

CANADIAN ASSOCIATION OF FIRE CHIEFS



SECTION III - TRADITIONS

FIRE DEPARTMENT FUNERALS

A funeral or memorial service pays tribute to the deceased and is an opportunity for the fire department, family and friends to honour and celebrate a fallen firefighter's life. Funerals are an important social ritual that can help meet the emotional needs of those grieving by providing a sense of closure. The Canadian Forces Manual of Drill and Ceremonial is used as the basis for fire department funerals and services. In this section, funeral and memorial service are used interchangeably.

Guidelines and customs vary about how services are to be conducted. The officiant designated by the family, a funeral director, and fire department staff can assist the family with decisions. A department funeral or memorial service is optional and is based on the family's wishes.

Fire department funerals are emotional, and leave lasting impressions on those who attend and spectators, alike. When a department is called upon to provide a fire department funeral, the department is a visible part of the community. Professional department and protocol are of utmost importance. Whether fire service members attend in their dress uniforms is at the discretion of the family and fire department. Uniformed Members may wear their Dress Uniform to funerals of active or retired members of a fire service or emergency services. Individuals who have not been issued uniforms shall wear appropriate civilian attire.

The following are guidelines to assist fire department officials in providing uniformity in ceremonial elements of a funeral or memorial service. To establish consistency, it is recommended that departments adopt a funeral protocol plan prior to its need. Additional guidance can be found in the Canadian Forces Manual of Drill and Ceremonial.

Categories of Funerals

The following section is created to explain the funeral services and ceremonial elements that the family of a member may be offered by the fire department. All elements are optional and are based on the family's wishes. Fire department's may wish to seek the assistance of neighbouring fire departments to provide support related to some aspects of the funeral service such as providing the Honour Guard or Colour party.

Various categories of funeral or memorial services exist, depending on your fire department's protocol and practice. The following outline categories based on the member's status within the department and the manner of death. The information provided serves only as a guide, and is not prescriptive.

Active Line-of-Duty Service - This type of service is for members of the Uniformed Nominal Roll who die as a result of an active line-of-duty death. It may also be for those members of the Civilian Nominal Roll who die while involved in direct support of providing emergency services at the scene of an incident. It is considered the most prestigious of the services.

Presumptive Line-of-Duty Service – Fire departments should establish a policy and parameters for the recognition of those members befallen by presumptive illnesses, in accordance with presumptive legislation in their jurisdiction. This type of service is for members of the Uniformed Nominal Roll who die as a result of an illness or injury that is of a type specified in the Workers Compensation Act of your province (as being related to employment as a firefighter and resulted in claim). Although guidance is provided in

the appendix, the determination of the level of recognition and tribute is left to the discretion of the fire department.

Uniformed Member Service - This type of service is for active members of the Uniformed Nominal Roll who have died while off duty.

Retired Member Service - This type of service is for former members of the Uniformed Nominal Roll who have left the department under honourable circumstances.

Civilian Member Service - This type of service is for active members of the Civilian Nominal Roll.

There may be cases in which a family requests that a full honours funeral be provided when circumstances do not warrant. Sensitivity is paramount in explaining that the level of tribute for firefighters lost in the line of duty must be reserved to ensure appropriate recognition of the selfless act while carrying out one's responsibility and the sacrifice made. The department maintains a suitable protocol to recognize the loss of a member outside the line of duty.

Most services will require close co-operation between officials from the department, the union or association, the church or spiritual representative, funeral home and facility where the service will be held. Liaison should, therefore, be provided between all concerned so that the deceased fire service member receives the respect due the performance or sacrifice.

Funeral Committee Responsibilities

In some departments, a funeral committee may be established to begin the necessary preparations as soon as notification is received. The committee membership should include a representative of the union or association. If no such committee exists, the Chief may wish to authorize a Protocol Officer to begin arrangements.

The committee's or officer's role is to coordinate and ensure that the actions are completed in accordance with the family's direction. For instance, a parade marshal, transportation officer or media relations/communications officer may be assigned to work with the funeral committee to complete certain tasks. The role of the Protocol Officer is to assist the member's family through the difficult and emotional time following the passing of their loved one, and to facilitate the arrangements to a successful completion.

The following sections list steps which require the attention of the funeral committee/Protocol Officer. The sequence of events is designed to help develop a plan, and will be contingent on the family's wishes. Communication with the Chief about the decisions made by the family will ensure that the department is prepared to fulfill the service in a professional manner, meeting the family's wishes.

Before the First Visit to the Next of Kin

- Obtain information about the deceased, and familiarize yourself with the family dynamics. Information about the deceased should include:
- Rank, Name and Surname

- Unit or Platoon
- Date and place of death
- Residential Address
- Next of Kin Information: (name, address, telephone number, and relationship to deceased)
- Familiarize yourself with the services and options that the family may need (e.g., support services, names and numbers of government organizations they will need to contact)
- Assemble information and resources to facilitate the family's planning of a service, and additional information they may need in fulfilling the requirements of other agencies. The funeral director is also a good resource to assist.

First Visit

Contact the next of kin and set up a meeting if you did not participate in the initial notification. Introduce yourself, offer condolences, explain your role – to provide support to the family and provide liaison between the department and others involved in the planning of the service.

Explain that the deceased is entitled to a departmental funeral and the part the department could play in the service; as appropriate, review the list of ceremonial elements with the next of kin to determine the specific wishes of the family. As you explain each element to the family, document their wishes.

Sometimes, next of kin request more intimate funerals, either with smaller funeral parties or by leaving out the full sequence of a fire department funeral. For example, the next of kin may request fire department participation in the church or similar service, with limited representation at the gravesite. In these cases, flags and personal items can be removed from the casket when most convenient. Coordination among the association (where applicable), fire department and funeral director are essential to ensure the tributes and presentations made are in accordance with the family's wishes, and enable both organizations to recognize their member.

Provide the family with your contact information and explain that you are available 24/7.

Notify the Office of the Fire Chief of the decisions made by the family regarding the ceremonial elements. It is important that the Chief be contacted since many of the arrangements fall under the Chief's authority.

Department Responsibilities

Funeral Committee/Protocol Officer

Appoint a parade marshal. The funeral committee may suggest a suitable person to the Chief for concurrence. Military experience is usually an asset. If possible, the parade marshal's name should appear on the original notice.

