**Editor’s Safety Checklist when deploying staff on a hostile story**

During the run-up to the election, editors and newsrooms will be assigning journalists to stories on short notice. This checklist includes key questions and steps to consider to reduce risk for staff.

* Are your staff experienced enough for the assignment?

* Have you discussed any health issues your staff may have that could affect them during the task?

* Have you recorded and saved securely the emergency contacts of all staff being deployed?

* Does the team have the appropriate accreditation, press passes, or a letter indicating they work for your organization?

* Have you considered the level of risk attached to the story that your team may be exposed to? Is this level of risk acceptable in comparison to the editorial gain?

* Detail potential risks and measures put in place to make staff safer:

Click or tap here to enter text.

(If necessary, complete on another piece of paper and attach.)

* Does the role or profile of any journalist being deployed put them at more risk?  (E.g. photojournalists who work closer to the action or female journalists.)
If yes, provide details:

Click or tap here to enter text.

* Is special equipment such as body armor, respirators, or a medical kit required? Do the journalists have access to the necessary equipment, and do they know how to use it?

* Are the journalists driving themselves, and if so, is their vehicle roadworthy and appropriate?

* Have you identified how you will communicate with the team and how they will remove themselves from a situation if necessary?  If so, detail below:

Click or tap here to enter text.

* Have you identified the local medical facilities in case of injury? If so, record it below:

Click or tap here to enter text.

* Is the team correctly insured and have you put in place appropriate medical cover?

* Have you considered the possibility of long-term trauma-related stress?

For more information about risk assessment and planning, see the [CPJ Resource Center.](https://cpj.org/emergency-response/pre-assignment-preparations.php#planning)