
S.O.P. #: PERSONNEL 16

SUBJECT: LINE-OF-DUTY DEATH/LIFE-THREATENING INJURY AND FUNERAL POLICY

DIVISION: ALL PERSONNEL, CAREER OR VOLUNTEER

Objective: In the line-of-duty, a life-threatening injury or death to a member (career or volunteer) is traumatic for any fire department. Many details and arrangements must be made expeditiously. If an incident should occur, this policy establishes the necessary guidelines to assist the Baltimore County Fire Department in managing such a tragedy.

Section 1: Definitions

- A. **LINE-OF-DUTY DEATH:** The death of any Baltimore County Fire Department member while on-duty, or death while undergoing medical treatment for any injury or disease resulting from such duty. Also recognized as a line-of-duty death, is the critical injury or death of a Fire Department member while traveling in connection with such duty, while engaged in firefighting or EMS activities off duty, or while performing any other department sanctioned activities.
- B. **NEXT OF KIN:** Immediate family members of the victim including spouse, children, parents, siblings, fiancé(e), and/or significant others.
- C. **LIFE-THREATENING INJURY:** Any serious or critical injury in which the prognosis of survival is poor.
- D. **INCIDENT:** Any scene of a fire suppression or EMS activity, special tactical operation, departmental vehicle accident, as well as any situation while on duty whereby death has occurred without a specific cause or a life-threatening injury has led or may lead to the death of an Emergency Service Provider.

Section 2: Initial On-Scene Actions Resulting From a Line-of-Duty, Life-Threatening Injury

- A. In any incident where a life-threatening injury has occurred, certain actions are taken once the immediate hazards have been stabilized. The following actions are the responsibility of the on-scene Incident Commander, usually a person with the rank of Captain or higher.
 - 1. Via the Administrative Duty Officer at Fire Dispatch, notify the Fire Chief, Assistant Chief, all Division Chiefs, Company Commander, Public Information Officer (PIO), Health and Safety Officer, Chaplain Coordinator, Police Arson Team, President of the International Association of Fire Fighters (IAFF) Local 1311, and the President of the Baltimore County Volunteer Firemen's Association. Radio transmissions should be kept at an absolute minimum. All specifics are relayed by telephone. The Fire Chief notifies the County Executive and other County Officials.
 - 2. Immediately secure the scene where the incident occurred and impound any personal protective equipment worn or used by the victim. When the victim is removed from the scene for medical treatment or due to impending danger, it is imperative for the rescue personnel to make note of exactly where and in which position they found the victim's body. Accurate preservation of the scene, as close as possible to the original condition when the incident occurred, is vital to the upcoming investigation. Personnel from the Police Arson Team and the Baltimore County Police would provide valuable assistance in maintaining scene security.

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3. As soon as possible, assign a relief crew to replace the initial personnel directly involved in the incident. These individuals shall be transported by EMS personnel to a secure location, preferably to the nearest Fire Station. Fire Dispatch notifies the Critical Incident Stress Team (CIST) and a Fire Department Chaplain to respond to this location, to provide critical incident stress debriefing, comfort, support, and other necessary assistance if requested by the Incident Commander.
 4. Initiate an immediate on-the-scene investigation at a fire suppression incident with assistance from the Police Arson Team; and for any incident involving a departmental vehicle accident, assistance from the Baltimore County Police Department's Accident Investigation Team and/or the Maryland State Police Crash Team. Any incident not directly associated with either situation is to be directed by the appropriate Division Chief.
- B. When the victim is transported to a hospital, an EMS District Officer is sent to the receiving hospital and immediately establishes a liaison with the hospital staff, Incident Commander, Public Information Officer, and the Executive Staff of the Fire Department
 - C. The Public Information Officer shall establish an assembly area for all on-scene media personnel. The PIO deciphers all information that can be released immediately, maintaining the confidentiality of information related to the victim until the next of kin is notified. Information which contains the victim's information should only be released to the media after consultation with and approval of the next of kin.
 - D. The sharing of concerns or sympathies by members via social media is encouraged. However, this should ONLY occur after the next of kin has authorized a statement and it has been released to the media. Members are reminded that of primary concern is the victim and the victim's family.

