## Wake

#### • General:

- o Will there be a walk through?
  - Establish time.
- Visitation cards.
- o Card box for sympathy cards and memorial contributions.
- o Basket for patches of visiting agencies.
  - Make sure flowers from Program are ordered.
  - Florist of choice?
- Memorial table.
- o Cover with program colors.
  - Helmet and uniform on table.
  - Pictures and personal items.
  - Helicopter models if you have them.
  - Program scrapbook.

### Honor Guards:

- o Assign officer to develop schedule and oversee operations at wake.
- o Determine times for posting.

#### Gloves:

- o White gloves needed for pallbearers, honor guards, etc.
- o Check with uniform shop or funeral director.

### • Hangar:

- o Bunting yes or no?
- Where to get.

### Badge Shrouds:

- o Worn by stricken Program.
- o What to use? Black electrical tape works great.
- o Where to get.

### Memorial Flag:

- o Offer EMS/US or other memorial flag on casket.
- o Order flag and box. Program to cover cost of flag.
- o Flag folding at cemetery by pallbearers? Honorary pallbearers?
- o On stand along with American flag and EMS/hospital flag (if there is one).
- o Accompanies casket in the ambulance.

### Other Flags:

- o If deceased had other affiliations, consider utilization of other appropriate flags.
- o Folding and presentation to family by any of these agencies or the Program.

## **Funeral**

## • Funeral plans at church

- o Review planning to date and timing of activities.
- o Closure of casket (if open) removal of items that may be presented to family (with family permission only) such as wings.
- o Use of designated flag.
- o Pallbearer responsibilities review who has control of them and when.
- o Flowers.
  - Assistance needed in transportation or handling
- o Seating of Crew family members
  - Where?
  - Procession plans Review planning to date, also discuss:
  - Who will lead procession?
  - Need ability to communicate with committee, and or caisson.
  - Staging of stricken Program's vehicles at church.

### Eulogy

- o Yes or No?
- o Will there be more than one?
  - Names of individuals and title.
  - Order of reading.
  - Approximate time for conclusion (if possible).

### • Honor Detail

- o Stricken Program members.
- o Uniforms attempt to dress the same.
- o Transportation arrangements (also consider their families transportation).
- o Visiting Departments/Flight Programs.
  - Notification to departments.
    - o Radio, phone, fax, L.E.A.D.S. message.
    - o Estimation on size (RSVP telephone number).
    - o Luncheon plans after funeral?
    - o Will maps or special printing of directions be needed for visiting units?

### • Flower Unit

o Fire Department Engine

## • Bagpipers

## Marching Band

- o Drummers can be utilized for a few blocks.
- Check local schools as resource.

## • Video/Photography

- o Video.
  - o Live-streaming-yes or no?.
- o Provide copy of photos and video to family(ies)/crew members.
- o Imagery.
  - Consider backup/more than one photographer.
    - o Different angles/location
    - o Equipment failure.
    - o Stuck in processional.
    - o Capture different moments for the family.

### Pall Bearers

- o Has the family requested uniformed crewmembers?
- o Family or Program selects six-eight pallbearers.
- o If family so chooses, a combination of Civilian and Program Pallbearers may be used.
- o Honorary? The Program or family may assign crew members to escort the casket during movement.

# **Processional to Cemetery**

## • Ambulance Caisson

- o If used, Fire Department/EMS Members load and unload casket.
- o What Department/EMS service will be used?
- o Assign training time for morning of funeral.
- o Deceased members' children/family ride in caisson?
- o Bunting?

## • Vehicle Bunting

o Include deceased gear on rear step?

### • Vehicle Procession

- o Determine processional order from church:
  - Visiting departments
  - Flight Program

- Flowers
- Ambulance with body
- Family/Pallbearers
- Civilians
- Helicopter along the route of procession in missing crew formation.
- Crew at attention with the helmet, boots, and uniform on the ground.
- Flowers in between two of the crew members.
- Salute when the ambulance goes by.
- What helicopter to use?
  - o Stricken Program (multiple aircraft program)
  - o Area Program
- o Which Department units will be used?
- o Will procession go past family house?
- o Will procession go past fire departments?
  - Notification to Fire Departments.
  - Request missing man formation.
  - Blow station siren when caisson passes?
- o Traffic
  - Final route of travel.
  - Give route to police and request appropriate assistance.
  - Review traffic problems:
    - o Train tracks.
    - o Busy/dangerous intersections.

