



Department of New York  
VFW  
Safety & Public Servant,  
Emergency Medical  
Technician, Law  
Enforcement & Fire Fighter  
Chairman's Guide



Thank you for accepting the responsibility as the Safety & Public Servant Awards Program Chairman for the Emergency Medical Technician, Law Enforcement and Firefighter Professions Chairman for the Department of New York

You are expected to perform your duties to the best of your ability and to become familiar with the requirements of the Safety & Public Servant Awards Recognition Program. The attached Chairman's Guide will provide you some of the necessary guidelines in performing your duties. There may be additional references you may need to review either on the Department or National websites and/or other documentation that may be issued during the ensuing year.

It is important that you learn as much as you can about your position and ask questions if you are not sure of what you will be required to do. I and my staff are available to assist you in this endeavor to ensure you are successful in your efforts.

There are many unsung heroes in our communities who serve the public day in and day out, many times risking their lives for their fellow neighbors and community members and who rarely receive the public recognition they so rightly deserve. The Safety & Public Servant Awards Program is the opportunity to recognize these unsung heroes in our communities.

Please endeavor to promote the Safety & Public Servant Program in our Districts, Councils and Posts pointing out to them the importance of recognizing each of these public servants and what they do each day.

The Department of New York publishes its on-line newspaper, *The Overseas Veteran* quarterly and it is highly recommended that a short article explaining the recognition awards that are available to honor our public servants in their communities be prepared and submitted to the newspaper editor when the call goes out for articles.

Nominations will be submitted in letter format and must be expeditiously reviewed and a final nomination package for each award along with the associated reports completed and submitted as required by the published deadline dates. Nominations are due to you as the Department Chairman by January 1 and your panel must select a single candidate for each of the three awards received and submitted to VFW National by February 1. Deadlines are important, and I expect you to meet them.

Additionally, as part of your responsibilities as Chairman, you are encouraged to prepare a short written report of your activities to be submitted two weeks prior to the Spring and Fall Department Conferences and State Convention. If called upon to make an oral report, you will be invited by letter prior to any conference or convention.

The State Commander is confident of your ability to manage the VFWS Safety & Public Servant, Emergency Medical Technician, Law Enforcement & Firefighter Program and am sure you will be extremely successful in your endeavors.

Thank you for stepping up and accepting this challenging position.





# **VFW SAFETY AND RECOGNITION CHAIRMAN'S MANUAL**





Chairmen should visit the following websites and review the materials and information relevant to almost any emergency or security situation a community might encounter:

[fema.gov](http://fema.gov)  
[dhs.gov/index.shtm](http://dhs.gov/index.shtm).

VFW Post, District and Department Safety Chairmen play a vital role in the VFW's impact on our communities. They are responsible for overseeing the various safety programs at their respective level. To accomplish this purpose it is essential that they do the following:

- Read and understand all Safety Program materials.
- Maintain a working knowledge of all program aspects so as to be the authority on the Safety Program.
- Promote the execution of Safety Programs at their respective Post, District or Department levels.
- Provide timely and accurate program activity reports of Safety Program activities at their level.

### **VFW Recognition Program**

The purpose of the VFW Recognition Program is twofold. First and foremost, as an organization of wartime veterans and their spouses, the VFW and Auxiliary understand the need to recognize and honor those individuals who have performed above and beyond their peers. Of particular significance are those who, like wartime veterans, have placed the safety and welfare of others above their own. Secondly, the VFW and its Auxiliary realize the value of these awards to the Post, District, Department and National organization. Recognizing worthy individuals makes the public aware of the VFW and Auxiliary and increases the public's respect and appreciation for these organizations. That increased respect and appreciation results in greater public support for these organizations and membership growth.

For those reasons, it is important that VFW and Auxiliary leaders at every level take advantage of every opportunity to honor worthy individuals and sometimes organizations. With that in mind, the VFW National organization has established a number of suggested awards. The Post/Auxiliary Safety Chairman should constantly be on the lookout for opportunities to honor individuals of all ages in the community.

