

**Illinois Corps of Fire Chaplains (ICFC)**  
**[www.ilfirechaplains.org](http://www.ilfirechaplains.org)**  
**MABAS Program Policy Manual**

**1.0PURPOSE**

1 . 1 In order to provide more holistic services to our firefighters, their families, fire department staff and communities, mutual aid services should be available for departmental needs, on scene support and victim assistance when a community's Chaplain is not available, a vacancy occurs or the incident requires a greater response. This manual is a guide for helping Fire Departments and Emergency Management Agencies implement a MABAS Chaplain program within their Division.

**2.0SCOPE**

2 . 1 This policy applies to all participating ICFC member Chaplains.

**3.0BACKGROUND**

3 . 1 Chaplains provide necessary and effective ongoing spiritual and emotional support to firefighters, their families and fire department staff as well as on-scene support for community residents during and after an incident. Beginning with a calling to serve those within the fire service and their local community, fire chaplains are trained in fire department culture and operations, pastoral care, crisis intervention, comprehensive critical incident stress management and grief support making them uniquely suited to meet additional needs that are beyond the general scope of what first responders are able to provide.

**4.0ORGANIZATION**

4 . 1 The ICFC shall be organized under and act in accordance with the Articles of Incorporations and By Laws filed on its behalf with the Illinois Secretary of State.

**5.0MEMBERSHIP**

5 . 1 The ICFC membership will consist of Chaplains in fire departments and emergency management agencies within the State of Illinois. .

**6.0PERSONAL PROTECTIVE EQUIPMENT (PPE) AND UNIFORM RECOMMENDATIONS**

6 . 1 Departments are encouraged to provide/allow chaplains to be attired in the uniform of their department

6.2 Departments are encouraged to provide chaplains appropriate communications equipment including a pager and 2-way radio.

6.3 Departments are encouraged to provide appropriate PPE to chaplains including:

6.3.1 Turnout gear including fire coat, bunker pants, boots, gloves and helmet with 'Chaplain' markings. (White helmet recommended)

6.3.2 White reflective vest with 'Chaplain' markings

6.4 Department are encouraged to issue the following uniform components when available:

6.4.1 Duty uniform shirt and pants

6.4.2 Duty jacket appropriate for seasonal use

6.4.3 Class A Uniform

6.4.4 Chaplain badge and ID card

6.4.5 Appropriate collar brass and nameplate

6.5 When department uniform is not available, follow Federation of Fire Chaplains uniform policies.

## **7.0 DEPARTMENT CHAPLAIN TRAINING RECOMMENDATIONS**

The ICFC provides the following training recommendations not as a replacement for existing department policies but as a tool for structuring an effective introduction to fire department and emergency response chaplaincy.

### **7.1 APPLICATION AND APPROVAL PROCESS (FOR LOCAL DEPARTMENT USE)**

7.1.1 Provide application and obtain completed application

7.1.2 Check and record references (see reference interview form)

7.1.3 Verify denominational support

7.1.4 Review experience, training and certifications

7.1.5 Arrange for Interviews

7.1.5.1 Psychological interview (CISM Team Member)

7.1.5.2 Chaplain (Division Chaplain Coordinator or designee)

7.1.5.3 Department Chief

### **7.2 PROBATIONARY TRAINING**

12 weeks supervision/mentoring with an experienced Chaplain to observe and develop pastoral/interpersonal skills in varied settings.

7.2.1 Alarm responses

7.2.2 Fire and roadway incidents

7.2.3 Hospital and home visitation

7.2.4 General station visits

7.2.5 Station and apparatus tour

7.2.6 Introduction to shifts (personnel and schedule)

- 7.2.7PPE training
- 7.2.8Introduction to victim assistance (Red Cross, Salvation Army, etc.)
- 7.2.9Proper donning of uniform and collar brass
- 7.2.10 Observation of tactical and EMS trainings
- 7.2.11 Minimum of one 8-hour ride along
- 7.2.12 Tour of community from department perspective
- 7.2.13 Fire department organizational structure
- 7.2.14 CPR/AED Certification
- 7.2.15 Appointment to a Department as Chaplain

### **7 . 3BASIC LEVEL TRAINING**

7.3.1ICISF CISM Coursework Required: Group Basic, Individual Intervention and one of the following:

- 7.3.1.1Pastoral Care Intervention,
- 7.3.1.2Grief Following Trauma
- 7.3.1.3Spiritual/Emotional Care

7.3.2Federation of Fire Chaplains Level 100 Basic or Equivalent

7.3.3ICFC Membership

7.3.4NIMS IS 100, 700

7 . 4The ICFC encourages all Chaplains to pursue ongoing training to develop skills and perspective in their chaplaincy.

