

BC Association of FIRE CHAPLAINS FUNERAL GUIDELINES

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Federation of Fire Chaplains Manual – Fire Department Funerals

National Fallen Firefighters Foundation

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Fire Department Member Funerals

Introduction

Purpose:

The purpose of this guideline is to assist in establishing procedures that will ensure proper care and support for a firefighter's family after death, and to also ensure that respectful and appropriate honours are rendered.

This guideline is designed to be general in nature; respecting the fact that fire department structures, size, scope and resources will vary across the Province of British Columbia.

Objectives:

To offer suggestions and guidance to standardize funeral protocols across the Province of B.C.

To offer direction and guidance to Fire Department Management, Union and other Associations for the organization of a departmental funeral for a member.

To promote the appropriate honours and respect for the fallen firefighter.

To establish lines of authority and responsibilities during notification, funeral and burial proceedings.

To define classifications of deaths and the accompanying criteria for each type of funeral. (Bearing in mind that these may vary dramatically based upon the uniqueness of each fire department's structure, resources, culture and historical conventions)

1. GENERAL GUIDELINES

- 1.1 When a member of the fire department dies in the line of duty or other circumstance, several considerations are crucial for those dealing with the tragedy. These include:
 - a. Identifying and meeting the needs of the surviving family.
 - b. Ensuring that the needs and wishes of the family always come before the needs and wishes of the department.
 - c. Providing ongoing emotional and spiritual support for the next of kin.
 - d. Using good organization, coordination and communication.
 - e. Maintaining flexibility.
 - f. Monitoring constantly not to overload any individuals.
- 1.2 The primary goal of the fire department should be to work with the family, the funeral director and others involved to ensure that the fire fighter receives a fitting tribute. At all times the fire department must carry out the wishes and desires of the surviving family regarding funeral ceremonies.
- 1.3 The fire department's responsibilities are not the same as those of the funeral director. Fire department personnel should work with the funeral director in the best interest of the fire fighter's family.

2. PRE-PLANNING FOR FIRE DEPARTMENT FUNERALS

Pre-planning is essential to ensure that the department meets the needs of the family and coworkers.

- 2.1 Fire Department Chaplain – The department should maintain an active chaplaincy program. The chaplain should be contacted immediately whenever the death of a fire department member is imminent or confirmed, regardless of the circumstances involved. The chaplain's services will be available to the surviving family before, during and after the funeral.
- 2.2 Personnel Information – The department should maintain an Emergency Employee Contact Information Record on all department personnel. The department will use this record to assist in the treatment of personnel following serious injury, and in the notification of next of kin following a serious injury or line of duty death.

2. PRE-PLANNING FOR FIRE DEPARTMENT FUNERALS (cont.)

The Employee Contact Information Record form will contain the following information:

- a. Complete name of the department member
- b. Name and address of next of kin with specific directions to the address as needed.
- c. Names of parents and children/dependents, including those who may not live with the firefighter.
- d. The firefighter's religious and church affiliation.

Appendix 1 contains a sample Employee Emergency Contact Information Form.

2.3 Photographs – The department should arrange for and maintain current individual photographs of all personnel. These photographs may be needed for immediate identification after an incident and/or to meet requests from the family, media etc.

2.4 Local Resources – The department should periodically contact and update local resources such as Funeral Directors, Churches, and other services and venues that may be required in the event of a funeral. Funeral Directors should be provided with a copy of the department's guidelines, protocols and procedures before a line of duty death occurs.

3. DEATH CLASSIFICATIONS

The classifications of death/funeral shall be as follows:

CLASS I:

A Class 1 death pertains to members of the department who become a fatality at the scene of an emergency incident or are fatally injured while responding to, or returning from, the scene of an emergency incident.

A Class 1 death will also include those members who are injured at an emergency scene, but later succumb to these injuries.

Deaths from presumptive cancers and other diseases, supported by a Work Safe B.C. claim or other medical findings and which can be directly linked to an emergency incident or accumulated incidents, will be considered as an injury resulting in death and qualify as Class 1 funeral.

CLASS II:

A Class 2 death pertains to members of the department who die while on duty, but not due to injuries sustained while performing emergency activities.

CLASS III:

A Class 3 death pertains to active members of the department who die while off duty and not related to any emergency situations.

CLASS IV:

A Class 4 death pertains to a member who has retired from the department.

4. NOTIFICATION

Line of Duty Death – on duty (Class I and II)

The Fire Chief (or designate), Association President (or designate) and the Fire Department Chaplain shall all be notified; with any two being responsible for the initial contact of the families of firefighter's who have died in the line of duty. (If available, a member of the EAP will also be notified to assist with grief counselling).

If the next of kin are located outside the local geographical area, province our country, the Fire Chief will notify the fire or police department nearest the family and arrange for a uniformed officer to contact the family in person.

Active Members – off duty (Class III)

The Fire Chief (or designate), Association President (or designate) and the Fire Department Chaplain shall all be notified; with any two being responsible for the initial contact of the family.

Retired Members – (Class IV)

Upon notification to the fire department of the passing of a retired member, the Fire Chief (or designate), shall notify the Association President and Fire Department Chaplain.

Note: Following the initial notification and contact with the family, a further date shall be determined for the Fire Chief (or designate), Association representative and Fire Department Chaplain to attend and discuss funeral arrangement and family wishes.

5. KEY ASSIGNMENTS FOR FIRE DEPARTMENT FUNERALS

- 5.1 When a firefighter dies, the department must focus on the family's needs and wishes and give them the highest priority. The support offered by the department will vary depending on the type of death as detailed in Section 5.

To support the family, a department must be prepared to manage a series of inter-related responsibilities. These duties extend from initial notification of next of kin through continuing support after the funeral/committal.

A department should have a funeral plan that will enable it to staff the needed assignments should a death occur. The department should identify and train personnel to handle these assignments.

Depending on the size of the department, it may be necessary to combine some of the major assignments. **Detailed assignment responsibility information is detailed in Section 7.**

- 5.2 Survivor Action Officer SAO – The Fire Chief may assume the position of Survivor Action Officer but will likely assign another senior officer this function. As a direct representative of the Fire Chief, the SAO should receive the full cooperation of the entire fire department.

The SAO is responsible for managing several important activities, the principal concern being the ongoing welfare of the next of kin. The SAO will give whatever assistance is necessary to help the family.

The SAO may appoint the following positions as needed and delegate responsibilities as required to successfully complete all assigned duties.

