

ON CALL DUTY SUPERVISORS/DUTY CHIEFS

CHECKLIST FOR LINE OF DUTY DEATH

1. Secure the accident scene. **PRESERVE ALL EVIDENCE.** Control ALL radio traffic regarding incident. Confirm the identity of the deceased. Work closely with ALL responding agencies.
2. HOLD ALL OFF GOING CREWS.
3. **NO SOCIAL MEDIA UPDATES.** (Advise current duty crews to refrain from posting anything related to the incident onto social media.) Be prepared for news of the incident to come out *Immediately*. Be prepared to make an early press release.
4. Notify the EMS Director and Department Manager. Page ALL DUTY SUPERVISORS. Notify Charge Nurse, Hospital Administration at hospital where deceased is located; advise that the incident is a Line of Duty Death (LODD).
5. Obtain employees emergency notification form and Line of Duty Death Procedure Book. Prepare for family notification, in accordance with employee's emergency contact information. Be prepared for the family to have already been notified through social media.
6. Have all personnel to include involved dispatchers (if possible) involved with incident, taken off the street. Provide initial defusing.
7. Notify EMS Chaplaincy - Emergency Ministries
8. NOTIFY MUTUAL AID PROVIDERS as soon as possible, allow for crews working

to come to designated area if necessary. Consideration should be provided for employee's other partners if working.

9. Notify the Minnesota EMS Honor Guard: 612-347-5710. (Alternate numbers are: Brad Johnson cell: 612-751-8676 or Craig Anderson cell: 612-387-0011.) Also notify local law enforcement agency with details and to assist as necessary.
10. Arrange transportation for family to hospital, if needed.
11. Prepare an area for any incoming family members, supervisors, and the Honor Guard (Someone assigned to the family). Note: Family may convene at the Hospital or EMS station.
12. Arrange for refreshments and food. (For family as well as a separate area for management and honor guard.)
13. Notify off duty personnel. Advise them of the situation. Consider relieving staff that have been working.
14. Assign a Supervisor/Director to be the department liaison to the family and Honor Guard. This person may also be the family's liaison if the family does not have or does not want to have a family member or friend represent them.
15. Minimum of 4 staff members will be needed whenever the body is being moved. 1 staff member needs to stand guard until Honor Guard arrives.
16. Notify State Duty Officer within 24 hrs. Phone 800-422-0798

ON CALL DUTY SUPERVISORS/DUTY CHIEFS

CHECKLIST FOR CRITICALLY ILL OR INJURED PERSONNEL

1. Secure the accident scene. **PRESERVE ALL EVIDENCE.** Control ALL radio traffic regarding incident. Confirm the identity of the deceased. Work closely with ALL responding agencies.
2. HOLD ALL OFF GOING CREWS.
3. **NO SOCIAL MEDIA UPDATES.** (Advise current duty crews to refrain from posting anything related to the incident onto social media.) Be prepared for news of the incident to come out ***Immediately***. Be prepared to make an early press release.
4. Notify the EMS Director and Department Manager. Page ALL DUTY SUPERVISORS. Notify Charge Nurse, Hospital Administration at hospital where critically ill or injured employee.
5. Obtain employees emergency notification form and Line of Duty Death Procedure Book. Prepare for family notification, in accordance with employee's emergency contact information. Be prepared for the family to have already been notified through social media.
6. Have all personnel to include dispatchers (if possible) involved with incident, taken off the street. Provide initial defusing.
7. Notify EMS Chaplaincy - Emergency Ministries
8. NOTIFY MUTUAL AID PROVIDERS as soon as possible, allow for crews working to come to designated area if necessary. Consideration should be

provided for employee's other partners if working.

9. Notify the Minnesota EMS Honor Guard: 612-347-5710. (Alternate numbers are: Brad Johnson cell: 612-751-8676 or Craig Anderson cell: 612-387-0011.) Also notify local law enforcement agency with details and to assist as necessary.
10. Arrange transportation for family to hospital, if needed.
11. Prepare an area for any incoming family members, supervisors, and the Honor Guard (Someone assigned to the family). Note: Family may convene at the Hospital or EMS station.
12. Arrange for refreshments and food. (For family as well as a separate area for management and honor guard.)
13. Notify off duty personnel. Advise them of the situation. Consider relieving staff that have been working.
14. A representative of the Minnesota EMS Honor Guard, a Manager from the EMS Staff, a family member, and a member of the Nurse Managers staff should meet and discuss posting a door guard/concierge outside of the employee's room.
15. If family and staff are in agreement, a door guard should begin ASAP. They shall not guard for longer than a two (2) hour block. This is provided for 24 hours a day for the first three (3) days. At the end of three (3) days, the situation needs to be re-evaluated. The Minnesota EMS Honor Guard can assist in setting up a schedule, and filling in as a door guard when needed.
16. Motel rooms should be considered and arranged for by the agency involved for the immediate family members who may need them.

