



## OSFC Directive

<b>Number:</b>	<b>OSFC D2010-1</b>
<b>Effective Date:</b>	September 1, 2010
<b>Termination Date:</b>	N/A
<b>Rescinds Directive Number:</b>	PEMA D91-3

**Subject:**  
**Firefighters' Memorial Flag and Line of Duty Death (LODD) Kit**

**Scope:**  
Pennsylvania Fire and Emergency Services

**Distribution:**

- www.osfc.state.pa.us (required)
- County Coordinators

**By Direction of:**

Edward A. Mann  
Pennsylvania State Fire Commissioner

### I. PURPOSE

To prescribe the standards and requirements for requesting, use, display, distribution and return of the Firefighters' Memorial Flag and the Office of the State Fire Commissioner (OSFC) Line of Duty Death (LODD) Memorial Flag kit.

- A. The Memorial Flag is incorporated into the OSFC LODD Memorial Flag kit that includes:
  - 1. One (1) indoor American Flag (3'X5'),
  - 2. One (1) indoor Pennsylvania Flag (3'X5'),
  - 3. One (1) indoor Memorial "Lest We Forget" Flag (3'X5'),
  - 4. One (1) outdoor Memorial "Lest We Forget" Flag (5'X8'), with grommets for outside display.
- B. All indoor flags have gold fringe with 7' poles and accompanying pole ornaments and floor bases.
- C. If requested, the OSFC can also provide a 15' X 25' American Flag for crossed aerial display purposes.

### II. AUTHORITY

- A. The Firefighters' Memorial Flag Act No. 168 of 1990 became law on December 7, 1990.
- B. The purpose of the act is to honor firefighters who have died in the line of duty in Pennsylvania. The Firefighters' Memorial Flag and accompanying LODD Memorial Flag kit is intended to serve as a visual expression of the gratitude that all citizens of Pennsylvania have for the public service provided by each fallen firefighter. The flag also provides a public recognition of the

**Comments and Questions Regarding this Directive Should be Directed to:**  
Office of the State Fire Commissioner, 717-651-2201

dedication and sacrifice that each fallen firefighter has provided to the citizens of Pennsylvania.

### III. GENERAL INFORMATION

A. Eligibility for Use of Firefighters' Memorial Flag and LODD Memorial Flag Kit

A firefighter shall be deemed to be acting in the performance of his or her duties for the purposes of this act under the conditions identified herein:

1. When going to or directly returning to a fire station or departmental headquarters from a fire which the fire company or fire department was officially dispatched. In the case of firefighters called from their homes or other locations, this includes travel from and direct return to a firefighter's home, place of business or other place where he or she shall have been when he or she received the call or alarm;
2. While participating in instruction fire drills, or in properly approved emergency service training and exercises, individually or as a part of a fire department unit/component in which the fire department or fire company shall have participated;
3. While repairing and doing other work about the apparatus, buildings and grounds of the fire company and fire department upon the authorization of the chief of the fire department or other person in charge;
4. While answering any emergency calls for any purpose;
5. While riding upon the fire apparatus which is owned or used by the fire department: or
6. While performing any other duties of such fire department as authorized by the municipality.

B. Persons Authorized to Request Use of the Firefighters' Memorial Flag and Kit

The following persons may request the use of the Firefighters' Memorial Flag and kit from the Office of the State Fire Commissioner (OSFC).

1. The officer of the fallen firefighter's fire department/company who is responsible for conducting the memorial service for the fallen firefighter.
2. The funeral director who is in charge of the fallen firefighter's funeral, provided that the flag has been requested by the fallen firefighter's family for use at the public or private viewing, memorial service or procession.