7 . 5The ICFC recommends all Chaplains pursue membership in the Federation of Fire Chaplains and The Great Lakes Fire Chaplain Training Institute.

7 . 6The ICFC recommends that prior to be eligible for inclusion on a Chaplain Box Card, the Chaplain will have met any departmental NIMS requirements and maintain membership in the Federation of Fire Chaplains.

### **8.0BEGINNING A MABAS DIVISION CHAPLAIN COMMITTEE**

8 . 1Make initial contact with area Chaplains within your MABAS Division and explain mutual aid goals and objectives to determine interest. For a listing of departments in MABAS Divisions, refer to <http://www.mabas.org/mabasmembers.aspx>

8 . 2Meet individually with Chiefs or ranking officers of departments within your MABAS Division to explain holistic services and goals regarding the ICFC Chaplain Program.

8 . 3Hold a breakfast meeting or similar event at a station within your MABAS Division to introduce/inform/encourage any Chaplains and Chiefs interested in participating to share perspectives, experiences and discuss communication methods.

8 . 4Gather Chaplains and Chiefs interested in participation to provide support, determine availability, work out issues of mutual aid and set training guidelines.

8.5 Recruit additional Chaplains and refer to departmental Chiefs as needed.

8.6 Important considerations:

8.6.1 Each department has a different history and expectation of Chaplain duties and no assumptions can be made about what duties a Chief expects his Chaplain to perform. Interest is likely to vary.

8.6.2 Each Chaplain has unique gifts and ministry commitments. These may affect his/her ability and interest to dedicate the time necessary for training or mutual aid on-scene support.

8.6.3 It is possible that departments may need to consider adding an additional Chaplain to accommodate mutual aid participation.

8.6.4 In order to provide continuity of care, a common set of training goals should be agreed upon for all Chaplains participating. (FFC, LODD, CISM, etc)

8.6.5 Each department utilizes a different method of contacting and dispatching Chaplains (tone out, alpha numeric pager, cell phone, etc.). Therefore some consistency must be agreed upon and changes implemented where necessary in order for the program to be effective. Work closely with the Chief Liaison in this and all other conversations regarding operational policy.

## **9.0 RECOMMENDED CHIEF LIAISON RESPONSIBILITIES**

9.1 A Chief shall be appointed by the MABAS Division to serve as Chief Liaison.

9.2 Maintain a positive working relationship with the Division Chaplain Coordinator and Training Officer.

9.3 Use knowledge, skill and wisdom to teach Chaplains what is needed for safe and effective service to fire department personnel and victims of disasters.

9.4 Advocate for the Chaplain Committee as a liaison to the Division Chiefs.

9.5 Attend Chaplain Committee meetings as possible.

9.6 Promote the mission and vision of MABAS.

9.7 Assess needs of the Chaplains program and make recommendations for training to the Division Chaplain Coordinator and Training Officer.

9.8 Communicate training requirements and opportunities to all Chiefs within the Division.

## **10.0 RECOMMENDED DIVISION CHAPLAIN COORDINATOR RESPONSIBILITIES**

10.1 A Chaplain shall be appointed by the Chaplain Committee as Chaplain Coordinator of the MABAS Division.

10.2 Serve in an active appointment as Chaplain to a department within the MABAS Division.

10.3 Maintain an accurate listing of all Division Chiefs, Chaplains and available contact information. <http://www.mabas.org/mabasmembers.aspx>

- 10 . 4 Report to and take direction from the appointed Chief Liaison to the Chaplain Committee.
- 10 . 5 Promote the mission and vision of MABAS.
- 10 . 6 Provide consistent prayerful support, presence and encouragement to Chaplains and Chiefs within the Division.
- 10 . 7 In close collaboration with the Chief Liaison, recommend policies and procedures for approval by the Division.
- 10 . 8 Communicate meeting information and agendas to all Chiefs and Chaplains within the Division.
- 10 . 9 Provide minutes from each Chaplain Meeting to the Chief Liaison and Chaplains within the Division.
- 10 . 10 Facilitate appointment of a Training Officer for the Division.
- 10 . 11 Supervise the Training Officer and support development of that position.
- 10 . 12 Encourage mutual aid and coverage among Chaplains within the Division and with other Divisions where it is reasonable and approved to do so.
- 10 . 13 Report needs, progress and activities to the Chief Liaison.

