

Dear Friend of the Fire Service:

The National Fallen Firefighters Foundation has been told by Fire Chiefs who have experienced the death of a firefighter in the line of duty that they need assistance in knowing how to handle these tragedies. As a result, the Foundation requested and received U.S. Department of Justice funding to develop and deliver a program to assist fire departments. The [host agency] will sponsor this program on [dates].

The program is designed to assist senior fire service officers in being better prepared for what could be the worst day in their fire service career. *Taking Care of Our Own*® will cover pre-incident planning, survivor notification, family and coworker support, and benefits and resources available to the families. Fire officers who have attended the program say it helped them understand what they need to do and provided the resources to create or enhance plans and policies.

The daylong course will be held at the Cape Girardeau Fire Station 3 at 1975 N Sprigg, Cape Girardeau Mo. If you or another member of your department are interested in attending, please complete the enclosed registration form and return it by February 19th, 2010, via email, fax, or regular mail as indicated on the registration form.

Sincerely,

Brian Zinanni, Team Coordinator
Missouri Fire Service Funeral Assistance Team
www.mofirefuneral.org

Email: info@mofirefuneral.org

Enclosures



Taking Care of Our Own®

A daylong training program sponsored by
the National Fallen Firefighters Foundation

Fire departments don't know when they will have a line-of-duty death or serious injury. Do you have a plan in place? Do you know how to notify survivors in a timely and proper way? Are your personnel records current? Do you know how to access Federal, State, and local benefits?

Targeted for senior fire officers, chaplains and Honor Guard commanders, this course covers pre-incident planning, survivor notification, family and coworker support, and benefits and resources available for survivors.

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Saturday March 6, 2010

9 a.m. to 4 p.m.

Pre-registration required

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Limited Openings

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**Cape Girardeau Fire Station 3
1975 N Sprigg
Cape Girardeau, Mo.**

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For more information, contact Brian Zinanni at info@mofirefuneral.org
or go to our website at www.mofirefuneral.org

Taking Care of Our Own®

Overview

A fire department does not know when it will have a line-of-duty death or serious injury. Does it have a plan in place? Are personnel records current? Does the department know how to make timely and proper notification to the survivors? Fire chiefs and survivors tell us that most fire departments are not prepared for a line-of-duty death. “Taking Care of Our Own” provides senior fire officers specific information and valuable insights.

In **Module One** participants assess their own views and attitudes on key points that the training will cover. Throughout the training, the participants can compare these with some of the principles and procedures being suggested. The first module concludes with first-hand experiences of a chief and a family member whose stories set the stage for the rest of the day.

Module Two focuses on the importance of pre-incident planning. It covers: 1) putting together a pre-incident plan for line-of-duty deaths and serious injuries; 2) maintaining up-to-date employee emergency contact information; and 3) knowing what benefits are available to survivors, including the Public Safety Officers' Benefits and State and local support. Class participants discuss ways to support the family immediately after the death, during the funeral planning and service, and long term.

Module Three deals with notification of the survivors. It discusses the five basic principles of notification and lets the participants suggest ways to handle difficult situations.

Module Four presents the basic concepts associated with grief and mourning and explores the challenges of dealing with sudden death. It ends by asking the participants to reframe inappropriate statements commonly made to persons who are grieving.

Module Five examines ways to provide support to members of the department, including the chief. It presents a sequential checklist of actions to take immediately after a line-of-duty death. It explains the Chief-to-Chief Network that offers immediate and long term professional and personal support to senior fire officers. The module ends with suggestions on ways to remember a fallen firefighter.

The training manual appendices contain extensive information on survivor benefits, ways to support the family, examples of fire department line-of-duty death SOPs, funeral protocols, investigations, and other useful resources.



Taking Care of Our Own®
Registration Form

0900 Saturday March, 6, 2010

Cape Girardeau Fire Station 3

1975 N. Sprigg
Cape Girardeau, Mo.

Please complete and return this form to [Name/Agency]. We will contact you as soon as possible to confirm your place in the course.

Name: _____

Rank: _____

Department: _____

Address: _____

E-mail: _____

Phone: _____ **Fax:** _____

- Yes, I would like to attend the course.
- No, I cannot attend but please send me more information on the course and reference materials.

Have you experienced a line-of-duty death in your career in the fire service?

- Yes No

If so, please provide a brief description of the incident and the year.

You may return this form as follows:

Email: info@mofirefuneral.org

Fax: 314-721-9567

Mail: Firefighters Funeral Team, 716 N Elm Ave, St. Louis Mo 63119