



On behalf of the City of New York and the FDNY's Emergency Medical Service (EMS), please accept our condolences. We know this is a difficult time and will do our best to assist you in understanding and navigating the next steps of this process.

EMS Standard Operating Procedure

Emergency Medical Services (EMS) personnel can depart a scene after the pronouncement of death, provided there is a responsible and willing adult present to remain on the scene until the New York City Police Department (NYPD) arrives.

If you are receiving this document, you have been deemed qualified to remain on scene with the decedent until NYPD arrives.

What happens after EMS departs?

- Once death pronouncement has occurred, EMS will inform the NYPD officers upon arrival on scene.
- Do not notify a funeral home, move or remove the decedent from their pronouncement location. NYPD will provide further instruction.

What happens if I need to leave the scene?

- ONCE YOU AGREE TO REMAIN ON SCENE, IT IS EXPECTED THAT YOU DO SO UNTIL NYPD ARRIVES.
 - ***If you must leave the scene prior to NYPD arrival, call 911 to notify them of your intended departure and provide any pertinent information.***

While waiting for NYPD:

- It is important that you **DO NOT** touch, alter, clothe, undress, or move the decedent.
- **DO NOT** remove any medical intervention, jewelry, or property from the decedent. NYPD will provide information on how personal property can be retrieved.
- If you notice any trauma, weapons, drug paraphernalia or anything of suspicion or concern, **IMMEDIATELY CALL 911.**

Once NYPD arrives on scene:

- Upon NYPD arrival, the responding officers will ascertain the facts and safeguard the decedent and their effects.
- NYPD officers will conduct an interview with you. Please provide this document with denoted information to NYPD for inclusion in their reports.
- With this information, the death will then be officially reported by NYPD to OCME.

After OCME is notified of the death:

- Once notified of the death, OCME will assign an investigator as soon as possible to review/investigate the circumstances of death.
- The investigator will speak with NYPD and Next of Kin to gather all pertinent information.
- Upon their initial review, the investigator will determine if further OCME involvement is needed and may respond to the scene accordingly.
 - If it is determined that OCME examination is needed, the investigator will provide you with additional information about the OCME processes.

Other ways you can help:

As part of the death investigation process, the NYPD and OCME will ask for some key information. As you await NYPD arrival, you may assist by gathering some of this information. Key things you can expect to be asked are:

- Confirmation of decedent's full name (for legal certification of death)
- Any names and contact information for primary/treating physicians
- Medical history, if known
- Name of the funeral home, if known, and plans to make private arrangements

Contact Information:

Emergency: 911

Non-emergency: 311

FDNY Headquarters: 718-999-2000

EPCR # _____

UNIT _____

SHIELDS # _____ **#** _____

T.O.D _____ :

DATE: ____ / ____ / ____