

Ceremonies, Dress and Department Protocol Guidelines 2015



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Awards and Honours Committee
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Introduction

The purpose of this document is to provide a compilation of the policies concerning uniforms, protective clothing and professional code of conduct relevant to fire service personnel.

This document has been produced with support from the Office of the Fire Commissioner based on international best practices with specific consideration of *The Canadian Association of Fire Chiefs Reference Manual 2012* and the Canadian federal government's *Guide for the Wearing of Orders, Decorations and Medals 2013*.

While the Chief Officer of a fire department is responsible for determining its department policy concerning dress, uniform and protective clothing, this manual provides guidance to help ensure consistency across the province in these standards and procedures.

When a fire department uniform is worn, it conveys to the public that the individual belongs to an organization that prides itself in the core values of our organization: *Pride, Professionalism, Teamwork* and *Respect*. How the uniform is worn and maintained reflects on the organization. If a uniformed staff member is not appropriately attired, it may then affect the public's perception of the department. On the other hand, if a uniformed staff member is well groomed and neat in appearance, the public is more likely to have a positive perception of the organization.

When in uniform anywhere or anytime, the members of a fire department shall ensure that:

- their uniform is clean and pressed;
- their shoes are clean and polished; and
- their uniforms are complete, including issued nametags, belts and buckles, medals, miniature medals or ribbon bars.



Part 1: Decorations and Medals

WEARING MEDALS

- All medals recognized by the Chancellery in Ottawa, miniature medals and ribbon bars should be worn on the left side of chest. Insignia of any unofficial orders, civil medals issued by local authorities, or decorations may be worn on the left or right side of chest.
- The Alberta Fire Commissioner may issue and approve other medals that may be worn on the left or right side of chest (as per instructions from the Governor General's Office, September 2014).
- All orders, medals and decorations are to be worn in the order of precedence. For instance, the Alberta Emergency Service Medal award is to be worn to the left of all federal honours (i.e., Fire Service Exemplary Medal and other Chancellery recognized medals).
- Medals should be lined up so they are approximately evenly positioned vertically and horizontally. It is suggested that all orders, decorations and medals be worn court mounted (firmly fixed down) to prevent damage from the medals banging against each other.
- Medals should hang in one row so that they are fully visible. Should this not be possible because of the number being worn, they shall be overlapped horizontally with the senior medal showing in full. Normally, six or more standard size medals and more than eight miniatures will require overlapping. The maximum width of the mounting is governed by the physique of the individual. The bar should not normally project beyond the outer edge of the lapel or the arm seam of the jacket.
- Honours awarded by an outside agency, such as the Royal Canadian Legion, Salvation Army, or the Red Cross, should be worn strictly on the right side of the chest, when appropriate. Internal department awards, such as those created by firefighting associations or given out by local fire departments, can be worn on the right or left side of the chest while the firefighter is in full dress uniform only. A Fire Chief may communicate to members of his or her department when a municipal variance has been permitted.



Occasions for Wear

Orders, medals and decorations will normally be worn on the dress uniform on the following occasions:

- Funerals and memorial services;
- Remembrance Day ceremonies;
- Parades;
- Fire department week functions;
- Investitures (presentation of honours ceremonies);
- Inspections; and
- Other ceremonial occasions as directed by the Fire Chief.

Insignia, Orders, Decorations and Medals

The insignia of Canadian, Commonwealth, and foreign orders, decorations, and medals shall be worn in order of precedence without interval, with the senior closest to the centre of the chest.

Refer to the Governor General of Canada's website for detailed information on wearing of orders, decorations, and medals (www.gg.ca). The website lists the precedence of orders, decorations, and medals at www.gg.ca/honours/pdf/wearing_e.pdf for those employed or under the jurisdiction of the Governor General (i.e., RCMP or Canadian Forces Dress).

MINIATURES

Miniatures are only to be worn on mess kits blazers, tuxedos or for formal dress occasions, for example, when an invitation calls for medals to be worn with formal business or black tie events but does not require a Class A (Tunic) uniform.

REMEMBRANCE DAY POPPIES

Remembrance Day Poppies may be worn on the left lower lapel of the dress uniform above the left pocket. Poppies are worn for the period two weeks prior to and including Remembrance Day, November 11th. The poppies should not be worn until the next year.



NAME TAGS

A nametag with full name or initial(s) and surname on upper line, and classification or rank on bottom line, shall be worn on the right side centered immediately above the breast pocket of a tunic, dress shirt and /or jacket. Use the top pocket flap seam as a guide to keeping the tag straight and level.

FIREFIGHTER/SEARCH AND RESCUE OFFICER MEMORIAL RIBBON

Ribbon lapel pins are 1 ½ inches in size, solid metal, with coloured enamel fill and a 14 kt. gold plated finish with the Canadian Fallen Firefighters Foundation (CFFF) crest.



Protocol – Wearing the Memorial Ribbon

The Memorial Ribbon is worn to honour a firefighter or search and rescue officer who has died while serving his or her community. The protocol for wearing the ribbon is as follows:

- 1.** The firefighter or search and rescue officer must have been on duty at the time of death, or if off duty, acting in the capacity of a duty of care, or the circumstances leading to the death must have been brought about because of the firefighter or search and rescue officer's official status.
- 2.** The firefighter or search and rescue officer must have acted in good faith in doing everything that could have been reasonably expected.
- 3.** Notwithstanding the previously stated, any set of circumstances that lead to the death of an officer may be considered.
- 4.** The Ribbon is worn for the period two weeks prior and including the officially announced Firefighter/Search and Rescue Officer Memorial Day.
- 5.** In the event of an officer's death on duty, the Ribbon is worn from the time of the officer's death until his or her burial/memorial.