#### **11.0 RECOMMENDED TRAINING OFFICER RESPONSIBILITIES**

- 11 . 1 A Chaplain shall be appointed by the Committee as Training Officer of the MABAS Division.
- 11 . 2 Serve in an active appointment as Chaplain to a department within the MABAS Division.
- 11 . 3 Maintain an accurate listing of all Division Chiefs, Chaplains and available contact information. <http://www.mabas.org/mabasmembers.aspx>
- 11 . 4 Report to and take direction from the appointed Chief Liaison.
- 11 . 5 Maintain a positive working relationship with the Division Training Committee Chairman and Division Chaplain Coordinator.
- 11 . 6 Attend Chaplain Committee Meetings when possible.
- 11 . 7 Promote the mission and vision of MABAS.
- 11 . 8 Provide consistent prayerful support, presence and encouragement to Chaplains and Chiefs within the Division.

11 . 9 Assess needs of the Chaplains program and make recommendations for training to the Division Chaplain Coordinator and Chief Liaison.

11 . 10 Communicate training requirements and opportunities to all Chaplains within the Division.

11 . 11 Record training goals and records for all Chaplains within the Division.

## APPENDIX A

**Reference Interview Form** **Date:** \_\_\_\_\_

**Name of Candidate:** \_\_\_\_\_

**Interviewer:** \_\_\_\_\_

**Reference name:** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Company name** \_\_\_\_\_

1. How long have you known the applicant? In what capacity?
  
2. Please comment on the applicant's interpersonal skills. (How well do they work with others/as a team member?).
  
3. What is the applicant's greatest accomplishment in your organization?
  
4. What special qualities do you feel the applicant has which would make him/her a good candidate for a Chaplain within the Fire Department?
  
5. Would you entrust the care of a family member in crisis to this applicant? Why or why not?
  
6. What would you consider as the applicant's strengths?
  
7. What would you consider as the applicant's weaknesses?

**APPENDIX B**

**Illinois Corps of Fire Chaplains  
FIRE CHAPLAIN CANDIDATE APPLICATION**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
1Street City State Zip

Primary Phone# ( ) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Secondary Phone # ( ) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_ @ \_\_\_\_\_

Driver's License # \_\_\_\_\_

DOB (mm/dd/yyyy) \_\_\_\_\_

Current Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

Employer Phone: \_\_\_\_\_

Title \_\_\_\_\_

Licensed/Ordained? Yes No

Church Denomination/Religious Background \_\_\_\_\_

Have you ever served as a Fire Department Chaplain? Yes No

If yes, give department, location, title and dates of service:

\_\_\_\_\_

Federation of Fire Chaplains Member? Yes No

Applicant Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)

(Printed name) \_\_\_\_\_

Received By: \_\_\_\_\_

On: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy)

## **APPENDIX C**

### **MABAS Division Chaplain Committee Meeting**

DATE  
TIME  
\_\_\_\_\_ FIRE DEPARTMENT

#### AGENDA DRAFT

1. Opening Prayer
2. Welcome and Introductions
3. Chief Liaison Report
4. Division Chaplain Coordinator Report
5. Training Officer Report
6. Box Alarm Development/Mutual Aid
7. Training Topic Presentation
8. Next Meeting Date, time and location:
9. Closing Prayer

## APPENDIX D

### Chief and Chaplain Breakfast Agenda Draft

0800	Check In*/Breakfast /Welcome	Chaplain Coordinator
0820	A Chaplain's Perspective	Chaplain Coordinator
0830	Power Point and Video Presentation	
0845	Introduction to Chaplain Services at Hanover Park A Fire Chief's Perspective Benefits of Holistic Services	Chief Liaison
0910	CISM and Training Opportunities Intro to CISM Training Opportunities ICISF Certification	Training Officer
0930	FFC and Fire Service Training Resources Federation of Fire Chaplains Great Lakes Fire Chaplain Training Academy Fire Department Opportunities	Training Officer
1000	Benefits of Mutual Aid Chaplain Services Current Use Vacancy/Vacation and Support Box Card Development	Chief Liaison
1015	Closing Remarks and Conversation	Chaplain Coordinator