Section 3: Notification of Next of Kin of a Line-of-Duty, Life-Threatening Injury

- A. Prompt notification of the next of kin is of the utmost importance in the case of any injury. The official notification is to assure the next of kin the validity of the information, as well as to provide a knowledgeable source of information and events concerning the injury.
- B. The Fire Chief is responsible for the initial notification of the next of kin. The notification should be made in person by the Fire Chief, or a designee, and another Fire Department official designated to serve as the Notification Officer. If the incident involves a Volunteer, the President or a member of the Executive Staff of the B.C.V.F.A. shall be part of the notification team.

The Notification Officer attends to the immediate needs and requests of the next of kin. Additional responsibilities include providing immediate transportation to the hospital for family members and notifying the Department's Public Information Officer when it is permissible to release information regarding the victim to the news media.

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Section 4: Assisting Immediate Family of a Member with a Life-Threatening Injury

- A. Whenever the family has to go to the hospital to be with an injured family member, high ranking Fire Department Officials are to join the family to emphasize the agency's support. The initial EMS District Officer who was sent to the receiving hospital by the Incident Commander assumes the role of "Hospital Liaison Officer." If a Volunteer, the President or a member of the Executive Staff of the B.C.V.F.A. shall join the family.
1. The responsibilities of the Hospital Liaison Officer include coordinating the arrival of the immediate family, fire department personnel, and the media, along with ensuring the next of kin and immediate family members of the victim are afforded privacy at the hospital. This includes working with hospital staff to sequester the family, and only allow persons approved by the next of kin access to them or the victim; arranging for a press staging area; ensuring that hospital personnel provide continual medical information on the injured employee; assisting family members in gaining access to the injured family member; arranging the family's transportation from the hospital. In the event of death, the Hospital Liaison ensures that the family understands that an autopsy shall be performed to determine the exact cause of death, which may include a toxicological examination with a test for specific levels of carbon monoxide (CO), expressed in exact percent. This medical evaluation is necessary for submitting insurance claims and other survivor's benefits.
 2. If the family is objecting to autopsy because of religious reasons, the Hospital Liaison shall confer with the family clergy to obtain dispensation or appropriate waiver.

Section 5: Initial On-Scene Actions Resulting from a Line-of-Duty Death

- A. In any incident where a line-of-duty death has occurred, certain actions are taken once the immediate hazards have been stabilized. The following actions are the responsibility of the on-scene Incident Commander, usually a person with the rank of Captain or higher.
1. Contact the Administrative Duty Officer at Fire Dispatch, who will notify the Fire Chief, Assistant Chief, all Division Chiefs, Company Commander, Public Information Officer (PIO), Health and Safety Officer, Chaplain Coordinator, Police Arson Unit, President of the International Association of Fire Fighters (IAFF) Local 1311, and the President of the Baltimore County Volunteer Firemen's Association. Radio transmissions should be kept at an absolute minimum. All specifics are relayed by telephone. The Fire Chief notifies the County Executive and other County Officials.

The Administrative Duty Officer shall complete the Notification of Death form for uniformed personnel.
 2. Immediately secure the scene where the incident occurred and impound any personal protective equipment worn or used by the victim. If the victim is removed from the scene due to impending danger, it is imperative for the rescue personnel to make a note of exactly where and in which position they found the victim's body. Accurate preservation of the scene, as close as possible to the original condition when the incident occurred, is vital to the upcoming investigation. Personnel from the Police Arson Unit and the Baltimore County Police would provide valuable assistance in maintaining scene security.
 3. As soon as possible, assign a relief crew to replace the initial personnel directly involved in the incident. These individuals shall be removed from the incident by EMS personnel to a secure location, preferably to the nearest Fire Station. Fire Dispatch notifies the Critical Incident Stress Team (CIST) and a Fire Department Chaplain to respond to this location, to provide critical incident stress debriefing, comfort, support, and other necessary assistance if requested by the Incident Commander.

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4. Initiate an immediate on-the-scene investigation at a fire suppression incident with assistance from the Fire Investigation Division; and for any incident involving a departmental vehicle accident, assistance from the Baltimore County Police Department's Accident Investigation Team and/or the Maryland State Police Crash Team. Any incident not directly associated with either situation is to be directed by the appropriate Division Chief.

