

ONTARIO ASSOCIATION OF FIRE CHIEFS

Fire Service Funeral Guidelines

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CONTENTS

SECTION ONE – INTRODUCTION & ACKNOWLEDGEMENTS.....	4
Introduction.....	4
Acknowledgements.....	4
Committee Members.....	4
SECTION TWO - OBJECTIVES AND DEFINITIONS	5
Purpose.....	5
Objectives.....	5
Definitions	5
SECTION THREE - LINE OF DUTY DEATH COMMITTEE.....	6
Composition.....	6
Responsibilities	6
Protocols.....	6
Fire Department Station Flags	7
SECTION FOUR – POSITION PROTOCOLS.....	8
Thoughts to consider when an L.O.D.D. occurs	8
Authority To Make Decisions Regarding The Funeral Service	8
L.O.D.D Chairperson.....	10
The Funeral Coordinator	10
Procession Officer.....	11
Service officer.....	12
Receptions Coordinator	14
Public Information Officer	15
Logistics Officer	15
Sector Officers.....	16
SECTION FIVE – RESOURCE DATABASE	17
Venue.....	17
Procession.....	17
SECTION SIX – SURVIVOR BENEFITS – W.S.I.B.....	18
Survivor Payments.....	18
Funeral and Transportation Costs.....	18
Bereavement Counseling.....	18
Assistance in Rejoining the Workforce.....	18

SECTION SEVEN – SUPPORT 19

 Discussion Items after the Funeral..... 19

 Peer Support Role..... 19

SECTION EIGHT – DOWN THE ROAD..... 20

 Continued Support..... 20

 Anniversary of Death 20

 Memorials 20

SECTION NINE – GRIEF REFERENCES..... 21

APPENDIX a – PROCESS FLOW CHART 21

APPENDIX b – RESOURCE DATABASE CHECKLISTS 22

APPENDIX c - RESOURCES TO SUPPORT THE GRIEF PROCESS 26

APPENDIX d - 10 TIPS TO HELP YOURSELF IN TIMES OF GRIEF 26

APPENDIX e – BELL CEREMONY 27

APPENDIX f – A FIREFIGHTER’S PRAYER..... 28

RESOURCE MATERIALS / WEB SITE LISTING 29

APPENDICES – OAFIC DEATH NOTIFICATION PROCEDURES/ QUESTIONAIRE

ZONE REPRESENTATIVES/LISTS

SECTION ONE – INTRODUCTION & ACKNOWLEDGEMENTS

INTRODUCTION

The Ontario Association of Fire Chiefs is pleased to offer its membership a Guideline on *Fire Service Funeral Guidelines (FSFG)* for all Fire Department Personnel, including family members. The Guideline is broken into various sections, including a Resource Section and After the Funeral Section. This Guideline is yours to be used in part or whole depending on your Department's circumstances.

The Ontario Association of Fire Chiefs is offering a team of advisors (upon request) to oversee and assist the Fire Chief and Members of the Department that have lost one of their Fire Department Personnel in the line of duty. The OAFCC has established a hotline 705-728-3199 to call for assistance 24/7 365 days of the year.

ACKNOWLEDGEMENTS

On behalf of the Ontario Association of Fire Chiefs we would like to thank Fire Chief Andy MacDonald, the Department's Chief Officers and The Brampton Professional Firefighters Association of Brampton Fire & Emergency Services, for their willingness to share their Loss of Life Care & Support Guideline as a template to produce the OAFCC Guideline and also provide guidance and oversight to the Ontario Association of Fire Chiefs LODD Committee.

COMMITTEE MEMBERS

Chairman: R. Bruce Little

Fire Chief Andy MacDonald, Brampton

Fire Chief Phil Eagleson, Saugeen Shores

Fire Chief Tom Cartwright, Port Colborne

Deputy Chief Matt Pegg, Brampton

Deputy Chief Rick Monkman, Barrie

SECTION TWO - OBJECTIVES AND DEFINITIONS

PURPOSE

The purpose of this guideline is to establish procedures for the Ontario Fire Service to follow after a line of duty death and to ensure proper support and care of the family.

OBJECTIVES

The objectives of this guideline include:

- a. To provide support to members and their families upon request.
- b. To honour and respect the Fallen.
- c. To standardize Burial Protocol.
- d. To establish lines of authority and responsibilities during notification, funeral and burial proceedings.
- e. To establish criteria as to whom these honours are rendered.

DEFINITIONS

Line of Duty Death (L.O.D.D.):

A Line of Duty Death (L.O.D.D.) funeral is performed for all Fire Service Personnel who pass on as a result of performing their duties or as a result of an illness that is or may be recognized by the Workplace Safety Insurance Board. After consultation with the family, the deceased employee may receive Full Fire Department Honours, which may include the use of the Fire Department Pumper as a caisson to bear the casket and a flag to drape the casket. By virtue of rank, it is also extended to the active Chief Officers of the Department, regardless of the circumstances of his/her death.

General Service:

A general service is held for the death of a Fire Department employee, while off duty, or a retired employee of the Ontario Fire Service. After consultation with the family, the arrangements may include part or all of the amenities of a Full Fire Department Funeral with the exception of using the Fire Department Pumper as a caisson to bear the casket.

SECTION THREE - LINE OF DUTY DEATH COMMITTEE

Upon notice of a fire department personnel death, the Fire Chief or designate will immediately call his support team to convene at the fire hall to discuss the procedures and assign duties.

The Fire Chief may not necessarily be the chairman on the committee given the circumstances of the death and/or personal connection to the deceased, whereby the power of the committee have the ability to appoint another Chairperson.

COMPOSITION

The committee shall be comprised of the following members or designates:

- a. Fire Chief
- b. Deputy Fire Chief
- c. Captain(s)
- d. 2 Members of the Fire Department
- e. Chief Administrative Officer
- f. Mayor
- g. Council Member(s)
- h. Chaplain
- i. Funeral Director
- j. Administrative Assistant

RESPONSIBILITIES

The responsibilities of the committee include:

- a. To determine which service is applicable, an L.O.D.D. or General Service as described in the definition.
- b. To provide personal support for the immediate family and consult with them with regards to the funeral, memorial and burial arrangements. This committee will also be responsible to co-ordinate the Services as described above.
- c. To provide arrangements for reception if required.
- d. Transportation and lodging co-ordination for out of town family members and personnel from other Fire Departments.
- e. Media co-ordination to release information about the incident and funeral arrangements.
- f. If necessary arrange for backup coverage from neighboring Fire Departments, as determined by the committee.
- g. Ensure notification policy has been implemented.
- h. Benefits coordination (Fire Chief, Deputy Fire Chief).

PROTOCOLS

The protocols of the committee include:

- a. The Fire Chief or designate is to ensure that the spouse or next-of-kin is notified by the appropriate person.

- b. Notification is to be given to the spouse or next-of-kin by the Senior Officer and Chaplain.
- c. Notification to be sent to the following individuals by the Fire Chief or designate;
 - i. Chief Administrative Officer
 - ii. Clerk
 - iii. Mayor
 - iv. Members of Council
- d. Designated members of support team to meet with spouse or next-of-kin to assist with arrangements.
- e. L.O.D.D. Committee to select Pumper and prepare pumper for carrying casket.
- f. Select aerials to be used as arch.
- g. Determine placement of in service pumpers.
- h. Appoint a parade Marshal.
- i. Send thank-you letters.

FIRE DEPARTMENT STATION FLAGS

Fire Department station flags are to be lowered to half-mast in the event of a death of;

- a. Any active fire department members.
- b. Any retired member. (the flag shall be lowered on the date of funeral only)
- c. Any Fire Department Member in Ontario, while on duty.
- d. Any member of the Ontario Provincial Police or Royal Canadian Mounted Police or emergency services, while on duty.
- e. Mayor or council member.
- f. And at the discretion of the Fire Chief, as laid out in the corporate policy.

SECTION FOUR – POSITION PROTOCOLS

THOUGHTS TO CONSIDER WHEN AN L.O.D.D. OCCURS

The method in which the Fire Service delivers the death notification and the kind of support a spouse and family receive from the Fire Service have a direct and long lasting impact. The Fire Service's actions not only affect how the family views the service, but also the family's abilities to grieve and move forward. The Fire Service's actions also determine how the rest of the preparations will go for the funeral and interaction after the funeral. This section includes the understanding of what will occur in an L.O.D.D. funeral and how decisions will be made and by whom.

- a. Support for the family and coworkers throughout the hospital, funeral and post funeral process can be assisted by trained Peer Support Members.
- b. Studies also show that just because a person chooses fire fighting as a career it does not mean that their families or coworkers are any more prepared for an L.O.D.D. than any member of the public.
- c. The kind of support the members of the Service who have lost a fellow coworker can have the same effect on them as with the family.
- d. Ongoing support for the family should continue for as long as the family would like it or an agreement with both the Service and family has been made.
- e. Considerations relating to any religious requirements and/or family requests that may arise.
- f. Maintaining in-service fire protection coverage during the ceremonies.
- g. Understand the costs associated with the service(s) and associated funding sources. Understand which specific portion of the costs will be covered by WSIB.

AUTHORITY TO MAKE DECISIONS REGARDING THE FUNERAL SERVICE

Members of the fire service may choose to keep updated next-of-kin and other personal information filed with the administrators of their Fire Department. This information will be very helpful to Senior Fire Department officials when initiating the notification process (See Appendix A). However, consideration should be given by all members of the LODD committee while discussing funeral service details to ensure they are dealing with the person(s) legally entrusted to make the decisions.

Complaints often arise where there has been a dispute among family members (or estate trustees) concerning the right to make funeral arrangements.

