

# **MN EMS Honor Guard Funeral Planning Kit**

A service of the  
**Minnesota EMS Honor Guard**  
**&**  
**Minnesota Ambulance Association**

If you have received this kit, your agency has experienced the death of a member and you are in the process of planning the funeral service. Let us begin by expressing the condolences of the MN EMS HG Board, and those of our Honor Guard members, to you and the members of your agency. Depending on your wishes, MN EMS HG stands ready to provide members experienced in planning, organizing, and carrying out these large services. You have undoubtedly been contacted by a MN EMS HG representative who arranged for this kit to be sent to you. Let us again explain that MN EMS HG will assist you in any way possible within our means, to help you provide the type of service your member and his or her sacrifice deserves. While the assistance we can give is great, we will do as much or as little as you desire. We are here to serve you and the EMS personals family.

How to Use this kit:

We have found that on-duty EMS Personnel funerals are best handled when viewed as a disaster. Just as a tornado, flood, or other major incident, your officers and community will be affected to a great extent by this event. This funeral will take your members well beyond the realm of ordinary experience. As such, we recommend use of the Incident Command System as you begin planning this funeral.

This kit contains directions, suggestions, and materials to help your department organize this funeral. This kit is intended to supplement the on-site efforts of MN EMS HG's advance party or to assist your agency in carrying out the duties of planning the service. By following the suggested format, and providing key personnel with their individual packets, your task should be much easier.

In this kit you should find:

1. Incident Commanders Portfolio
2. Family Liaison Portfolio
3. Information Officer Portfolio
4. Staging Officer Portfolio
5. Service Coordinator Portfolio
6. Formation and Movement Officer Portfolio
7. Procession Officer Portfolio
8. Cemetery Coordinator Portfolio
9. Safety Officer Portfolio

In addition, most portfolios contain task packets for additional duties such as parking, traffic control, etc.

This kit is intended for the Incident Commander, who will assign each of the eight remaining coordinators. These coordinators in turn, will designate individuals to oversee major tasks. Delegation of responsibility and the authority to carry it out is essential. Communication should be limited to one level up and one level down from each position. **It is very easy for the Incident Commander to suffer “task overload” if he or she accepts responsibility for too many areas.**

While large agencies have more resources to draw upon, smaller agencies can and have used this procedure to provide excellent services. MN EMS HG has contacts with many agencies and honor guards statewide, who we've trained with to serve at funerals. Many of these EMS / Law / Fire personnel are experienced and willing to travel to your community to assist. Regardless of the size of the EMS service, experience has shown that it is best to have other agencies handle most of the details. If agency size permits, your members should fill the major coordinator positions. If this is not possible, MN EMS HG and neighboring agencies can provide personnel.

The Incident Commander should now open his or her portfolio. This packet will guide you through the organization process.

# **Incident Commander Portfolio**

## **Introduction and Duties**

The incident commander is the single most vital person in the funeral planning process. You have overall responsibility for the funeral service. You can manage this best by following the Incident Command System protocol. We have found that by doing so, you can greatly reduce your stress and provide a high quality service to your department and the Fallen EMS Providers family.

The Incident Command System (ICS) was created by fire departments to help them manage large fire scenes. It was found to be so successful, that many fire departments use it for all fires, regardless of size. ICS has also been adopted by emergency managers for use in managing all disasters. As line of duty deaths are disasters for your agency, your members and staff, and their families, and many times your communities as well, we have found ICS to be very valuable.

Basically, ICS gives you a management system for use in a multitude of complex situations. You may recognize many of the titles and duties if you are familiar with ICS. Major areas of responsibility are assigned to coordinators who then assign tasks to persons of their choosing. It is very important that communication is limited to one level up or down, as well as laterally. This keeps the event organized and reduces stress along all lines. It is best to limit one person to one assignment where possible:

MN EMS HG is here to help you during this entire event. Our advance party may already be enroute. MN EMS HG works for you and we will do as much or as little as you ask. We may function as consultants, as major function coordinators, or as task coordinators. Our strongest asset is the information we bring from participating in events and funerals. In addition, we have formed strong working relationships with many other units and agencies, most of whom will be available to you if needed.

# **Tasks**

## **Day 1**

1. Select Family Liaison Officer and brief Immediately
2. Select Information Officer and brief Immediately
3. Determine family desire for MN EMS HG funeral, Use the liaison officer.
4. Meet with family and liaison officer to determine date, time, and location of funeral as soon as possible.
5. Select Coordinators and set first meeting.
6. Hold first meeting of coordinators.
  - Explain ICS.
  - Present overview of funeral plan loosely defined at this point.
  - Set goals and make assignments.
  - Schedule second meeting.

