



Wake or Viewing Sector Officer Checklist

Wake or Viewing Sector Officer may be a representative of the affected organization or this position may be assumed by an outside agency as assigned by the IC. This position works closely with the fire chief, family liaison(s), honor guard, funeral director, the IC and all other sector officers as well as all other outside agencies to insure that the wake or viewing is well planned and executed.

Wake or Viewing Sector

- ✓ Police and or fire police should secure the family residence during wake or viewing.
- ✓ Evaluate the need for EMS stand-by.
- ✓ Arrange for portable radios with ear pieces and establish communication protocols for both inside and outside operations.
- ✓ Verify the date(s) and times for the wake or viewing.
- ✓ Develop a script outlining the time line and who is responsible for each task or assignment.
- ✓ Identify mutual aid coverage for effected agency during the wake or viewing.
- ✓ Identify and address any special needs that the family has. Coordinate this with the family liaison.
- ✓ Arrange for the transportation of the family to the wake or viewing.
- ✓ Review building layout of funeral home or venue where the wake or viewing will be held.
- ✓ Plan the flow of attendees, identify the need for equipment such as stanchions to assist in the flow of the attendees.
- ✓ Plan out the parking needs and flow. Coordinate with police and fire police. Use Goggle Maps to obtain aerial photographs of the surrounding streets and available parking areas.
- ✓ Identify the staging areas for fire apparatus.
- ✓ Is there a need for special lighting?
- ✓ Identify a staging area for the media. Coordinate this with the PIO Sector Officer. The PIO needs to make sure that the media remains in the designated area.
- ✓ Plan out the seating arrangements. Mark off any reserved seating for the families and dignitaries.
- ✓ Identify a quiet room for the family.
- ✓ Identify a staging room for the honor guard.
- ✓ Will there be a need for additional sheltering from the weather such as tents?
- ✓ Will there be a need for portable heaters or air conditioning for extreme temperatures.
- ✓ Make arrangements for a large supply of water to ensure attendees stay hydrated during the hot weather.
- ✓ Is there a need for a canteen unit?
- ✓ Will there be a need for additional bathroom facilities?
- ✓ Identify if there will be any flags pre-posted in the room? If so which ones?
- ✓ Does the family want a bell ringing service at the viewing?
- ✓



Wake or Viewing Sector Officer Checklist- Page 2

- ✓ Identify if there will be any ceremonies from the military or other organizations such as the Mason's during the viewing or wake?
- ✓ Assign greeters to the doors.
- ✓ Keep your website and social media platforms updated as information becomes available. Direct everyone to a single resource for information (usually your website) to avoid confusion.
- ✓ Coordinate the casket vigil plans with the honor guard commander. Review the casket vigil schedule and honor guard protocols with the honor guard commander.
- ✓ Will there be a need for special escorts for VIP's and dignitaries?
- ✓ Plan to maintain the organization of firefighters outside the viewing by utilizing a Master Sgt.
- ✓ Coordinate the assembly of firefighters from effected agency and when they will pay their respects. Where and when?
- ✓ Will the effected agency make any presentations to the family during the wake or viewing.
- ✓ Does the family desire a bagpiper for any musical selection during the wake or viewing.