The law is clear that whenever there is an estate trustee (executor/executrix) that person has the authority to make the decisions regarding the Funeral Service and disposition of the body, regardless of whether there is a next-of-kin who wants to make the decisions. Therefore,

whenever there is an estate trustee, the Funeral Director, Funeral Coordinator and the LODD Committee should obtain directions regarding the funeral service from the estate trustee only.

Unfortunately, however, there may be cases where there is no estate trustee and there is a dispute among the family members. In these cases, the common law provides that the next-of-kin has the right to make the decisions regarding the funeral service and disposition of the body. The order of priority that the common law (i.e., judge-made law) has given to help decide which person is considered the “next-of-kin” is as follows:

- (1) Spouse (Legal or Common-Law see explanation below)
- (2) Children
- (3) Grandchildren
- (4) Great grandchildren
- (5) Father or Mother
- (6) Brothers or Sisters
- (7) Grandparents
- (8) Uncles, Aunts, Nephews and Nieces
- (9) Collateral relatives of more remote degree

Therefore, when more than one family member wishes to make the arrangements, priority shall be given to the person highest on the list. That person is considered the “next-of-kin.”

In Ontario the Estates Act RSO 1990 c.E.21 addresses who should be named as the “next-of-kin” The act further defines “spouse” as “the person to whom the deceased was married immediately before the death of the deceased or person of the opposite sex or the same sex with whom the deceased was living in a conjugal relationship outside marriage immediately before the death.”

Therefore, a husband, wife or person of the same or opposite sex who was living in a conjugal relationship with the deceased immediately before death should have priority over any of the family members in (2) through (9) above.

If the feuding next-of-kin are two children of the deceased, then it may be appropriate to allow priority to the eldest child rather than automatically to a son over a daughter (as the common law originally mandated).

For further clarification on who has the right to make decisions please visit:

The Ministry of the Attorney General:

<http://www.attorneygeneral.jus.gov.on.ca> - under ‘Estates’.

Ontario Estates Act:

www.e-laws.gov.on.ca/html/statutes/.../elaws_statutes_90e21_e.htm

L.O.D.D CHAIRPERSON

The L.O.D.D. Chairperson will ensure that all of the sectors are assigned and that each sector is coordinated to ensure an efficient Service.

THE FUNERAL COORDINATOR

The Funeral Coordinator is responsible for the co-ordination and development of the funeral and will work closely with the L.O.D.D. Chairperson to ensure nothing is overlooked. Other responsibilities include;

- a. Provide updates to the Fire Chief, or his designate including the L.O.D.D. Chairperson.
- b. Direct the sector and officers.
- c. Keep each sector accountable on progress of task and assignments.
- d. Authorize the addition or release of personnel to a given sector.
- e. Conduct an initial meeting to assign sectors and other duties. Required sectors include;
 - i. Service Officer
 - ii. Reception Coordinator
 - iii. Procession Officer
 - iv. Logistics Officer
 - v. Information Officer
 - vi. Honour Guard

See attached sheets for list of Sector Officers details

The Funeral Coordinator also provides coordination and interaction with the Family and Funeral Director. These duties include:

- a. Ensure that the wishes of the Family are foremost while remaining within department protocols.
- b. The Funeral Coordinator must be prepared to discuss all aspects of the Funeral process and assist in counseling the Family with the following:
 - i. Offer the Department's help and services.
 - ii. Provide the Funeral Information Flyer and Employee's Funeral Information Sheet (obtained from Department Files).
 - iii. Confirm preferred type of Internment.
 - iv. Which Funeral Home will be used?
 - v. Which Clergy will be used? (Suggest the Fire Department's Chaplain?)
 - vi. Which Cemetery will be used?
 - vii. Will the deceased be buried in uniform? If so, obtain his uniform and ensure all articles of clothing that the deceased will wear are delivered to the Funeral Director.
 - viii. Obtain a recent photograph of the deceased for the Funeral Director.
 - ix. Work with the Department Chaplain to determine the length of the funeral service, which should include:
 1. Who will read passages of scripture? Which passages of scripture will be read?
 2. Which music is to be played? Individuals who are to perform the music?
 3. Who will deliver the Funeral Sermon and Eulogy?
 4. Will last "Alarm Bell Service" be used?

5. Duration of the wake and establishing a tentative schedule.
- c. The Funeral Coordinator shall also council the family to determine the tributes that are to take place at the cemetery or following the Funeral Service:
 - i. Shall the Internment be private?
 - ii. Should it include a band or piper, the Honour Guard, Taps/Last Alarm?
 - iii. Will a pumper be used as a Caisson or a Hearse?
 - iv. Will personnel walk alongside the Caisson or ride in the procession?
 - d. Should the family decide to have a "Full Honours Service" the Funeral Coordinator must advise them on the following points:
 - i. Which churches or arenas have the capacity to accommodate the expected attendance at the funeral?
 - ii. Brief the Family on the Fire Department Funeral procedures i.e. presenting of the Flag, Playing of Taps, Reading of the Last Alarm.

PROCESSION OFFICER

The Procession Officer has the responsibility of coordinating the Funeral Procession from the Funeral Home to the place of service or marshalling area and from the marshalling area to service and onto the cemetery. The Procession Officer reports thru Chairperson to the Committee. The Procession Officer attends all LODD coordinating meetings. This Officer will need to form his own committee to help facilitate these duties. Possible Sector Officers could include:

- a. Staging Officer
- b. Parade Marshal's: i.e. Colour Guard: Honour Guard: Band or Pipes
- c. Vehicle Marshal

The Procession Officer co-ordinates with the following committee members:

- a. Honour Guard Officer
- b. Logistic Officer
- c. Public Information Officer
- d. Fire Department Chaplain

The Procession Officer will need to be advised of or investigate the following:

- a. Location of Funeral Home to be used. (Family wishes)
- b. Marshalling area – Investigate capacities and services available.
- c. Location of Service - Including the capacities of the chosen facility.
- d. Name of Cemetery and location.
- e. How will the Casket be transported? (Pumper used as a caisson or hearse?)
- f. Route of the procession. (Establish with the Public Information Officer, Police Department and Funeral Director)
- g. Distance of the procession. (Washroom facilities available along the walk?)
- h. Who will be taking part in the procession? (Honour Guard? Color Party? Band or Pipers? Pallbearers?)
- i. Special considerations involved in the procession. These may include:
 - i. Passing the Fire Fighter's home or relatives' home.

- ii. Passing of Fire Station(s) or other significant locations.
- iii. Special static displays or equipment and personnel at a location on the procession route.
- iv. Does Family wish to observe the procession from an appropriate location before entering service location?

The Procession Officer will establish a system for staging and coordinating vehicles at all locations where, funeral activities will occur. Ensure that sufficient personnel are available at all staging locations to efficiently direct and stage apparatus, vehicles and personnel.

The key functions / responsibilities of the Procession Officer include:

- a. Determine location and type of traffic control needed. Oversee traffic rerouting and street closures at the Funeral Home and service location. Traffic control at any special assembly points. - If needed "No Parking" signs around Funeral Home, service location, and any assembly points. Through the Logistics Officer contact Public Works to obtain barricades as needed and apply for any/all "road closure" permits. Contact Neighboring Public Works Departments or County/District/Region Highways Department if additional signage, barricades or equipment are required. Ensure barricades are removed and returned following the service in a timely manner.
- b. Notify the affected homes or businesses along the procession route, explaining any impacts that they may incur and follow up afterwards with a general thank-you for their cooperation. This may be coordinated through Traffic Services as available.
- c. Directing of all vehicles. Stage vehicles where the lineup commences for the procession. Coordinate with all visiting departments and other agencies into order of procession. Arrange for procession escorts. Ensure adequate space and parking has been allocated at assembly points for the procession. Coordinate with the Logistic Officer and the Service Officer.
- d. Develop map of procession route to the service and cemetery (Information Officer to coordinate printing and distributing). Ensure procession route is cleared of snow/ice or other obstructions (Coordinate street sweeping or washing if required).
- e. Coordinate the cleanup of the funeral procession route following completion of the ceremonies.

SERVICE OFFICER

The Service Officer has the primary responsibility of coordinating all the activities and ceremonies at the designated service location. Service Officer reports thru Chairperson to the Committee. Attends all L.O.D.D. coordinating committee meetings and provides updated reports.

This Officer will need to form his own committee to help with facilitating of his duties. Possible Sector Officers could include:

- a. Staging Officer
- b. Audio Visual Officer
- c. Set up Coordinator

- d. Reception Coordinator

Service Officer liaises with following committee members:

- a. Procession Officer
- b. Honour Guard Officer
- c. Logistic Officer
- d. Public Information Officer
- e. Reception Officer
- f. Fire Department Chaplain
- g. Funeral Director

The Service Officer will also need to coordinate the arrival of various dignitaries who may be attending, including the arrival and departure of his/her motorcade, provisions for heightened level of security that are required, etc.

