

Massachusetts Corps of Fire Chaplains



Handbook

***Created by the leadership of the Mass Corps of Fire Chaplains Board of Directors for the use of Fire Chaplains in the Commonwealth of Massachusetts as a suggested standard of practice.**

Introduction

In 1999 a group of Fire Chaplains saw the need for a system of support and professional standards for the task of providing for the spiritual, emotional, and physical needs of firefighters, their families, and the victims. They formed what is known today as the Massachusetts Corps of Fire Chaplains with the endorsement of the Massachusetts State Fire Marshall. Guided by standards created in diverse settings of fire service throughout the state, and the experience of other states such as New York and Texas where the tradition of Fire Chaplaincy had risen to a professional standard, chaplains set standards for suggested care and service for their departments. This book is an attempt to share some of those standards and the accepted suggested standards of operation and care recognized by the Mass Corps of Fire Chaplains. Please keep in mind that what is recommended in this book are Suggested Operating Guidelines.

The hope is that this book will become a point of reference and resource for chaplains. By no means is it an exhaustive resource on chaplaincy. This book will continue to be revised as the service of chaplaincy evolves. If you have recommendations or experiences that might contribute to future editions we welcome your contribution by emailing it to AFDChaplain@gmail.com. Additional information will be available on our website at www.MassFireChaplains.com.

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Index

Equipping the Chaplain

Fire Ground and On-Scene Safety

Fire Chaplain Response to Working Fires

Death Notifications

Interfaith Religious Practice Resource

Prayers and Blessings

Dedications and Blessings

Fire Service Funeral Protocols

Appendix A: Massachusetts Corps of Fire Chaplains, Inc.

Constitution and By-laws

Appendix B: MCFC Stand Operating Guidelines

*Appendix C: MCFC Deployment, Command, and Accountability
(Scenario based Policy)*

Appendix D: MEMA Text Notifications

Appendix E: Major Incident Response Team (MIRT)

Appendix F: Critical Incident Stress Management SOG Sample

Appendix F: Deputy and Assistant Chief Chaplain District Assignments

Equipping the Chaplain

The following items are considered standard equipment for the Department Chaplain. Items with an asterisk are optional depending on department policies and available funding. Chaplains should follow protocols for laundering turnout gear to minimize exposure to carcinogens that contaminate equipment and clothing at fire scenes.

- NFPA Certified Helmet with Chaplain Shield and/or sticker, and Turnout Jacket, Pants, Hood, Gloves, Boots
- Flashlight (Keep batteries in zip-lock bag until use & change out batteries yearly)
- Pager or Dispatch App
- Portable Radio*
- Go Bag: Blanket, Watch and Ball Cap, spare gloves, Basic first aid kit (Band Aides and/or Mole Skin, med tape, gloves, hand sanitizer), small hand towel, Resources books, Note Pad, ink Pens, Sharpe, Shirt/Pants (Sweats work best), underwear, heavy and regular socks, set of batteries for flashlight (Change yearly) in zip lock bag.
- Red Light Permit (Depends on department policy)*
***Reminder – drive safe – no one’s life was every changed because the chaplain wasn’t there at the onset of the incident, but it will be if you cause the incident!
- Class B uniform (for responses other than fires)*
- Class A uniform (Ceremonies such as memorials and other formal ceremonies)*
- Membership Dues and/or training reimbursement*
- Business Cards (Contact information through Fire Department)
- Pocket notebook and pen (kept in turnout gear)

Fire Ground and On-Scene Safety

Being safe on the fire ground or at other incidents is a combination of common sense and awareness of your environment. Protective equipment should always be used when on scene.

- Always wear Personal Protective Gear
- Never Drive over “Hose Lines”
- Do not stand under Arial or Ground Ladders
- Stand outside the collapse zone of a building and in areas upwind from smoke
- Never Enter a building without IC or Operations - Command approval
- Take care when walking around the fire ground. *Firefighters tend to drop tools.*
- If entering building to assist victims with essential item recovery always ask for a Firefighter to go with you, and never enter a room alone with a victim. **An alternative to consider is asking the victims for a list of essentials (car keys, medications, car keys, pocket books, wallets, phones & Charger) and their location to give to a Firefighter to retrieve from the structure.*
- Drink water – you are not exempt from dehydration.

- Wash hands before eating. Turnout gear should also be washed at the fire station after an incident.
- Minimize contamination from boots, turnout gear, and personal clothing.
- If you smell like smoke you are likely to have carcinogens on you. **Protect your family!**

Fire Chaplain Response to Working Fires

Arrival: Report to Incident Commander (Chief or Sr. Officer)

a. Status of Fire Operations (OPS) Initial Work

1. Occupants inside?
2. Special concerns for Fire Fighters (heat, cold, or injuries during initial attack)
3. Location of Occupants
 - >On Scene or away
 - >Establish safe location away from operations for occupants (use PD when available to locate occupants away from operations and in a safe accessible location)
 - >Secure names, number in residence, everyone accounted for? Report to IC
 - >Heavy involved fire or significant damage to utilities usually means occupant will not be able to return to residence. Contact Red Cross (or have IC contact) for assistance. Typical response time of Red Cross is 1.5 to 2 hours so early contact expedites process.

b. Support and Rehab of Firefighters during Fire Operations

1. Assist in establishing Rehab site away from ops (Truck exhaust and smoke from fire)
*Minimum Provisions: Water and if available power bars or equivalent
2. Check In with Firefighters at Rehab
3. Bottled Water distribution: Hand bottled water out to fire fighters who are staging, operating pumps/ladder trucks, Incident Commander, safety Officer, Ops Officers, etc.. Maintaining hydration in Hot and Cold weather is critical.

c. Support of Victims during Fire Operations

1. Check in with victims concerning comfort needs
2. Share updates provided and approved by IC – do not give time frames as they only become a source of frustration for victims
3. Assure victims you will return from time to time with updates when available.
4. If the victims want to share what happened have them talk to Fire Investigation or another Fire Officer. The initial telling of the story can be important for investigators.
5. Keep the “Press” away from victims – protect their privacy.

c. Overhaul and Recovery

1. Continue to support fire fighters with water and rehab. Overhaul is sometimes more physically demanding than fighting the actual fire.
2. Get report from IC on status of building. If occupants are allowed to enter building it should be for essential items (Keys, wallets or purses, medications*). Encourage the occupants to think about what they need and where the items might be located. If the building is not safe for entering notify Red Cross volunteers so they can begin supporting the victim’s immediate needs.

3. Escorting occupants into the affected structure

**Incident Commander will determine if it is safe for the owners/occupants to enter the building. If the IC grants permission for the owner/occupants to enter the building the chaplain, whenever possible, should be briefed on the condition of the interior, and if possible enter the structure before bringing the owners/occupants in. Remember the victims of fire will base their expectations on memory of what the interior looked like before the fire and have no point of reference concerning the effects of intense fire on furniture and other personal items. This can become a traumatic experience for them and overwhelm their ability to cope.*

- a. Always escort victims of a fire into a structure for emotional and safety support. *Never* enter the building without IC permission and knowledge that you are in the building. Whenever possible have another fire fighter assist you.
- b. Be aware that fire investigation may prohibit entry into the building until their investigation is completed on scene, which can take hours.
- c. Keep in mind that while you may have experience multiple fires this is probably the occupants first. Try to prepare them for what they will experience either when they return to the scene of the fire or enter the structure.

OCCUPANT SAFETY: **Medications exposed to excessive heat and the carbon from smoke can change the chemical properties of medications. If there is any question about exposure have them take them to a pharmacy before taking the medications.

d. Securing and Returning in service

1. Never leave the scene without first checking in with IC
2. If it is the protocol of your department check in with dispatch.
3. Fire Stations often become informal debriefing as firefighters repack trucks. It is a good place to hang out if you are able.
4. Reminder: fire scenes are filled with hazardous chemicals and carcinogens. Clean your gear and yourself after a fire.

Death Notification

Death notification can be difficult. There are some important preparations and considerations to make that will help make the notification support the grieving process rather than hinder.

Step 1: Preparation

- a. Never notify alone. One talks – partners watches out for survivors. Strongly recommend Chaplain observes – officer notifies.
- b. Be prepared to address questions such as “What to do next?” Have contact information (business cards) in hand.
- c. Work with others on scene before sharing information with survivors (example: police, Chaplain, etc.). Share only the information that has been confirmed and authorized by the Incident Commander or by the person in charge of any Investigation.

- d. Insure that the recipients of the information will be safe upon receiving this information (sitting, not standing. Not near staircase. Not in autos). Be in the same space with those receiving the notification (not in doorways where you can potentially be locked out).

Step 2: Making the Notification

- a) Use Clear Language – “*We are sorry to have to inform you that ‘Name’ died of injuries from an accident earlier this evening*”
- b) Communication should be deliberate and compassionate.
- c) Use names, situation, and reality of circumstances
- d) Never assume to know the faith practices of a victim or the surviving family members – **ASK**. Offer to assist to make contact with religious organization if appropriate for further spiritual care.
- e) Avoid making statements that suggest your religious understanding of death.
- f) Encourage support network such as family or friends to continue care of survivors after you leave.
- g) The notifying office and Chaplain should leave once the notification has been completed and the support of the individuals has been initiated.

Interfaith Religious Practice Reference

The following information was taken from a field guide publican created by National Disaster Interfaith Network and the USC Dornsife Center for Religion and Civic Culture. The complete document can be downloaded in PDF form from either www.n-din.org or crcc.usc.edu. The various religious groups are listed in alphabetical order.

BAHA’I (ba-ha-ee)

Facilitating Practices: Provide privacy for obligatory daily prayer.