If the funeral calls for full department honours, select and prepare a pumper to carry the casket. Apply black draping to front and sides of pumper.

Arrange time off, if necessary, for the firefighters directly involved, and for necessary uniform accessories such as white gloves.

Provide list of attendees to the Fire Chief.

Request the lowering of flags to half-mast. The flying of flags at half-mast is a strong visual statement that speaks to the sense of loss shared by all citizens. Work with the municipality's Administration to have flags lowered to half staff; protocol on half-masting of the flag at municipal facilities may be different than at the fire department headquarters and its fire stations and facilities. Provide a copy of the half-masting of flags to the funeral home and place of service.

Rehearsal. Ensure appropriate rehearsal is conducted prior to the actual ceremony.

If full department honours are to be observed, furnish the flag for the casket, arrange for a Flag Party, band, drummers, or pipers. The flag will be formally presented to the family following the service.

Assign a firefighter to be in attendance during the period designated for visitation at the funeral home or other designated location.

Arrange pallbearers and guard of honour as required. With the agreement of the family, the pallbearers could be members of the deceased's crew or close associates. When full department honours are involved, the guard of honour may include senior officers and civic dignitaries.

Liaise with the funeral director. If full department honours, describe the capability of the pumper to carry the casket and flowers. Have the parade marshal in attendance so that moving-off arrangements can be finalized.

Arrange refreshments for out of town representatives. Generally, a meeting hall is best. Make sure everyone is properly directed or guided to this location before and after the service.

Arrange a police escort, if necessary.

The above routine should cover most of the situations. In the case of smaller departments where certain facilities or capabilities are lacking, it would be appropriate to contact neighbouring departments for assistance.

Communications/Public Affairs

The following tasks to be coordinated by Communications or Public Affairs:

- Prepare and distribute the fallen fire service member notice to fire department officials, the media and to the Canadian Association of Fire Chiefs for publication on its website. The name of the deceased, date and circumstances of the incident as well as the date, time, and place of service should be provided. When events have not been finalized, indicate when and how details will be communicated.

- Notify out of town branches of the union, and fire departments. The Canadian Association of Fire Chiefs can assist by publishing notices on its website.
- Prepare and submit a list to the funeral committee of media expecting to be in attendance, as well as a list of municipal, provincial, federal officials and other dignitaries. Identify attendees at the service, committal service and fellowship functions of the event.
- Arrange for suitable flowers.
- Send Thank You letters to all concerned.

Union or Association Responsibilities

The Protocol Officer and/or funeral committee is to work with the association representative (where applicable), harmonizing the recognition of the fire service member's commitment to the association and the fire department.

Before The Service - Parade Marshal Functions

The parade marshal will meet with the officiant chosen by the family and the funeral director to review the service and make final arrangements.

Based on the family's wishes related to departmental personnel participation, the parade marshal shall determine the distance to be marched to and from the place of service and the site where the committal service is to take place. Allowances for inclement weather should be included in these plans. A march of not less than 1/10 mile (0.16 km) is appropriate in urban centres, while for greater distances transportation for a motorcade should be arranged.

The parade marshal should check the parade route, parking, and layout of the funeral home, place of service and gravesite. The service, parade route, and other event specifications should be reviewed with platoon commanders at least 24 hours before the service. Contingency plans for transport should be made in the event of inclement weather. If transport is used to arrive at the place of service, the parade will exit the vehicles a short distance from the place of service and march into position.

If attendance is expected to be high, such as for a full honours service, a muster point for the parade will be necessary. Facilities including school yards, gymnasium, auditoriums or legion halls are appropriate muster points. All those taking part in the parade will be instructed on the location to report, where they will be formed up into platoons. The Protocol Officer will be responsible for the platoon assignments.

The platoon will be the basic organizational unit for marching in a funeral procession. A platoon will be 24 people, formed up in three ranks, as well as a leader.

The parade marshal shall determine which marching organization to use at least 24 hours prior to the funeral. The parade marshal will then inform the Protocol Officer who shall have responsibility for carrying out the decision. Columns of two ranks will only be used for a small funeral. The columns will consist of even numbers.

Protocol and rank shall determine the composition of each platoon. Chiefs, deputy chiefs and municipal officials shall march together, as will junior officers and firefighters. An officer or member of appropriate rank will lead each platoon.

The officer or member in charge is the only person to salute the passing funeral procession. Individual compliments shall be paid in a similar fashion.

All fire stations that the funeral motorcade/parade passes will pay final respects. Commanding officers should be notified of the motorcade/parade route to make arrangements and to notify their firefighters. The station apparatus should be parked on the apron and the crews lined up alongside or in front, at attention, as the motorcade/parade passes. The officer in charge will be at the centre of the apron, in front of the equipment.

The officer or service member in charge will be the only person to salute, unless he or she is not wearing full dress uniform, as the procession passes the fire station. When wearing civilian clothing, the officer or service member in charge will pay respects by standing at attention.

The Parade Marshal will communicate with the marching organizations and motorcade to initiate the departure from the muster point.

The Vigil

If a vigil is to be part of the service, two firefighters, with their hats on, will be posted to stand at attention at the head and foot of the casket during final respects being paid. The mourning guards will be dismissed just prior to the service. For some Christian-based services, the casket will be placed parallel to the altar so that firefighters and other mourners can file by. Depending on the guidance provided by the officiant and based on the family's wishes, the customs of the particular religion shall be respected in all cases. Officiating clergy guidance should be sought and followed for a service that takes place in a church.

Other firefighters, if wearing hats, will pay their respects by saluting when passing the casket at the vigil. If hats are carried, the hat will be held over the heart as a sign of respect.

The Protocol Officer will remain with the deceased's next of kin until the interment. If a ground burial is part of the service, the Protocol Officer should be alert to the deceased family's well-being at the gravesite. The officer may accept the deceased's headdress, regalia, etc., from the insignia guard, if necessary.

Insignia Guard (Arrival)

The following procedure will take place on the arrival of the hearse/pumper caisson at the church or place of service:

- a. The guard will be drawn up in two ranks, in open order, with arms at the shoulder, centred and facing the church door or at the place of service. The guard commander shall be posted three paces in rear and centre of the guard.