The key functions / responsibilities of the Service Officer include:

- a. Determine the appropriate venue to be used for the Memorial Service. Obtain building Audits if available and visit all possible facilities.
 - i. Coordinate with Clergy officiating, which includes the Fire Department Chaplain and Funeral Director.
 - ii. Establish Entrance and exit for the Honour Guard.
 - iii. Establish Area for Casket.
- b. Coordinate with the Procession Officer:
 - i. Route to be taken and entry of Fire Fighter's procession.
 - ii. Available seating for Firefighters and a location for the remainder of the procession if required.
 - iii. The removal of Casket and entry to service location.
- c. Determine seating arrangements ensuring there is dedicated seating areas assigned for:
 - i. Immediate Family and Fire Service formal escorts
 - ii. Relatives and Friends
 - iii. Pallbearers
 - iv. Dignitaries
 - v. Senior Officers of Fire Department
 - vi. Home Fire Department members
 - vii. Visiting Fire Fighters
 - viii. Honour Guard / Colour Guard / Pipers
 - ix. General Public (providing there is space available)
- d. Determine the type and length of service:
 - i. Obtain names of attendees who will deliver special readings, eulogies, and music.
 - ii. Develop a program for service and order of service. – To be given to the Information Officer for Printing.
 - iii. Obtain all ceremonial items required (Bell for bell ceremony, Pillows for medals, case for badge presentation etc.).
- e. Preparation of Facility for Service:

- i. Obtaining and testing of Audio & Video Equipment.
 - ii. Facilitate broadcasting of service to other locations if required.
 - iii. Designate a media area and possible TV camera locations.
 - iv. Designate a separate entrance and waiting area for dignitaries.
 - v. Ensure moderate to soft room lighting is functioning or remove lights to accommodate an appropriate level of lighting.
 - vi. Installation of bunting & carpeting.
 - vii. Flag set up.
 - viii. Decoration of stage – positioning of pictures, floral arrangements, etc.
 - ix. Designate a signing area for Guest Book.
 - x. Designate and coordinate with Funeral Director an area to receive memorial donations.
 - xi. Coverage or removal of items such as: time clocks, hockey boards, basketball nets, mirrors, awards, and pendants.
 - xii. Ensure air conditioning or heating will be adequate, obtain auxiliary HVAC solution if required.
- f. Conduct rehearsal of service including handling of the casket, folding of flags while wearing white gloves, presentation flags, medals, helmet, hats, etc. – Ensure adequate width for casket and pallbearers. Test all audio and visual equipment. If possible conduct rehearsal the day before the service. All efforts should be made to ensure rehearsal is executed inconspicuously. Consideration needs to be given to the following:
- i. Cap bearer for the deceased member(s)
 - ii. Sufficient cap bearers for the pall bearers
 - iii. Flower arrangement bearer(s)

RECEPTIONS COORDINATOR

The Receptions Coordinator will work under and in conjunction with the Service Officer. Reception Officer will track all estimated costs and reports the same to the Service Officer.

Depending upon the size of the municipality and the resources available a Reception Coordinator could be a professional event planner or in smaller communities a resourceful member of any local service group.

In the event a Reception hall will be required that is in another location from the Service: The Receptions Coordinator works with the Service Officer and Committee, to determine an appropriate venue to be used for the Reception following the Memorial Service.

The key functions / responsibilities of the Receptions Coordinator include:

- a. Preparation of Facility for Reception:
 - i. Obtaining and testing of Audio & Video Equipment.
 - ii. Setting up of Chairs including “Reserved Seating”.
 - iii. Coverage or removal of items such as time clocks, hockey boards, basketball nets, mirrors, awards, and pendants.
 - iv. Ensure Air Conditioning or Heating will be adequate, obtain auxiliary HVAC solution if required.
 - v. Ensure adequate garbage cans are available.

- b. Ensure Safety of Facility Occupants:
 - i. Clear walkways & stairs of snow and ice - ensure all are salted/sanded.
 - ii. Provide a secluded but accessible room for the delivery of First Aid – Ensure room is equipped with AED and first aid supplies.
 - iii. Ensure all reasonable efforts are made to maintain the life safety features of the building. Keep exit corridors clear and exit signs visible.

- c. Nutrition and Hydration Management:
 - i. Order, Schedule and organize all catering services.
 - ii. Apply for AGO - “special occasion” permit if Alcoholic beverages will be served.
 - iii. Order all beverages. Obtain required coolers and distribute to all appropriate locations – Marshalling Area, Funeral Home, Procession Route, Staging Areas, Cemetery, Etc.

PUBLIC INFORMATION OFFICER

The Public Information Officer reports to the Chairperson and committee. The position will also work with the Procession, Service and Logistics Officers to provide any assistance required. The other duties of this position include:

- a. Communication Management
 - i. Attend all L.O.D.D. Committee Coordinating Meetings.
 - ii. Liaise with Corporate Communications.
 - iii. Prepare media releases, to be reviewed by the Committee before release.
 - iv. Act as a liaison for the fire service in communication with Police, the Works Department, Parking Control and the Funeral Home Director.
 - v. Works with website designer to insure proper information is posted on web sites concerning hotels, municipal site, department site, association site.
 - vi. Develop programs for day of Funeral.
 - vii. Contact for other assistance, cadets, scouts/guides, co-op students.

- b. Location Arrangements
 - i. Arrange for First Aid and Ambulances.
 - ii. Arrange for dignitary escorts.
 - iii. Develop maps for staging and parking areas to be published on applicable web sites. Information Packs for incoming Departments and Emergency Service Workers, who may be attending the Funeral.
 - iv. Contact Hotels in the area, advising them of possible incoming Dignitaries and Fire Fighters from across the Country (may consider selecting one hotel for Dignitaries).
 - v. Help with printing of programs, maps and any other informational items.

LOGISTICS OFFICER

The Logistics Officer reports to the Chairperson and Committee while attending all L.O.D.D. Coordinating Committee Meetings. The main focus of this position is preparing apparatus, vehicles, equipment and facilities for the funeral ceremonies. The Logistics Officer will make provisions to handle various immediate expenses. The other duties of this position include:

- a. Vehicle Preparation and Assignment
 - i. Work with the Honour Guard Officer to prepare the Caisson and any other truck used in the procession.
 - ii. Set-up of Crossed Aerials with help of the Procession Officer.
 - iii. Assigning vehicles for Committee Officers, Pallbearers, Honour Guard and others as required.
 - iv. Service vehicles for transport of equipment.
 - v. Assist with any equipment other sectors require.
 - vi. Trailer for water and use at the Reception.
 - vii. Buses for transportation and to provide shelter and warmth.

- b. Location Arrangements
 - i. Rental of Port-A-Toilets and determine their placement i.e., marshalling area.
 - ii. Arranging steps for Caisson and their transportation to all designated locations.
 - iii. Plows, if needed. Coordinating and utilizing Works Department.
 - iv. Trailer for water and use at the Reception.
 - v. Barricades, traffic cones and fencing.
 - vi. Ensuring all Department ceremonial gear is sent to the service venue.

SECTOR OFFICERS

In addition to the above listed officers, additional possible sector officers may include:

- a. Communications Officer: to arrange distribution and radio communications.
- b. Apparatus Officer: to arrange the caisson, pumpers, aerials, and service vehicles.
- c. Outside Equipment Officer: to arrange Port-A-Toilets, barricades, and steps.

SECTION FIVE – RESOURCE DATABASE

See Appendix B – Resource Database Checklist for a complete checklist for the Funeral and Service Preparation.

VENUE

- a) Church, Recreation Centre, etc. List of Facilities
- b) Sound Equipment, Staging, Lighting, Audio Visual, Chairs, Bunting, Flags
- c) Marshalling Area, Parking, Information Centre
- d) Bus Transportation & Shelter Communication Equipment (portable radios), Portable washrooms
- e) First Aid
- f) Refreshments (water, coffee, etc...)
- g) Catering
- h) Media Centre
- i) Hotel Accommodations Website Update Photographer

PROCESSION

- a) Motorcade
- b) Police escort
- c) Dignitaries
- d) Fire apparatus coverage, Mutual Aid
- e) Honour Guard
- f) Colour Party Pipes & Drums
- g) Caisson
- h) Foot Procession
- i) Other Emergency Services

SECTION SIX – SURVIVOR BENEFITS – W.S.I.B

If you are a spouse or dependent of a worker who died as a result of a workplace injury or illness, you can contact the W.S.I.B. to claim survivor benefits.

W.S.I.B. provides four types of benefits to survivors of workers who die as a result of workplace illness or injury:

- a) Survivor Payments (lump sum and monthly benefits to survivors of workers who die as a result of workplace or injury)
- b) Funeral and Transport Costs
- c) Bereavement Counseling
- d) Assistance in Joining the Workforce

SURVIVOR PAYMENTS

The W.S.I.B. will pay a lump sum and monthly payments to survivors and /or dependent children of workers, who, die from work-related illness or injury.

Detailed information on these benefits can be obtained by going to the W.S.I.B. site:

www.wsib.on.ca/survivorbenefitguide

FUNERAL AND TRANSPORTATION COSTS

The W.S.I.B. will pay reasonable burial and funeral expenses. These may include transport costs if the survivors live a considerable distance from the place of death.

BEREAVEMENT COUNSELING

Both the surviving spouse and children are entitled to bereavement counseling, but must request this counseling within one year of the worker's death.

ASSISTANCE IN REJOINING THE WORKFORCE

For more details call the Spousal Benefits Reinstatement Manager at **(416) 344-2194** or **1-800-465-9646**.

SECTION SEVEN – SUPPORT

DISCUSSION ITEMS AFTER THE FUNERAL

In cases of L.O.D.D, consider one member from the Management and/or Association, Peer Support Team and the Liaison Officer to sit with the family and go over or explain the benefits (including EAP) and pension available to the significant other and family member of the deceased (as per current contract).

Inquire to see that the family has someone to assist them with the paperwork, banks and budgets for the short and long term and other items in the deceased care that will be necessary to complete and/or cancel in the next few weeks. Funeral homes are a great resource for this information as to what is required to fill out or who needs to be contacted. Such as lawyers, government agencies, bank information, car leases, deeds to property, credit cards, and bonus point cards.

PEER SUPPORT ROLE

Continue CISM assessment/interventions/support for coworkers and family if required.
Continue follow-up contacts with both family and coworkers for as long as appropriate.
Arrange for appropriate CISM Services or EAP referrals to be offered to all who have requested the information.

SECTION EIGHT – DOWN THE ROAD

CONTINUED SUPPORT

Continued support for families until its deemed appropriate by both the Service and the family. These contacts can be done in a variety of ways such as phone calls and visits. (If promises are made see that they are kept.)

ANNIVERSARY OF DEATH

Have someone from the Fire Service to contact the family on the first anniversary of the death.