Physical Contact: No objection to being touched or treated by members of the opposite gender.

Dietary Laws and Customs:

- Abstain from alcohol, but can take it in meds
- Over age 15 observe an annual total fast from sunrise (Approx. 6:30am) to sunset (Approx. 5:45pm) March 2nd -20th
- Individuals who are ill, pregnant, breast-feeding, menstruating, or traveling substantial distances are excluded from fast

Death: Dying Practices:

There are no special religious requirements, but they may wish to have a family member or friend pray and read Baha’i scriptures.

- Believe that the reality of an individual is spiritual, not physical
- Body seen as the throne of the soul, worthy to be treated with honor and respect, even when dead
- Believe that after death the soul continues to progress to the next stage of existence closer to God.

BUDDHISM (Buddhists)

Facilitating Practices:

- Buddhists are not monotheists (many are nontheists), and will find reference to “God” by attending spiritual caregivers inappropriate
- A calm and peaceful environment with minimal distractions, especially for dying person(s), is desirable

Physical Contact: No objection to being touched or treated by members of the opposite gender.

Dietary Laws and Customs: Many are vegetarians or vegan

- Observe a fast on full-moon days and new-moon days

Death: Dying Practices: see death as a natural part of a continuum of birth, illness, decline, death, and rebirth.

- May refuse pain-relieving meds if mental awareness will be impaired
- Some may want monk to perform some chanting of sacred texts in order to engender wholesome thoughts in the mind of the dying person.
- May request that the body not be handled or moved for an hour (or more) after death and may require a religious professional to perform the rite of passage.

CHRISTIANITY: ANABAPTIST (e.g Amish, Beachy Amish, Brethren in Christ, Conservative Mennonite, Hutterite, Mennonite, Mennonite Brethren, etc.) (Re-Baptizers)

Facilitating Practices: Ask what practices they turn to for support and provide privacy as needed.

Physical Contact: No objection to being touched or treated by members of the opposite gender.

Dietary Laws and Customs: wide range of positions – ask

Death: Dying Practices:

- Prefer family or close friend at bedside of dying person, may also find their pastor to be reassuring companion.
- Reading of scripture (especially Psalms) to the dying and saying bedside prayers, as well as singing.
- No essential end-of-life sacraments, although may request anointing.

CHRISTIANITY: ANGLICAN/EPISCOPAL

Facilitating Practices: Provide privacy for obligatory daily prayer.

Physical Contact: No objection to being touched or treated by members of the opposite gender.

Dietary Laws and Customs: none

Death: Dying Practices:

- The Book of Common Prayer provides liturgies and prayer for use with a person who is dying or who has just died. Customary to call a priest, although others may be trained and authorized to minister these rites.
- Reading of scripture (especially Psalms) to the dying and saying bedside prayers are common practice
- May desire sacrament of anointing as death approaches

CHRISTIANITY: CHRISTIAN SCIENCE

Facilitating Practices: Provide privacy for obligatory daily prayer.

Physical Contact: No objection to being touched or treated by members of the opposite gender.

Dietary Laws and Customs: No restrictions: although some may refrain from alcohol, tobacco, pharmaceutical meds, illicit drugs; many abstain from coffee and tea.

Death: Dying Practices:

- The patient and family may appreciate privacy for daily prayers as death approaches

CHRISTIANITY:EVANGELICAL

Facilitating Practices: Ask family What practices they turn to for support and provide privacy as needed.

Physical Contact: No objection to being touched or treated by members of the opposite gender.

Dietary Laws and Customs: none

Death: Dying Practices:

- Prefer family and close friends to be at the bedside of a dying person; their pastor may also provide some reassuring comfort
- Reading Scriptures (especially Psalms) to the dying and saying bedside prayers are common practices.
- Evangelicals have no essential end-of-life sacraments, although they may request anointing

CHRISTIANITY:JEHOVAH’S WITNESS

Facilitating Practices:

- Caregivers should respect right of competent adult patients to refuse blood transfusions and blood products
- When in doubt and when possible, caregivers should consult a congregational elder or contact the local JW Hospital Liaison Committee

Physical Contact: No specific requirements.

Dietary Laws and Customs: No specific requirements

Death: Dying Practices:

- No special rituals for those who are dying, nor last rites to be administered
- Pastoral visits from elders will be allowed.

CHRISTIANITY: MORMONISM

Facilitating Practices:

- Individuals make their own decisions regarding medical treatment, but may consult with their personal “home teacher” some other elder, in addition to their physicians and family.
- Allow for visits by church representatives; privacy for prayer and ritual (anointing; communion)

Physical Contact: No specific requirements

Dietary Laws and Customs:

- abstain from alcohol, caffeinated beverages, and tobacco; they are encouraged to consume wholesome herbs, fruits within season, and grains; consumption of meat should be moderate.
- Fasting (no food or drink for 24 hours) is required once each month; ill people are not required to fast.

Death: Dying Practices:

- Blessing of the sick may be requested and provided by two elders of the church (Mormon Rite)
- Provide privacy
- Family members may ask to speak with dying person as they believe they can carry messages to deceased loved ones in the afterlife
- Church does not require “unreasonable means” to sustain life, but does oppose euthanasia
- Patient and family may be comfortable with DNR (Do Not Resuscitate) orders.
- Mormons may practice “baptism for the dead,” or posthumous proxy baptisms of deceased ancestors by living volunteers.

CHRISTIANITY: ORTHODOX

Facilitating Practices: An Orthodox priest, deacon, or specially trained and designated lay chaplain should be summoned to perform Orthodox rites for sick and dying persons when requested (preference – priest)

Physical Contact: No specific requirements

Dietary Laws and Customs:

- Take seriously fasting customs, which involve abstinence from red meat, meat products, eggs, dairy products, fish, oil, and wine – with provision for eating some of these items on certain days during a long fasting period.
- The sick, elderly, and pregnant or nursing women may be excluded from the requirements of fasting.
- Some Orthodox Christians such as member of the Ethiopian Church do not eat pork products.

Death: Dying Practices:

- Sacrament of Anointing is very important for the ill; full liturgy of anointing is quite solemn and elaborate with seven priests. Abbreviated form is used in emergencies.
- When death is imminent, the Sacrament of Confession may also be requested.
- While not necessary, a family may request an emergency baptism for a child whose life is in danger.
- In the event of a stillbirth the church provides an order of service with specific prayers.
- Priest may say Prayer After Death and perform Office of the Parting of the Soul from the Body for a dying person.

CHRISTIANITY: PENTECOSTALISM

Facilitating Practices: Ask family what practices they support and provide privacy as needed.

Physical Contact: none.

Dietary Laws and Customs: few restrictions or requirements

Death: Dying Practices:

- Usually prefer family or close friends at bedside of a dying person; may find their pastor a reassuring companion
- Reading of scriptures (especially Psalms) to the dying and saying bedside prayers are common practices
- No essential end-of-life sacraments, although may request anointing.

CHRISTIANITY: PROTESTANTISM (Mainline – United Methodist, Lutherans, Baptist)

Facilitating Practices: Ask family what practices they turn to for comfort and provide privacy.

Physical Contact: None

Dietary Laws and Customs: None

Death: Dying Practices:

- Usually family and close friends at bedside of a dying person. Their pastor may be comforting and reassuring.
- Reading of scripture (especially the Psalms) to the dying and saying bedside prayers are common practices
- No essential end-of-life sacraments, although some Lutherans or other denominations may request anointing.

CHRISTIANITY: ROMAN CATHOLICISM

Facilitating Practices:

- Roman Catholic priest, deacon, or specially trained and authorized layperson should be summoned to perform the rite of anointing for the sick or dying person when requested
- Some Roman Catholics refuse visitation by clergy or chaplains who are not Roman Catholic; other will accept such visits, but for prayer or quiet conversation only.

Physical Contact: None

Dietary Laws and Customs:

- During the season of Lent, Roman Catholics are required to abstain from eating meat on Fridays, but may eat fish.

Death: Dying Practices:

- Because a priest is viewed as an intermediary between the believer and God, of whose prayer have special merit, a priest is often requested at the time of death.
- Sacrament of the Sick (anointing) is very important, especially when dying is imminent; Sacrament of Reconciliation may also be requested.
- May request an emergency baptism for a child whose life is in danger. Any Nurse or Chaplain can baptize in an emergency. If an emergency baptism is performed a local priest/church should be notified for the baptism is recorded in their records and a certificate can be issued.
- While the deceased are not baptized, a family sometimes requests baptism of a stillborn infant or miscarried fetus; typically a Roman Catholic priest will provide a naming ritual and a prayer of commendation.

EARTH-BASED SPIRITUALITY (Pagan, Miccan or Druid, or may not have a name for “What we do” if it is a family tradition without links to a community.)

Facilitating Practices: Make time and space for rituals; provide privacy and quiet environment, offer supplies/objects for rituals or access to materials

Physical Contact: None

Dietary Laws and Customs: Many pagans are vegetarians or vegan; other may actively pursue organic diet. Consults individuals.

Death: Dying Practices:

- Many, not all, pagans believe in some form of reincarnation
- While consoling relatives and friends they celebrate the deceased being reborn.

HINDUISM (Hindus or by practice or following)

Facilitating Practices: Be aware that in some American Hindu families, the father/husband retains the traditional role of primary spokesperson to whom questions should be directed.

Physical Contact: Some Hindus, especially elderly, may prefer that females be examined by females and males by males, whenever possible

Dietary Laws and Customs:

- Fasting common (ask)
- Some are vegan and many vegetarians
- Usually will not eat beef
- Refrain from alcohol; or from garlic and onion, or from cheese.