- b. The bearer party and its commander shall form in two ranks facing inwards, ranks being apart sufficiently enough to permit the hearse/pumper caisson to drive through. As the deceased is removed from the hearse/pumper caisson by the bearer party, the National Flag (or other designated flag) will be unrolled over the casket and the headdress and other regalia will be secured.
 - c. As the deceased is being removed from the hearse/pumper caisson, the guard commander shall order PRESENT – ARMS, and this position shall be maintained until the bearer party has entered the church or place of service. The guard commander will then order SHOULDER – ARMS and ORDER – ARMS, and the guard moved to a suitable place until it is required to re-form for the procession following the service.
 - d. The bearer party, led by the officiant, shall proceed into the church or place of service, filing between the honorary pallbearers who had previously formed into two ranks, facing inwards, at the entrance to the church or place of service. The casket will be oriented as noted in Figure 1. The honorary pallbearers will follow the casket into the church or place of service and proceed to their pews or seating that has been provided.
 - e. The bearer party, after entering the chancel, will lay the casket on the carrier, and the insignia bearer will lay the medals on the casket. Under the command of its commander, the bearer party and the insignia bearer will proceed to the pews allocated for them.
1. When a funeral service is held for multiple casualties, the caskets may be arranged in the church or place of service prior to the service.
 2. The positions of those attending the service are indicated in Figure 1.
 3. On the completion of the service, the officiant shall lead the way out of the church or place of service, followed in order by the:
 - o Honorary pallbearers;
 - o Casket and bearer party;
 - o Insignia bearer;
 - o Next of kin;
 - o Relatives; and
 - o Other mourners.

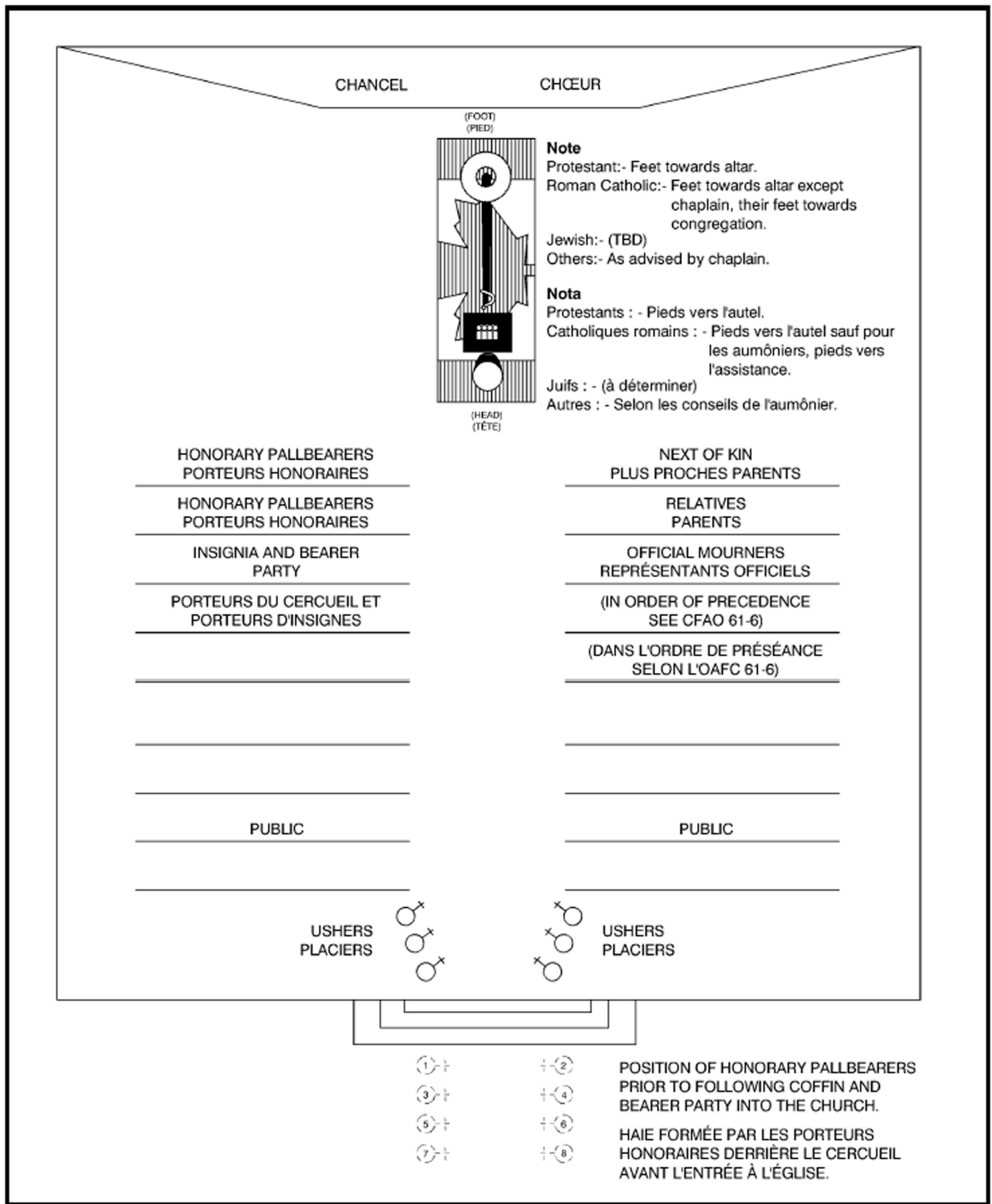


Figure 1 The Church Seating Plan

Procession

4. While the service is being conducted, the procession except for the guard (see paragraph 7) shall form up outside the place where the service occurred, as detailed in Figure 2.
5. Order of March. The unit of the deceased takes precedence over other units irrespective of seniority. Otherwise, units are to march in the reverse order to that usually followed, i.e., the senior unit and the senior rank marches nearest the casket (Figure 2).

