funeral home to funeral service site.
 - a. Prior to the arrival of the procession at the funeral site, seat family in a position to view the arriving procession.
 - b. Uniformed personnel not participating in the procession shall form ranks outside the service location.
 - c. The procession arrives and proceeds past the family.
 - d. Department personnel enter the service location and are seated in the following order:
 - 1) Honor Battalion
 - 2) Chief officers
 - 3) Dignitaries
 - 4) Department members
 - 5) Visiting department/agency members
 - e. After all have entered and have been seated the Pipes and Drums shall enter.
 - f. Casket is carried in by the pallbearers.
 - g. Honor Guard follows the casket and one is posted at each end of the casket.
 - h. The family follows the casket and are escorted to their seats.
 - i. Once the family has reached their seats the service may begin.
3. Service options:
 - a. Invocation
 - b. Prayer
 - c. Opening Remarks
 - d. Music
 - e. Sermon – Chaplain
 - f. Speakers
 - g. Eulogy – Chief
 - h. Presentations
 - i. Closing remarks/prayer
 - j. Remembrances

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

k. Readings

4. Department personnel file out in the following order and assemble in specified areas:
 - a. Visiting lifeguard service personnel
 - b. Department personnel
 - c. International, national, state and local dignitaries
 - d. Color Guard
5. At the funeral officer's signal, the pallbearers move to the front and carry the coffin to the rear
6. Pipes and Drums play
7. The pallbearers load the casket in the caisson/hearse
8. The church officer commands "Color Guard, dismissed"
9. The church officer commands "Detail, dismissed" to the pallbearers
10. The Color Guard, bugler/piper, pallbearers, board vehicles for transport to the cemetery
11. Lifeguard personnel, fire personnel and international, national, state and local dignitaries prepare to leave for the cemetery

B. MEMORIAL SERVICE OPTIONS

1. Department personnel shall wear Class A uniform or Class B uniform (if available) with a badge shroud and are directed by the memorial officer.
2. Uniformed personnel proceed into the memorial site upon arrival and are seated according to the ushers.
3. Service options:
 - a. Invocation
 - b. Prayer
 - c. Opening Remarks
 - d. Music
 - e. Sermon – Chaplain
 - f. Speakers
 - g. Eulogy – Chief
 - h. Presentations
 - i. Closing remarks/prayer
 - j. Remembrances
 - k. Readings

C. GRAVESIDE SERVICE OPTIONS

1. Lifeguard, fire department personnel, and Color Guard take up positions in formation as determined by the cemetery officer
2. If space permits, the Color Guard assembles near the place of final committal
3. Bugler is 75 feet away from the grave site
4. Honor Guard at attention when hearse/caisson arrives
5. When the hearse/caisson is in position, the pallbearers take up positions at the rear and remove the casket
6. The pallbearers carry the casket and place it on the grave-stand.
7. Family and other guests follow and take seats
8. Chaplain/clergy performs graveside service
 - a. Opening prayer
 - b. Words to the family

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

c. Final prayer

9. Honor Guard moves to position for flag folding service.
10. Color Guard lowers department flag
11. Honor guard commander gives order, "Honor Guard, fold flag"
12. Honor Guard pulls flag taut
13. Bugler plays "Taps" while flag is being folded
14. Flag is held crossed arms to honor guard commanders chest
15. Rifle volley (when and if appropriate)
16. Honor guard commander offers flag to lifeguard chief
17. Lifeguard chief receives flag from honor guard commander
18. Lifeguard chief presents flag to family
 - a. Lifeguard chief kneels before flag recipient.
 - b. Lifeguard chief may recite: "On behalf of a grateful community, this flag is presented to you as a token of appreciation for your loved one's honorable and faithful service" or any other invocation desired.
19. Lifeguard chief stands pivots and exits
20. Helicopter, if used, is signaled and does a flyover and pitch-up
21. Chaplain makes final comments
22. Lifeguard and fire department personnel are dismissed
23. Honor Guard marches from the gravesite to disbanding location
24. Service is concluded

D. MEMORIAL PADDLE OUT OPTIONS

1. The paddle-out can be in lieu of, or in addition to, a traditional memorial or funeral service.
2. The paddle-out officer is responsible for ensuring an intimate traditional paddle-out with events both in the ocean (in-water) and on the beach (shoreline).
3. Participants may attend events both on the beach and as paddlers in the ocean beyond the surf and may include members of SDFD and other public safety agencies.
4. Shoreline memorial events:
 - a. Speeches
 - 1) National dignitaries
 - 2) State dignitaries
 - 3) City dignitaries
 - 4) Lifeguard Chief
 - 5) Fire Chief
 - 6) Local 911 president
 - 7) USLA
 - 8) SDLA
 - b. Prayer
 - c. Special ceremonies
 - d. Eulogies
 - e. Readings
 - f. Relay Bell
 - g. Vehicle procession
5. In-water events:

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

- a. Moment of silence
- b. Prayer
- c. Eulogies
- d. Readings
- e. Vessel procession

XI. HONOR AND CEREMONY OPTIONS

A. CANDLELIGHT VIGIL

Candlelight vigils are generally initiated by the community and may be supported by the department:

- 1. Static equipment display
- 2. Attendance and speech from the mayor or council member, fire chief, lifeguard chief or designee, chaplain, members of the executive command staff
- 3. Attendance of uniformed members and non-uniformed members
- 4. Department members may wear their Class B uniforms

B. BADGE SHROUDING OPTION

- 1. Badges may be shrouded from the notification of the death until sunset of the day of the funeral or memorial.
- 2. For line-of-duty deaths, the badge shrouds will remain in place for 30 days.
- 3. If the chaplain's badge contains a cross, a crescent, tablets, or the Star of David, the chaplain's badge remains uncovered.

C. PROCESSION OPTIONS

- 1. Apparatus processions may take place between the funeral home and the funeral site and/or from the funeral site to the cemetery.
- 2. Processions involve staging apparatus and personnel at a predetermined locations, directing vehicles along the procession route, and the staging of vehicles upon arrival.
- 3. SDFD determines which vehicles/vessels are to be used as caisson, flower car, and/or for family/dignitary transportation.
- 4. Procession officer coordinates and determines the procession route, including a drive by of the deceased lifeguard's station/tower or home.
 - a. If the apparatus procession passes the station/tower, apparatus are to be visibly displayed.
 - b. Lifeguards should assemble outside and activate the emergency lights as the caisson or hearse passes.
- 5. Procession may include static displays of apparatus and personnel along the procession route.