## **Day 2**

- Hold second meeting of coordinators.
- Receive coordinator updates, review changes, and solve problems.
- Identify additional resources needed.
- Support and reassure
- Hold final meeting of coordinators.
- Receive updates
- Identify additional resources needed.
- Make final changes.
- Support and reassure. They are doing a good job

## **Day 4 / Funeral Day**

- Establish and staff a command post at the service location.
- Briefing for assisting units.
- Arrival and staging of arriving officers
- Funeral Service
- Procession
- Cemetery Service

This schedule may be modified due to differing time lines set by families and departments. A four-day plan is optimal.

## The Family Liaison Officer

### Selection:

Should be someone known to the family and capable of being a strong advocate for their wishes. This person should be someone from your department. Tact and compassion are vital to this position.

### Duties:

This person will be the department's representative to the family and vice versa. This officer should stay with the family as much as possible, and accompany them to meetings concerning funeral preparations. Use this person to provide information to the family concerning:

1. Any ongoing investigation
2. The search for/status of suspects
3. Autopsy arrangements
4. Return of Fallen EMS Providers personal effects (treat with respect, do not bring it to family in garbage bags. These items are treasures to them).
5. Shield family from media.

The family liaison should provide the following information to the department:

1. Does the family desire an EMS funeral?
2. If family does not want EMS, will they agree to a separate EMS memorial service, with or without deceased Fallen EMS Provider present?
3. If family does want EMS funeral, what services do they desire?
4. Date of the funeral, if possible, 3-4 days is best for planning a large funeral.
5. Location of funeral, church, school, etc.
6. Colors inside or outside
7. Pipes and Drums, inside or outside
8. Visiting Officers, inside or outside
9. Procession to Cemetery or private family committal service.
10. Firing Party Three Volleys
- 1 1. Taps

## The Family Liaison Officer

### Duties:

You are the department's representative to the family and vice versa. You should stay with the family as much as possible, and accompany them to meetings concerning funeral preparations. Provide them with phone numbers to reach you when you are home or otherwise away from them. Remember, you are the family's advocate in funeral arrangements. **On occasion, departments begin to neglect the family's wishes during the planning process.** Your job is to speak for them and insure their wishes are carried out. One of your primary duties is to provide information and service to the family concerning:

1. Any ongoing investigation continually updated. Prior to media release.
2. Dispelling rumors and media Mis-information.
3. Updates on the search for/status of suspects, if applicable.
4. Autopsy arrangements when they can expect the body to be released.
5. Viewing of the Deceased body. Do not discourage this is their right
6. Viewing of the crime scene. They usually want very detailed information, Includes the EMS unit, if involved. Prepare a detailed walk through and explanation. Service/ Department head should conduct this, but you should be there.
7. Return of the deceased personal effects such as pens, wallet, jewelry, etc (treat with respect do not bring to family in garbage bags. These items are treasures to them).
8. Shield the family from media. They may choose a spokesperson to represent the family at press conferences. They may read a prepared statement and may elect to answer questions. Suggest that they only speak to the media at scheduled press conferences or else everyone will be asking for interviews at all times.
9. Accompany the family to the funeral home and church. Arrange for Incident Commander and other applicable coordinators to attend as well.

The family liaison should provide the following information to the department:

1. Does the family desire an EMS funeral?
2. If family does not want EMS funeral, will they agree to a separate MN EMS HG memorial service with or without deceased Fallen EMS Providers present? Point out that the deceased had two families by blood and by badge.
3. If family does want MN EMS HG funeral, what services do they desire? Refer also to Sample Order of Service, attached. The Incident Commander and Service Coordinator will explain further options and discuss these issues when they meet.
  - Colors inside or outside
  - Pipes and Drums inside or outside. “Amazing Grace” traditional.
  - Visiting Officers inside or outside
  - Procession to Cemetery or private family committal service.
  - Firing Party Three Volleys
  - Taps
4. Date of the funeral. Suggest 3-4 days as this is best for planning a large funeral. Families are often flexible on choosing a date and open to suggestion. You can help the funeral planning process immensely by obtaining this time for them. Explain to the family the need for this much time. Fallen EMS Provider / Law / Fire funerals are among the largest held in Minnesota. In the end, this is the family’s decision and we will work with whatever time we are given.
5. Location of funeral church, school, etc. Should be appropriate to handle the expected turnout. Consult with Incident Command concerning expected turnout. MN EMS HG representatives will assist in predicting crowd size; can be 500 to 2000 for on-duty deaths. Factors influencing include type of death (violent = more; accident = fewer); day of week (weekday = more; weekend = fewer); media coverage, proximity to metro area, etc. If the family strongly desires the funeral be held in their church, even though it may be small, we will work with that.

