


## SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

	<b>SECTION: Membership</b> <b>SUBJECT: Personal in Hospital</b>	S.O.P: 102.11
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	<b>Approved By:</b>	<b>Effective Date:</b> December 1, 2012
		<b>Revision Date:</b>

### ***Purpose:***

Respond to the hospital in the event personnel from the SFD are injured or killed. We are to assist hospital personnel during these times to prevent interference from department personnel and news media as well.

### ***Procedure:***

1. Notify family members in person (No phone notification).
2. Have other department personnel present, individual's supervisor, and coworkers if possible.
3. Provide transportation for family members to hospital, if necessary.
4. Make sure attending physician is aware of family's presence and location.
5. Stay with the family until a relative, physician, or close friend arrives to assist.
6. If personnel are killed or die of natural causes, we are to make any arrangements the family needs assistance with. This includes but not limited to the following:
  - a. Contact funeral home
  - b. Make calls to notify out of town family members
  - c. Notify family minister
  - d. Be available to assist in other members upon request
  - e. Be with the family during visitation
  - f. Make contact with the family on a regular basis
  - g. Assist family with probate court matters, or will probate