- Hindus may eat with right hand only so if right hand injured they will need assistance.

Death: Dying Practices:

- Family or friends may try to make the atmosphere around the dying person peaceful, and focused on the divine by reading from scriptures such as the Bhagavad--Gita, or playing recordings of devotional music such as a hymn to Ganesha (the Remover of Obstacles)

HUMANISM (Secular)

Facilitating Practices: No specific guidelines

Physical Contact: no restrictions

Dietary Laws and Customs:

- No universal requirements
- Some are vegetarian or vegan.

Death: Dying Practices:

- Some may refuse treatment seen as prolonging suffering.
- Some may strongly resent prayers being said for them or any reassurances based on belief in god or an afterlife.

ISLAM (Muslims): (Divisions: Sunni, Shi'a (Twelver and Isma'ili groups within), and Sufi)

Facilitating Practices:

- Discuss expected observances occurring during shelter or incidents
- Will appreciate provision being made for their daily prayer ritual (Salat), with an adequate facility for performing the mandatory pre-prayer washing (Wudu). Salat can be performed in any clean space.
- In the absence of prayer rugs a freshly laundered towel or sheet can be substituted.
- May need help determining the direction of prayer (Qibla), which is orientated toward the Ka'abah in Mecca. Cellphone apps are available for this.

Physical Contact:

- Men and Women prefer to be treated by same gender when possible
- Handshakes or any contact between genders is not customary in some settings
- Muslims ritually wash after using the toilet, so a tap container of water for washing should be provided whenever the toilet is separate from the bathroom.

Dietary Laws and Customs:

- Meat must be halal (i.e. the animal has been slaughtered according to Islamic legal prescriptions).
- Pork is forbidden
- For some Muslims, shellfish is forbidden
- Alcohol is forbidden

Death: Dying Practices:

- When death is imminent, family and friends will gather to recite from the Qur'an (or will play recordings of Qur'an chapters). Particularly appropriate are Surah Ya Sin (Chapter 36) and Surat'l-Mulk (Chapter 67).
- The dying person will try to say the Shahadah prayer (testimony of faith) or will appreciate family and friends reciting it.
- The dying person's face or bed should be turned towards Mecca.

JAINISM

Facilitating Practices: Jains practice their own methods of meditation and will appreciate a quiet place to practice.

Physical Contact: Same-gender contact and separate male and female wards preferred. Not taboo where medical and/or specialist personnel are involved.

Dietary Laws and Customs:

- Various and complex fasting – ask
- Vegan diet

Death: Dying Practices:

- May prefer to spend last moments at home (when possible)
- He/She will wish for mental detachment of all desires and concentrate on the inner self
- Family members or others will assist by reciting text or chanting verses from the canon.
- As much peace and quiet should be maintained as possible.
- When a person is aware of approaching death, and feels that all his or her duties have been fulfilled, she or he may decide to gradually cease eating and drinking. This form of dying is also called santhara.
- A mantra is recited and hymns are sung at the deathbed.

JUDAISM (Jewish): (Orthodox, Conservative, Reform, reconstructionist)

Facilitating Practices:

- Discuss expected observances during shelter or incident
- Be aware that there are several approaches to observing Jewish dietary laws. Determine the degree by which the person “keeps kosher.”

Physical Contact:

- Orthodox men and women (especially members of Ultra-Orthodox or Hasidic sects) actively avoid physical contact (such as hand shaking) with people of the opposite sex.
- Such Jews will not welcome being comforted by being hugged or touched by someone of the opposite gender who is not a family member.

Dietary Laws and Customs: Jews who observe Jewish dietary laws should be asked about specific approach to keeping kosher.

- Some will expect food certified by their preferred agency.
- Some will opt for a vegetarian diet as an alternative.

Death: Dying Practices: *IMPORTANT:* Jewish beliefs about dying run the gamut from the notion that one’s soul returns to heaven as the body returns to the dust of the earth, to a notion that nothing persists after physical death.

- Jews endeavor to die (or allow death) with dignity. It is usual for a companion to remain with a dying person until death, reading Psalms; the Shema or the Vidui (confession) might be recited as well.
- Some Jews believe the dying person should not be touched or moved, since such action might hasten death, which is not permitted.
- Jewish ethicists have defined death as occurring when respiration and circulation have ceased irreversibly. Few Orthodox Jews acknowledge “brain death,” neither do Conservative Jews.
- Once death has come, the concern is that the body be accorded with dignity

NATIVE AMERICAN/AMERICAN INDIGENOUS

Facilitating Practices: appreciate being given permission and space to conduct their ceremonies (Especially those related to healing and death).

Physical Contact: Not able to generalize.

Dietary Laws and Customs: Not able to generalize

Death: Dying Practices: Broad Variation – ask family

SCIENTOLOGY (Scientologist)

Facilitating Practices: None specifically

Physical Contact: No specific concerns

Dietary Laws and Customs: none

Death: Dying Practices: Scientology teaches that the spirit (thetan) leaves a particular body when that body no longer is adequate to its needs. It will then find another physical body to inhabit. The soul does not undergo judgment. The reincarnation process is automatic. Therefore, death is a sad occasion, but also considered liberating.

SHINTO

Facilitating Practices: None specifically

Physical Contact: No specific concerns

Dietary Laws and Customs: No Specific Concerns

Death: Dying Practices: When a Shinto-follower is dying, it is quite common for the family to arrange for a Buddhist funeral.

SIKH FAITH (pronounced “sick”)

Facilitating Practices:

- Provide privacy for daily prayers
- Respect wearing religious objects; do not remove them without permission
- Do not demand that an observant Sikh remove any of the Five K’s (articles of faith).

Physical Contact: No religion-prescribed restrictions

Dietary Laws and Customs:

- Observant Sikhs are forbidden from eating halal or kosher meat.
- Sikhs may eat meat slaughtered by conventional methods
- Some Sikhs are vegetarian by choice.
- Consumption of alcohol, drugs, tobacco, and other intoxicants is forbidden

Death: Dying Practices:

- As death approaches, Sikhs are encouraged to cosu on prayer, which may be sung or read, in the belief that saying prayers while the soul is leaving will help that soul get to God fast.
- The Sikh family will want to be present when the death is declared, or when they feel that the soul is leaving. Important to accommodate this when possible.

TAOISM (dou-iz-uhm)

Facilitating Practices: Space to practice Qi-Gong or Tai Chi. Quiet space for meditation.

Physical Contact: No major concerns

Dietary Laws and Customs:

- May abstain from certain foods on certain days of the month (e.g. full moon days)
- May prefer Chinese approach to balancing flavors (Yin – Yang: complementary opposites)

Death: Dying Practices: family members gather at the bedside to pray for and counsel the dying person.

ZOROASTRIANISM

Facilitating Practices: time and a space to perform their daily prayers (which require the kindling of a small fire in an urn)

Physical Contact: No religiously mandated restrictions

Dietary Laws and Customs:

- Choose vegetarian
- Recently bereaved will restrain from meat
- Fast the entire eleventh month of the Zoroastrian calendar

Death: Dying Practices:

- When death approaches, prayers become very important to the believer. A family member may wish to read from the Gathas.
- When death occurs the hope is that someone will take note of the exact time and share it with the family.

Prayers and Blessings

Anointing and Blessing Prayers

Prayers “At Time of Death”: (Episcopal Book of Common Prayer)

A Commendation at the time of death:

Depart, O Christian soul, out of the world;
In the Name of God the Father Almighty who created you;
In the Name of Jesus Christ who redeemed you;
In the Name of the Holy Spirit who sanctifies you.
May your rest be this day in peace,
and your dwelling place in the Paradise of God.

A Commendatory Prayer for the deceased:

Into your hands, O merciful Savior, we commend your servant **N**. Acknowledge, we humbly beseech you, a sheep of your own fold, a lamb of your own flock, a sinner of your own redeeming. Receive *him/her* into the arms of your mercy, into the blessed rest of everlasting peace, and into the glorious company of the saints in light. *Amen*.

May *his/her* soul and the souls of all the departed, through the mercy of God, rest in peace. *Amen*.

Lay on of Hands and Anointing

(Episcopal Book of Common Prayer)

(Blessing of the Anointing Oil if not already blessed)

O Lord, Father, giver of health and salvation; Send your Holy Spirit to sanctify this oil; that, as your holy apostles anointed many that were sick and healed them, so may those in faith and repentance receive this holy unction be made whole; through Jesus Christ our Lord, who lives and reigns with you and the Holy Spirit, One God, for ever and ever. *Amen*.

(*Laying on of Hands*)

N., I lay my hands upon you in the Name of our Lord and Savior Jesus Christ, beseeching him to uphold you and fill you with his grace, that you may know the healing power of his love. *Amen*.

(*Anointing Prayer*)

N., I anoint you with oil in the Name of the Father, and of the Son, and of the Holy Spirit. *Amen*.

Prayers from the Chaplain’s Manual – NY Assoc. of Fire Chaplain’s, Inc.

Absolutions:

Grant, we ask of You, merciful Lord, to your faithful people pardon and peace, that they may be cleansed from all their sins, and serve You with a quiet mind; through Jesus Christ our Lord. *Amen*.

Blessing:

The Lord bless and keep you. The Lord make his face to shine upon you, and be gracious to you. The Lord lift up the light of His countenance upon you, and give you His peace, now and for evermore. *Amen*.

In Time of Sickness, Pain, or Death:

Breath down, O Lord, upon all those who are bearing pain, your spirit of healing, the spirit of life, the spirit of peace and hope, of love and joy, the spirit of courage and endurance. Cast out from them the spirit of anxiety and fear, grant them perfect confidence and trust in you, that in your light they may see light and experience your presence; through Jesus Christ our Lord. Amen.

