

EMS LINE-OF-DUTY DEATH CHECKLIST DOCUMENT

(Extracted from Comprehensive EMS Directors Plan)



SECTION 1 — CRITICAL FIRST ACTIONS CHECKLIST

WITHIN FIRST 15 MINUTES

- Establish radio discipline (no names, limit traffic)
 - Secure the scene and preserve evidence
 - Notify law enforcement
 - Notify Agency Director/Chief
 - Activate notification team (DO NOT notify family yet)
 - Control all information (no media release)
 - Establish command post
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WITHIN FIRST HOUR

- Locate next of kin (verify info)
 - Conduct **in-person** family notification
 - Assign Family Liaison Officer
 - Contact Wisconsin EMS Honor Guard
 - Notify medical examiner/coroner
 - Begin agency notifications (after family notified)
 - Activate CISM team
 - Prepare media statement (hold release)
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WITHIN FIRST 4 HOURS

- Assign key roles (Funeral, PIO, Procession, etc.)
- Hold initial coordination meeting
- Release public statement (after family approval)
- Begin investigation documentation
- Initiate benefits process (PSOB, workers comp, pension)
- Provide family support (meals, lodging, childcare)
- Conduct station briefing

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WITHIN FIRST 24 HOURS

- Meet with family (funeral preferences)
 - Contact the funeral home
 - Order 15–20 death certificates
 - Coordinate with Honor Guard
 - Establish memorial fund (if applicable)
 - Plan ongoing family support
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SECTION 2 — FIRST 72 HOURS TIMELINE CHECKLIST

HOUR 0–1: INCIDENT RESPONSE

- Establish radio discipline
- Secure and document the scene
- Request law enforcement
- Preserve all evidence
- Identify and separate witnesses
- Photograph scene
- Control access

Command

- Notify Chief
- Establish command post
- Activate notification team
- Contact Honor Guard
- Notify coroner
- Begin documentation

Communications

- Control information
- No names released
- Notify dispatch protocols
- Prepare media holding statement

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HOURS 1–4: NOTIFICATION PHASE

Family

- Locate next of kin
- Assemble notification team
- Conduct in-person notification
- Assign Family Liaison Officer
- Arrange transport to hospital
- Provide private space
- Facilitate viewing (if requested)

Agency

- Notify on-duty personnel in person
- Call all off-duty personnel
- Use standardized script
- Restrict social media
- Schedule a briefing
- Activate CISM

External

- Notify neighboring agencies
 - Notify state EMS office
 - Notify union/association
 - Notify insurance carriers
 - Notify workers' compensation
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HOURS 4–12: SUPPORT & COORDINATION

Family Support

- Liaison stays with family
- Arrange lodging
- Coordinate meals
- Arrange childcare
- Secure home from media
- Begin funeral discussions
- Provide benefits info

Media

- Release initial statement
- Schedule press conference
- Assign media liaison
- Monitor social media
- Prepare press kit

Investigation

- Conduct interviews
- Medical examiner actions
- Collect records
- Secure evidence

Team Assembly

- Assign Funeral Coordinator
 - Assign PIO
 - Assign Procession Coordinator
 - Assign Ceremony Coordinator
 - Conduct a coordination meeting
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HOURS 12–24: PLANNING

Funeral

- Meet with family
- Determine service type
- Contact the funeral home
- Confirm religious needs
- Develop guest list
- Identify speakers
- Plan honor guard
- Coordinate Honor Guard

Agency Operations

- Conduct a briefing
- Provide CISM support
- Adjust staffing
- Begin donations
- Establish a memorial fund
- Prepare station

Benefits

- Contact PSOB
 - File workers comp
 - Contact pension system
 - Gather documentation
 - Order death certificates
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DAYS 2–3: COORDINATION

Funeral Planning

- Finalize service details
- Coordinate clergy
- Select music
- Confirm speakers
- Design program
- Arrange printing
- Assign pallbearers
- Plan procession
- Coordinate traffic control
- Arrange reception
- Prepare flag
- Arrange honors (bagpipes, rifle volley)

Logistics

- Reserve venue
- Arrange seating
- Coordinate parking
- Arrange A/V equipment
- Plan overflow
- Coordinate cemetery
- Arrange graveside setup
- Plan reception

Communications

- Announce funeral
- Notify agencies
- Coordinate dignitaries
- Prepare media advisory
- Update website/social
- Prepare talking points

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Personnel Support

- Continue CISM
 - Chaplain visits
 - Peer support
 - Uniform prep
 - Transportation
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DAYS 4–7: FUNERAL WEEK

Final Prep

- Venue walkthrough
- Cemetery walkthrough
- Brief participants
- Confirm vendors
- Print programs
- Prepare presentation items
- Final coordination meeting

Viewing

- Honor guard posted
- Guest book
- Agency presence
- Family support
- Media control

Funeral

- Execute ceremony
- Support family
- Manage dignitaries
- Coordinate personnel
- Conduct honors
- Capture photos/video

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Procession & Graveside

- Line up vehicles
- Execute procession
- Conduct graveside
- Present flag/badge
- Final salute

Reception

- Host meal
- Provide support space
- Allow family rest

SECTION 3 — POST-FUNERAL SUPPORT CHECKLIST

WEEKS 2–4

- Maintain family contact
- Assist with benefits
- Help with household needs
- Provide grief resources
- Support personnel
- Plan memorials

MONTHS 2–12

- Holiday support
 - Anniversary support
 - Establish scholarships
 - Memorial dedication
 - National memorial participation
 - Continued grief support
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SECTION 4 — SOP DEVELOPMENT CHECKLIST

- Purpose and scope defined
 - Definitions included
 - Activation criteria
 - Chain of command
 - Role assignments
 - Family notification procedures
 - Agency notification procedures
 - Media protocols
 - Investigation procedures
 - Evidence preservation
 - Family support plan
 - Funeral planning procedures
 - Service types defined
 - Honor guard coordination
 - Procession procedures
 - Benefits assistance
 - Long-term support
 - Agency member support
 - Memorial guidelines
 - Resource contacts included
 - Templates/checklists included
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SECTION 5 — ANNUAL REVIEW CHECKLIST

- Review/update SOP
- Update personal information packets
- Verify next of kin info
- Review role assignments
- Update resource directory
- Review mutual aid agreements

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- Conduct annual training
 - Update benefits info
 - Evaluate improvements
 - Document review
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SECTION 6 — SCENE & INVESTIGATION CHECKLIST

- Establish scene perimeter
 - Control access
 - Preserve evidence
 - Photograph/video scene
 - Identify witnesses
 - Separate witnesses
 - Secure equipment
 - Impound vehicles
 - Preserve electronic data
 - Collect documentation
 - Maintain chain of custody
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SECTION 7 — COMMAND POST CHECKLIST

- Establish location
- Set up communications
- Provide computers/printer
- Secure documents
- Maintain logs
- Assign staff
- Control access
- Coordinate operations