17. A driver should be assigned to the family or families who need transportation assistance to and from the hospital. This duty can be scheduled into 6 hour shifts. The driver should not be more than 15 minutes away from where the family is. Duration of this duty to be re-evaluated at the end of three (3) days. The vehicle used for family transportation, must have access to a parking spot near the entrance at the hospital.
18. The Agency shall purchase a \$100.00 gift card. This will be passed onto each door guard as they are relieved. It is to be used to buy needed things for the immediate family. This card may have to be re-charged, as well as a system established to track purchases.
19. Duty Supervisors/Deputy Chiefs should check in with the door guards every four (4) to six (6) hours, to check on needs or address any issues.
20. Key management staff to set up a round the clock coverage plan. Door Guards must have schedule as well as the contact numbers of the key management staff; in the event decisions need to be made, or if issues arise.
21. **In the event an employee succumbs to his/her illness or injury:**
 - a. The Door Guard will: Notify Duty Supervisor/Deputy Chief immediately. The Duty Supervisor/Deputy Chief will contact the Minnesota EMS Honor Guard.
 - b. At this time, we will need 4 members of your agency (If possible), and One Honor Guard representative. They will escort the body down to where the medical examiner will pick them up. They will escort the body to the medical examiner's office, as well as have 1 person stand guard at the M.E. office. The 4-member escort will also escort the body to the funeral home where a 24-hour guard will be posted as well.

Mourning Band Policy

A. LODD

1. Upon the line of duty death of an active duty EMS personnel in your department; the mourning band will be worn for a period of thirty (30) days from the date of death.
2. Upon the Line of Duty Death of a public safety officer from the seven (7) County Metro Region or affiliated agency; the mourning band will be worn from the date of death and removed at midnight the night of the funeral.
3. In the event of a Line of Duty death of an EMT in the state of Minnesota mourning band will be worn from the date of death and removed at midnight the night of the funeral.
4. In the event of any a Line of Duty Death of Firefighter/Law Enforcement Officer in the state of Minnesota mourning band will be worn from midnight to midnight the day of the funeral.
5. Mourning band will be worn from midnight to midnight the day of the National EMS Memorial Service.
6. Mourning band can be worn at the direction of EMS Agency Management when special circumstances dictate that a department display of official mourning is appropriate.

B. Non-LODD

1. Death of current active duty employee; mourning band will be worn from the date of death until midnight the night of the funeral.
2. Death of a retired employee; mourning band will be worn from midnight to midnight the day of the funeral.
3. Death of employee family member; mourning band will not be worn.

Uniform Classifications

Class A: Pressed long sleeve uniform shirt, formal uniform jacket, pressed matching slacks without cargo pockets, matching tie/socks, patent leather shoes, formal dress uniform cap, badge.

Class B: Pressed long sleeve uniform shirt, pressed uniform slacks without cargo pockets, matching tie/socks, polished boots or patent leather shoes, badge. (No baseball caps)

LODD Sample Memo to Staff

TO: EMS Agency Staff

FROM: Manager

RE: Line of Duty Death Announcement

DATE:

It is my sad duty to inform you that at ____ (time) today (rank and name) died in the line of duty.

I will provide you with more information as soon as it is available, including details of services.

This is a difficult time for the entire (EMS Agency), and we will need to come together to get through it. All of us know when we choose EMS as a career that this type of occurrence is possible but that does not make it any less tragic or any less difficult to bear once it actually happens.

At this time our thoughts and prayers are with the _____ family. I urge you to support the agency in any way you can to see to the family's needs during this difficult and trying time.

_____ has accepted the assignment as the Family Liaison Officer and will be coordinating the agencies support to the family and assuring their needs.

I wish I had the words to ease the pain we are all feeling, but I don't. I would remind you that (first name) was an exceptional (rank) doing the job he/she loved serving our community.

Mourning Bands are to be worn from this point forward per policy, and flags lowered to half-staff per US Flag code.