



Line of Duty Death Checklist

To be done immediately:

- ___ 1. Control all radio communication.
- ___ 2. Assign personnel to stay with family members who appear on scene.
- ___ 3. Notify the appropriate law enforcement agency.
- ___ 4. Preserve all evidence.
 - Note and record exact location of accident/body discovery.
 - If the victim is obviously dead and has not been moved, preserve the scene for the investigators. Do not disturb evidence.
 - If the emergency personnel was transported to a medical facility impound all clothing and equipment which was involved in the accident.
- ___ 5. Confirm the identification of the deceased. Pull the employees emergency notification form. Secure the scene where the LODD occurred. Notify OSHA, Workers Compensation, and the State of Duty Officer. Also, contact the proper agency that will handle the investigation.
- ___ 6. **Making notification to the family.** Find the employees emergency notification form. Along with the employees designated person, the service chaplain, yourself, or representative should all be present when notification is made. Also advise the family of the services provided by the Minnesota EMS Honor Guard. Also, that autopsy will be necessary when filing for benefits.
- ___ 7. **NOTIFY THE MINNESOTA EMS HONOR GUARD A.S.A.P @ 612-347-5710**
- ___ 8. Start calling the rest of your service members. Notify them of the LODD/Serious Injuries. **DO NOT** allow them to hear about this through the media. If pagers are available, page all to call. **Any personnel that were involved in the incident itself, should immediately be removed from service and provided an initial defusing.**
- ___ 9. Take a state from emergency workers. Fill out first report of injury.
- ___ 10. Call the after hours Department of Labor State Duty officer at **1-800-321-6742.**



__ 11. Contact neighboring departments. Advise them of the LODD. Arrange them to provide mutual aid coverage for your department. This will allow your personnel to devote their time to coping with the loss and to be with their families. **It is recommended that mutual aid be provided, from the onset of the incident until 24hrs after the funeral.**

__ 12. Make sure that transportation arrangements for the family are made to and from any events over the next few days. Also provide a liaison person for the family. This person will be available ASAP through the funeral services. Their job is to assist the family in any way possible. If the family wishes to provide their own transportation, that is fine. However, still provide the liaison person. If you cannot provide a liaison, the Honor Guard will be able to assist you.

__ 13. While waiting for a member of the Honor Guard to return your call, please check on motel room availability.

- Two (2) rooms will be needed from day one. An additional 3-4 rooms will be needed from day two on.
- The Honor Guard will also need access to a computer, printer, fax machine, and a phone with long distance availability.
- We will also need to have you or a service liaison assigned to assist us during the next several days. This person should have the authority to make decisions.

__ 14. The Honor Guard can handle all of the logistics of the funeral. We can also provide a liaison for the family and your service. We can also arrange a stress debriefing for your department if necessary.

__ 15. The Honor Guard will need to meet with you and the service liaison upon our arrival. We will also need to meet throughout the funeral planning. Please have the employees' emergency notification form available. Also, any other pertinent information you may deem necessary.

__ 16. The Honor Guard will need to meet with the family, along with your service department liaison. We will introduce ourselves and discuss funeral arrangements, benefits and other resources available to them.



To be done within 8 hours:

- ___ 17. Notify the Minnesota Department of Labor and Industry (OSHA).
 - St. Paul (main office): (651) 284-5050 Toll Free 1-877-470-6742
 - Duluth: (218) 733-7830
 - Mankato: (507) 304-6262

Next Business Day

- ___ 18. Arrange for a Critical Incident Stress Debriefing with all agencies involved.
- ___ 19. Notify the Department of Public Safety @ (651) 215-1328
- ___ 20. Notify Minnesota State Workers Compensation Board @ (651) 215-1328
- ___ 21. Notify the Federal Public Safety Officer Benefit Program @ 1-888-744-6513

When possible

- ___ 22. Submit PSOB form.