# Media Victim Questions Checklist

## For Victim Assistance

### Mass Casualty Response

**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
     - **No:** Please discuss that media may provide information (obtained by social media/friends) about victim without family input.