

Artwork: Jack Forbes

CPJ Emergencies Risk Assessment Template

This risk assessment form can be used by any journalist, reporting team, or editor planning an assignment. Some of the fields may not necessarily be relevant to your specific assignment -- the form is intended to serve as best practice guidance when completing a risk assessment.

Before completing any risk assessment form, all journalists, including freelancers, should have a conversation with relevant team members/editors or even family members/friends, who should have copies of the completed form.

When completing this form, it is important to document in as much detail as possible the dangers an individual journalist or reporting team may be exposed to; to assess how to mitigate those risks; and to include a contingency plan. For additional details on questions that should be considered and information that should be included in this form, please see CPJ's Safety Note on <u>Basic Preparedness</u>.

BASIC INFORMATION	
Assignment Description	
Location(s)	
Project Schedule Please include information about dates, accommodation(s) and transportation (e.g. flight/train numbers)	
Team Member(s): Full Name(s) & Contact Number(s)	
Emergency Contact Details Please include the full name, contact number, and relationship of an emergency contact for each team member	

PHYSICAL SECURITY

Describe below foreseeable risks that could affect the project during and after broadcast/publication.

Include how you will mitigate the risks.
For good practice, please see the <u>CPJ Safety Kit</u>.

Have you considered the potential	
threats related to conflict and violence?	
How do you plan to mitigate these	
threats?	
Please see CPJ's Safety Note on War	
Reporting for more information.	
Is there a risk of terrorist attacks? How	
do you plan to mitigate this risk?	
do you plan to mitigate this risk?	
Please see CPJ's Safety Note on covering	
Terrorist Attacks for more information.	
Have you considered threats related to	
crime (including the threat of	
kidnapping)? How do you plan to	
mitigate this risk?	
Are there any potential issues	
associated with past reporting done by	
any individual involved in the	
assignment that may increase the risk to	
that individual or to the reporting team?	
How do you plan to mitigate these	
threats?	
Have you researched the risk of	
infectious diseases and/or other health	
issues in the location you're reporting	
from? What action will you take to	
mitigate these risks?	
Are there any risks associated with	
potential protests or rallies? How do you	
plan to mitigate these risks?	
plan to margate those hors.	
Please see CPJ's Safety Note on covering	
Civil Disorder for more information.	
Have you considered whether there is	
a need for personal protective	
equipment (PPE) during this	
assignment? If there is a need, what	
PPE do you plan to use? Does	
everyone on the team know / have	
training on how to use the	
recommended PPE?	
Are there risks of verbal, physical	
and /or sexual intimidation? How do	
you plan to mitigate these risks?	
Please see CPJ's Safety Note on Mitigating	
Sexual Violence for more information.	
Is there a risk of arrest or detention? How	
do you plan to mitigate this risk?	
Have you considered transportation	
issues? Please describe your	
contingency plan here.	
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Are there any risks associated with corruption? How do you plan to mitigate these risks?	
Are there any risks regarding the weather or other environmental hazards? How will you mitigate the associated risks?	
Please see CPJ's Safety Note on Natural Disasters and Extreme Weather for more information.	
Have other journalists previously encountered issues covering this story? If so, identify the issue(s) and what steps you will take to mitigate the risks.	
Review your online profile. How could your profile put you at risk with regards to this story?	
Provide details on how you will reduce this risk.	
DIGI	TAL SECURITY
	curity risks that could affect the project during and
after broa	adcast/publication.
	ou will mitigate the risks.
For good practice, pleas	se see the <u>CPJ's Digital Safety Kit</u> .
Have you researched online threat	
actors linked to your story or location? How will you mitigate this risk?	
Have you thought about how to	
communicate securely with sources? What tools will you use and why will you use them?	
Do you have a plan for the secure	
backup and transmission of data? Provide details on how you will do this.	
Have you thought about how you will	
carry out online research securely? What steps will you take to mitigate risk?	
Do you know what information is on your devices and how that puts you at risk?	
Are you aware of best practice for crossing borders with devices? What steps will you take to mitigate the risk?	
Please see CPJ's Safety Note for Journalists Crossing the U.S. Border for more information.	

	DLOGICAL SAFETY
Describe below foreseeable psychological risks that could affect you or team members	
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•	ou will mitigate the risks.
	CPJ's Safety Note on <u>Psychological Safety.</u>
Have you considered psychosocial risks linked to the story, including any	
risks associated to online harassment	
or any other digital threats?	
Please see CPJ's Safety Notes on	
Psychological Safety and Online Harassment and How to Protect Your	
Mental Health for more information.	
Is there a plan in place for debriefing all	
members of the reporting team,	
including freelancers, photographers,	
and editors, following the assignment?	
If necessary, is there a plan in place for	
helping secure psychosocial or trauma support for all members of the reporting	
team, including freelancers,	
photographers, and editors?	
CHECK-IN PROCEDUI	RES & EMERGENCY CONTACTS
Please complete the following	g section with as much detail as possible
Please indicate your check-in times and	
the agreed point of contact. You should	
include telephone numbers for each member of the reporting team, the point	
of contact, the time zone/s where you	
will be operating, and the agreed-upon	
mode of communication (Signal,	
WhatsApp, SMS). Please include information on relevant	
insurance	
(please include the provider's 24-hour	
emergency assistance phone number, as	
well as the policy number and dates of	
validity)	
For more information on insurance schemes	
available to freelance journalists and local	
media, please visit the <u>insurance page</u> from	
the ACOS Alliance.	
Please indicate other useful contacts in case of an emergency (include telephone	
numbers).	
Please include detailed emergency and	
medical procedures here.	

If applicable, please include emergency legal contacts here.	
Please indicate any other relevant information.	

CPJ's online <u>Safety Kit</u> provides journalists and newsrooms with basic safety information on physical, digital, and psychological safety resources and tools. Journalists who need assistance should contact CPJ via <u>emergencies@cpj.org</u>.

If you would like to subscribe to receive periodic email from CPJ on safety information, please sign up here and select "CPJ safety advisories." You can also follow #CPJEmergencies for upto-date information on physical, digital, and psychological safety.