MEMORIALS

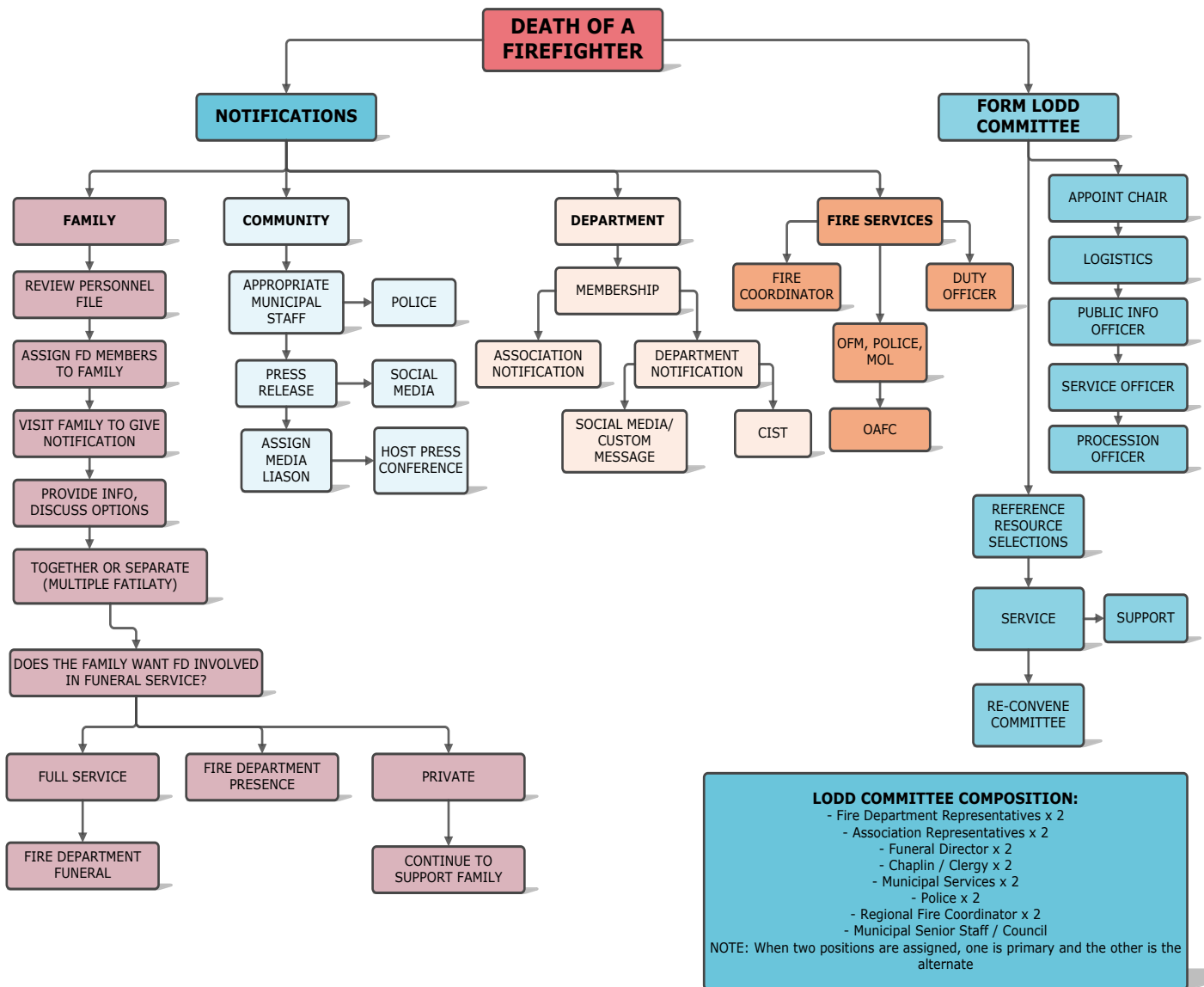
There are various ways in which the Service or family may want their coworker or loved one remembered as time goes by. Memorials can provide all involved a time to remember and reflect on the deceased person's life and which can empower families and coworkers to help deal with their emotions in a constructive way. Building and creating memorials can have a positive or negative effect depending on where the suggestion/idea comes from. The decision for any type of memorial should be left up to the family.

SECTION NINE – GRIEF REFERENCES

Create a reference list of books and articles for both family and coworkers to assist them in understanding and making sense out of grief and loss.

Include the list either as a separate hand out or in the L.O.D.D. binder and ensure the list is kept up to date with resources on grief, support groups, religious affiliations.

APPENDIX A – PROCESS FLOW CHART



APPENDIX B – RESOURCE DATABASE CHECKLISTS

L.O.D.D. COMMITTEE - RESOURCE DATABASE CHECKLIST			
ITEM	DONE	CONTACT NAME	NOTES
IMMEDIATE ACTION			
ASSEMBLE LODD COMMITTEE			
FUNERAL INFORMATION FORM			
MEET WITH FAMILY			
FUNERAL ARRANGE TIME			
FOOD FOR FAMILY			
CIS FOR FIREFIGHTERS			
CASH FOR FAMILY			
FAMILY PICK-UP			
ASSIGN SUPPORT OFFICERS – See attachment			
FUNERAL DETAILS			
FAMILY BRIEFING			
FUNERAL DETAILS			
SERVICE TYPE			
FULL CHECKLIST			
PUMPER/ RESCUE PREP.			
HOSE BED REMOVED			
BED DIVIDERS REMOVED			
BUNTING ACQUIRED			
STEPS FOR LOADING			
PUMP/RESCUE FUELED			
MEMORIAL PICTURES			
DRESS UNIFORM			
SERVICE MEDALS			
CLOTHING DRY CLEANED			
FLORAL TRIBUTES			
CAP & BADGE PILLOWS			
BADGE ACQUIRED			
HELMET & PPE CLEANED			
DRESS HAT & BADGE			
CANADIAN FLAG			
MUNICIPAL FLAG			
ONTARIO FLAG			
FLAGS FOR AERIALS			
CANADIAN FLAG CASKET/FAMILY			

L.O.D.D. COMMITTEE - RESOURCE DATABASE CHECKLIST			
ORDER OF SERVICE PRINTED			
PIPER / BUGLER			
PIPES AND DRUMS			
COLOUR PARTY			
MOURNING BANDS			
SUPPLY OF WHITE GLOVES			
VISITATION			
FAMILY UPDATE MEETING			
PRIVATE FAMILY: TIME/DATE			
FIREFIGHTERS: TIME/DATE			
PUBLIC: TIME/DATE			
FAMILY TRANSPORT			
PERSONNEL TRANSPORT			
HONOUR GUARD PLACEMENT:			
- 2 GUARDS - MAIN DOORS			
- 2 GUARDS - CASKET ROOM DOORS			
- 2 GUARDS - BESIDE CASKET			
- 2 ADDITIONAL GUARDS			
FLAGS SETUP AT CASKET			
FLORAL TRIBUTES			
FAMILY BREAKOUT ROOM			
BEVERAGES			
TIME FOR BRIEFING			
PROCESSION			
MARSHALLING AREA			
PARADE MARSHAL			
BUS PARKING			
RECEPTION AREA SET			
BUS SHUTTLE			
PARADE ROUTE SET			
ROAD CLOSURES			
PARADE MAPS			
SERVICE LOCATION			
RECEPTION MAPS			
AERIALS FOR ENTRANCE			
PUBLIC			
VEHICLE LISTS			
TIMELINE			
PARADE ROUTE TIMING			
PORTABLE RADIOS			

L.O.D.D. COMMITTEE - RESOURCE DATABASE CHECKLIST			
RADIO BATTERIES			
SERVICE LOCATION			
STAGE FOR SERVICE			
PODIUM			
BACKDROP FOR PODIUM			
FLAGS			
FLORAL TRIBUTES			
MEMORIAL PICTURES			
PROCESSIONAL AISLES			
CARPET RUNNERS			
USHERS & GREETERS			
FAMILY SEATING			
HON. PALLBEARERS			
PALLBEARERS			
FLOWER BEARERS			
CAP BEARERS			
DIGNITARIES			
RECEPTION			
TABLES			
CHAIRS			
FOOD SUPPLIES			
CUPS			
ICE			
SERVERS FOR FOOD			
SERVERS FOR DRINKS			
SERVICE REQUIREMENTS			
CLERGY CONTACTED			
FAMILY MET WITH CLERGY			
ORDER OF SERVICE			
MUSICAL TRIBUTES			
BAGPIPER(S)			
BELL FOR FINAL ALARM			
PRESENTATIONS			
HELMET			
HAT			
MEDALS			
FLAG			
BADGE			
SPEAKERS			
MAYOR			

L.O.D.D. COMMITTEE - RESOURCE DATABASE CHECKLIST			
FIRE CHIEF			
FIREFIGHTERS FRIEND			
FAMILY MEMBER			
VIDEO TRIBUTE			
EQUIPMENT FOR VIDEO TAPING			
CEMETERY			
MAPS TO LOCATION			
PROCESSION ROUTE			
STAGING OF VEHICLES			
PARKING			
FAMILY AREA			
HONOUR GUARD AREA			
BUGLER			
PIPER			
SHUTTLE BUSES			
UMBRELLAS			
SERVICE LOCATION			
DIGNITARIES			
FRIENDS SEATING			
FIREFIGHTERS SEATING			
PUBLIC SEATING			
MEDIA PACKAGE			
FIRST AID LOCATIONS			
AUDIO INSIDE / OUTSIDE			
MONITORS INSIDE/OUTSIDE			
PROCESSIONAL AISLES			
CARPET RUNNERS			
AREA TO RECEIVE CASKET			
CASKET CART			

NOTE: A number of the items contained in the above checklist will require each fire department to pre-determine how the required item(s) will be accessed as required. Additionally, a number of these items are fire service specific and will only be able to be obtained from another fire service as they are not likely to be available as a commercial rental.