6. Determine family's wishes concerning media access to service. Provide this information to information officer. Common restrictions include:
  - One or two video cameras inside set up for pool feed to all stations.
  - Audio only inside.
  - Print media only inside
  - No restrictions (not recommended)
  
7. Obtain recent photographs of the Fallen EMS Provider for the information officer. To be used in media packet.
  
8. Obtain personal information for media packet:
  - Name of Deceased significant other.
  - Parents.
  - Children names and ages.
  - Hobbies and interests.
  - Pets.

The family works with the minister to chose the items they want in the service, concerning music, scriptures, speakers, etc. We will coordinate with the minister and funeral directors to integrate military honors into the service.

You report to: Incident Command.

You may communicate laterally with:

Service Coordinator, Cemetery Coordinator, Information Officer.

## Information Officer

### Selection:

This officer is best chosen from your department, but may be selected from other agencies. MN EMS HG has a media relations person who may fill this role, if you request it. Media Relations for Department of Public Safety may be available to assist.

### Duties:

This officer is responsible for the release of information to the media and public. Information to other law enforcement agencies concerning the Fallen EMS Provider's death and funeral arrangements should be made through this person. The information officer may also be the media relations person, or may delegate that responsibility. It is important that all teletypes, MNStar advisement, fax or email to other agencies go through this person. Also, press conferences and press releases should originate here. This person should provide background information on the Fallen EMS Provider's, including family information, department history, and recent photos, to the media. Resist the urge to put off the media. They will do what they need to do to get the story. Have them come to your agency for this information. If you control the release, they will leave the family alone.

### Tasks:

1. Arrange initial press release to media concerning officer death.
2. Arrange for first teletype to other agencies concerning details of death.
3. Set first press conference (Service President, Manager, Department head or a family spokesperson or best friend).
4. Provide Media packets.
  - Recent photos of officer in uniform and out.
  - Brief history of officer age, family, volunteer activities, hobbies and pets.
  - Commendations and awards.
  - Funeral time and location.
  - Media representative and assigned area.
  - Details concerning access to service.
  - Cemetery and procession route.
  - Contact name and number for questions.
5. Send teletypes, MNStar advisement, fax or email with arrangements.
6. Time and location of visitation. Include parking information.
7. Time and location of funeral.
8. Time and location of staging for arriving Services.
9. Uniform of the day.
10. Details of procession and cemetery service.

## Information Officer

### Duties:

You are responsible for the orderly release of accurate information to the media and public. All Information provided to other EMS agencies concerning the Fallen EMS Provider's death and funeral arrangements should be made through you. You may also be the media relations person, or you may delegate that responsibility. It is important that all teletypes, MNStar advisement, fax or email to other agencies go through you. In this manner, the chance of conflicting or inaccurate information is reduced. This will reduce the need for corrections and will leave other agencies with a positive impression of your agency.

You are responsible for seeing that press releases and press conferences are provided as necessary. You should provide background information on the Fallen EMS Provider, including family information, department history, and recent photos, to the media. Resist the urge to put off the media. They will do what they need to do to get the story. Have them come to your agency for this information. If you control the release, they will leave the family alone.

**Do not release any information to the public, media, or to other agencies, other than as part of an ongoing investigation, until the family has received it. This is critical to the well being of the family.**

### Tasks:

1. Arrange initial press release to media concerning Fallen EMS Provider's death.
2. Arrange for first teletypes, MNStar advisement, fax or email to other agencies concerning details of death.
3. Set first press conference (Service President, Manager, Department head or a family spokesperson or best friend).
4. Provide Media packets.
  - Recent photos of the Fallen EMS Provider in uniform and out.
  - Brief history of the Fallen EMS Provider's age, family, volunteer activities and hobbies
  - Commendations and awards.
  - Funeral time and location.
  - Media representative and assigned area.
  - Details concerning access to service.
  - Cemetery and procession route.
  - Contact name and number for questions.

