



## CHECKLIST FOR LINE OF DUTY DEATH OR SERIOUS INJURY OF EMS PERSONNEL

### LEAD EMS PERSONNEL ON DUTY:

- \_\_\_\_\_ 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. Notification of Service Director/Chief/Lead supervisor.
- \_\_\_\_\_ 4. 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.
- \_\_\_\_\_ 5. 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).
- \_\_\_\_\_ 6. 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. Should family appear at the scene, assign someone to stay with them until relieved.
- \_\_\_\_\_ 7. Have all personnel to include involved dispatchers (if possible) involved with incident, taken off the street. Provide initial defusing.
- \_\_\_\_\_ 8. Notify EMS Chaplaincy - Emergency Ministries
- \_\_\_\_\_ 9. 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.
- \_\_\_\_\_ 10. Notify the Wisconsin EMS Honor Guard: 715-684-9069 or [www.wiemshonorguard.org](http://www.wiemshonorguard.org)
- \_\_\_\_\_ 11. Notify local law enforcement agency with details and to assist as necessary with notifications.
- \_\_\_\_\_ 12. Arrange transportation for family to hospital, if needed.
- \_\_\_\_\_ 13. Arrange for a family liaison with your department.
- \_\_\_\_\_ 14. 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.



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- \_\_\_\_\_ 15. Arrange for refreshments and food. (For family as well as a separate area for management and honor guard.)
- \_\_\_\_\_ 16. Notify off duty personnel. Advise them of the situation and no social media as notifications are generally ongoing for several days.
- \_\_\_\_\_ 17. Consider relieving staff that have been working. Arrange for debriefing within 72 hours, assure someone is assigned for caring for the providers that are close to deceased.
- \_\_\_\_\_ 18. 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.
- \_\_\_\_\_ 19. 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. If the emergency personnel were transported to medical facility impound all clothing and equipment which was involved in the accident.
- \_\_\_\_\_ 20. Autopsy is required for flight crews (FAA). And is required before filing for most benefit services such as PSOB and often Workers Compensation. Law enforcement and Medical Examiner/Coroner will assist in that effort from the scene or at the hospital.
- \_\_\_\_\_ 21. Law enforcement handles all investigation, and therefore you must coordinate release of any information and notifications with the lead investigator before releasing information or notifications are made. Be sure your staff is fully aware any release of information must come from leadership as not to hinder/impede or otherwise obstruct investigation. Focus on the family and the agency/EMS personnel.
- \_\_\_\_\_ 22. LOCATE EMPLOYEE WISHES FORM, prepare for notification of family per the EMS Directors guidebook, work in coordination with law enforcement for notification.
- \_\_\_\_\_ 23. Advise family of services provided by the WI EMS Honor Guard, often funeral directors will be assigned to work with us.
- \_\_\_\_\_ 24. Notify Workers Compensation "First Notification of injury" within 24 hours
- \_\_\_\_\_ 25. File POSB form as soon as possible.
- \_\_\_\_\_ 26. Prepare for planning sessions through the funeral using EMS DIRECTORS GUIDE for LODD and Serious Injury. Find a suitable location involving family liaison, agency, funeral director, area agencies, Law enforcement. Church/clergy, etc.