

## **Risk Assessment for Newsroom Managers**

(modified from Rory Peck Trust with input from Mark Zoromski, Director of Student Media, Marquette University)

*Before sending a reporting crew into the field, the newsroom manager should complete the following:*

### **Assignment outline**

- What is the project?
- Is the story sufficiently newsworthy to justify the risks to our reporting crew?
- Does the situation require that I send a two-person crew to ensure safety?

### **Location/schedule**

- Does the journalist and/or crew know the neighborhood?
- Has a timeline been established for when the assignment will be happening and how long it should take?

### **Assignment Details**

- What will need to be done to complete this project? Provide specific details about your expectations for your journalist and/or crew? This is similar to what is expected when a journalist does his or her own risk assessment.
- Is it situation-safe for live transmission?
- Does your reporter know how to assist your photojournalist by maintaining a broad view of the entire scene while the photojournalist concentrates on collecting images?
- Does the crew know the procedure to stay in contact with the assignment desk?

### **Project Specific Risks**

- Do I need to hire private security?
- Is there a heightened risk due to the equipment my crew needs to carry, and if so, what can I do about it?
- Are there health hazards for the reporting crew? Do they need gloves, respirators, safety masks?
- Is there a need for personal protection equipment (helmet, flak jacket, gas mask etc.)?
- Are sources at risk because of the presence of a journalist and/or crew?

### **Travel Risks**

- Has the crew made travel arrangements?
- Should I send the crew in an unmarked vehicle?
- Does the crew have an evacuation plan?
- Is there an extra key to the news vehicle in possession of a member of the team other than the driver?

### **Profile Risks**

- Is there any heightened risk due to the gender, ethnicity, or nationality of the crew?
- Have I thought about emotional safety of my crew?
- Have you briefed your crew on deciding whether to wear their identification badges in view or hiding them if they want to blend in?