

Oklahoma Municipal Management Services

Crisis Management Preparation & Response

A best practice checklist for how to respond to an on the job employee death, recommending the following actions to be considered:

A. Pre-Planning:

1. Maintain an emergency contact list for all employees and board members (the list should be reviewed at least annually, and be readily available to the City Manager, HR, and department heads).
2. Ensure that beneficiary information is provided for all employees.
3. Do you have a Chaplin for such an incident, or have you coordinated with a ministerial alliance group to be available – if yes, have their contact information available to all who would need it.
4. Do you have a safety coordinator?
5. Do you have an Emergency Action Plan?
6. Do you have a process for record retention?
7. Conduct a safety analysis by the Oklahoma Department of Labor (PEOSH).
8. Make safety training a priority.

B. Incident Response:

1. Determine who is in charge of the scene and ensure it is secured and that all risk has been alleviated.
2. Determine who will contact next of kin and provide in person notice.
3. Contact your insurance carrier (OMAG if an OMAG city); provide notice of the incident and request EAP assistance for any affected co-workers.
4. Contact the Oklahoma Department of Labor, Public Employees Occupational Safety and Health Division (PEOSH) – report in writing is required within 48 hours.
5. Contact the state medical examiner at the office of the chief medical examiner at (405) 239-7141 (OKC and west) or (918) 295-3400 (Tulsa office).
6. Identify a specific person who shall handle all media contact.
7. Take and store photos and witness statements.

This checklist was created on January 28, 2020 at an Oklahoma Municipal Management Services (OMMS) conference with approximately 90 participants, as coordinated by Dave Andren, City Manager of Mangum, Oklahoma, based upon their real-life experience.

OMMS is a statewide interlocal cooperative organization formed by the cities of Harrah and Mustang in July of 2018. Since then, cities and towns across Oklahoma have joined. Our goal is to meet cities and towns where they are, and provide real solutions to everyday problems. Whether you are looking for management assistance, HR guidance, economic development, review of operations or social media management, we can assist. We also want to help municipalities benefit from shared services, connecting you with valuable resources. Made up of long-time city officials, we are here to provide access to solutions!