

WISCONSIN EMS HONOR GUARD ASSOCIATION POLICY 0: LODD OPERATIONS KIT



LODD ACTIVATION REQUEST FORM- District Director

Date/Time of Request: _____

Requesting Agency: _____

Point of Contact (Name/Title): _____

Phone: _____ Email: _____

DECEASED MEMBER INFORMATION

Name: _____

Agency: _____

Rank/Title: _____

Line of Duty Death: Yes No Pending

Date of Death: _____

SERVICE INFORMATION (IF KNOWN)

Funeral Home: _____

Service Location: _____

Service Date/Time: _____

Burial Location: _____

REQUESTED HONORS

- Full Honors
- Limited Honors
- Casket Watch
- Color Guard
- Rifle Detail
- Bugler (Taps)
- Bagpipers
- Other: _____

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SPECIAL REQUESTS / FAMILY WISHES

SUBMISSION

Submitted By: _____ Date: _____

2. FAMILY LIAISON GUIDE (SCRIPT + CHECKLIST)

PRIMARY ROLE

You are the **single point of contact** between the Honor Guard and the family.

INITIAL CONTACT SCRIPT

“On behalf of the Wisconsin EMS Honor Guard Association, please accept our deepest condolences. We are here to support you and honor your loved one with dignity and respect. We will follow your wishes every step of the way.”

CHECKLIST

INITIAL MEETING

- Introduce yourself and role
- Confirm preferred communication method
- Identify key family decision-maker

SERVICE PLANNING

- Explain available honors (do not overwhelm)
- Confirm level of honors desired
- Discuss uniform presence and ceremony elements
- Confirm religious/cultural considerations

COORDINATION

- Coordinate with the funeral home
- Coordinate with agency leadership
- Confirm timeline of events

FINAL CONFIRMATION

- Review the full ceremony plan with the family
- Confirm no last-minute changes
- Provide reassurance and support

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CONDUCT RULES

- Speak calmly and professionally
- Never pressure decisions
- Maintain confidentiality
- Always defer to family wishes

3. FUNERAL / SERVICE TIMELINE TEMPLATE

EVENT OVERVIEW

Name: _____

Date: _____

Location: _____

TIMELINE

Arrival / Staging: _____

Honor Guard Briefing: _____

Casket Watch (if applicable): _____

Procession Line-Up: _____

Service Start: _____

Ceremonial Elements:

- Posting of Colors: _____
- Rifle Honors: _____
- Taps: _____
- Flag Presentation: _____

Procession to Cemetery: _____

Graveside Service: _____

Final Honors: _____

Demobilization: _____

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4. COMMAND BOARD / ASSIGNMENT SHEET



COMMAND STAFF

OIC: _____

Assistant OIC: _____

Family Liaison: _____

TEAM ASSIGNMENTS

CASKET TEAM

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

COLOR GUARD

Commander: _____

Members: _____

RIFLE DETAIL

Leader: _____

Members: _____

SUPPORT ROLES

Bugler: _____

Bagpiper: _____

Ushers: _____

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5. PROCESSION PLANNING GUIDE

KEY ELEMENTS

- Lead vehicle (law enforcement)
 - Honor Guard vehicles
 - Hearse placement
 - Family vehicles
 - Apparatus (Fire/EMS)
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COORDINATION CHECKLIST

- Route confirmed
 - Traffic control established
 - Staging area identified
 - Communication plan in place
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SAFETY CONSIDERATIONS

- Speed control
 - Intersection control
 - Weather conditions reviewed
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6. AFTER-ACTION REVIEW FORM

Event Name: _____

Date: _____

SECTION 1: SUMMARY

SECTION 2: WHAT WENT WELL

SECTION 3: AREAS FOR IMPROVEMENT

SECTION 4: ISSUES IDENTIFIED

- Communication
- Staffing
- Equipment
- Coordination
- Other: _____

SECTION 5: RECOMMENDATIONS

SECTION 6: SUBMITTED BY

Name: _____

Signature: _____

Date: _____