For Healing and Anointing:

1. Almighty God, the giver of every perfect gift; hear us on behalf of this your servant, and mercifully grant that by this anointing with blessed oil s/he may receive relief from their sickness, cleansing from sin, and healing both of body and soul; through Jesus Christ our Lord. Amen.
2. I lay my hands upon you (+) in the Name of the Father, the Son, and the Holy Spirit, asking the mercies of our Lord Jesus Christ that He, by the power of His indwelling presence, may heal all infirmities of the body or mind or spirit that you may praise Him and serve Him with a grateful heart and a quick mind; through Jesus Christ our Lord. Amen.

For Various Occasions

On the Death of Firefighter:

Almighty God, as we return to quarters, we do so in the knowledge that (N) _____ is not with us. S/He is now returning to final quarters in your presence. That life was given that others might live. The way has been shown. (N) _____ died in service, may s/he now live in service and rest in the peace of your presence. Through Jesus Christ our Lord. Amen.

For Fire Service Families:

Our heavenly God, we offer our grateful thanks this day for our families, our spouses, our children, and our parents, without whose support we could not function very well as members of the (N) _____ Fire Department. We know that our work takes time away from home for meetings, drills, and especially at the fire scene, we ask your protection for them. Finally, O God, when time of danger passes, may we be united in safety with them. We pray through Jesus Christ our Lord. Amen.

Blessing a Meal

You do not walk a lonely road, for God is always near ----
God shares your heartbreak and your pain and knows the things you fear.

God's hand will guide you safely, for God's love is always there to give you strength and courage if you ask for it in prayer.

Let us give thanks for the food we are about to receive. Bless it to the nourishment of our bodies, and us to your service. Amen.

A Benediction:

God keep you in the busy day, and in night's lonely hour;
Though storms may gather around your way, trust God's protecting power.

God guide you! May God's wisdom shine unclouded over your soul, and lead you by its light divine to the eternal goal.

Grant us a safe journey home. Amen.

Blessing of Aaron:

The Lord bless you and keep you! The Lord let His face Shine upon you,
And be gracious to you! The Lord look upon you kindly And give you peace! (Numbers 6:24-26)

A Firefighter's Prayer

When we are called to duty, God Wherever flames may rage, Give us strength to save a life
Whatever be its age.

Help us embrace a little child before it is too late, or save an older person from the horror of that fate.

Enable us to be alert, To hear the weakest shout, And quickly and efficiently
to put the fire out.

And if, according to our fate, We are called to you, Please bless your protecting hand
my friends and family.

Dedications and Blessings

Fire Station:

Almighty God, we set apart this building today for a very special purpose. We name this building as a place of service. May it adequately serve firefighters who work here. May it safely house the equipment of the *(name)* Fire Department. We ask your continual blessings on the person who serve here. May they be given wisdom to do their work well. And may they be given a sense of responsibilities for the people and property of our community.

Lord, we would pray that a light may always shine from this place, indicating our readiness to serve in time of need. We offer, if need be, the light of our lives to those who call upon us. May we always be ready to serve. Finally, we dedicate this building to the firefighters who serve here; to the people who live here; and in the Name of the One who serves all. Amen.

Fire apparatus:

Almighty God, we offer our grateful thanks that we have an opportunity to serve our community by serving in the *(name)* Fire Department. We are especially thankful this day for the opportunity of dedicating a new *(apparatus name)*. We would ask your blessing upon it, and upon the persons who use it. May they be kept in safety, especially in times of danger. May they always her the support of their families. Finally Lord, we dedicate this *(apparatus name)* to service in our community, and in Your Name. Amen.

Blessing at the Swearing In of a New Firefighter or Officer:

Almighty God, we offer our grateful thanks for the opportunity to serve in the *(name)* Fire Department. On this day we welcome *our new brother/sister in service (or) the opportunity to recognize and celebrate the promotion of (name) to (rank)*. We are grateful for their willingness to serve this community and answer the call during times

of need. May you bless them with safety in service *and wisdom in leadership*, and grant their family and friends the peaceful assurance of your ever presence. Amen.

Prayer for Chief Officer Graduation (Submitted by Rev Susan Suchocki-Brown)

Gathering here today to recognize, with joy and pride the graduates, who have rigorously overcome the many challenges this training demands, we ask the God of our understanding to be present with us as we take this time to name these graduates and set aside this time as special. Each of you is sitting before us because you felt the call to deepen your leadership skills, and you are sitting here because those traits were visible to others, and you are here because your family, friends and fire departments believe in you and your future abilities to answer the call to serve as trusted leaders.

May you use your god given talents and the skills you have learned here to be the best officers you can be. Lead with your knowledge, lead with your head, heart, your integrity and your courage and be an example to those who will come after you.

We applaud you, we ask for blessings on you and we know that your faith in one another, in the god our your understanding, and in your training will go with you today and long into the future.

Bless you, your loved ones, all those who supported you through these times, and God bless all those who trained you and who are here for you now and will be. So Be It and Amen

Blessing at a Formal Ball (UU)

For food, fun, and fellowship we gather. To demonstrate honor, respect, and gratitude we pause to give thanks. For family, friends, and the ties that bind we gather. To express appreciation for all that nourishes and sustains and supports us we give thanks. May be blessed by this food we are about to receive, may it fill us with gratitude, goodness, and gladness. So be it.

Blessing of a Meal at a Civic Gathering (UU)

We take these next few hours to prayer together, play together, dine together, and share some laughs and stories and renew those connections with families, spouses, friends, and community supports. May this food we will share feed our soul and being. May we be grateful for that which will nourish and sustain us. For the food which we did not grow, harvest, or prepare we offer a heartfelt thanks. For those who prepared it, and who will serve us we thank you. And to the source of all that is holy and good, the God of love and hope, we bow our heads in silent and humble thanksgiving. Amen. May it be so.

Benediction

We have taken the time to be present with you and we offer our gratitude and praise. You have given so much to be here, we honor that. It is our interconnections, our sense of fellowship, our sense of duty that will abide and sustain all of us over time and distance. Now as you leave here to take up the duties may you continue to learn, to expand your vision, and may faith, hope and love accompany you always. Go in peace, and with the blessing of all that is sacred and holy. God bless you all, Amen.

Academy Graduation Prayers

Invocation Prayer (Submitted by Rev. James Tible)

Good and gracious God, as we gather today to celebrate the efforts and achievements of these fine men and women, we offer our thanks for all who have gone before us in the fire service, who have shared important lessons and wisdom. We are thankful for each one who served as a mentor to these recruits. We thank you for

these graduates, for their energy, enthusiasm and the hard work they have put into this training program. May you continue to bless them as they go on from here, to work and to serve. In your holy name we pray. Amen.

Benediction

We humbly ask, Almighty God, that you will continue to bless all of us with your presence and guidance. We ask your special blessing on these graduates, beginning new chapters in their lives. God of grace watch over all who answer the call of the alarm, that we might work with diligence and honor. Make us brave and determined. Guide us in dark of night or dense smoke to help those who call upon us for assistance. Keep us safe; keep us strong in body, mind and spirit. And guide us always in the paths of your peace. In your most holy name we pray. Amen.

Prayer of Invocation (Submitted by Rabbi Joe Eiduson)

Our Eternal God, as we assemble today to celebrate the efforts and achievements of these fine individuals, we offer our thanks and praise for all who have gone before us in the fire service, who have shared important lessons and wisdom and who have molded us into who we are today. Thank you for the commitment of those skilled instructors who make our graduates capable and honorable firefighters. We thank you for these graduates, for their energy, enthusiasm and the hard work they have put into this program of training. May you continue to bless them as they go on from here, to work and to serve. In your holy name we pray. Amen.

Benediction

Our Eternal God, as we conclude today's ceremony, we put the bow around months of preparation and years of dreams. We humbly ask You to protect those You have called into the fire service. Shower each one with amazing courage, infinite wisdom. Sprinkle them with that special grace that always lies on the shoulders of a firefighter.

In their new assignment, let each become a great neighbor behind the big garage doors who serves the community with intelligence and imagination. Surround them with supportive loved ones, capable leaders, dependable, and good-natured colleagues. Help their loved ones to embrace the firefighter's schedule; and acknowledge their passion and fascination for life at the station.

Send them a Chaplain who will serve them well. Thank you, God for hearing us, and we pray with confidence knowing you have a plan for our lives marked by this signature day. We pray all of this in your strong and ever-present name. Amen

Fire Service Funeral Protocols

Fire Chiefs Association of Massachusetts

Funeral Policy (11/2/18)

Upon notification of the death of a fire chief, and our assistance is requested, the following will outline the manner in which the funeral protocols will be executed. The policy may be amended to suite specific needs of the family and/or department. Our intention in creating this policy is to provide the manner, respect and equality of treatment for all classes of Firefighter Funerals.

These four classifications are as followed:

Retired Member Death

Active Duty Death-Unrelated to Work

Line of Duty (LODD)-Occupational Health (within 5 year)

Line of Duty (LODD)-While responding to, working at, or returning from

Upon notification of a chief's death, the following is the Funeral Policy and action to be taken by FCAM or regional chiefs association. District Director is to notify FCAM E-Board of the death. FCAM and the local chiefs association shall determine the classification type of the death. The FCAM President shall appoint the District Director, or other member, to serve as a liaison to the department and the family. The liaison will ensure that it is the deceased family's wishes to provide said chief with a LODD Funeral.

