

## Death On Duty Process

- ☐ Persons on scene call 911 and supervisor
- ☐ Department Head/Designee responsible for notifying family of death
- ☐ Supervisor calls safety coordinator or emergency safety contact
- ☐ Safety calls HRBP
  - ☐ Safety to arrive on scene to investigate within 2 hours of incident
  - ☐ Safety requests police support to provide security during investigation
  - ☐ Safety to engage external audit within 24 hours of incident
- ☐ HRBP to be liaison between family, Risk, Benefits, Communication and the department
  - HR BP Calls Director, Human Resources & Deputy Director Human Resources
- ☐ Worker's Comp to work with Benefits to provide letter of benefits for family and to provide updates on investigation
- ☐ Benefits to coordinate
  - ☐ Life insurance
  - ☐ Survivor benefits (if applicable) for spouse/children
  - ☐ Retirement Fund for pension options
- ☐ Wellness to hire EAP counselor on site for debrief
  - Wellness needs:
    - Name of Employee
    - Position/Department
    - Number of years with City
  - For Counselor Safety & Coordination:
    - Disclosure of any COVID cases within the last 2 weeks
    - Number of counselors requested
    - Days/Times Requested
    - City Location/Site counseling will take place at
    - Location/Site Contact
    - Contact Number
- ☐ Benefits/Wellness to engage a CISM team – Kathy Stout or internally
  - ☐ Critical Incident Stress Management – guided discussion and CISM team works with those having a more difficult time.
- ☐ HR Communications Coordinator communicate with CMO/Media

Message created and approved for distribution to media

Message created and approved for distribution to deceased employee's team and/or department

Message created and approved for distribution in the Roundup

Needs:

Develop website and QR code to post in cars to link to the website with checklist and important phone numbers

Training for HRBP and potentially Benefits/Wellness on crisis support

Contacts list:

Safety

Margo Wood, Safety Coordinator – 817-392-7437 (O) 682-429-4155 (C)  
Danielle Caster, Sr. HR Analyst – 817-392-7472 (O)  
Chris Lam, Worker's Comp Manager – 817 – 392-6398 (O)  
Mark Barta, Assistant Director over Risk – 817-392-7790 (O) 817-475-2654 (C)

HRBP

Ann Herrera, HRBP – 817-392-7340 (O)

Benefits

Joanne Hinton, Benefits Manager – 817-392-6275 (O) 682-234-4717 (C)  
Vivianee Haydon, Sr. HR Analyst – 817-392-7743 (O)

Wellness

Ana Ayala Terrazas, Wellness Coordinator – 817-392-8556 (O) 817-944-8631 (C)

Communications

Amanda Reyes, Communications Specialist – 817-392-7567 (O)

Human Resources Director

Dianna Giordano, HR Director – 817-392-7783 (O) 817-360-0674 (C)  
Holly Moyer – Assistant HR Director – 817-392-7847 (O) 512-762-4300 (C)