6. Firefighters, search and rescue officers, staff members, government and the local municipal authorities, family, friends and anyone who wishes to mourn and demonstrate support may wear the Memorial Ribbon.

Ribbon Placement

In uniform:

- No medals or with medal ribbon only:
 - On the right side of the left pocket flap.
- With medals:
 - On the right side of the left pocket flap.
 - If four medals or more, on the left uniform lapel.

In plainclothes or civilian attire:

- On the left suit lapel.
- On the left side of jacket, blouse or shirt.

Part 2: Rank and Service Insignia

RANK INSIGNIA

Slip-Ons

Rank insignia slip-ons with gold sleeve braid mounted on black material to be used over epaulettes on top coats, parkas, trench coats and dress shirts. Braiding to match sleeve rank designation.

- Slip-ons are to be 2 ¼ inches wide at the bottom or wide end and 2 inches wide at the top or narrow end.
- Length is to be 2 ½ inches for all ranks up to and including Assistant Deputy Chief.
- Length is to be 3 ½ inches for Fire Chief (5 rows) and Deputy Chief (4 rows).
- Top and bottom edges are to be turned under and stitched with edges serged.
- Slip-ons are to be braided according to rank with bottom row to start ½ inch from bottom edge on all ranks except Chief and each succeeding row to be 1/8 inch apart.







In cases where fire departments do not have rank and service insignia standards, the following may be used to guide the development of such standards.

Typical Braiding (Uniform Standards, Canadian Association of Fire Chiefs)

- CAFC standard width: $\frac{9}{16}$ inch black braid with gold centre.
- CAFC narrow width: $\frac{9}{32}$ inch black braid with gold centre.
- Alberta standard is ½ to $\frac{9}{16}$ inch gold braid or variances as approved by the Fire Chief of the local jurisdiction.

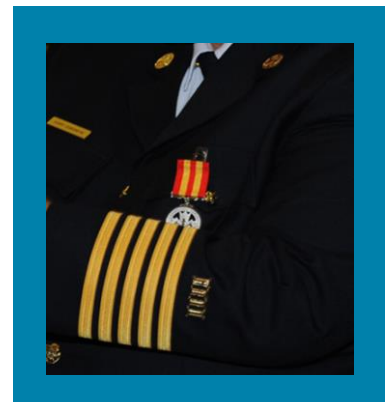
Chief	5 straight rows of standard width gold braid
Deputy Chief	4 straight rows of standard width gold braid
District Chief Assistant Deputy Chief Assistant Fire Chief	3 straight rows of standard width gold braid
District Deputy Chief Platoon Chief Divisional Chief Training Officer	2 straight rows of standard width gold braid with 1 straight row of narrow
Captain	2 straight rows of standard width silver or gold braid
Lieutenant	1 straight row of standard width silver or gold braid

Epaulettes: Shoulder Rank Identification

					
Lieutenant <i>(May be Issued in Silver or Gold.)</i>	Captain <i>(May be Issued in Silver or Gold.)</i>	District Deputy Chief / Platoon Chief / Divisional Chief / Training Officer	District Chief / Assistant Deputy Chief / or Assistant Fire Chief	Deputy Chief	Chief

Above is the suggested standard for Alberta at the discretion of the local Fire Chief. The Canadian flag is also acceptable.

For typical Canadian usage, refer to pages 94 and 95 of the *Canadian Association of Fire Chiefs, Reference Manual 2012*.



LONG SERVICE INSIGNIA

All long service bars can be in silver or gold. Each bar indicates 5 years of service. The bars can be in metal or cloth, with metal being most common in Alberta.

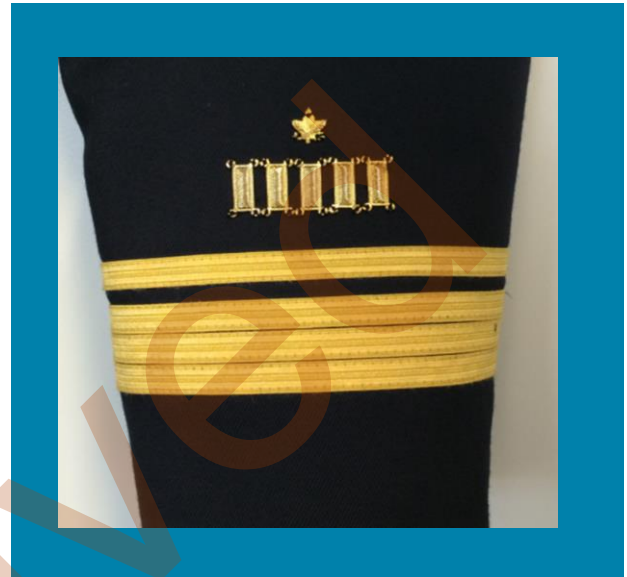
Metal Service Bars

- maple leaf(s)
- 1-inch bar(s)

Cloth Service Bars

- maple leaf(s)
- CAFC service star(s)
- Maltese cross(es)

In eastern Canada the use of the CAFC cloth Maltase cross is more common than in Alberta. The municipality recognizes long service using pins on up to a Civic medal with time line bars attached to the medal



Optional

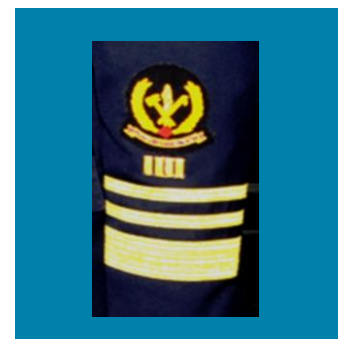
- One gold bar for every five years of completed service up to the five bars which would reflect 25 years of service.
- One gold maple leaf for every five years of completed service over 25 years of service.