B. Line-of-Duty Death may occur in several ways, such as:

- Death at the scene
 - Dead on arrival at the hospital
 - Alive on arrival, but later expires
 - Injuries or distress not detected initially and the member later dies, possibly at home or fire station
1. If death should occur as a result of injuries sustained at a fire suppression incident, the Police Arson Unit will handle all necessary arrangements with the medical examiner and the Police Department.
 2. If death should occur as a result of injuries sustained from an incident other than fire suppression related, the Survivor Action Officer (Division Chief appointed by the Fire Chief as defined in Section 7.A. of this S.O.P.) shall handle, with the approval of the decedent's family, the necessary arrangements with the medical examiner and the Police Department.
 3. In all cases, it is imperative to determine the exact cause of death. The remains of the deceased should be turned over to the medical examiner for an autopsy as defined in the post mortem protocol for fire victims, as well as a toxicological examination with a test for specific levels of carbon monoxide (Co) in the blood, expressed in exact percent. The Public Safety Officer Benefits program requires certain tests to be reported by the medical examiner for submission of claims. The results of the autopsy should be incorporated into the investigation report.

Section 6: Notification of the Next of Kin of a Member Killed in the Line-of-Duty

- A. Prompt notification of the next of kin is of the utmost importance in the case of a line-of-duty death. The official notification is to assure the next of kin the validity of the information, as well as to provide a knowledgeable source of information and events concerning the death.
- B. The Fire Chief is responsible for the initial notification of the next-of-kin. The notification should be made in person by the Fire Chief, or a designee, and another Fire Department official designated to serve as the Notification Officer. At the time of notification, a friend of the family, the Fire Department Chaplain, and EMS personnel should also be present to help to console the next of kin with the immediate emotional trauma. If the incident involves a Volunteer, the President or a member of the Executive Staff of the B.C.V.F.A. shall be part of the notification team.

The Notification Officer attends to the immediate needs and requests of the next of kin. In addition, the Notification Officer should remain with the next of kin until the arrival of family members, or as long as requested. Additional responsibilities include providing transportation for family members, if necessary, and notifying the Department's Public Information Officer when it is permissible to release information regarding the victim to the news media. Information released to the media should be done only after consultation with and approval of the next of kin.

- C. The sharing of concerns or sympathies by members via social media is encouraged. However, this should ONLY occur after the next of kin has authorized a statement and it has been released to the media. Members are reminded that of primary concern is the victim and the victim's family.
- D. Once all notifications have been completed (including family), the following announcement by Fire Dispatch will be made at 1000 hours and 1900 hours, each day, until the designated hour of the funeral.

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1. "It is with great sorrow that we announce the death of;
 - rank, full namein the performance of his/her duties to serve the citizens of Baltimore County. Funeral services are scheduled for;"
 - date
 - time
 - location

Section 7: Assisting Immediate Family of a Member Killed in the Line-of-Duty

A. Survivor Action Officer

1. The Fire Chief designates an active member to serve as the Survivor Action Officer. Serving as the direct representative of the Fire Chief, this officer receives the full cooperation of the entire Fire Department.
2. The primary function of the Survivor Action Officer is to serve as a facilitator between the next of kin and the Fire Department; therefore, attending to the continuing needs of the immediate family. The Survivor Action Officer also coordinates the activities of the Survivor Action Committee.

