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)