The following are suggested awards:

### **National Citation of Recognition**

These citations are available to recognize Posts or individual Post chairmen who have demonstrated an exceptionally high level of service to their community. VFW Department Chairmen are given sole responsibility for identifying those Posts and individuals within their Department worthy of this citation. Application forms including all criteria and instructions are sent to the Department by February. Completed forms listing each Post or chairman by name and Post number must be submitted to the national organization by May 1st to allow time for proper presentation at the Department Convention. If you have any questions, please call Tammy Beauchamp, 816.756.3390, ext 6287 or [tbeauchamp@vfw.org](mailto:tbeauchamp@vfw.org).

### **Public Servant Award Citations for Emergency Medical Technicians, Law Enforcement Personnel and Firefighters**

Each year, the Veterans of Foreign Wars selects emergency medical technicians, law enforcement and firefighter personnel to receive VFW Public Servant Awards. Post Safety Chairmen are encouraged to submit a candidate for these awards to their Department Headquarters by January 1. The Department must select a single candidate for each of the three awards and submit those to VFW National Headquarters by February 1.

NOTE: The VFW National Programs Department does not require all documentation items to be mailed to Kansas City, Missouri (from Department to National.) The only item the National VFW Programs Department requires is the "VFW Department Public Servant Award Citation Request Form", which is now available on the VFW website. You can locate this form by logging in to [vfw.org](http://vfw.org) and searching under "My VFW" in the Training and Support section. If there are any questions email [tbeauchamp@vfw.org](mailto:tbeauchamp@vfw.org) or call 816.756.3390 ext. 6287.

### **VFW National Emergency Medical Technician Public Servant Citation:**

Any individual, who actively gives emergency medical treatment, provides rescue service or civil disaster assistance as a member of any public or volunteer company organized to give emergency medical care, provide rescue and civil disaster assistance to our nation's citizens.

### **VFW National Law Enforcement Public Servant Citation:**

Any individual who serves in a municipal, county, state or federal unit tasked with enforcement of the laws pertaining to their area of responsibility. This award does not apply to individual employed by private companies or security services.

### **VFW National Firefighters Public Servant Citation:**

Any individual who actively fights fires as a member of any public or volunteer company organized to fight fires and give assistance to our nation's citizens.

**Criteria for these awards** - Candidates must have demonstrated:

- Recognition by their colleagues or those they serve.
- Consistent excellence in the performance of their duties.
- Consistent dedication to their official responsibilities over a period of years and continuous growth in responsibilities and skills within their profession.
- Dispatchers can compete for the awards.

### **Documentation required for all Candidates**

- Nomination letter containing the candidate's name, title, and identifying the award for which the individual should be considered.
- Include justification outlining background in field, accomplishments and awards. If personal identifiable information (PII) becomes a concern recommending an officer, please submit as much

The Department or a local VFW Post may then purchase the award(s) through the VFW Store for presentation. Awards, stock numbers and contact information are as follows:

JROTC Medal #1229  
JROTC Citation # 4387  
ROTC Medal #1226  
ROTC Citation #4386  
Naval Sea Cadet Medal #1207  
Naval Sea Cadet Citation #4393  
Civil Air Patrol Officer Medal #1208  
Civil Air Patrol Officer Citation #4394  
Civil Air Patrol NCO Medal #1209  
Civil Air Patrol NCO Citation #4395

**Order through:**

VFW Store 406  
W. 34th St.  
Kansas City, MO 64111  
1.833.VFW.VETS  
Website: [vfwstore.org](http://vfwstore.org)

Recognizing local heroes, heroines, patriots and outstanding youth with VFW awards, citations and medals is one of the easiest and most effective ways to grow a VFW Post. Every time your VFW Post honors a local individual, you spread good will among the individual's family, friends and your entire community. That good will returns to your Post in the form of increased public support for your fundraising, increased attendance at your events and, perhaps most importantly, more members for your Post and its Auxiliary.

VFW awards don't cost, they pay - big dividends.

