

**York County Department of Emergency Services
Communications Division**



Policy # 80.24

**Subject: Death, Last Call, and Retirement
Announcements**

Issued Date: February 22, 2005

Revision Date: November 17, 2017

Approved By: 911 Policy Committee

Issued By: 911 Director

1.0 PURPOSE:

To provide direction to the dispatch staff for disseminating of death, last call, and retirement information.

2.0 SCOPE:

This policy is applicable to dispatch staff at York County Department of Emergency Services (YCDES).

3.0 POLICY:

Last Call, Death, and Retirement Announcements.

Any Fire, Law Enforcement (LE) Official, or Emergency Medical Service (EMS) Departments wishing to announce a member's death, last call or retirement will submit in writing via email the specified information to announcements@ycdes.org for approval from the 911 Director. Once approved, it will be forwarded to the 911 Shift Supervisor.

Fire and EMS Members death announcements will be paged out as an 'All Call' page. This message will be paged out one (1) time so it is critical that all information be forwarded at once.

This does not preclude individual departments from making their own announcements from their base stations. They must check with the 911 Shift Supervisor prior to making their own announcement so they do not interfere with any emergency traffic.

Announcements will be done between 0800 – 2200 hours with exception of Line of Duty Death.

Line of Duty Death (LODD).

LODD of any Fire, LE Official, or EMS Department's member in York County shall submit in writing via email the specified information to announcements@ycdes.org for approval from the 911 Director. Once approved, it will be forwarded to the 911 Shift Supervisor.

A LODD will be paged out (Fire and EMS) as an 'All Call' page and a voice announcement shall be made on the Fire, EMS, and LE Radio TGs as soon as possible after the notifications are made until notification with details are received.

Once the information of arrangements and all details are obtained, the announcement shall be paged out as an 'All Call' page for Fire and EMS and a voice announcement shall be made daily on the LE TGs (as close to 1800 hours as possible) until the day of service and burial.

ANNOUNCEMENT TEMPLATES:

Death Announcement (Non-LODD).

It is with deepest regret that the *(Department Name)* announces the passing of *(Rank and Name)*. For additional information, check the York County Fire School website.

Line of Duty Death (LODD) Announcement.

It is with deepest regret that the *(Department Name)* announces the line of duty death of *(Rank and Name)*, who passed away on *(Date of Death)* at *(Incident Location)*. Additional information will be forthcoming.

Last Call Announcement.

Typically done as a radio announcement. This should be coordinated with the department representative at the time of the funeral. (Only used for LODD).

Retirement Announcement.

Typically done as a radio announcement. This should be coordinated with the department representative.

Reference:

York County's Communications Procedural Manual