5. Send a teletypes, MNStar advisement, fax or email.
  - Time and location of visitation. Include parking information.
  - Time and location of funeral.
  - Time and location of staging for arriving officers.
  - Uniform of the day.
  - Details of procession and cemetery service,
6. Arrange other press conferences and releases as needed.
7. Plan for media at service and cemetery.
8. Determine restrictions set by family concerning access. Check with Liaison Officer, common restrictions include:
  - One or two video cameras inside set up for pool feed to all stations.
  - Audio only inside.
  - Print media only inside
  - No restrictions (not recommended)
9. Prepare credentials for media based on access color coding.
10. Establish parking area for satellite truck away from building and officers listening to service outdoors. Their generators will make it difficult to hear.
11. Establish areas of access roped off areas, inside or outside service.
12. Arrange for Police Officers to control them, MN EMS HG has access to honor guards who can do this for you.
13. A brief media control unit morning of funeral.
  - Access restrictions and exceptions.
  - Credential system.
14. Explain plan to media at briefing on day of service. Bring extra media packets.
15. Be available to trouble shoot

Reports to: Incident Command

## Service Coordinator

### Selection:

This officer may be an officer from your department, a neighboring agency, or a MN EMS HG representative.

### Duties:

The service coordinator is responsible for all activities concerning the funeral service itself. He or she coordinates with the family liaison officer to insure that the family's wishes are met, while working closely with the minister and funeral directors and assisting with setting the order of service, with respect to EMS participation and military honors.

### Tasks:

1. Coordinate Guest seating indoors, outdoors, overflows.
2. Order of seating.
3. Family, Dept. Head / Managers, visiting departments, dignitaries, general public.
4. Coordinate with ushers.
5. Arrange for PA system if needed.
6. Provide for military honors.
  - Colors.
  - Ramp Guard and formation.
7. Other tasks as needed.

Reports to: Incident Command

Lateral: Family Liaison, Staging, Formation and Movement, safety.

## Service Coordinator

### Duties:

As Service Coordinator, you are responsible for all activities concerning the funeral service itself. You coordinate with the family liaison officer to insure that the family's wishes are met and work closely with the minister and funeral directors. You assist with setting the order of service, with respect to EMS participation and military honors. The family sets the order of service concerning the minister, music, speakers, etc. You coordinate the inclusion of appropriate honors.

### Tasks:

1. Meet with family and funeral directors as soon as a funeral home is selected and the family is prepared to meet. It works best if you attend the first meeting between the family and funeral home as the rough plan is laid out at this point. The Incident Commander, Family Liaison Officer should attend. MN EMS HG representatives are very helpful at this point in helping with the order of service. Refer to Sample Order of Service, attached.
2. Coordinate Guest and EMS seating, indoors, outdoors, overflow. What about dignitaries?
3. Order of seating refers to Sample Order of Service.
  - Family, your dept. members, visiting services, dignitaries, general public, spouses of your members, and other EMS survivors all need consideration.
4. Coordinate with Staging and Formation and Movement Officer to plan arrival time, method, and doorway of entry for officers.
5. Coordinate with ushers. You may need to select and train them. MN EMS HG has contacts with other honor guards who can carry out this task for you.
6. Arrange for PA system if needed. Also consider video closed circuit to overflow area.
7. Provide for military honors.
  - Colors
  - Ramp Guard and formation

8. Designate person to ask those present to stand for Posting and Retiring of Colors.
9. Plan the exit of EMS Provider's for Ramp Guard. See Sample Order of Service.
10. Other tasks as needed. Day of Funeral
  - A. Brief Ushers and other units working on service. Include Formation and Movement Officer.
  - B. Be available to answer questions and make last minute decisions. These will always be present.
  - C. Be decisive issues in large events such as these seldom take care of themselves.
  - D. Be prepared to step in with directions/commands if needed.
  - E. Be available to trouble shoot during funeral service

Reports to: Incident Command

Lateral: Family Liaison, Staging, Formation and Movement, safety.

## Staging Officer

### Selection:

This officer may be selected from your agency, a neighboring agency, or a MN EMS HG representative.

### Duties:

The staging officer is responsible for the assembly point for arriving EMS Provider's. This person selects the sight and provides that information to the information officer. Parking, portable toilets, water, and instructions should be given to visiting EMS Provider's here. Safety briefing should include caution about dehydration, frost-bite, and processions driving safety as accidents frequently occur.

### Tasks:

1. Designate staging area(s).
  - May be multiple areas for different units,
  - May be in area near service in other part of building, or at remote location.
2. Set staging arrival time(s).
3. Arrange for toilets.
4. Arrange for water.
5. Prepare instructions for EMS Provider's written and /or verbal briefing.
6. Determine movement method from staging to service
7. Foot, bus, ambulance or squad procession.