**FOR MORE INFORMATION CONCERNING VFW SAFETY  
AND VFW RECOGNITION PROGRAMS CONTACT:**

**Tammy Beauchamp**  
**Phone: 816.756.3390, ext. 6287**  
**Email: [tbeauchamp@vfw.org](mailto:tbeauchamp@vfw.org)**



## **PUBLIC SERVANT AWARD CITATIONS FOR EMERGENCY MEDICAL TECHNICIANS, LAW ENFORCEMENT PERSONNEL AND FIREFIGHTERS**

Each year, the Veterans of Foreign Wars selects emergency medical technicians, law enforcement and firefighter personnel to receive VFW Public Servant Awards. Post Safety Chairmen are encouraged to submit a candidate for these awards to their **Department Headquarters by January 1**. The Department must select a single candidate for each of the three awards and submit those to **VFW National Headquarters by February 1**.

NOTE: The VFW National Programs Department does not require all documentation items to be mailed to Kansas City, Missouri (from Department to National.) The only item the National VFW Programs Department requires is the "VFW Department Public Servant Award Citation Request Form" which can be mailed, faxed, or e-mailed to the Department upon request – send an e-mail to [tbeauchamp@vfw.org](mailto:tbeauchamp@vfw.org) or call 816-756-3390, ext 6287.

### **VFW National Emergency Medical Technician Public Servant Citation:**

Any individual, who actively gives emergency medical treatment, provides rescue service or civil disaster assistance as a member of any public or volunteer company organized to give emergency medical care, provide rescue and civil disaster assistance to our nation's citizens.

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Any individual who serves in a municipal, county, state or federal unit tasked with enforcement of the laws pertaining to their area of responsibility. This award does not apply to individual employed by private companies or security services.

**VFW National Firefighters Public Servant Citation:** Any individual who actively fights fires as a member of any public or volunteer company organized to fight fires and give assistance to our nation's citizens.

### **Criteria for these awards – Candidates must have demonstrated:**

- 1) Recognition by their colleagues or those they serve.
- 2) Consistent excellence in the performance of their duties.
- 3) Consistent dedication to their official responsibilities over a period of years and continuous growth in responsibilities and skills within their profession.

### **Documentation required for all Candidates:**

- 1) Nomination letter containing the candidate's name, title, address, telephone and identifying the award for which the individual should be considered.
- 2) One (1) page resume of the candidate's overall background.
- 3) One (1) page resume of the candidate's background in their field.
- 4) One (1) page listing of the candidate's accomplishment and awards in their field.
- 5) Photograph (preferably a head shot) of the candidate.

Nomination – Post Safety Chairmen should send the above information to their Department Headquarters to arrive not later than January 1. Departments should forward a completed "VFW Department Public Servant Award Citation Request Form" for each of their Department winners to arrive no later than February 1 to:

VFW National Headquarters  
Attn: Programs,  
Tammy Beauchamp  
406 West 34<sup>th</sup> Street  
Kansas City, MO 64111  
Phone: 816-756-3390 x6287  
E-mail: [tbeauchamp@vfw.org](mailto:tbeauchamp@vfw.org)





## VFW Public Servant Award Citation Post Entry Form

NOTE: VFW Point of Contact should fill out their section below prior to distributing this form.  
This will provide individuals from outside of the VFW with the needed information to submit their packets successfully.

### To be filled out by VFW representative

Sponsoring VFW Post #:  Sponsoring District #:

Date of Presentation: MM/DD/YY (if available)

### VFW Post POC

Full Name:

Phone:  Email:

Address: (where to mail entry)

City:  State:  Zip:

### Individual Submitting Nomination

Full Name:

Phone:  Email:

### Nominee Information

Choose appropriate citation: (EMT, Firefighter or Law Enforcement)

Full Name: (please list as you wish it stated on the citation)

Gender:

Occupation Title: (if any) (please list as you wish it stated on the citation)

Employer Name: (please list as you wish it stated on the citation)

Address of Employer: (please list as you wish it stated on the citation)

City:  State:  Zip:

Employer Phone:  Employer Email: (if available)

Please complete this form and submit to your local VFW Post using the information provided above. Ensure to include all required documentation that is outlined on the instructions sheet provided with this form. All post entries must be received by their **Department Headquarters no later than January 1st**. If you have any questions, please feel free to contact Tammy Beauchamp at 816-756-3390 x 6287, e-mail [tbeauchamp@vfw.org](mailto:tbeauchamp@vfw.org)





