

	MEMBER SERIOUS INJURY OR DEATH PROCEDURAL GUIDELINES		2016
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Procedure

This guideline is intended to assist Loveland Fire Rescue Authority in addressing the planning and managing of agency response to a serious injury and/or fatality of any LFRA employee or immediate family member.

Employee Responsibility

All personnel should complete and update their emergency information data in the agency's records management system annually in concurrence with their employee evaluation, or as necessary, to ensure that the agency has current and accurate contact information.

Definitions

- **Work-related injury** is defined within the LFRA Worker's Compensation Administrative Regulation as "any injury/illness that arises out of the course and scope of employment regardless of fault."
- **Line of Duty** as defined and adopted from the National Fallen Firefighters Foundation: "“Line of duty” means any activity or action which a firefighter is obligated or authorized by statute, rule, regulation, condition of employment or service, official mutual-aid agreement, or other law, or for which he or she is compensated to perform under the auspices of the fire service protection agency he or she serves, and that such agency legally recognizes that the activity or action to have been obligated or authorized at the time performed. Specific exclusions for recognition include: death attributed to suicide, alcohol or controlled substance abuse, and those resulting from the firefighter acting in a grossly negligent manner at the time of his/her death.” (Criteria for Inclusion on the National Memorial, National Fallen Firefighters Foundation)
- **Immediate Family Members** include spouses; all children, including stepchildren and legally-adopted children; parents; siblings; and significant others.

On-Duty Incident

Actions by the Incident Commander – If a serious injury or death of an LFRA member occurs while the member is on-duty, the following actions should be considered by the Incident Commander:

1. Take the crew involved out of the incident, whether it be to send them to the hospital with their injured crewmate, or to be sequestered with police or EMS crews.
2. Notify the Division Chief and Fire Chief
3. Call Peer Support Team Leader to activate the Peer Support Team
4. Call in the On-Call BC or a member from Command Staff to be with that crew, or pass command to that person so you can be with the involved crew.
5. Call the on-duty Fire Inspection Technician, Fire Investigator, or Fire Marshall to assist with preserving evidence for any follow-up investigation.
6. Notify law enforcement to assist with preserving the scene. Until determined otherwise, the scene should be handled as a crime scene.

After the incident is brought under control, the following assignments should be considered by Command Staff:

1. Public Information Officer
2. Critical Incident Stress Management
3. Notification Group
4. Hospital Liaison
5. Family Liaison
6. Funeral Group
7. Incident Investigation
8. Human Resources Liaison
9. Post-Event After Action Review
10. Maintaining Relationships with Family After the Incident

Off-duty or immediate family member serious injury or death

If an LFRA employee is seriously injured or killed while off-duty, or if an LFRA employee's immediate family member is seriously injured or killed, the following assignments should be considered by Command Staff:

1. Public Information Officer
2. Critical Incident Stress Management
3. Notification Group
4. Hospital Liaison
5. Family Liaison
6. Funeral Group
7. Human Resources Liaison
8. Maintaining Relationships with Family After the Incident

Group and Liaison Assignments

- **Public Information Officer** – Withhold release of personal data relating to the injured or deceased member pending notification to next of kin.
- **Critical Incident Stress Management** – Assign to Peer Support Team Psychologist. A defusing, critical incident stress debriefing and CISM follow-up meetings will be coordinated by the Team Psychologist and Command Staff.
- **Notification Group** – This group will include at least one Command Staff member and one member from Peer Support Team if possible. If a death has occurred, also consider having a representative from LPD Peer Support Team, family Chaplain or Pastor, or a Victim's Advocate in attendance.
- **Hospital Liaison** – An LFRA officer assigned to organize visitations, security, privacy, and communication for the family and LFRA. This person or group of people will also assist the member and/or immediate family with transportation, meal needs, and be available to the hospitalized member/family as long as reasonably necessary. Consider having a Peer Support Team member assist with this group, if available, at the hospital for peer support needs.
- **Family Liaison** – In the case of the death of an LFRA member, this is an LFRA officer assigned to be a liaison for the affected immediate family. This person or group of people will also assist the immediate family with transportation, meal needs, and be available to the deceased member's family as long as reasonably necessary. Consider having a Peer Support Team member assist with this group for peer support needs.
- **Funeral Group** – An LFRA officer and other appropriate members assigned to organize funeral honors according to the LFRA Funeral Honors Guideline. This person or group will be in communication with the Family Liaison to assist with honoring the member, and be sensitive to the family's wishes.
- **Incident Investigation** – Consider having an internal investigation with the assistance of an outside organization, concurrent with any legal investigation in process.
- **Human Resources Liaison** – LFRA Human Resources Manager assigned to assist with all financial documentation needs involving the LFRA member who was injured or died. Also would be responsible for coordinating all benefits and risk management activity. This person will be in communication with all other group or liaison assignments and family members for any financial submittals.
- **AAR and Post-Event** – The Incident Commander will host the After-Action Review within an appropriate time following the serious injury or death in the line of duty.
- **Maintaining Relationship with Family** – Long after the incident, LFRA Command Staff and all members of LFRA have a responsibility to maintain contact and stay connected with the affected family and members involved in any serious injury or death of an LFRA member.

Useful references and tools:

- ICS 202 Incident Objectives
- ICS 203 Organizational Assignment List
- ICS 204 Division Assignment List
- ICS 205 Communications Plan
- ICS 206 Medical Plan
- ICS 223 Health and Safety Message
- National Fallen Firefighter Foundation Resource Guide for Handling Firefighter LODD's:
http://1e2uy7491mu8ojpesizvtz4m.wpengine.netdna-cdn.com/wp-content/uploads/2014/05/resource_guide_1-1.pdf
- Colorado Local Assistance State Team: <http://www.firehero.org/resources/departments-resources/programs/local-assistance-state-team/>

Revision History

None

References

LFRA Administrative Regulation: Worker's Compensation

LFRA Guideline: Funeral Honors (2015revA)

National Fallen Firefighters Foundation, Criteria for Inclusion on the National Memorial

National Fallen Firefighters Foundation, Resource Guide for Handling Firefighter Line of Duty Deaths