Reports to: Incident Command.

Laterals: Information Officer, Service Officer, Formation and movement, Procession, Safety.

## Staging Officer

### Duties:

The staging officer is responsible for the assembly point for arriving officers. You select the sight and provide that information to the Incident Commander and to the Information officer. Parking, portable toilets, water, and instructions should be provided to visiting officers here. Safety briefing should include caution about dehydration, frost-bite, and processions driving safety as accidents frequently occur.

### Tasks:

1. Designate staging area(s).
    - May be multiple areas for different units.
    - May be in area near service, in other part of building, or at remote location.
  2. Set staging arrival time(s).
  3. Arrange for toilets.
  4. Arrange for water.
    - Salvation Army Canteen or MN EMS HG can handle this.
  5. Prepare instructions for EMS Provider's written and/or verbal briefing.
    - Present overview of funeral plan to EMS Provider's.
    - Detail what is expected of them (formations, standing, and sitting)
    - Explain seating limitations and plans for overflow.
    - Invitation to reception afterward.
    - May instruct basic movements
      - Attention
      - Present, Arms
      - Order, Arms, AT Ease
      - Safety Briefing
      - Weather related injury information
      - Caution EMS Provider's on driving in procession. Accidents frequently result. **Do not race to fill gaps** in the "accordion."
- May be distributed on paper
  - Follow-up with verbal briefing PA?  
If it is extremely cold, consider having officers remain in their cars and give instructions over MNSEF.

## **Staging Officer Duties Continued:**

6. Determine movement method from staging to service
7. Foot, bus, or EMS procession.
8. Determine parking procedure and assign parking detail.
  - Best to delegate this detail
  - Barricades, cones, persons to direct, etc.
  - Consider weather may need warm vehicles and relief guards for all positions. Appropriate clothing for weather conditions.

Reports to: Incident Command.

Laterals: Information Officer, Service Officer, Formation and movement, Procession, Safety.

## **Formation and Movement Officer**

### **Selection:**

This officer may be an officer from your department, but is easily handled by a MN EMS HG representative or by one of several trained and experienced honor guard units available to us.

### **Duties:**

This officer is responsible for forming the EMS Providers to render honors outside the service location and at the cemetery. This officer, and his or her unit, line up EMS Provider's and give commands. If a foot march is part of the service, this office plans and commands the movement.

### **Tasks:**

1. Determine location of formations.
  - Service
  - Cemetery
2. Sets time of formations.
3. Provides for formations commander and guides.
4. Provides for foot march, if applicable.
5. Moves EMS Providers into and out of service.
6. Forms Ramp Guards at service location.
7. Gives all necessary commands to render honors to casket.
8. Falls out and dismisses EMS Providers.

Reports to: Incident Command.

Laterals: Staging, Service Coordinator, procession, Cemetery Coordinator, Safety.

## **Formation and Movement Officer**

### Duties:

This officer is responsible for forming the EMS Providers to render honors outside the service location and at the cemetery. You and your unit line up EMS Providers and give their commands to move. If a foot march is part of the service, your detail plans and commands the movement.

### Tasks:

1. Determine location of formations.
  - Service
  - Cemetery
2. Sets time of formations.
3. Provides for formations commander (Escort Commander) and guides.
4. Provides for foot march, if applicable.
5. Moves EMS Providers into .out of service.
6. Forms Ramp Guard at service location.
  - Department members given place of honor.
  - Visiting services subordinate to dept. members.
7. Gives all necessary commands to render honors to casket.
  - Optional: Mass commands given by Incident Commander or designee.  
Your detail issues supplemental commands and serves as formation guides.
8. Falls out and dismisses EMS Providers.
  - “On behalf of the, ----- Family, -----EMS Service, and the Minnesota EMS Honor Guard, thank you for your attendance today. You are dismissed.”

## **Formation and Movement Officer Duties continued:**

### **Basic Rules**

- A** EMS Providers should be at attention and present, arms whenever casket is moved before them. This should occur before the casket passes the threshold out of the church or other building. Hold the EMS Providers at present, arms until casket secured in hearse. At cemetery, salute is initiated prior to the casket being removed from the hearse, and held until it is secured on the lowering device.
- B** EMS Providers indoors should not wear hats. Exception is for units working on funeral. EMS Providers indoors should stand at attention while Colors are carried in and out, and when casket is being moved.
- C** EMS Providers outdoors should be covered (wearing hats) and should either stand at attention while their formation commander salutes the passing Colors, or the entire formation could be called to present, arms. Order, (Arms) when Colors have passed.
- D** EMS Providers should also be at Order, (Arms) for the Three Volleys and held through laps.
- E** EMS Providers should be at parade rest at ease during the flag folding and presentation.
- F** We usually refrain from placing EMS Providers at Parade, Rest as many of them do not know the difference between that and at, ease. Honor Guards and details will use this command.