B. Survivor Action Committee

1. The Survivor Action Committee consists of a number of personnel assigned to handle specific aspects of the funeral arrangements and to assist the immediate family whenever necessary. These assignments shall be made by the Survivor Action Officer, with approval of the Fire Chief, and includes the following:
 - a. Family Liaison Officer: This assignment is delegated to a member of the Fire Department that is a close friend of the decedent's family. Responsibilities include providing a 24-hour logistical contact for the family; transportation for the family; and maintaining constant communication with the Survivor Action Officer.
 - b. Funeral Officer: Assignment that is delegated to the Department's Honor Guard. The Honor Guard Commander helps the family facilitate the funeral arrangements by interacting with the Funeral Director; with the clergy of the church for funeral service selected by the family, and with the agency responsible for the cemetery; activities of pallbearers, honorary pallbearers and ushers; responsible for arranging and directing the funeral procession; and acts as a liaison with the Baltimore County Police Department for traffic control.
 - c. Procession Officers: Assignment delegated to the District Battalion Chief and the Station Captain where the deceased was assigned, to assist the Funeral Officer.
 - d. Support Services Officer: Supplies additional resources as required.
 - e. B.C.V.F.A. Executive Officer: Coordinates all activities with the station of the deceased Volunteer member, and maintains a liaison with the Survivor Action Officer and the appointed committee.
 - f. Police Department Liaison: Officer assigned to the team by the Police Department to assist in traffic control.
 - g. Public Information Officer: The PIO is the primary contact for any media inquiries received by the Department regarding the incident.

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- h. Benefits Coordinator: The Department's Safety Office ensures that all the documentation regarding the employee's death and any benefits claims entitled to the surviving family are completed and sent to organizations responsible to provide payments.
- C. It is imperative for the Survivor Action Committee to convene as soon as possible after the line-of-duty death to begin making the necessary arrangements. (However, the level of Fire Department participation with the funeral arrangements is at the discretion of the surviving family.)

Section 8: Incident Investigation Resulting From a Line-of-Duty, Life-Threatening Injury or Death

A. Appointing the Investigation Team

- 1. The investigation of a line-of-duty injury or death is one of the most difficult and most important activities that must be conducted by the fire department. This difficulty is compounded by the fact that the investigation is conducted under extremely stressful circumstances and often under pressure for the rapid release of information. Therefore, immediately after an incident has occurred, the Fire Chief assigns an Investigation Team to conduct an inquiry of the circumstances associated with the event. The team's objective is to thoroughly analyze and document all the events leading to the injury or death and to make recommendations aimed at preventing similar occurrences in the future.

B. Investigation Team Composition

- 1. A thorough investigation of the injury or death requires five or more team members. These members include a Division Chief, the Department's Health and Safety Officer, a member from the Police Arson Unit, an IAFF Local 1311 union representative, and the B.C.V.F.A. Vice President of Operations or designee when a Volunteer is involved. Other team members are selected according to their expertise associated with the circumstances involved in the incident. For example, a traffic accident involving fire apparatus requires an individual who is qualified to investigate vehicle accidents, such as a police officer. Therefore, the additional team members are selected according to their specific qualifications.

C. Team Leader

- 1. This responsibility is delegated to a Fire Department Division Chief who has the authority to manage the investigative process. The Team Leader coordinates the activities of the investigation and provides periodic updates to the Fire Chief.

D. Objectives and Responsibilities of the Investigation Team

- 1. The primary objective is to determine the direct and indirect causal factors that resulted in the injury or death and to recommend actions that would prevent or reduce the risk of a similar event. A secondary objective is to obtain, document and secure evidence which may be a factor in a regulatory actions or litigation resulting from the incident.
- 2. Additional responsibilities include gathering and analyzing all physical evidence relating to the incident; written interview summaries of all witnesses that may have knowledge of the circumstances; documentation of radio communications, telephone conversations, photographs, film, videotape and related information; conferring with persons having special knowledge of the factors involved in the incident, including experts and consultants from the private sector; and liaison with other agencies involved in the investigation.
- 3. The Investigation Team cooperates with all other governmental agencies that have a legal cause to be involved in the investigation, such as the Maryland Occupational Safety and Health (MOSH), United States Fire Administration, National Institute for Occupational Safety and Health (NIOSH), Law

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Enforcement Agencies (i.e., FBI and/or ATF), and the State Fire Marshal. With the approval of the Fire Chief and at the agency's discretion, their level of participation in the investigation, if any, is dictated by the circumstances associated with the incident.

4. Other agencies available to the Investigation Team are as follows: the Baltimore County Office of Law, National Fire Protection Association (NFPA), and International Association of Fire Fighters (IAFF),

International Association of Fire Chiefs (IAFC), National Transportation Safety Board (NTSB), National Fire Academy, National Volunteer Fire Council (NVFC), Consultants, Testing Laboratories, and American Petroleum Institute.

