

AIR MEDICAL PRE-FUNERAL/MEMORIAL RESPONSIBILITY CHECKLIST

- **Program Director (PD)**
 - Decision on length of time for out of service for Program.
 - Notify Family Liaison or designee of the serious injury or death (if they are not already aware).
 - Meet with the Family Liaison(s) (should be pre-determined by deceased or assigned by PD) and discusses role and responsibilities.
 - Obtain a cell phone (or use their personal one) for Family Liaison(s).
 - Assign Program Liaison Officer to work with Funeral Committee.

- **Family Liaison(s) and Program Director** to meet with family (families) and determine/discuss the following:
 - Wishes regarding Full Honors Funeral and any additional needs/questions they may have.
 - Be prepared that the family(ies) may choose to disregard the wishes of the deceased regarding the full honors funeral.
 - Decision on public vs. private funeral/wake.
 - Decision upon Program's involvement in the funeral(s).
 - Necessity of autopsy(ies) as ordered by the NTSB.
 - Discuss with medical crew's family(ies) the organization's financial commitment to them. Pilots to be included *if* employed by Program (own Part 135), otherwise this is handled by the aircraft vendor.
 - Make sure that they understand that a check (if part of your Program's policy) will be received ASAP.
 - Part of the Program's benefits package.
 - Covers immediate financial needs.
 - Discuss with the family(ies) when and what information is to be released to the media i.e. photos, name, bio form etc.

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- Assist family in determining all appropriate family/friends to contact before name(s) are released.
 - Encourage family(ies) to release name(s) as soon as they are ready due to media demands.
 - Early release of info allows control and accuracy of information.
 - Family(ies) may choose not to release bio form/picture.
 - Provide the family with 24 hour access to the liaison (cell phone/pager).
 - Selection of funeral director, church, cemetery, dates, times etc.
 - If there is more than one death involved, try to coordinate with the funeral directors to make sure that funerals do not occur on the same day if possible.
 - Program sponsored community memorial service for the deceased crewmembers.
 - Decision on family(ies) participation in separate Program memorial.
 - Honors fallen crewmember(s) in one service.
 - Open to Fire/EMS/Law Enforcement/Dispatch/Hospital Personnel/Public.
 - Media attendance
 - Live-streaming of the service (captured both inside and outside) via organization/media websites
 - Photographers outside/inside to capture images of service for program and family(ies)
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- **PIO #2** to contact funeral committee/designated funeral assistance personnel.

 - **PIO #1** to send Law Enforcement Advance Dispatch System (L.E.A.D.S.) message to local police department.
 - Approved by PD and family
 - Should include the following: routing for the message i.e. state(s), county(ies)
 - To read as follows:

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- (Helicopter Program) regrets to inform you of an in-the-line-of-duty death of the following crewmembers _____. The accident occurred on (date, time, location). Service history of the crew involved (brief). The families of these crewmembers and the (Helicopter Program) would like to honor their memories with a (full honor funeral(s) or memorial) on the following date(s), time(s), and location(s). Walk thru time(s) will be _____. We are requesting the following equipment (engines, staff cars, ambulances). Location of staging and what time they should arrive (usually one hour ahead). (Or request that no equipment, only uniformed personnel, be sent.) End with a personal comment and contact name and phone number (member of funeral committee or PIO).
 - Have flags lowered at hospital(s)/sponsors/hangar buildings and fly memorial flag.
- **Director of Finance** or designated human resources person to coordinate the following:
 - Program insurance policies paperwork:
 - Workers Comp
 - Group Travel Insurance
 - Life Insurance
 - Check to help with expenses should be cut immediately to each of the deceased medical crew member's families to cover immediate financial needs (comes out of employee's benefits).
 - Community financial institution for donations.
- **Media Coordinator/Assistant:**
 - Prepare digital copies of all deceased pictures/bio-forms and have available for subsequent press conferences once family has approved their release.

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- Obtain approved information from PIO/PD regarding funeral/wake for crewmember(s) for dissemination to designated agencies.
- Contact webmaster for placement of approved memorial/funeral information on website with linkage to social media platforms.
- Design/develop/print program for the memorial service with input from staff/crew.
- Faxing/emailing of approved information to Fire/EMS/Law Enforcement/Hospitals/Dispatch Centers.
- Order EMS/US or other memorial flag(s) and flag box(es).
- Order Air Medical Memorial wings (<http://www.airmedicalmemorialwings.org>)
- Obtain white gloves and banding(black electrical tape works) for wings.
 - Confirm with Funeral Committee
- Obtain and coordinate hanging of black/purple mourning drape on hospital/hangar.
 - Work with Funeral Committee.

- **Chief Flight Nurse** to notify all crew members of plans
 - Email/Website/Social Media such as Twitter/Web-based Mass Notification System.
 - Designated phone number with recorded message for crew to call.
 - Depends on the size of your organization.

- **Program Liaison**
 - Contact Funeral Committee/individual(s) to set up meeting to discuss funeral/memorial.
 - Keep Program Management updated on funeral/memorial progress.
 - Acts as the liaison between the Program and the assisting individual(s)/Funeral Committee.

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- **Funeral committee/individual** assigns funeral/memorial officers who will work with the Program Liaison officer.

- **Wake/Funeral/Memorial Officers Responsibilities**
 - Arrange for buses for transport of civilians.
 - Arrange for parking for fire apparatus/ambulances near the church/memorial facility if used.
 - Arrange to have bomb dog do a sweep of the memorial facility.
 - Station uniformed law enforcement officers at every entrance for the memorial.
 - Photographers (non-media) assigned to capture images outside and inside the memorial facility for the family (ies) and program.
 - Assign a non-media pool photographer to provide images to the media from the memorial service.
 - Video streaming of memorial service for online dissemination via hospital/program website or YouTube channel.
 - Diagram memorial/funeral route for personnel involved i.e. police.
 - Basket for patches for memorial.
 - Visitor cards/pencils for Air Medical/Fire/EMS/Dispatch/Law Enforcement/Hospital Personnel to fill out.
 - Guestbook for civilians only or use visitor cards.
 - Ushers (local fire/EMS personnel) for getting family to seating.
 - Reserved seating for family (ies), program staff, communications specialists, and crew, hospital staff (if hospital based) and dignitaries. Former program personnel i.e. flight crew, should be seated in this section behind current program staff and crew.
 - Reserved seating for visiting agencies (Wall of Blue). Seat all visiting air medical personnel together.
 - Photos on easels, helmets, boots, uniforms for each crew member for memorial.

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- Designated area for media inside the memorial facility (if allowed). No media photographers/videographers on the floor at the memorial.
- Location for trucks/live feed for media at memorial.
- Risers and seating for choir (if you have them).
- Closed Circuit TV for overflow.
- Overflow lots for parking when main lots fill.
- Schedules for trains for day(s) of funeral(s) for processional.
- Notify local law enforcement of wake, funeral, and memorial times so a patrol can be arranged to check on family(ies) homes.