

**IN-LINE OF DUTY FIRE DEPARTMENT / RESCUE SQUAD INFORMATION
CHECK LIST**

Required Fire Department or Rescue Squad Information				
Needed Document	Assigned to (Dept or Agency Obtaining Information)	Date Expected	Pending	Completed
(4) Incident Reports with Original Signature				
(4) Training Reports with Original Signature				
(4) Causality Reports with Original Signature				
(4) Copies of Highway Patrol / Police Departments				
(4) EMS / 1 st Responder Reports				
(4) Copies of Chief's Statement of Detailed Events				
(4) Copies of Witness Statements				
(4) Copies of Related Press Releases / News Articles				
(4) Copies of Interviews with Involved Personnel				
Required Family Information				
Needed Document	Assigned to (Family Member Obtaining Information)	Date Expected	Pending	Completed
(4) Certified Copies of Birth Certificates				
(4) Copies of Marriage License				
(4) Copies of Social Security Cards (Spouse & Dependents)				
(4) Copies of Adoption Papers (if deceased was adopted)				

IN-LINE OF DUTY FIRE DEPARTMENT / RESCUE SQUAD CONTACT CHECK LIST

Required Contacts			
Agency Name	Agency Number	Person Responsible for Contacting	Time, Date, and Person Information was Reported to
NC Department of Labor (must be done within 8 hours of incident)	1-800-LABOR NC (ask for complaint desk)		
Worker's Compensation Carrier	Key Risk 1-888-240-9797 NCLM 1-800-228-0986		
Mailing Addresses for Information once all Folders are Completed			
Agency Name		Agency Address	
NC State Fireman's Association (if a member)		Attn Paul Miller PO 188 Farmville, NC 27828	
NC Association of Rescue and EMS Inc (if a member)		Attn Gordon Joyner PO Box 1914 Goldsboro, NC 27533-1914	
Public Safety Officers Death Benefits		Payments and Benefits Bureau of Justice Assistance 810 7 th Street NW Washington DC 20531	
Industrial Commission		Attn: Brad Donovan 4338 Mail Service Center Raleigh, NC, 27699-4338	
NC Fireman's and Rescue Squad Pension Fund Office (Only if a member & Death Certificate only)		State Treasure's Office Attn: Rhonda Steven's 325 North Salisbury Street Raleigh, NC 27603-1385	
NC Society of Fire Rescue Instructor's (if a member)			

Once all documents are received the Agency Chief or his designee will mail them to the listed agencies