Reports to: Incident Command.

Laterals: Staging, Service Coordinator, procession, Cemetery Coordinator, Safety

## Cemetery Coordinator

### Selection:

This officer may be an officer from your agency, a neighboring agency, or a MN EMS HG representative. If the cemetery is in a neighboring jurisdiction, consider using one of their Service members. Using one of your EMS Provider will pull them away from the funeral service for their partner. This may be resented.

### Duties:

This officer coordinates the committal service, provides for family, department, visiting services, parking and standing locations. Coordinates with firing party, bugler (s), and escort and the Pipes and Drums.

### Tasks:

1. Locate grave sight at cemetery.
2. Determine parking.
3. Determine standing locations
  - Family.
  - Department.
  - Visiting EMS Providers.
  - Public.
  - Media.
4. Coordinate Order of Service with Funeral Director and Minister.
5. Set timing and cues for Three Volleys, Taps, Pipes and Drums.
6. Coordinate with Formation and Movement Officer for formations and commands.
7. PA system and power needs
8. Toilets
9. Water

Reports to: Incident Command.

Laterals: Family Liaison, Formation and Movement, Procession, Safety.

## **Cemetery Coordinator**

### **Duties:**

You coordinate the committal service, provide for family, department, visiting EMS Providers parking and standing locations. Coordinate with firing party and bugler(s), as well as mounted escort and Pipes and Drums, and any other participating units.

### **Tasks:**

1. Locate grave sight at cemetery.
2. Determine parking.
3. Determine standing locations.
  - Family.
  - Department.
  - Visiting EMS Providers
  - Public.
  - Media.
4. Coordinate Order of Service with Funeral Director and Minister.
  - See included Sample Order of Service.
5. Set timing and cues for Three Volleys, Taps, Pipes and Drums.
6. Coordinate with Formation and Movement Officer for EMS formations and commands.
7. PA system and power needs.
8. Toilets.
9. Water.
10. First-aid station

Reports to: Incident Command.

Laterals: Family Liaison, Formation and Movement, Procession, Safety

## **Procession Officer**

### **Selection:**

This officer should be a member of your department or an overlapping jurisdiction intimately familiar with the procession route. Consider using Sheriff's Office or Police personnel. Should consider MN State Patrol is an excellent choice and they are always ready to assist.

### **Duties:**

This Officer plans the route of the procession(s) to the service from staging, from the service to the cemetery, and any other movement of personnel in formation on foot or in vehicles, from one point to another. Also is responsible for parking. This is the most labor intensive activity of the funeral.

### **Tasks:**

1. Plan routes.
2. Set times for traffic control.
3. Plan traffic direction points.
4. Assign traffic control personnel.
  - Consider water, warm/cool vehicles, and relief in extreme weather.
5. Coordinate with DOT, Public Works, and County Highways to barricade.
6. Notify residents/businesses along closed routes.
7. Temporary "No-Parking" signs.
8. Provide information to information officer.
9. Arrange for tow trucks to pull disabled squads from procession route
10. Notify Law Enforcement, Fire and Ambulance services of planned route.
11. Consider use of Fire Dept. for parking and traffic assist.
12. Arrange for responsible units to respond to accidents in procession.

Reports to: Incident Command.

Laterals: Information Officer, Service Coordinator, Staging, Cemetery Coordinator,  
Safety.

## **Procession Officer**

### Duties:

You plan the route of the procession(s) to the service from staging, from the service to the cemetery, and any other movement of personnel in formation on foot or in vehicles, from one point to another. Your responsibility includes the direction and blocking of traffic for the procession. Use other agencies and non-law enforcement personnel for this duty if possible. This is the most labor intensive activity of the funeral.

### Tasks:

1. Plan routes.
2. Set times for traffic control.
3. Plans traffic direction point.
4. Assign traffic control personnel.
  - Consider water, warm/cool vehicles, and relief in extreme weather.
5. Coordinate with DOT, Public Works, and County Highways to barricade.
6. Notify residents/businesses along closed routes.
  - Fliers, radio, TV, newspaper.
7. Temporary No-Parking signs.
8. Provide information to information officer.
9. Arrange for tow trucks to pull disabled squads from procession route.
10. Notify Law Enforcement, Fire and Ambulance services of planned route.
11. Consider use of Fire Dept. for parking and traffic assist.
12. Arrange for responsible units to respond to accidents in procession.
13. Provide communications system for detail.

