

**Media Victim Questions Checklist**  
**For Victim Assistance**  
**Mass Casualty Response**

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**Timeline:** Within 24hrs after the incident or upon first appropriate contact with victim/family.

1. Does the victim/family want contact information released to **Elected Officials?** (i.e. Governor, Congressman, White House, etc...)

**Yes:** Obtain/verify contact Information to be released (should match victim list)

- Victim Name: \_\_\_\_\_
- Who is authorizing release of information & indicate their relationship to the victim:  
\_\_\_\_\_
- Phone #: \_\_\_\_\_
- Email: \_\_\_\_\_
- Address: \_\_\_\_\_

**No:** Who indicated no?

- Name/contact #: \_\_\_\_\_

2. Media Assistance

Who does the victim/family designate as the point of contact for media matters & funeral questions (can be different than NOK)?

- Name: \_\_\_\_\_
- Phone #: \_\_\_\_\_
- Email: \_\_\_\_\_
- Address: \_\_\_\_\_
- Relationship: \_\_\_\_\_

Does the victim/family have photo(s) or video(s) they want to release to the media?

- **Yes:** Please obtain a photo/video at that time if possible
  - Physical photo obtained. Does family want the photo back? Yes/No
  - Photo emailed/text to Victim Advocate by family
  - Video obtained. Indicate in what form: \_\_\_\_\_
  - Victim Advocate provided to PIO/Media Rep on (date): \_\_\_\_\_
- **No:** Please discuss that media may pull photos/videos off social media sites if one is not given by victim/family.

Does the victim/family want to write a statement to release to the media?

- **Yes:**
  - Ask the victim/family if they want a PIO/Media Rep or Victim Advocate to assist in writing this statement.
    - Contact PIO/ Media Rep for assistance
  - Statement prepared during visit and given to Victim Advocate
  - Family is going to prepare statement and email to Victim Advocate
  - Does victim/family want PIO/Media Rep to release the statement to the media?
    - Yes: Ensure PIO is notified and has statement
    - No: Family may choose to release this themselves
  - Victim Advocate provided to PIO/Media Rep on (date): \_\_\_\_\_
- **No:** Please discuss that media may provide information (obtained by social media/friends) about victim without family input.