
	<p>Policies, Procedures and Standard Operating Guidelines Manual</p> <p>Funeral Protocol</p>	<p>Page 1 of 6 Document ID: SOG # 213 Issue No: 1 Issued 09/20/2018 Reviewed 01/19/2021 Approved by: District Fire Chief Board of Fire Commissioners</p>
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1. Purpose and Scope

- 1.1 This protocol is to provide procedural and ceremonial guidelines for the membership of the Mantua Township Fire District pertaining to the death of a member or affiliate of the Mantua Township Fire District, or the death in the fire service outside of our company.

2. Definitions

- 2.1 Line of Duty Death – Any action in which a Mantua Township Fire District firefighter is killed while actively involved in the performance of his/her duties. This includes responding to, mitigating or returning from a call, and also includes the death of an active member while performing training duties. A Line of Duty Death will merit Full Honors internment whether or not an official LODD has been determined for beneficiary purposes.
- 2.2 Member – Life Member or Active member of Mantua Township Fire District. Death Encompasses any circumstance in which a member dies, but not serving in response to an emergency call.
- 2.3 Affiliate Member – Honorary Member, Family of MTFD, Township Employees, Paramedics, any civilian that the MTFD membership recognizes or approves as an affiliate. Death encompasses any circumstance in which a member dies, but not serving in response to an emergency call.
- 2.4 Full Honors – The following provisions for a funeral ceremony will be extended to a member who dies in the line of duty. The bestowal includes: Full Uniform burial, Color Guard, Honor Guard, multi-department viewing and funeral, Fire Company pall bearers, casket carried in apparatus in a multi-department procession, crossed aerial ladders with American Flag on procession route, boots and helmet on casket, bagpipe, bugle, and bell at cemetery, bunting on engines and stations.
- 2.5 Fire District Honors – The following provisions for a funeral ceremony will be extended to a member who dies not from a cause attributed to a fire or medical emergency, or a training drill. The bestowal includes: Honor Guard, Fire Company pall bearers, casket carried in Apparatus, Mantua Township Fire District Apparatus procession, boots, helmet, and photo displayed at MTFD, bunting on engines and station.
- 2.6 Affiliate Honors - The following provisions for a funeral ceremony will be extended to an Honorary Member or Mantua Township Fire District affiliate who dies. The bestowal includes: Members of Mantua Township Fire District walk through.
- 2.7 Mantua Township Life Members – Members who were never members of the Mantua Township Fire District; however, retired as Life Members of the four original Mantua Township Fire Companies (Barnsboro, Mantua, Centre City and Sewell). The bestowal for Mantua Township Life Members includes Mantua Township Fire District Apparatus at Funeral Home, Apparatus Procession (without bearing the casket), Boots, Helmet and Photo displayed at MTFD, Bunting on Engines. A draped engine may lead procession (without bearing the casket) if requested.

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2.8 When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

3. Notification

3.1 In the event of a death of a Member or Life Member of the Mantua Township Fire District the Fire Chief will be notified immediately. The Chief will then make notification to the Board of Fire Commissioners and assemble a Funeral Committee followed by notification to the members. Initial contact and notification of the family must take place in a timely, discrete and conscientious manner. In the absence of the Fire Chief, the Deputy Chief will be notified, and will carry out the associated duties.

4. Bestowal of Honors

4.1 The Funeral Committee will use the definitions contained within this protocol to determine which ceremonies are appropriate and to be extended to the family of a fallen Firefighter / EMT. The general guidelines are as follows:


- 4.1.1 Line of Duty Death - Full Honors
- 4.1.2 Active or Life Member – Fire District Honors
- 4.1.3 Honorary Member/MTFD Affiliate - Affiliate Honors
- 4.1.4 Mantua Township Life Member – Fire District Honors

5. Period of Mourning

5.1 In the event of a Mantua Township Fire District member death, a period of mourning will be observed according to the following:

- 5.1.1 MTFD Flag at Half Staff:
 - 5.1.1a Line of Duty – 30 Days
 - 5.1.1b Active/Non Active or Life Member – 15 Days
 - 5.1.1c Honorary – 5 Days
 - 5.1.1d Affiliate – 0 Days
- 5.1.2 Mourning Band on Badge:
 - 5.1.2a Line of Duty – 30 Days
 - 5.1.2b Active/Non Active or Life Member – 15 Days
 - 5.1.2c Honorary – 5 Days
 - 5.1.2d Affiliate – 0 Days
- 5.1.3 Bunting (Displayed across front Station):
 - 5.1.3a Line of Duty – 30 Days
 - 5.1.3b Active/Non Active or Life Member – 15 Days
 - 5.1.3c Honorary – 5 Days
 - 5.1.3d Affiliate – 0 Days

5.2 After notification of a LODD is completed, flags at all Mantua Township properties

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(municipal, Police Station, schools, etc.) should be lowered to half-staff in honor of fallen firefighter. Flags at Mantua Township properties should remain at half-staff from date of death through the day of the committal.

6. Outside of Fire District Death

6.1 In the event of the death of a firefighter who is a nonmember of the Mantua Township Fire District, the following guidelines are suggested. The Chief will make the final decision to determine the company's participation.

6.1.1 Line of Duty Death – Flag lowered to half-staff from time of notification until time of interment. Official Mantua Township Fire District representation at the viewing and funeral. Official condolences from the MTFD to the bereaved Department by way of phone, cards or flowers.

6.1.2 Off Duty or Retiree Death – Official MTFD representation at the viewing. Official condolences from MTFD to the bereaved Department by way of phone, cards or flowers.

7. Planning

7.1 Family Liaison - A member of the Mantua Township Fire District and Chairman of the Mantua Township Board of Fire Commissioners should be immediately assigned as a family contact to assist the family and serve as the liaison between the family and the funeral committee.

7.1.1 Do they want a fire service funeral?

7.1.2 Do they want a church funeral? If so which church?

7.1.3 Who is their choice of clergy or other religious representative?

7.1.4 Where is the funeral home?


7.1.5 Who is the funeral director?

If the family requests a fire service funeral, the funeral director should be so notified. The funeral director makes arrangements with the church, cemetery, etc. The fire company should make arrangements for the funeral director to receive deceased's uniform in the event of a fire service funeral or if requested by family. List of pallbearers must be obtained from the family. Honor guard members will be selected from company members and scheduled to stand at casket during viewing at funeral home. The Pallbearers are exempt from Chief orders and will operate under the OIC. The Instructions to the pallbearers on the removal, handling, and transporting of the casket will be given by the funeral director.

Arrangements must begin immediately on-site selection for the Memorial Service (if planned) and for collation (reception) following funeral/memorial service. Vendors should be immediately solicited for assistance.

7.2 Funeral Committee must determine the availability of the following:

7.2.1 White gloves


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7.2.2 Badge covers

7.2.3 Bunting (fire stations)


7.2.4 Church cards (last alarm) are desired and arrange with printer for production (if cards are to be printed). This must be done immediately to allow for printing time.

7.2.5 Bag pipes and bugler

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- 7.2.6 Hotel(s). Fire fighters throughout the nation will attempt to attend funeral.
- 7.3 Police Department Assistance: Announce line-of-duty death with as much detail as possible, including funeral arrangements, Fire Company, address, and phone number point of contact (POC) for funeral.
- 7.3.1 Detail a marked car at deceased house during entire funeral period.
- 7.3.2 Police present at planning meeting to assist with logistical coordination including traffic, crowd control, out-of-town fire fighters, parking, etc.
- 7.4 Bugler/ Bag Pipes: Local musicians, unions, or schools can provide these services. (Camden County Emerald Society Pipes can provide or assist in acquiring these services)
- 7.5 Florists: Florists should be informed of special arrangements they may be called upon to develop for a firefighter funeral. Some suggestions are:
- 7.5.1 Maltese cross
- 7.5.2 Mantua Township Fire District logo/patch
- 7.5.3 Broken rung ladder
- 7.5.4 Crossed pike pole and axe
- 7.5.5 Helmet
- 7.6 Notifications: In addition to the above, others need to be notified:
- 7.6.1 New Jersey Division of Fire Safety (LODD only)
- 7.6.2 Gloucester County Fire Marshal's Office (LODD only)
- 7.6.3 National Fallen Firefighter's Foundation (LODD only)
- 7.6.4 Gloucester County Hero Scholarship Fund (LODD only)
- 7.6.5 New Jersey Division of Pensions and Benefits (LODD only)
- 7.6.6 National Fire Academy/U. S. Fire Administration (LODD only)
- 7.6.7 State Fire Incident Reporting System (LODD only)
- 7.6.8 Federal Public Safety Officers' Benefit Program (PSOB).(LODD only)
- 7.6.9 Gloucester County Communication Center (for radio announcement)
- 7.6.10 Secretary of the Mantua Township Fireman's Relief Association
- 7.7 Station Dress:
- 7.7.1 Ladders cross arches draped with flag.
- 7.7.2 Turn out gear and photo displayed in chair
- 7.7.3 Bunting displayed across front station (LODD only)
- 7.7.4 Bunting displayed across front door (Non LODD)
- 7.7.5 Memorial Plaque displaying name and dates of deceased
- 7.8 Cemetery Dress: It should immediately be determined how many mourners the cemetery and/or gravesite area can accommodate. Committal is usually for family and close friends. Apparatus can be detailed to cemetery gates with fire fighters in full dress.
- 7.8.1 Ladders cross arches draped with flag. (LODD only)

