



**GLASTONBURY FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**



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CATEGORY: ADMINISTRATION
SUB-CATEGORY: DEPARTMENT DIRECTIVE
SUBJECT: CLASSIFICATION OF FIRE DEPARTMENT FUNERAL SERVICES

Section I – Introduction

A. Objectives

The purpose of this guide is to help establish procedures that will ensure proper support and care for a firefighter's family after a Line of Duty/On Duty death of an active member of the Glastonbury Fire Department. These guidelines will also help ensure that standardized and proper honors are rendered for and during services for a non-line of duty, retired/life members, and members' immediate family death.

This SOG will standardize the memorial/funeral service and burial protocol for a member of the Glastonbury Fire Department in an effort to:

- Promote the honor and respect for the fallen firefighters and members of the Glastonbury Fire Department.
- Establish lines of authority and responsibilities during notification, funeral and burial proceedings.
- Establish criteria as to level and to whom these honors are rendered.
- Establish criteria for each type of funeral Memorial or Service:
 - Class I** (Line of Duty Death)
 - Class II** (On Duty Death)
 - Class III** Active Department/Company member Non-Duty related death
 - Class IV** (Life Members),
 - Class V** (Honorary Member or other fire service dignitary)
 - Class VI** (Immediate family of active members).

B. Applicability

Any member of the Glastonbury Fire Department past and present.

C. References

Colchester Hayward Volunteer Fire Company/Colchester Fire Department

Section II - Classifications

Class I- A Class I death is to be considered for members of the department who are killed at the scene of an emergency incident or killed responding to or returning from the scene of said incident or during training activities. A Class I death will also include those members that are injured or become affected at the scene and who later die as a result of their injuries.

Class II- A Class II death pertains to members of the department who die while on duty, but not due to injuries sustained while performing emergency activities.

Class III- A Class III death is a death occurring when an active member of the Glastonbury Fire Department, who at the time of death were off duty and not engaged in any department or company activities. A past "Chief of the Department" shall be afforded those honors prescribed in this classification.

Class IV- A Class IV death pertains to the death of a life member, of the Glastonbury Fire Department. A past "Line Chief" shall be afforded those honors prescribed in this classification.

Class V- Immediate family of active member or other fire service dignitary.

Class VI- Fire Department Honorary Members or Fire Service Dignitaries.

See attached matrix attached for guidance.

Glastonbury Fire Department – July 2023

Practice	<u>Class I</u> <u>LODD:</u>	<u>Class II</u> On duty Death of an Active Member	<u>Class III</u> Non-Line of Duty Death active Member	<u>Class IV</u> Life Members	<u>Class V</u> Fire Department Honorary Member or Fire Service Dignitary	<u>Class VI</u> Immediate Family of Active Member
AT THE STATION						
Station Bunting	X	X	X	X		
Turnout Gear Posted Outside Station	X	X				
AT THE WAKE						
American Flag Draped Casket	X					
Fire Service Flag Showing	X	X	X	X		
Attendance in Uniform	X	X	X	X	X	
Walk-Through	X	X	X	X	X	X
Badge Shrouds	X	X	X	X		
Honor Detail at Casket	X	X	X	X		
FD Vehicle Parked Outside Funeral Home	X	X				
AT THE FUNERAL						
Attendance in Uniform	X	X	X	X	X	
Pall Bearers	X	X	As Requested	As Requested	2 if requested	Non uniform
Honor Guard	X	X				
Color Guard	X	X				
Bag Piper	X	X	X	X		
Bugler	X	Military Only	Military Only	Military Only		
Bell Service	X	X	3 Bells	3 Bells		
Eulogy by FD	X	X				
FUNERAL PROCESSION						
Procession	Fire Engine Caisson	Fire Engine Caisson	Per Request	Federal Engine		
FD Flower Unit	X	X				
Vehicle Bunting	X	X	X	X		
Crossed Ladders Arch	X	X				
Fire Radio "Last Alarm" Dispatch	X	X				
"Missing Man" Fly-by Formation (Helicopter)	X					
Procession passes/pauses at Fire Station	X	X				

