

# Line of Duty Death Information

This form is intended to allow the user to add all the common information needed in case of the tragic event that they perish in the Line of Duty. This is not a legal document, and it is only intended to serve as a guide for your management to navigate this incredibly difficult time for your family and employer. All information is intended to stay confidential until such an incident occurs. In the event that we are unable to make a notification in person, and all options have been exhausted, then we will make the notification via phone.

## Your Information

1. Full Legal Name
2. Preferred Name/ Alias
3. Title (Mr./Mrs./Dr./Etc.)
4. Address
5. Email
6. Phone Number (Home and Cell)
7. Position
8. Date of Birth



# Primary Care and Dentist Information

9. Primary Care Provider

12. Preferred Hospital

10. Primary Care Address

13. Dentist

11. Primary Care Phone Number

14. Dentist Phone Number



## Primary Contact

15. Name

21. Cell Phone

16. Address

22. Work Phone

17. Place of Employment

23. Preferred Contact Number

18. Supervisor's Name

24. Does this person live with you?

19. Supervisor's Contact Number

25. How would you like this person to be contacted?

20. Home phone

26. Special Instructions/ Considerations



## Children

27. Children?

28. Children to be contacted by the employer?

## Children's Address/Phone

29. Child 1 Name

33. Child 1 Special Instructions

30. Child 1 DOB

34. Child 2 Name

31. Child 1 Address

35. Child 2 DOB

32. Child 1 Phone

36. Child 2 Address



37. Child 2 Phone

43. Child 3 Special Instructions

38. Child 2 Special Instructions

44. Child 4 Name

39. Child 3 Name

45. Child 4 DOB

40. Child 3 DOB

46. Child 4 Address

41. Child 3 Address

47. Child 4 Phone

42. Child 3 Phone

48. Child 4 Special Instructions



49. Additional Children (list below):

50. Who is authorized to pick up children from school? (other than spouse). Please include name, address, and contact info.

51. Is someone from the employer pre-authorized to pick up your child from school? Please include name, address, and contact info.

52. Code word to let school and child know the representative is authorized?



53. Are there any adult children living outside of the house? If so, how should we notify them?

54. School 1 Name and Child(ren)  
Attending

58. School 3 Name and Child(ren)  
Attending

55. School 1 Phone

59. School 3 Phone

56. School 2 Name and Child(ren)  
Attending

60. School 4 Name and Child(ren)  
Attending

57. School 2 Phone

61. School 4 Phone

## Parental Notifications

62. Would you like your parents to be notified by the company?

63. If no, who would you like to notify your parents? (Please include contact info so that we can confirm they are aware of your wishes).



64. Parent 1 Notification Method

69. Parent 2 Notification Method

65. Parent 1 Name

70. Parent 2 Name

66. Parent 1 Address

71. Parent 2 Address

67. Parent 1 Phone

72. Parent 2 Phone

68. Parent 1 Special Instructions

73. Parent 2 Special Instructions

### **Ex-Spouse Info (If Applicable)**

74. Would you like this person to be contacted by the program?

75. Name

77. Home Phone

76. Address

78. Cell Phone

79. Work Phone





## Pets

80. Do you have pets in your home?

84. Phone

81. Types of Pets in Home:

85. Name of Vet/Kennel used:

82. Name of Person who can  
care for your pets:

86. Vet/Kennel Address

83. Address

87. Vet/Kennel Phone

88. Other information that you like to  
include



# Family Liaison

The Family Liaison will help act as a go between with the company and your family. This person can be a family member or a friend. The goal of this person is to help streamline dissemination of information to your family, helping to prevent overload for them during this time of incredible stress. This person will also act as an advocate on your behalf for your family, and for your estate. Ideally, this should be a person who knows you well, but is also able to help coordinate post-life arrangements for you.

89. Would you like to have a “family liaison”?

93. Cell Phone

90. Name

94. Work Phone

91. Relation

92. Home Phone



## Religions Information and Preferences

95. Affiliation

98. Priest/Clergy Name

96. Place of Worship

99. Phone Number

97. Address

100. Would you like your church involved in your funeral?

## Military Service

101. Branch of Military Service

106. Unit Address

102. Status

107. Unit Phone Number

103. Rank

108. Accomplishments and Awards

104. Commanding Officer

105. Unit Name

109. Would you like the Military involved with your funeral?



## Other Jobs

Please include any other jobs that you currently work, and that you would like to be notified.