Planning Meeting

Schedule an initial planning meeting. Include Chief of Department (or designee), Representative of the department, mutual aid partners, FCAM Liaison, PFFM Funeral Committee Reps (if needed), Police Dept., Department Chaplain and family clergy if applicable, and Funeral Director. If chief was a veteran local veteran's agent should be included. This initial meeting should be held after the Funeral Home, Church, and Cemetery locations are determined. Depending on the size of the anticipated funeral, a member from DPW, City or Town, State Police, private bus company and the owner of any property volunteering space for said funeral shall be requested.

Command Positions are as follows:

Funeral Command
 Operations
 Funeral Home
 Church
 Interior Church
 Exterior Church
 Cemetery
 Communications (# of radios and frequency determined)
 Staging Area
 Transportation

Retired Chief Death

1. Wake / Visiting Hours / Calling Hours.
 - a. Class A uniform (optional) for Chiefs attending the wake.
 - b. No casket watch, No badge cover, No gloves or placement of member on apparatus.

2. Funeral:
 - a. Pallbearers in Class A (if requested by the family) gloves, badge covers.
 - b. Honor Guard only; if requested by the family.

3. Cemetery:
 - a. Standard cemetery protocol

Active Chief Death – Not LODD

1. Family Liaison appointed by the FCAM President.
 - a. Family Liaison shall assist family with regard to Department procedures for Non-LODD type of funeral, and shall advise FCAM President of any and all logistical requests.
 - b. Family Liaison should consult with his FCAM President, and Chief of Dept. PRIOR to offering any services.
 - c. No member other than designated by the president shall be in contact with the family regarding Funeral Logistics. When possible the family liaison should be someone that knows the spouse or parents.
2. Wake:
 - a. Casket watch – Class A uniform with gloves and badge covers. Two members stand watch, suggested (15) minute rotation, parade rest. Colors to be posted.
 - b. Walk through- Members walk past the member and family in single file or column of two, do not stop, or salute. Walk through is done prior to the designated calling hours. Members wishing to speak to the family and pay respects should return to the line after walking through.
 - c. Order of walk through: Members of department and dept. retirees, local police, members of local chiefs association e-board, FCAM e-board, district directors, fire chiefs, outside fire Dept. , outside police dept., all other uniformed individuals.
3. Funeral:
 - a. Pallbearers - Class A with white gloves and badge covers, report to funeral home with members of deceased department.
 - b. Chief placed in a hearse, NOT a fire apparatus.
 - c. Aerial Ladder truck will NOT display American flag.
 - d. Engine Company may be used in funeral procession to deliver flowers.
 - e. Honor Guard to display colors at Church and Cemetery.

Line of Duty – Occupational Health within 5 years

1. Family Liaison appointed by the FCAM President.
 - a. Family Liaison shall assist family with regard to Department procedures for Non-LODD type of funeral, and shall advise FCAM President of any and all logistical requests.
 - b. Family Liaison should consult with his FCAM President, and Chief of Dept. PRIOR to offering any services.
 - c. No member other than designated by the president shall be in contact with the family regarding Funeral Logistics. When possible the family liaison should be someone that knows the spouse or parents.
2. Wake:
 - a. Casket watch – Class A uniform with gloves and badge covers. Two members stand watch, suggested (15) minute rotation, parade rest. Colors to be posted.
 - b. Walk through- Members walk past the deceased and family in single file or column of two, do not stop, or salute. Walk through is done prior to the designated calling hours. Members wishing to speak to the family and pay respects should return to the line after walking through.

c. Order of walk through: Members of department and dept. retirees, local police, members of local chiefs association e-board, FCAM e-board, district directors, fire chiefs, outside fire Dept. , outside police dept., all other uniformed individuals.

3. Funeral:

- a. Pallbearers - Class A with white gloves and badge covers, report to funeral home with members of deceased department.
- b. Chief placed in a hearse, NOT on top of fire apparatus.
- c. Aerial Ladder truck may display American flag.
- d. Engine Company may be used in funeral procession to deliver flowers.
- e. Pallbearers escort hearse.
- f. Helmet bearer precedes hearse.
- e. Honor Guard to display colors at Church and Cemetery.
- g. Bunting is acceptable
- h. Last alarm cards.

Line of Duty – Actively In Performance of Duty Full Honors

1. Family Liaison appointed by the FCAM President.

- a. Family Liaison shall assist family with regard to Department procedures for Non-LODD type of funeral, and shall advise FCAM President of any and all logistical requests.
- b. Family Liaison should consult with his FCAM President, and Chief of Dept. PRIOR to offering any services.
- c. No member other than designated by the president shall be in contact with the family regarding Funeral Logistics. When possible the family liaison should be someone that knows the spouse or parents.

2. Wake:

- a. Casket watch – Class A uniform with gloves and badge covers. Two members stand watch, suggested (15) minute rotation, parade rest. Colors to be posted.
- b. Walk through- Members walk past the deceased and family in single file or column of two, do not stop, or salute. Walk through is done prior to the designated calling hours. Members wishing to speak to the family and pay respects should return to the line after walking through.
- c. Order of walk through: Members of department and dept. retirees, local police, members of local chiefs association e-board, FCAM e-board, district directors, fire chiefs, outside fire Dept. , outside police dept., all other uniformed individuals.

3. Funeral:

- a. Pallbearers - Class A with white gloves and badge covers, report to funeral home with members of deceased company.
- b. Chief secured of top of fire apparatus.
- c. Aerial Ladder truck shall static display American flag. Church / Cemetery
- d. Engine Company used in funeral procession for placement of flowers.
- e. Honor Guard to display colors at Church and Cemetery.
- f. Bunting on firehouses and American flags half-mast (30) days.
- i. Last alarm cards.

PROFESSIONAL FIRE FIGHTERS MASSACHUSETTS

PFFM Funeral Policy (11/14/17)

This is the accepted policy jointly agreed to by the PFFM and FCAM. Upon notification and our assistance is requested, the following will outline the manner in which the funeral protocols will be executed. Steps may be removed, but not added. Our intention in creating this protocol is to provide the manner, respect and equality of treatment for all classes of Firefighter Funerals.

These four classifications are as followed:

1. Retired Member Death
2. Active Duty Death-Unrelated to Work
3. Line of Duty (LODD)-Occupational Health (within 5 year)
4. Line of Duty (LODD)-While responding to, working at, or returning from

Upon notification of a member's death, the following is the corrected Funeral Policy and correct action taken by a Local. Local President to notify both the PFFM DVP and IAFF 3rd District VP regarding the classification type of LODD. It is imperative that your local, comply and fill out the proper IAFF LODD worksheet. Contact the IAFF office to insure that the Martin E. Pierce Medal is shipped to the President of said Local. Have your DVP notify the PFFM President and / or PFFM Funeral Committee and verify that it is the deceased family's wishes to provide said member with a LODD Funeral.

Logistical meeting;

Appoint a family liaison (POC), to insure the family's requests are accurate. Schedule an initial logistical meeting, at a general location. Including Chief of Department, Local President, Local E-Board, Family Liaison, Honor Guard Rep, PFFM officers and/or Funeral Committee Reps, Police Dept. POC, and Funeral Director. This initial meeting should be held after the Funeral Home, Church, and Cemetery locations are determined. Depending on the size of the anticipated funeral, a member from DPW, Mayor's Office, State Police, MBTA, and Transportation Dept., private bus company and the owner of any property volunteering space for said funeral shall be requested.

Command Positions are as follows:

Funeral Command

Funeral Home Operations

Communications (# of radios and frequency determined) Exterior Church Operations

Interior Church Operations Cemetery Operations Staging Area Operations Transportation Operations

RETIRED Member Death: Local involvement only

1. Contact the family of said retiree, to offer condolences on behalf of your Local. Notify your Local Pension Welfare Officer or Retirement Board to render assistance to family.
2. Wake / Visiting Hours / Calling Hours.
 - a. Class A uniform (optional) for members attending the wake.
 - b. No casket watch, No badge cover, No gloves or placement of member on apparatus. c. Walk through is NOT suggested.
3. Funeral:
 - a. Pallbearers in Class A (if requested by the family) gloves, badge covers. b. Local's Honor Guard only; if requested by the family.
 - c. Single bagpiper paid by for by local or family at funeral and/or cemetery.
4. Cemetery:
 - a. Cemetery service private for family and friends.

5. Collation: invitation only, no Local involvement.

Active Member Death – Unrelated to Work

1. Family Liaison appointed by the Local.

Family Liaison shall assist family with regard to Department procedures for Non-LODD type of funeral, and shall advise Funeral Committee with any and all logistically requests.

Family Liaison should consult with his Local President, Chief of Dept. and Funeral Committee PRIOR to offering any services. No member other than designated by a Local and/or Department shall be in contact with the family regarding Funeral Logistics. When possible the family liaison should be someone that knows the spouse or parents.

2. Wake:

- a. Casket watch – Class A uniform with gloves and badge covers. Two members stand watch, suggested (15) minute rotation, parade rest. Colors to be posted.
- b. Walk through- Members walk past the member and family in single file or column of two, do not stop, or salute. Walk through is done prior to the designated calling hours. Members wishing to speak to the family and pay respects should return to the line after walking through.
- c. Order of walk through: On-duty members of local, pallbearers, Dept. Chief, Local’s union officers, IAFF Officers, PFFM President, PFFM Sec. / Treasurer, Local PFFM DVP, members of company, off-duty members of Local and retirees, Local Police, FCAM, outside fire Dept. , outside police dept., all other uniformed individuals.