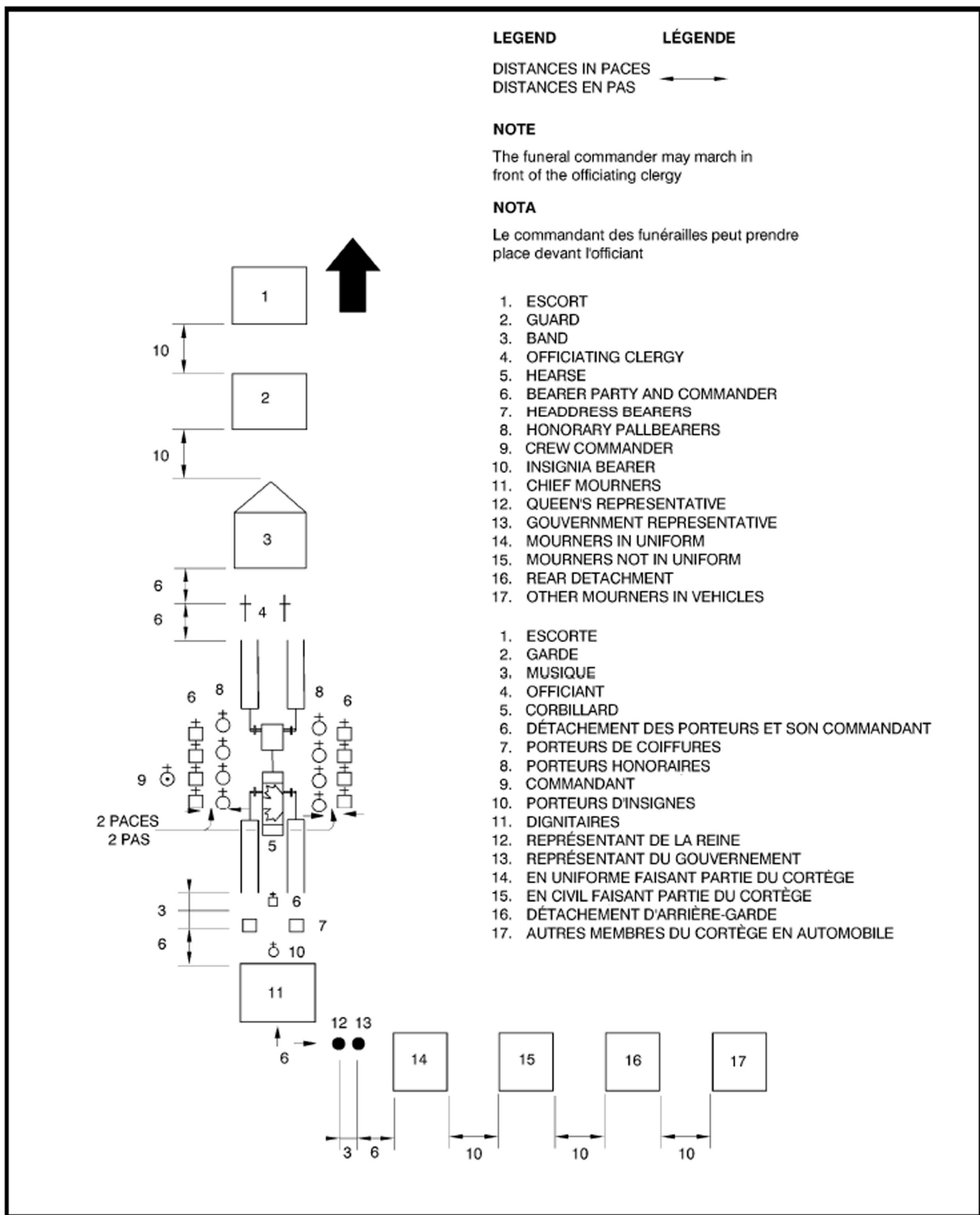


Figure 2 Procession

Insignia Guard (Departure)

6. On completion of the service, the officiant shall descend from the chancel and proceed to the rear of the pews occupied by the honorary pallbearers. The commander of the bearer party, on seeing the officiant descend from the chancel, shall lead the bearer party and the insignia bearer into the chancel, where each member shall halt quietly in the correct position. The insignia bearer shall remove the medals from the casket and adopt a position in rear of the commander. As the bearer party enters the chancel, the honorary pallbearers shall leave their pews and form in file behind the officiant. The bearer party may have to turn the casket, and space for this should be left available. The bearer party shall raise the casket to their shoulders and on the commander's orders, SLOW – MARCH, the procession, lead by the officiant, shall file out of the church or venue to the hearse or caisson.
7. The guard shall be formed facing the entrance to the church or place of service and behind the hearse or caisson (leaving sufficient room for the bearer party and casket to pass between the guard and the church entrance. As the casket appears at the entrance of the church/place of service, the marshal shall order PRESENT – ARMS. At this time all officers and personnel not under command shall salute. The guard commander orders SHOULDER – ARMS when the casket is secured on the caisson or placed in the hearse. The guard commander then marches the guard to its position in the procession in quick time.
For a full honours ceremony: the headdress, regalia, etc., shall be placed on the casket on the pumper. The insignia guard will mount the pumper to protect these items from falling. During the procession to the cemetery the pumper lights will be "ON".
8. After the guard commander has halted the guard in its position in the procession (remaining in the shoulder arms position), and after having ascertained that the whole procession is in position and prepared to move off, the parade commander prepares for the march to the cemetery or crematorium, if it is the family's wishes. The distance to be marched in slow time shall be at the discretion of the parade marshal. However, in urban centres a minimum distance of one-third kilometre shall be marched in slow time. If the distance to be marched requires it, the parade commander may either:
 - a. after the minimum distance, order FUNERAL PACE, followed by ATTEN – TION as the cemetery is approached; or
 - b. more commonly, order CHANGE TO QUICK TIME, QUICK – MARCH after the minimum distance from the church or place of service has been covered.

Following the departure of the next of kin, the parade marshal shall then dismiss the parade, which will reboard transportation for the gravesite service.

Guard Of Honour- Honourary Pallbearers And Insignia Bearers

The guard of honour consists of eight members and normally comprises fire department personnel, but it may include civic dignitaries or family friends. They are selected by the Fire Chief in consultation with the funeral committee and the next of kin.

1. On arriving at the place of service, the guard of honour is escorted by ushers to reserved seats which are at the left front facing the altar, if the service takes place in a church.
2. After the service, the officiant shall move forward, down the centre aisle to a position in line with the sixth row of pews.

3. When the officiant has halted, the insignia bearers shall move forward to the casket and pick up the insignia cushions. At the same time, the honorary pallbearers shall form up behind the officiant in their order of seniority in two ranks (see Table 1, No. 8).

