



# Louisiana Fire Chaplain Network (LFCN)

## Standard Operating Guidelines

Revised 010816

### 1.0 PURPOSE

1.1 To provide effective chaplaincy services to the Louisiana fire service - our firefighters, fire department staff and communities, we should be available to local fire departments, mutual aid services for departmental needs, on scene support and victim assistance. When a department does not have a chaplain, a community's chaplain is not available, a vacancy occurs or if the incident requires a greater response than the local chaplain can provide, therefore, we are developing regional coordinators throughout the state to help provide these effective services.

### 2.0 SCOPE

2.1 The Standard Operating Guidelines apply to all participating LFCN member Chaplains.

### 3.0 BACKGROUND

3.1 Chaplains provide necessary and effective ongoing spiritual and emotional support to firefighters and fire department staff as well as on-scene support for community residents during and after an incident. Beginning with a call from God 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, and grief support making them uniquely suited to meet additional needs that are beyond the general scope of what first responders are trained to provide.

### 4.0 ORGANIZATION

4.1 The LFCN is organized under and acts in accordance with the Articles of Incorporations and By Laws filed on its behalf with the Louisiana Secretary of State as a non-profit corporation (certificate ID: 10165214#D5D02) and has applied to and determined by the Internal Revenue Service as a 501 (c) (3); a non-denominational, non-sectarian, quasi-fire service organization serving the Louisiana fire service in spiritual and emotional needs in crisis.

### 5.0 CHAPLAIN MEMBERS

5.1 LFCN **full membership** consists of Chaplains **appointed** by chiefs of fire departments and **endorsed** by their respective religious organizations within the State of Louisiana who join LFCN membership.

5.2 **Associate membership** consist of those who do not have religious endorsement.

5.3 **Membership dues** shall be collected annually from each member in the amount determined by the Board of Directors.

- 5.4 **Uniform of Chaplain.** Departments are encouraged to provide or allow chaplains to be attired in the uniform of their department.
- 5.5 **Chaplain Communications Equipment.** Departments are encouraged to provide or allow chaplains appropriate communications equipment to include pagers, hand-held 2-way radios, and/or in their privately owned vehicles.
- 5.6 **Response in Uniform.** Chaplain should respond to emergency calls in suitable uniform. Especially when responding to a working fire or major accident. Turnout clothing is suffice for most incidents. It is advisable that some duty clothing be carried in your POV at all times
- 5.7 Departments are encouraged to provide appropriate PPE (if completed Firefighter I/II of state fire trainings) to chaplains including:
- 5.7.1 Turnout gear - fire coat, bunker pants, boots, gloves and helmet with '**Chaplain**' markings. (White helmet recommended, chaplains are normally an honorary rank of Battalion Chief),
- 5.8 **Department uniform components.** Department is encouraged to issue or allow the following uniform components:
- 5.8.1 Duty uniform shirt and pants (consistent to department firefighters)
- 5.8.2 Duty jacket appropriate for seasonal use with 'Chaplain' markings.
- 5.8.3 Class A Uniform (with department uniform and/or FFC official chaplain uniform).
- 5.8.4 Chaplain badge and ID card (provided by department)
- 5.8.5 Appropriate collar brass and nameplate for chaplain
- 5.9 When department uniform is not available, follow Federation of Fire Chaplains uniform policies for the chaplain.
- 5.10 **Physical Fitness.** Due to the rigors of an emergency scene and long duration, it is strongly advised that the chaplain maintain a healthy lifestyle and conduct an annual physical. The NFPA 1500 series of standards should be reviewed and considered by responders, including a fire chaplain and provide these standards to chaplain's respective health care provider. It is importance that chaplain pace him/herself at any event, taking occasional breaks and staying properly hydrated.
- 5.11 **Mental Mutual Aid.** The chaplain needs to be aware of his/her individual limits and stress levels after every response. It is recommended that an allied member be available to brief with, discuss, and hold in confidence a relief session for responding chaplain whenever the need arises. This is especially true when the responding member knows the affected party.