APPENDIX C - RESOURCES TO SUPPORT THE GRIEF PROCESS

Book Resources

- 1) Understanding Grief: Helping Yourself Heal - Allan Wolfelt
- 2) Understanding Your Grief: Ten Essential Touchstones for Finding Hope and Healing Your Heart - Allan Wolfelt
- 3) Help Me Say Goodbye: Activities for Helping Kids Cope When a Special Person Dies - Janis Silverman
- 4) Chicken Soup for the Grieving Soul: Stories about Life, Death and Overcoming the Loss of a Loved One - Jack Canfield
- 5) How to go on Living When Someone You Love Dies - Therese Rando
- 6) To Begin Again – Rabbi Naomi Levy
- 7) Where Is God When It Hurts – Philip Yancey
- 8) When Bad Things Happen To Good People – Rabbi Harold Kushner

Grief Groups

- 1) Bereaved Families of Ontario – www.bereavedfamilies.ca
- 2) Dr. Bill Webster – www.griefjourney.com

APPENDIX D - 10 TIPS TO HELP YOURSELF IN TIMES OF GRIEF

By Angela Morrow, About.com Guide

1. **Seek and Accept Support.** You cannot travel this path alone. You need the support and care of others. Call on a trusted family member or friend, church clergy, or professional counselors. Call your local hospice agency or community grief center for advice to get you started.
2. **Accept Your Grief.** Don't try to run and hide from your grief. You need to experience the pain and sorrow to be able to move past it and on towards healing.
3. **Find Role Models.** You are not the first to travel the road of grief. Discover how others have coped with loss before you. This will provide you with a model to base your own healing on and remind you that you are not alone. Read books on grief and meet others who have worked through grief at support groups.
4. **Learn About Grief.** The more you know about grief and dispel the myths surrounding it, the more you will realize that your grief is normal. You may also discover warning signs that your grief may be complicated and that you need more help to cope. Either way, knowledge is power.
5. **Express Your Grief.** Grief cannot stay hidden deep within you. The best way to work through grief is to let it out. Cry, scream, and yell if need to. Express your feelings through music, art, poetry, or journaling. Whether you express your grief with a safe person you trust or let it out in complete privacy, expressing your feelings is a good way to work through it.

6. **Accept Your Feelings.** Grief can surface many different feelings...some very intense. Acknowledge these feelings and accept them as part of the natural grieving process. Don't hold in anger, sadness, or longing. These are important feelings that, once expressed, help you heal.
7. **Pace Yourself.** Grief can be exhausting. It takes a lot of energy to feel so intensely. Allow yourself plenty of time to do everyday activities and don't over-schedule yourself. Rest when you need to and offer yourself some grace.
8. **Get Involved in Something.** Getting involved in work or some other activity you enjoy can keep you focused and offer a welcome distraction from your grief. If that activity is especially meaningful or helpful to others, you might find it also raises your spirits.
9. **Have a Little Fun.** Sometimes grieving people won't allow themselves to have any fun - as if sharing a laugh with someone is somehow dishonoring the memory of their loved one. The truth is laughter is excellent medicine. A great way to have some genuine fun is to surround yourself with children or animals.
10. **Keep the Faith.** Remember that intense grief doesn't last forever. One of my favorite sayings goes "Faith is not the absence of fear, but the willingness to go on when fear is present". Keep the faith that you will one day heal and be whole again

BELL CEREMONY

The ringing of the bell and the Firefighter's Prayer are two traditions of the fire service, which reflect respect and honor to those who gave their lives to their duty. The ringing of the bell represents the end of the emergency and the return to quarters, and is usually three rings of the bell, three times.

The men and women of today's fire service are confronted with a more dangerous work environment than ever before. We are forced to continually change our strategies and tactics to accomplish our tasks.

Our methods may change, but our goals remain the same as they were in the past, to save lives and to protect property, sometimes at a terrible cost. This is what we do, this is our chosen profession, and this is the tradition of the firefighter.

The fire service of today is ever changing, but is steeped in traditions 200 years old. One such tradition is the sound of a bell.

In the past, as firefighters began their tour of duty, it was the bell that signaled the beginning of that day's shift. Throughout the day and night, each alarm was sounded by a bell, which summoned these brave souls to fight fires and to place their lives in jeopardy for the good of their fellow citizen. When the fire was out and the alarm had come to an end, it was the bell that signaled to all the completion of that call. When a firefighter had died in the line of duty, paying the supreme sacrifice, it was the mournful toll of the bell that solemnly announced a comrade's passing.

We utilize these traditions as symbols, which reflect honor and respect on those who have given so much and who have served so well. To symbolize the devotion that these brave souls had for their duty, a special signal of three rings, three times, represents the end of our comrades' duties and that they will be returning to quarters. To those who have selflessly given their lives for the good of their fellow man, their tasks are now completed, their duties well done. To our comrades, their last alarm, they are going home.

APPENDIX F – A FIREFIGHTER’S PRAYER

A FIREFIGHTER'S PRAYER

-Anon

When I am called to duty, God
Whenever flames may rage,
Give me the strength to save some life
Whatever be its age,
Help me embrace a little child
Before it is too late,
Or save an older person from
The horror of that fate,
Enable me to be alert and
Hear the weakest shout,
And quickly and efficiently
To put the fire out,
I want to fill my calling and
To give the best in me,
To guard my every neighbor and
Protect their property
And if according to my fate
I am to lose my life,
Please bless with your protecting hand
Those I loved in Life

{My family one and all.}

RESOURCE MATERIALS / WEB SITE LISTING

Reference Materials

IAFF Line-of-Duty Death Notification

Canadian Association of Fire Chiefs – Fire Department Funerals

Office of the Fire Marshal - Fire Department Protocol

Web Sites

www.brampton.ca - City of Brampton

www.fallen-firefighter.com - Fallen Fire Fighters Association www.torontofirefighters.org - Toronto Fire
Fighters Association www.bramptonfirefighters.ca - Brampton Professional Fire Fighters Association

www.opffa.org - Ontario Professional Fire Fighters Association

www.cfff.ca - Canadian Fallen Fire Fighters Association

www.ofm.gov.on.ca - Ontario Fire Marshal



O AFC Death Notification Procedures

- 1) The Ontario Association of Fire Chiefs is offering their membership an Assistance Program to the Chief Officers, Firefighters and family of the Firefighter(s) to deal with a Line of Duty Death (LODD). For those Department requesting assistance or questions for direction may do so in the following manner.
- 2) The Chief Officer or designate will contact Barrie Fire & Emergency Service at **705-728-3199**
- 3) The caller will be asked a number of questions relating to the notification.
- 4) Barrie Fire & Emergency Service will in turn, once all the necessary information has been obtained, notify the following individuals:
 - a) Executive Director of the O AFC
 - b) 1st Vice President of the O AFC
 - c) Zone Representative of the area in which the caller presides.
- 5) If assistance was requested, the Zone Representative will be advised of this at the time of notification by Barrie Fire & Emergency Service.
- 6) The O AFC's Zone Representative shall contact the originating fire department for supplemental information as required.
- 7) **NOTE:** If the death is that of a non-LODD nature, Fire Departments shall contact the O AFC Office at 1-800-774-6651, during regular business hours and their Zone Representative directly, if they would like some assistance.



O AFC Death Notification Questionnaire

Caller's Name _____

Caller's Rank _____

Fire Department - _____

Call Back Phone Number:

Work - _____

Cell - _____

Residence - _____

Name of Deceased - _____

Years of Service - _____

Rank - _____

Requesting Assistance with:

Funeral – Yes _____ No _____

Equipment – Yes _____ No _____

Logistics - Yes _____ No _____

Date of Funeral (If Known) _____

Location of funeral (If known) _____

Department is located within OAFC Zone # _____

Notification of OAFC Executive:

Executive Director, Richard Boyes – Richard.Boyes@oafc.on.ca

Office Phone: Toll Free: 1-800-774-6651

Residence: 1-905-686-0144

Cell Phone: 1-905-484-4476

Contacted, Yes _____ No _____ Date _____ Time _____

1st Vice President, Deputy Fire Chief Andy Glynn, Oakville Fire Department -
aglynn@oakville.ca

Office Phone: 1-905-338-4251

Residence: 1-905-339-3279

Cell Phone: 1-905-208-0502

Contacted, Yes _____ No _____ Date _____ Time _____

Zone Representative, Name – _____

Phone Number: _____

Contacted, Yes _____ No _____ Date _____ Time _____

Additional Information –

Call Taker _____

Date _____

Fax Completed Form to OAFC Office @ **905-426-3032**



Zone Representatives

GEOGRAPHICAL LOCATION	2013-2014 ZONE REPRESENTATIVE
<p>Zone 1: The municipalities in and including the Counties of Essex, Lambton, Middlesex, Elgin and Oxford and the Municipality of Chatham-Kent.</p>	<p>Fire Chief John Kobarda London Fire Department 400 Horton Street East London, Ontario N6B 1L7 Phone: 519-661-2500 Fax: 519-661-6507</p>
<p>Zone 2: The municipalities in and including the Counties of Brant, Haldimand and Norfolk, the municipalities in and including the Regional Municipality of Niagara, and the City of Hamilton.</p>	<p>Fire Chief Rob Grimwood Haldimand County Fire Department 117 Forest Street East Dunnville , Ontario N1A 1B9 Phone: 905-318-0159 Fax: 905-701-0200</p>
<p>Zone 3: The municipalities in and including the Counties of Bruce, Huron, Grey, Perth, Wellington, Dufferin, and Simcoe, and the municipalities in and including the Regional Municipality of Waterloo.</p>	<p>Fire Chief Tony Van Dam Springwater Township Fire & Emergency Service 2231 Nursery Road Minesing, Ontario L0L 1Y2 Phone: 705-728-4784 Fax: 705-728-7223</p>
<p>Zone 4: The municipalities in and including the Regional Municipalities of Halton, Peel, York, and Durham, and the City of Toronto.</p>	<p>Deputy Chief Jon Pegg Georgina Fire Department 165 The Queensway South Keswick, Ontario L4P 3S9 Phone: 905-476-5167 Fax: 905-476-7740</p>
<p>Zone 5: The municipalities in and including the Counties of</p>	<p>Fire Chief Gord Jopling</p>