Reports to: Incident Command.

Laterals: Information Officer, Service Coordinator, Staging, Cemetery

Coordinator, Safety

## Safety Officer

### Selection:

This Officer may be a member of your department, a neighboring agency, an EMS representative, or a MN EMS HG representative.

### Duties:

This officer is responsible for providing water and first-aid stations and personnel to guests and officers working on the funeral. This officer has authority to act directly to prevent an injury or render aid should one occur. This includes authority to make immediate changes in funeral plan if necessary.

### Tasks:

1. Determine water points
2. Arrange for water and aid station staffing.
3. Arrange for first-aid station(s) and paramedics.
4. Insure access for ambulances and fire units.
5. Monitor weather for possible threats.
  - Temperature extremes.
  - Server Weather.
6. Alter service plan accordingly.
7. Review Procession Plan for safety.
8. Provide for monitoring of EMS Providers during service.
9. Intervene to assist EMS Providers in need of aid.

Reports to: Incident Command.

Laterals: This officer may interact directly at all levels of organization to insure safety.

## Safety Officer Duties

### Duties:

This officer is responsible for providing water and first-aid stations and personnel to guests and officers working on the funeral. This officer has authority to act directly to prevent an injury or render aid should one occur. This includes immediate change in funeral plan if necessary.

### Tasks:

1. Determine water points.
2. Arrange for water and aid station staffing.
3. Arrange for first-aid station(s) and paramedics.
4. Insure access for ambulances and fire units.
5. Monitor weather for possible threats.
  - Temperature extremes.
  - Severe weather.
8. Alter service plan accordingly.
7. Review Procession Plan for safety.
8. Provide for monitoring of EMS Providers during service.
  - Personnel assigned to walk around groups of standing EMS Providers and check on their welfare.
  - Encourage rest breaks and water intake.
9. Intervene to assist EMS Providers in need of aid.
  - Personnel to accompany o EMS Providers in need. Do not leave them alone monitor them at the aid station.
  - Be proactive. EMS Providers may feel duty-bound to stick it out too long. Identify and pull EMS Providers out of formations for aid if needed.

Reports to: Incident Command.

Laterals: This officer may interact directly at all levels of organization to insure safety.

# **SAMPLE ORDER OF SERVICE**

## **Funeral Service with procession to Cemetery**

Visiting EMS Providers assembled in staging area 1.5 -2 hours prior to service.

### 1.1. Visiting EMS Providers Briefing:

- A. Plan for the day.
- B. Instructions given as to participation, hats, etc.
- C. Safety
  - 1. Procession Driving
  - 2. First Aid

### 2. Deceased moved to service location and positioned. (Option 1)

A1. Options include processing deceased to service location from funeral home prior to beginning of service, or at the beginning of the service. In these situations, we recommend a limited procession of your department vehicles. Ramp guard should be formed, again of limited participation. Yet another option is moving the deceased from an ante room where visitation occurs just prior to the service into position in the service location as part of the beginning of the service.

### 3. Final viewing time (optional)

A. This is normally for family and friends. It is not recommended to file visiting officers through as doing so will take hours to complete.

## **SAMPLE ORDER OF SERVICE Continued**

4. Guards stationed at entrance to church, chapel, etc.
  - A. One hour prior to Service
  - B. Changed every 10-20 minutes weather dependant
  - C. Maintained throughout service, weather permitting.
  - D. MN EMS HG can handle this detail.
  
5. Guests seated:
  - A. General as they arrive in designated areas.
  - B Dignitaries (option 1)
  - C Dept. members Spouses
  - D Survivors
  - E Family (option 1)
  - F Visiting Officers
  - G Dignitaries (Option 2)
  - H Neighboring Services and close Fallen EMS Provider's friends
  - J Family (option 2)
  - K Casket (option 2)
    1. Officers should be asked to stand at attention as the casket is moved
  - L Clergy (with casket)
  - M Pallbearers (with casket)
  
6. Colors posted.
  - A Direct everyone to stand, Uniformed EMS Providers to attention.  
(Clergy, Service Coordinator, Incident Commander, or designee).
  
