

# Catastrophe/Fatality Response Guide



## In the first 5 minutes...

- Call appropriate emergency responders (911)
- Secure the scene
- Account for all employees



## Report a fatality or severe injury to OSHA

- If a fatality: within 8 hours
- If a hospitalization, amputation, or loss of an eye: within 24 hours
- To make a report, call the OSHA 24-hour hotline at 1-800-321-6742 (OSHA)
- Be prepared to supply: Business name; names of employees affected; location and time of the incident, contact person and phone number



## Prepare a media statement

"It has only been a few short hours since the time of the accident. We are working with the authorities and our insurance company in gathering information. At this time, it would be inappropriate to make any further comments. We will keep you updated as to any further developments."



## Get help

- File an insurance claim by contacting LMC's claim team at 800-747-5652
- Contact LMC's Risk Management team:
  - » Chuck Martinek, VP, Loss Prevention Services, at 515-237-0188 (office) or 515-669-4521 (cell)
- Elizabeth Kain, MOT, OTR/L, Loss Control Consultant at 515-237-0126

Download our Crisis Management Guide at [www.lmcins.com/risk-management](http://www.lmcins.com/risk-management) or contact a member of our risk management team at 800-677-1529 to request a copy.

  
*Insurance & Risk Management*