

Funeral Coordinator- The Funeral Coordinator is the overall coordinator (IC) for the Department's involvement in the planning and participation in the funeral, and the after care for the family. This person needs to be able to effectively communicate with the Fire Chief, funeral team members, Department members, and the public. The Funeral Coordinator, or designee, may have these additional duties:

1. Conduct coordination meetings with key personnel as needed.
2. Assure notification of all off-duty and vacationing personnel.
3. Arrange to have flags lowered to half mast.
4. Notify all other City/Township Departments.
5. Notify neighboring Fire departments
6. Make appropriate follow-up contacts when the funeral arrangements have been made.
7. Personally collect all of the deceased personal items from the station and forward them to the Family Liaison Officer.
8. Remain a contact person for outside agencies.
9. Make appropriate arrangements for a post funeral meal/reception.
10. Contact support agencies, as appropriate, to arrange for their assistance.
11. Contact appropriate Department personnel to arrange for finalization of paperwork, forms, etc.
12. Contact neighboring departments for purpose of station coverage during the funeral.
13. Contact law enforcement and other agencies for assistance during the funeral.