8. The Funeral

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Funeral Director is responsible and has the primary concern of assisting the family, including bringing them into church, and seating. Chief will direct and coordinate fire company and fire fighter involvement in funeral. The OIC will direct the Honor Guard and Pallbearers.

8.1 Funeral Home

Honor Guard:

- 8.1.1 Two firefighters will be posted at the casket at all times during viewing
- 8.1.2 Honor Guard will be changed at 15-minute intervals.
- 8.1.3 OIC will escort Honor Guard to and from the casket
- 8.1.4 Honor Guard will salute the casket prior to posting
- 8.1.5 Relieving guards will salute casket prior to departing
- 8.1.6 OIC Commands – “Detail... Attention”, “Present... Arms”, “Order... Arms”, “Guards... Side... Step”, “Detail... Post”, “Guards... Forward... and Face”, “Present...Arms”, “ Order... Arms” “ Right/Left... Face”, “Forward... March”
- 8.1.7 A pause should occur between the words in a command.
- 8.1.8 Presentation of “Arms” is a slow salute followed by a slow order of “Arms”

8.2 Exiting Funeral Home/Church


- 8.2.1 The apparatus is stationed in front of the funeral home.
- 8.2.2 The color guard lines up to one side. (LODD only)
- 8.2.3 Fire Company, officials and dignitaries line up opposite the color guard. (LODD only)
- 8.2.4 As the OIC leads the Pallbearers out of the funeral home, the Chief orders the “Company... attention” followed by “Present... arms” and a hand salute.
- 8.2.5 Pallbearers carry casket to hearse and load the casket.
- 8.2.6 When the casket is in place, the pallbearers stand facing each other, and The OIC commands, “Detail... present... arms,” for a short hand salute by the Pallbearers. OIC calls, “Detail... order... arms.” Followed by the Chief calls “Company ...order... arms” The OIC then calls, “Detail... dismissed.” Followed by the Chief calling “Company... dismissed”

8.3 Arriving at Church

- 8.3.1 Color Guard should post colors prior to church service. (LODD only)
- 8.3.2 Honor guard should be posted outside church on both sides of entrance.
- 8.3.3 Fire District members and civilian delegates should line up with honor guard to street.
- 8.3.4 Family passes between ranks. The family should enter church ahead of any dignitaries. Ushers should keep front right part of church open for members and delegates.

8.3.5 After the body is greeted, all march into church (uncovered) and are seated in the following fashion: Chief Asst Chief Past Chief officers Members of company by rank Members of other fire departments (All FF’s remain standing until all FF’s are in place.)

8.4 Departing Church

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8.4.1 At conclusion of service, ushers will direct fire-fighting delegation to street where they resume original places, facing church, under direction of chief-in-charge.

8.4.2 The OIC will lead the Pallbearers out of the Church; the Chief will call “Company... attention” followed by “Present... arms” and a hand salute.