D. PROCESSION FROM FUNERAL HOME TO FUNERAL SITE OPTION

- 1. Department members shall wear Class A or Class B uniform (if available) with badge shroud and will be guided by the procession officer.
- 2. Made up of caisson/hearse, flower car, family limousines, Honor Guard, and pallbearers to move the casket from the funeral home to the funeral site.
- 3. Honor Guard is posted one at each end of the casket and one at each side of the entrance to the viewing area.
- 4. Pallbearers carry and load the casket onto the caisson/hearse.
 - a. Pallbearers from the department drive and ride on the caisson, if used

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

- b. Honorary pallbearers ride in the flower car
- 5. The flower car and family escort the entire procession to the funeral memorial site.
- 6. The family proceeds to the funeral site to the area reserved for the family to view the procession.
- 7. The caisson/hearse, flower car, Honor Guard vehicle, and Color Guard vehicle proceed to the procession staging area with a police escort.
- 8. Procession lines up in the staging area.
- 9. Pallbearers dismount and march three to each side and two behind the caisson/hearse.
- 10. When the procession arrives, the following occurs:
 - a. Color Guard moves to the side to allow Pipes and Drums and department members to pass.
 - b. Near the entrance to the funeral site assemble the Pipes and Drums.
 - c. Line up the international, national, state and local dignitaries near the entrance, leaving room for the Color Guard.
 - d. Department members line both sides of the arrival area.
 - e. When complete, Color Guard begins march toward the service site followed by the apparatus/hearse.
 - f. Color Guard assembles at the front of the funeral site.
 - g. Caisson/hearse moves to the appropriate location to remove the casket.
 - h. Pallbearers assemble at the rear of the caisson/hearse, two in the hose bed, and prepare to remove the casket.
 - i. Pipes and Drums play as the pallbearers remove and carry the casket to the entrance. If the chaplain performs a blessing at the rear of the apparatus, the pipe band should delay playing until the pallbearers begin to move with the casket.
 - j. Pallbearers escort the casket to the front of the funeral service area.
- 11. If the procession includes lifeguards and department members marching from one point to another, the procession officer must establish an assembly point, order of alignment, and route and cadence for the march. Basic alignment of the march is:
 - a. Honor Guard
 - b. Pipes and Drums
 - c. Apparatus caisson or hearse
 - d. The officer in charge will walk immediately in front of the caisson or hearse.
 - 1) Three pallbearers will march on either side of the caisson or hearse.
 - 2) Two pallbearers will walk immediately behind the caisson or hearse. If there are only six pallbearers, two Honor Guard members will assume this position.
 - e. Family of the deceased
 - f. Department members
 - 1) Host agency chief officers
 - a) Lifeguard chief centered
 - b) Marine Safety Captain and Lieutenants Flanking

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

- c) Followed by:
- d) Fire chief centered
- e) Assistant chiefs flanking fire chief
- f) Deputy chiefs flanking assistant chiefs
- 2) Visiting agency chief officers
 - a) Lifeguard/Fire chiefs
 - b) Assistant lifeguard/fire chiefs
 - c) Deputy lifeguard/fire chiefs
- 3) Lifeguard rank and file
 - a) Sergeants
 - b) Lifeguard II and IIIs
 - c) Lifeguard Is
- 4) Firefighter rank and file
 - a) Battalion chiefs
 - b) Captains
 - c) Engineers
 - d) Firefighters
- g. Friends of the family of the deceased
- h. Visiting agency rank and file

E. PROCESSION FROM FUNERAL SITE TO CEMETERY OPTION

1. During the procession department members will wear Class A or Class B uniform (if available) with the badge shroud and are guided by the procession officer.
2. The apparatus order is:
 - a. Law enforcement escort
 - b. Flower car with clergy and chaplain
 - c. Caisson or hearse with pallbearers
 - d. Immediate family limousines or cars
 - e. Honor Battalion
 - f. Honor Guard and Color Guard in cars
 - g. Lifeguard Chief
 - h. Fire Chief
 - i. Mayor of the City of San Diego
 - j. Highest ranking elected federal and state representative
 - k. Marine Safety Captain(s) and Lieutenants
 - l. Chiefs of the San Diego Fire-Rescue Department
 - m. Lifeguard apparatus
 - n. SDFD staff vehicles and chief officers
 - o. Other SDFD vehicles
 - p. Council members of the City of San Diego
 - q. SDPD and other law enforcement
 - r. Lifeguard/Fire chiefs of visiting agencies
 - s. Neighboring and visiting staff vehicles
 - t. Neighboring and visiting lifeguard apparatus
 - u. Elected officials, county, and state
 - v. Other municipal vehicles
 - w. Friends of the family private vehicles

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

x. Law enforcement rear guard

3. Static equipment displays may be provided as appropriate along the procession route.
4. Department apparatus and personnel proceed to grave site and form ranks as directed by cemetery officer and await the arrival of the caisson or hearse.

F. CAISSON OPTION

1. A department apparatus/vessel may be appropriate as a caisson to carry the casket with the approval of the fire chief, in consultation with the lifeguard chief.
2. If a department apparatus is used, it must be taken out of service, thoroughly cleaned. Hose and dividers are to be removed (if an engine), and mourning flags/bunting added.
3. Ramps may need to be in place where the casket will be loaded and unloaded from a fire engine caisson or lifeguard vessel.
4. In the event of inclement weather, an enclosed hearse should carry the casket and the department apparatus/vessel should serve as a flower car.

G. FLOWER CAR

A department vehicle/vessel may serve as a flower vehicle. If so, thoroughly clean and mourning flags/bunting added. Hoses and dividers need not be removed, if using an engine.

H. FORMATIONS

Special formations may be appropriate at the following points:

1. Walkthrough at the funeral home.
2. Walking procession of Pipes and Drums, Color Guard, Honor Guard, and Uniform Detail along a specific procession route generally no longer than 8 -10 city blocks.
3. Honor Guard formations on either side of the casket's path from the funeral home to the hearse or caisson.
4. Honor Guard formations on either side of the casket path during entry to and exit from the church.
5. Honor Guard formations on either side of the casket path from the hearse or caisson to the cemetery.

I. "TAPS" OPTION

"Taps" may be played by buglers at the cemetery. The location of the bugler should be approximately 75 feet from the final committal site.

J. FIRING PARTY

For military honors only

K. MUSICAL SELECTION OPTION

A band, piper, organist, choir, soloist, etc. may play or sing during any funeral/memorial ceremony.

L. READINGS OPTIONS

Passages and lifeguard-service-related readings are appropriate during the funeral/memorial services.

M. EULOGY OPTIONS

1. A eulogy may be appropriate at any point in the funeral/memorial service.

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

2. The family should decide who will deliver the eulogy and when it is fitting.
3. Options include the lifeguard chief, a clergy member, the department chaplain, a family friend, and/or a family member.