# **Cemetery/Gravesite**

- Review cemetery plans to date.
- Also discuss
  - o Order of service.
  - o At end of clergy committal: flag, presentations, final salute, reform ranks.

## Presentations

- o Flags and deceased wings, helmet, other articles that you wish to be presented to family(ies).
- o Program Director presents. May need assistant to carry items.

## Bagpipers

### • Final Dispatch

- o Can also use a prerecorded message from dispatch and incorporate tones.
- o Explain the meaning of final flight.

- o Have pre-recorded message to play over PA.
- o Fly by occurs.
  - Stricken Program/area programs.
  - How many helicopters?
  - How it will be done
    - Briefing at aircraft staging area by coordinating pilot with all participating pilots
    - Designate fly-over coordinator onsite at the memorial facility/cemetery
    - Fly-over in single file
    - Final aircraft peels off in missing man formation
      - □ Stricken program aircraft if possible

### • Aerial Ladders

- o Secure two trucks for entrance to cemetery.
- Acquire U.S. flag to hang from apex of ladders. (Blue field should be in upper left corner as procession approaches flag.)

## • Luncheon/reception plans

o When and where?

## **Miscellaneous**

## • Hangar/Hospital Bunting

- o Common questions:
  - Placement Over front door of hangar, or over hangar door with which helicopter would exit.
  - Duration 30 days

### Press

- o It is important to accommodate and include press in tribute.
- o Notify press with all details, including procession route.

# **Meet with Clergy**

The funeral may take place at a church or a funeral home. The following checklist and notations can be applied to either setting.

### • At Church/Funeral Home:

- Meet with clergy
  - Request permission of chosen arrangements in church.

• Will clergy permit flag on casket in church or is a pawl used?

## Eulogy

- o Notify clergy if Program is providing a eulogy.
- **Seating** determine which side of chapel may be reserved for Air Medical/Fire Service/EMS/Dispatch and Hospital Personnel.
  - o Request:
    - Row One for pallbearers.
    - Row Two through whatever row in your estimation will accommodate members of the stricken Program.
    - Seating for Program families
    - Seating for visiting Air Medical/Firefighters/EMS/Law Enforcement/Dispatch/Hospital Personnel.
  - o Is video/audio needed?

## Bagpiper

o Where can the piper begin recessional?

## • Exiting of uniformed personnel

- o Can a song be played while personnel exit?
- (It has worked well following this forma: benediction, bell service, bagpipe playing Amazing Grace moving to rear of chapel, organ playing a selection while fire/EMS/air medical/law enforcement/dispatch are dismissed.)

## Discuss plans and expectations of clergy at cemetery, such as:

- Lead casket to grave.
- o Await signal before beginning service.
- o Give signal when completed.

## • Sketch outside of church/building, develop plans for:

- Vehicle staging
- Visiting firefighter staging and honor guard location
- o Positioning of Ambulance caisson, flower unit, stricken Program vehicles.
- o Press area, i.e. satellite trucks

# **Meeting with the Funeral Director**

- The most crucial part of the funeral process is developing a positive working arrangement with the funeral director. Remember, it is their business reputation that is jeopardized should something go wrong.
- Explain your role as liaison.
- Family has asked for Program participation.
- Explain nothing is done, or movement made without funeral director's permission.
- Confirm wake and funeral details.
- Work to develop final plans with funeral director.
- Wake plans
  - o Review planning to date, also discuss:
    - Are white gloves needed?
    - Can flag be draped on casket or is a casket spray ordered by family?
    - Staging location for Honor Guards.
    - Walk through planning.
    - Will they seat family and friends before walk through?

## Notification to departments/agencies

- Radio, email, website, phone, fax, and L.E.A.D.S. message.
- Estimation on size (RSVP telephone number).
- Luncheon plans after funeral?
- Will maps or special printing of directions be needed for visiting units?

# **Cemetery Plan**

Go to cemetery and determine gravesite. Consider worst-case scenarios and possible weather conditions. (*Note: internment chapel may be used.*)

- Sketch streets and location of grave
- Develop a parking plan
- Make sure large vehicles have sufficient clearances from any trees, wires, and obstructions, and have firm ground for their weight classification.
- Determine hearse or caisson stopping point.
- Determine crossed ladder location.
- Determine any other special needs such as:
  - o Rifle squad location (case of military honors).
  - o Audio amplification if large crowds are expected.
  - o Communications needed for coordination/timing of groups and activities.