- 5.3 Family Liaison Officer FLO – The Family Liaison Officer provides the Survivor Action Officer with regular updates on the family's status and needs. Because of the crucial nature of the FLO's role and around-the-clock coverage required, a department should appoint a back-up FLO to provide relief as needed. **All officers must work closely with the FLO to ensure that the family understands their options and that their wishes are honoured.**

- 5.4 Funeral and Service Officer FSO – The Funeral and Service Officer's role is to serve as the intermediary between the funeral director and the other fire department personnel involved in the funeral or memorial service. **The FSO is not a funeral director and should not interfere with funeral management.**

5. KEY ASSIGNMENTS FOR FIRE DEPARTMENT FUNERALS CONT.

- 5.4 If the family has decided to have a religious service, the FSO will coordinate with the clergy selected by the family.

If a Final Committal Service is desired by the family, the FSO will coordinate all the individuals responsible for the final committal service.

- 5.5 Funeral Procession Officer – The Procession Officer arranges and directs all of the following when required:

- May appoint a supernumerary(s) as needed
- The funeral procession to the church,
- The funeral procession following the service, from the church
- The funeral procession to the final committal site (if required)

- 5.6 Other key Assignment Officer considerations –

Inclement weather may impact upon funeral services. If severe weather conditions are anticipated, personnel involved in coordinating the funeral services should work the Survivor Action Officer and Family Liaison Office to implement alternate plans.

If services occur outside the local area, the department should coordinate all planning steps with officials and agencies in that location. If possible, representatives from fire and police departments in all the communities involved should participate in the planning.

6. FUNERAL PROTOCOLS BASED UPON CLASSIFICATION

(a) Class I – Line of duty emergency

CLASSIFICATION	Line of duty emergency – Class I
Initial Contact/Notification:	Fire Chief, Association and Chaplain
Survivor Action Officer SAO	Officer assigned by the Fire Chief
Family Liaison Officer FLO	Officer assigned by the Fire Chief
Funeral and Service Officer	Fire Department Chaplain
Funeral Procession Officer	Honour Guard Commander
Group talk (general notifications)	SAO, Fire Chief and Association
Personnel Photo and information summary	SAO, Fire Chief
Secure personal property (fire hall locker)	FLO, Senior hall officer, Assn. rep., Police
Uniform (attire)	Class A uniforms
Church (Funeral venue)	Determined in consult with family
Funeral Home	Determined in consult with family
Honour Guard	Full Honour Guard
Band, Pipes & Drums	If available
Pall Bearers Honorary Pall Bearers	Ride Apparatus (6 or 8 members)
Flag Stands	Honour Guard
Fire Apparatus	Apparatus – Full Black Drape
Flag for Casket covering	Canadian and Department Flag if available
Bell	Bell ringing ceremony
Cap Presentation	Fire Chief presents to family (e.g. widow)
Casket transport following the service (casket will already be at the service location)	Casket transported on Fire Apparatus
URN & Cap transport (NBR)	Urn with family in limousine
Trumpeter (NBR)	Last Post / Reveille – inside church
Trumpeter – Casket or Urn	Last Post / Reveille – outside
Funeral Parade – March	Yes – with Crossed Aerial Apparatus
Wreaths	Fire Department & Association
Traffic Control	Local police department
Flags – Half mast dates	SAO - Municipal buildings (day of death until 1700 hours on day of funeral / committal)
Archive record	Video / Photos
Reception – Wake	SAO - to be determined with family
Costs incurred	Subject to local jurisdiction and policy

NBR – No body represented

Badge Shrouding – The shroud should appear on the badges at the time of notification of the death and remain on the badge until after the funeral. For line of duty deaths, the badge shrouds will remain in place for a 30 day mourning period.

6. FUNERAL PROTOCOLS BASED UPON CLASSIFICATION

(b) Class II – Active member on duty (non-emergency)

CLASSIFICATION	Active & on duty (non-emergency) – Class II
Initial Contact/Notification:	Fire Chief, Association and Chaplain
Survivor Action Officer SAO	Officer assigned by the Fire Chief
Family Liaison Officer FLO	Officer assigned by the Fire Chief
Funeral and Service Officer	Fire Department Chaplain
Funeral Procession Officer	Honour Guard Commander
Group talk (general notifications)	SAO, Fire Chief and Association
Personnel Photo and information summary	SAO, Fire Chief
Secure personal property (fire hall locker)	FLO, Senior hall officer, Assn. rep., Police
Uniform (attire)	Class A uniforms
Church (Funeral venue)	Determined in consult with family
Funeral Home	Determined in consult with family
Honour Guard	Full Honour Guard
Band, Pipes & Drums	If available
Pall Bearers Honorary Pall Bearers	(6 or 8 members)
Flag Stands	Honour Guard
Fire Apparatus	Apparatus - Partial Black Drape
Flag for Casket covering	Canadian and Department Flag if available
Bell	Bell ringing ceremony
Cap Presentation	Fire Chief presents to family (e.g. widow)
Casket transport following the service (casket will already be at the service location)	Casket on Fire Department Apparatus
URN & Cap transport (NBR)	Urn in Limousine with family
Bugler (NBR)	Last Post / Reveille – inside church
Bugler – Casket or Urn	Last Post/Reveille – outside
Funeral Parade – March	Yes (no crossed apparatus)
Wreaths	Fire Department and Association
Traffic Control	Local police department
Flags – Half mast dates	SAO - Municipal buildings (day of death until 1700 hours on day of funeral / committal)
Archive record	Video / Photos
Reception - Wake	SAO - to be determined with family
Costs incurred	Subject to local jurisdiction and policy

NBR – No body represented

Badge Shrouding – The shroud should appear on the badges at the time of notification of the death and remain on the badge until after the funeral. For line of duty deaths, the badge shrouds will remain in place for a 30 day mourning period.

