

GLASGOW FIRE DEPARTMENT

Standard Operating Guideline

GUIDELINE: FIRE DEPARTMENT CHAPLAIN			SECTION: 132
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OBJECTIVE

To provide for the full range of fire department personnel needs through the establishment of a comprehensive chaplaincy program within the Glasgow Fire Department.

APPOINTMENT

- 1 Because of the major risks and constant stresses faced by fire service personnel in the line of duty, a chaplain will be appointed to function alongside the Glasgow Fire Department. When in the official capacity of chaplain, the Glasgow Fire Department or the City of Glasgow will not be responsible for any injury, illness or death sustained by the chaplain at any incident or any duty to which the chaplain responds.
- 2 The chaplain will be appointed by written order of the Fire Chief.

QUALIFICATIONS AND TRAINING

1. The individual appointed to the position of Fire Department Chaplain will be:
 - a. An ordained member of the clergy
 - b. In good physical health
 - c. Interested in the fire service
 - d. Prepared to serve in a crisis zone
 - e. Willing to commit the time necessary to make the ministry effective
 - f. Committed to learn the skills necessary to effectively related to and minister to firefighters and EMS personnel.
2. To the extent possible, the chaplain will be given the opportunity to meet with members and staff of the department, visit the stations and receive guidance in understanding fire department organizations and procedures. Training will also be provided to help him protect himself and to be able to render proper help to assist members on the emergency scene.
3. After appointment, the chaplain will be issued the following equipment:
 - a. Standard turnout gear, including coat, pants, boots, gloves, and helmet with "Chaplain" markings.
 - b. Identification card

DUTIES OF THE CHAPLAIN

The below listed duties constitute only a brief summary of what may be required in any situation that may be encountered. The chaplain must remain constantly alert and sensitive to needs and the means he must employ to meet those needs.

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1. Emergency Situations

The chaplain will respond when contacted by dispatch or fire department personnel, or at his own discretion and will report at the scene to the officer in charge. When at the scene, the chaplain will be under the command authority of the officer in charge. The chaplain will respond as follows:

a. To the scene when:

A working fire is in progress

A critical incident is in progress

A critical injury or death to a firefighter is reported

The incident involves a victim that is a member of a department member's family.

Whenever the incident commander determines that the services

Of the chaplain may be of value in the ongoing emergency operation.

This may include situations where:

- i. The victim or family is highly emotional or unstable
- ii. Care is needed for the family of the victim while treatment is underway
- iii. The victim or the family requests the services of a chaplain or clergy
- iv. The incident commander feels the presence of the chaplain would be of benefit to the victim or to department personnel.

b. To the hospital when:

The incident commander or paramedic providing treatment determines that the victim or family may need support or counsel

The victim's family needs to be located and notified

A member of the fire department is the victim

2. Follow-Up Actions

On-The-Scene Duties:

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- a. Provide appropriate victim assistance to free operational personnel for firefighting duties
 - Comfort and counsel
 - Referral to appropriate community agencies for assistance
 - Help contact persons, insurance agents, family members, etc. in all cases, the chaplain will find out a victim's church or religious preference and attempt to notify the pastor or church
- b. Provide appropriate assistance to firefighters engaged in fire fighting activities
 - Watch for signs of physical or emotional stress
 - Assist in providing firefighting needs (water, rest, etc)
 - Advise command whenever it is felt that a firefighter Or paramedic needs being relieved from emergency operations

Post-Emergency Duties

- a. Conduct follow-up to ensure victims are receiving necessary assistance
- b. Ensure firefighter's needs are met in the areas of on-the-job injuries, critical incident stress, etc.

3. Routine Duties

Duties within the Fire Department

- a. Visit all stations and shifts
- b. Visit hospitalized department members and their families
- c. Participate in recruit training as suggested by the training officer
- d. Be available for helping or counseling members of the department in times of stress or difficulty
- e. Assist when requested by any division of the department in their programs.
- f. Attend fire department functions
- g. Conduct funeral/memorial services as needed and requested
- h. Be on-call on a twenty-four hour a day basis

Duties outside the Fire Department

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- a. Represent and interpret fire department goals and concerns to the churches and religious institutions of the community
- b. Assist when requested with public events or public information needs
- c. As time permits, and as requested, conduct extended ministry to victims and their families

GENERAL GUIDELINES FOR THE CHAPLAINCY

1. The chaplain does not replace the home church pastor but seeks to support the concern of every church for its members who may be in professions with special risks or needs. Moreover, the chaplain must be for the advantage of every member of the department, regardless of his or her nationality, race, sex, or religion.
2. Any communications a person makes to the chaplain is on a strictly confidential basis and will not be released to department members or any other person. Any fire personnel may go to the chaplain without having to notify his or her supervisor or anyone else.
3. Any fire department officer or member (including administrative staff) who is made aware of any situation which may need the response of the chaplain may contact the chaplain directly. Fire department administration will keep current telephone numbers for the chaplain. The chaplain may also be contacted through fire department administration if desirable. Examples of situations where the chaplain may be contacted include, but are not limited to:
 - a. Death, injury to or hospitalization of a fire department member
 - b. Death, injury to or hospitalization of a fire department member's spouse or child.
 - c. Death in a fire department member's close family (i.e., any family member covered under the department's death leave provisions).