



## **Instructions for Submitting a Line of Duty Death Notification for EMS Personnel Form**

To submit a nominee for placement in the Texas EMS Hall of Honor the Line of Duty Death Notification for EMS Personnel form must be completed.

The nominee must:

- Hold current individual Texas EMS certification or licensure;
- Have no pending disciplinary actions;
- Have been performing EMS duties at the time of death (i.e., transporting patients, treating patients, performing rescue operations, and may include attending meetings, public appearances or other related functions which may include medical helicopter or airplane pilot);
- Have followed established safety regulations, local protocols and standard operating procedures; and
- Be approved by the DSHS Office of EMS and Trauma Systems Coordination.

### **Preparing a nomination**

If all the above criteria are met, it is important that the information requested on the notification form be provided to DSHS in a complete and accurate manner.

The nomination of an individual to the Texas EMS Hall of Honor should be a cooperative effort between the nominee's family and EMS firm. If someone other than a family member submits the nomination, every effort should be made to include the nominee's family in the process.

Once the nomination form has been completed, please provide as much documentation as possible to indicate a line of duty death.

In some cases, a nominee initially survives the initial line of duty trauma, illness or exposure, but later expires due to long term complications from the line of duty trauma, illness or exposure. Please provide a statement from the attending physician along with the notification form, indicating a direct relationship between the cause of death and the line of duty trauma, illness or exposure.

All nominations should also be accompanied by a copy of the nominee's death certificate, clearly indicating the cause(s) of death and any media story that may assist in determining the cause of death.

The Texas EMS system regional managers are available to assist you in the nomination process.

DSHS Regional Office contact information is available at the following website:

[www.dshs.state.tx.us/emstraumasystems/regions.shtm](http://www.dshs.state.tx.us/emstraumasystems/regions.shtm).

### **Submitting of a nomination**

Once the nomination form has been completed and supporting documentation has been obtained, please make three copies of the information for dissemination as follows:

- A copy should be retained by the individual making the nomination
- A copy should be provided to the nominee's family
- A copy should be provided to the EMS firm which employed the nominee

The original form and documentation should be sent to the following address:

**Texas Department of State Health Services  
Office of EMS/Trauma System Coordination  
P.O. Box 149347  
MC 1876  
Austin, Texas 78714-9347**

**Nomination deadline**

All nominations for the Texas EMS Hall of Honor service must be received by DSHS each year on or before August 31<sup>st</sup>. Any nomination received after August 31<sup>st</sup> will be considered for the subsequent year's Texas EMS Hall of Honor service. Due to the preparatory time required for the Texas EMS Hall of Honor service, there will be no exceptions made to this policy.

**For information on the National EMS Memorial Service;**

National EMS Memorial Service  
2910 North Powers Blvd. #119  
Colorado Springs, CO 80922-2818  
Phone: 719-286-0299  
Email: [info@nemsms.org](mailto:info@nemsms.org)

**For information on EMS Provider Federal Death Benefits;**

Public Safety Officers Benefits Act  
United States Department of Justice  
Public Safety Officers' Benefits Program Bureau of Justice Assistance  
810 Seventh Street, NW  
Washington, DC 20531  
Phone: 202-307-0635; Toll free: 888-744-6513; Fax: 202-514-5956  
Website: <http://www.ojp.usdoj.gov/BJA/>  
E-mail: [AskPSOB@usdoj.gov](mailto:AskPSOB@usdoj.gov)

**For information on Texas Line of Duty Death Response Team;**

Texas Line of Duty Death Response Team  
PO Box 925  
Friendswood, TX 77546  
Phone: 832-757-1499  
Website: <http://texasloddtaskforce.com/>  
Email: [wendy@texasloddtaskforce.com](mailto:wendy@texasloddtaskforce.com)