GEOGRAPHICAL LOCATION	2013-2014 ZONE REPRESENTATIVE
Northumberland, Haliburton, Hastings, Peterborough and Prince Edward, and the City of Kawartha Lakes.	Township of Selwyn Fire Department PO Box 270, 833 Ward Street Bridgenorth, Ontario K0L 1H0 Phone: 705-292-7282 Fax: 705-292-8634
Zone 6: The municipalities in and including the Counties of Lennox and Addington, Renfrew, Lanark, and Frontenac, the municipalities in and including the United Counties of Leeds and Grenville, Stormont Dundas and Glengarry, and Prescott and Russell, and the City of Ottawa.	Fire Chief Les Reynolds Ocean Wave Fire Company (Carleton Place) 15 Coleman Street Carleton Place, Ontario K7C 4N9 Phone: 613-257-5526 Fax: 613-257-2762
Zone 7: The municipalities in and including the District of Muskoka, and the municipalities in the Districts of Parry Sound and Nipissing.	Fire Chief Jim Boswell Georgian Bay Township Fire Department 99 Lone Pine Road, RR#1 Port Severn, Ontario L0K 1S0 Phone: 705-538-2765 Fax: 705-538-1328
Zone 8: The municipalities in the Districts of Algoma, Cochrane, Timiskaming, and Manitoulin, and the City of Greater Sudbury.	Deputy Chief Paul Proulx St. Charles Fire Department 2 King Street East, Box 70 St. Charles, Ontario P0M 2W0 Phone: 705-867-2032 Fax: 705-867-5789
Zone 9: The municipalities in the District of Thunder Bay.	Fire Chief Owen Cranney Manitouwadge Fire Department 1 Mississauga Drive Manitouwadge, Ontario P0T 2C0 Phone: 807-826-3227 Fax: 807-826-4592
Zone 10: The municipalities in the Districts of Kenora and Rainy River	Fire Chief Gerry Armstrong Rainy River District Fire Department 306 Williams Avenue EMO, Ontario P9A 3V1 Phone: 807-274-9530



Zone Lists

Ontario Fire Departments - By Zone - As at July 18, 2013

DEPARTMENT/COMPANY	CITY	ZONE
Zone 1: The municipalities in and including the Counties of Essex, Lambton, Middlesex, Elgin and Oxford and the Municipality of Chatham-Kent.		
Adelaide Metcalfe Fire Department	Kerwood	1
Alvinston Fire Department	Alvinston	1
Amherstburg Fire Department	Amherstburg	1
Aylmer Fire Department	Aylmer	1
Bayham Fire Department	Straffordville	1
Biddulph-Blanshard Fire Department	Lucan	1
Blandford-Blenheim Fire Department	Drumbo	1
Camlachie Fire & Rescue	Camlachie	1
Central Elgin Fire Rescue	St. Thomas	1
Chatham-Kent Fire Department	Chatham	1
Dutton-Dunwich Fire Department	Dutton	1
East Zorra-Tavistock Fire Department	Hickson	1
Essex Fire & Rescue	Essex	1
Ingersoll Fire & Emergency Service	Ingersoll	1
Inwood Fire Department	Inwood	1
Kingsville Fire Department	Kingsville	1
Lakeshore Fire Department	Belle River	1
Lambton Shores - Arkona Fire Department	Arkona	1
Lambton Shores - Forest Fire Department	Forest	1
Lambton Shores - Grand Bend Fire Department	Grand Bend	1
Lambton Shores - Northville Fire Department	Theford	1
Lambton Shores - Theford Fire Department	Theford	1

LaSalle Fire Service	LaSalle	1
Leamington Fire Services	Leamington	1
London Fire Department	London	1
Lucan-Biddulph Fire Department	Lucan	1
Malahide Township Fire Services	Aylmer	1
Middlesex Centre Fire Department	Ilderton	1
Newbury District Fire Department	Newbury	1
North Middlesex Fire Department	Ailsa Craig	1
Oil Springs Volunteer Fire Department	Oil Springs	1
Pelee Township Fire Department	Pelee Island	1
Petrolia & North Enniskillen Fire Department	Petrolia	1
Point Edward Fire and Rescue	Point Edward	1
Sarnia Fire Rescue Service	Sarnia	1
Southwest Middlesex Fire Department	Glencoe	1
South-West Oxford Fire Department	Mt. Elgin	1
Southwold Township Fire Department	Fingal	1
St. Clair Township Fire Department	Corunna	1
St. Thomas Fire Department	St. Thomas	1
Strathroy–Caradoc Fire Department	Strathroy	1
Tecumseh Fire Rescue Service	Tecumseh	1
Thames Centre Fire Department	Dorchester	1
Tillsonburg Fire & Rescue Services	Tillsonburg	1
Township of Dawn–Euphemia Volunteer Fire Department	Dresden	1
Township of Norwich Fire Service	Otterville	1
Wardsville Village Fire Department	Wardsville	1
Warwick Fire Department	Watford	1
Watford/Warwick Fire Department - Watford	Watford	1
West Elgin – Rodney Fire Department	Rodney	1
West Elgin – West Lorne Fire Department	West Lorne	1
Windsor Fire & Rescue	Windsor	1
Woodstock Fire Department	Woodstock	1
Wyoming Fire Department	Wyoming	1
Zorra Township Fire Department	Thamesford	1
Zorra Township Fire Department - Embro	Embro	1
Zorra Township Fire Department - Thamesford	Thamesford	1
Zorra Township Fire Department – Uniondale	Uniondale	1
Zone 2: The municipalities in and including the Counties of Brant, Haldimand and Norfolk, the municipalities in and including the Regional Municipality of Niagara, and the City of Hamilton.		
Brantford Fire Department	Brantford	2
County of Brant Fire Department	Paris	2
Fort Erie Fire Department	Fort Erie	2

Grimsby Fire Department	Grimsby	2
Haldimand County Fire Department	Dunnville	2
Hamilton Fire Department	Hamilton	2
Lincoln Fire & Rescue Service	Beamsville	2
Niagara Falls Fire Department	Niagara Falls	2
Niagara-on-the-Lake Fire & Emergency Services	Virgil	2
Norfolk County Fire & Rescue Services	Simcoe	2
Pelham Fire Department	Fonthill	2
Port Colborne Fire & Emergency Services	Port Colborne	2
Six Nations Fire Department	Ohsweken	2
St. Catharines Emergency Services	St. Catharines	2
Thorold Fire and Emergency Services	Thorold	2
Wainfleet Fire and Emergency Services	Wainfleet	2
Welland Fire Services	Welland	2
West Lincoln Fire Department	Smithville	2

Zone 3: The municipalities in and including the Counties of Bruce, Huron, Grey, Perth, Wellington, Dufferin, and Simcoe, and the municipalities in and including the Regional Municipality of Waterloo.

Adjala–Tosorontio/Rosemont Fire Department	Alliston	3
Arran Elderslie (Chesley) Fire Department	Chesley	3
Arran Elderslie (Paisley) Fire Department	Paisley	3
Arran Elderslie (Tara) Fire Department	Tara	3
Barrie Fire and Emergency Services	Barrie	3
Beausoleil Fire & Rescue Services	Christian Island	3
Bluewater Fire Services	Zurich	3
Bradford West Gwillimbury Fire and Emergency Services	Bradford	3
Brockton Fire Services	Walkerton	3
Cambridge Fire Department	Cambridge	3
Central Huron Fire Department	Clinton	3
Centre Wellington Fire & Rescue Department	Fergus	3
Clearview Fire Department	Stayner	3
Collingwood Fire Department	Collingwood	3
Dundalk Fire Department	Dundalk	3
Elmira Fire Department	Elmira	3
Elmwood Fire Department	Elmwood	3
Erin Fire and Emergency Services	Hillsburgh	3
Fire Department of North Huron	Wingham	3
Goderich Fire Department	Goderich	3
Grand Valley & District Fire Department	Grand Valley	3
Grey Highlands Fire & Emergency Services	Markdale	3
Guelph Fire Department	Guelph	3
Guelph/Eramosa Fire Department	Rockwood	3

Hanover Fire Department	Hanover	3
Howick Township Fire Department	Gorrie	3
Huron East Fire Department	Seaforth	3
Innisfil Fire and Rescue Service	Innisfil	3
Inter Township Fire Department	Owen Sound	3
Kitchener Fire Department	Kitchener	3
Lucknow District Fire Department	Lucknow	3
Mapleton Fire & Rescue	Drayton	3
Meaford & District Fire Department	Meaford	3
Midland Fire Department	Midland	3
Minto Fire Department	Palmerston	3
Mount Forest Fire Department	Mount Forest	3
Mulmur–Melancthon Fire Department	Honeywood	3
Municipality of Kincardine Fire Department	Kincardine	3
New Tecumseth Fire Rescue	Alliston	3
North Dumfries/Ayr Fire Department	Ayr	3
North Perth Fire Department	Listowel	3
Northern Bruce Peninsula Fire and Emergency Services	Lion's Head	3
Orangeville Fire Department	Orangeville	3
Orillia Fire Department	Orillia	3
Oro-Medonte Fire & Emergency Services	Oro	3
Owen Sound Fire & Emergency Services	Owen Sound	3
Penetanguishene Fire Services	Penetanguishene	3
Puslinch Fire & Rescue Services	Guelph	3
Rama Fire & Rescue Service	Rama	3
Ramara Fire & Rescue Services	Brechin	3
Ripley–Huron Fire Department	Ripley	3
Rosemont District Fire Department	Rosemont	3
Saugeen Shores Fire Department	Port Elgin	3
Severn Fire & Emergency Services	Orillia	3
Shelburne & District Fire Department	Shelburne	3
South Bruce Fire and Rescue - Mildmay-Carrick Station	Mildmay	3
South Bruce Fire and Rescue - Teeswater Fire Department	Teeswater	3
South Bruce Peninsula Fire Department	Warton	3
South Huron Fire Department	Exeter	3
Springwater Township Fire & Emergency Service	Minesing	3
St. Marys Fire Department	St. Marys	3
Stratford Fire Department	Stratford	3
Tay Fire & Emergency Services	Victoria Harbour	3
Town of the Blue Mountains Fire Department	Thornbury	3
Township of Chatsworth Fire Department	Chatsworth	3

