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|  | <p style="text-align: center;">GALENA FIRE DEPARTMENT Policy and Procedure Manual</p> <hr/> <p style="text-align: center;">Fire Chief Signature _____ Date _____</p> | <p style="text-align: right;">#29</p> <p>Effective: 01Jan14 Revised: Page: 1 of 4</p> |
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| FUNERAL PROCEDURE - ACTIVE MEMBER | | |
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All members are responsible for notifying the Fire Chief or President upon becoming aware of the death of a GFD Member.

The President, or designee, working in conjunction with the Fire Chief, or designee, assumes responsibility for making contact with the family for the purpose of offering condolences from the Department, and to establish the extent to which the family wishes Department involvement in the wake/visitation, funeral and burial services. The family's wishes will be respected and carried out regardless of GFD Policy. This decision may alter the following information which is designed around the family wishes for the Department to assist with the services.

A team of six Department members that include the President, the Fire Chief, and the Honor Guard Coordinator will meet to determine specific assignments necessary to carry out this mission.

The President will contact the Funeral Home to determine and possibly coordinate the date, time and location of the wake service, if applicable, funeral service, if applicable, and internment, if applicable. This information will then be shared with the GFD membership in a manner that best serves the Presidents or Fire Chiefs objective of communicating this information.

Upon notification of the GFD Membership, the Executive Officers will notify his/her respective Social Members in order to notify him/her of the arrangements, including dates, times and locations.

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

The President, or designee, will access the department supply of black badge shrouds and will acquire pieces of green and straight pins for every member planning to attend the internment services.

The President, or designee, will make arrangements for the following:

- Bell service at the funeral
- Black bunting for the station and vehicles
- Flag(s) for the ladder truck to be used at cemetery
- Fire helmet to be provided to the family



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The President, or Designee, will notify the City Administrator to request that all City flags be placed at half-staff beginning one hour prior to wake service and allowed to remain in this position until after the burial service.

The President, or designee, will coordinate with the VFW or American Legion to coordinate events at the wake service, funeral service, and internment services.

The President, or designee, will arrange for notification of neighboring fire departments that will identify the date, time and location of all funeral events as well as any specific information on a fire vehicle procession, or firefighter formation as part of the funeral or internment.

Active and Social Members will assemble at the designated location on time. The Uniform of the Day for wake and funeral services will be 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.

Wake Service

At least one hour prior to the wake service, the GFD American Flag will be placed at half-staff, and black bunting will be placed on the station and on all apparatus that will take part in a funeral procession or station muster, if applicable.

The GFD Honor Guard Detail will muster as needed to prepare to participate for a casket watch, and other events throughout funeral and internment services.


All Members will report to the wake service location prior to the time designated by the President, or designee.

Line up for the wake service will be as follows:

- Executive Officers
- 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.

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The wake service provides an opportunity for the President to announce any specific funeral information to those attending the wake service.

Funeral Service

All Members will report to the fire station at least one hour prior to the start of the funeral service, or as determined by the President, or designee. Members will sign a condolence card and ensure that badges are shrouded and that funeral greens are in place.

The President will inform all members of any special instructions prior to leaving the station to attend the funeral.

Fire apparatus will be placed on that station ramp at least one-half hour prior to the funeral services.

The Fire Chief, or designee, will ensure that the ladder truck is taken to the entrance of the cemetery prior to the end of the funeral services. The ladder will be extended over the entrance to the cemetery so that the funeral procession will pass under the ladder and extended flag(s) as determined by the Fire Chief.


As members pass into the funeral 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 funeral service location and keep these item silenced/off until leaving the funeral service.

During the service a GFD Eulogy will be read by the President, or designee, as pre-arranged by the priest/pastor.

Upon exiting the funeral service, a line will be formed from the funeral service area to the hearse in the following order:

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

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Members will wear their hats upon exiting the funeral service area, getting into formation as noted above, and stand at attention and will salute, both upon command from the Honor Guard Coordinator, as the casket passes on its way to the hearse.

The procession from the funeral service to the cemetery will be led by GFD apparatus as determined by the Fire Chief, or designee. Upon arriving at the cemetery, GFD apparatus will park as instructed and determined by a pre-plan.

Cemetery

Upon arrival of all members and attendees at the cemetery, the Member line-up from the hearse to the internment site is as follows:

- Line officers
- Regular Members
- Probationary Members
- Social Members
- Executive Members

Members will wear their hats upon entering the cemetery, getting into formation as noted above, and stand at attention and will salute, both upon command from the Honor Guard Coordinator, as the casket passes on its way to the internment site.

Following the internment services, the President and the Fire Chief will present an American flag and helmet (respectively) to the family.

Following the flag and helmet presentation, the President, or designee, will read a remembrance prayer and will then lead all members in placing the greens on top of the casket.

Upon placing the greens on the casket, members will exit the area in formation until out of the internment area.

The Fire Chief may stand-by in case he/she needs to make any announcements regarding the services or to announce the details of a meal.