## **VFW Department Public Servant Award Citation Request Form**

Department of \_\_\_\_\_, VFW  
(State)

Date of presentation: \_\_\_\_\_  
(Month, day, year)

Sponsoring Post # \_\_\_\_\_ Sponsoring District # \_\_\_\_\_

Choose appropriate citation: \_\_\_\_\_  
(EMT or Firefighter or Law Enforcement)

### **Nominee information:**

Name of Nominee: \_\_\_\_\_  
(Please list as you wish it stated on the citation.)

Gender: \_\_\_\_\_  
(Male / Female)

Title (if any): \_\_\_\_\_  
(Please list as you wish it stated on the citation.)

Employer Name: \_\_\_\_\_  
(Please list as you wish it stated on the citation.)

Address of Employer: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Employer Phone # \_\_\_\_\_

Approved by \_\_\_\_\_  
(Department Commander, Department Adjutant or Department Safety Chairman)

The Department should complete this form and forward it to VFW National Headquarters, Programs Department, 406 W. 34<sup>th</sup> Street, Kansas City, MO 64111, by February 1st or three weeks prior to the presentation date. The appropriate citation will be forwarded to your Department Headquarters for presentation. If you have any questions, please feel free to contact Tammy Beauchamp at 816-756-3390 x 287, e-mail [tbeauchamp@vfw.org](mailto:tbeauchamp@vfw.org)





## Do You Have a Family Emergency Plan?

Almost as important as the disaster supplies kit is your family's emergency plan. Decide on a location for your family to meet outside the home in the event of a home evacuation. For instance, if your home catches on fire, plan to meet in a particular neighbor's yard.

**Separation is a real possibility during the day when adults are at work and children are at school.** To that end, pick a location like a park or a favorite family restaurant at which to meet.

Furthermore, have an out-of-town friend or family member act as the family contact to relay messages. If you can't make it to the family meeting spot, you can call the family contact and leave a message with your location and condition. All family members should carry the contact's name and phone number with them at all times.

If you are asked to evacuate due to a hazardous waste spill or the threat of a hurricane coming ashore, **know where you are going.** Make arrangements in advance to stay with friends or relatives who live outside of town. If there isn't time, know the location of emergency shelters. Pet-owners should find out where to take their animals in case they are not permitted at the shelter.

Once your family is prepared for the worst, and your Post home also is well-equipped for a disaster, be sure to check with your employer to ensure there is a disaster plan in effect at the workplace.

## What Can Your Post Do?

VFW members and Posts around the country are encouraged to work with Citizen Corps Councils to promote volunteer service opportunities in support of first responders, disaster relief and community safety. Contact your local Citizen Corps Council and ask to be a member. Offer your Post home as a meeting place for training, or provide meals to volunteers.

For more information on what to do in the event of a natural disaster or terrorist attack, visit these Web sites:

[www.dhs.gov/citizen-corps](http://www.dhs.gov/citizen-corps)  
[www.ready.gov/citizen-corps](http://www.ready.gov/citizen-corps)



**Veterans of Foreign Wars Programs**  
 406 W. 34th St.  
 Kansas City, MO 64111  
 (816) 756-3390 ext. 117

Revised: 6/16/15

## Are You Ready If Disaster Strikes?

VFW Disaster Preparedness and Awareness Brochure







## Spread the Word: Preparation is Key

If disaster strikes your community, will your VFW Post members and their families be prepared? Keep in mind that disasters range from floods, hurricanes and ice storms to hazardous waste spills and the unthinkable terrorist attack. September is *National Preparedness Month*, so take this opportunity to share the following information with your members.

Everyone is susceptible to the possibility of emergencies. It doesn't matter if you live in the Midwest or New York City. **What does matter is whether or not you're prepared.**

This guide will help better prepare you in the event of a major storm or attack. You will be instructed how to put together a home disaster supplies kit, though you may want to make one for your Post as well.