## 6.0 DEPARTMENT CHAPLAIN TRAINING RECOMMENDATIONS

### 6.1 APPLICATION AND APPROVAL (BY LOCAL DEPARTMENT USE)

- 6.1.1 Provide application and obtain completed application (Appendix B)
- 6.1.2 Check and record references (see reference interview form Appendix A)
- 6.1.3 Verify/endorsement denominational support (Letter of Endorsement)
- 6.1.4 Check and record Criminal Background Report (encourage department to do background)
- 6.1.5 Review experience, training and certifications (Provide Resume`)
- 6.1.6 Arrange for Interviews (Appendix A – Interview Form)
  - 6.1.6.1 Psychological interview (CISM Mental Health Team Member)
  - 6.1.6.2 (Experienced Chaplain or Regional Coordinator if chief requested)
  - 6.1.6.3 Department Chief

### 6.2 PROBATIONARY AND PRACTICAL SUPERVISED TRAINING

Chaplain (if not a firefighter I/II) will spend twelve (12) weeks under supervisor/mentor with an experienced department officer to observe and develop pastoral/interpersonal skills in varied settings and/or has completed Essentials of Fire Chaplaincy class at discretion of fire chief:

- 6.2.1 Alarm responses
- 6.2.2 Fire, roadway/vehicle accident incidents
- 6.2.3 Hospital and home visitation
- 6.2.4 Chaplain Report and Contact Information Form (see Appendix C)
- 6.2.5 General station visits
- 6.2.6 Station and apparatus orientation tour (by department officer)
- 6.2.7 Introduction to shifts (personnel and schedule)
- 6.2.8 PPE training including SCBA (even if not a firefighter)
- 6.2.9 Introduction to victim assistance (DAT Team ARC, Salvation Army)
- 6.2.10 Proper donning of uniform and collar brass
- 6.2.11 Observation of tactical and EMS trainings
- 6.2.12 Minimum of one 8-hour ride along
- 6.2.13 Tour of community from department perspective
- 6.2.14 Fire department organizational structure & LFCN and FFC structure
- 6.2.15 CPR/AED Certification (strongly recommended even if not a firefighter)
- 6.2.16 Appointment to a Department as Chaplain by department chief (with a Letter of Appointment on file and with LFCN and FFC files)

### 6.3 BASIC LEVEL FIRE CHAPLAIN TRAINING

- 6.3.1 **FFC Essentials of Fire Chaplaincy** (Basic Level 100) (16 hrs.)
- 6.3.2 **FEMA** classes -**IS-100** (0.3 CEU), **IS- 200** (0.3 CEU), **IS-700** (0.3 CEU)
- 6.3.3 **ICISF CISM: Coursework Required:**
  - 7.3.3.1 **Group Crisis Intervention** (14 hrs.) and one of the following:
  - 7.3.3.2 **Pastoral Care Intervention I**, (13 hrs.) or
  - 7.3.3.3 **Assisting Individuals in Crisis** (13 hrs.) or
  - 7.3.3.4 Psychological First Aid (4 hrs.) American Red Cross class

- 7.4 Upon completion of all Probationary and Basic Level training as described above or its equivalent and paid current membership dues, the chaplain will be in good standing as an **APPOINTED FIRE SERVICE CHAPLAIN with LFCN**
- 7.5 Chaplains currently serving in an active appointment or a former appointment and transferring to a new department may be exempted from probationary training with a letter from their former chief to their new department chief and the approval of the Regional Chaplain Coordinator.
- 7.6 The LFCN encourages all chaplains to pursue ongoing training to develop skills and perspective in their chaplaincy, including LCRT (Louisiana Chaplain Response Team) training.
- 7.7 The LFCN recommends all Chaplains pursue membership in the Federation of Fire Chaplains and work toward the FFC Master Fire Chaplaincy (MFC) (130+ hours). However, MFC is not required.

## 8.0 LOUISIANA FIRE CHAPLAIN NETWORK REGIONS

- 8.1 **Purpose of Regions.** The Louisiana Fire Chaplain Network has developed regions of the State similar to the equivalent of the nine Louisiana Fire Chiefs Association District boundaries. Our goal is to have a state regional chaplain for each of these areas. Being a number of small volunteer departments in our state many do not have a chaplain. Therefore, there is a need for a chaplain in each region of the state trained and equipped to assist with critical incidents, mass casualties, line of duty deaths and such other large disasters and crises. Refer to the overall purpose in the Operating Guidelines 1.1 above.