X appropriate honors afforded to classification and upon request of family

Section III - Notification

- a) Line Of Duty Death (Class I & II)
- 1) Upon notification of an L.O.D.D. the Dispatcher on duty at the time of the incident will be responsible for contacting the Fire Chief or his/her designee and the Department Chaplain.
 - 2) The Fire Chief and the Chaplain will be responsible for contacting the families of firefighters that have been killed in the line of duty. If the firefighter's next of kin are outside of Glastonbury where it is not practical for the Chief to make notification, then it is the Chief's responsibility to notify the fire or police department nearest the family, and to arrange that a uniformed officer, preferably from the fire department, and accompanying local chaplain, to contact the family in person.
 - 3) The Chaplain will be responsible for notifying the Public Information Officer and the Funeral Coordinator. Additionally, the Chaplain will contact any fraternal or employee organizations.
 - 4) The Fire Chief will be responsible for contacting the Town Manager and any other appropriate dignitaries.
 - 5) The Fire Chief will notify the Connecticut Firefighters Honor Guard Coordinator.
- b) Active Members/Off Duty Death (Class III)
- 1) Department members that have knowledge of a fellow firefighter's death are encouraged to notify the department through the office of the fire chief.
 - 2) The Fire Chief will then notify the department Chaplain and Administration after receiving and verifying prevalent information on the member's death and applicable funeral information.
 - 3) The Chaplain, once notified, is then responsible for contacting the family and offering department assistance.
 - 4) The Chaplain would then contact the department Funeral Coordinator and appropriate fraternal and employee organizations as per the family's wishes.
 - 5) The department Administration will announce the death and any funeral/memorial arrangement to all stations, (nightly announcement)
- c) Retiree Deaths (Class IV)
- 1) The family of the deceased retiree is responsible for contacting the department if they wish department participation in the funeral service.
 - 2) The Chaplain is responsible for contacting the family upon knowing the family's wishes for department's participation.
 - 3) The Chaplain then will contact the Funeral Coordinator and the Honor Guard Coordinator.
- d) Honorary Members or other fire service dignitary (Class V)
- 1) As requested by the family (within department protocols)
- e) Immediate family of active members (Class VI)
- 1) Posting within the fire stations

The official announcement to the department should be made by the Chief or by a designated Communications officer assigned by the Chief.

The announcement should follow a set format, and be from the perspective of the Chief or ranking officer, regardless of who reads it.

The verbal announcement should be followed with typed copies to be distributed for posting in each station, with a follow up announcement once funeral plans are finalized.

Section IV – Additional Responsibilities

Funeral arrangements are the ultimate responsibility of the family, the fire department will provide assistance as required.

The Department's Funeral Coordinator will be responsible for coordinating all necessary department personnel before and during the funeral services. Additionally, the Funeral Coordinator will notify any other appropriate agencies to be involved in the services.

The Funeral Coordinator insures that the funeral/memorial runs smoothly.

Section V – Guidelines for Service to be Provided to Family by the Department

a) Class I Line of Duty Death

1) Prior to Services

- Transportation to funeral home/cemetery to make arrangements
- Services of Department Clergy/Chaplain offered to family
- Services of Department Funeral Coordinator offered to assist family in making arrangements
- Arrangement of Pall Bearers in appropriate class "A" uniforms with white gloves
- Arrangement of Police Escorts for procession to cemetery

2) Wake/Viewing

- Honor Guard at Casket (during all viewing and visitation at funeral home and leading up to funeral service)

3) Church/Chapel Service

- Fire apparatus for procession to graveside (as well as standing fast at the funeral home during all viewing and visitation)
- Color Guard at service
- Pipers and Drum Corps at service

4) Graveside Service

- Arched Aerial Ladders with Hanging Flag at entrance to cemetery
- Fire Apparatus at gravesite
- Color Guard
- Service of Department Chaplain, if family wishes
- Department Honors/Ceremony
- Flag folding and presentation
- Bell Ringing
- Pipers and Drum Corps
- Bugler to play "Taps" at cemetery
- Fire Walk of Honor

Section VI – Guidelines for Funeral/Memorial Service

a) Class I – Line of Duty Death

1) Preparation

- All available department personnel to attend in full Class "A" dress uniform.
- All members will wear a black band over their badges from the time the death is announced for one week – seven days after death.
- All department flags will fly at half-staff from the time the death is announced for one week – seven days after death.
- Station bunting will remain in place over the station entrance for seven days after death.