No.	Element	Detail
1	Escort	The escort shall lead the funeral procession. The escort may carry Colours. The escort may be armed.
2	Guard	The guard shall be armed. if a trumpeter/bugler is in attendance in lieu of a band, he shall march with the guard, as may a piper. The firing party shall be formed from the guard.
3	Band	The band, with drums muffled, shall commence playing the Funeral March from the church. The band shall cease playing when within 300 metres of a hospital or infirmary. The band shall also play the Funeral March during slow marches at the cemetery.
4	Funeral Commander and Officiating Clergy	The funeral commander shall march in front of the officiating clergy.
5	Hearse/Pumper	The casket shall be borne on a Pumper, if available. If not, a hearse shall be used.
6	Bearer Party	The bearers are the personnel who carry the casket (see Section 3). The commander of the bearer party shall ensure that the flag, headdress, etc., on the casket are properly arranged throughout the funeral. Headdress of the bearers shall be removed when carrying the casket.
7	Headdress Bearers	The headdress bearers shall carry the headdress of the members of the bearer party who are carrying the casket.
8	Honorary Pallbearers	<p>Honorary pallbearers normally are selected from the same rank as that held by the deceased. The honorary pallbearers shall be either military personnel or civilians; they shall not be mixed.</p> <p>The position of the pallbearers will be in order of seniority, alternating on either side of the casket; the senior being at the foot of the deceased on the right-hand side, the next senior in rear on the left-hand side, etc.</p> <p>(pallbearers were originally personnel who carried the pall, which was a cloth, usually of black, purple or white velvet, spread over a casket).</p>

Table 1 (Sheet 1 of 2) The Funeral Procession in Order of March

No.	Element	Detail
9	Insignia Bearer(s)	The orders, decorations and medals of the deceased may be carried on a cushion by the insignia bearer. If two or more insignia bearers are necessary, they shall both be either serving or retired members of the CF. The insignia bearers normally are nominated by the family of the deceased.
		<p>NOTE</p> <p>It is acceptable custom to not employ insignia bearers. In this instance the orders, decorations and medals are left (secured) on the flag draping the casket.</p>
10	Chief Mourners	The chief mourners may walk or ride in the procession.
11	Queen's Representative	Her Majesty may be represented by a member of the Royal Family, Governor General or Lieutenant-Governor
12	Government Representative	
13	Mourners in Uniform	Mourners in uniform shall position themselves in order of seniority.
14	Mourners Not in Uniform	

Table 1 (Sheet 2 of 2) The Funeral Procession in Order of March

4. When the procession moves forward, the honorary pallbearers shall follow the officiant and form up outside the church/place of service, on the sidewalk, in two ranks, facing inwards with four paces between ranks (Figure 2), with the senior farthest from the church/place of service.
5. Honorary pallbearers shall salute as the casket is carried through the ranks, and remain at the salute until the casket is secured on the pumper caisson or in the hearse.
6. When the casket has been secured on the pumper caisson, the honorary pallbearers shall turn outward facing the carriage, and move in slow time to their positions. If the casket has been placed in a hearse/caisson and the honorary pallbearers will be travelling by vehicle, they shall move slowly and formally to their vehicles.
7. The insignia bearers shall follow behind the casket, carrying the insignia cushions.
8. When the casket is placed in a hearse/caisson, the insignia bearers shall place the insignia cushions on the foot of the casket in the hearse/caisson and proceed to their vehicles with the honorary pallbearers.
9. On arriving at the graveside with a hearse/caisson, the insignia bearers shall proceed to the hearse/caisson, pick up the insignia cushions, step back and wait for the casket to be removed, then proceed to the grave following the casket. When the casket is placed on the grave, the insignia bearers shall place the insignia cushions between the headdress and the hilt of the sword or bayonet, step back, salute, then take up a position with the chief mourners.
10. On arriving at the graveside, the honorary pallbearers proceed to the hearse/caisson, forming in the same order relative to it as when the transfer of the casket took place and salute the casket as it is being removed from the hearse/caisson.
11. Honorary pallbearers then shall step off in slow time, on either side of the casket, on the command of the commander of the bearer party and proceed toward the grave, taking up their positions beside the graveside (Figure 3).

