

Notification Officer Checklist

- Attain a copy of the affected employee(s) Death and Funeral Notice form from Human Resources for information.
- Not to release the name of the deceased member by the department before the immediate family is notified
- Notification will be made in person and never alone. The Fire Chief or designee, Chaplain, or close friend could appropriately accompany the Notification Officer. Notification should not be delayed if any of those people listed are unable to make it in a timely manner.
- If the family requests to visit the hospital, they should be transported by department vehicle.
- If young children are at home, the notification officer will arrange for child care needs. This could include other department member's family, transportation of the children to a relative's house or similar arrangements. Coordination with Labor leadership will be essential in providing these types of supportive services.
- Prior to departing for the hospital, the notification officer should notify the hospital staff and supervisor by telephone that the family is en route.
- The Fire Chief or Designee should respond to the residence or the hospital to meet with the family as quickly as possible.
- The Notification Officer shall be responsible for identification of additional survivors outside the area and shall make any notifications as desired by the immediate family. Such notifications shall be made by contacting the law enforcement agency in that jurisdiction and requesting that a personal notification be made.
- In the event of the death of more than one member, notifications should occur simultaneously if possible.
- All efforts need to be made to discourage department and associated emergency service agency members from posting any information electronically regarding the incident and allow the notification officer the time to make an appropriate family notification in person.**