APPENDIX E

**MABAS Division Meeting  
Sign In**

**Name:** \_\_\_\_\_

**Mailing Address:**

\_\_\_\_\_  
Street City State Zip

**Home phone:** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**ONLY CHAPLAINS NEED TO COMPLETE THE FOLLOWING:**

**Dispatch Method:** \_\_\_\_\_ **Pager #:** \_\_\_\_\_

**FFC Member?** Yes No **ICFC member?** Yes No

**Name:** \_\_\_\_\_

**Mailing Address:**

\_\_\_\_\_  
Street City State Zip

**Home phone:** \_\_\_\_\_ **Work:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**ONLY CHAPLAINS NEED TO COMPLETE THE FOLLOWING:**

**Dispatch Method:** \_\_\_\_\_ **Pager #:** \_\_\_\_\_

FFC Member? Yes No

ICFC member? Yes No

**APPENDIX F**

**CHAPLAIN REPORT CONTACT INFORMATION FORM**

**Incident Date:** \_\_\_\_\_ **TIME ON-SCENE:** \_\_\_\_\_ **RETURNED:** \_\_\_\_\_

**Incident Address** \_\_\_\_\_ **Town:** \_\_\_\_\_

**Type of Incident:** \_\_\_\_\_

**Chaplain Name:** \_\_\_\_\_ **#** \_\_\_\_\_ **Contact #** \_\_\_\_\_

**Resident Name** \_\_\_\_\_ **Homeowner? Yes No**

**Date of Birth** \_\_\_\_\_ (DD/MM/YY) **Pets? Yes No Info:**

**Address** \_\_\_\_\_ **Unit #** \_\_\_\_\_ **Town** \_\_\_\_\_

**HOME #** \_\_\_\_\_ **WORK #** \_\_\_\_\_ **CELL #** \_\_\_\_\_

**Homeowner Name** \_\_\_\_\_ **Contact #** \_\_\_\_\_

**Insurance Company/Phone #** \_\_\_\_\_

**Primary Language: (circle one) English Spanish Other** \_\_\_\_\_

**Other reported residents:**

**Name:** \_\_\_\_\_ **DOB** \_\_\_\_\_ **Contact #** \_\_\_\_\_

**Name:** \_\_\_\_\_ **DOB** \_\_\_\_\_ **Contact #** \_\_\_\_\_

**Name:** \_\_\_\_\_ **DOB** \_\_\_\_\_ **Contact #** \_\_\_\_\_

**Name:** \_\_\_\_\_ **DOB** \_\_\_\_\_ **Contact #** \_\_\_\_\_

**Primary Needs:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Resources Used: (Circle)**

**Red Cross Salvation Army Home Church Referral Food Pantry Other** \_\_\_\_\_

**Actions Taken:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Circumstances:**

**Follow Up Needed:**

**Temporary Housing Information:**

Approved By:

C.A. Haigh, Fire Chief

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FIRE DEPARTMENT CHAPLAIN  
Sample Position Description**

**Purpose**

The purpose of this guideline is to describe the duties of the Fire Department Chaplain and Chaplain Services and is a brief summary of what may actually be required in any given situation. The Fire Department Chaplain must remain constantly alert and sensitive to the needs of the Fire Department, its employees, the situation and the means he must employ to meet those needs.

**Scope**

This guideline applies to all Fire Department personnel the Fire Department Chaplain and those clerics that may be assisting from time to time. The Fire Department Chaplain is encouraged to offer his/her services to other village departments and other fire departments, but when doing so, shall adhere to the standards and practices of this policy with regards to the chain of command, incident management, and the confidentiality of the Fire Department Chaplain Services.