6. FUNERAL PROTOCOLS BASED UPON CLASSIFICATION

(c) Class III – Active member off duty

CLASSIFICATION	Active member off duty – Class III
Initial Contact/Notification:	Fire Chief, Association and Chaplain
Survivor Action Officer SAO	Officer assigned by the Fire Chief
Family Liaison Officer FLO	Officer assigned by the Fire Chief
Funeral and Service Officer	Fire Department Chaplain
Funeral Procession Officer	Honour Guard Commander
Group talk (general notifications)	SAO, Fire Chief and Association
Personnel Photo and information summary	Fire Chief
Secure personal property (fire hall locker)	FLO, Senior hall officer, Assn. rep., Police
Uniform (attire)	Class A uniforms
Church (Funeral venue)	Determined in consult with family
Funeral Home	Determined in consult with family
Honour Guard	Full Honour Guard
Band, Pipes & Drums	If available
Pall Bearers Honorary Pall Bearers	(6 or 8 members)
Flag Stands	Honour Guard
Fire Apparatus	Fire Apparatus – No Black Drape - Escort
Flag for Casket covering	Fire Department Flag if available
Bell	No Bell ringing ceremony
Cap Presentation	Fire Chief presents to family (e.g. widow)
Casket Transport following the service (casket will already be at the service location)	Casket in Hearse
URN & Cap transport (NBR)	Urn in Limousine with family
Bugler (NBR)	Last Post / Reveille – inside church
Bugler – Casket or Urn	Last Post/Reveille – outside
Funeral Parade – March	Parade to church only. Following service: static columns on procession route for passing of hearse / family
Wreaths	Fire Department and Association
Traffic Control	Local police department
Flags – Half mast dates	SAO - Municipal buildings (day of death until 1700 hours on day of funeral / committal)
Archive record	Video / Photos
Reception - Wake	SAO - to be determined with family
Costs incurred	Subject to local jurisdiction and policy

NBR – No body represented

Badge Shrouding – The shroud should appear on the badges at the time of notification of the death and remain on the badge until after the funeral or final committal.

6. FUNERAL PROTOCOLS BASED UPON CLASSIFICATION

(d) Class IV – Retired member (private service)

CLASSIFICATION	Retired member (private service) – Class IV
Initial Contact/Notification:	Assist on request (Fire Chief, Assn. & Chap)
Survivor Action Officer	Assigned to assist family as needed
Family Liaison Officer	N/A
Funeral and Service Officer	N/A – Private
Funeral Procession Officer	N/A
Group talk (general notifications)	Fire Chief and Association
Personnel Photo and information summary	Personnel Photo on request
Secure personal property (fire hall locker)	N/A
Uniform (attire)	Class A uniform permitted on request
Church (Funeral venue)	Church of choice (family) private
Funeral Home	Private funeral home
Honour Guard	Honour Guard X 6 members
Band	N/A
Pall Bearers Honorary Pall Bearers	Private
Flag Stands	N/A
Fire Apparatus	N/A
Flag for Casket covering	Private – Military member? Canada flag
Bell	N/A
Cap Presentation	On special request by family
Casket Transport	Private
URN & Cap transport (NBR)	Private
Bugler (NBR)	N/A
Bugler – Casket or Urn	N/A
Funeral Parade – March	N/A
Wreaths	N/A
Traffic Control	N/A
Flags – Half mast dates	N/A
Archive record	N/A
Reception - Wake	Private
Costs incurred	Private

NBR – No body represented

7. KEY FIRE DEPARTMENT ASSIGNMENTS – Detailed responsibilities

7.1 Survivor Action Officer SAO

- a. As a direct representative of the Fire Chief, the SAO should receive the full cooperation of the entire fire department. The SAO will appoint assistants and delegate responsibilities as required to successfully complete all assigned duties.
- b. The SAO is responsible for the management of several important activities. The principal concern is the ongoing welfare of the next of kin. The SAO shall render all necessary assistance to help the family through the crisis.
- c. The SAO coordinates and supervises the activities of a number of key personnel assigned to handle the specific aspects of the funeral arrangements and to assist the surviving family. These key personnel include:
 - i. Family Liaison Officer – Remains on call to the surviving family 24 hours a day to assist and support as needed. Provides the SAO with regular updates on the family's status and needs. This officer should be assigned a backup to provide the on-going assistance over a multi-day period.
 - ii. Funeral and Service Officer – Provides coordination and interaction with the Funeral Director, Church and other personnel on the funeral arrangements and service. This officer may also coordinate all those involved in the final committal site and service if required.
 - iii. Procession Officer – Arranges and directs the funeral procession (parade to and from the church or service location).
- d. Additional duties of the Survivor Action Officer include:
 - i. Assuring all next of kin notification has been properly accomplished.
 - ii. Officially notifying all fire department stations of the death and passing on the order to have flags flown at half-mast and making arrangements to notify off duty and vacationing personnel.
 - iii. Notifying the following of the death, as appropriate:
 - Firefighter Association representatives – Provincial, etc.,
 - Officials from other local government offices
 - Other fire, police and ambulance agencies.
- e. Making appropriate follow-up contacts when the funeral arrangements and schedules have been determined.
- f. Working with the Family Liaison Officer to determine the method of collecting the deceased firefighter's personal items from the fire station.

7. KEY FIRE DEPARTMENT ASSIGNMENTS – Detailed responsibilities (continued)

Survivor Action Officer SAO continued

- g. Conducting a coordination meeting with the key personnel as soon as possible to ensure that all understand the family's wishes regarding options chosen for the funeral. Once the funeral protocols are established, instruct all key personnel to make the appropriate contacts. Establishes a date and time for a final coordination meeting.
- h. Conducting the final coordination meeting with key personnel to:
 - i. Establish schedule and timetable
 - ii. Identify times and places for muster locations, as required for the ceremonies.
 - iii. Contact all appropriate individuals and agencies with the schedule, muster locations and any special instructions.
- i. Serving as the principal point of contact for all outside agencies, media and other fire departments in relation to the death and subsequent ceremonies. This duty may be delegated to the departments Public Information Officer.
- j. Upon receiving family approval through the Family Liaison Officer, making appropriate arrangements for the post-funeral reception at a satisfactory facility.
- k. Arranging for a fire department member to be on hand at the residence to assist the family and provide for security during the funeral and funeral related activities.
- l. Assisting the Fire Chief with any administration for municipal benefits etc.
- m. Contacting neighboring fire departments to arrange mutual aid during the funeral.
- n. Ensuring accessibility to the family for the duration of the funeral process.
- o. Assisting to ensure that all department functions continue as required.