- All regular uniformed personnel will remain covered while outdoors, except during prayers, and uncovered indoors.
 - All Honor Guard members will be covered at all times during the performance of their duties.
- 2) Wake/Viewing
- Honor Guard at Casket (during all viewing and visitation at funeral home and leading up to funeral service)
 - Honor Guard will be relieved at ten-minute intervals with a six second salute
 - At the conclusion of the services the department will form a line on order rank for the final salute.
- 3) Church/Chapel Service
- Seating will be reserved as such that the family is nearest the casket followed by the Pall Bearers, the department officers, descending in rank, followed by all other members to the home department. Following that will be all visiting uniformed firefighters, from the longest distance traveled to the least traveled. The Board of Selectman, and other dignitaries (from Local to most Broad, i.e. Federal), will be seated either to the side of all firefighters or directly behind the home department.
 - Upon conclusion of the service, all personnel, starting with the Pall Bearers, and going further from the casket, will file out, being the first to leave, to assemble outside in preparation of passing the casket.
 - The casket will precede the family filing through the assembled firefighters to the Fire Apparatus or Funeral Coach of choice.
 - Directly behind the casket as it exits the church/chapel will be the immediate family, followed by extended family and all other attendees.
 - The Pall Bearers will then place the casket on the appropriate apparatus, or in the funeral coach if chosen

Section VII – Guidelines for Processional to and Assembly at Graveside

a) Class I – Line of Duty Death

Note: There are two options for processional to the graveside, marching and vehicular procession.

1) Marching Processional

- It is the responsibility of the Connecticut Honor Guard Commander/Coordinator to ensure that the order for the marching processional is as follows, and that the Bugler is standing by at the cemetery.
- Clergy/Department Piper(s) and Drummer (s)
- Color Guard
- Chaplain
- Funeral Coach/Caisson
- Car or limousine with the Pall Bearers
- Immediate Family
- Fire Chief, Department Officers in descending order of rank, and Dignitaries from local to most broad
- Home department uniformed personnel
- Visiting department uniformed personnel from the longest distance traveled to the least traveled
- Home department additional apparatus
- Visiting department apparatus by request only/as invited
- All other miscellaneous vehicles

2) Vehicular Procession Only

- It is again the responsibility of the Honor Guard Commander/Coordinator to ensure that the order for the vehicular processional is appropriate, as follows, and the Piper(s), Drummer(s), Bugler and Color Guard are standing by at the cemetery.

- Lead car provided by funeral home, containing appropriated Clergy/Department Chaplain
- Apparatus/Funeral Coach, will Pall Bearers riding inside if apparatus, or immediately following family in one vehicle if funeral coach
- Car or limousine with Immediate Family
- Fire Chief Car followed by officer cars and dignitary cars
- Additional Home Department Apparatus
- Visiting Department Apparatus
- All other Home Department Personnel, if in personal vehicles
- All other Visiting Department Personnel, if in personal vehicles
- All other Miscellaneous Vehicles

