



PREPARING FOR A LINE-OF-DUTY INJURY OR DEATH: ESSENTIAL DOCUMENTS AND INFORMATION

Preparation is crucial for fire departments and the loved ones of firefighters in case of a line-of-duty injury or death. Having the necessary documents and information readily available can help ease the burden during a difficult and stressful time and ensure that proper benefits, support, and procedures are followed efficiently.



FIRE DEPARTMENTS

Fire departments need to be ready by taking the following steps for all personnel.

- Maintain up-to-date personnel files, including:
 - Emergency contact information
 - Next of kin designation
 - Copies of life insurance policies
 - Pension or retirement beneficiary forms
 - Any signed department-specific benefits documents
- Have a designated point of contact for family notification and have clear guidelines for handling a serious injury or death.
- If a firefighter has had a duty-related injury or illness, workers' compensation files should be kept in case that information is needed for future claims.
- Departments should also prepare a funeral or memorial service guideline that includes:
 - Death notification guidelines
 - Levels of honor
 - Flag presentation procedures
 - Honor guard participation
 - Communication with local, state, and national firefighter support organizations



Department Checklist:

Scan QR code or visit <https://bit.ly/44K2wCL>



FAMILIES

Families should also be prepared for the worst-case scenario. Having the following organized in a secure place but easily accessible at any time of the day or night will help reduce stress during an already overwhelming time.

- The firefighter's will
- Power of attorney
- Advance medical directives
- Copies of the firefighter's insurance policies
- Pension information
- Any other department-issued benefits paperwork
- A list of key contacts for the fire department, such as the chief, captains, and the chaplain
- The firefighter's wishes regarding funeral arrangements



Family Checklist:

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