7. KEY FIRE DEPARTMENT ASSIGNMENTS – Detailed responsibilities (continued)

Family Liaison Officer FLO

In every incident involving the death of a firefighter, or when the death of an injured firefighter appears imminent, the Fire Chief will assign a Family Liaison Officer. This individual will perform the following duties:

- a. Be readily available with a fire department vehicle, cellular phone and portable radio for the entire funeral process.
- b. Immediately report to the deceased firefighter's residence, or next of kin, or medical facility or morgue, and provide reassurance and support to the family. **Ensure that the needs of the family** come before the wishes of the department or any other officials.
- c. Be prepared to discuss all aspects of the funeral process and relay to the Fire Chief the family's wishes regarding the level of the department's involvement in the funeral process. Including:
 - i. What the department can offer in the way of assistance based on the classification of the death.
 - ii. Churches or facilities with the seating capacity large enough to accommodate the projected attendance at the funeral. These Churches or facilities will need to confirm that the family minister and/or fire department Chaplain is permitted officiate at the service.
 - iii. Fire department funeral ceremonial options, dependant on classification (i.e. Crossed Aerials, Honour Guard, Bell ceremony).
 - iv. Proper recognition of the family and friends during the funeral and funeral process.
- d. Asks the family to select six or eight primary pallbearers and the optional honorary pallbearers. Make suggestions only if the family requests.
- e. Assist the family in determining:
 - i. The funeral home to use
 - ii. Style of service – will it include a casket, urn or be a memorial
 - iii. The clergy to use (i.e. Fire department Chaplain)
 - iv. Desire of a burial uniform and obtaining same.
- f. Alternate clothes for burial and delivery of same to the funeral director.
- g. Obtaining a photograph of the deceased and delivering it to the funeral director.
- h. Discussion with family regarding the reception/wake and schedule.
- i. The length and format of the funeral service, including
 - i. Inclusion of a casket, urn or memorial
 - ii. Scripture readings and readers
 - iii. Music and musicians
 - iv. Tributes and Eulogy

7. KEY FIRE DEPARTMENT ASSIGNMENTS – Detailed responsibilities (continued)

Family Liaison Officer FLO continued

- v. Inclusion of a Bell ceremony
- vi. Honour Guard
- vii. Piper/Band
- viii. Taps (Bugler)
- ix. Use of Engine or Hearse
- x. Any other funeral ceremony details
- j. Be available to the family on a 24-hour basis to assist as needed.
- k. Assist the family with documentation available from the Funeral Director regarding legal, financial and administrative details.
- l. **Be constantly alert** for ways to assist the family of the fallen firefighter coping with the tragedy. Immediately relay any special needs or observations to the Survivor Action Officer and/or Fire Chief.

7. KEY FIRE DEPARTMENT ASSIGNMENTS – Detailed responsibilities (continued)

Funeral and Service Officer FSO

1. Funeral arrangements with the funeral home and director

- a. **Note:** If there will be a casket, it shall be transported and placed at the church or service location prior to the service.
- b. Coordinate with the Family Liaison Officer and the funeral director to ensure that the funeral wishes of family are being carried out.
- c. Attend all meetings called by the Survivor Action Officer to determine the schedule of events and the length of the funeral service
- d. Coordinate with the Honour Guard Commander to establish a guard schedule at the funeral home and church. (If requested by the family)
- e. Coordinate with all departments involved and the funeral director a formal viewing / walkthrough of uniformed personnel. This includes seating arrangements. (If requested by the family)
- f. Develop a schedule for uniformed personnel to follow the day of the funeral at the church or service location. The schedule includes:
 - i. Arrival time for uniformed personnel and specific instructions regarding the muster point.
 - ii. Briefing on proper protocols for entering and leaving the funeral site.
- g. Coordinate vehicle staging with the Procession Officer, including arrangements for fire department vehicles. Ensure the availability of sufficient personnel to properly direct and stage incoming apparatus and vehicles.
- h. If a viewing of the fallen firefighter is planned obtain, from the Family Liaison Officer, the uniform or other clothing that the deceased will wear during the viewing and deliver it to the funeral director.
- i. Coordinate with the Family Liaison Officer on any special readings or eulogies.
- j. Obtain white gloves for all fire department pallbearers.

7. KEY FIRE DEPARTMENT ASSIGNMENTS – Detailed responsibilities (continued)

Funeral and Service Officer FSO continued

2. Service responsibilities at the church or funeral site

- a. If there will be a casket, it shall be transported and placed at the church or service location prior to the service.
- b. Attend coordination meetings and obtain the following information from the Survivor Action Officer and Family Liaison Officer:
 - i. Schedule events
 - ii. Location of the service
 - i. Clergy involved, including the fire department Chaplain
 - ii. Readings and readers
 - iii. Type and length of service
 - iv. Requested ceremonial items:
 - Badge presentation
 - Special readings
 - Special eulogies
 - v. Music and musicians
 - vi. Information on the deceased firefighter, both professional and personal. Give this information to the person delivering the eulogy.
- c. Contact the Procession Officer and coordinate vehicle staging at the service location.
- d. Make seating arrangements for those attending the service. In addition to family members, provide dedicated seating for the following:
 - i. Pallbearers
 - ii. Honour Guard
 - iii. Uniformed personnel
 - iii. Dignitaries
- e. If a casket will be present at the church or service location and will be transported by fire department caisson or hearse, ensure that proper formations and military commands are determined and given for removal. Practice sessions are to be scheduled prior to the service.

7. KEY FIRE DEPARTMENT ASSIGNMENTS – Detailed responsibilities (continued)

Funeral Procession Officer

The Procession Officer is responsible for:

- a. The parade/procession from the designated muster point to the church or service location
- b. The Parade/procession from the church or service location to the dispersal location
- c. Attending all coordination meetings to determine the
 - i. Name of the church or service location
 - ii. Use of fire apparatus as a caisson or conventional hearse
 - iii. Schedule of events for the day of the funeral
 - iv. The logistics of the procession:
 - Honour Guard
 - Band or Pipers
 - Pallbearers
- d. Coordinate the utilization and staging of fire department apparatus, including:
 - i. Apparatus used as a caisson
 - ii. Crossed Aerial Apparatus
- e. Contact the local police department(s) for assistance with establishing procession routes, traffic control and possible “no parking” areas around the service site and muster areas.
- f. Develop maps indicating the procession route and other pertinent information. Maps to be provided prior to the service and sent to attendees from out of town.
- g. Coordinate the vehicle alignment plan for the procession “after the service”. **See Appendix 3 for details**
- h. If fire department apparatus is to serve as a caisson, contact the Survivor Action Officer and determine which vehicle is to be used. Ensure the following:
 - i. Apparatus is thoroughly cleaned and hose beds stripped.
 - ii. Hose dividers are removed.
 - iii. The hose bed is adapted to easily facilitate casket placement and removal. (Coordinate with the funeral director).
 - iv. Apparatus operator in “Class A” uniform.
 - v. Bunting is affixed to the apparatus (if utilized).

8. FUNERAL PROCESSIONS

For Classification I and II funerals

The Funeral Processions are comprised of two contingents, consisting of:

- i. The Funeral Party
- ii. The Funeral Parade

There are two different types of Funeral Processions:

- i. **Proceeding TO** the service location, and does not include vehicles. When proceeding to the service location, Funeral Party and Parade operate as one unit.
- ii. **Departing FROM** (or after) the service and includes vehicles with the Funeral Party and Funeral Parade operating as separate entities.