Placement

The service bars are to be sewn on the left hand sleeve of the dress tunic, centred under the lyre, and three inches from the bottom of the sleeve. Service as firefighter is cumulative but service bars will be on the tunic for the department they serve.

HONOUR GUARD CREST

The Honour Guard crest is to be worn above the service bars on dress tunics on the left sleeve.



Part 3: Uniform

DRESS UNIFORM

The fire service has a long history of pride and professionalism, and staff of the provincial fire departments continues to demonstrate this by wearing the dress uniform according to the accepted guidelines.

Dress Uniform Specifications for Various Ranks

The firefighter dress uniform is comprised of the following items. Variances, such as the colour of shirt worn, may be identified by individual Fire Chiefs.

Tunic: Dark navy double-breasted semi-notch lapel tunic with six silver or gold fire department buttons

- One upper welt left breast pocket
- Two lower flap pockets
- The fire department shoulder crests
- Silver or gold collar insignia (Maltese cross) one pair near the tips of the upper lapel peaks on the tunic.

Pant: Matching dark navy trousers

- Flat front (non-pleated)

Belt: Black webbing with silver/gold clasp/buckle

Hat: Dark navy uniform forge/service cap

- Dark navy serge with dark navy cap band and black peak
- Silver or gold (Proper colour to match rank) fire department crest cap badge. Worn in the middle of the cap band centred over the peak.

Tie: Black polyester (no clip-on ties)

- Silver/gold tie bar with the fire department crest. Worn even with the bottom of the pocket flaps of the white shirt.

Shirt: White long-sleeved uniform shirt with the fire department shoulder crests (Chiefs)

- It is suggested that a white undershirt/undergarment be worn.
- Silver or gold collar insignia. One pair near the collar tips of the white shirt.

Shirt: Dark blue long-sleeved (short sleeves in summer) uniform shirt with the fire department shoulder crests (Captains and firefighters).

Shoes: Black polished patent leather Oxford-style dress shoe.

- Variance may be approved by the Fire Chief based on the medical or physical conditions of a member;
- Black socks to compliment the uniforms.

Winter Hats

Standard-issue muskrat winter hats (or an approved equivalent) may be worn during the winter season to handle extremely cold weather conditions.



STATION WEAR (STATION WORK UNIFORM FOR FIREFIGHTERS)

The station work uniforms for firefighters should incorporate a professional appearance, yet include a casual comfortable alternative for time periods not involving the public.

NFPA 1975 Station Wear standards may apply to shirts, pants and coveralls.
NFPA 1971 Station Wear standards may apply to turnout (bunker) gear.

Ball Caps

Ball caps may be worn with station wear and shall be of a style approved by the Fire Chief. Only ball caps with the fire department insignia can be worn with the fire department uniform.

HAIR AND JEWELLERY STANDARDS WHILE ON DUTY OR IN UNIFORM

In the interest of safety and to maintain a professional image:

- Hair should be neat, clean, and well groomed;
- Facial hair, other than an approved moustache, is not permitted;
- Moustaches shall be kept neat and well-trimmed.

Occupational Health and Safety Regulations directs that workers who may be required to wear respiratory protective equipment must be clean-shaven where a face piece seals with the skin of the face.

Variance of the standards may be granted by the Fire Chief based on the religious, spiritual or cultural identity of a staff member.

Eyeglasses/Sunglasses

To convey and maintain a professional and trusting image for the public considering the following use of eyewear.

Firefighters may wear eyeglasses or sunglasses while on duty provided that they do not have reflective lenses. Eyeglasses and sunglasses shall be unobtrusive in colour and style. Whenever practical, firefighters who are on duty shall not wear sunglasses:

- While addressing a member of the public;
- While participating in a media interview; or

- While posing for a photograph for media.

Firefighters shall not wear eyeglasses/sunglasses on the top of the head, turned backwards on the back of the head or resting on a hat brim.

RELIGIOUS AND SPIRITUAL ACCOMMODATION

Religious Sensitivity

The different religious and spiritual requirements of various groups should be respected, especially during moments of religious expression. Requests for accommodation based on religious beliefs must be made in writing to the Fire Chief. Members who choose not to have a religious affiliation should also be respected.

Religious items or accessories that are not visible or otherwise apparent are unregulated and may always be worn provided they do not interfere with the proper wear and use of uniform items, accoutrements, equipment, or safety of the wearer.

Aboriginal Veterans' Medallion and Métis Sash

Aboriginal and Métis members of a fire department in uniform may wear the Aboriginal Veterans' Medallion and the Métis Sash during Aboriginal-specific events (e.g., Aboriginal festival, Aboriginal Achievement Awards, Pow Wows) and, under the local commander's authority, at parades and events honouring Aboriginal Fire Department members and Remembrance Day. When authorized, these spiritual accoutrements shall be worn as follows:

- Medallion: On the right side of the uniform under the member's name tag.
- Métis Sash: For both male and female members, around the waist, outside the DEU tunic or mess kit jacket, tied on the left, with the sash ends draping down the left leg.

