

	GALENA FIRE DEPARTMENT Policy and Procedure Manual <hr/> Fire Chief Signature _____ Date _____	#28 Effective: 01jan14 Revised: Page: 1 of 1
FUNERAL PROCEDURE - WAKE SERVICE FOR SOCIAL MEMBERS		

As a matter of respect, Members are obligated to attend the wake of GFD Social Members, as defined in the By-Laws.

It shall be the duty of all members to notify the President or Fire Chief of wake services for GFD Social Members.

The President, or designee, assumes responsibility to ensure that all members are made aware the passing of a social member, including the date, time and location of the wake service. The President will also inform all members of the time to assemble and the location of the assembly.

An alert with wake information will be sent to all Members via pager alert. Social Members will be notified by Executive Members by phone.

The President, or designee, will ensure that appropriate flowers will be sent to the location of the wake service in a timely manner.

Active and Social Members will assemble at the designated location on time and is full Dress Class 'A' Uniform. Members not yet assigned a Dress Class 'A' uniform will dress appropriately and male members will wear a jacket and tie.

The formation for entering in to the wake service area is as follows:

- Executive Members
- Social Members
- Probationary Members
- Regular Members
- Line Officers

As members pass into the area of the wake service, he/she will remove his/her hat and place it under his/her left arm.

Members will completely silence or turn off all pagers and phones upon entering the wake service location and keep these item silenced/off until leaving the wake service location.