Note: The “**Departing From**” the service location procedures included make the assumption that a casket or urn will be present and a fire apparatus caisson or hearse utilized. If this is not the case (i.e. a memorial service), the Last Post and Reveille will be played inside the church or service location; and the Funeral Party dispersal modified – See Section 8. (2 u.)

1. Proceeding TO the church or service location

(See Appendix 2 for detail)

- a. The Funeral Party and Funeral Parade operate as one unit when proceeding TO the service location and will consist of the following:
 - i. Honour Guard Commander and Escort Guard
 - ii. The Insignia Bearer (carrying the Cap, badge and medals of the falling firefighter) – as the family wishes
 - iii. Honorary Pall Bearers (as the family wishes)
 - iv. The department Fire Chief
 - v. The department Chief Officers
 - vi. The department Officers
 - vii. Fire Department Firefighters
 - viii. Other attending (combined) Honour Guard
 - ix. Other attending (combined) Chief Officers
 - x. Other attending (combined) Firefighters
 - xi. Other uniformed personnel
 - xii. Non-uniformed personnel
 - xiii. Rear Honour Guard

8. FUNERAL PROCESSIONS continued

For Classification I – II funerals

1. **Proceeding TO the church or service location – continued**
(See Appendix 2 for detail)
- b. The Funeral Parade will muster at a predetermined assembly area as directed by the Funeral Procession Officer.
- c. The Funeral Parade will “quick march” from the muster area to the church for service location.
- d. If there is a casket, it will already be placed the church/service location.
- e. *If according to the wishes of the family, there are non-uniformed, honorary pall bearers who wish to march in the Funeral Party, then a uniformed Insignia Bearer will be present and carry the accoutrements (hat, medals etc.) of the deceased.*
- f. On arrival at the church or service location the Funeral Procession Commander will fall out the Funeral Parade. All uniformed personnel will remove their headdress on entering the church or service location. The uniformed personnel will be directed to their seating area by ushers.
- g. The Honour Guard will be the last uniformed members to be ushered in to their reserved seating area near the front of the service – and remain standing.
- h. On entry of the family, the Honour Guard will come to attention, and remain until the family is seated. The Honour Guard will then be seated.
- i. At this time the service will be conducted by the appointed Clergy or Fire Department Chaplain.
- j. On completion of the service, **and by filing past the deceased member’s casket or memorial**, the Honour Guard will be directed to reposition themselves outside the entry to the church or service location – which will be used as the families exit route.
- k. While the Honour Guard is dismissing, the Fire Chief will offer condolences to the family, and along with assistance from the Insignia Bearer present the deceased members accoutrements.
- l. As the band plays, all active and retired firefighters in attendance will be directed to pay their last respects by filing past the deceased member’s casket , urn or memorial, and then re-mustering outside of the church or service location for the procession.
Guests and friends will remain seated while the firefighters file past. (Civilians DO NOT file past the casket, urn or memorial)
- m. The Honour Guard will come to attention as the family passes, and will salute the deceased member’s casket or urn as it passes.

8. FUNERAL PROCESSIONS continued

For Classification I – II funerals

2. Departing FROM the church or service location - continued (See Appendix 3 for detail)

For this procession the Funeral Party and Funeral Parade operate as separate entities.

- a. The Funeral Party departing FROM the service location will consist of the following:
 - i. Front Escort Apparatus
 - ii. Band or Pipes and Drums
 - iii. Honour Guard Commander and Escort Guard
 - iv. The department Fire Chief
 - v. The department Chief Officers
 - vi. Clergy and Fire Department Chaplain
 - vii. Fire Apparatus Caisson (including Pall Bearers) or Hearse
 - viii. Honorary Pall Bearers (if applicable)
 - ix. Fire Chief Vehicle
- b. The Funeral Parade departing FROM the service location will consist of the following:
 - i. The department Officers
 - ii. The department Firefighters
 - iii. Other (combined) Honour Guards
 - iv. Other (combined) Chief Officers
 - v. Other (combined) Officers
 - vi. Other (combined) Firefighters
 - vii. Other (combined) non-uniformed personnel
 - viii. Rear Honour Guard
- c. After departing the church or service location The Funeral Procession Officer will reassemble all parade personnel in an appropriate location. **(Only uniformed personnel will reassemble after the service).**
- d. The Honour Guard will initially line the exit route of the family and come to attention as the family passes through, and saluting the casket or urn if present.
- e. When the Funeral Parade is in place, the casket or urn will be placed on the Fire Department Caisson or in the Hearse.
- f. After the family, (and any honorary pallbearers), are seated in the Funeral Party vehicles, the Funeral Procession Officer will march off the Funeral Parade. The Funeral Party will stand fast.

8. FUNERAL PROCESSIONS continued

For Classification I – II funerals

2. Departing FROM the church or service location – continued (See Appendix 3 for detail)

- g. The band or pipe drummer will stand-fast and sound a slow march cadence for the Funeral Parade.
- h. The Funeral Parade will “slow march” from the assembly area and will divide into two columns lining the route of procession.
- i. When in position, the columns will be halted by the Funeral Procession Officer and turned inward to face the procession route.
- j. Once the Funeral Parade is in position the Funeral Procession Officer will march off the Funeral Party.
- k. Led by the Front Escort Apparatus, the Funeral Party will “slow march” down the procession route, between the columns.
- l. At the end of the procession route, the Front Escort Apparatus will stop and shut off the engine.
- m. The band, Escort Party, Fire Chief and department Chiefs will divide and halt near the rear of the Front Escort Apparatus. On the direction of the Funeral Procession Officer, they will turn inwards
- n. The Clergy, fire department Chaplain, Funeral Party Vehicles and Rear Escort Apparatus will continue through the columns lining the route. They will halt approximately 10 metres from the rear of the Front Escort Apparatus. The vehicle engines will be shut off.
- o. The Funeral Parade and Funeral Party will be brought to attention for the playing of the Last Post.
- p. The Fire Chief, Funeral Procession Officer and Supernumeraries will salute. All other uniformed personnel will remain at attention.
- q. The Reveille will be played.
- r. After the rouse, the Fire Chief(s) will board their vehicles.
- s. The Front Escort Apparatus, Funeral Party Vehicles, and Rear Escort Apparatus will proceed to a nearby pre-arranged location for dispersal.
- t. The Funeral Procession Officer will dismiss the Funeral Parade in the direction of travel of the departing Fire Department Caisson or Hearse.
- u. **Note:** In the event that a casket or urn is not present for the service (i.e. memorial only), then the Last Post and Reveille will be played inside the church or service location. The Funeral Parade and procession may be modified for a combination of apparatus and family vehicles or for family vehicles only.