CLOTHING AT CONFERENCES AND BUSINESS MEETINGS

Fire department members often attend a number functions, meetings and events where they are representing their department. All members, regardless of rank, should dress in an appropriate manner that shows respect to the fire service they represent, their colleagues and the event they have been invited to attend.

Guiding Principles

- If members are attending a meeting of their own department, the selection of dress is determined by fire department policy.
- If members are attending a business meeting or training session in a neighbouring department or is travelling, they should wear at least their number two uniform.
- If members are attending a business meeting or council meeting representing their department, they should wear their number one uniform without medals and decorations.

- If the function is ceremonial, such as awards ceremonies, memorials, formal parade or any official functions, members should wear the number one uniform with decorations.
- Provincial and regional meetings and conferences where the topic or purpose is Fire and Rescue related requires a minimum of number two uniforms.
- If members do not own the previously mentioned uniforms, they must in all cases respect the tradition of the fire service and refrain from wearing jeans, non-collared shirts and athletic footwear for formal ceremonies or events. This may be varied in unique circumstance by authorization of the Fire Chief.
- Dark dress pants and a dress shirt are appropriate if a member does not possess fire dress wear.
- Organizers of any event, function or activity must respect the invitees by indicating on the invitation the “Order of Dress”.

WEARING OF UNIFORM BY RETIRED MEMBERS

Retired members are encouraged to wear number one uniforms for sanctioned events where current members are also wearing number one uniforms.

Retired member uniforms may include the insignia (style determined by the Fire Chief) indicating that they are a retired member. The retired insignia must be worn on the left sleeve directly above the service bars or long service insignias.



Guiding Principles

Members who retire from the fire department in good standing, as determined by the Fire Chief, may elect to keep their dress uniform consisting of the dress coat, shirt, pants, belt, uniform badge, hat, hat badge, and nameplate. The fire department will furnish a new nameplate with the member's name and the word “Retired” under the member's name, and the member will wear this nameplate with the dress uniform.

Retirement is defined as a paid member who retires from the fire department and is eligible to receive a retirement pension or a volunteer or reserve member with a minimum of 20 years of active service.

Retired members may wear the dress uniform on certain occasions, such as a fallen firefighter memorial service, retirement ceremonies, promotional ceremonies, fire service funerals, fire service dinners, and other fire department functions as designated by the Fire Chief.

The retiring member will be allowed to retain the dress uniform of his or her current rank as of their date of retirement. At the member's discretion, a retired member may wear the dress uniform of the highest rank achieved during his or her service with the fire department, but the member will be responsible for the cost of upgrading the uniform.

If FD ID cards are normally issued, the retiring member will be given an identification card clearly marked “RETIRED” with the fire department ID photo, the rank or position title held by the member at the time of his or her retirement, and the dates of service.

As a condition of retaining the dress uniform upon retirement, the member agrees to wear the uniform in a manner that does not discredit the fire department and. If the Fire Chief determines that the member has done so, he or she will return the complete uniform to the fire department upon the written request of the Fire Chief.

Part 4: Professional Code of Conduct

SOCIAL INTRODUCTIONS

Introductions should be made whenever it seems natural and sensible or whenever it makes a social situation easier. The guidelines concerning introductions are simple and straightforward:

- Gentlemen are presented to ladies.
- The younger or junior person is presented to the senior.
- A gentleman should always stand when being introduced.
- A lady should rise and offer her hand when introduced to a woman or a man obviously older than herself.

Methods of Introduction

The name of the person to whom the introduction is being made must be mentioned first. The basis for this rule is that the one who is doing the introduction addresses the more senior or lady first. For example:

- “Chief, may I introduce Captain Gilbert of number one station.”
- “Mrs. Walker, may I present Mr. Paterson.”
- “Your Worship, may I present Chief Smith.”

A simple “How do you do?” is quite sufficient in acknowledgement both by the one who is being introduced and by the one to whom the introduction is being made. The person being introduced should not be the first person to offer his or her hand. Shaking hands should be a friendly act—not a contest of strength. A firm but relaxed grip is all that is needed. Take your lead on whether to pursue small talk from the conversation or from the senior person.

At formal social functions when there is a receiving line, uniformed staff shall precede their guests in order to perform the necessary introductions. In doing so, the staff members will clearly state to the person acting as the announcer or performing the introductions his or her rank, name and the name of their guests.

The following is the proper manner in which personages are to be addressed:

King or Queen	“Your Majesty”
Prince or Princess	“Your Highness”
Duke	“Your Grace” or “My Lord”
Duchess	“Your Grace”
Ambassador	“Your Excellency”
Governor General	“Your Excellency” or “My Lord”
Lieutenant Governor	“Your Honour”
Prime Minister of Canada	“Prime Minister” or “Sir”/“Madam”
Provincial Premier	“Premier (surname)” or “Sir”/“Madam”
Justice of the Alberta Court of Justice	“Your Honour”
Justice of The Peace	“Your Worship”
Mayor	“Your Worship”
Councillor or Alderman	“Sir”/“Madam”
Fire Chief and Chief Officers	“Sir”/“Madam”, “Chief”
Captain, Lieutenant for Officers	“Sir”/“Madam”, “Captain”, “Lieutenant”
All Others	“Sir”/“Madam”

PUBLIC CONDUCT

Proper deportment and appearance by all fire department personnel indicates a sense of pride and professionalism and projects this to the public.