C. Procedure for Requesting Use of the Firefighters' Memorial Flag Kit

The fire department/company officer or funeral director shall call the Office of the State Fire Commissioner (OSFC) at 800-670-3473 during office hours between 8:00 a.m. to 4:00 p.m., Monday thru Friday. If no answer or after hours, contact the Pennsylvania Emergency Management Agency (PEMA) State Emergency Operations Center 24-hour number at 800-424-7362 and provide the following information:

1. Name of caller;
2. Telephone number of caller;
3. Name of fallen firefighter;
4. Organization to which fallen firefighter was associated;
5. Date, time and place Firefighters' Memorial Flag Kit is needed;

6. Name and phone number of person that OSFC can contact for additional information, if needed.
7. The person taking the information will notify the State Fire Commissioner or his designee to arrange for the delivery of the Firefighters' Memorial Flag and LODD Memorial Flag Kit to the requesting party.

**D. General Policy and Procedures**

The firefighters' memorial Flag shall not be:

1. Draped over objects or used as a bunting or a cover;
2. Permitted to touch the ground or floor when displayed;
3. Carried any way but flat;
4. Flown at half-mast;
5. Flown higher than the American Flag;
6. Used to cover a statue or monument.

**E. Proper INDOOR Display of the Firefighters' Memorial Flag (3'X5')**

The Firefighters' Memorial Flag and LODD Memorial Flag Kit may be displayed in an enclosed area in the following ways:

1. The Memorial Flag should be displayed with the American and Pennsylvania Flag as a complete set.
2. Placement of the flag on a stand near the casket (but not on the casket). The flag should not touch the ground.
3. When displayed from a staff in a church or public auditorium on or off a podium, the Memorial Flag is displayed on the left of the clergyman or speaker (to the right of the audience). The American Flag should hold a position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he/she faces the audience.

**F. Proper OUTDOOR Display of the Firefighters' Memorial Flag (5'X8')**

The Firefighters' Memorial Flag may be flown outdoors for up to seven (7) days after a funeral in the following ways:

1. On a flag pole by itself or when the Memorial flag is flown on the same halyard with the flag of the United States (US); the US flag will always be at the peak.
2. When the flags are flown from adjacent staffs, the US flag should be hoisted first and lowered last.
3. No such flag may be placed above the US flag or to the right of the flag of the United States (the viewer's left).
4. When the flag is half-masted, both flags are half-masted, with the US flag at the mid-point and the other flag below.
5. The 5'X8' flag should not be carried by a color guard, use the indoor 3' X 5') flag on an appropriate standard.
6. If fire stations are without flag poles, the flag may be hung across or down from an outside wall of the fire station.
7. Other forms of display are not permitted unless approved by the State Fire Commissioner.

**G. Procedure for Returning the Firefighters' Memorial Flag Kit**

The Firefighters' Memorial Flag and the OSFC LODD Memorial Flag Kit shall be returned to a representative of the OSFC within ten days after the occurrence

of the fallen firefighter's funeral in approximately the same condition in which it was received.

1. The Firefighters' Memorial Flag and OSFC Memorial Flag Kit shall not be presented to the family, fire department or other representatives at the funeral/burial service. These flags are the property of the Commonwealth of Pennsylvania and shall not be given to the family of the deceased firefighter, the firefighter's fire department, or the municipality.
2. The Memorial Flag Kit should be hand delivered to the OFSC, the State Fire Academy or a representative from either office.
3. Any fire department officer, funeral director, or other person who fails to return the flag or kit(s) in good condition will be billed for the replacement costs of any or all flags by the Office of the State Fire Commissioner.

H. Memorial Flag Replica

1. Upon request from the firefighter's family or fire department, the State Fire Commissioner or his designate can present an 18" X 24" miniature replica of the Firefighter's Memorial Flag to the firefighter's immediate family at a time that is mutually convenient to both parties.
2. The outdoor Firefighter's Memorial "Lest We Forget" Flag (5'X8'), with grommets for outside display may be purchased by those fire departments that have lost a member in the line of duty. Please contact the OSFC in writing requesting vendor information.

**IV. Duration of Directive**

This Directive shall remain in effect until superseded or suspended.



Edward A. Mann  
State Fire Commissioner