- 8.2 **Map of Louisiana Fire Chaplain Network Regions**



- 8.3 Regions serve in the following regions:

8.3.1 **Region 1 in the Greater New Orleans Metro area** (Jefferson, Orleans, St. Bernard, and Plaquemines Parishes) Chaplain Coordinator James A. “Butch” Savage, III 504-220-4179

8.3.2 **Region 2 in the Capitol/Plantation Country - Baton Rouge/St. Francisville area** (West Feliciana, East Feliciana, Point Coupee, West Baton Rouge, East Baton Rouge, Iberville, Ascension, and Livingston Parishes)

8.3.3 **Region 3 in the Southeast - Morgan City/Houma area** (Assumption, Saint James, Saint John, Terrebonne, Lafourche, and Saint Charles Parishes) Coordinator Wayne Hunt 985-227-3100

8.3.4 **Region 4 in the South Central - Opelousas/Lafayette area** (Evangeline, Saint Landry, Acadia, Lafayette, Saint Martin, Vermillion, Iberia, and Saint Mary Parishes)

8.3.5 **Region 5 in the Southwest - Lake Charles/Sulphur area** (Beauregard, Allen, Calcasieu, Jefferson Davis and Cameron Parishes)

8.3.6 **Region 6 in the Central Louisiana –Alexandria** (Sabine, Vernon, Natchitoches, Rapides, Winn, Grant, LaSalle, Catahoula, Concordia, and Avoyelles Parishes) Michael Kuk, PhD 337-208-2818

8.3.7 **Region 7 in the Northwest - Shreveport/Bossier/Mansfield area** (Caddo, Bossier, Webster, Claiborne, Bienville, De Soto, and Red River Parishes) Coordinator David Stephens 318-578-4218

8.3.8 **Region 8 in the Northeast -Monroe/West Monroe/Ruston area** (Union, Lincoln, Jackson, Ouachita, Caldwell, Franklin, Tensas, Richland, Madison, West Carroll, East Carroll, and Morehouse Parishes) Coordinator Tommie Woods 318-278-3163

8.3.9 **Region 9 in the Northshore - Hammond/Slidell area** (Saint Helena, Tangipahoa, Livingston, Washington, and Saint Tammany Parishes)

## **9.0 LOUISIANA CHAPLAIN RESPONSE TEAM (LCRT) FOR DISASTERS**

9.1 Training and Deployment Requirements for deployment by LCRT to disaster

9.2 **ICS Competencies:** Certificates of completion from **FEMA** -

9.2.1 **IS-100-ICS (0.3 CEU),**

9.2.2 **IS-200 - ICS (0.3 CEU),**

9.2.3 **IS-700 NIMS (0.3 CEU), and**

9.2.4 **IS-102- Deployment Basics for FEMA Response Partners (1.0 CEU)**

9.3 **LCRT Completions:**

9.3.1 **Essentials of Fire Chaplaincy** (16 hrs.) FFC Basic class;

9.3.2 **The Chaplain’s Role in Disaster Response** (6 hrs.) FFC Advanced class

9.4 **CISM Competencies:**

9.4.1 **Assisting Individuals in Crisis** (13 hrs.),

9.4.2 **Group Crisis Intervention** (14 hrs.) and

9.4.3 **Pastoral Crisis Intervention I** (13 hrs.) or **Psychological First Aid** (4 hrs.)

9.5 **Other Training Certifications:** Advanced Level from either ICPC or FFC, or 30.0 CEU hours of Chaplain related training (Must produce certificates for all CEU hours)

9.6 **Served five (5) consecutive years as Chaplain** in the public safety / emergency services field

9.7 **Attendance LCRT training classes** may be in lieu of some others above (including

9.7.1 **The Chaplain in the Command System** (1 ½ hrs.),

9.7.2 **Disaster Response Process** (4 hrs.),

9.7.3 **Share your Grief** (2 hr.),

9.7.4 **Emergency Services Funerals** (1 ½ hrs.) and others as may be determined by the LCRT leadership or demonstrate equivalent training.

*\*Meet standards within one year of attending LCRT training*

*\*LCRT leader reserves the right to deploy Chaplains that may not have all qualifications met at the time of request to LCRT for assistance of Chaplains.*

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**If you or your agency would like to request additional Chaplain assistance for any event, no matter the size, please call 1-318-419-7278.** This number will ring into the cell phone of Chaplains Jim Burns of the Louisiana Fire Chaplain Network and Jim will contact available Chaplains in the region and follow up with you or your agency for details etc.

**Chaplain Jim Burns** [Chaplainjim413@gmail.com](mailto:Chaplainjim413@gmail.com)  
**318-419-7278**

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