3. Funeral:

- a. Pallbearers - Class A with white gloves and badge covers, report to funeral home with members of deceased company.
- b. Member placed in a hearse, NOT a fire apparatus.
- c. Aerial Ladder truck will NOT display American flag.
- d. Engine Company may be used in funeral procession to deliver flowers.
- e. Member is NOT to be placed on top on fire apparatus.
- f. Honor Guard to display colors at Church and Cemetery.
- g. Single bagpiper paid by for by local or family at funeral and/or cemetery.

Line of Duty – Occupational Health with in 5 years

PFFM Funeral Committee requested by Local

1. Family liaison appointed by the Local and/or family. Family Liaison shall be granted time off from duty. Family Liaison shall assist the family with Department LODD protocol and shall advise the Funeral Committee with and all Logistical requests. Local President shall notify the PFFM DVP, PFFM President and Funeral Committee prior to offering any services. No other member other than the designated by the Local President and/or Department shall be in direct contact with the family regarding Funeral Logistics. When possible the family liaison should be someone that knows the spouse or parents.

2. Wake:

- a. Casket watch – Class A uniform with gloves and badge covers. Two members stand watch, suggested (15) minute rotation, parade rest. Colors to be posted.
- b. Walk through- Members walk past the member and family in single file or column of two, do not stop, or salute. Walk through are done prior to the designated calling hours. Members wishing to speak to the family and pay respects should return to the line after walking through.
- c. Order of walk through: On-duty members of local, pallbearers, Dept. Chief, Local’s union officers, IAFF Officers, PFFM President, PFFM Sec./Treasurer, Local PFFM DVP, members of company, off-duty members of Local and retirees, Local Police, FCAM, outside fire Dept., outside police dept., all other uniformed individuals.

3. Funeral:

- a. Pallbearers - Class A with white gloves and badge covers, report to funeral home with members of deceased company.
- b. Member placed in a hearse, NOT on top of fire apparatus.
- c. Aerial Ladder truck may display American flag.

- d. Engine Company may be used in funeral procession to deliver flowers.
- e. Pallbearers escort hearse.
- f. Helmet bearer precedes hearse.
- e. Member is NOT to be placed on top on fire apparatus.
- f. Honor Guard to display colors at Church and Cemetery.
 - g. Single bagpiper paid by for by local or family at funeral and/or cemetery. h. Bunting is acceptable
- i. Last alarm cards.

Line of Duty – Actively In Performance of Duty Full Honors

PFFM Funeral Committee requested by Local

1. Family liaison appointed by the Local and / or family. Family Liaison shall be granted time off from duty. Family Liaison shall assist the family with Department LODD protocol and shall advise the Funeral Committee with and all Logistical requests. Local President shall notify the PFFM DVP, PFFM President and Funeral Committee prior to offering any services. No other member other than the designated by the Local President and / or Department shall be in direct contact with the family regarding Funeral Logistics. When possible the family liaison should be someone that knows the spouse or parents.

2. Wake:

- a. Casket watch – Class A uniform with gloves and badge covers. Two members stand watch, suggested (15) minute rotation, parade rest. Colors to be posted.
- b. Walk through- Members walk past the member and family in single file or column of two, do not stop, or salute. Walk through are done prior to the designated calling hours. Members wishing to speak to the family and pay respects should return to the line after walking through.
- c. Order of walk through: On-duty members of local, pallbearers, Dept. Chief, Local’s union officers, IAFF Officers, PFFM President, PFFM Sec. / Treasurer, Local PFFM DVP, members of company, off-duty members of Local and retirees, Local Police, FCAM, State Fire Marshall, outside fire Dept., outside police dept., all other uniformed individual

3. Funeral:

- a. Pallbearers - Class A with white gloves and badge covers, report to funeral home with members of deceased company.
- b. Member secured of top of fire apparatus.
- c. Aerial Ladder truck shall static display American flag. Church / Cemetery
- d. Engine Company used in funeral procession for placement of flowers.
- e. Honor Guard to display colors at Church and Cemetery.
- f. Metro Fire Brigade bagpipers is be notified for Church / Cemetery.
- g. Bunting on firehouses and American flags half mast (30) days.
- h. Last alarm cards.
- i. Refer to PFFM Special Operating Procedure Revised 1/15/06 j. Notified Metro Fire Brigade.

In Solidarity
 Dave Keene
 Professional Firefighters of Massachusetts
 Vice President District 4
 IAFF Field Service Rep

Massachusetts Call/Volunteer Firefighters' Association: Funeral Protocol

(03/21/2019)

Upon notification of a firefighter death and if our assistance is requested, the following will outline the manner in which the funeral protocols may be executed. Steps may be removed, but not added. Our intention in creating this protocol is to provide the manner, respect and equality of treatment for all classes of Firefighter Funerals.

The funeral classifications are as follows:

5. Active Duty Death
6. Retired Member Death
7. Line of Duty Death (LODD) - responding to, working at, or returning from an emergency call

Upon notification of a call or volunteer firefighter's death, the following is the Funeral Policy and action to be taken by MCVFA. The Regional Vice President is to notify MCVFA E-Board of the death. The MCVFA and local Fire Department shall determine the classification type of the death. The MCVFA President may appoint the Executive Vice President, or other member, to serve as a liaison to the department and the family. The liaison will ensure that it is the deceased family's wishes to provide said deceased firefighter with a firefighter funeral.

Logistical Meeting

The appointed family liaison should insure the family's requests are accurate. Schedule an initial planning meeting to include as needed, the Chief of Department (or designee), a representative of the department, mutual aid partners, FCAM Liaison, the local Police Dept. or MSP representative, Department Chaplain and family clergy if applicable, and the Funeral Director. If the member was a veteran, the local veteran's agent should be included. This initial meeting should be held after the Funeral Home, Church, and Cemetery locations are determined. Depending on the size of the anticipated funeral, a member from DPW, City or Town, State Police, private bus company and the owner of any property volunteering space for said funeral may be requested.

Suggested Command Positions

Funeral Command Operations
Funeral Home Command
Communications (# of radios and frequency TBD)
Exterior Church Command
Interior Church Command
Cemetery Command
Staging Area Command
Transportation Command.

Active Duty Death

1. Family Liaison

- a. The Family Liaison should consult with MCVFA President and Chief of Department PRIOR to offering any services.
- b. The Family Liaison shall assist the family with regard to Department procedures for type of funeral, and shall advise the MCVFA President with any and all logistical requests.

- c. No member other than designated by the MCVFA and/or the Department shall be in contact with the family regarding Funeral Logistics. When possible the family liaison should be someone that knows the spouse or parents.

2. Wake

- a. Casket watch - Class A uniform with gloves and badge covers. Two members stand watch, suggested 15 minute rotation, parade rest. Colors to be posted.
- b. Firefighter Memorial (optional) – prior to the walk through, a Fire Department chaplain or local clergy may offer a short prayer service.
- c. Walk through - Members walk past the deceased member and family in single file or column of two; may stop at the casket by twos and render hand salute. Walk through is done prior to the designated calling hours. Members wishing to speak to the family and pay respects should return to the line after walking through.
- d. Order of walk through - Members of department and department retirees, local police, outside fire departments, outside police departments, all other uniformed individuals.

3. Funeral

- a. Pallbearers - Class A with white gloves and badge covers, report to funeral home with members of deceased's department.
- b. Deceased member may be placed on fire apparatus or hearse.
- c. Aerial Ladder(s) (if available) will static display American flag.
- d. Engine Company may be used in funeral procession for placement of flowers.
- e. Honor Guard to display colors at church and cemetery.

Retired Member Death

1. Family Liaison

- a. The Family Liaison should consult with MCVFA President and Chief of Department PRIOR to offering any services.

2. Wake/Visiting Hours/Calling Hours

- a. Class A uniform (optional) for firefighters attending the wake.
- b. No casket watch, no badge cover, no gloves or placement of member on apparatus.

3. Funeral

- a. Pallbearers in Class A (if requested by the family) gloves, badge covers.
- b. Honor Guard only; if requested by the family.

4. Cemetery

- a. Standard cemetery protocol

Line of Duty Death (LODD)

1. Family Liaison

- a. The Family Liaison should consult with MCVFA President and Chief of Department PRIOR to offering any services.

- b. The Family Liaison shall assist the family with regard to Department procedures for type of funeral, and shall advise the MCVFA President with any and all logistical requests.
- c. No member other than designated by the MCVFA and/or the Department shall be in contact with the family regarding Funeral Logistics. When possible the family liaison should be someone that knows the spouse or parents.

2. Wake

- a. Casket watch - Class A uniform with gloves and badge covers. Two members stand watch, suggested 15 minute rotation, parade rest. Colors to be posted.
- b. Firefighter Memorial (optional) – prior to the walk through, a Fire Department chaplain or local clergy may offer a short prayer service.
- c. Walk through - Members walk past the deceased member and family in single file or column of two; may stop at the casket by twos and render hand salute. Walk through is done prior to the designated calling hours. Members wishing to speak to the family and pay respects should return to the line after walking through.
- d. Order of walk through - Members of department and department retirees, local police, outside fire departments, outside police departments, all other uniformed individuals.

e. Funeral

- a. Pallbearers - Class A with white gloves and badge covers, report to funeral home with members of deceased's department.
- b. Deceased member may be placed on fire apparatus or hearse.
- c. Aerial Ladder(s) (if available) will static display American flag.
- d. Engine Company may be used in funeral procession for placement of flowers.
- e. Honor Guard to display colors at church and cemetery.
- f. Single bagpiper paid by for by local or family at funeral and/or cemetery.
- g. Bunting on firehouse and American flag half-mast thirty (30) days.
- h. Last Alarm cards

Appendix A
MASSACHUSETTS CORPS OF FIRE CHAPLAINS, INC.
CONSTITUTION AND BY-LAWS

Amended: May 15, 2002 (2010)(2019)

ARTICLE I

NAME:

The name of this corporation will be the Massachusetts Corps of Fire Chaplains, Inc., and shall be incorporated under the laws of the Commonwealth of Massachusetts.