3) Assembly at Graveside

- Two crossed Aerial Ladders with a draped flag shall be at the entrance to the cemetery, so that the entire processional goes underneath them in entering
- The Piper(s), Drummer(s) will be assembled approximately 100 yards from the gravesite, and the Bugler will assemble approximately 20 feet past the gravesite
- Fire Walk of Honor—the member of the home department shall line up on both sides of the path, in an organized fashion from the Coach/Apparatus to the gravesite approximately 10 feet apart will all additional home department firefighters and visiting department firefighters lining up behind the front row of firefighters
- Once the firefighters are appropriately assembled, the Color Guard will line up at the beginning of the Walk of Honor followed by the Clergy/Chaplain
- At this point the Pall Bearers will remove the casket from the Coach/Apparatus and the Honor Guard will command "Firefighter, Attention". All firefighters will then come to attention, awaiting the command "Firefighters, Present Arms" which will signal the Pall Bearers to begin carrying the casket down the Walk of Honor, and all firefighters will render a hand salute just as the casket nears them
- The casket will be followed in order by the Immediate Family, the Fire Chief and Officers, in descending rank, command staff, and other dignitaries
- Once the casket reaches the gravesite, the piper(s) and drummer(s) will begin playing "Amazing Grace" as they approach from the distance, marching to approximately 20 feet from the foot end of the gravesite
- After the piper(s) and drummer(s) reach their appropriate places, the command "Firefighters, Order Arms, Fall In" will be given instructing the firefighters to move from their places in the Walk of Honor, to orderly lined directly behind the family, who are to be seated directly in front of the casket
- The appropriate Clergy/Chaplain then should step forward with the graveside message, which should include the 23rd Psalm and the Firefighter's prayer, depending upon the wishes of the family
- At the close of the graveside message, the Clergy/Chaplain will then commence with "Let us now pray". At this time all are expected to remove and order their covers to their sides, and bow their heads in respect
- Once the Clergy/Chaplain has finished his prayer, all personnel will recover, and the Honor Guard will remove the flag from the casket, and fold it for presentation to the family
- The flag will be passed from one member of the Honor Guard to the Honor Guard Commander, with both members of the Honor Guard saluting as it passes.
- The presentation to the next of kin will be made by the Chief of the Department, who will present it as he explains, "This flag is presented on behalf of the Town of Glastonbury as a small token of our appreciation for the honorable and faithful service, and great sacrifice of your loved one."
- "Last Call" Bell Ringing 5-5-5-5
- The Chaplain or a department member reads the following:
 - Throughout most of history, the lives of firefighters have been closely associated with the ringing of a bell. As they began their hours 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 fire and place their lives in jeopardy for the good of their fellow man. The ringing of bell 5-5-5-5 signifies that a member has made the supreme sacrifice and has given their life in service to their fellow man.

- And now our Brother/Sister _____ has completed his/her task, his/her duties, and bell rings Five-Five-Five-Five in memory of, and, in tribute to, his/her life, service and sacrifice.
- The Officer-in-Charge calls everyone to Attention
- The Color Guard is called to Present Arms
- The bell is struck 5-5-5-5
- The Color Guard is called to Order Arms
- The firefighters are seated (if in church or funeral home)
- The Chaplain offers a closing prayer
- It is then appropriate to read this farewell message over the radio. "The members of the Glastonbury Fire Department wish to thank _____ (rank and name) for his/her _____ (#) years of service to the citizens of Glastonbury. Although you are gone, you will never be forgotten".
- At the conclusion of this, the Honor Guard Commander will command "Firefighters, Attention, Present Arms" and the bugler will begin to play "Taps"
- At the conclusion of "Taps" the command "Firefighters, Order Arms" will be rendered, and the firefighters will stand at attention as the family has begun to depart.
- At this point the Honor Guard commander will command "Firefighters, Dismissed" concluding the services

