

# **INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS**

## **Members Line of Duty Death**

**PURPOSE:** By virtue of the fact that fire investigation is a dangerous and hazardous occupation, there will be unfortunate occasions when a member of the International Association of Arson Investigators will be killed in the line of duty. This policy will establish the actions to be taken by the Officers and Staff of the IAAI when such a death occurs.

**RATIONALE:** "Line of Duty" death is defined as any injury or illness, sustained while on duty, which proves fatal. These fatalities may occur on the fireground, in training, while responding to or returning from a call, or while performing other duties that support fire investigation activities. This injury or illness can be felonious or accidental. This term applies to all members, whether employed in the public or private sector. The term "on-duty" refers to being involved in operations directly or indirectly related to the field of fire investigation. It will also include related investigations, or court testimony. "Survivors" include immediate family members of the deceased member: spouse, children, parents, siblings, fiancée and/or significant others.

**POLICY/PROCEDURE:** Official notifications regarding the line of duty death of a member of the International Association of Arson Investigators, Inc. (IAAI) will be made to the IAAI Office by telephone at (314) 621-1966, or by facsimile at (314) 621-5125. The staff member receiving the notification shall obtain the following information:

- a. Name of member
- b. Agency of member
- c. Chapter of member
- d. Location of incident
- e. Date and time of incident
- f. Any other details which may be known at the time
- g. Name, address, telephone number and affiliation of the reporting party
  - The reporting party shall be requested to forward copies of any newspaper articles, teletype printouts, news releases or any other information source that may be available to the IAAI Office as soon as possible.
  - The IAAI Office Staff will immediately advise the following personnel of the receipt of a notification of the line of duty death of an IAAI member:
    - a. IAAI President
    - b. IAAI Executive Director
    - c. Chairman, IAAI Health and Safety Committee
    - d. IAAI Chaplain

The IAAI President will immediately contact the appropriate IAAI Chapter President. This initial notification will be for the purposes of confirming the incident, to obtain further details regarding funeral arrangements and to request that the IAAI Chapter President extend the condolences of the IAAI to the deceased members family, agency and Chapter.

If the Chapter President is not available, the Chapter Vice President, or other Chapter Officer will be contacted.

If the deceased member lives in a State, Province or Country with no local Chapter, the nearest IAAI Director will be contacted and assume the role of the Chapter President. The IAAI Executive Director will gather all known information. At the earliest possible time, the IAAI Executive Director will take the following actions:

All IAAI Officers and Directors will be notified by the most expedient means of the line of duty death of an IAAI member.

- Notification of the line of duty death of an IAAI member, circumstances of the death and funeral arrangements will be placed on the IAAI Website and the IAAI Internet Bulletin Board.
- A press release will be issued by the IAAI Office announcing the line of duty death of an IAAI member, providing IAAI-related background information and expressing the condolences of the IAAI

An announcement of the line of duty death of an IAAI member will be written and published in the next issue of the "Fire and Arson Investigator" magazine.

An information sheet will be prepared and made available to IAAI Office Staff in order to answer inquiries that may be received at the IAAI office.

Responses to press inquiries will be limited to IAAI-related information only. All other press inquiries will be referred to the deceased member's agency representative.

Under no circumstances will any personal information regarding the member or the surviving family be provided to anyone without the approval of the IAAI president.

The IAAI Executive Director will also contact the appropriate IAAI Chapter President and discuss a memorial donation by the IAAI. This memorial donation may be in the form of a floral arrangement, donation to a memorial fund or donation to an organization as directed by the deceased member's family. The amount of this donation will not exceed \$100.00 without the approval of the IAAI President. The Chairman of the IAAI Health and Safety Committee will contact the deceased member's agency to advise them of the role of the Committee and obtain the name of a contact person at the agency who, at a later date, would be able to speak about incident-specific details. The Chairman will also offer to coordinate any technical assistance regarding the investigation of the death that may be desired.

At the earliest possible time, the Chairman of the IAAI Health and Safety Committee and one designated member of the committee will travel to the deceased member's agency to gather data regarding the circumstances of the incident. (Every attempt shall be made to utilize local members in order to defray expenses). All expenses for this fact-finding trip will be borne by the IAAI. The IAAI Health and Safety Committee will prepare a factual report on the incident, citing the lessons learned and factors contributing to the incident to the IAAI Officers and Board of Directors within six months of the incident. After review by the IAAI Officers and Board of Directors, this report will be published in the "Fire and Arson Investigator" magazine.

The IAAI Chaplain will be available to the IAAI President or the IAAI Chapter President to address any spiritual needs or concerns that the deceased member's family may have. The IAAI Chaplain may contact the survivor's clergy to provide any assistance possible.

Upon receipt of the details of the funeral arrangements, the IAAI President will make plans to attend the funeral and represent the IAAI. Travel arrangements and logistics may be coordinated with the local IAAI Chapter. However, all expenses for the IAAI President to attend the funeral will be borne by the IAAI. In the event that the IAAI President is unable to attend the funeral, the next available Officer, following the order of succession will attend and represent the President.

The deceased members name, home Chapter and date of death, will be added to a memorial plaque that will be placed in a prominent area of the IAAI Office.

Special recognition of the line of duty death will be made at the next Annual General Meeting of the IAAI. This recognition will take the form of a short testimonial by the appropriate IAAI Chapter President, or his designee, and include a moment of silence.

All expenses incurred by the IAAI Chapter President, or his designee, will be borne by that particular IAAI Chapter.

At the appropriate time, the IAAI Executive Director will send a personal note to the surviving member's family recognizing the first anniversary of the member's death.