## **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)