Section VIII - Guidelines for the Funeral/Memorial Service

a) Class II – On Duty Death Not Pertaining to an Emergency Situation

- 1) Prior to Services
 - Transportation to funeral home/cemetery to make arrangement
 - Services of Department Clergy/Chaplin available to family upon request
 - Services of Department Funeral Coordinator available upon request to assist family in making arrangements
 - Arrangement of Pall Bearers in appropriate uniforms
 - Arrangement of Police Escorts for processional to cemetery
- 2) Wake/Viewing
 - Honor Guard at Casket (during all viewing and visitation at funeral home and leading up to funeral service)
 - Honor Guards will be relieved at ten-minute intervals with a six second salute.
 - At the conclusion of the services the department will form a line in order of rank for the final salute
- 3) Church/Chapel Service
 - Honor Guard at Casket
 - Fire Apparatus for processional to graveside
 - Color Guard at service, upon request
 - Pipers and Drum Corps, upon request
 - Seating will be reserved as such that the family is nearest the casket followed by the Pall Bearers, the department officers, descending in rank, followed by all other members to the home department.
 - Following that will be all visiting uniformed firefighters, from the longest distance traveled to the least traveled.
 - The Board of Selectman, and other dignitaries (from Local to most Broad, i.e., Federal), will be seated either to the side of all firefighters or directly behind the home department.
 - Upon conclusion of the service, all personnel, starting with the Pall Bearers, and going further from the casket, will file out, being the first to leave, to assemble outside in preparation of passing the casket.

- The casket will precede the family filing through the assembled firefighters to the Fire Apparatus or Funeral Coach of choice.
- Directly behind the casket as it exits the church/chapel will be the immediate family, followed by extended family and all other attendees.
- The Pall Bearers will then place the casket on the appropriate apparatus, or in the funeral coach if chosen.

4) Graveside Service

- Fire Apparatus at gravesite
- Color Guard, upon request
- Services of Department Chaplain available
- Flag folding and presentation
- Bell Ringing
- Pipers and Drum Corps, upon request
- All regular uniformed personnel will remain covered while outdoors, except during prayers.
- All Honor Guard members will be covered at all times during the performance of their duties.

Section IX – Guidelines for Processional to and Assembly at Graveside

a) Class II – On Duty Death

Note: There are two options for processional to the graveside, marching and vehicular procession.

1) Marching Processional

- It is the responsibility of the Connecticut Honor Guard Commander/Coordinator to ensure that the order for the marching processional is as follows:
- That the Bugler is standing by at the cemetery.
- Clergy/Department Piper(s) and Drummer (s)
- Color Guard
- Chaplain
- Funeral Coach/Caisson
- Car or limousine with the Pall Bearers
- Immediate Family
- Fire Chief, Department Officers in descending order of rank, and Dignitaries from local to most broad
- Home department uniformed personnel
- Visiting department uniformed personnel from the longest distance traveled to the least traveled
- Home department additional apparatus
- Visiting department apparatus (as invited)
- All other miscellaneous vehicles

2) Vehicular Procession Only

- It is the responsibility of the Honor Guard Commander/Coordinator to ensure that the order for the vehicular processional is appropriate, as follows:
- The Piper(s), Drummer(s), Bugler and Color Guard are standing by at the cemetery.
- Lead car provided by funeral home, containing appropriated Clergy/Department Chaplain
- Apparatus/Funeral Coach, with Pall Bearers riding inside if apparatus, or immediately following family in one vehicle if funeral coach
- Car or limousine with Immediate Family
- Fire Chief Car followed by officer cars and dignitary cars

- Additional Home Department Apparatus
- Visiting Department Apparatus
- All other Home Department Personnel, if in personal vehicles
- All other Visiting Department Personnel, if in personal vehicles
- All other Miscellaneous Vehicles

