ASSIGNMENT SAFETY CHECKLIST

Please use this suggested form as a checklist to make sure editors and journalists have agreed on safety preparations before a dangerous assignment.

Journalist name: ________________________________________________________________

Media organization: _____________________________________________________________

Editor name: ___________________________________________________________________

Story name: ___________________________________________________________________

Assignment location: _____________________________________________________________

Dates of assignment: _____________________________________________________________

Journalist has done relevant safety training: Y / N

Journalist has done relevant first aid training: Y / N

If not, how will this be done prior to assignment?

A risk assessment has been filled out and discussed: Y / N
[Attach risk assessment.]

Journalist and news organization have weighed perceived risks against editorial benefits of the assignment: Y / N

Risks have been mitigated where possible: Y / N
[See details in attached risk assessment.]

A communication plan has been written and agreed upon: Y / N
[Attach communications plan.]

Main contact and communications method for the assignment has been agreed upon: Y / N
Emergency contact has been identified and shared: Y / N

Passport scans and nationality information have been shared: Y / N

Emergency evacuation plan has been discussed and agreed upon: Y / N

What the news organization will do in the event of journalist’s death, injury, arrest or kidnap has been agreed upon: Y / N

Responsibility of journalist and/or news organization towards local journalists, drivers and interpreters employed on the assignment has been agreed upon: Y / N

Journalist has left next of kin details with news organization and ensured that these named contacts have clear instructions and action plans in the case of injury, kidnap or death in the field: Y / N

Journalist has left updated will, power of attorney and password list for access to all accounts with chosen next of kin: Y / N

Itinerary and contacts on the ground have been shared: Y / N

Photograph of journalist and reporting team has been sent to news organization: Y / N

Expenses for assignment have been discussed and agreed to beforehand: Y / N

Advance payment for expenses has been arranged by news organization: Y / N
If not, the journalist has sufficient funds, including for emergencies: Y / N
And, a joint agreement has been reached for timely reimbursement of expenses: Y / N

Insurance has been discussed and payment for insurance has been agreed upon: Y / N

Any medical conditions that might impact assignment have been discussed: Y / N

Journalist’s requirement for PPE (helmet, flak jacket, gas mask etc.) have been agreed: Y / N
If yes, journalist has needed PPE: Y / N
If not, can news organization provide it? Y / N

Support / local staff has PPE as needed: Y / N
If not, can news organization provide it? Y / N

Journalist has communications equipment as required (satellite phone/burden phone etc): Y / N
If not, can news organization provide it? Y / N

Electronic equipment has been scrubbed as needed: Y/N
Digital communications and source security has been enacted as needed: Y / N

Latest local information has been sourced: Y / N

Journalist has press credentials and/or journalist visa for the country: Y / N
If not, need for credentialing/non-credentialing has been discussed and agreed upon: Y/N

News organization has provided assignment letter/appropriate paperwork: Y / N

Journalist and news organization have discussed any other work being undertaken on the trip that might compromise safety: Y / N

Ok, you're good to go.