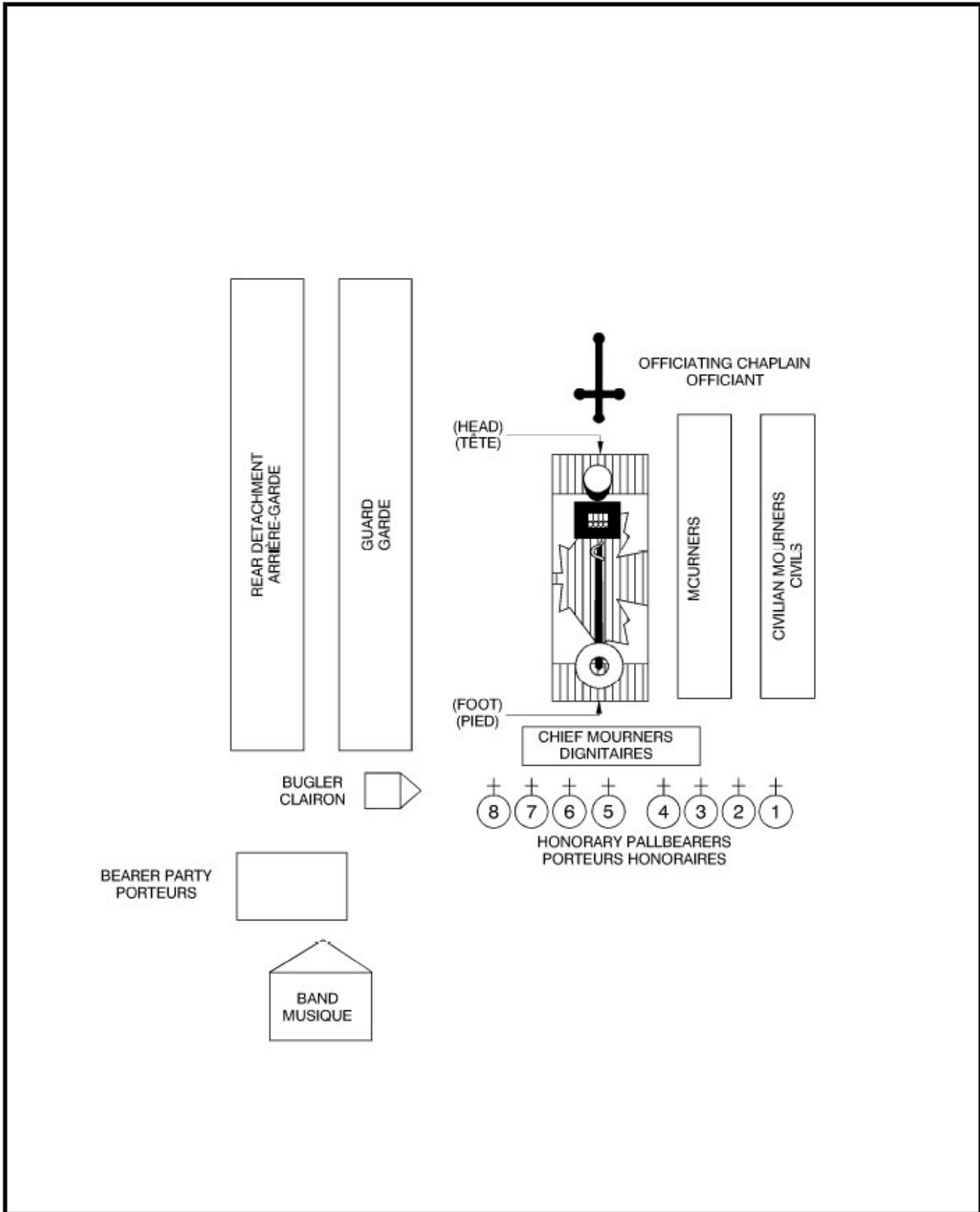


Figure 3 Suggested Positions of Funeral Party at Gravesite

The Bearer Party

1. Bearers should be the same height at the shoulder to facilitate carrying the casket on the shoulders. If this is not possible, the taller persons should be at the deceased members head. The two reserve bearers may be employed to help lift and push at the rear of the casket when negotiating steps or stairs. When moving up and down stairways it may be necessary to reverse the order of bearers to maintain the casket level.
2. The headdress bearers follow two paces behind the bearer party commander when on the march. The reserve bearers, if designated, follow two paces behind the headdress bearers. The insignia bearer(s) follow two paces behind the reserve bearers (see also Table 1 and Figure 2).
3. The casket is always carried foot end foremost, except while manoeuvring to remove it from the pumper caisson or hearse or to place it on the grave stretchers.
4. When the casket is removed from the pumper caisson, it shall be carried on the shoulders of the bearer party. When it is removed from a hearse/caisson, the casket may be carried on the shoulders of the bearer party or by its handles, depending on the bearer party's experience.
5. Words of command to the bearer party shall be given in a low voice, audible only to the bearer party. The cautionary word of command is always BEARER PARTY.
6. The bearer party shall not wear headdress when carrying the casket.

Together with the funeral director, the officer in charge will be responsible for:

- The safe transport of the casket.
- Ensuring a dolly is available at the place of service entrance so the casket can be set on the dolly and pushed to the front of the place of service.
- Dressing the casket at all locations.
- In the case of full honours, attaching the flag to the casket.
- Ensuring the casket is placed properly, according to guidance provided by the officiant.

Typical commands are:

- "Prepare to lift""Lift"
- "PREPARE TO RAISE", "RAISE"
- "By the right and left, march"
- "Prepare to halt""Halt"
- "Prepare to lower""Lower"
- "Prepare to release""Release"

For additional guidance on lifting, carrying, halting and lowering the casket refer to Canadian Forces Manual of Drill and Ceremonial, Chapter 11, Section 3.

Following Last Rites

If the casket has been draped with a flag the parade marshal shall order the insignia guard to FOLD – FLAG.

When draped over a casket, or being handled, the National Flag shall not touch the ground, or be so placed as to be below the eye level of a seated person. The flag shall not cover any object other than a casket, monument or photograph.

Following is the procedure to fold the National Flag; folding protocols for other flags may be used. In Step 1, the National Flag is “presented” by moving it from the horizontal to the vertical plane and is folded twice length-wise. The Flag is then rotated to the horizontal and the fly folded to the hoist twice. The critical point in the sequence occurs at Step 5 when the fly is folded under to the hoist so that the maple leaf remains visible. Two or more persons are required to perform this procedure with additional assistance needed when larger flags are involved. For flags larger than 1.5 x 3 meters (4.5 x 9 feet), the flag must be kept horizontal throughout. During funerals, where the casket is flag-draped, the flag should be removed once the casket is placed on the lowering device on the grave. Those folding the flag should raise it horizontally to about waist height, step to the side of the grave and start the folding process. Once completed, the flag may be presented to the next-of-kin. (Ceremonial Procedures, Public Works and Government Services Canada, June 2005, p. 41)

The parade marshal shall then present the folded flag to the chief of the department. The chief will hold the folded flag horizontal to the ground, right hand on top and the left hand on the bottom with the fingers closed together.

The Chief of the department will step forward and offer condolences and ask the spouse or next of kin to accept the folded flag on behalf of the municipality in recognition of the service and dedication to the community of the deceased. After the presentation, the Chief will take one step back and salute the flag.

While this is taking place, the parade marshal shall march the insignia guard around the grave to the family. The parade marshal shall also offer brief condolences and will then introduce each member of the insignia guard as they hand the deceased’s accoutrements to the spouse’s escort or other individual designated by the family.

The parade marshal will then march the insignia guard back to their original positions. Following the departure of the next of kin, the parade marshal shall then dismiss the parade which will reboard transportation for return to the muster point and the reception.

The Post Service Reception

Following the burial, refreshments should be made available. The original muster point is often the most appropriate site. The availability of refreshments will be announced at the muster point before the parade sets off.

Following the funeral, the department and fire service is still on public display and are judged by the actions and behaviour of its members. The best impression can only be shown when firefighters maintain a proper sense of decorum, manners and control.

The parade marshal and protocol officer will ensure VIPs are escorted during the post service reception and are introduced to the chief of the department who will in turn introduce them to the senior members of the department and to the deceased's family.

The Media

If the department has a public relations officer, this person should be included in the funeral's planning. The media may be interested in the funeral, particularly if it is a full honours ceremony. The public relations officer (PRO) should obtain photographs of the deceased and prepare either a complete obituary for release or a fact sheet about the deceased. These could be made available to media attending.