3) Assembly at Graveside

- Two crossed Aerial Ladders with a draped flag shall be at the entrance to the cemetery, so that the entire processional goes underneath them in entering
- The Piper(s), Drummer(s) will be assembled approximately 100 yards from the gravesite, and the Bugler will assemble approximately 20 feet past the gravesite
- Fire Walk of Honor – the member of the home department shall line up on both sides of the path, in an organized fashion from the Coach/Apparatus to the gravesite approximately 10 feet apart will all additional home department firefighters and visiting department firefighters lining up behind the front row of firefighters
- Once the firefighters are appropriately assembled, the Color Guard will line up at the beginning of the Walk of Honor followed by the Clergy/Chaplain
- At this point the Pall Bearers will remove the casket from the Coach/Apparatus and the Honor Guard will command “Firefighter, Attention”. All firefighters will then come to attention, awaiting the command “Firefighters, Present Arms” which will signal the Pall Bearers to begin carrying the casket down the Walk of Honor, and all firefighters will render a hand salute just as the casket nears them
- The casket will be followed in order by the Immediate Family, the Fire Chief and Officers, in descending rank, command staff, and other dignitaries
- Once the casket reaches the gravesite, the piper(s) and drummer(s) will begin playing “Amazing Grace” as they approach from the distance, marching to approximately 20 feet from the foot end of the gravesite
- After the piper(s) and drummer(s) reach their appropriate places, the command “Firefighters, Order Arms, Fall In” will be given instructing the firefighters to move from their places in the Walk of Honor, to orderly lined directly behind the family, who are to be seated directly in front of the casket
- The appropriate Clergy/Chaplain then should step forward with the graveside message, which should include the 23rd Psalm and the Firefighter’s prayer, depending upon the wishes of the family
- At the close of the graveside message, the Clergy/Chaplain will then commence with “Let us now pray”. At this time all are expected to remove and order their covers to their sides, and bow their heads in respect
- Once the Clergy/Chaplain has finished his prayer, all personnel will recover, and the Honor Guard will remove the flag from the casket, and fold it for presentation to the family
- The flag will be passed from one member of the Honor Guard to the Honor Guard Commander, with both members of the Honor Guard saluting as it passes
- The presentation to the next of kin will be made by the Chief of the Department, who will present it as he explains, **“This flag is presented on behalf of the Town of Glastonbury as a small token of our appreciation for the honorable and faithful service, and great sacrifice of your loved one.”**
- **“Last Call”** Bell Ringing 5-5-5-5
- **The Chaplain or a department member reads the following:**
 - Throughout most of history, the lives of firefighters have been closely associated with the ringing of a bell. As they began their hours 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 fire and place their lives in jeopardy for the good of their fellow man. The ringing of bell 5-5-5-5 signifies that a member has made the supreme sacrifice and has given their life in service to their fellow man.
 - And now our Brother/Sister _____ has completed his/her task, his/her duties, and bell rings Five-Five-Five-Five in memory of, and, in tribute to, his/her life, service and sacrifice.

- The Officer-in-Charge calls everyone to Attention
- The Color Guard is called to Present Arms
- The bell is struck 5-5-5-5
- The Color Guard is called to Order Arms
- The firefighters are seated (if in church or funeral home)
- The Chaplain offers a closing prayer
- It is then appropriate to read this farewell message over the radio. "The members of the Glastonbury Fire Department wish to thank _____ (rank and name) for his/her _____ (#) years of service to the citizens of Glastonbury. Although you are gone, you will never be forgotten".
- At the conclusion of this, the Honor Guard Commander will command "Firefighters, Attention, Present Arms" and the bugler will begin to play "Taps"
- At the conclusion of "Taps" the command "Firefighters, Order Arms" will be rendered, and the firefighters will stand at attention as the family has begun to depart.
- At this point the Honor Guard commander will command "Firefighters, dismissed" concluding the services

Section X – Guidelines for Service to be Provided to Family by the Department

a) Class III – Off Duty Death – Active Member

- 1) Prior to Services
 - Services of Department Clergy/Chaplin available to family upon request
 - Services of Department Funeral Coordinator available upon request to assist family in making arrangements
 - Arrangement of Pall Bearers in appropriate uniforms, upon request
 - Arrangement of Police Escorts for processional to cemetery, upon request
- 2) Wake/Viewing
 - Honor Guard at Casket (during all viewing and visitation at funeral home and leading up to funeral service)
- 3) Church/Chapel Service
 - Honor Guard at Casket
 - Uniformed Personnel at service
 - Uniformed Personnel to serve as Pall Bearers, upon request
 - Pipers and Drum Corps at service, upon request
- 4) Graveside Service
 - Services of Department Chaplain available
 - Pipers and Drum Corps, upon request