9. FUNERAL PROCESSIONS

For Classification III funerals

1. Proceeding TO the church or service location

- a. Refer to Section 8 - 1 a. for mustering order **(See Appendix 2 for detail)**
- b. The Funeral Parade will muster at a predetermined assembly area as directed by the Funeral Procession Officer.
- c. The Funeral Parade will “quick march” from the muster area to the church for service location.
- d. If there is a casket, it will already be placed the church/service location.
- e. On arrival at the church or service location the Funeral Procession Commander will fall out the Funeral Parade. All uniformed personnel will remove their headdress on entering the church or service location. The uniformed personnel will be directed to their seating area by ushers.
- f. The Honour Guard will be the last uniformed members to be ushered in to their reserved seating area near the front of the service – and remain standing.
- g. On entry of the family, the Honour Guard will come to attention, and remain until the family is seated. The Honour Guard will then be seated.
- h. At this time the service will be conducted by the appointed Clergy or Fire Department Chaplain.
- i. On completion of the service, **and by filing past the deceased member’s casket or memorial**, the Honour Guard will be directed to reposition themselves outside the entry to the church or service location – which will be used as the families exit route.
- j. While the Honour Guard is dismissing, the Fire Chief will offer condolences to the family, and along with assistance from the Insignia Bearer present the deceased members accoutrements.
- k. As the band plays, all active and retired firefighters in attendance will be directed to pay their last respects by filing past the deceased member’s casket , urn or memorial, and then re-mustering outside of the church or service location for the procession.
Guests and friends will remain seated while the firefighters file past. (Civilians DO NOT file past the casket, urn or memorial)
- l. The Honour Guard comes to attention as the family passes, and will salute the deceased member’s casket or urn on passing.

9. FUNERAL PROCESSIONS

For Classification III funerals

2. Proceeding FROM (leaving) the church or service location

- a. After departing the church, the Funeral Procession Officer will reassemble the Funeral Parade in a suitable location.
- b. The Honour Guard will initially line the exit route of the family and come to attention as the family passes through, and saluting the casket or urn if present.
- c. When the Funeral Parade is in place, the casket or urn (if present), will be placed in the hearse.
- d. The family members, (and any honorary pall bearers), will then be seated in the funeral vehicles (which are staged behind the Escort Apparatus) – forming the Funeral Procession Vehicles, consisting of:
 - Escort Apparatus
 - Hearse
 - Family Vehicles
- e. The Funeral Procession Officer will then order the funeral parade to form two columns, and advance to line the street being used by the passing Funeral Procession Vehicles. The band or pipe drummer will sound a “slow march” cadence for the parade.
- f. When in position, the columns will be halted and turned inward to face the procession route.
- g. Once the parade columns are in place The Funeral Parade will be called to attention for playing of the Last Post. The Fire Chief, Funeral Procession Officer and Supernumeraries will salute. All other uniformed personnel will remain at attention.
- h. The Reveille will be played – salutes as (g).
- i. After the Rouse, the Escort Apparatus, Hearse and Family vehicles will proceed slowly along the procession route.
- j. The Escort Apparatus, Hearse and Family vehicles will proceed to a nearby pre-arranged location for dispersal.
- k. The Funeral Procession Officer will dismiss the Funeral Parade in the direction of travel of the departing Funeral Procession Vehicles.
- l. **Note:** In the event that a casket or urn is not present for the service (i.e. memorial only), then the Last Poste and Reveille will be planed inside the church or service location.

Appendix 1

Employee Emergency Contact Information Form

The information that you provide will be used **ONLY** in the event of your serious injury or death in the line of duty. Please take the time to complete the information fully and accurately as the data will enable the department in assisting your family, friends and colleagues.

PERSONAL INFORMATION

Last Name	First Name	Middle Name
Home Address		
City	Province	Postal Code
Phone Number		
()		

CONTACT INFORMATION

Name
Relationship
Home Contact Information
Address:
Phone:
Work Contact Information
Name of Employer
Address:
Phone:
Cell:
Pager/Other:
Special Circumstances – such as health conditions etc.

CONTACT INFORMATION continued

Name
Relationship
Home Contact Information
Address:
Phone:
Work Contact Information
Name of Employer
Address:
Phone:
Cell:
Pager/Other:
Special Circumstances – such as health conditions etc.

List names and dates of birth of all of your children	
Name	DOB:

Name the department member(s) you would like to accompany the Fire Chief and Fire Department Chaplain to make the notification.
Name:
Name:
Name:

List anyone else you would like to help make the notification (i.e. your minister)

Name:

Relationship:

Home Contact Information:

Address:

Phone:

Work Contact Information:

Name of Employer:

Address:

Phone:

Cell:

Pager/Other:

OPTIONAL INFORMATION

Ensure that someone close to you knows this information

Religious Preferences

Religion:

Place of Worship:

Address:

Minister/Clergy:

Funeral Preferences

Are you a veteran of the Canadian Armed Forces? Yes No

Do you wish to have a Fire Service Funeral? Yes No

Any other funeral preferences?

Please list your membership in fire service, religious or community organizations they may provide assistance to your family:

Do you have a will? Yes No

If Yes, where is it located or who should be contacted about it?

Is the will current and signed, notarized/witnessed?

List all Life Insurance Policies:

Company	Policy Number	Location of Policy

Is all information current? (Beneficiary names, contact information etc.)