E. Report Development and Presentation

1. When the team members are satisfied that they fully understand what happened, why it happened, and the steps that need to be taken to prevent a similar occurrence in the future, the investigation can be finalized and all the information organized into a final document. The visible product of an investigation is a written report supported by photographs, illustrations, diagrams, videotapes, audio tapes, and physical evidence, if necessary. The written report and any visual aids needed to fully illustrate the facts of the incident will be presented to the Fire Chief by the Investigation Team. The Fire Chief shall determine the schedule and method for the public presentation of this report.

Section 9: Cooperating With Other Agencies

- A. A line of duty life-threatening injury or death shall require a high level of cooperation between the Fire Department's Investigation Team and other agencies and organizations that will be involved in investigating or seeking information on the incident. This may include organizations that are requested by the Fire

Department and others that have legitimate reasons to be involved. The best policy is to be cooperative with all agencies that have a recognized reason for being involved in the investigation.

A fire cause investigation may be carried out in parallel with the safety investigation and, if there is evidence of arson or other criminal acts, the situation will become much more complicated. The investigation of safety factors must continue, while a high level of coordination is provided with fire investigation and law enforcement investigators.

If the incident is a vehicle accident or a situation where some other agency has primary jurisdiction for the investigation, the Team Leader will have to establish a close liaison with that agency. Most public agencies will recognize the need for the fire department to conduct an investigation and will work cooperatively with the Investigation Team.

B. Medical Examiner

1. The Medical Examiner has the responsibility to determine the cause of death and may send an investigator to the scene. The on-scene investigative responsibility is sometimes delegated to the police agency.
2. It is imperative to determine the exact cause of death. The remains of the deceased should be turned over to the medical examiner for an autopsy as defined in the post mortem protocol for fire victims, as well as a toxicology examination with a test for specific levels of Carbon Monoxide (CO) in the blood, expressed in exact percent. The Public Safety Officer Benefits program requires certain tests to be reported by the medical examiner for submission of claims. The results of the autopsy should be incorporated into the investigation report.

C. Maryland Occupational Safety and Health (MOSH)

1. The A.D.O. at Fire Dispatch is required to notify the state agency, MOSH, of all line-of-duty deaths. In most cases this agency will send an investigator to prepare a report on the incident.

D. News Media

1. Media inquiries should be directed to the Fire Department's Public Information Officer or to the Team Leader. While the investigation is in progress, it is appropriate to provide information on how the investigation is being conducted. No findings should be released until the full report is completed and reviewed. Certain information, such as the Medical Examiner's report will be released as public records at the same time they are available to the Investigation Team.
2. In some cases, it will be necessary to interview reporters who covered the incident as witnesses. News photographs and videotape have been valuable in several investigations and most news organizations will provide copies if the department will make an official request with assurance that they will be used only to support the investigation and subsequent training objectives.

E. Critical Incident Team

1. Critical incident stress has been recognized and documented as a significant factor in the fire service. A line-of-duty death is one of the most stressful situations that can occur. All members involved in the incident should be encouraged to go through a critical incident debriefing process and, if necessary, should receive additional support and treatment.
2. It is important not to overlook the Investigation Team in dealing with post-traumatic stress. The pressures on the team members are as significant as those on the personnel who were involved in the incident and often must be prolonged for several days or weeks. In addition to their own stress, the team members are directly exposed to the feelings and reactions of everyone else who may have been affected by the incident.
3. It is generally inappropriate to have the Investigation Team members participate with the other personnel in group processes, as their presence may inhibit others from exposing their inner feelings. The investigators may be seen as an intrusion into the stress management process and may be subject to hostility from some of the participants. It is preferable to provide a separate stress management process for the Investigation Team. The Critical Incident Team should assign a liaison to work with the Investigation Team and arrange for the investigators to receive full support for their stress, both during and after the investigation.

F. NIOSH

1. The National Institute for Occupational Safety and Health (NIOSH) is an agency of the Federal Department of Health and Human Services that is primarily directed toward the development of research data to support occupational safety and health. In this role NIOSH may request permission to investigate incidents that involve topics of particular concern or interest, such as confined space incidents and heat stress deaths. NIOSH is also the agency that tests and certifies respiratory protective equipment and is very interested in situations involving breathing apparatus.