Section XI – Guidelines for Processional to and Assembly at Graveside

a) Class III – Off Duty Death – Active Member

- All available department personnel asked to attend in uniform
- All members will wear a black band over their badges from the time the death is announced for one week (seven days) after death

- All department flags will fly at half-staff from the time the death is announced for one week (seven days) after death.
- Station bunting will remain in place over the station entrance for seven days after death

1) Church/Chapel Service

- All regular uniformed personnel will remain covered while outdoors, except during prayers, and uncovered indoors.
- Seating will be reserved as such that the family is nearest the casket followed by the Pall Bearers, any department officers who wish to attend, followed by all other members of the department. Following that will be any visiting uniformed firefighters. Any dignitaries will be seated either to the side of all firefighters or directly behind them.
- Upon conclusion of the service, all personnel, starting with the Pall Bearers, and going further from the casket, will file out, being the first to leave, to assemble outside in preparation of the passing of the casket.
- The casket will precede the family filing through the assemble firefighters to the Funeral Coach.
- Directly behind the casket as it exits the church/chapel will be the immediate family, followed by extended family and all other attendees.
- The Pall Bearers will then place the casket in the funeral coach.

2) Procession

- It is again the responsibility of the Connecticut Honor Guard Commander/Coordinator to ensure that the order for the vehicular procession is appropriate, as follows, and the Piper (s) and Drummer (s) are standing by at the cemetery.
- Lead Car provided by funeral home, containing appropriate Clergy/Department Chaplain
- Funeral Coach/Caisson
- Car or limousine with the Pall Bearers
- Car or limousine with Immediate Family
- Fire Chief Car
- All other Department Personnel
- All other vehicles

3) Assembly at Graveside

- The Piper(s) and Drummer (s) will be assembled approximately 100 yards from the graveside
- At this point the Pall Bearers will remove the casket from the Coach and begin carrying the casket to the graveside
- The casket will be followed in order by the immediate family and present firefighters
- The appropriate Clergy/Chaplain then should step forward with the graveside message, which should include the 23rd Psalm and Firefighter's prayer, depending upon the wishes of the family
- At the close of the graveside message the Clergy/Chaplain will then commence with "Let us now pray". At this time all are expected to remove and order their covers to their sides, and bow their heads in respect.
- **The Chaplain or department member reads the following:**
- Throughout most of history, the lives of firefighters have been closely associated with the ringing of a bell. As they began their hours 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 fire and place their lives in jeopardy for the good of their fellow man. The ringing of bell 5-5-5 signifies that a member has made the supreme sacrifice and has given their life in service to their fellow man.
- And now our Brother/Sister _____ has completed his/her task, his/her duties, and bell rings Five-Five-Five-Five in memory of, and, in tribute to, his/her life, service and sacrifice.
- The Officer-in-Charge calls everyone to Attention
- The Color Guard is called to Present Arms

- The bell is struck 5-5-5
- The Color Guard is called to Order Arms
- The firefighters are seated (if in church or funeral home)
- The Chaplain offers a closing prayer
- At the conclusion of this, the Honor Guard Commander will command "Firefighters, Attention, Present Arms" and the pipes and drums will begin to play "Amazing Grace"
- At this point the Honor Guard Commander will command, "Firefighters, Dismissed" concluding the services

Section XII – Guidelines for Service to be Provided to Family by the Department

a) Class IV – Life Member

1) Prior to Services

- Services of Department Clergy/Chaplain available to family upon request
- Arrangement of Pall Bearers in appropriate uniforms, upon request
- Arrangement of Police Escorts for processional to cemetery, upon request

2) Wake/Viewing

- Honor Guard at Casket (during all viewing and visitation at funeral home and leading up to funeral service)
- Honor Guard will be relieved at ten-minute intervals with a six second salute
- At the conclusion of the services the department will form a line on order of rank for the final salute