N. STATIC EQUIPMENT DISPLAY OPTION

1. During vehicle processions, the family may choose to have a static display of department apparatus and crews at attention and saluting the passing casket and family vehicle.
2. This final tribute may be set up at the funeral/memorial site, at key locations along the procession route, at a lifeguard station/tower on the procession route, or at the cemetery entrance.

O. BURIAL IN UNIFORM OPTION

The deceased may be buried in departmental uniform.

P. PRESENTATION OF DEPARTMENT BADGE OPTION

As a part of the funeral/memorial service, the badge and name tag may be encased and presented to the family.

Q. CLOSED CASKET OPTION

If the family requests a closed casket, the family may wish to place a picture of the lifeguard on top or next to the casket along with any other memorabilia desired.

R. VIEWING AND WALKTHROUGH OPTION

1. During viewing an Honor Guard is posted one at each end of the casket and one at each side of the entrance to the viewing area.
2. During viewing and walkthrough members are to:
 - a. Wear Class A or Class B uniforms (if available) with a badge shroud and are guided by the funeral officer.
 - b. Form ranks outside the viewing area in single or double file lines in rank order.
3. During visitation, the family of the deceased should be seated where they can see the walkthrough.
4. Deviations from these procedures are the responsibility of the ceremonial detail officer.

S. POST-SERVICES RECEPTION OPTION

1. A reception may be held following the funeral. Some options include:
 - a. A church hall
 - b. City owned building
 - c. Fire department facility
 - d. Local 145
 - e. Local private location
 - f. Historical location
2. The reception officer will coordinate the event.

T. MEMORIAL FUND OPTION

1. Lifeguards and/or local organizations may want to start a memorial fund for the deceased lifeguard's family.

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

2. The family will be involved in deciding how this will occur.

U. FLAGS AT HALF-STAFF

1. At all times flag etiquette must conform Section 1 of Title 4 of the United States Code.
2. The governor of the State of California may direct all US flags flown over state, county, and city buildings to be lowered to half-staff in the event of a lifeguard line-of-duty death.
3. Upon direction from the Governor's Office, the mayor will direct all US flags flown at city buildings and installations be lowered to half-staff.
4. They will remain at half-staff until sunset the day of the final committal.
5. When the American flag is at half-staff, no other flags will fly on the same pole.
6. 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.
7. The flag should be again raised to the peak before it is lowered for the day.
8. The flag should be saluted by those uniformed members observing the flag as it is raised and lowered.
9. For line-of-duty deaths, the fire chief will request that the local officials ask other facilities to fly their flags at half-staff.

V. FLAG DRAPPED COFFIN OPTION

1. At all times flag etiquette must conform Section 1 of Title 4 of the United States Code.
2. When used to cover a casket or coffin, the honor flag should be placed with the union at the head and over the left shoulder. It should not be lowered into the grave.

W. FLAG PRESENTATION OPTION

1. At all times flag etiquette must conform Section 1 of Title 4 of the United States Code.
2. When the casket is draped with a flag, an appropriate flag presentation ceremony shall take place immediately before the conclusion of the memorial/funeral service or the committal.

XII. POSITION TITLES AND RESPONSIBILITIES

A. HOSPITAL OFFICER

1. It shall be the responsibility of the hospital officer to act as a liaison between hospital staff, the incident commander, and the funeral/memorial officer.
 - a. Ensure that NO sensitive information is released to the media.
 - b. Contact the public information officer for assistance.
2. Names of deceased or injured members must never be given over the radio. All communications must be conducted by telephone or other secure means.
3. If injuries are sustained in the line-of-duty, or reasonably connected with line-of-duty, request a blood test for carbon monoxide expressed as an exact percent.

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

- a. If the individual dies, a CO level of 10% or more (15% for smokers) detected upon admission, will be considered a "physical injury" which resulted in death under the [Public Safety Officers' Benefit Law](#).
4. Keep the incident commander, lifeguard chief, the on-duty deputy chief of operations, and ECDC BC updated.
5. Collect all personal articles and maintain chain of custody, as they may be used as evidence during subsequent investigation.
6. Remain with sick, injured, or deceased member until properly relieved.
7. If death occurs:
 - a. Immediately notify the incident commander, the lifeguard chief, the ECDC BC, and the on-duty deputy chief of operations with the following:
 - 1) Employee name and rank
 - 2) Assigned unit or work location
 - 3) Nature and circumstances of death
 - 4) Location of deceased employee
 - 5) Any family members that are department or city employees (if known)
 - b. Request an autopsy consistent with the [US Fire Administration Autopsy Protocol](#).
 - c. Request 20 copies of official death certificate to be given to the family
8. Morgue Identification
 - a. A member of SDFD should offer to identify the body of the deceased for the family.
 - b. This facilitates the release of the body to the funeral director.
 - c. If the family chooses to identify the body themselves this should be honored, and a member of SDFD should ensure the body of the deceased is made presentable to the family.

B. NOTIFICATION OFFICER

1. The notification officer is normally the fire or lifeguard chief.
 - a. If the fire chief or lifeguard chief is not available, then the highest-ranking chief or marine safety captain immediately available shall fulfill this role.
 - b. The notification officer may be accompanied by the next highest-ranking chief officer available, a member of the health and safety office, and a department chaplain.
2. Notification should be made in person, unless there are extraordinary circumstances.
3. Official notification serves a three-fold purpose:
 - a. Assures the next of kin that the information is valid
 - b. Provides a knowledgeable source of information concerning the death
 - c. Assures the next of kin that assistance is available
4. Family Notification Considerations

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

- a. The Notification Unit (the notification officer, next highest-ranking chief, member of the health and safety office, and department chaplain) should be dressed in a minimum of a Class B uniform.
- b. Extreme emotional trauma is not uncommon when one is notified of the death of a loved one, and care should be taken to ensure that the family is not alone at this time.
- c. Arrange for members of the Notification Unit to stay with the family until another family member or friend arrives.
- d. Members assisting the family must work in teams of two.
- e. As soon as is appropriate, determine if the family has a particular person, preferably a close family friend and department member, to act as the family liaison officer.
- f. Prior to visiting the survivors, the notification officer should be familiar with the circumstances of the death and the personal data concerning the individual.
- g. The *Employee Emergency Contact Information* document may be referenced and obtained from the Health and Safety Office.
- h. Be sure the notification officer has official fire department identification
- i. Be absolutely certain of the status of the lifeguard pronouncement of death before proceeding.
- j. Clear the release of information with the incident commander, lifeguard chief, marine safety captain, and/or on-duty deputy chief of operations, if necessary.
- k. Prepare what to say and how to say it and use the first name of the injured or deceased member.
- l. The notification officer should be prepared to handle overly aggressive and intrusive media.