NIOSH has excellent resources and is usually extremely cooperative in assisting the local jurisdiction with an investigation, particularly if it fits the agenda of current research topics.

A NIOSH investigation has no regulatory powers and is not intended to find fault or responsibility. It will identify lessons and examples and it may indicate actions that could or should have been taken to prevent the incident.

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G. USFA

1. The United States Fire Administration and the National Fire Academy are both very concerned with fire service health and safety issues. The Fire Administration has requested to be notified immediately of any line-of-duty death and to be sent a copy of all investigation reports. The Fire Administration also serves as a point of contact for the Public Safety Officer Benefits Program.

The Fire Administration contracts with a private sector organization to prepare reports on incidents of particular significance, such as multiple fire fighter deaths at one incident. This report is usually a follow-up to other investigative agencies, gathering and reporting on the information that would be of interest to the fire service and other agencies. The report is for informational purposes only and is always submitted to the local jurisdiction for review and approval before it is released.

If requested by the Fire Department, the Fire Administration has the ability to dispatch the contracted investigator to advise or assist the local jurisdiction in conducting the investigation. The request should be made directly to the USFA Administrator.

H. NFPA

1. The National Fire Protection Association has a continuing interest in fire fighter health and safety, particularly as it relates to the development of NFPA Standards. For many years NFPA has sent investigators to prepare reports on major incidents. These reports are published in NFPA periodicals and presented at NFPA meetings.

The NFPA investigation reports are primarily informational and often describe the relationship between NFPA standards and the incident. NFPA has no enforcement powers and carefully directs its reports at a factual discussion of the incident. If requested by the local jurisdiction, NFPA is usually willing to send an investigator to assist the fire department Investigation Team. NFPA also has a staff of specialists in different areas of fire protection who are available for consultation.

I. NTSB

1. The National Transportation Safety Board (NTSB) is primarily involved in the investigation of accidents involving public transportation systems. The investigation of accidents involving fire apparatus has caused NTSB to take an interest in vehicle design and maintenance, as well as driver training. This agency may be contacted and requested to assist in the investigation of a major vehicle accident.

J. FBI and ATF

1. The Federal Bureau of Investigations and the Bureau of Alcohol, Tobacco and Firearms have excellent resources and are extremely cooperative in assisting local jurisdictions with an investigation.

K. IAFF

1. The International Association of Fire Fighters is extremely active in occupational health and safety and often becomes involved in investigations that involve the death or serious injury of career fire fighters. This has included encouraging state and federal agencies to investigate incidents and engaging independent experts to investigate some situations.

An effective on-going safety program that involves labor and management is an important component of accident prevention. It is also one of the most effective means to avoid conflicts when an accident occurs. A shared labor-management commitment to a health and safety program should support the Fire Department's investigation process.

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L. Baltimore County Office of Law.

1. Legal issues will be involved in some aspect of every line-of-duty death investigation. The Law Office should be contact for legal advice in all situations.

Section 10: Death Notification - "Non-Job Connected" (Active or Retired Member)

A. When notice is received of the death of an active or retired member of the department, it is the duty of the member who first received such notice to immediately notify the Administrative Duty Officer at 410-307-2052.

1. The on-duty Administrative Duty Officer, upon such notification, will complete all information required on the Notification of Death form for uniformed personnel.
2. After all contacts have been made as required on this form, the Administrative Duty Officer may, with permission of the family, release the following information to fire department personnel:
 - a. Statement giving full name, rank, and station/duty assignment.
 - b. Date, time, and place of death.
 - c. Location of funeral home and hours of viewing.
 - d. Time and location of service.
 - e. Date and time of funeral, along with name and location of interment.
 - f. Biographical information regarding the member's career, if retired.
 - g. Information regarding uniform of the day, if a fire department funeral is requested.
3. Upon being notified of the death of an active or retired member of the battalion, the on-duty Battalion/Division Chief will ensure that off-duty Battalion/Division Chiefs of the deceased member's battalion are immediately notified.

