St. John's Regional Fire Department
Policy and Operational Guidelines

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Purpose

To provide the SJRFD with a uniform protocol when providing to the needs of a deceased member's family, co-workers and the community at large during funerals of its Members.

Background

It is important to recognize that SJRFD funerals are different in some ways based upon:

- Religious beliefs
- Family requests
- Circumstances of member's death (i.e., an active member, a line of duty death, a retiree, a honourary member, etc.)

This replaces POG #01-03-13, "Fire Service Funerals", dated 2014/09/05.

Procedure

Types of Funerals

One important consideration in a funeral will be "the surviving family's" wishes and how the SJRFD may be able to participate.

Listed are the four types of funerals in which the SJRFD would normally be a participant.

1. **Line Of Duty Death (LODD)**
   The death of an active member that directly results from:

- Traumatic injuries sustained during response to, at the scene of, or during return from an emergency incident including but not limited to fires, emergency medical calls, hazardous materials incidents, natural disasters, technical rescue incidents and search and rescue activities.
- Traumatic injuries sustained while engaged in department authorized training drills or activities that require participants to be engaged in physical activity.
- Cardiovascular event that occurs during, immediately after, or within 24 hours of returning from an emergency response or being engaged in a department-mandated physical exercise activity as defined above.
- Disease or other illness which is linked to occupational exposure that is deemed by "Workers Health Safety & Compensation Commission" to be compensable.

2. **Active Member Death (AMD)**
   The death of an active member that occurs at a time other than when they are on duty, and is not work-related to his/her job in the fire service (i.e. by accident or illness unrelated to service in the SJRFD).

3. **Retired Member Death (RMD)**
   The death of a retired member.

4. **Honourary Member Death (HMD)**
   The death of a honourary civilian member who had been appointed by the Fire Chief of Regional Fire Services for his/her significant service or dedication to the SJRFD and its members.

Roles and Responsibilities

The Funeral Committee will normally be made up of the following positions;

- **Officer in Charge (OIC)**
- **Family Liaison Officer (FLO)**
- **Parade Marshall (PM)**

Should there be an event of a larger magnitude other positions and responsibilities may be necessary and subsequently assigned by the Fire Chief.

The roles and responsibilities of the Funeral Committee when participating in a Member's funeral are:

Officer in Charge (OIC)

The OIC will be a senior officer of the SJRFD who has been designated by the Fire Chief to have overall responsibility of the Funeral event. This person will normal be at the Deputy Chief or Platoon Chief rank.

The OIC shall be responsible to:

- Arrange for the posting of the SJRFD Funeral Notice.
- Schedule and attend the initial family member meeting in conjunction with the FLO (Funeral Information Booklet attached).
- Notify the Fire Chief of all arrangements as soon as possible, and meet daily or as needed on topics such as service changes and all other pertinent information.
- Disseminate information on a daily basis as needed and deal with any issues that may arise during the event.
- Meet with and assign responsibilities to other SJRFD Members, Organizations and individuals as required.
- Ensure flags are lowered to half-mast.
- Meet daily with the "Family Liaison Officer."
- Arrange for schedule of visitation for on duty personnel.
- Schedule and arrange for the Aerial Display.
- Schedule and arrange for the Apparatus Bunting.
- Reference the CFAC manual if required.

Family Liaison Officer (FLO)

The FLO will be designated by the SJRFD's Honour Guard Commander unless another officer or member has been requested by the surviving member's family and shall be responsible to:

- Attend the initial family member meeting in conjunction with the OIC.
- Ensure that the family is aware of all aspects of the SJRFD's involvement in the funeral event.
- Coordinate all other arrangements wishes that the family may have throughout the funeral event.

Parade Marshall (PM)

The Parade Marshall will be designated by the Honour Guard Commander and shall be responsible to:

- Arrange for the following at the funeral home prior to visitation times;
  - Departmental flags/flag stand
  - Helmets/pillow, medals and uniform hat
  - Honour Guard and Casket Detail

- Arrange for the following at the funeral service;
    - Uniform Walk Through
    - HG Pallbearers
    - Procession to Cemetery
- Arrange for the following at the cemetery service;
    - Casket Flag
    - Bell Service Ceremony
    - Last Post (for members with past military service)
    - Bagpiper

Definitions

Station Flags
The Newfoundland and Labrador, Canadian and City Flags will be flown at half-mast at all SJRFD stations from time of death until one hour past cemetery service.