110. Do you have another job?

111. Are you currently, or have you previously been involved with Law Enforcement or the Fire Service?

112. If yes, would you like them involved in your funeral?

113. If yes, list the Name, Address, and Contact Info of the Department.



114. Job 1 Name

120. Job 2 Address

115. Job 1 Address

121. Job 2 Phone

116. Job 1 Phone

122. Job 2 Supervisor

117. Job 1 Supervisor

123. Job 2 Special Instructions

118. Job 1 Special Instructions

124. Any Additional  
Info/Instructions

119. Job 2 Name



## Notifications

125. Would you like a friend/relative/coworker to accompany the company Representatives when making this notification at your home?

126. Who would you like to accompany the company? Please include their contact information below.



## Secondary Contact

If contact is unsuccessful with the primary contact, then this will be the second call.

134. Name

137. Home Phone

135. Relation

138. Cell Phone

136. Address

139. Work Phone

## Additional Notifications

Please list the names and contact info of anyone else you would like to be notified.

140. Name

142. Phone

141. Address

143. Contact Method?



## Advance Directives

144. Do you possess an Advance Directive? (If yes, please attach)





## Funeral Arrangements

145. Plan for you
146. Do you have a written will?
147. Who possesses your will? (Name & Contact Info)
148. Do you have a funeral home preference?
149. Funeral Home Name
150. Funeral Home Address
151. Funeral Home Phone

## Vehicle

152. What make/model of vehicle do you drive to work?
153. What is your license plate number?
154. Where do you typically park?
155. Where do you keep your keys while on shift?
156. List additional vehicle license plate numbers:



# Obituary and Pictures

Is there anything specific you would like included in your obituary? If so, please include below or attach (i.e. resume, accomplishments, specific pictures, etc.).



## Additional Information

- Please consider keeping a document in your residence that a spouse or family member has access to that contains instructions on how to pay your bills
- If you have a spouse, ensure that their name is listed on all applicable bills, accounts, and assets to allow them to remain current and out of collections
- Ensure that your life insurance policy and information remains updated at all times, and that the information is accurate
- Keep your birth certificate and marriage certificate (if applicable) in a location where a family member can access them, as they will be needed for the life insurance claim
- Ensure that your family is aware of the length it takes for life insurance funds to become available. It is normal for life insurance companies to pay out a nominal amount as soon as the claim is filed, but it can take literal years for the entire policy to be paid out. This is both frustrating, and financially taxing
- Consider leaving your vehicle keys in a consistent location while at work. This will allow your family to be able to more easily pick up your vehicle after an incident
- If you have a locker with a lock, make sure that at least one person besides yourself knows the combination
- Communicate with your family, and ensure they understand the risks of the job, and what will happen after an incident occurs. It is unfortunate, but the family is generally treated very indifferently by the official agencies that will be investigating an incident (NTSB, FAA, OSHA, Local Law Enforcement)
- It is not uncommon for family members to be asked to provide dental records, DNA samples, or other identifying information in the immediate aftermath of an incident. This is an unfortunate reality of the investigation, but it can be extremely emotionally taxing. Talk to your family and help them be prepared for that process, if an incident were to occur
- For pilots and mechanics specifically, it is the extremely frustrating reality that the accident pilot and mechanic will likely be treated very much like suspects in the immediate aftermath of an incident. The NTSB is notorious for “interrogating” family members about every miniscule aspect of the pilot/mechanic’s personal lives. This is especially difficult for involved family members because it usually occurs within 24-72 hours of the incident. If you are a pilot/mechanic, please communicate with your family

members so they are aware of this possibility. While it is simply “normal procedure”, it is very emotionally taxing- and something they should be prepared for.

- Lastly, have a plan in place with your spouse/significant other/family. While it is incredibly difficult to talk about, it will be so much better for your family in the long run if you have a verbal or written plan in place were an unfortunate incident to happen. We always think of death as the result of an incident, but major injuries/permanent disabilities are always a possibility. Be aware and be prepared for any possibility. The more you can plan and communicate for the unimaginable, the better your family will be able to cope (financially/emotionally/etc.) if such an incident were to occur.