Personnel in uniform should conduct themselves in a manner that projects a positive appearance to the public. The conduct and appearance of all ranks in uniform, on all occasions, reflects on the fire department and the individual. It is the responsibility and duty of all officers to ensure that, by their vigilance, actions, and example, the instructions contained in this protocol manual are respected by all personnel.

Decorum while in uniform and in public places such as restaurants, hotels, theatres, dining rooms, or while travelling on trains, buses and airplanes, must at all times be correct and proper.

When in uniform staff should walk with a military bearing but not in a rigid “parade” manner. When walking with a lady, a gentleman should always walk closest to the road (curb side). When conditions demand, a gentleman offers his arm to support the lady he is walking with.

A gentleman opens and closes doors for ladies entering or leaving automobiles or buildings.

The place of honour is on the right. Accordingly, when an officer rides, walks or sits with a senior officer, the junior officer shall take a place to the left of the senior officer. The junior rank shall walk in step with the senior officer, and allow the senior officer to be first to enter a room or building and render similar acts of consideration.

PAYING COMPLIMENTS (SALUTING)

Origin of the Hand Salute

A salute is a formal mark of respect and courtesy. From earliest times and in many distant armies throughout history, the right hand (or "weapon hand") has been raised as a greeting of friendship, perhaps to show that you weren't ready to use a weapon. Courtesy required that the lower ranked person make the gesture first.

In the fire service, saluting is not used in the normal conduct of business; however, saluting is expected and required for formal and ceremonial occasions. A hand salute is given when in uniform and wearing headdress. When in uniform and without headdress or in civilian clothes, a salute will be given by coming to attention and looking directly at the person giving or receiving the salute.

Salutes are only appropriate while wearing the forage cap. When in uniform and not wearing a forage cap, compliments shall be paid by standing at attention.

Procedure for Saluting while Standing at Attention

The method of saluting has varied greatly over the years but with the unification of the Canadian Forces a standard salute was adopted.

- The salute is given with the right hand from the position of attention. When physical incapacity or carrying of articles make a salute with the right hand impractical, compliments will be paid by turning the head and eyes to the left or right or standing to attention, as appropriate.
- To execute the salute, the member shall: bend the right elbow and open the palm of the right hand, and force the right hand by its shortest route to the peak of the cap so that the palm of the hand is facing down the thumb and fingers are fully extended and close together.
- The tip of the second finger is in line with the outside of the right eyebrow and touching the outside edge of the peak of the cap. When wearing headdress other than a cap with a peak, the second finger is 2 cm (1 inch) above and in line with the outer tip of the right eyebrow.
- The hand, wrist and forearm are in a straight line, the elbow is in line with the shoulders, and the upper arm is parallel to the ground.
- To end salute, the member shall bring the hand sharply to the position of attention by the shortest route, without slapping the thigh. The hand is closed after the forearm is lowered below shoulder level.



When the command "TO THE FRONT – SALUTE" is given, the two movements are combined. The standard pause shall be observed between movements when executing a salute "TO THE RIGHT (or

LEFT)". The head and eyes shall be turned smartly to the right (or left) as far as possible without straining. When saluting to the left, the right hand, wrist and arm are brought further over to the left to the correct position in line with the outside edge of the right eyebrow. When saluting to the right, the arm is moved to the rear, with the tip of the second finger remaining in line with the outside edge of the eyebrow.

When to Salute

Saluting may be done during the following situations:

- During the singing of "O Canada" while facing the flag
- Vice Regal Salute during the singing of "God Save the Queen"
- When a moment of silence is called for, traditionally either the "Last Post"/or "Last Alarm, the senior officer of a formation salutes on their behalf. All other uniformed individuals in attendance salute on their own behalf.¹
- Salutes will be extended to distinguished persons such as:
 - Members of the Royal Family
 - The Governor General of Canada
 - The Lieutenant Governor of a province of Canada
 - The Prime Minister of Canada
 - The Premier of a province of Canada
 - Federal and provincial cabinet ministers
 - Federal and provincial judges

Parades and Special Events Ceremonies

Uniformed members of the fire service shall salute or pay compliments as a demonstration of trust and respect at formal events such as parades, funerals and ceremonies, for example:

- At funerals, following the lead of the highest ranking Officer
- At special events, when the "March By (Past)" occurs, only the Fire Chief will salute.

Anthems and Salutes

When the royal anthem, national anthem or foreign anthem (e.g., "O Canada", "God Save the Queen", "the Vice Regal Salute") is played all shall stand. All uniformed staff who are wearing headdress and who are not part of a formed group such as an honour guard shall salute. The salute will begin on the sounding of the first musical note played and end on the last note. If asked to sing a national anthem at investitures, remembrance services, graduation ceremonies and so on, uniformed staff will come to attention and join in the singing while placing their right hands over the heart without saluting while facing the flag.

Compliments or Greetings

- Compliments will be extended to distinguished persons such a Mayor, Judge, Senior Officers of other Uniformed Services, etc.
- Formal recognition of a higher ranking Officer is offered by extending an appropriate greeting.
- Uniformed Members may express their respect for individual citizens by extending a formal means of greeting or farewell.

¹ *Canadian Association of Fire Chiefs Reference Manual*, 2012, p. 188.

Part 5: Funerals

FIRE DEPARTMENT FUNERALS

A funeral or memorial service pays tribute to the deceased and is an opportunity for the fire department, family and friends to honour and celebrate a fallen firefighter's life. Funerals are an important social ritual that can help meet the emotional needs of those grieving by providing a sense of closure. The *Canadian Forces Manual of Drill and Ceremonial* is used as the basis for fire department funerals and services. In this section, funeral and memorial service are used interchangeably.