Before you start gathering items you need for your disaster kit, here are some simple steps to take around your home:

- Check and change the batteries in your smoke alarms and replace all alarms that are more than 10 years old.
- Organize and practice a family fire drill.
- Locate the utility mains for your home and know how to manually turn them off.
- Post a list of emergency phone numbers next to the telephones in your home.
- Cordless phones won't work if the power is out. Be sure to have a regular telephone to plug in.

## Creating Your Disaster Supplies Kit

Following a catastrophe, it can take days before emergency workers are able to reach you and your family. The best way to plan for emergencies is to prepare a disaster supplies kit. Once the unfortunate event occurs, there will not be time to shop or search for supplies.

Before getting your kit together, be sure you have enough supplies for at least three days. **Consider making two kits.** In one, put everything needed to stay where you are and make it on your own. The other should be a lightweight, smaller version you can take with you should evacuation occur.

This is a suggested list of what your disaster kit should contain:

- One gallon of water per person per day
- A minimum three-day supply of non-perishable food including canned items, peanut butter, jelly, crackers, granola bars and trail mix
- One complete change of clothing and footwear per person, including hats
- Blankets or sleeping bags
- Toilet paper and feminine sanitary products
- Disinfectant
- Trash bags with ties
- Mess kits or paper cups, plates and utensils
- Battery-operated radio and extra batteries
- Cash or traveler's checks
- Utility knife and a non-electric can opener
- Fire extinguisher
- Pliers
- Duct tape and plastic sheeting
- Compass
- Matches in a waterproof container
- Aluminum foil
- Signal flare
- Paper and pencil
- Shut-off wrench to turn off household utilities
- Filter masks

Be sure to keep your disaster supply kit in a convenient place known to all members of your family. **The items should be kept in airtight plastic bags.** Your food and water supply should be rotated every six months.

In addition to the important items already mentioned, a complete first aid kit will likely come in handy. Be sure to include the following:

- Sterile adhesive bandages
- 2- and 4-inch sterile gauze pads
- Hypoallergenic adhesive tape
- Triangular bandages
- 2- and 3-inch sterile roller bandages
- Scissors
- Tweezers
- Needle
- Antiseptic
- Thermometer
- Tube of petroleum jelly
- Assorted safety pins
- Cleansing agent
- Latex gloves
- Sunscreen
- Aspirin or non-aspirin pain reliever
- Anti-diarrhea medication
- Antacid
- Ipecac
- Laxative
- Activated charcoal





The following form is a sample submission form which may be modified annually by National and will be available on the National VFW website each year at [www.vfw.org](http://www.vfw.org).



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### To be filled out by VFW representative

Sponsoring VFW Post #:	<input type="text"/>	Sponsoring District #:	<input type="text"/>
Date of Presentation: MM/DD/YY (if available)	<input type="text"/>		
<b><u>VFW Post POC</u></b>			
Full Name:	<input type="text"/>		
Phone:	<input type="text"/>	Email:	<input type="text"/>
Address: (where to mail entry)	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
		Zip:	<input type="text"/>

### Individual Submitting Nomination

Full Name:	<input type="text"/>		
Phone:	<input type="text"/>	Email:	<input type="text"/>

### Nominee Information

Choose appropriate citation: (EMT, Firefighter or Law Enforcement)	<input type="text"/>
Full Name: (please list as you wish it stated on the citation)	<input type="text"/>
Gender:	<input type="text"/>
Occupation Title: (if any) (please list as you wish it stated on the citation)	<input type="text"/>
Employer Name: (please list as you wish it stated on the citation)	<input type="text"/>
Address of Employer: (please list as you wish it stated on the citation)	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
Employer Phone:	<input type="text"/>
Employer Email: (if available)	<input type="text"/>

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**Note:** The below instructions and the above form may be changed from year to year so be sure to check the National website for the most up-to-date reporting information.

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VFW National Headquarters  
Attn: Programs,  
Tammy Beauchamp  
406 West 34<sup>th</sup> Street  
Kansas City, MO 64111  
Phone: 816-756-3390 x6287  
E-mail: [tbeauchamp@vfw.org](mailto:tbeauchamp@vfw.org)