ARTICLE II

PURPOSE

The Purpose of this corporation is to unite all Fire Chaplains in and through the fire departments in the Commonwealth of Massachusetts to serve those who serve in the spirit of mutual support and encouragement and to promote training for its members.

ARTICLE III

MEMBERSHIP

Section 1:

There will be four types of membership.

- A. Full membership which will be granted upon completion of application, a copy of letter of appointment as the Department Chaplain, and a letter from their Ecclesiastical authority, and completion of basic Chaplain training.

Prior to being granted full membership a Chaplain will be considered in provisional status until all requirements are met. During this provisional status a chaplain will not be issued a Department of Fire Service identification badge, nor will he/she be deployed for mutual aid outside of their local area.

Prospective members of this Corporation will submit a completed Application, a copy of their Letter of Appointment as Department Chaplain, and a letter from their Ecclesiastical authority, acknowledging that they are a minister in good standing

- B. Associate Members Two categories of Associate Members – ordained clergy who are not currently serving as fire chaplains and non-ordained people who are serving as fire chaplains

Category I: are non-ordained persons who are considered religious leaders by their training and/or call from out of their congregations and who are serving as the Chaplain to their fire departments under the appointment of that fire department and their local/civic governing boards. Associate membership may be granted upon completion of application, letter of appointments, completion of basic Chaplain training and review and vote by the Board of Directors.

Category II: any person, who, after serving in the capacity of a Fire Chaplain for more than two years, leaves a department in good standing and wishes to continue to offer services through the MCFC while awaiting the opportunity to serve through a new Fire Department. Individuals serving as Associate Members would be available for mutual aid upon the request of the area Director, or the chaplain of the Fire Department involved in the event.

C. Auxiliary membership will be granted to a person who offers a related or support service or resource that enhances the abilities of the Mass Corps of Fire Chaplains to better serve as Fire Chaplains. Such persons may include, but are not limited to staff members of the DFS who work directly in support of the Massachusetts Corps of Fire Chaplains, or Professional Crisis Counselors or specialist in bereavement and pastoral crisis care.

Associate and Auxiliary Members may be accepted by the Corps per standard operating guidelines and review by the Board of Directors and requirements of fire service.

D. Honorary membership may be granted upon request to or upon recommendation from the Board of Directors to member in good standing once he/she is no longer in relationship with a fire department.

Section 4. Participation, Training, and Education

All members are expected to participate in training and educational programs that enhance their abilities to perform the duties of the fire chaplain. The Board of Directors shall assure the opportunity for a variety of training and educational opportunities that address the duties of fire chaplaincy.

Section 5. Involuntary Termination of Membership

In the event of a report of misconduct reported either by the fire service, a civilian, or religious organization the membership of the fire chaplain shall be suspended. The chaplain shall be informed by the board of directors in writing that their membership has been suspended and that they shall no longer practice chaplaincy by representation or by implying active membership in MCFC.

The Board of Directors shall assign a review board of no less than three board members to review the charges and situation and make appropriate recommendations to the board in respect to whether or not the suspension is revoked or if the membership should be permanently revoked. The outcome of the review shall be communicated in writing by the Chief of Chaplains to the department involved, and the State Fire Marshall.

ARTICLE IV

OFFICERS

Section 1a: The following Officers are to be elected: Chief Chaplain, Assistant Chief Chaplain, Deputy Chief Chaplain East, Deputy Chief Chaplain Central, and Deputy Chief Chaplain West, Secretary, Treasurer and District Representatives, shall represent all Fire Districts in the Commonwealth. In the event an elected officer resigns or is unable to complete the elected term during the year the Board of Directors may fill the position until the next Annual Meeting. In the event of the Chief Chaplain unable to fulfill his/her elected term the Assistant Chief shall

be promoted to Chief Chaplain until end of the unfulfilled term, at which time may be elected up to three consecutive terms according to section 1c.

Section 1b: The Chief Chaplain shall appoint Quartermaster and Chief's Aides - Pastoral Care.

Section 1c: Term Limits for the Chief Chaplain shall be a maximum of three consecutive terms with at least one term off at the end of the three terms.

Section II: The Board of Directors shall be the Chief Chaplain, Assistant Chief Chaplain, Deputy Chief Chaplains, Secretary, Treasurer, Quartermaster, and no more than three members elected at large from District Representatives.

ARTICLE V

DUTIES OF OFFICERS

Section I: The Chief Chaplain shall preside at all meetings. He/she shall be ex-officio member of any committees appointed except the Nominating Committee.

Section II: The Assistant Chief Chaplain shall assist the Chief Chaplain in the duties of Chief Chaplain, and assume the responsibility of Chief whenever the Chief Chaplain is unable to perform his/her duties, or is unavailable due to travel or vacation.

Section III: The Secretary will maintain any necessary records, provide correspondence, and oversee any Corporate Publications.

Section IV: The Treasurer will conduct the financial business of the Corporation and maintain any necessary records.

Section V: The elected District Representatives will assist the Officers in fulfilling their responsibilities, particularly by keeping Officers informed of all important conditions, facts, needs and problems pertaining to fire chaplains in their Districts. District Representative may be involved in the recruitment and support of new fire chaplains within their districts. District Representative may also be called upon to assist in the deployment of chaplains to support mutual aide.

ARTICLE VI

NOMINATIONS AND ELECTIONS OF OFFICERS

Section I: The Nominating Committee shall be composed of three (3) members of the Board of Directors, appointed by the Chief Chaplain.

Section II: The Nominating Committee shall submit a roster of candidates to the Chief Chaplain two months prior to the general election. The Nominating Committee shall submit a roster of candidates to the membership at the Quarterly meeting preceding the Annual Meeting.

Section III: Nominations shall remain open up to the actual election for each office to allow for further nominations, if any.

Section IV: Elections will be held at the Annual Meeting of the Corps. Elections may be made by voice vote if there are no contested posts, otherwise by paper ballot.

Section V: The Chief Chaplain, Deputy Chief Chaplains, Secretary and Treasurer are to be elected for a term of three years. District Representatives are to be elected for a three year term. Those qualified to be elected as Chief Chaplain or Assistant Chief Chaplain shall have served on the Board of Director at least two terms. The District Representatives shall be divided into three groups,

Group A - Districts 1-5;

Group B - Districts 6- 10;

Group C - Districts 11 - 15

Each Group shall be consecutively elected each year at the annual meeting. (Group A in 2010, Group B in 2011 etc.)

Due to changes in clergy assignments, each group shall be reviewed yearly, prior to the Annual Meeting, to assure equal distribution in each group.

Section VI: The Annual Meeting and general election is to be held during the month of May. The newly elected officers will assume their duties at the adjourning of that meeting. Prior to the Annual Meeting the Board of Directors will publish the Annual Report for distribution at the Annual Meeting.

Section VII: Any elected officer or District Representative may be removed from office for neglect or dereliction of duty by a two-thirds vote of the Board of Directors.

ARTICLE VIII

DUES

Section I: The annual dues of the Corporation shall be set each year (beginning on May 15, 2003) by the Board of Directors. A majority vote of the members present at the Annual Meeting may vote to change the dues. Dues are payable at the Annual Meeting or sent to the Treasurer.

Section II: Dues are to be applied to the cost of Communication, Training, Postage, Newsletter and correspondence supplies and Recruitment.

ARTICLE IX

AMENDMENTS

Section I: This Constitution or By-Laws shall be amended in the following manner:

A. Any proposed amendment will be submitted in writing to the Chief Chaplain at, or prior to, a General Meeting for first reading, be reported in writing to the membership, and be subject to final approval at the next General Meeting.

B. If two-thirds of those present and voting at a General Meeting favor it, the amendment will become part of the Constitution or By-Laws of this Corporation.

Appendix B

MCFC Standard Operating Guidelines

ORGANIZATION

The Massachusetts Corps of Fire Chaplains, Inc. provides pastoral care and counseling for Fire Department members and their families, and other emergency service agencies, and as needed, to the public victims of a fire or other disaster. The chaplains may also collaborate with Mental Health Crisis Teams and Critical Incident Stress Management Teams and may provide follow-up with first responders.

TRAINING

Members of the Corps are expected to attend training program, drills, and other exercises as schedule for disaster preparation.

LINKAGE

All State Fire Departments and the Office of State Fire Marshall will be kept informed of current leadership of the Mass Corps of Fire Chaplains and be provided with contact information. Appropriate communication equipment will be maintained and available for normal activity as well as for special deployment.

