



# Stamford Fire Department

## 201 E McHarg

### Stamford, Texas 79553

Subject: Injury/Death Notification Procedure  
Revised: 11/15/08

#### Purpose

To establish next-of-kin notification procedures to be used in the event serious on-duty injury or death, or an off-duty incident where the SFD is first to learn about the event. If the member/employee's injury is minor, he/she may elect to make his/her own decision on notification.

#### 17.01 Initial On-Scene Actions

The following actions shall be taken in the event of injury/death of an SFD member/employee. Request proper medical assistance, a chief officer response (if one is not on the scene) and inform dispatch to make staff notification (by telephone only)

Secure the incident scene.

**MAKE NO MEDIA STATEMENTS OR RELEASES!** Ensure that the injured person's name is not transmitted over the radio.

In cases of serious injury or death, the chief officer on scene shall impound all PPE worn by the victim. The chief officer on scene shall notify the SFD Chaplain(s) and shall appoint a Hospital Liaison Officer.

#### 17.02 Duties of the Hospital Liaison Officer

The Hospital Liaison Officer should be a chief officer or the SFD Chaplain (if possible)

Respond directly to the hospital where the victim has been transported and update the chief officer on scene (by telephone only).

Ensure that no press release is made at the hospital.

Ensure that blood gases are drawn, and in the event of death, collect all personal articles and inform the family that an autopsy must be performed to qualify for federal benefits.

#### 17.03 Duties of the Notification Officer

Prompt notification of next of kin is of utmost importance in the event of serious injury or death to an on-duty member/employee; this notification must be made in person by an SFD officer to a family member if possible.

Under most circumstances, the Chief of the Fire Department will make the next-of-kin notification. Should the Fire chief be unable to perform this duty, the responsibility will move down the chain of command until an appropriate officer is available to make the notification. Family members must be notified before any statements including names are released to the news media.

The Notification Officer should prepare to assist family members with the immediate emotional trauma associated with the incident. A friend or the family or clergy member (SFD chaplain or family's pastor) may be a valuable assistance at this time.



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The Notification Officer should arrange transportation to the hospital for family members, or remain with them until another family member or friend arrives.

The Notification Officer may utilize firefighters for childcare if no other person is immediately available to serve this function.

If a death should occur, ask the family member which department member they would prefer to serve as a liaison between themselves and the department.

Notify the appropriate senior staff that the next-of-kin notification has been completed and a news release is forthcoming.

**ALL NEW RELEASES SHALL BE APPROVED BY THE FIRE CHIEF OR ASSISTANCE CHIEF ON CALL.**