Township of Essa Fire Department	Utopia	3
Township of Perth East Fire Department	Milverton	3
Township of Perth East Fire Department – Milverton Station	Milverton	3
Township of Perth East Fire Department – Sebringville Station	Milverton	3
Township of Perth East Fire Department – Shakespeare Station	Milverton	3
Township of Tiny Fire Department	Tiny	3
Walkerton Fire Department (Municipality of Brockton Fire Department)	Walkerton	3
Wasaga Beach Fire Department	Wasaga Beach	3
Waterloo Fire Rescue	Waterloo	3
Wellesley Fire Department	St. Clements	3
Wellington North Fire Service	Kenilworth	3
Wellington North Fire Service – Arthur Station	Arthur	3
Wellington North Fire Service - Mount Forest	Mount Forest	3
West Grey Fire Service	Durham	3
West Perth Fire Department	Mitchell	3
Wilmot Fire Department	Baden	3
Woolwich Fire Department	Elmira	3
Zone 4: The municipalities in and including the Regional Municipalities of Halton, Peel, York, and Durham, and the City of Toronto.		
Ajax Fire & Emergency Services	Ajax	4
Brampton Fire and Emergency Services	Brampton	4
Brock Township Fire Service	Cannington	4
Burlington Fire Department	Burlington	4
Caledon Fire & Emergency Services	Caledon	4
Central York Fire Service	Newmarket	4
Clarington Emergency & Fire Services	Bowmanville	4
East Gwillimbury Emergency Services	Holland Landing	4
Georgina Fire Department	Keswick	4
Halton Hills Fire Department	Halton Hills	4
King Fire & Emergency Services	King City	4
Markham Fire & Emergency Services	Markham	4
Milton Fire Department	Milton	4
Mississauga Fire & Emergency Services	Mississauga	4
Oakville Fire Department	Oakville	4
Oshawa Fire Services	Oshawa	4
Pickering Fire Services	Pickering	4
Richmond Hill Fire & Emergency Services	Richmond Hill	4
Toronto Fire Services	Toronto	4
Township of Scugog Fire Department	Port Perry	4

Township of Uxbridge Fire Department	Uxbridge	4
Vaughan Fire & Rescue Service	Vaughan	4
Whitby Fire & Emergency Services	Whitby	4
Whitchurch–Stouffville Fire and Emergency Services	Stouffville	4
Zone 5: The municipalities in and including the Counties of Northumberland, Haliburton, Hastings, Peterborough and Prince Edward, and the City of Kawartha Lakes.		
Algonquin Highlands (Stanhope) Fire Department	Algonquin Highlands	5
Alnwick/Haldimand Fire Department	Grafton	5
Asphodel–Norwood Fire Department	Norwood	5
Bancroft Fire Department	Bancroft	5
Belleville Fire Department	Belleville	5
Brighton District Fire Department	Brighton	5
Centre Hastings Fire Department	Madoc	5
Cobourg Fire Department	Cobourg	5
Cramahe Township Fire Department	Colborne	5
Deseronto Fire Department	Deseronto	5
Dysart Fire Department	Haliburton	5
Faraday Township Fire Department	Bancroft	5
Hamilton Township – Baltimore Fire Department	Baltimore	5
Hamilton Township – Bewdley Fire Department	Bewdley	5
Hamilton Township – Harwood Fire Department	Harwood	5
Hastings Highlands Fire Department	Maynooth	5
Hastings Village Fire Department	Warkworth	5
Havelock–Belmont–Methuen Fire	Havelock	5
Highlands East Fire Department	Wilberforce	5
Kawartha Lakes Fire Rescue Service	Lindsay	5
Limerick Township Fire Department	Gilmour	5
Madoc Township Fire Department	Madoc	5
Marmora & Lake Fire Department	Marmora	5
Minden Hill Township Fire Department	Minden	5
Mohawk Fire Department	Deseronto	5
North Kawartha Fire Department	Apsley	5
Otonabee–South Monaghan Fire Department	Keene	5
Peterborough Fire Services	Cambridge	5
Port Hope Fire & Emergency Services	Port Hope	5
Prince Edward County Fire Department	Picton	5
Quinte West Fire Department	Trenton	5
Stirling–Rawdon Fire Services	Stirling	5
Township of Cavan Monaghan Fire Department	Millbrook	5
Township of Douro–Dummer Fire Department	Warsaw	5
Township of Selwyn Fire Department	Bridgenorth	5

Township of Tyendinaga Fire Department	Shannonville	5
Trent Hills Fire Department	Campbellford	5
Trent Lakes Fire Department	Bobcaygeon	5
Tudor & Cashel Fire Department	Gilmour	5
Tweed Fire Department	Tweed	5
Wollaston Fire Department	Coe Hill	5

Zone 6: The municipalities in and including the Counties of Lennox and Addington, Renfrew, Lanark, and Frontenac, the municipalities in and including the United Counties of Leeds and Grenville, Stormont Dundas and Glengarry, and Prescott and Russell, and the City of Ottawa.

Addington Highlands Fire Department	Flinton	6
Alfred & Plantagenet Fire Department	Plantagenet	6
Arnprior Fire Department	Arnprior	6
Athens Fire Department	Athens	6
Augusta Fire Department	Maitland	6
Beckwith Township Fire Department	Carleton Place	6
Bonnechere Valley Fire Department	Eganville	6
Brockville Fire Department	Brockville	6
Brudenell, Lyndoch & Raglan Fire Department	Palmer Rapids	6
Casselman Fire Department	Casselman	6
Central Frontenac Township Fire Department	Sharbot Lake	6
Champlain Fire Department - L'Original District	L'Original	6
Chesterville Fire Department	Chesterville	6
Clarence–Rockland Fire Service	Rockland	6
Cornwall Fire Department	Cornwall	6
Deep River Fire Department	Deep River	6
Douglas Fire Department	Douglas	6
Drummond/North Elmsley Tay Valley Fire Rescue	Perth	6
East Hawkesbury Fire Department	St. Eugene	6
Edwardsburgh/Cardinal Fire Department	Spencerville	6
Elizabethtown – Kitley Fire and Emergency Services	Addison	6
Embrun Fire Department	Embrun	6
Front of Yonge Fire Department	Mallorytown	6
Frontenac Islands Fire Department - Howe Island	Gananoque	6
Frontenac Islands Fire Department - Wolfe Island	Wolfe Island	6
Gananoque Fire Department	Gananoque	6
Greater Madawaska Fire Department	Calabogie	6
Greater Napanee Fire Service	Napanee	6
Hawkesbury Fire Department	Hawkesbury	6
Horton Fire Department	Renfrew	6
Killaloe, Hagarty & Richards Fire Department	Killaloe	6
Kingston Fire & Rescue	Kingston	6

Lanark Highlands Fire Service	Lanark	6
Laurentian Hills Fire Department	Deep River	6
Laurentian Valley Fire Department	Pembroke	6
Leeds & the 1000 Islands Fire Services	Lansdowne	6
Loyalist Township Emergency Services	Odessa	6
Madawaska Valley Fire Department	Barry's Bay	6
McNab Braeside Fire Department	Arnprior	6
Merrickville Fire Department	Merrickville	6
Mississippi Mills Fire Department	Almonte	6
Montague Fire Department	Smiths Falls	6
Moorewood Fire Department	Moorewood	6
Mountain Fire Department	South Mountain	6
North Algona Wilberforce Fire Department	Eganville	6
North Frontenac Fire Department	Plevna	6
North Glengarry Fire Department	Alexandria	6
North Grenville Fire Service	Kemptville	6
North Stormont Fire Department	Berwick	6
Ocean Wave Fire Company (Carleton Place)	Carleton Place	6
Ottawa Fire Services	Ottawa	6
Pembroke Fire Department	Pembroke	6
Perth Fire Department	Perth	6
Petawawa Fire Department	Petawawa	6
Prescott Fire Department	Prescott	6
Renfrew Fire Department	Renfrew	6
Rideau Lakes Fire & Rescue	Delta	6
Russell Fire Department	Russell	6
Smiths Falls Fire Department	Smith Falls	6
South Dundas Fire & Emergency Services	Williamsburg	6
South Frontenac Fire & Rescue	Sydenham	6
South Glengarry Fire Department	Lancaster	6
South Stormont Fire and Rescue	Long Sault	6
Stone Mills Fire Department	Centreville	6
The Nation Fire Department	Limoges	6
Township of Frontenac Island Fire Department	Wolfe Island	6
Westport Fire Department	Westport	6
Whitewater Region Fire Department	Beachburg	6
Winchester Fire Department	Winchester	6
Zone 7: The municipalities in and including the District of Muskoka, and the municipalities in the Districts of Parry Sound and Nipissing.		
Argyle Fire Department	Loring	7
Bonfield Volunteer Fire Department	Bonfield	7

