

Washington State Fire Service Line of Duty Death Guidelines and Procedures



- **Time Sensitive Notifications Procedures**
- **Chief's “Need to Do” Basic Check List**

Contents (Click on Title to go to page)

Time Sensitive Notifications Procedures.....	3
Career Firefighter.....	3
Volunteer Firefighter	5
Chief's "Need to Do" Basic Check List.....	7

Time Sensitive Notifications Procedures

If your department has suffered the death of a firefighter from a work-related incident the following, time sensitive notifications, must be made.

Career Firefighter

*Within 8 hours of the death of a firefighter the Washington State Department of Labor and Industries must be notified at **1-800-423-7233** to be in compliance with [WAC 296.305.01501](#) [(c). Within eight hours after the fatality or probable fatality of any firefighter or employee from a work-related incident or the inpatient hospitalization of any employee as a result of a work-related incident, the employer of any employees so affected, shall orally report the fatality/hospitalization by telephone (**1-800-423-7233**) or in person, to the nearest office of the department.]*

****If the death is a Fire Fatality****

Within 2 business days of the death the Washington State Fire Marshal's Office must be notified through the [Fire Fatality Report Form](#).

Washington State Council of Fire Fighters

www.wscff.org

1069 Adams Street Southeast

Olympia, WA. 98501

360-943-3030

360-943-2333 (fax)

800-572-5762

Washington Fire Chiefs

www.washingtonfirechiefs.com

605 11th Ave, SE, Suite 211

Olympia, WA. 98501

360-352-0161

360-586-5868 (fax)

wfc@Washingtonfirechiefs.com (e-mail)

Washington State Fire Marshal's Office

www.wsp.wa.gov/state-fire-marshals-office/

Washington State Patrol

Helen Sommers Building

106 11th Ave SW

Olympia, WA 98501

360-596-3900

firemarsh@wsp.wa.gov

(Continue to Next Page)

Law Enforcement Officers' and Fire Fighters' Retirement System

Department of Retirement Systems

P.O. Box 48380 (Mailing Address)

Olympia, WA. 98504-8380

360-664-7000

800-547-6657

<https://www.drs.wa.gov/publications/member/multisystem/deathwhattodo/>

DRS Point of Contact: (Current as of Dec 2016)

Tammy Sadler, LEOFF Plan 2 Ombudsman

306-586-2324

tammy.sadler@leffo.Washington.gov

U.S. Fire Administration

<http://apps.usfa.fema.gov/firefighter-fatalities/fatalityData/notification1>

Washington State Local Assistant State Team (LAST)

<https://www.firehero.org/resources/department-resources/programs/local-assistance-state-team/>

Pat Ellis – 253-856-4426/ pellis@pugetsoundfire.org or info@wsfff.org

Pat Pawlak – 206-949-3039/ ppawlak@pugetsoundfire.org

National Fallen Firefighters Foundation

P.O. Drawer 498

Emmitsburg, MD 21727

LODD 24hr Hot Line 886-736-5868

301-447-1365

301-447-1645 fax

www.firehero.org

Volunteer Firefighter

*****If the death is a Fire Fatality*****

Within 2 business days of the death the Washington State Fire Marshal's Office must be notified through the [Fire Fatality Report Form](#).

Within 90 days of the death of a Volunteer Firefighter the Board of Volunteer Firefighters must have the Accident Report Card submitted <https://bvff.Washington.gov/forms/accident-report-card>

Washington State Fire Fighters' Association

www.wsffa.org

1910 E. 4th Ave. PMB 117

Olympia, WA. 98506-4632

Phone or Fax: 360-2643473

Board for Volunteer Firefighters

www.bvff.wa.gov

PO Box 114, Olympia, WA. 98507

360-753-7318

877-753-7318

360-586-1987 (fax)

Accident Report Card submitted <https://bvff.wa.gov/forms/accident-report-card>

Washington Fire Chiefs

www.washingtonfirechiefs.com

605 11th Ave, SE, Suite 211

Olympia, WA. 98501

360-352-0161

360-586-5868 (fax)

wfc@Washingtonfirechiefs.com

Washington State Fire Marshal's Office

www.wsp.wa.gov/state-fire-marshals-office/

Washington State Patrol

Helen Sommers Building

106 11th Ave SW

Olympia, WA 98501

360-596-3900

firemarsh@wsp.wa.gov

(Continue to Next Page)

U.S. Fire Administration

<http://apps.usfa.fema.gov/firefighter-fatalities/fatalityData/notification1>

Washington State Local Assistant State Team (LAST)

<https://www.firehero.org/resources/department-resources/programs/local-assistance-state-team/>

Pat Ellis – 253-856-5826/ pellis@pugetsoundfire.org

Pat Pawlak – 206-949-3039/ ppawlak@pugetsoundfire.org

National Fallen Firefighters Foundation

P.O. Drawer 498

Emmitsburg, MD 21727

LODD 24hr Hot Line 886-736-5868

301-447-1365

301-447-1645 fax

www.firehero.org

The Washington State LAST team is available to assist the agency and the family upon request. This resource is extremely valuable and brings LODD-specific knowledge and expertise to assist in planning and executing the service and ensuring that the family and the affected department are properly cared for. The team works for the Agency and acts in a support role. The Public Safety Officer Benefit (PSOB) is a key for survivors, and the LAST team can assist with this process. Planning these services is a very detail-orientated process, the services of the LAST Team is invaluable. Please contact Pat Ellis pellis@pugetsoundfire.org and/or Pat Pawlak ppawlak@pugetsoundfire.org.

Chief's “Need to Do” Basic Check List

- Family Notification
- Department Notification
- Legal Notifications (Time Sensitive)
 - [Career Firefighter](#)
 - [Volunteer Firefighter](#)
- Assemble Command Staff (with IAFF Local Rep)
 - Agree to check egos and issues at the door
 - Craft a common message so everyone is giving out the same information
- Set up a meeting with LAST (and IAFF Local Rep)
 - Pat Ellis 206-372-2663/Pat Pawlak 206-949-3039
 - Discuss Needs and Resources
 - Assign Funeral Incident Commander
 - Communicate this information to Department
- Assign Liaisons and Coordinators
 - Family Liaison
 - Department Liaison
 - Community Liaison
 - Investigation Liaison
 - Benefits Coordinator
 - Local/State/Federal
- Secure Personal Property
 - Not cleaning out the locker
- Set-up Debriefings
 - Crew/Incident
 - Intimate Personal Sharing (inward)
 - Department
 - Information Sharing (outward)
- Establish Planning Timetable
 - 1st Meeting Date, Time, and Location
- Communicate
 - Debriefing Times and Locations
 - That a planning team is being assembled
- Put Press Release Together