8.4.3 Pallbearers carry casket to apparatus/hearse and load the casket.

8.4.4 When the casket is in place, the pallbearers stand facing each other, and The OIC commands, “Detail... present... arms,” for a short hand salute by the Pallbearers. OIC calls, “Detail... order... arms.” • Followed by Chief calls “Company... order... arms”

8.4.5 The OIC then calls, “Detail... dismissed.” • Followed by Chief calling “Company...dismissed”.

8.5 Procession

After services, funeral director assembles procession. Chief directs all fire fighting Personnel to board apparatus/vehicles. Pallbearers ride with casket/flower vehicle.

8.5.1 Lead car police department

8.5.2 Mantua Township Fire District Marked Command Vehicle

8.5.3 Flower car /Engine or car

8.5.4 Hearse

8.5.5 Immediate family limousines or cars

8.5.6 MTFD company vehicles

8.5.7 Local government officials in cars (LODD only)

8.5.8 Neighboring and visiting staff vehicles (LODD only)

8.5.9 Neighboring and visiting apparatus (LODD only)

8.5.10 Other municipal vehicles (LODD only)

8.5.11 Friends of the family private vehicles

8.5.12 Rear car (police department)


Procession will make a final pass by the station. The manpower at the station will salute the casket as it passes. The casket will stop under the flag. The Chief will then pay final tribute to the firefighter by radio “District 22 signals the last alarm for (Rank & Name) who served Mantua Township Fire District/Original Mantua Fire Company for _____ years.” The station will activate a long blast of the air horn. The procession will then proceed to the cemetery.

8.6 Arriving at Cemetery

Chief shall be responsible for assembling fire fighters at gravesite. District Members will form a line from the Hearse/Engine to grave sight. The OIC will lead the Pallbearers to the grave sight. The Chief will call “Company ...attention” followed by “Present... arms” and a hand salute. Pallbearers will carry casket to grave sight. Chief will then assemble the company at the gravesite. The OIC will then command the Pallbearers and lower the casket and hold the flag. OIC. “Detail... lower” “Detail... flag”.

9. Committal

9.1 The clergy offers condolences followed by a prayer.

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- 9.2 Bugler then plays Taps followed by the folding of the flag.
- 9.3 The flag is then presented to OIC. The last Pallbearer renders a salute and returns to formation
- 9.4 The OIC then presents the flag to the family. Greets the family and states: “On behalf of Mantua Township Fire District, it is an honor to present to you this flag memorializing (Rank/Name) service to the Mantua Township Fire District and the community for which he/she served. God Bless you and your family.”
- 9.5 The OIC will then render a salute and return to the Pallbearers.
- 9.6 The bag piper will then play Amazing Grace, or appropriate hymn

10. Last Alarm Ceremony

- 10.1 Mantua Township Fire District member will then step forward to the gravesite and remain there until the OIC orders the Pallbearers to return to the ranks.
- 10.2 The Mantua Township Fire District member reads:
Throughout most of history, the lives of firefighters have been closely associated with the ringing of a bell. As they began their tour of duty, it was the bell that started it off. Through the day and night, each alarm was sounded by a bell, that called them to fight the fire and to place their lives in jeopardy for the good of our citizens. And when the fire was out, and the alarm had come to an end, the bell rang three times to signal the end. And now our Brother (Sister) _____ has completed his (her) task, his (her) duties well, and the bell rings three times in memory of _____, and, in tribute to, his (her) life and service.
- 10.3 The Chief calls everyone to “Attention.”
- 10.4 The Chief calls everyone to “Present... arms”.
- 10.5 The bell is then struck three times. • The Chief calls everyone to “Order... arms”.
- 10.6 The OIC will then order the Pallbearers to return to the ranks of the company.
- 10.7 The chaplain offers a closing prayer.

FIREFIGHTERS PRAYER When I am called to duty, God Wherever flames may rage Give me strength to save a life Whatever be its age. Let me embrace a little child Before it is too late Or save an older person from The horror of that fate. Enable me to be alert And hear the weakest shout, and quickly and efficiently To put the fire out. I want to fill my calling To give the best in me, To guard my friend and neighbor And protect their property. And, if, according to your will, while on duty I must answer death’s call; Bless with your protecting hand My family, one and all.

- 10.8 The clergy will then relay the location of the gathering.
- 10.9 Chief calls company for final walk through