3) Church/Chapel Service

- Uniformed Personnel at service
- Uniformed Personnel to serve as Pall Bearers, upon request

4) Graveside Service

- Service of Department Chaplain available
- Bell Ringing

Section XIII – Guidelines for Processional to and Assembly at Graveside

a) Class III – Off Duty Death – Active Member

- All available department personnel to attend in full class "A" dress uniform
- All members may wear black band over their badges from the time the death is announced until 24 hours after finish of service/funeral
- Station bunting will remain in place over the station entrance 24 hours after service/funeral

1) Church/Chapel Service

- All uniformed personnel at the service will remain covered while outdoors, except during prayers, and uncovered indoors
- All Honor Guard members will be covered at all times during the performance of their duties
- Seating will be reserved as such that the family is nearest the casket followed by the Pall Bearers, department officers, all other members of the home department, all visiting uniformed firefighters, and any applicable dignitaries
- Upon conclusion of the service, all personnel, starting with the Pall Bearers, and going further from the casket, will file out, being the first to leave, assembling outside in preparation of the passing of the casket.
- The casket will precede the family filing through the assembled firefighters to the funeral coach
- Directly behind the casket as it exits the church/chapel will be the immediate family, followed by extended family and all other attendees

- The Pall Bearers will then place the casket in the funeral coach

2) Procession

- It is the responsibility of the Funeral Coordinator to ensure that the order for the vehicular procession is appropriate, as follows, and the Piper(s) and Drummer (s) are standing by at the cemetery, according to the family's wishes.
- Lead Car provided by funeral home, containing appropriate Clergy
- Funeral Coach (Federal Engine Caisson) upon request
- Car or limousine with the Pall Bearers
- Car or limousine with Immediate Family
- Fire Chief Car
- All other Department Personnel
- All other vehicles

3) Assembly at Graveside

- At this point the Pall Bearers will remove the casket from the Coach and being carrying the casket to the graveside
- The casket will be followed in order by the Immediate Family and present firefighter
- The Clergy then should step forward with the graveside message, can include the 23rd Psalm, or Firefighter's prayer, depending upon the wishes of the family.
- At the close of the graveside message, the Clergy will then commence with "Let us now pray." At this time, all are expected to remove and order their covers to their sides, and bow their heads in respect.
- Once the Clergy has finished his prayer, all personnel will recover
- **The Chaplin or a department member reads the following:**
 - Throughout most of history, the lives of firefighters have been closely associated with the ringing of a bell. As they began their hours 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 fire and to lace their lives in jeopardy for the good of their fellow man. 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 done, and the bell rings three times in the memory of, and, in tribute, to his/her life of service.
- The Officer-in-Charge calls everyone to Attention
- The Color Guard is called to Present Arms
- The bell is struck three times
- The Color Guard is called to Order Arms
- The firefighters are seated (in in church or funeral home)
- The Chaplain offers a closing prayer.
- Flag Detail (United States Military Personnel Only)
- At this point the services are concluded

Section XIV – Guidelines for Service to be Provided to Family by the Department

a) Class V – Honorary Members and Fire Service Dignitaries

- Attendance at the Wake and Service in department uniform is appropriate if or as requested.
- The Glastonbury Fire Department will show its' respect and gratitude for service by a showing of support to the family. However no other Fire Department Honors are appropriate in this category.

See Matrix for guidance

Section XV – Guidelines for Service to be Provided to Family by Department

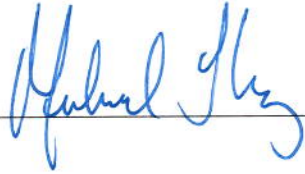
a) Class VI - Immediate Family of Active Members

- Attendance at the Wake and Service shall be in civilian dress. No Department Uniforms
- The Department Chaplin may be in uniform as a representative of the Department and that of the Church
- The Glastonbury Fire Department will show its' respect and support to the family. However, no other Fire Department Honors are appropriate in this category

See Matrix for guidance

Section XVI- Approval

Fire Chief



Date of Approval:

