

MEMORANDUM

TO: All Stakeholders

FROM: Lawrence T. Matkaitis, Acting State Fire Marshal

RE: Policy for Line of Duty Death Notification

Date: April 27, 2010

In the event of a Firefighter Line of Duty Death the following policy has been adopted by OSFM:

- The Chief of the Fire Department (or his/her designee) shall notify the Office of the Illinois State Fire Marshal (“OSFM”) of a fire fighter line-of-duty-death by calling 1-800-252-2947, 24 hours/7 days a week.
- IEMA shall inform the Duty Investigator for Arson of the death. The Duty Investigator shall immediately inform the Division Director of Arson of the death, and the Director shall immediately contact and inform the Fire Marshal of such death.
- The OSFM shall, as soon as reasonably practicable, notify the Illinois Fire Services Association (IFSA) President (via all internet resources) and OSFM personnel that there has been a death of a firefighter and the location. Upon verification from the Chief that next of kin have been notified, the OSFM shall include the name of the firefighter in the initial notification (or will issue an updated notification) which can then be also disseminated by the IFSA President. Such information shall also be posted on the OSFM’s Facebook and web page.
- For a Governor to issue a Proclamation, the Chief must provide the Fire Marshal the name of the deceased, the known circumstances associated with the death, a statement that the death is being considered as a line-of-duty-death by the local department and information of the funeral arrangements. The submittal must be in written form and may be either: emailed to Larry.Matkaitis@Illinois.gov or faxed to (217) 785-1002.
- Upon receipt of the Chief’s submittal, the Fire Marshal shall contact the

Governor's Office for the Proclamation to lower the flags to half staff. The OSFM shall also inform the Illinois Fire Services Association President and OSFM personnel of the funeral arrangements, the dates for lowering of the flags and will post such information on the OSFM's Facebook and web page and encourage similar information dissemination through the IFSA President.

- In addition to the preceding, the Fire Marshal or his/her designee, shall:
 - Send condolences to the family and fire department on behalf of OSFM and include a copy of the Governor's Proclamation;
 - Make arrangements that the OSFM is represented at the visitation and funeral; and,
 - Shall follow-up with the Chief after the funeral to see if there is any other service the OSFM can provide.

Additional Resource: When a fire department suffers the loss of a member, either on-duty or off, it is often difficult for the department members to cope with their emotions and the need to help the family. The IL Fire Chiefs' Assoc. will supply officers to help the department with the planning and arrangements of a funeral. They will assist with protocols to honor the memory of the fallen firefighter. They will work with the department to allow members to perform any roles they can.

For more information, contact the IFCA office at 800.662.0732 or email: execdir@illinoisfirechiefs.org *(Excerpted from the IFCA website)*

The Federal Line of Duty Death Benefits Guide can be accessed at:
<http://www.firehero.org/resources/families/>

See checklist below...

Firefighter Line of Duty Death Notification

Notify the Office of the Illinois State Fire Marshal of the fire fighter line-of-duty-death by calling the Arson Hot Line at 1-800-252-2947, 24 hours/7 days a week.

Once funeral arrangements are known, provide the Fire Marshal the following information:

- the name of the deceased,
- the known circumstances associated with the death,
- a statement that the death is being considered a line-of-duty-death by the your department; and
- information on the visitation and funeral arrangements.

Such information may be either emailed to Larry.Matkaitis@Illinois.gov or faxed to (217) 785-1002.