5. Follow Up Actions

After notification of the next of kin, the notification officer should contact:

- a. SDFD public information officer, to inform the mayor and council
- b. Governor's Office through the California Office of Emergency Services (Cal OES) duty fire chief to report a line-of-duty death and request flags at half-staff
- c. EDCD BC or on-duty deputy chief of operations to create the initial department LODD announcement and order all flags to half-staff (if appropriate)

6. Additional notifications may include:

- a. City Risk Management Department
- b. California Fire Foundation (LAST unit)
- c. California Occupational Safety and Health Agency (within 48 hours)
- d. National Institute of Occupational Safety and Health (NIOSH)
- e. United States Lifesaving Association

C. AGENCY LIAISON OFFICER

1. Point of contact for agency representatives

- a. This can include providing directions to event location, nearest appropriate vessel launch area (if appropriate) as well as specific information related to other memorial services (if applicable)

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

2. Maintain a list of assisting and cooperating agencies and agency representatives
3. Cooperating agencies may include, but are not limited to:
 - a. Fire Departments
 - b. Emergency Medical Service Providers
 - c. Law Enforcement Agencies
 - d. California State Parks Lifeguards
 - e. Other County and Municipal Lifeguard Agencies
 - f. Swim and/or Surf Clubs
4. Assist in setting up and coordinating interagency contacts
5. Monitor incident operations to identify current or potential interorganizational problems
 - a. This must include ensuring that interorganizational communications are pre-arranged. May require SDLG or SDFD radios be provided to participating agencies to ensure use of the same command and tactical frequencies.
6. Participate in planning meetings, provide current resource status, including limitations and capabilities of agency resources
7. Provide agency-specific demobilization information and requirements

D. PUBLIC INFORMATION OFFICER

1. The public information officer (PIO) obtains information from the incident commander, lifeguard chief, marine safety captain, on-duty deputy chief of operations, and/or notification officer to begin a news release concerning the incident.
2. Under no circumstances should the PIO release any information about the individual until the family has been notified and until the information has been approved by the incident commander, lifeguard chief, marine safety captain, the on-duty deputy chief of operations, and/or the notification officer (fire chief or designee).
3. Line-of-Duty Death, or Serious Injury, or Active Duty Death Actions
 - a. Gather all facts pertaining to the incident
 - b. Gather background information pertaining to the lifeguard
 - c. Prepare a brief statement
 - d. Coordinate with the funeral/memorial officer and obtain approval from family for all media related matters
 - e. Issue invitations and notifications to surrounding agencies
 - f. Coordinate with funeral/memorial officer to have funeral properly recorded, and if desired by the family a request made for the service to be broadcast on city TV or video sharing
 - g. Issue obituary to media, with family approval

E. FAMILY LIAISON OFFICER

1. The family liaison officer is responsible for maintaining a communication link between the family and the department.
2. The family liaison officer provides support to the family throughout the funeral process and may have a department vehicle assigned to them.
3. Discuss all aspects of the funeral/memorial process and its ceremonies with the family and relay the family's wishes to the department

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

4. =Some of the decisions that the family liaison officer will assist the family in determining will be:
 - a. Do they want a department funeral or memorial?
 - b. If so, how involved do they want the department to be?
 - c. Type of interment?
 - d. Which funeral home will be used?
 - e. Which funeral/memorial service site will be used?
 - f. Which clergy will be used, including the department chaplain?
 - g. Which cemetery will be used?
 - h. Will the deceased be buried in uniform?
 - i. Determine the following:
 - 1) The 6-8 primary pallbearers
 - 2) Whether honorary pallbearers will be used
 - 3) Music for funeral/memorial and cemetery services
 - 4) Readings for the church and cemetery services
 - 5) Speakers for the church and cemetery services
 - 6) Who will deliver the eulogy? The sermon?
 - 7) Who will present the badge to the family?
 - 8) Who will perform the 'relay bell ceremony'?
 - 9) If the deceased is eligible for military honors, coordinate with Veterans of Foreign Wars a rifle squad and bugler for 'Taps'
5. Additional duties may include:
 - a. Obtain name, phone number, and address of family dentist for official identification by medical examiner, if necessary.
 - b. Obtain all articles of clothing that the deceased will wear (except shoes) and deliver them to the mortuary.
 - c. Ensure the family obtains 20 copies of the official death certificate.
 - d. Identify and determine any other special considerations on behalf of the family.
 - e. Maintain 24-hour contact with the family for their assistance and the same contact with the funeral officer, church officer, cemetery officer, and survivor action officer.
 - f. Coordinate transportation and childcare for the family
 - g. Obtain photographs of the deceased for the funeral/memorial and/or slide show and deliver to funeral officer.
 - h. Secure honor flag from deceased member's last station/tower and deliver to funeral officer.

F. FUNERAL/MEMORIAL SERVICES BRANCH DIRECTOR

1. The funeral/memorial services branch director will coordinate and implement the department's funeral/memorial participation.
2. All requests for the use of fire department personnel, facilities, and equipment for funeral or memorial services must be approved by the funeral/memorial services branch director.
3. General Responsibilities
 - a. Coordinates and interacts with section chiefs, branch directors, division supervisors, group supervisors, family liaison, and the surviving action officer.

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

4. Decisions

- a. What are the wishes of the family?
- b. How involved do they want the department to be?

5. Type 1 Funerals/Memorials

- a. Ensure the fire chief has:
 - 1) Directed all flags to be flown at half-staff for until sunset the day of the funeral/memorial
 - 2) Directed all personnel to shroud badges for 30 days
 - 3) Made department notifications via ECDC and Office of the Chief
 - 4) Communicated funeral plans with the department members and the PIO
- b. Establish a tentative schedule of events including all ceremonies
- c. Determine which fire department vehicle will be used as a caisson. Consider last assigned engine company.
- d. Utilize all available resources available from the city, department, SDFRA and Local 911 to assist the family.
- e. Depending upon the funeral/memorial service complexity, the funeral/memorial services branch director may wish to appoint a church officer, cemetery officer, procession officer, reception officer, and ceremonial detail officer.
- f. After consulting with the family liaison officer the funeral officer may be required to:
 - 1) Obtain name, phone number, and address of family dentist for official identification by medical examiner
 - 2) Coordinate transportation and lodging arrangement for the family with SDLA
 - 3) Establish Honor Guard schedule to stand guard during viewing with the honor guard commander
 - 4) Secure the bugler, Color Guard, Pipes and Drums, and firing squad
 - 5) Coordinate with the family liaison to arrange honorary pallbearers (family, company officers, and/or retirees) and arrange for active pallbearers
 - 6) Coordinate with the honor guard commander and the church officer to arrange a formal walk through of uniformed personnel during the viewing period
 - 7) Coordinate with the church officer to determine seating arrangements
 - 8) Coordinate with the chaplain and church officer the prayer services to be conducted at the funeral/memorial site
 - 9) Develop schedule and instructions for uniformed personnel for the day of the funeral/memorial to include:
 - a) Arrival time of uniformed personnel
 - b) Map with specific instructions as to where to gather
 - c) Briefing and formations review

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

- d) Briefing and protocols for entering and leaving the funeral/memorial site
- 10) Coordinate with the department's PIO:
 - a) Recording or video broadcast of the funeral
 - b) Establish guidelines for TV and press at the funeral/memorial site
 - c) City TV recording and broadcast
- 11) Coordinate the vehicle staging with the Procession Officer and include maps of staging and procession route.
- 12) Coordinate with the Quartermaster:
 - a) White gloves for the pallbearers
 - b) Black bunting for the station(s) and apparatus
 - c) Flowers for the station, apparatus, church, and cemetery
- 13) Coordinate with the surviving action officer
 - a) Verify distribution of final paycheck including all accrued annual leave and comp time
 - b) Verify continuation of elected employee benefits to the dependents of the deceased including all health, dental, and vision coverage
 - c) Mandated notifications regarding a work-related death have been made by the notification officer

6. Type 2 Funerals

- a. Ensure the fire chief or designee has:
 - 1) Directed all personnel to shroud badges until sunset on the day of the funeral
 - 2) Made department notifications via Office of the Chief
 - 3) Communicate funeral plans with the department members and the PIO
 - 4) Utilize all resources available from the city, department, SDLA, and L911
- b. After consulting with the family liaison officer additional duties may include:
 - 1) Coordinate transportation and lodging arrangement for the surviving family with SDLA
 - 2) Coordinate with the honor guard commander:
 - a) Establish an Honor Guard schedule to stand guard during the viewing
 - b) Secure the bugler, Color Guard, Pipes and Drums, and firing squad
 - 3) Coordinate with the honor guard commander and the church officer a formal viewing walk through of uniformed personnel

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

- 4) Coordinate with the family liaison officer honorary (family and/or retirees) and active pallbearers
- 5) Coordinate with the church officer to determine seating arrangements.
- 6) Coordinate prayer services with the chaplain and church officer
- 7) Develop a schedule and instructions for uniformed personnel the day of the funeral:
 - a) Include map with staging locations
 - b) Briefing and formation
 - c) Briefing of proper protocols
- 8) Coordinate with procession officer:
 - a) Arrange requested fly-over
 - b) Arrange requested apparatus for static display or procession
 - c) Maps of the procession route and vehicle staging areas
- 9) Coordinate white gloves for pallbearers from the quartermaster
- 10) Coordinate flowers for the station/tower, apparatus, church, and cemetery with SDLA
- 11) Verify distribution of final paycheck including all accrued annual leave and comp time.
- 12) Verify the continuation of elected employee benefits to the dependents of the deceased including all health, dental, and vision coverage.

7. Type 3 and Type 4 Funerals

- a. Ensure the fire chief has communicated funeral plans with department members and the PIO.
- b. After consulting with the family liaison officer, the funeral/memorial services officer may be established to coordinate with logistics deputy chief to arrange approved requests for apparatus for static display or procession.

G. SURVIVING ACTION OFFICER

1. Responsible for delivering to the family all required forms, documents, and legal notices required for continuation of employee benefits and the distribution of the maximum allowable death benefits. This is accomplished by coordinating with other city departments, the family liaison officer, and funeral officer.
2. Obtain official copies of autopsy reports, birth certificates, marriage certificates, death certificates, Worker's Compensation, veterans or military records.
3. Check individual's retirement plans and survivor benefits
 - a. San Diego City Employees Retirement System (SDCERS)
 - b. Other safety retirement (e.g. California Public Employees Retirement System (CALPERS))
 - c. 401k and deferred compensation
 - d. Veteran's Administration (VA) widow and children benefits and burial benefits

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

- e. Public safety widows and orphans funds
 - f. Social Security survivor benefits
4. Assist family with gathering of other documentation to confirm benefits and debts, as needed:
- a. W-2 form
 - b. Final paycheck, including sick leave and vacation time
 - c. State and federal income tax filling from previous year
 - d. Outstanding loans
 - e. Copy of will or trust
 - f. Property and vehicle ownership
 - g. Review all outstanding bills including last medical and funeral/memorial expenses
 - h. Insurance policies
 - i. Mortgage insurance
 - j. Workers compensation

H. CHURCH OFFICER

1. Assigned by the funeral/memorial branch director for assistance with all the ceremonies conducted at the church.
2. The church officer has the primary responsibility of coordinating with the funeral officer and the family liaison to execute all of the activities and ceremonies at the church (funeral/memorial site).
 - a. Tentative scheduling
 - b. Location of the funeral/memorial site
 - c. Clergy to be used
 - d. Scripture to be read and readers
 - e. Order of speakers
 - f. Type and length of the service
 - g. Ceremonial items
3. Coordinate with the honor guard commander
 - a. Badge presentation
 - b. Flag presentation (only one American flag should be presented)
4. Coordinate other potential events with the family liaison officer:
 - a. Musical arrangements
 - b. Bagpipes
 - c. Eulogy presentation
 - d. Slide presentation
5. Coordinate flower arrangements at the church with the quartermaster
6. Develop a program of events
7. Coordinate with the procession officer the procession vehicle staging
8. Making seating arrangements
9. Ensure that pallbearers, Honor Guard, lifeguard and fire chief are familiar with, and understand the process of folding and presenting the flag.
10. Ensure that the funeral/memorial site takes care of all the necessary items such as:
 - a. Audio and visual presentation
 - b. A public address system for formations outside the church

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

- c. Shade protection for the immediate family
- d. A podium

- 11. Ensure medical personnel are specifically assigned to the family
- 12. Coordinate walk through of the funeral/memorial the day prior to the service

I. CEMETERY OFFICER

- 1. Assigned by the funeral/memorial branch director and coordinates all ceremonies at the cemetery.
- 2. Organizes the interment and services as determined by the funeral/memorial branch director:

- a. What type of interment will be used?
 - 1) Burial
 - 2) Crypt
 - 3) Cremation
- b. Does the family wish to have any of the following?
 - 1) Walkthrough at funeral home
 - 2) Taps played
 - 3) Firing squad
 - 4) Scripture
 - 5) Emerald Society
 - 6) Fly over
 - 7) Firefighters memorial flag presentation

