

**Community Mass Violence Incident Preparedness
Roadmap for Exploring Best Practices**

The National Mass Violence Center’s Improving Community Preparedness to Assist Victims of Mass Violence and Domestic Terrorism: Training and Technical Assistance ([ICPTTA](#)), an organization funded by the [Office of Victims of Crime](#), which operates under the U.S. Department of Justice is excited to work with **XXX**. Exploring 16 Best Practices, the purpose of our work will be to improve the district’s capabilities to care for victims should there be a need to respond to a Mass Violence Incident (MVI).

One of the desired outcomes of this effort will be to identify policy or procedural additions/modifications that may be required to effectively respond to criminal incidents of this nature occurring in our community. Another desired outcome is to identify relevant information not already contained in a written annex of our existing emergency operation plan (EOP) and develop a plan to incorporate these aspects into **XXX** EOP and exercises.

1. Incident Command 	2. Committee Identification & Engagement 	3. Up-to-Date Contact List 	4. Friends & Relatives Center (FRC) 
5. Victim Identification & Notification Protocol 	6. Public Information & Crisis Communications Protocol 	7. Volunteer Management Protocol 	8. Family Assistance Center (FAC) Plan 
9. Financial Donation Management Protocol 	10. Memorial & Special Event Management Protocols 	11. Community Behavioral Health Response 	12. First Responder Support 
13. Planning & Preparedness Grants and Emergency Funding Assistance 	14. Community Resilience Planning 	15. Criminal Justice System – Victim Support 	16. Training and Exercise 

Topics of Discussion

1. Committee Engagement

- Steering Committee:
 - Public Schools Leadership, Police Department, Fire Department/Emergency Manager, Town Administrator, PIO (crisis communications lead), DA's office representative (tentative), American Red Cross (or community VOAD representative)
- Victim Services Committee:
 - Victim advocates (DA's office, law enforcement, state/regional partners), community partners (mental health and spiritual care - Ministry Alliance), law enforcement, disaster/crisis response teams, coroner/medical examiner, healthcare, PIOs
- Behavioral Health Subcommittee (for Session Five/Best Practice 11):
 - Clinicians, counselors, therapists
- Financial/Grant Writing Subcommittee (for Session Four/Best Practice 9, 13)
 - Schools Leadership, community foundation, United Way

2. Schedule (EXAMPLE):

The schedule outlined below aims to cover, over the course of approximately one year (*plus*), all of ICP TTA's 16 Best Practices for how **XXX** would prepare to respond to a Mass Violence Incident (MVI). Sessions would generally occur once every other month with targeted group discussions and follow up meetings scheduled in between as needed to address unanswered questions. This may include an additional monthly standing one-hour meeting with the Steering Committee to track progress and to re-evaluate the schedule moving forward.

Session	Best Practice	Time Commitment	Who's Invited	Virtual or In-Person
One	1, 2, 3	90 minutes	Steering Committee	TBD
Two	4, 5, 8	90-120 minutes	Steering Committee, Victim Services Committee	In-Person
Three	6	60 minutes	Communication Leads from Schools, PD, FD, Town	Virtual
Four	7, 9, 13	90-120 minutes	Steering Committee (Town), Victim Services Committee representatives (to be determined), community partners/VOADs (community foundation, United Way, American Red Cross, Salvation Army), spiritual care, legal services/bar association	Virtual
Five	11	60-90 minutes	Steering Committee, Victim Services Committee representatives (to be determined), Behavioral Health Subcommittee	TBD
Six	10, 14	60-90 minutes	Steering Committee (Town, Law Enforcement, PIOs), Victim Services Committee representatives (to be determined), Behavioral Health Subcommittee	
Seven	12, 15	60 minutes	Steering Committee, Victim Services Committee, Critical Incident Stress Management Teams (if applicable)	Virtual
Eight	16	TBD (2-4 hours)	Everyone involved in planning	In-Person