RESPONSE

1. When notification is received concerning a need for deployment of chaplains, the Deputy Chief Chaplain for that area should be first contacted. If additional chaplains are needed based on the scope and expected duration fo the incident, the chief of Chaplains should be contacted to coordinate and deploy additional chaplain resources. Response for chaplains to respond to an incident may come from several sources: Fire Marshal's Office, local fire department, chaplain at an incident or unable to respond to an incident for his/her department, first responder organization, Red Cross, airline, or civilian. It is the responsibility of the Chaplain organizing the response to designate a Chaplain in Charge of the event, organize back up for staging in a prolonged incident, and make sure the after-care is provided.
2. Chaplains will be dispatched to locations of need, as determined by the incident Commander and Chaplain in Charge.
3. Chaplains will report any identified care needs that are beyond the scope of service and/or local resources to the Deputy Chaplain and/or Chief of Chaplains and Incident Commander.
4. Written records of the response will be maintained on the Mutual Aid Incident Report by the Chaplain in Charge at the scene as well as the coordinating Chaplain (Deputy or Chief).
5. Chaplains, other than those responding in mutual aid with their department, shall not respond to events as representative of the Mass Corps of Fire Chaplains unless deployed by Corps leadership.
6. Local Clergy wishing to volunteer at the scene should be cleared by the Chaplain in Charge at the scene in collaboration with the Incident Commander.
7. Clergy deployed to serve at a scene will participate in Critical Incident Stress Defusing and/or Debriefing as provided. *It is not appropriate for a chaplain serving at the scene or part of an incident to be a part of or offer CISM services with a team for that incident. The chaplain should promote and encourage those involved in the incident to take advantage of CISM services offered.*
8. Suggestions, feedback on performance of Chaplains, deployments of resources, ideas for improvement or enhancement of services provided by MCFC should be submitted to the Chief of Chaplain.

Appendix C
MCFC Deployment, Command, and Accountability
(Scenario based Policy)

Scenario I: Local Chaplain's need for additional chaplain assistance

- a. Local Chaplain (in consultation with IC) determined need for Chaplain mutual aid
- b. Local Chaplain contacts District Representative and/or Area Deputy Chief and/or Chief Chaplains. Shares requested assignments (i.e. Hospital, Incident Scene, Fire Station, etc.)
- c. Chief, Deputy, and /or District Rep call for response for available chaplains cleared for deployment for mutual aid. Accountability for deployed chaplains maintained by deploying officer.
- d. Local Chaplain contacted to inform chaplains responding and request assignments (Communicate to responders)

Scenario II: Local need for Chaplain assistance by Fire Services

- a. Incident Commander (IC) or Fire Marshal (FM) or FM Representative makes determination that Chaplain's assistance needed.
- b. IC or FM contacts Chief Chaplain or Deputy for that fire district.
- c. Chief, and/or Deputy call for response for available chaplains cleared for deployment for mutual aid. Accountability for deployed chaplains maintained by deploying officer.
- d. Responding Deputy, District Rep, or senior Chaplain designated as Chaplain IC. Chief or Deputy responsible for dispatch chaplains maintains availability list in the event of a call for more chaplains.
- e. Chaplain IC reports back to Deputy or Chief when the incident is terminated.

Scenario III: Statewide or Out of State Deployment

- a. Initiated by the State Fire Marshal's Office
- b. Chief Chaplain sounds an "All Call" to determine availability of chaplains. Assigns a Dispatching Deputy.
- c. Fire Marshal or IC determines resources needed and assignments.
- d. Chief Chaplain establishes a demobilizing for chaplains who have responded to the incident. May assign a Deputy or District Rep(s) to the task.

*****IMPORTANT:** No one responds to an incident, outside of their own department, without having been deployed according to this policy. *No self- deployments and no lone rangers.*

Appendix D

MEMA Page and Deployment

MEMA Page for Service: The MEMA command center has established a page group for Deputies, Assist Chief, and Chief Group to communicate requests for chaplain services anywhere in the commonwealth.

Responding to Group Text: The MCFC has established a monthly coverage plan. The list will be established for each calendar year with one of the chiefs assigned to cover the month. If a chaplain is not able to cover the month or any part of it, that chaplain is responsible for reaching out to the other chiefs to establish coverage during the absence. Only the covering Chief will call into MEMA to respond to the text.

Process:

- a. MEMA sends text to MCFC Group
- b. Covering Chief for that month calls (508) 820-2000. Identify yourself responding to MCFC Group Text. Dispatcher will either pass along message or connect you with person at MEMA that requested the call.
- c. Contact the appropriate area Deputy Chief from the area of the request or incident using a group text to all MCFC Chiefs. Identify the location (Name area Chief responsible), nature of the request, and contact information.
- d. Deputy Chief from the appropriate area confirms receipt of the text by replying to text.
- e. Updates on situation should be made via group text to MCFC leadership team.

Change of Covering Chief: Off going Chief shall text the chief who assumes the responsibility for the coming month.

Appendix E

SOG Major Incident Response Team (MIRT)

Purpose: Provide chaplain support in a timely manner to major incidents across the commonwealth.

Scope: short term, rapid response within the commonwealth to support fire/police/ems and acute civilian support as needed, with priority to first responders.

Composition: 14 member team with two chiefs (Deputy and Assist) to act as Team Leaders.

Team Member Qualifications: Fire Chaplains must be full members and in good standing with the MCFC and their local departments, have at least five years of experience (prefer), and express a willingness for readiness deployment.

Team Leader(s) Duties: Recruit team members. Manage team training, meetings, and deployment.

Deployment:

- a. Deployed by contacting Team Leaders in group text. Group text should include Chief of Chaplains and other area Deputies for situation awareness. Updates on deployment provided by Team Leaders through group text established for notification.
- b. Team Leaders contact IC and/or local chaplain for assignment and situation assessment.
- c. Team Leaders will request additional resources as needed, including relief for incidents lasting more than four hours.
- d. At the termination of the incident the Team Leaders will report on the activities of the MIRT and include assessment of effectiveness in deployment and service.
- e. The Board of Directors shall review MIRT and make adjustments as needed.

Reporting:

Reports should include:

1. Time Requested
2. Nature of incident as reported
3. Team notification and response – ALL team members are expected to respond to a text stating their availability
4. Record of who responded to the incident and assignments
5. Summary of deployment

Appendix F

STANDARD OPERATING GUIDELINE (SOG) #

_____ DEPARTMENT

Date: _____

Critical Incident Stress Management

The purpose of this SOG is to provide information to access the Critical Incident Stress Management (CISM) Team through _____ Team. The team consists of volunteers who are specially trained peer supporters and mental health providers. These resources are designed to prevent stress in emergency service personnel and to assist in managing and recovering from traumatic stress.

In the event of a critical incident, it is recommended that crews involved be placed "last out" for appropriate defusing and/or debriefing offerings. Determination of individual personnel status in the lineup will be at the discretion of the crew and daily officer. Follow up with the crew will be made as needed and appropriate based on initial defusing or debriefing. Debriefings are recommended and made available to personnel following a critical incident, but will not be mandated to attend.

Access and Activation:

1. Any member of the department, directly or indirectly involved with an incident may contact the CISM team if felt necessary to care for the mental health of responders.
2. The CISM Team can be contacted by:
 - a. Phone: _____
 - b. E-mail _____
3. Chaplain _____ may be contacted directly and confidentially:
 - a. Phone: _____

Confidentiality:

1. All debriefings are held in the strictest confidence.
2. All participants agree to keep information shared confidential.
3. Press and media are never permitted.
4. Personnel not directly involved in the incident are not permitted to attend.

Definitions:

Critical Incident: Any situation faced by emergency personnel that causes them to experience unusually strong emotional reactions that have the potential to interfere with their ability to function either at the scene or later.

Pre-Incident Education: Educating employees about CISM and its resources, benefits and prior to an incident. Annual education provides for resistance and resilience mechanisms when faced with a critical incident.

Defusing: A brief process, confidential discussion between an employee and a peer member of the CISM team, taking place within 12 hours following the event. The purpose is to mitigate the impact of the event, accelerate the recovery process, assess the need for other services and to prepare for future stress reactions related to the event.

Debriefing: A closed, confidential discussion of a critical incident involving those employees directly involved in the incident with the CISM team. Generally held 48-72 hours following a critical event, the debriefing aims to assist in the healing process and to prevent post-traumatic stress. The process encourages providers to express what they did, what they saw and their reactions to the event. A debriefing is not therapy, counseling or a critique of the incident. CISM team members guide the discussion and provide education and access to resources. Whenever possible, members should be off-duty with radios and pagers turned off.

Peer to Peer: Facilitates individuals to talk one on one with trained peer supporters and bridge a gap to mental health professionals. Peer support can help with education and provide assistance in additional resources if needed. This can occur with peers from within the department or from the outside.

Critical Incident Examples:

- The unexpected death or serious injury of department member or family member
- Suicide of a co-worker
- Significant events involving children
- Serious injury or death to a civilian under difficult circumstances
- Death after prolonged extrication
- Incident attracting strong or unwanted media attention
- Events where victim is known to personnel
- Serious MCI and/or disaster
- Events with high degree of threat to personnel
- Any significant, overwhelming distressing event

Indications for Possible Intervention from CISM Team:

- Feelings of anger
- Embarrassment
- Anxiety
- Frustration
- Blaming of one self
- Unable to rest and/or sleep
- Guilt
- Nightmares
- Depression

Should any of the above events occur it is strongly recommended that Officer's or Command Staff:

1. Have face to face or phone call check in with all involved personnel.
2. Provide defusing or debriefing as necessary.
 - a. Personnel attending debriefings can be detailed or attend off duty.
3. Continued follow up services and support are provided as needed.

Appendix G

SOG: Assignment of Fire Districts for Deputy Chiefs and Assistant Chief

Responsibilities:

Deputy Chief Chaplains will be assigned fire districts for the purpose of communication, care, and deployment of District Chaplains and their district members to support their service in the local department and during times of mutual aid deployments. The Deputy Chief holding the position of Assistant Chief shall continue to provide the services of the deputy chief for the area they were assigned to as a deputy.

Fire District Assignments:

North Eastern: Districts

South Eastern: Districts

Central: Districts 7 & 8

Western: Districts 9, 10, 11, & 12

Temporary Assignment: In the event of a Deputy Chief being unable to temporarily serve due to illness, sabbatical, or extended travel, the Chief of Chaplains may assign an Acting Deputy Chief.