Guidelines and customs vary about how services are to be conducted. The officiant designated by the family, a funeral director, and fire department staff can assist the family with decisions. A department funeral or memorial service is optional and is based on the family's wishes.

Funerals are emotional and leave lasting impressions on those who attend. When a department is called upon to provide a fire department funeral, professional deportment and protocol are of the utmost importance. Whether or not fire service members attend in their dress uniforms is at the discretion of the family and fire department. Uniformed members may wear their dress uniform to funerals of active or retired members of a fire service or emergency services. Individuals who have not been issued uniforms shall wear appropriate civilian attire.

The following are guidelines to assist the fire department officials in providing uniformity in ceremonial elements of a funeral or memorial service.

CATEGORIES OF FUNERALS

The following section is created to explain the funeral services and ceremonial elements that the family of a member may be offered by the Fire Department. All elements are optional and are based on the family's wishes. The Fire Department may wish to seek the assistance of neighbouring fire departments to provide support related to some aspects of the funeral service such as providing the Honour Guard or Colour party.

Various categories of funeral or memorial services exist, depending on the fire department's protocols and practices. The following outline categories based on the member's status within the department and the manner of death. The information provided serves only as a guide, and is not designed to be prescriptive.

Active Line-of-Duty Service

This type of service is for members of the Uniformed Nominal Roll who die as a result of an active line-of-duty service. It may also be for those members of the Civilian Nominal Roll who die while involved in direct support of providing emergency services at the scene of an incident. It is considered the most prestigious of the services.

Presumptive Line-of-Duty Service

Fire departments should establish a policy and parameters for the recognition of those members who succumb to "presumptive illnesses" (illnesses directly related to their service), in accordance with legislation in their jurisdiction. This type of service is for members of the Uniformed Nominal Roll who die as a result of an illness or injury that is of a type specified in the *Workers' Compensation Act* (as

being related to employment as a firefighter and resulted in claim). The determination of the level of recognition and tribute is left to the discretion of the individual fire departments.

Uniformed Member Service

This type of service is for active members of the Uniformed Nominal Roll who have died while off duty.

Retired Member Service

This type of service is for former members of the Uniformed Nominal Roll who have left the department under honourable circumstances.

Civilian Member Service

This type of service is for active members of the Civilian Nominal Roll.

There may be cases in which a family requests that a full honours funeral be provided when circumstances do not warrant it. Sensitivity is paramount in explaining that the level of tribute for firefighters lost in the line of duty must be reserved to ensure appropriate recognition of the selfless act while carrying out one's responsibility and the sacrifice made. The department should maintain a suitable protocol to recognize the loss of a member outside the line of duty.

Ceremonial Funeral Flag

When draped over the casket or being handled, the flag shall not touch the ground or be so placed as to be below the eye level of a seated person. The flag shall not cover any object other than a casket, monument or photograph. For a full honours funeral ceremony, the official flag shall be presented to the widow(er) or next of kin. See the flag folding protocol on the next page, courtesy of the Red Deer Fire Fighters, Emergency Services Honour Guard.

“LAST ALARM” CEREMONY

Throughout the history of the fire service, the lives of firefighters have been closely associated with the ringing of a bell. Traditionally, a bell was rung to begin a shift. Through the day and night, each alarm was sounded by a bell that called them to fight fire and to place their lives in jeopardy for the good of others. And when the fire was out and the alarm had come to an end, the bell was rung three times.

The following describe the protocols for a “last alarm” ceremony:

- The Officer–In-Charge calls everyone to attention.
- The Officer–In-Charge or department member reads the following:
“And now our Brother (Sister) _____ has completed his (her) task, his (her) duties well done, and the bell rings nine times in memory of, and, in tribute to, his (her) life and service.”
- The bell is struck as follows: three rings of the bell, three times
- The staff members, public members, members of family and government officials are seated (if in church or funeral home).



**Red Deer Fire Fighters-Emergency Services
Honour Guard
Standard Operating Guidelines**

Topic:

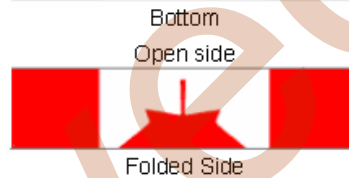
Section:

Instructions

1. Holding the flag waist high, fold the bottom of the flag length-wise to the top.



2. As Above



3. Fold the folded side length-wise to meet the open side.



4. A triangular fold is then started by bringing the corner of the folded side to the open side.



5. The outer point is then folded inward, parallel with the open side to form a second triangle.



6. Continue folding in a triangular manner until the length of the Flag is completely folded.



7. When the final fold is completed, tuck the hoist end in forming a triangle with only the red colour visible.



Effective Date:

Page No. 1

Signature:

Part 6: Flag Protocol

HALF-MASTING POLICY

- All the conditions held out under “The National Flag of Canada” to be adhered to with respect to half-masting of the flag. (<http://www.pch.gc.ca/eng/1329153045577/1329153291582>)
- No flag should be half-masted unless authorization to do so is received from the CEO Office.
- The order received from the Mayor’s Office should indicate the length of time the flag should be half-masted.
- One central office (e.g. Municipal Office) to be given the responsibility of notifying all departments to half-mast the flag.
- The flag should only be half-masted for the day of the funeral unless the death is covered for any length of time.
- Half-masting of the Flag for Civic employees should be limited to those killed in the performance of their duty. In such cases, it is the responsibility of the Department Head to make the request for half-masting to the CEO’s office.