A media table should be available and plainly marked at the muster point. The protocol officer should direct any media enquiries to the PRO.

If possible, the public relations officers or the official department photographer should discreetly photograph and/or video the entire ceremony. Photographs will be useful for the official department scrapbook, to improve future ceremonies, and, if requested, for the family of the deceased.

APPENDIX - TRADITIONS

The traditions of fire department funerals have many elements and acts of honour. Following is a brief explanation of some of those elements. The matrix identifies the elements intended to show honour and respect to the fallen colleague, based on the member's status and nature of death.

Fire Department crest on obituary, service folders, announcements and headstone

Should the family wish, the fire department crest may be included and should be made available to the funeral director.

Front Line Apparatus as Caisson

Fire Department Apparatus used to carry the casket from the funeral home to the service and the gravesite. Two Fire Department honour guard members will "guard" the casket by riding with the casket, or walking beside the engine.

Honourary Pallbearers

Honourary Pallbearers do not carry the casket, but are placed in an honourary position leading the casket.

Burial in Dress Uniform

Determine the clothing preference for the deceased colleague with next of kin. The Fire Department's Dress Uniform may be requested by the family.

Playing of the Last Post

In military tradition, the Last Post is the bugle call that signifies the end of the day's activities. It is also played at military funerals. The fire service adopted this tradition at its funerals to indicate that the fire service member has gone to his or her final rest. It is the final farewell, and symbolises the duty of the deceased is over and they can rest in peace.

Last Alarm Ceremony

At the conclusion of the ceremony, the Last Alarm script is read. At the end of the script all uniformed personnel will be called to "Attention", instructed to "Present Arms" (hand salute), The bell will be rung. At the conclusion all personnel will be instructed to "Order Arms" (stop hand salute).

Draping of casket with ceremonial funeral flag

The flag that drapes the casket is determined by the family, and is to comply with Fire Department policy. It may be the National Flag of Canada, provincial, territorial, fire department or union/association flag or

banner. When used, the National Flag's canton should be draped over the upper left corner of the casket. The flag size for a standard adult-sized casket should be 4 1/2 x 9 feet (1.40 x 2.80m)

Flag Folding Ceremony

If the family wishes, the flag may be folded and presented to the spouse or next of kin.

Cap and Flag Presentation

The flag, medals, headdress, and other accoutrements are to be given to the next of kin, in accordance with the timing determined by the funeral director and with the family's wishes. Presentation will be made by the Fire Chief, or designated representative, and the representative from the association, if applicable.

Casket Vigil

One or two uniformed fire service members standing guard at casket during the visitation.

Processional

A procession of fire service and other emergency vehicles, following a designated route, generally past the member's station.

Assigned staging of front line apparatus at funeral service

Assembly of fire service personnel at a particular location; direction provided by the parade marshal.

Assigned staging of apparatus along processional route

Fire service personnel are assembled at a particular location(s) to honour the passing of the casket on the fire engine or hearse.

Aerial Ladder Arch

Located along the procession route or at the cemetery, two aerial ladders are extended, with a large Canadian flag tied between the tips of the aerials.

Honour Guard

Honour Guard personnel and/or uniformed personnel line up to form a corridor through which the deceased member and the family pass. All uniformed personnel will hand salute the member and the family as they pass.

Pipe band for procession/piper at service

A pipe band is a time-honoured practice used in traditional fire department and active line of duty ceremonies.

Lone Piper for Interment

A lone piper signals the day's end to troops and, as such, also bids farewell to the dead at funerals and memorial services.

Half-masting of Flags

Lowering flags to half-mast are to be carried out in accordance with municipal protocols and policies.

Other components of the departmental funeral to be decided by the family include:

- Participation of Fire Department Chaplaincy
- Participation of Fire Department Leaders
- Attendance by Fire Department personnel in uniform
- Name added to Fallen Firefighters Memorial
- Support name being recommended for addition to IAFF Fallen Firefighters' Memorial

Classification Matrix

The following guidelines define different levels of honour with corresponding suggested arrangement options. Options may be tailored to suit the policy of your fire department. To establish consistency, it is recommended that departments adopt a funeral protocol plan prior to its need.

	Active Line-of-Duty Service	Presumptive Line-of-Duty Service	Uniformed Member Service	Retired Member Service	Civilian Member Service
Front Line Apparatus as Caisson	Yes	Yes	No	No	No
Honourary pallbearers	Yes	Yes	No	No	No
Playing of Last Post	Yes	Yes	No	No	No
Last Alarm Ceremony	Yes	No	No	No	No
Draping of casket with ceremonial funeral flag	Yes	Yes	No	No	No
Flag folding ceremony	Yes	No	No	No	No
Cap and flag presentation	Yes	Yes	Yes	Yes	No
Casket Vigil	Yes	No	No	No	No
Processional	Yes	Yes	No	No	No
Burial in #1 Dress Uniform	Yes	Yes	Yes	Yes	No
Formal invitation to civic and governmental dignitaries	Yes	Yes	No	No	No
Name added to Fallen Firefighters Memorial	Yes	Yes	No	No	No
Name recommended for addition to Canadian Firefighters' Memorial	Yes	Yes	No	No	No
Support name being recommended for addition to IAFF Fallen Firefighters' Memorial	Yes	Yes	No	No	No
FD crest on obituary and headstone	Yes	Yes	Yes	Yes	No
Assigned staging of front line apparatus at funeral service	Yes	Yes	Yes	No	No
Assigned staging of apparatus along processional route	Yes	No	No	No	No
Aerial Ladder Arch	Yes	No	No	No	No
Honour Guard	Yes	Yes	Yes	Yes	Yes
Pipe and for procession or piper at service	Yes	Yes	Yes	Yes	Yes
Lone Piper for interment	Yes	Yes	Yes	Yes	Yes
Participation of FD Chaplaincy	Yes	Yes	Yes	Yes	Yes
Participation of Department leaders	Yes	Yes	Yes	Yes	Yes
Attendance by Fire Department personnel in uniform	Yes	Yes	Yes	Yes	Yes
FD crest on service folders and announcements	Yes	Yes	Yes	Yes	Yes
Half-masting of Department flag	Yes	Yes	Yes	Yes	Yes

FLAG ETIQUETTE

The following flag etiquette is an extract from the Canadian Heritage website within Anthems and Symbols found at www.pch.gc.ca

The National Flag of Canada and the flags of the provinces and territories are symbols of honour and pride for all Canadians. Flags should always be treated with respect and should be maintained and folded properly when not being flown.