Bracebridge Fire Department	Bracebridge	7
Britt Fire Department	Britt	7
Burk's Falls & District Fire Department	Burk's Falls	7
Callander Fire & Emergency Services	Callander	7
Calvin Township Fire Department	Mattawa	7
Carling Fire Services	Nobel	7
Chisholm Township Fire Department	Powassan	7
East Ferris Fire Department	Corbeil	7
Georgian Bay Township Fire Department	Port Severn	7
Gravenhurst Fire Department	Gravenhurst	7
Huntsville Fire Department	Huntsville	7
Jocko Point Fire Department	North Bay	7
Kearney Fire Department	Kearney	7
Lake of Bays Fire Department	Dwight	7
Laurier Township Fire Department	Trout Creek	7
Magnetawan Fire Department	Magnetawan	7
Marten River Fire Department	Temagami	7
Mattawa Town Fire Department	Mattawa	7
McDougall Fire Department	Parry Sound	7
McKellar Township Fire Department	McKellar	7
McMurrich-Monteith Fire Department	Sprucedale	7
Muskoka Lakes Fire Department	Port Carling	7
Nipissing Township Fire Department	Nipissing	7
North Bay Fire & Emergency Services	North Bay	7
Parry Sound Fire Department	Parry Sound	7
Perry Township Fire Department	Emsdale	7
Phelps Fire Department	Redbridge	7
Powassan Fire Department	Powassan	7
Restoule Fire Department	Restoule	7
Seguin Fire Services	Parry Sound	7
South Algonquin Fire Department	Madawaska	7
South River Machar Fire Department	South River	7
Sundridge Strong Fire Department	Sundridge	7
Temagami Fire Department	Temagami	7
Township of Papineau–Cameron Fire Department	Mattawa	7
West Nipissing Fire Service	Sturgeon Falls	7
Whitestone Fire Rescue	Dunchurch	7
Whitney Fire Department	Whitney	7
Zone 8: The municipalities in the Districts of Algoma, Cochrane, Timiskaming, and Manitoulin, and the City of Greater Sudbury.		
Armstrong Fire Department	Earlton	8

Assiginack Fire Department	Manitowaning	8
Aweres Fire Department	Heyden	8
Baldwin Fire Department	McKerrow	8
Batchawana Bay Fire Department	Batchawana Bay	8
Billings & Allan Fire Department	Kagawong	8
Black River Matheson Fire Department	Matheson	8
Blind River Fire Department	Blind River	8
Bruce Mines Volunteer Fire Department	Bruce Mines	8
Burpee & Mills Fire Department	Evansville	8
Cartier Fire Department	Cartier	8
Casey Township Fire Department	Belle Vallee	8
Central Manitoulin Fire Services	Mindemoya	8
Chapleau Fire Department	Chapleau	8
Cobalt Fire Department	Cobalt	8
Cochrane Fire Department	Cochrane	8
Coleman Fire Department	Coleman Township	8
Dubreuilville Fire Department	Dubreuilville	8
Echo Bay Fire Department	Echo Bay	8
Elk Lake Fire Department	Elk Lake	8
Elliot Lake Fire Department	Elliot Lake	8
Englehart & District Fire Department	Englehart	8
Espanola Fire Department	Espanola	8
Estaire–Wanup Fire Department	Sudbury	8
Fauquier-Strickland Fire Department	Fauquier	8
Foleyet Fire Department	Foleyet	8
French River Fire Department	Noelville	8
Gauthier Township Fire Department	Dobie	8
Gogama Fire Department	Gogama	8
Gore Bay Fire Department	Gore Bay	8
Goulais Fire & Rescue	Goulais River	8
Greater Sudbury Fire Services	Azilda	8
Hallebourg Fire Department	Hallebourg	8
Harley Township Fire Department	New Liskeard	8
Hawk Junction Fire Department	Hawk Junction	8
Hearst Fire Department	Hearst	8
Hilton Fire Department	Hilton Beach	8
Hornepayne Township Fire Department	Hornepayne	8
Hudson Township Fire Department	New Liskeard	8
Huron Shores Fire Department	Iron Bridge	8
Iroquois Falls Fire Department	Iroquois Falls	8
Jocelyn Township Fire Department	Hilton Beach	8

Jogues Fire Department	Jogues	8
Johnson Township Fire Department	Desbarats	8
Kapuskasing Town Fire Department	Kapuskasing	8
Kenabeek Fire Department	Kenabeek	8
Kenogami & District Fire Department	Swastika	8
Kerns Township Fire Department	New Liskeard	8
Killarney Volunteer Fire Department	Killarney	8
King-Lebel Fire Department	King Kirkland	8
Kirkland Lake Fire Services	Kirkland Lake	8
Larder Lake Fire Department	Larder Lake	8
Latchford Town Fire Department	Latchford	8
Lorrain Valley Fire Department	North Cobalt	8
Markstay – Warren Fire Department	Marksday	8
Mattice-Val-Cote Fire Department	Mattice	8
McGarry Township Fire Department	Virginiatown	8
Missanabie Fire Department	Missanabie	8
Moonbeam Fire Department	Moonbeam	8
Moose Factory Island Fire & Rescue	Moose Factory	8
Moosonee Fire Department	Moosonee	8
Nairn & Hyman Fire Department	Nairn Centre	8
New Liskeard Fire Department	New Liskeard	8
Northeastern Manitoulin & the Islands Fire Department	Little Current	8
Opasatika Township Fire Department	Opasatika	8
Ophir Fire Department	Bruce Mines	8
Parkinson Fire Department	Iron Bridge	8
Prince Township Fire Service	Prince Township	8
Robinson Twp Fire Department	Silver Water	8
Round Lake Fire Department	Swastika	8
Sables–Spanish Rivers Fire Department	Massey	8
Sagamok Fire Department	Massey	8
Sault Ste. Marie Fire Services	Sault Ste. Marie	8
Savard Twp Fire Department	Charlton	8
Searchmont Fire Department	Searchmont	8
Sesekinika Fire Department	Sesekinika	8
Smooth Rock Falls Fire Department	Smooth Rock Falls	8
Spanish Fire Department	Spanish	8
St. Charles Fire Department	St. Charles	8
St. Joseph Township Fire Department	Richards Landing	8
Tarbutt & Tarbutt Additional Volunteer Fire Department	Desbarats	8
Tehkummah Township Fire Department	Tehkummah	8
Temiskaming Shores Fire Department	Haileybury	8

The Matachewan Volunteer Fire Department	Matachewan	8
The North Shore Fire Department	Algoma Mills	8
Thessalon Fire Department	Thessalon	8
Timmins Fire Department	Timmins	8
Val-Rita-Harty Fire Department	Val-Rita	8
Wawa Fire Department	Wawa	8
Wharnccliffe Fire Department	Thessalon	8
White River Fire Department	White River	8
Whitefish Falls – Willisville Volunteer Fire Department	Whitefish Falls	8
Zone 9: The municipalities in the District of Thunder Bay.		
Conmee Emergency Services	Kakabeka Falls	9
Dorion Township Fire Department	Dorion	9
East Gorham Fire Department	Gorham	9
Greenstone Fire Department	Geraldton	9
Lappe Fire Department	Gorham	9
Manitouwadge Fire Department	Manitouwadge	9
Marathon Emergency Services Department	Marathon	9
Municipality of Greenstone - Longlac Fire Department	Longlac	9
Neebing Emergency Services	Neebing	9
Nipigon Volunteer Fire Department	Nipigon	9
Nolalu Fire Department	Nolalu	9
O'Connor Volunteer Fire Department	Kakabeka Falls	9
Oliver Paipoonge Fire & Emergency Services	Murillo	9
Pass Lake Fire Department	Pass Lake	9
Red Rock Fire Department	Red Rock	9
RosSPORT Fire Department	RosSPORT	9
Schreiber Fire Department	Schreiber	9
Shebandowan Fire Department	Shebandowan	9
Shuniah Fire & Emergency Services	Thunder Bay	9
Terrace Bay Fire Department	Terrace Bay	9
Thunder Bay Fire & Rescue	Thunder Bay	9
Township of Gillies Fire Department	Kakabeka Falls	9
Upsala Fire Department	Upsala	9
Zone 10: The municipalities in the Districts of Kenora and Rainy River		
Alberton Fire Department	Fort Frances	10
Atikokan Fire Rescue	Atikokan	10
Chapple Fire Department	Barwick	10
Dawson Fire Department	Pinewood	10
Dryden Fire Service	Dryden	10
Ear Falls Fire Department	Ear Falls	10
Emo Fire Department	Emo	10

Fort Frances Fire Department	Fort Frances	10
Halkirk Township Fire Department	Fort Frances	10
Hurkett Fire Department	Dorion	10
Ingolf Fire Department	Ingolf	10
Kaministiquia Fire Department	Kaministiquia	10
Kenora Fire & Emergency Services	Kenora	10
La Vallee/Devlin Fire Department	Devlin	10
Lake of the Woods Fire Department	Sleeman	10
Longbow Lake Fire Department	Longbow Lake	10
Machin Township Fire Department	Vermillion Bay	10
McKenzie–Clearwater Fire Department	Clearwater Bay	10
Minaki Fire Department	Minaki	10
Morley Township Fire Department	Stratton	10
Niobe Lake Fire Department	Atikokan	10
Oxdrift Fire Department	Dryden	10
Pellatt Fire Department	Keewatin	10
Pickle Lake Fire Department	Pickle Lake	10
Rainy River District Fire Department	Emo	10
Red Lake Fire Department	Balmertown	10
Redditt Fire Department	Redditt	10
Senn Township Fire Department	Emo	10
Sioux Lookout Fire Department	Sioux Lookout	10
Sioux Narrows - Nestor Falls	Sioux Narrows	10
Township of Ignace Fire Department	Ignace	10
Wabigoon Fire Department	Wabigoon	10
Watten Fire Department	Fort Frances	10