Flags are flown at half-mast as a sign of mourning. The flag must first be raised to the top of the mast and then slowly lowered at least the flag’s width from the masthead. On occasions requiring a flag to be flown at half-mast, all surrounding flags must also be flown at half-mast. A flag shall be flown half-mast on a remembrance anniversary or death of:

- A member of the Royal Family related in the 1st degree
- The Governor General, Prime Minister (or former thereof)
- Lieutenant Governor, Premier
- A member of the House of Commons, Senator, a Canadian Privy Councillor, a Mayor, a Firefighter or Police Officer
- On the death of a person whom is desired to honour.
- On Remembrance Day, November 11, the flag is flown at half-mast from 11:00 am –12:00 pm.

Passing of Fire Department Members

Under the authority of the Fire Chief, the fire department flag can be half-masted out of respect for the passing away of retired members and not in-the-line-of-duty circumstances.

- The Canadian Flag will be removed from the flagpole.
- The Fire Department Flag will be the only flag on the pole and will be half-masted for the specified timeframe as dictated by the Fire Chief’s office.
- Upon completion of the specified timeframe, the Fire Department Flag will be replaced with the Canadian Flag which will be put back at full staff.

FLAG ETIQUETTE

Flag Displays (Indoors and Outdoors)

The Canadian or Alberta flag may be flown at buildings having a single flag mast. Where another flag or banner is displayed, it shall be flown beneath the Canadian flag.

Superior Position

Both the Canadian and Alberta flags shall be flown at buildings with two flag masts. The Canadian flag will be flown on the left as viewed by spectators in front of the flags.

When three flags are flown together, the Canadian flag shall occupy the central position, with the next ranking flag to the left and third ranking flag to the right, as seen by spectators in front of the flags.

When more than three flags are flown, separate staffs of the same height shall be used with Canada on the left, as viewed by the spectators in front of the flags.

When displaying the Canadian flag vertically, the flag should be placed so that the upper part of the leaf is to the left and the stem is to the right as seen by spectators.

Excerpt from “THE CANADIAN FLAG” (Ottawa, 1978)

- i) *General*
 - *It is not contrary to etiquette to have the Flag flying at night.*
 - *When used on the occasion of unveiling a monument, tablet, picture, etc. the Flag should be properly draped and prevented from falling to the ground or floor.*
 - *In a procession, where several flags are carried, the Canadian Flag should be in the position of honour at the marching right or at the centre front.*
- ii) *Flown with other flags*
 - *No flag, banner or pennant should be flown or displayed above the Canadian Flag.*
 - *Flags flown together should be approximately the same size and flown from separate staffs at the same height.*
 - *Destruction When a flag becomes worn, noticeable faded or otherwise unfit for service, it should be disposed of privately by burning*
- iii) *Half-Masting*
 - *The position of the Flag when flying at half-mast will depend on its size, the length of the flagstaff and its location; but as a general rule, the centre of a flag should be exactly half way down the staff.*
 - *When hoisted to or lowered from half-mast position, a flag should first be raised to the masthead.*

PART 7: Commendation and Memorial/Fellowship (Challenge) Coins

COMMENDATION

Alberta Office of the Fire Commissioner instituted an award for serving firefighters (volunteers and career members), civilian staff and private citizens who perform outstanding service and should be recognized by a commendation.

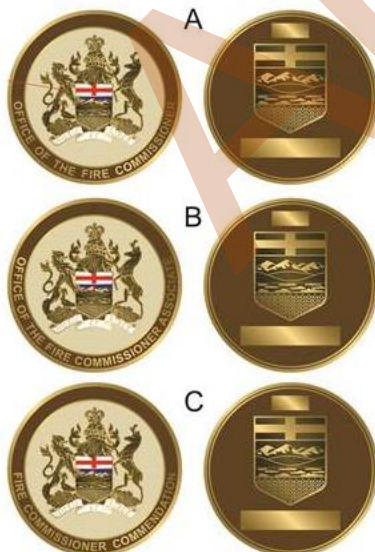
The Fire Commissioner's Commendation and Fire Commissioner's Civilian Commendation are presented to those individuals who rendered commendable services to the community. Recipients of the Fire Commissioner's Commendation and the Fire Commissioner's Civilian Commendation receive a commendation and an individual letter/certificate that states the reason for the award.

Chief Officer's Commendation (Municipal Fire Officer) would be presented to individuals to recognize commendable services at the local level. The Chief Officer's Commendation recipients receive a commendation and an individual letter at the community level.

The following commendations recognize emergency service personnel and civilian actions that are beyond the regular call of duty:

- Fire Commissioner's Commendation and Associate Coins for career or volunteer firefighters and supporting staff members;
- Chief Officer Commendation for career or volunteer firefighters;
- Fire Commissioners Commendation for civilians; and
- Chief Officers Commendation for civilians.

Fellowship Coins



Memorial/Fellowship/Challenge Coins



Courtesy of the City of Calgary Fire Department

History

The origin of the Challenge Coin is said to date back to WWI when a wealthy lieutenant had a small number of coins produced for his squadron. Being forced to land behind enemy lines after his aircraft was severely damaged by ground fire, a pilot from this particular squadron donned civilian attire, retaining only his challenge coin in a pouch around his neck. After a deadly trek he finally made it to a small French town where he received a very hostile reception due to the fact that many German saboteurs had been previously dressed as civilians. It was only producing his Challenge Coin that delayed his execution long enough for his identity to be confirmed.