**1. Emergency Situations**

- 1.1 The Chaplain will respond when contacted by DuComm or at his own discretion, and will report at the scene to the Command Post. When at the scene, the Chaplain will be under the command authority of the incident commander. The Chaplain shall display proper credentials and shall be readily identifiable as the Chaplain. The Chaplain shall don protective clothing when and where the situation warrants under other existing policies. The Chaplain will respond as follows:
- 1.2 To the scene when:
  - 1.2.1 A working fire or incident at the general alarm or greater is in progress.
  - 1.2.2 A critical incident is in progress.
  - 1.2.3 A critical injury or death to a firefighter is reported.
  - 1.2.4 The incident involves a victim that is a member of a fire department employee's family.
  - 1.2.5 Whenever the incident commander determines that the services of the Chaplain may be of value in the ongoing emergency operation. This may include situations where:

- 1.2.5.1 The victim or family is highly emotional or unstable.
- 1.2.5.2 Care is needed for the family of the victim while treatment is underway.
- 1.2.5.3 The victim or the family requests the services of a chaplain or clergy.
- 1.2.5.4 The incident commander feels the presence of the Chaplain would be of benefit to the victim or to department personnel.

1.3 To the hospital when:

- 1.3.1 The incident commander determines that the victim or family may need support or counsel.
- 1.3.2 A victim's family needs to be located and notified.
- 1.3.3 A member of the fire department is the victim.

**2. Follow-Up Actions**

2.1 On-the-Scene Duties

- 2.1.1 Provide appropriate victim assistance to free the incident commander as he or she gives direction.
  - 2.1.1.1 Provides comfort and counsel.
  - 2.1.1.2 Referral to appropriate community agencies for assistance.
  - 2.1.1.3 Help contact person(s), family member(s), etc. The Chaplain will find out a victim's church or religious preference and attempt to notify the pastor or church as requested.

2.2 Provide appropriate assistance to firefighters engaged in firefighting activities.

- 2.2.1 Watch for signs of physical or emotional stress.
- 2.2.2 Assist in providing firefighting needs in rehab.
- 2.2.3 Advise the Incident Safety Officer whenever it is felt that a firefighter(s) is in need of being relieved from emergency operations.

2.3 Post-Emergency Duties:

- 2.3.1 Conduct follow-up to ensure victims are receiving necessary assistance as needed or directed by the Incident Commander.
- 2.3.2 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.

**3. Routine Duties**

- 3.1 Duties within the fire department:
  - 3.1.1 Visit all stations and shifts as directed by the Fire Chief.
  - 3.1.2 Visit hospitalized department members and members of their families.
  - 3.1.3 Participate in recruit training as requested by the Fire Chief.
  - 3.1.4 Be available for helping or counseling members of the department in times of stress or difficulty.
  - 3.1.5 Assist when requested by any division of the department in their programs.
  - 3.1.6 Attend fire department functions.
  - 3.1.7 Conduct funeral/memorial services as needed and requested.
  - 3.1.8 Be a member of the Critical Incident Stress Debriefing team if required or as directed by the Fire Chief.
  - 3.1.9 Be on-call on a twenty-four (24) hour a day basis for that chaplain's assigned days.
- 3.2 Duties outside of the fire department
  - 3.2.1 Represent and interpret fire department goals and concerns to the churches and religious institutions of the community.
  - 3.2.2 Assist when requested with public events or public information needs.
  - 3.2.3 As time permits, and as requested, conduct extended ministry to victims and their families.

#### **4. General Guidelines for the Chaplaincy**

- 4.1 The Chaplain does not replace the home church pastor, but seeks to support the concern of every church for its members who may be in professions with special risks or needs. Moreover, the Chaplain must be for the advantage for every member of the department, regardless of his or her nationality, race, sex, or religion.
- 4.2 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 fire personnel may go to the Chaplain without having to notify his or her supervisor or anyone else.
 

Firefighters from mutual aid departments shall be considered employees while operating at emergency scenes. However, any follow up or additional contact should be made in conjunction with the mutual aid fire department's policy or guidelines, if any.
- 4.3 Any fire department officer or member (including administrative staff) who is made to become aware of any situations, which may need the response of the Chaplain, may contact the Chaplain directly. Fire department administration will keep current telephone numbers of the Chaplain. The Chaplain may also be contacted through fire department administration if desirable. Examples of situations where the Chaplain may be contacted include, but are not limited to:

- 4.3.1 Death, injury to, or hospitalization of a fire department member.
- 4.3.2 Death, injury to, or hospitalization of a fire department member's spouse or child.
- 4.3.3. Death in a fire department's member's close family, i.e., any family member covered under the department's death leave provisions.