	Policy and Procedure – West Fargo Fire Department	
	Subject: Critical Firefighter Injury and LODD Notifications	
	Series: Administration	
	Date Authorized: 12/1/2019	Authorized by:
Date Reviewed:	Chief Daniel Fuller	Policy 10.013

Intent

To help the department prepare for and establish standard response to critical injuries and line of duty deaths in a compassionate and professional manner.

References

Public Safety Officer’s Benefit Program

<https://psob.bja.ojp.gov/>

National Fallen Firefighters Foundation Taking Care of Our Own

https://www.firehero.org/wp-content/uploads/2014/05/resource_guide_1.pdf

Definitions

Policy

Employees shall follow the critical injury and line of duty death notification procedure unless unusual circumstances exist. It is critical that no employee contact the family of a critically injured or deceased employee prior to official notification by specific, identified staff. Only the Chief of the Department or a designated representative shall coordinate notification and transportation of the immediate family to the scene or hospital.


Actions to take when a Line of Duty Death (LODD) occurs

1. The Incident Commander will
 - a. Secure the scene and initiate an investigation as soon as possible
 - b. Instruct all fire department personnel on scene to contact their family and inform them of their safety as soon as possible. The name(s) of the deceased members(s) shall not be disclosed. Personnel shall request that their family members not post anything to social media.
 - c. Notify the Deputy Chief of Operations

2. The Deputy Chief of Operations will
 - a. Notify the Chief of the Department
 - b. Notify the Fire Department Chaplain
 - c. Notify the West Fargo Police Department PACT Team
 - d. Notify the West Fargo Police Department Chaplains
 - e. Initiate a recall of the Command Staff
 - f. Arrange to have Battalion Chiefs notify their personnel off duty
 - g. Alert the Honor Guard Commander

3. The Chief of Department will
 - a. Contact the deceased firefighter’s immediate family and transport to the hospital
 - b. Notify the Mayor, City Administrator, and members of the City Commission beginning with the Fire Commissioner, and the public information officer

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- c. Appoint a member of the department as the department/PSOB liaison
 - d. Assign the Deputy Chief of Professional Standards as the hospital liaison
4. The Deputy Chief of Professional Standards will
- a. Ensure that the proper blood tests are taken on the victim’s blood as soon as possible after arrival at the emergency room
 - i. Blood for a hydrogen cyanide test
 - ii. Blood for a carbon monoxide test
 - b. Inform the deceased firefighter’s family of the importance of a complete autopsy be performed
5. The public information officer (PIO) will
- a. Inform the media of a LODD and provide them with general information about the incident following WFAP10-018 Release of Information
 - b. No information is released without the approval of the Chief of the Department or his/her designee
 - c. Ensure the name(s) of the deceased firefighter(s) will not be released until 12 hours after the family has been notified
 - d. Ensure that vital information to the investigation is not released to the media
6. The department PSOB liaison will
- a. Go to <https://psob.bja.ojp.gov/> to register and begin the claim process
 - b. Provide accurate, up to date information including
 - i. Fire Department name and address
 - ii. Liaison’s name
 - iii. Phone numbers for the department and the liaison
 - iv. Complete the online application
 - v. Deceased firefighter’s name
 - vi. Date of the incident and death
 - vii. A brief description of the incident
 - c. Relay the information very carefully and relay only the facts. Do not speculate on the cause of death
 - d. If you need to notify the PSOB on an evening, weekend, or holiday, leave a message with contact information

Actions to take when a critical injury to a firefighter occurs

7. The Incident Commander will
- a. Secure the scene and initiate an investigation as soon as possible
 - b. Instruct all fire department personnel on scene to contact their family and inform them of their safety as soon as possible. The name(s) of the deceased members(s)

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shall not be disclosed. Personnel shall request that their family members not post anything to social media.

- c. Notify the Deputy Chief of Operations
8. The Deputy Chief of Operations will
- d. Notify the Chief of the Department
 - e. Notify the Fire Department Chaplain
 - f. Notify the West Fargo Police Department PACT Team
 - g. Notify the West Fargo Police Department Chaplains
 - h. Initiate a recall of the Command Staff
 - i. Arrange to have Battalion Chiefs notify their personnel off duty
9. The Chief of Department will
- j. Contact the deceased firefighter’s immediate family and transport to the hospital
 - k. Notify the Mayor, City Administrator, and members of the City Commission beginning with the Fire Commissioner, and the public information officer
 - l. Assign the Deputy Chief of Professional Standards as the hospital liaison
10. The Deputy Chief of Professional Standards will
- m. Ensure that the proper blood tests are taken on the victim’s blood as soon as possible after arrival at the emergency room
 - i. Blood for a hydrogen cyanide test
 - ii. Blood for a carbon monoxide test
11. The public information officer (PIO) will
- n. Inform the media of a LODD and provide them with general information about the incident following WFAP10-018 Release of Information
 - o. No information is released without the approval of the Chief of the Department or his/her designee
 - p. Ensure the name(s) of the injured firefighter(s) will not be released until 12 hours after the family has been notified
 - q. Ensure that vital information to the investigation is not released to the media

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