- 3. Coordinate with the family liaison officer the sequence of event, the musical arrangements, who will deliver the eulogy, slide show presentation.
- 4. Coordinate with the honor guard commander:
 - a. The “Relay Bell Ceremony”
 - b. The helmet and badge presentation
 - c. The flag presentation
- 5. Coordinate flower arrangements at the church with the quartermaster
- 6. Develop a program of events
- 7. Coordinate with the procession officer the procession vehicle staging
- 8. Make seating arrangements for those attending the cemetery service
- 9. Ensure that pallbearers, Honor Guard, and fire chief are familiar with, and understand the process of folding and presenting the flag to the surviving spouse
- 10. Ensure the cemetery takes care of all the necessary items such as:

- a. Shade/weather protection for the immediate family at the burial site
- b. A public address system
- c. A podium
- d. Adequate seating for family, Color Guard, dignitaries and Honor Battalion

- 11. Ensure medical personnel are specifically assigned for the family
- 12. Coordinate a full walk through of the ceremony the day prior to the service

J. PROCESSION OFFICER

- 1. Assigned by the funeral/memorial officer and oversees the coordinating of the procession.

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

2. Determine and coordinate the following:
 - a. Names, locations of the funeral home, funeral/memorial site, and cemetery
 - b. Determine if fire apparatus to be used as caisson and/or flower car. If so, ensure apparatus cleaned, hose bed stripped (if fire engine), and bunting hung.
 - c. Determine time schedules
 - d. Will the procession involve walking personnel?
 - 1) Honor guards
 - 2) Band
 - 3) Pallbearers
 - 4) Uniform Detail
 - e. Establish staging and coordinate vehicles at each location.
 - f. Determine procession route to consider driving by deceased's home, station/tower
 - g. Static apparatus displays enroute?
 - h. Coordinate with San Diego Police Department (SDPD) and California Highway Patrol (CHP) to determine a route and appropriate traffic control.
3. Create maps with procession route and specific instructions to be handed out at a briefing prior to procession start. Maps should include locations of:
 - a. Funeral/memorial site
 - b. Cemetery
 - c. Chief officer and dignitary assembly area
 - d. Lifeguard and firefighter assembly area
 - e. Auxiliary parking areas
4. Establish the proper sequence of vehicles in the procession. The basic formation is as follows from first to last:
 - a. Law enforcement escort
 - b. Flower car with clergy and chaplain
 - c. Caisson or hearse with pallbearers
 - d. Immediate family limousines or cars
 - e. Honor Battalion
 - f. Honor Guard and Color Guard in cars
 - g. Fire chief
 - h. Lifeguard chief
 - i. Mayor of the City of San Diego
 - j. Highest ranking elected federal and state representative
 - k. Assistant chiefs
 - l. Lifeguard sergeants and lieutenants
 - m. Front line SDFD fire apparatus/vessels
 - n. Fire and lifeguard staff vehicles and chief officers
 - o. Other SDFD vehicles
 - p. Council members of the City of San Diego
 - q. SDPD and other law enforcement
 - r. Lifeguard and fire chiefs of visiting agencies
 - s. Neighboring and visiting staff vehicles
 - t. Neighboring and visiting fire apparatus

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

- u. Elected officials, county, and state
- v. Other municipal vehicles
- w. Friends of the family private vehicles
- x. Law Enforcement Rear Guard

K. PADDLE-OUT OFFICER

1. Ensure paddle-out event safety
2. Set priorities and determine event objectives and strategies to be followed
 - a. Deliver a safe, secure environment for participants
 - b. Ensure safety of lifeguard personnel, participants, and public
 - c. Instruction and guidance for all participants entering and exiting water
 - d. Safety perimeter and accountability of in-water participants
 - e. Contingency plan(s) for variance of ocean, weather conditions and crowds
 - f. Ensure effective communication between 'in water' and 'shoreline' divisions
 - g. Consistent messaging for all public and media inquiries
3. Coordinate with family liaison, agency liaison, and safety officer
4. Participate in planning meetings
5. Ensure ceremony permits are completed and approved
6. Ensure department staffing needs are adequate to maintain operational readiness
7. Approving resource requests and use of volunteers and auxiliary personnel
 - a. Volunteers may include off-duty or retired lifeguards, as well as volunteers coordinated through the SDLA and/or L911 and L145
8. Ensuring after-action reports are completed
9. Release resources as appropriate

L. PADDLE-OUT SAFETY OFFICER

1. Lifeguard supervisor
2. Identify and mitigate hazardous situations
 - a. Identify water (tide and surf) conditions that could impact the event
 - b. Develop contingency plans so that the same set of weather, surf, and/or crowd conditions do not hamper multiple plans/locations
3. Ensure safety messages and briefings are made
4. Exercise emergency authority to stop and prevent unsafe acts
5. Review the Event Action Plan for safety implications
6. Initiate preliminary investigation of accidents within the incident area
7. Review Medical Plan in coordination with event safety officer
8. Participate in planning meetings

M. PADDLE-OUT MEDICAL SUPERVISOR

1. Ensure one ALS first responder and one ALS ambulance on-standby with proper communications
2. Coordinate and develop extrication plans with Shoreline and In-Water Divisions
3. Request additional resources to support medical group operations

N. PADDLE-OUT 'SHORELINE' DIVISION SUPERVISOR

1. Organize / instruct participants before paddle-out

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

2. Ensure accountability following paddle-out
3. Identify and adapt to changing needs based on crowds
4. Coordinate ceremony set-up and break-down
5. Coordinate with law enforcement safe perimeter, crowd control and parking
6. Request additional resources to support shoreline operations

O. PADDLE-OUT 'IN-WATER' DIVISION SUPERVISOR

1. Oversees Surf Group
 - a. Facilitate safe entry/exit with ample use of rescue cans and boards
2. Oversees Vessel Group, if established
 - a. Fire boat for ceremony and rescue platform
 - b. Surf boat for ceremony and in-water safety
 - c. Rescue Watercraft (RWC) for ceremony, in-water safety and communications
3. Request additional resources to support in-water operations
4. Releasing resources as appropriate

P. UNIFORM DETAIL OFFICER

1. The officer in charge of the uniformed personnel attending the funeral.
2. The uniform detail officer is best filled by a person having special knowledge regarding the sequence of events of traditional fire department/military honors.
3. May be appointed by the funeral/memorial officer.
4. With funeral/memorial branch director create schedule of events with a timeline.
5. Coordinate formal viewing walk through of uniformed personnel with the funeral director.
6. Develop a schedule for the uniform detail for the funeral home, funeral/memorial site and/or cemetery. This includes:
 - a. Arrival time and gathering location for uniformed personnel
 - b. Briefing and development of formations
 - c. Review military commands for formations
 - d. Briefing of the proper protocols
7. Secure reserved seating for uniformed personnel
8. Secure black plastic tape for all uniformed personnel for badge shrouding.
9. Ensure proper military orders are given to the Uniform Detail during all funeral/memorial services.

Q. CEREMONIAL DETAIL OFFICER

1. Coordinates all ceremonial activities and oversees all ceremonial details including Honor Guard, Color Guard, pallbearers, Pipes and Drums, rifle squad, vocal and instrumental performances.
2. This position is best filled by a person having special knowledge regarding the sequence of events, personnel involved, and traditional fire department/military honors.
3. May be appointed by the funeral/memorial service branch director.
4. Coordinate actions with the officer in charge of the site and the honor guard commander, the color guard commander, lead piper/drum major, and senior pallbearer. and the officer in charge of the site or location where ceremonies are conducted.

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

5. Develop schedule for the Honor Guard, Color Guard, Pipes and Drums, pallbearers, rifle squad, vocal and instrumental performances, which includes:
 - a. Arrival times, gathering locations, and formations to be used
 - b. Briefing and development of formations
 - c. Review military commands
 - d. Protocol briefing for entering and leaving funeral home, church, memorial site and/or cemetery
6. Secure reserved seating for ceremonial detail personnel
7. Determine names and length of all vocal and instrumental performances requested by the family

R. HONOR GUARD COMMANDER

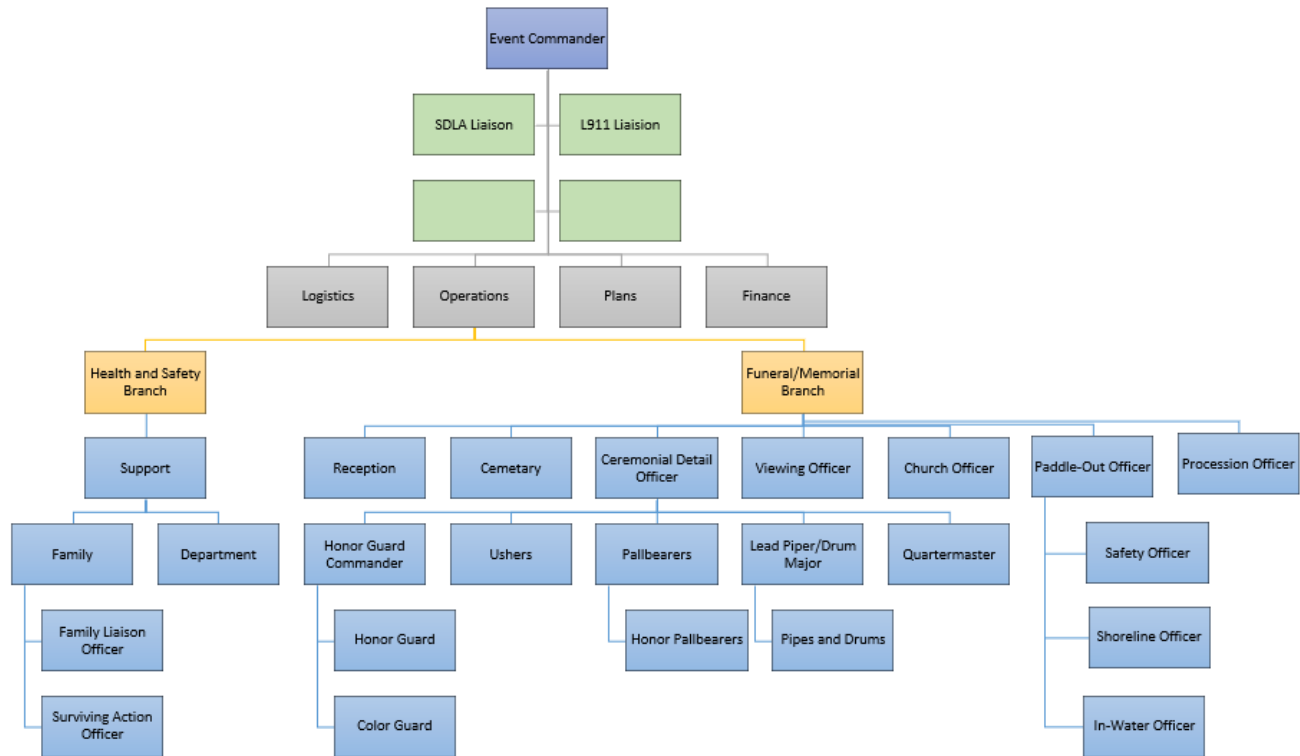
1. Ensures
 - a. Proper military orders are given, proper movement and formation of the Honor Guard
 - b. Proper display of all flags and flag etiquette is followed pursuant to Section 1 of Title 4 of the United States Code
 - c. Proper etiquette and execution folding of the flag for presentation
 - d. Two Honor Guard members are posted at the casket for casket watch
 - e. A minimum of four Honor Guard members for each set of viewing hours for casket watch.
 - 1) Honor Guard members should rotate at 15-minute intervals
 - 2) Relief guards should march up together
 - 3) Posted guards should come to attention and smartly make the transfer and then march off together
 - 4) Posted Honor Guards assume the position of parade rest
 - 5) One Honor Guard at the head and one at the foot
2. US flag and San Diego City flag should be posted at the casket
3. Present folded flag to fire chief for presentation to the family
4. Honor Guard members should wear:
 - a. Class A uniform
 - b. White gloves
 - c. Black mourning bands over uniform badges

S. QUARTERMASTER

1. Officer in charge of ensuring members receive all necessary uniform items ensuring conformity to the department uniform standard. This includes:
 - a. Black bands for shrouding badges
 - b. White gloves for honor guard and pallbearers
 - c. Purple arm bands for members of the EMT on the day of the funeral
 - d. Black ties
 - e. Identification cards for family members
2. The Quartermaster is also responsible for the transportation, and delivery of flowers from the funeral home to the funeral/memorial site, from the funeral/memorial site to the reception site, and from the reception to deceased families' home or donation site.