In the event of a LODD, only the SJRFD flag will be flown at half-mast at all stations from time of death until one hour past cemetery service.

Initial Family Meeting
The initial meeting with the family to explain what services may be extended to honour the deceased member and to discuss any special requests that the surviving family may have of the SJRFD.

Funeral Information Booklet
The booklet used to formally gather important information concerning the family's wishes with respect to the SJRFD involvement in the funeral and is signed off by both the OIC and FLO.

Casket Flag
The SJRFD Flag will be used as Casket Pall for all funerals, unless otherwise specified by the family.

Aerial Display
This function is reserved for a LODD only; two Aerials shall be placed to form an "Arch" with the SJRFD Flag displayed between the top rungs of both Aerials.

Flag Presentation
The traditional flag folding takes place during the cemetery service or outside the church following the funeral service if no cemetery service is planned. When HG pallbearers finish folding the flag it will be presented to the HG Commander or designate who in turn will present it to the Senior Officer of the SJRFD for presentation to the family with official department condolences of the SJRFD.

Uniform Walk Through
HG and uniformed members shall line up to form a uniformed corridor for the deceased member's family to pass through. All members shall salute as family and casket pass through. This will be conducted at both Church and cemetery services.

Apparatus Bunting
This function is reserved for a LODD only; the ceremonial mourning draping and black flower arrangement will be placed on the lead SJRFD apparatus.

Bugler
This function is reserved for a LODD only; a Bugler will be used for the "Last Post" where the member has had past military service

Bagpiper
This function is reserved for a LODD only; the bagpiper will play a selection to be determined by the deceased family.

Honour Guard and Casket Detail
This function is reserved for a LODD and active member death only; an honour guard and casket detail will be needed during the viewing hours at the funeral home. It will consist of a casket detail of two FFs at the casket at all times to be rotated at 30 minute intervals.

Bell Service Ceremony
(Reserved for LODD was removed as should be for all) The "Bell Service Ceremony" will be at the conclusion of the cemetery service. The ceremony recognizes the member and the SJRFD tradition "All Out" of 3 sets of 2 rings as follows;

> **"And so *(Name)*, who has selflessly devoted his/her life to the service of his/her community and neighbors, has answered his/her last call, his/her duties done he/she is going home.**
>
> **"2 Rings, pause, 2 Rings, pause, 2 Rings".**

SJRFD Funeral Notice
The Funeral Notice will be sent out to SJRFD Stations, the Retiree's Association and any other appropriate Organizations to advise on the passing of a SJRFD member. The format of this notice will be as follows:

The St John's Regional Fire Department regrets to inform you of the passing of ***(Rank and Name)***. He/she served with the SJRFD for ***(#)*** years.

Visitation will be at ***(Name of funeral home),***
Located at ***(Address)***, in the city/town of ***(City or Town)***, *from* ***(Times and Dates).***

Service will take place on ***(Date and Time).***

Cemetery Service
Prior to the family's assembling, SJRFD members will assemble under the direction of the HG Commander of FLO. It will consist of;

- HG Members will assemble at the foot of the grave
- Piper and bugler will position themselves away from the grave site and await command of the OIC during a LODD burial service if applicable.
- HG Pallbearers will position themselves with the SJRFD flag draped over the casket
- The Chaplain will conduct the service and lead in final prayer
- The Flag will be presented to the family.
- The Bell Service will follow the Flag Presentation.
- HG Commander of FLO will dismiss the HG who will form two ranks and proceed to foot of grave to give final salute.

Canadian Association of Fire Chief's Manual (CAFC)
The CFAC manual (section 5) will be used as a reference document for any aspects of burial services not specifically described in this POG.

NOTE
All Operational Guidelines are provided as a guideline only and may be altered by the OIC to meet extenuating circumstances.

Approvals
Fire Chief/Director

Approval Date
2017/08/22

Responsibility
St. John's Regional Fire Department

POG #01-03-12

POG #01-03-12
Approved by:

Jerry F. Peach — Date Aug 23/2017
Fire Chief
Director of Regional Fire and Emergency Services

Appendix/Appendices
Form #02-03-02, "SJRFD Funeral Information"