## **City of Fort Worth**

## **Employee In Line of Duty Fatality**

**Purpose**: To ensure appropriate personnel are notified in a timely manner and benefits assistance when an employee passes away while on the job.

## **Part One: Immediate Response and Communication.**

Person on scene render first aid and designate person, if available, to call 911 and then supervisor

Call 9-1-1 and then supervisor

Supervisor notify Department Head or designee to serve as emergency spokesperson responsible for notifying family to advise of the situation

Supervisor or designated emergency spokesperson will meet family at hospital

Department Head or designee notify City Manager’s Office assigned Assistant City Manager (ACM) & Chief Communications Officer Reyne Telles

Department Head or designee notify City Safety Coordinator

Margo Wood, Safety Coordinator – 817-392-7437 (O) 682-429-4155 (C)  
Mark Barta, Assistant Director over Risk – 817-392-7790 (O) 817-475-2654 (C)

Safety Coordinator will complete the following

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

## **Part Two: Handling Arrangements and Coordinated Activities**

This section will outline how the communications will occur within the organization and liaison

with family.

Supervisor will notify customer and/or clients who may have direct relationship with employee

Safety notifies HRBP to be liaison between Family, Communication, Risk, Benefits, Payroll, etc.

HRBP contacts Director, Human Resources & Assistant Director Human Resources

Dianna Giordano, HR Director – 817-392-7783 (O) 817-360-0674 (C)  
Holly Moyer, Assistant HR Director – 817-392-7847 (O) 682-309-0918 (C)

Payroll, Benefits and

HR Communications Coordinator, Amanda Reyes - 817-392-7567

## **Part Three: Benefits and Entitlements**

This section will outline the process for wages and benefits.

HRBP to be Liaison between Family, Communication, Risk, Benefits and department

Workers’ 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

COBRA paperwork

Retirement Fund Coordination

EAP Contact: Ana Ayala Terrazas – 817-392-8556 (O),

Name of Employee  
 Department  
 Number of years with City   
 Department Liaison Contact:   
 Number of counselors requested  
 Days/Times Requested  
 City Location/Site counseling will take place at  
 Location/Site Contact  
 Contact Number

Supervisor

Discuss with family for arrangement of packing/delivery of personal belongings to family

Follow normal termination procedures for city issues keys, credit card, equipment, etc. are returned

Payroll

Ensure final paycheck and/or non-deposited payment for deceased employee are paid to the estate

## **Key Contact List**

City Manager’s Office:

Assistant City Manager(s)

Dana Burghdoff – 817-392-8018

Fernando Costa – 817-392-6122

William Johnson – 817-392-5806

Jesica McEachern – 817-392-5804

Valerie Washington – 817-392-6192

Reyne Telles, Chief Communications Officer – 817-392-6187 (O)

Human Resources Department

Safety

Mark Barta, Assistant Director over Risk – 817-392-7790 (O) 817-475-2654 (C)

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)

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)

HRBP

Ann Herrera, HRBP – 817-392-7340 (O)

Human Resources Administration

Dianna Giordano, HR Director – 817-392-7783 (O) 817-360-0674 (C)  
 Holly Moyer – Assistant HR Director – 817-392-7847 (O) 682-309-0918 (C)

Mark Barta – Assistant HR Director – 817-392-7790 (O)