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

XIII. ORGANIZATIONAL CHART



San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

XIV. HANDLING DIGNITARIES

- A. When a first responder dies in the line-of-duty, many elected officials and fire service leaders show their respect by attending the funeral or memorial service.
- B. While the family should always command the most attention, the department should also be prepared to handle dignitaries who plan to attend.
 - 1. Federal Officials
 - a. President or vice president
 - b. Cabinet members, including secretary of homeland security
 - c. Members of Congress
 - d. FEMA director
 - e. United States fire administrator
 - f. Other federal agency officials
 - g. Department of Interior officials
 - 2. State and Local Government Officials
 - a. Governor or lieutenant governor
 - b. State legislators
 - c. Local elected officials, including city and county
- C. The department should assign a section or branch to handle dignitaries in its official line-of-duty death funeral plan.
- D. The Mayor's Office of Protocol may be a resource to assist with handling dignitaries.
- E. Actions to Consider
 - 1. Assign a dignitary coordinator and share this person's contact information. If necessary, assign others to assist.
 - 2. Prepare a fact sheet with pertinent information on the department, the fallen firefighter, and the ceremony.
 - 3. As soon as possible, contact the dignitaries' coordinators. Senior level government officials may have both a security detail and a staff point of contact. Be prepared to handle different requests for the same official's appearance.
 - 4. Establish a plan for meeting and transporting dignitaries to the service.
 - 5. Set up a seating plan and designate a holding area for dignitaries.
 - 6. Determine in advance if any of the dignitaries will be introduced or acknowledged during the service.
 - 7. Determine if dignitaries will speak during the service. This decision must be made in consultation with the family. Decide on the length of the remarks and in which part of the service.
 - 8. Determine the order in which dignitaries will ride in the procession and stand at the graveside service. Remember that the family members should always be in the first cars before any dignitaries.
 - 9. Determine if dignitaries will have direct contact with the survivors. This is best done in a private setting with no media coverage. Make sure the family wants this to happen.
 - 10. Provide information to dignitaries before their arrival. If possible, provide dignitaries with a background sheet and a summary of events, even if they are not speaking at the service.

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

F. Sample Background Sheet

Funeral/Memorial Service Information

Date:

Time:

Location:

Type of service: (funeral or memorial service):

Estimated length of service:

Dignitary Coordinator:

Coordinator's contact information : (phone/cellphone/email)

Fallen Firefighter/Department Information

Name of Fallen Firefighter:

Age:

Rank:

Length of service:

Date of death:

Brief description of the Incident:

Name, relationship and age of each immediate survivor:

Name of chief:

Contact information:

Special circumstances, if any:

Note: Dignitary Coordinator should complete a sheet for each dignitary who will attend the service.

G. Sample Dignitary Information Form

Name:

Title:

Name of dignitary's chief of staff or designated point of contact:

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

Contact information:

Names and titles of people who will accompany dignitary:

Estimated Time of Arrival:

Mode of transportation:

Estimated Time of Departure:

Mode of transportation:

Will dignitary require local transportation to/from ceremony?

Are there security considerations?

If so, contact information for security detail coordinator:
Special requests:

Connections to fire service or member of the fire service:

XV. REFERENCES AND RESOURCES

A. International Association of Fire Chiefs – IAFC www.iafc.org

4025 Fair Ridge Drive, Suite 300
Fairfax, VA 22033
Phone: (703) 273-0911
Fax: (703) 273-9363

B. NIOSH Firefighter Fatality Investigation and Prevention Program

<http://www.cdc.gov/niosh/fire/>
4676 Columbia Pkwy
Cincinnati, OH 45226
Phone: (800) 35-NIOSH
Fax: (513) 841-4488

C. OSHA

www.osha.gov
Office of Public Affairs – Room N3647
200 Constitution Ave.
Washington, DC 20210
Phone: (202) 693-1999

D. Federation of Fire Chaplains

Route 1, Box 155B
Clifton, Texas 76634
(254) 622-8514
www.firechaplains.org
E-mail: chapdir1@aol.com

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

E. National Honor Guard Commanders Association

<http://www.nhgca.com/>

F. Workers Compensation Board

Phone: (800) 394-2767

G. Veterans Affairs Office

Phone: (800) 827-1000

H. Social Security Administration (SSA)

www.ssa.gov

I. Underwriters Laboratories

www.ul.com

J. Firefighter Autopsy Protocol. United States Fire Administration, 1991

USFA Publications Center

16825 S. Seton Avenue

Emmitsburg, MD 21727 1-800-561-3356

Chaplain's Manual: Fire Department Funerals. Federation of Fire Chaplains, 1994

Website: <http://www.firehero.org/resources/departments/chaplainsmanual.pdf>

E-mail: chapdir1@aol.com

Federation of Fire Chaplains

Route 1, Box 155B, Clifton, Texas 76634

(254) 622-8514

K. Funeral Procedures for Firefighters. National Volunteer Fire Council, 1991

Contact: NVFC at <http://www.nvfc.org/resources/lodd/>

E-mail: nvffoffice@nvfc.org

1050 17th Street, NW, Suite 490

Washington, DC 20036

(202) 887-5700/1-888-ASK-NVFC/FAX: (202) 887-5291

IAFF Recommended Protocol for Line-of-Duty Deaths.

(NOTE: The IAFF will provide this protocol at the request of the IAFF District Vice President or local IAFF affiliates.)

International Association of Fire Fighters

1750 New York Avenue, NW

Washington, DC 20006

(202) 737-8484 / FAX: (202) 737-8418

www.iaff.org

L. Final Farewell to a Fallen Firefighter: A Basic Fire Department Funeral Protocol.

Fire Engineering Magazine, 1993

Fire Engineering Magazine

Park 80 West, Plaza Two, 7th Floor

Saddle Brook, NJ 07663

(201) 845-0800 / FAX: (201) 845-6275

M. For Those Who Gave So Much: Planning, Preparation, and Officiation of

Funerals and Memorial Services for Public Safety Officers.

Dwaine Booth, 1993.

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

Booth/Taylor Publishing
2579 Surrey Drive
Clearwater, FL 34615
727) 789-3816

N. An Honorable Farewell. Warren L. James, Fire Chief Magazine, October 1998.

Fire Chief Magazine
35 E. Wacker Drive, Suite 700
Chicago, IL 60601-2198
(312) 726-7277 / FAX: (312) 726-0241

O. Guide for Investigation of a Line of Duty Death. International Association of

Fire Chiefs, Available online at: www.iafc.org
International Association of Fire Chiefs
4025 Fair Ridge Drive
Fairfax, VA 22033-2868
(703)-273-0911
www.iafc.org

San Diego Fire-Rescue Department
LIFEGUARD FUNERAL/MEMORIAL GUIDEBOOK

ADDENDUM

The City and Local 911 have met and conferred in good faith in accordance with the Meyers-Milias-Brown Act related to this Standard Instruction and have reached Agreement on this Standard Instruction as stated.

Local 911

Chris Vanos, Chief Steward, Local 911

DATE

CITY OF SAN DIEGO

Chris Webber, Assistant Fire Chief of Emergency Operations

DATE

Abby Jarl-Veltz, Assistant Director, Human Resources

DATE

Curt Glaser, Sr. Human Resources Officer, Human Resources

DATE