

# Cape Elizabeth Fire Department

## CHAPLAIN

### **PURPOSE:**

- The purpose of this policy is to establish the role and responsibilities of the Chaplain. This guideline is to describe the duties of the Department Chaplain and Chaplain Services and is a brief summary of what may actually be required in any given situation. The Chaplain must remain constantly alert and sensitive to the needs of the Department, its members, the situation and the means they must employ to meet those needs.

### **POLICY:**

- It is well known that there are major risks and constant stresses encountered by Fire, Rescue and EMS Personnel in the line of duty. It shall be the policy of the CEFD to provide a Chaplain whose role shall be to offer assistance to CEFD members and families or victims of emergency incidents.

### **APPOINTMENT:**

Appointed by the Board of Engineers, and approved by the Chief of Department to a 2 year term.

### **REPORTS TO:**

Chief Officers

### **RANK:**

- Chaplain (No Line Authority)

### **QUALIFICATIONS:**

- Secondary Education with a concentration in Ministry
- Completion of the Federation of Fire Chaplains Basic Chaplaincy Course
- Certification in Crisis Chaplaincy
- Completion of CISM, Psychological First Aid and Continuing Education
- Experience with Fire, Rescue and EMS Operations
- Ability to read, write, speak and understand the English language.
- All other duties as assigned by the Chief of Department or Incident Commander

### **SKILLS:**

- Committed to Integrity with a Compassion to Serve
- Demonstrated caring and compassionate attitude
- Strong organizational and record keeping skills
- Professional attitude
- Good physical health

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- Basic computer knowledge
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain effective relationships with department personnel, staff and the general public
- Shall be tactful and considerate in approaching all people regardless of race, sex, culture, creed, or religion
- Should be willing to become involved in training programs centered around care, safety and wellbeing, especially the "Every One Goes Home" program

## **DUTIES & RESPONSIBILITIES:**

- The role of the Chaplain is to serve the members of the CEFD and their families as well as to assist victims of emergency incidents. It is understood that the Chaplain may be contacted by any department member or their family if they need or desire assistance.
- The Chaplain will notify the pastor of any member when requested in the event of an emergency or a problem which can best be handled by them. It would not be the intention of the Chaplain to infringe in any way, upon the pastor-member relationship.
- Any communication 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 member may contact the Chaplain without having to notify his or her supervisor.
- The Chaplain may use his own discretion in regard to the services which he shall render, but, shall at all times work in the close cooperation with the officers of the department. He shall recognize their complete authority in regard to all emergency situations.

## **EMERGENCY SITUATIONS:**

- The Chaplain will respond when contacted by CEFD Fire Alarm or at his own discretion and will report to the Incident Commander. When at the scene, the Chaplain will be under the authority of the incident commander.
- The Chaplain shall be readily identifiable as the Chaplain.

## **RESPONSE:**

### **TO THE SCENE WHEN:**

- A working fire or a significant emergency operation exists
- A critical incident is in progress
- Death, injury, or hospitalization of a department member

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- Death, injury, or hospitalization 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.  
Any instances where the aid of the Chaplain would be valuable

## **THIS MAY INCLUDE SITUATIONS WHERE:**

- The victim or family is highly emotional or unstable
- Care is needed for the family of the victim while treatment is underway
- The victim or the family requests the services of a Chaplain or Clergy
- The presence of the Chaplain would be of benefit to the victim or to department personnel

## **TO THE HOSPITAL WHEN:**

- The incident commander determines that the victim or family may need support or counsel and they become the Hospital Liaison
- A victim's family needs to be located and notified
- A member of the fire department is the victim

## **FOLLOW-UP ACTIONS:**

### **ON SCENE DUTIES:**

- Provide appropriate victim assistance as needed
- Provides comfort and counsel to anyone in need
- Referral to appropriate community agencies for assistance
- Assist in contacting person(s), family member(s), etc. Will inquire if a victim wishes their religious preference notified to assist them.
- Watch for signs of physical or emotional stress
- Assist in providing personnel needs in rehab
- Advise the Safety Officer whenever it is felt that personnel may need to be relieved from emergency operations.

### **POST-EMERGENCY DUTIES:**

- Conduct follow-up to ensure victims are receiving necessary assistance as needed or directed by the Incident Commander
- Assist the incident commander in assuring that firefighter's needs are being met in the areas of on-the-job injuries, critical incident stress, etc.

## **ROUTINE DUTIES:**

### **DUTIES WITHIN THE FIRE DEPARTMENT:**

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- Visit hospitalized department members and their families
- Participate in training as requested by the Chief of Department
- Be an integral part of the “Every One Goes Home” Program
- Be available for helping or counseling members of the department in times of personal stress or difficulty
- Attend fire department functions
- Conduct Wedding, Baptism and other Services as requested
- Conduct Funeral, Memorial and Celebration of Life Services as requested
- Be a member of the Critical Incident Stress Debriefing team
- Be on-call on a twenty-four (24) hour a day basis
- All other duties as assigned by the Chief of Department or Incident Commander

## **DUTIES OUTSIDE OF THE FIRE DEPARTMENT:**

- Assist when requested with public events or public information needs.
- Maintain membership in the Maine Fire Chaplains Association

## **Equipment:**

- The Chaplain will be issued the following uniform clothing: dress blues, gold braid, white dress hat, gold trim, badge, collar and hat insignia, seasonal coat, ID card. (If necessary)
- The Chaplain will be issued the following protective clothing: helmet, turnout coat & pants, boots, gloves, safety vest. (If necessary)

## **ANNUAL TRAINING REQUIREMENTS:**

- Workplace Harassment
- Bloodborne Pathogens
- Airborne & TB Pathogens
- Other training as required

## **PROBATIONARY REQUIREMENTS:**

- The Chaplain will complete a six month probationary period

## **Care-Safety-Well Being**

**“EVERYONE GOES HOME”**