Section 11: Funeral Arrangements

A. The Honor Guard Commander is charged with the responsibility of coordinating Fire Department activities and is responsible for the following:

1. Coordinate contacting the family of the deceased through the Survivor Action Officer (Section 7.A. of this S.O.P.) in order to explain the services and benefits available to them through the department.
2. Arranging the funeral, when a Fire Department funeral is requested. Coordinating the various elements of a funeral, such as: Honor Guard, funeral home, clergy, transportation, etc.
3. Becoming personally familiar with the topographical features of the funeral home, route of travel, and place of interment.
4. Coordination with Police Department and other outside agencies.
5. Become familiar with deceased member's religion, the type of service, facilities, and weather considerations.

B. The Honor Guard Commander, or his/her designee, shall be responsible for all verbal commands of the funeral escort.

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1. Any member attending the funeral service in uniform shall be considered a member of the escort, and shall be governed by the directions of the Honor Guard Commander.
2. Members of the escort shall assemble quietly and respectfully in the area designated.
3. Members shall conduct themselves in such a manner as not to distract from the solemnity of the occasion.
4. If the Honor Guard has not been requested, the funeral escort shall be commanded by the highest ranking officer in attendance.

C. Active Member - "Line of Duty Death"

1. A uniformed driver and Fire Department vehicle shall be assigned to the family through the Survivor Action Officer (defined in Section 7.A. of this S.O.P.) for assistance and transportation, if requested.
2. Full Honor Guard at the casket shall be provided by the Fire Department.
3. Pallbearers may be provided by the Fire Department, if so requested.
4. Casket to be carried on the deceased member's most recent duty station engine.
5. Colors, if requested, shall be provided by the Fire Department at the place of worship and at the place of interment.
6. Taps will be provided by the Fire Department Honor Guard.
7. Bag Pipes, if requested, will be provided by the Fire Brigade Pipes & Drums of Greater Baltimore.
8. The last duty station shall be draped in front with black bunting for thirty (30) days from the date of death.
9. When the funeral procession of the deceased member passes any fire station, members shall assemble in front of the station in uniform, at attention, and shall render a hand salute as the casket passes.

D. Active Member - "Non-Job Connected Death"

1. Full Honor Guard shall be provided at the casket, if requested by the family.
2. Pallbearers may be provided by the Fire Department, if so requested.
3. Colors, if requested, shall be provided by the Fire Department at the place of worship and at the place of interment.
4. If the next of kin requests it, the procession may go past a career/volunteer fire station, where the station members will assemble in front and in uniform. They will stand at attention, rendering a hand salute as the casket passes.
5. The casket will not be borne on the apparatus.
6. No black bunting will be provided for the duty station.

E. Retired Member

1. If the family cannot provide pallbearers, the Baltimore County Retired Fire Officers and Fire Fighter's Association, the Baltimore County Volunteer Firemen's Association, and The Baltimore County Professional Fire Fighters Association will be contacted, if requested by the family.
2. Colors, if requested, shall be provided by the Fire Department's Honor Guard at the place of worship and at the place of interment.
3. If the next of kin requests it, the procession may go past a career/volunteer fire station, where the station members will assemble in front and in uniform. They will stand at attention, rendering a hand salute as the casket passes.
4. No other Fire Department procedures shall be provided.

Section 12: Flags

- A. Upon the death of an active uniformed member of the Baltimore County Fire Department, the Baltimore County Flag shall be flown at half-staff.

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1. Active Member - "Line of Duty Death"
 - a. Baltimore County Flag flown at half-staff day and night, regardless of weather, for a period of thirty (30) days from the date and hour of death.
 - b. United States Flag will cover the casket (obtained by the Honor Guard Commander).

2. Active Member - "Non-Job Connected Death"
 - a. Baltimore County Flag will be flown at half-staff, daylight only, from the notification of death until one (1) hour after the designated time of the funeral.
 - b. The United States Flag may be used as a casket cover only if the member is a veteran of the Armed Forces of the United States, the Coast Guard or Merchant Marines.

3. The on-duty Battalion/Division Chief shall ensure that the flag is flown according to the correct procedure.