

# GOVERNOR'S OFFICE NOTIFICATION

## CALIFORNIA FIRE SERVICE FIREFIGHTER LINE-OF-DUTY DEATH



## REPORTING POLICY AND PROCEDURES FOR ALL CALIFORNIA FIRE AGENCIES

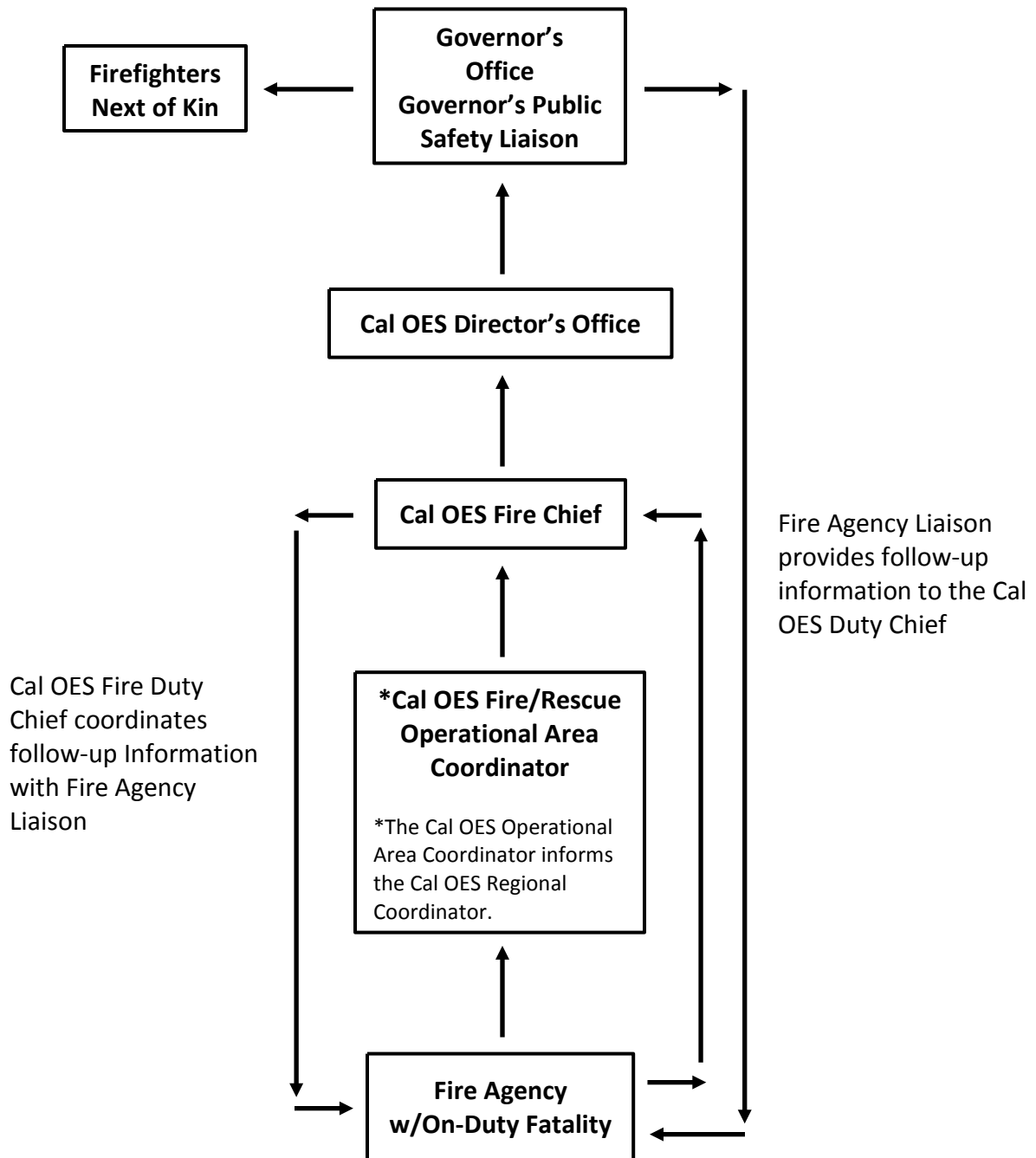
## **POLICY**

The California Governor's Office of Emergency Services (Cal OES) Fire and Rescue Division is responsible for the immediate notification to the Governor's Office of any "Firefighter Line of Duty Death," of any California firefighter, regardless of the fire agency, that occurs within or outside of the State of California. Once notified, the fire agency will initiate and follow through in accordance with the established notification policy and procedures for accurate and timely information regarding the death of a firefighter.

## **PROCEDURES**

1. The affected Fire Agency will immediately (or as soon as possible) notify their Cal OES Fire and Rescue Operational Area Coordinator of the on-duty death of a firefighter including the name, rank and age of the fallen firefighter along with a synopsis of the incident and agencies liaison name and contact information. The name of the fallen firefighter and incident synopsis shall be handled and held in confidentiality and only used for notifications to the Governor's Office. The effected fire agency shall maintain responsibility for notification of next of kin and media news releases.
2. The Cal OES Fire and Rescue Operational Area Coordinator will directly notify the Cal OES Fire Duty Chief at (916) 845-8711 and provide the information regarding the firefighter duty death. The Cal OES Fire and Rescue Operational Area Coordinator will notify their Cal OES Fire and Rescue Regional Coordinator.
3. The Cal OES Fire Duty Chief will immediately notify the Cal OES Director or, in his absence, the Cal OES Fire Chief, who will notify the Governor's Office, Governor's Public Safety Liaison of the initial information regarding the firefighter death.
4. Once notification has been made, the Governor's Office will establish communications with the liaison of the affected fire agency to obtain further information for the Governor's communication to the firefighter's family and for press release.
5. The Governor's Office will, after issuing a press release, instruct that the Capitol State Flags be lowered for 72 hours.

**Procedural Flow Chart for notifying the Governor's Office in the event of a California Fire Service On-Duty Firefighter Fatality**



# Notification to the Governor's Office of a Firefighter Line of Duty Death Form

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California Governor's Office of Emergency Services (Cal OES) - Fire and Rescue Division

## NOTIFICATION to the GOVERNOR'S OFFICE of a FIREFIGHTER LINE of DUTY DEATH



**CAL OES FIRE DUTY CHIEF PHONE NUMBER (916) 845-8711**

Name of Decedant: \_\_\_\_\_

Rank of Decedant: \_\_\_\_\_ Age of Decedant: \_\_\_\_\_

Name of Fire Agency: \_\_\_\_\_

Name of Chief or Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Spouse/Other: \_\_\_\_\_

Address of Spouse/Other to Send Governor's Letter:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and Ages of Children:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address of Children to Send Governor's Letter:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Parents: \_\_\_\_\_

Address of Parents to Send Governor's Letter:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief Synopsis of Circumstances:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Received by: \_\_\_\_\_ Cal OES FDO: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Will Chief Marshall forward to Governor's Office?:  Date: \_\_\_\_\_ Time: \_\_\_\_\_

This form can be found on the Cal OES Fire and Rescue Website at the following link:

<http://www.caloes.ca.gov/FireRescueSite/Pages/Regions.aspx>