Special Requests

List any special requests:

Date form updated: _____

Your signature: _____

Appendix 2

Funeral Procession detail

FUNERAL PROCESSION TO THE SERVICE

FUNERAL PARTY

Funeral Procession Officer

Escort Guard (c/w snare & bass drums)

Insignia Bearer (per family wishes)

Honorary Pall Bearers (per family wishes)

FUNERAL PARADE

Department Fire Chief

Department Chief Officers

Department Officers

Department Firefighters

Other (combined) Honour Guard

Other (combined) Chief Officers

Other (combined) Department Officers

Other (combined) Firefighters

Other uniformed Personnel

Non-uniformed Personnel

Rear Honour Guard (2)

Appendix 3

Funeral Procession detail

FUNERAL PROCESSION FROM THE SERVICE

FUNERAL PARTY

Front Escort Apparatus

Band/Pipe & Drums

Funeral Procession Officer

Escort Guard

Department Fire Chief

Department Chief Officers

Clergy & Fire Department Chaplain

*Apparatus Caisson or Hearse **(If present)**
(May be flanked by Honorary Pall bearers)*

Family Vehicles

Fire Chief Vehicle

Rear Escort Apparatus

Appendix 3

Funeral Procession detail

FUNERAL PROCESSION FROM THE SERVICE

FUNERAL PARADE

Department Officers

Department Firefighters

Other (combined) Honour Guard

Other (combined) Chief Officers

Other (combined) Officers

Other (combined) Firefighters

Other Uniformed Personnel from other Services
(Only uniformed personnel will reassemble after the service)

Rear Honour Guard (2)

Appendix 4
Sample Order of Service #1
Memorial/Urn – (No Casket present)
(times provided for demo only)

Memorial Service for Firefighter: _____

Date: _____ Time: __hours_____

Service location: _____

1. 0925 hours Family arrives and taken to appropriate room.
2. 0930 hours Prelude Music begins - (Fire Department band?)
3. 0930 hours Fire Department members seated (from funeral parade).
4. 0950 hours Family is seated (all in attendance rise)
5. 1000 hours Service begins – Led by Fire Department Chaplain
 - a. Opening thoughts, readings and prayer
 - b. Reflections and remembrances
 - c. Family thoughts (Chaplain or another designated person)
 - d. Speakers (limit to 4 if possible)
 - e. Letters and messages – Chaplain
 - f. Songs (CD?)
 - g. Closing thoughts and comments – Chaplain
 - h. Benediction prayer – Chaplain
6. Chaplain introduces “Last Post”
7. Last Post played
8. One minute of silence
9. Reveille played
10. Bell Ceremony & Firefighter’s Prayer
11. Paying final respects: Chaplain announces that Firefighters (including retirees), will pay final respects by filing past the memorial and exiting the church. Guests and friends are requested to remain seated, and then are invited to view the procession outside. The band will play, then exit and form up outside. Civilians do not file past...
12. Honour Guard will be dismissed and line the exit route to be used by the family.
13. Presentation of Cap (and accoutrements), by the Fire Chief
14. Dismiss the civilians, and announce the location of the reception.
15. Family members prepare to leave the church
16. Funeral procession parade – including Escort and family vehicles
17. The Front Escort Apparatus, Funeral Party Vehicles, and Rear Escort Apparatus proceed to a nearby pre-arranged location for dispersal.
18. Parade dismissed
19. Reception

Appendix 5
Sample Order of Service #2
Memorial/Urn – (No Casket present)

1. Arrival of the family... in the funeral cars/fire department apparatus. (placed in the green room)
2. Parade personal are seated... followed by general public
3. Service to begin as determined start point... all attendees to be seated beforehand
4. Honour Guard (HG) to escort family into the auditorium
5. Colour Party to enter church/venue with colours (if colours not previously placed).
6. HG march in the casket, urn, helmet etc. if desired (may all be placed previously)
7. Welcome and opening thoughts – Chaplain
8. Introduction of person giving main Eulogy (if not Chaplain)
9. Tributes and Remembrances:
 - Family
 - Friends
 - Emergency Services
 - Acknowledgements and condolences
 - Other
10. Video presentation
11. Conclusion thoughts and introduction of “one minute of silence”
12. One minute of silence
13. Bell ceremony (last page) and Firefighter’s Prayer
14. Piper’s Lament
15. Flag folding ceremony
16. Presentation of flag to family
17. Presentation of helmet or other regalia to family
18. Uniformed personal called to pay final respects past urn/memorial/casket as they file out of church/venue.
19. Uniformed personal line apparatus route for rolling salute.
20. Family escorted by HG from church/venue to funeral cars/apparatus
21. Remainder of attendees dismissed
22. Once family has settled into the vehicle(s), the funeral cars/apparatus departs thru rolling salute

Appendix 6

FIRE SERVICE BELL CEREMONY

FIRE SERVICE BELL CEREMONY

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, this is the tradition of the fire fighter.

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 fire fighters 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.

And 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 fire fighter 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 each, represents the end of our comrades' duties and that they will be returning to quarters.

And so, to those who have selflessly given their lives for the good of their fellow man, their tasks completed, their duties well done, to our comrades, their last alarm, they are going home.

Appendix 7
FIREFIGHTER'S PRAYER

FIRE FIGHTER'S PRAYER

When I am called to duty, God
 wherever flames may rage
Give me strength to save a life
 whatever be its age.
Let 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 Lord
 to give the best in me,
To guard my friend and neighbor
 and protect their property.

 And, if, according to your will,
while on duty I must answer death's call;
 Bless with your protecting hand
 my family, one and all.

Appendix 8

Firefighter's Last Call – Page To be read over the radio by dispatch

Channel: _____

Dispatch pages fallen firefighter:

“Firefighter/Rank (and name) – Dispatch” (or dispatch control radio identifier)

“Firefighter/Rank (and name) – Dispatch” (or dispatch control radio identifier)

“Having heard no response from Firefighter/Rank (and name), we know that Firefighter/Rank (and name) has responded to his/her last call on earth and that the fire department in the hereafter has a new responder.”

“Firefighter/Rank (and name) served the citizens of (name of city, town or jurisdiction(s)) served for _____ years. We appreciate Firefighter/Rank (and name’s) dedication and his family’s sacrifices during the time Firefighter/Rank (and name) served us.”

“Firefighter/Rank (and name) has now become a Guardian who will help watch over all of his/her Firefighters as they respond to emergencies.”

“Firefighter/Rank (and name) has now completed his/her tour as a Firefighter in this life.”

“Be safe until we meet again.”

“Dispatch (or dispatch control radio identifier) clear at __:__ hours.”