Presently, a Memorial/Challenge coin is a coin bearing an organization's insignia and carried by the organization's members. They are given to prove membership in an organization and are also the object of a "challenge" by members within the organization. Each coin is individually numbered on the side and will only be made once. Retired members have the option of receiving a coin marked "retired" on the side effectively retiring their issue coin.

Most members carry their coins in their pockets or some other readily accessible place. The rules permit a member "a step and a reach" to access their coin if they are challenged to produce it.

The tradition of a "challenge" is the most common way to ensure that members are carrying their coins. The "challenge", which can be made at any time, begins with the challenger drawing his/her coin, and placing the coin on the table or bar. At this point, everyone being challenged must immediately produce their organizational coin and anyone failing to do so would be expected to buy a round of beverage for the challenger and everyone else who produced their coin. Should everyone challenged be able to produce their coins, the challenger must buy a round of beverage for the entire group.

The Office of the Fire Commissioner prefers to refer to these as Fellowship Coins as proof of membership in an organization as opposed to the consumption of liquor.

Part 8: Background

GOLD STRIPES

Gold is chosen for use in our rank insignia for a specific reason: gold is a rare and precious metal representative of the rare and precious nature of good, solid leadership. Gold is also a very heavy metal, representing the burden of leadership.

TRUMPETS

Our lapel badges have images of trumpets. The earliest mention of trumpets related to the fire service was in New York City in 1752, when Jacobus Turck, who was in charge of the department at that time, was authorized "to purchase six small speaking trumpets for the use of the Corporation".

The first trumpets were made of tin and were painted. The officers called cadence through the trumpets to keep the men on the hand pumpers in time on the noisy fire ground. The trumpets soon were being made from brass and were being presented as gifts to members of the department. Chief Officers used them for overall command at the scene of working fires. They also became part of the uniforms of the volunteer firemen.

The speaking trumpet was in use for many years as a communication device. It has carried on to this day in a small way as an insignia of rank in most departments – one trumpet for lieutenant, two for a captain, and crossed gold trumpets up to five in number to signify the chief of a department.

THE GREAT HIGHLAND BAGPIPES

The Great Highland Bagpipes have a long and colourful history with the Calgary Fire Department. In one way or another, the pipes and drums have been around since the turn of the century. In the summer of 2001, a group of firefighter/pipers began organizing what would soon become the Calgary Firefighters Piping Society. The original goal of the Society was to promote the playing of the bagpipes and to standardize the dress and deportment for Fire Department Pipers.

Interest in piping and drumming within the department soon began to grow. By 2005, the society had grown to fifteen members. The suggestion was made that the Piping Society be officially recognized as the "Calgary Fire Department Pipes & Drums". Membership in the Calgary Fire Department Pipes & Drums is restricted to professional firefighters and employees of the Calgary Fire Department. Our members volunteer hundreds of hours representing and promoting the City of Calgary, the Calgary Fire Department and the International Association of Firefighters Local 255 at dozens of events per year. The Band is proud to take part in Fire Academy graduation ceremonies, funerals, parades and a wide variety of special events.

The Calgary Fire Department Pipes & Drums have travelled throughout Western Canada to take part in charitable events and memorial services marking Fire Service Line of Duty Deaths.

SHOULDER FLASH



The history of the symbol on our shoulder flash is not definitive; however, it is believed to have originated from the St Florian cross, which originated from the Maltese Cross. The history of the two is as follows:

St. Florian's Cross

St. Florian (250-304 AD) was a soldier and high ranking officer in the ancient Roman army. He is credited with helping to organize and lead early fire brigades that defended the city of Rome from fire. He was martyred after refusing to persecute Christians and has since become the Patron Saint of Fire Fighters.

The Maltese Cross

The Maltese cross is a symbol of protection and a badge of honor, its story and tradition reaches back almost a Millennia. When a courageous band of Crusaders, known as the Knights of St. John, fought the Saracens for possession of the Holy Land, they encountered a new weapon unknown to European warriors that became known as Greek fire. It wrought excruciating pain and agonizing death upon the brave fighters for The Cross.

As the Crusaders advanced on the walls of the Saracens' city, glass bombs containing naphtha were thrown at them. When the Knights became saturated with the highly flammable liquid, the Saracens hurled a flaming tree into their midst. Hundreds of Knights were burned alive. Others risked their lives to save their brothers-in-arms from dying painful fiery deaths.

The Knights of St. John dressed in regal fashion to show their colors in a uniform manner. Large crimson-colored capes were worn over the suits of armor. Not only were the capes symbolic, but they also helped provide a defense against the fire. Thus, these men became the first in a long list of courageous fire fighters. Their heroic efforts were recognized by fellow Crusaders who awarded each hero a badge of honor, a cross similar to the one firefighters wear today. Since the Knights of St. John lived for close to four centuries on Malta Island in the Mediterranean Sea, the cross became known as the Maltese Cross.

The Maltese Cross is a symbol of protection. It means that the firefighter who wears this cross is willing to lay down his or her life for another, just as the Crusaders sacrificed their lives for others so many years ago.

The four arms of the cross represent:

Faith
Justice
Temperance
Fortitude



The eight points of the cross denote the eight obligations or aspirations of the knights as well as the eight Beatitudes, found in the Bible, King James Version Mathew 5: 3-8:

1. Live in truth;
2. Have faith;
3. Repent of sins;
4. Give proof of humility;
5. Love justice;
6. Be merciful;
7. Be sincere and whole-hearted
8. Endure persecution.