

MASS CASUALTY PREPAREDNESS: PRE-INCIDENT CHECKLIST
(Update every 6 months)

Date of review: _____

Name of reviewer: _____

Position: _____

Phone: _____ Mobile: _____

Email: _____

1. Are your resource contacts updated? Yes No
2. Have you reviewed your department's crisis management plan? Yes No
3. Is Victim Assistance included in your department's crisis management plan? Yes No

4. Identify special populations, high-risk populations, and geographical issues in your area that may need specialized attention if an event were to occur.

5. Identify some large hotels, schools, and convention centers in your area that may be used as a possible Family Assistance Center:

Important Points of Contact/Resources:

Department Crisis Management Coordinator (or equivalent):

Name: _____

Phone: _____ Mobile: _____

Email: _____

Department Public Information Officer:

Name: _____

Phone: _____ Mobile: _____

Email: _____

Neighboring Law Enforcement Victim Advocates:

Name: _____
Position: _____
Phone: _____ Mobile: _____
Email: _____
Address: _____
Capabilities/responsibilities: _____

Name: _____
Position: _____
Phone: _____ Mobile: _____
Email: _____
Address: _____
Capabilities/responsibilities: _____

Name: _____
Position: _____
Phone: _____ Mobile: _____
Email: _____
Address: _____
Capabilities/responsibilities: _____

Name: _____
Position: _____
Phone: _____ Mobile: _____
Email: _____
Address: _____
Capabilities/responsibilities: _____

FBI Victim Specialist:

Name: _____
Phone: _____ Mobile: _____
Email: _____
Address: _____

Capabilities/responsibilities: _____

State Victims' Crime Compensation Program:

Name: _____

Position: _____

Phone: _____ Mobile: _____

Email: _____

Address: _____

Capabilities/responsibilities: _____

Are they able to make on scene payments? Yes No

Office of Emergency Management contact(s):

Name: _____

Position: _____

Phone: _____ Mobile: _____

Address: _____

Capabilities/responsibilities: _____

Additional contacts/resources:

Examples: Local Crisis Response Teams, Office of the Attorney General, State Attorney's (or District Attorney's) Office Victim Coordinators, Federal Victim Advocates, Department of Children and Families, Local Victim Service Agencies, Level 1 Trauma Hospitals

Agency: _____

Name: _____

Position: _____

Phone: _____ Mobile: _____

Address: _____

Capabilities/responsibilities: _____

Agency: _____

Name: _____

Position: _____

Phone: _____ Mobile: _____

Address: _____

Capabilities/responsibilities: _____

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Phone: _____ Mobile: _____
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ONGOING PREPARATION

- Educate Department regarding Victim Assistance roles, responsibilities, capabilities including VARDT. Ensure senior management is aware.
- Ensure that Victim Assistance is included in Department crisis response plan, has a seat in the command post and access to computers and phones during a response.
- Establish and maintain contact with other local, state and federal resources/contacts. Have awareness of capabilities (childcare, food, emergency management, mental health, victim advocates).
- Have a list of possible family assistance center locations available (hotels , community centers, schools).
- Have awareness of local, state and federal crisis response plans.
- Have awareness of state, local and federal agencies tasked with providing onsite assistance to victims and ensure that agencies understand the agencies' responsibilities for victim assistance.