SAMPLE – Customize as needed

(Your county here) System Based Response Overview
Criminal Mass Violence

Division of Duties:

Mass Casualty incident occurs – 4 entities (DAVAP, FBI, LE, CVSD) remain in contact and share information via phone/text. (Customize this chart to reflect your plan of action)
**Incident Command Structure for VAP:** (This chart may be useful to include in your county’s overall emergency response chart)

```
DAVAP or FBIVAP  
(Located at LE Command Center)

  FBI Victim Assistance/VSRT Team Lead

  VSRT Team

  (your team lead)  
  (dispatched to specific location - i.e. FRC)

  Team of Responders

DAVAP Director/Lead  
(Located at VAP Staging area)

  (your team lead)  
  (dispatched to specific location - i.e. Hospital)

  Team of Responders
```
Information flow sample: *(Consider a plan for sharing information)*

- LEO Need Expressed @ LEO Briefings or through JIC / LE CP. PIO/Media Rep
- Lead VAP receives need/information @ LE CP & coordinates with team leads
- *(WHO? Insert Name)* receives and coordinates victim assistance duties w/on-ground advocates (local & VSRT)
- Advocates report back to *(WHO? Insert Name)* VAP at evening briefing.
- Action items identified as needed.
- Lead VAP reports back to LEO POC/CP
- Partnership with local advocates/VSRT when available.
Victim Population Focused/Served:

(As you plan your response decide what agency will serve what population)

Response Roles
(Who Responds to what population?)

i.e.
DAVAP serves those legally defined as victims

i.e.
Non-System Based serves community at large
(who? what type of service? Candelight vigils etc.?)
**Victim Population Focused/Served:** *(This chart may be helpful in identifying roles)*

<table>
<thead>
<tr>
<th>Victim Population</th>
<th>(Your) DAVAP</th>
<th>OR DOJ CVSD</th>
<th>FBI VSD</th>
<th>(Your LE Advocate)</th>
<th>Red Cross</th>
<th>(Others?)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deceased Victims</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Injured Victims</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Direct/Non-Injured Victims</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Near or On Location/Campus</td>
<td>X</td>
<td>Will be incident specific</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Overall Community</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
System Based Points of Contact: *(In addition to charts, consider including a separate detailed contact list like the one below and including definitions for acronyms)*

Name:  *(Insert name)*
Position/Agency: *(Your county)* Victim Assistance Program - Director
Office Phone: XXX-XXX-XXXX
Cell Phone: XXX-XXX-XXXX
Email: XXXXXXXXXX
Capabilities/Responsibilities:
- services related to direct victim needs
- interview accompaniment
- death notifications
- orientation to criminal justice center
- liaison between victim and law enforcement
- assistance with CVC applications
- future CJC events
- information and referral
- info disseminations
- facilitate victim assistance daily debriefs

Name:  *(Insert name)*
Position/Agency: *(Your county)* Victim Assistance Program – Lead
Office Phone: XXX-XXX-XXXX
Cell Phone: XXX-XXX-XXXX
Email: XXXXXXXXXX
Capabilities/Responsibilities: same as above

Name: Helen O’Brien/Diane Wehage/Rebecca Shaw
Position/Agency: Oregon Department of Justice Crime Victims’ Services Division
Office Phone: XXX-XXX-XXXX
Cell Phone: XXX-XXX-XXXX
Email: XXXXXXXX
Capabilities/Responsibilities:
- short and long term
- help with coordinating response from other DAVAPs
- activate CVSD response team
- activate CVC application
- help on-site with CVC app
Name: (Who is your contact?)
Position/Agency: Victim Specialist - FBI
Office Phone: XXX-XXX-XXXX
Cell Phone: XXX-XXX-XXXX
Email: XXXXXXX

Capabilities/Responsibilities:
- Coordination with law enforcement  
  - in command center as needed
- Coordination with service providers  
  - Resources
  - Family Assistance Center
- On-ground victim assistance
- Federal Funding (TEVAF) – incident specific
- Victim Services Response Team (VSRT) – incident specific

Name: (Insert name)
Position/Agency: (Your) Police Bureau
Office Phone: XXX-XXX-XXXX
Cell Phone: XXX-XXX-XXXX
Email: XXXXXXX

Capabilities/Responsibilities:
- Immediate response
- Short-term follow up (up to 2 weeks)
- All volunteer
- Death notifications
- Connect with community resources

Name: (Anyone else?)
Position/Agency: XXXXX
Office Phone: XXX
Cell Phone: 
Email: 

Capabilities/Responsibilities:
- County Contact for VIC/FAC
- Stands up FAC
- Psych first aid training
- Mobilize community contract
- Long term support
- Professional clinicians
**Non-System Based Points of Contact**

Name: *(Insert name)*
Position/Agency: XXXXXXX
Office Phone: XXX-XXX-XXXX
Cell Phone: XXX-XXX-XXXX
Email: XXXX

Capabilities/Responsibilities:
- Short and long term
- Cultural resource and language capacity
- Donation solicitation
- Emotional support
- Resources and referrals
- Crowd control
- Management of community events

**Additional Main Points of Contact (non-committee)** – add contact info
Medical Examiner: XXXXXXX
College contacts - XXXXXXX

**Acronyms for Victim Assistance Response**

**(Your) County**
- DAVAP – District Attorney Victim Assistance Program
- DA – District Attorney
- OEM – Office of Emergency Management

**(Your) Police Bureau (XXX)**
- CRT – Crisis Response Team

**Oregon Department of Justice (DOJ)**
- CVSD – Crime Victims’ Services Division
- CVC – Crime Victim Compensation

**Federal Bureau of Investigation (FBI)**
- VSRT – Victim Services Response Team
- VS – Victim Specialist
- VAP – Victim Assistance Program
- VSD – Victim Services Division

**Additional Acronyms**
- LE – Law Enforcement
- JIC – Joint Information Center
- CP – Command Post
- PIO – Public Information Officer (often Media component)