Only flags in good condition should be flown. Tattered, faded or stained flag should not be flown. Information and instructions on carrying flags is contained in the section on Colour Parties. Only one flag should be flying from a flagpole. More than one flag shall not be placed on the same flagpole. Flags should never touch the ground except for when a Colour Party dips colours during a royal or general salute. Flags should be disposed of in a dignified manner such as by burning rather than throwing in the garbage.

Flag Displays

Generally, the Provincial or Territorial flag is flown at buildings having a single flag mast. When the National Flag of Canada is flown alone on top of or in front of a building where there are two flagpoles, it should be flown on the flagpole to the left to an observer facing the flag.

When the National Flag of Canada is flown alone on top of or in front of a building where there are more than two flagpoles, it should be flown as near as possible to the centre. The National Flag should only be flown on its own mast. Flag protocol states that it is improper to fly more than one flag on a mast. The flag may be flown by night as well as by day.

The location of the position of honour depends on the number of flags flown and the chosen configuration. When two flags (or more than three flags) are displayed, the position of honour is furthest to the left (to an observer facing the display).

When three flags are displayed, the National Flag should be at the centre; the position of honour in this case. To an observer facing the display, the second-ranking flag (in order of precedence) is placed to the left of centre, and the other to the right.

A common combination of flags is that of the National Flag of Canada with a provincial or territorial flag, and a municipal flag or an organization's banner. In such a case, the National Flag should be in the centre with the provincial/territorial flag to the left and the municipal flag/organization's banner to the right (to an observer facing the display).

When displaying the National Flag of Canada against a surface, such as a wall, if hung horizontally, the upper part of the leaf should be up and the stem down. If hung vertically, the flag should be placed so that the upper part of the leaf points to the left and the stem to the right from the point of view of the observer facing the flag. Flags hung vertically should be hung so that the canton is in the upper left corner.

When the National Flag of Canada is displayed in a place of worship or on a speaker's platform, it should be against the wall, or on a flagpole on the left from the point of view of the congregation audience facing the celebrant or speaker.

The National Flag of Canada – Draping a Casket at a Funeral

In accordance with fire department policy and with the family's wishes, for a full honours funeral ceremony, the National, Provincial, Territorial or department flag may be used to drape the pall over the casket. If the family wishes, the flag may be folded and presented to the spouse or next of kin.

When draped over a casket, or being handled, the flag shall not touch the ground, or be so placed as to be below the eye level of a seated person. The flag shall not cover any object other than a casket, monument or photograph.

Folding of the Flag

In Step 1, the Flag is "presented" by moving it from the horizontal to the vertical plane and is folded twice length-wise. The Flag is then rotated to the horizontal and the fly folded to the hoist twice. The critical point in the sequence occurs at Step 5 when the fly is folded under to the hoist so that the maple leaf remains visible. Two or more persons are required to perform this procedure with additional assistance needed when larger flags are involved. For flags larger than 1.5 x 3 meters (4.5 x 9 feet), the flag must be kept horizontal throughout. During funerals, where the coffin is flag-draped, the flag should be removed once the coffin is placed on the lowering device on the grave. Those folding the flag should raise it horizontally to about waist height, step to the side of the grave and start the folding process. Once completed, the flag may be presented to the next-of-kin. (Ceremonial Procedures, Public Works and Government Services Canada, June 2005, p.41) www.celebratecanada.info/docs/CeremonialProcedures.pdf

Half-masting of Flags

The half-masting of national flags is a well-established procedure whereby countries bestow an honour and express a collective sense of sorrow. Given that such flags are recognized as paramount symbols of their nations, the act of half-masting is a dramatic visual statement that speaks to the sense of loss that is shared by all their citizens.

Fire departments are encouraged to develop policies and procedures with respect to occasions when flags are to be lowered to half-mast and the duration of half-masting. In addition, refer to the municipality's policies regarding flag etiquette and the protocol to be followed to half-mast flags at fire department sites and facilities.

Canadian Heritage provides guidance for specific occasions when the National Flag of Canada should be lowered to half-mast. Lowering of the National Flag occurs upon the death of:

- Sovereign, current Governor General or current Prime Minister;
- Sovereign's spouse, Heir to the Throne or the Heir to the Heir of the Throne;
- Former Governor General

- Current Chief Justice of Canada, or a current member of Canadian Ministry;
- Current Lieutenant Governors;
- Former Privy Councillor or current Senator;
- Current Members of the House of Commons;
- Accredited Heads of Mission to Canada (High Commissioner or Ambassador);

When a Province or Territory half-masts its provincial or territorial flag for a reason other than one provided above, the National Flag will be half-masted within that Province or Territory, except on the Peace Tower if the Province is Ontario, to the same geographical extent and for the same duration as the Province or Territory half-masts its flag. The National Flag will only be half-masted in said Province or Territory upon notification to the Department of Canadian Heritage by the Chief of Protocol of that Province or Territory outlining the reason, geographical extent and duration of the said half-masting.

In addition to the above, Office of the Lieutenant Governor protocols and protocols or policies developed by the municipality govern the lowering of flags to half-mast for events within its jurisdiction. Municipal flag protocols generally also identify the following events when flags are half-masted:

- Death of a mayor, and emergency services workers such as firefighters, paramedics or police officers

Special Days

The National Flag of Canada will be half-masted from sunrise to sunset on the following days:

- National Day of Mourning
- Police and Peace Officers' National Memorial
- Remembrance Day (November 11)

Half-masting Procedure

When the National Flag of Canada is flown at half-mast all other flags on adjoining flagpoles shall be flown at half-mast.

The position of the National Flag when flying at half-mast will depend on its size, the length of the flag pole and its location, but as a general rule the centre of the flag should be exactly half-way down the pole.

When hoisted to or lowered from the half-mast position, a flag will first be raised to the masthead and then lowered. Flags will only be half-masted on those flag poles fitted with halyards and pulleys. As a sign of mourning, it is acceptable to attach a cravat to a flag on an interior pole which cannot be half-masted.