7. Service

**SAMPLE ORDER OF SERVICE Continued**

8. Retreat of Colors

9. Dept. Members exit

10. Visiting EMS Providers exit

- A. Officers formed as “Ramp Guard” (formations and movement Office
- B. Dept. officers have given place of Honor, immediately outside church, hearse, or as front rank(s) in general formation. Usually lining walk to hearse.
- C. Formation Guides stationed in front of formation, give supplementary commands

11. Clergy

12. Casket

13. Pallbearers

14. Family

15. Guests

**SAMPLE ORDER OF SERVICE Continued**

16. Procession

- A. Clergy
- B. Casket
- C. Pallbearers (if not bearing casket)
- D. Honorary Pallbearers (if applicable)
- E. Family
- F. This procession pauses at threshold until Formation at present, arms.

17. EMS Providers to attention and present, arms.

18. EMS Providers to order arms once casket placed in hearse.

19. EMS Providers fall out to squads for procession.

20. Procession to cemetery

21. **Color Guard, Firing Party and other units participating in Cemetery Service leave immediately, before procession.**

## **SAMPLE ORDER OF SERVICE Continued**

22. Vehicle Procession
  - A. Department Unit leads.
  - B. Visiting officers first
  - C. Department vehicles immediately precede hearse
  - D. Hearse
  - E. Family
  - F. Other guests
23. Arrival at Cemetery
  - A. Visiting Officers allowed to move freely in area as procession may take over an hour.
24. Visiting EMS Providers formed as dept. and hearse vehicles approach.
25. Department members formed.
26. Hearse arrival Deceased remains inside.
27. Family Seated
28. Guests positioned.
29. EMS Providers called to attention and present arms

**SAMPLE ORDER OF SERVICE Continued**

30. Deceased moved to lowering device.
31. Officers given order, arms and at ease.
32. Pallbearers position and raise casket flag.
33. Committal Service
34. *Three Volleys*
35. ‘Taps
36. EMS Providers to Order, Arms; to Parade, rest.
37. ‘Amazing Grace’<sup>Pipes</sup> (may be played during flag folding)
38. Flag Folding and presentation
39. Other presentations
40. Dismissal of EMS Providers

**Minnesota EMS Honor Guard  
Funeral Team**

**Incident Commander**

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**Family Liaison  
Officer**

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**Information  
Officer**

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**Staging Officer**

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**Service  
Coordinator**

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**Formation and  
Movement  
Officer**

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**Procession  
Officer**

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**Cemetery  
Coordinator**

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**Safety Officer**

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## EMS Prayer

*As I perform my duty, Lord. Whatever  
be the call.*

*Help to guide and keep me safe from  
dangers big and small.*

*I want to serve and do my best, no  
matter what the scene.*

*I pledge to keep my skills refined, my  
judgment quick and keen.*

*This calling to give of myself, most don't  
understand.*

*But I stand ready all the time to help my  
fellow man.*

*To have the chance to help a child,  
restore his laugh with glee.*

*A word of thanks I might not hear, but  
knowing is enough for me.*

*The praise of men is fine for some, but I  
feel truly blessed.*

*That you, Oh Lord, have chosen me to  
serve in EMS.*

## *An EMS Prayer*

As I perform my duty Lord  
whatever be the call,  
help to guide and keep me safe  
from dangers big and small.

I want to serve and do my best  
No matter what the scene,  
I pledge to keep my skills refined,  
My judgment quick and keen.

This calling to give of my self  
Most do not understand,  
But I stand ready all the time  
to help my fellow man.

To have the chance to help a child  
Restore his laugh with glee,  
a word of thanks I might not hear,  
but knowing is enough for me.

The praise of men is fine for some,  
but I feel truly blessed,  
that you oh Lord have chosen me  
To serve in EMS

## *A Firefighter's Prayer*

When I am called to duty, God  
whenever flames may rage,  
Give me strength to save some life,  
whatever be its age.

Help 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  
and to give the best in me,  
to guard my every neighbor  
and protect his property.

And if, according to my fate,  
I am to lose my life;  
Please bless with your protecting hand  
my children and my wife.

## **A POLICE OFFICERS' PRAYER**

*Lord I ask for courage*

Courage to face and  
conquer my own fears...

Courage to take me  
where others will not go...

*I ask for strength*

Strength of body to protect others  
and strength of spirit to lead others...

*I ask for dedication*

Dedication to my job, to do it well

Dedication to my community  
to keep it safe...

Give me Lord, concern  
for others who trust me

and compassion for those who need me...

*And please Lord*

Through it all  
be at my side...