Appendix 9
FLAG PROTOCOLS

Dressing of the Coffin

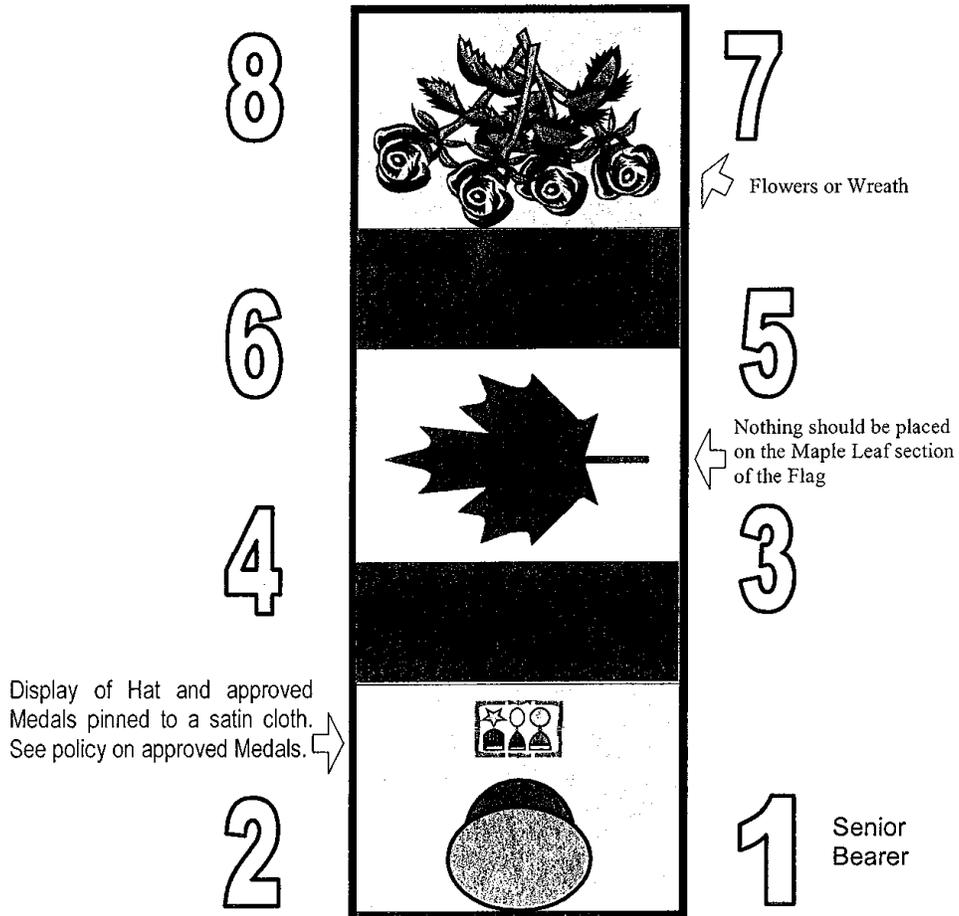
and

Pall Bearer's Formation

(Order of precedence by rank and seniority)

In the church, the **Foot End** of the casket is placed in the centre aisle in front of the platform or perpendicular to the aisle, foot-end pointing to the right as seen from the congregation.

↑
Foot end





Flag Etiquette

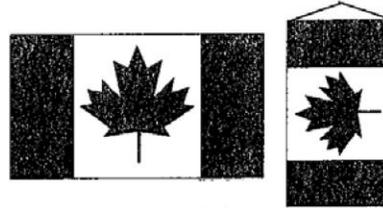
Dignity of the Flag

The National Flag of Canada should be displayed only in a manner befitting this important national symbol; it should not be subjected to indignity or displayed in a position inferior to any other flag or ensign.

- The National Flag of Canada should not be used as table/seat cover, as a masking for boxes or as a barrier on a dais or platform.
- **Nothing should be pinned to or sewn on the National Flag of Canada.**
- The National Flag of Canada should **not be signed or marked** in any way (A border could be attached to the outside edge of the Flag on which it would be acceptable to have signatures leaving the Flag itself untouched).
- When the National Flag of Canada is raised or lowered, or when it is carried past in a parade or review, all present should face the flag, men should remove their hats, and all should remain silent. **Those in uniform should salute.**

Flat against a surface, horizontally and vertically (behind a podium or platform)

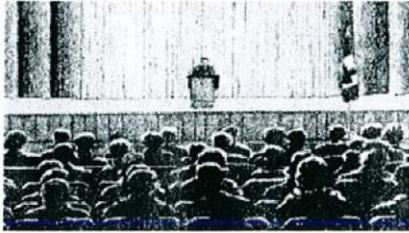
The upper part of the leaf should be up and the stem down, if hung horizontally. If hung vertically, the flag should be placed so that the upper part of the leaf points to



the left and the stem to the right from the point of view of the observer facing the flag.

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.

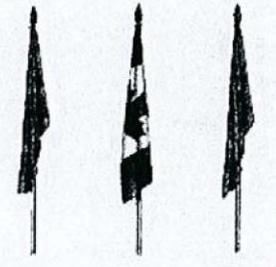




When used in the body of a place of worship or **auditorium**, the National Flag of Canada should be to the right of the congregation or spectators facing the flag.

Sharing the same base - Three flags

When only three flags are displayed, the National Flag should be at the centre. To an observer facing the display, the second-ranking flag (in order 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 center with the provincial/territorial flag to the left and the municipal flag/organization's banner to the right (to an observer facing the display).



Precedence

The order of precedence for flags is:

1. The National Flag of Canada*
2. The flags of other sovereign nations in alphabetical order
3. The flags of municipalities/cities
4. Banners of organizations

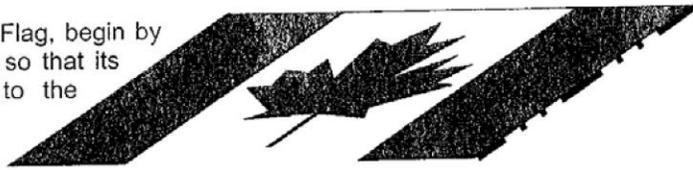
* Her Majesty's Personal Canadian Flag, the standards of members of the Royal Family as well as the standard of the Governor General and the standard of the Lieutenant Governor (in his/her province of jurisdiction and when assuming the duties of the representative of The Queen) take precedence over the National Flag of Canada on the buildings where these dignitaries are in residence or where they are attending a function.

Canada

How to fold the Flag

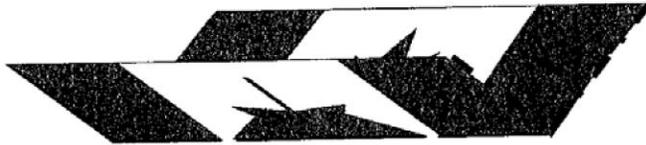
Step 1

To properly fold the Flag, begin by holding it waist-high so that its surface is parallel to the ground.



Step 2

Fold the lower half of the stripe section lengthwise holding the bottom and top edges securely.



Step 3

Fold the flag **again** lengthwise.



Step 4



Make a triangular fold by bringing the corner of the folded edge to meet the open (top) edge of the flag.

Step 5



Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.

Step 6



The triangular folding is continued until the entire length of the flag is folded in this manner. Etc., etc.

Etc. until the Last Step



When the flag is completely folded, turn flag over, only a red triangle should be visible.