



INTERNATIONAL WOMEN'S MEDIA FOUNDATION

Risk Management Template





- **Date of risk management assessment:**
- **Name of your organization:**

What is a risk assessment?



A risk assessment is an exercise to identify and evaluate risks to you and your colleagues while working in hostile environments, assessing the likelihood/probability and impact/severity of each threat.

A risk assessment can lower the probability and reduce the impact if a situation arises.

Risks are not one size fits all. Identity markers such as race, gender identity, sexual identity, immigration status, etc. impact both our likelihood of being targeted and the ways we may be targeted in a given context.

- **Do you have a security protocol?**
 - ☐ **Yes**
 - ☐ **No**
- **Do you have a communications plan?**
 - ☐ **Yes**
 - ☐ **No**





Topics and news coverage

Which of the following areas does your organization typically cover in its reporting?

Are there additional risks that your editor should know about your identity and profile when covering these topics? Start thinking about what support they can provide to keep you safe on your beat.



Yes/No	Topic	Notes
	Police and Crime	
	Corruption	
	Politics (local, state, federal)	
	LGBTQIA+	
	Indigenous Communities	
	Political Extremist Groups	
	Protest/Civil Unrest	
	Human Trafficking	
	Energy, Oil, and Gas	
	Immigration, U.S. Border, ICE	
	Environment	
	Other:	



Actors Mapping

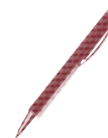


Who are the main actors that could impact your reporting?

Yes/No	Actors	Notes
	Political Extremist Politicians	
	Activists	
	Public (trolls or identified stalkers)	
	Local, State, or Federal Law Enforcement	
	Indigenous Communities	
	Political Extremist Group or Militia	
	Civil Society Activist	
	Religious Actors	
	ICE/CBP	
	Hostile Corporation	
	Other:	



Briefly list your coverage locations (cities, towns, rural areas, border) or other relevant information. (Which specific areas pose the greatest risk to your physical safety?)



Locations	Notes

Censorship and self-censorship

Have you been pressured not to publish something under threat, or have you practiced self-censorship?	If you answered yes , please explain why:
Where you work, what is the perception of journalists by the authorities (police/government)?	Please explain:
Before publishing a sensitive/high-risk story, have you considered reducing your online footprint or taking other safety measures?	If you answered yes , please explain why:
When meeting with sources in future interviews, could you be under surveillance, or could you endanger or expose that person?	If you answered yes , please indicate the high-risk location:
Have you been targeted based on aspects of your identity, such as race, gender, sexual orientation, or immigration status?	If you answered yes , please explain why:



Risk Matrix		Severity				
		01 Insignificant	02 Minor	03 Moderate	04 Major	05 SEVERE
Likelihood	05 Very Likely	Medium 5	High 10	Very High 15	Extreme 20	Extreme 25
	04 Likely	Medium 4	Medium 8	High 12	Very High 16	Extreme 20
	03 Possible	Low 3	Medium 6	Medium 9	High 12	Very High 15
	02 Unlikely	Very low 2	Low 4	Medium 6	Medium 8	High 10
	01 Very Unlikely	Very low 1	Very low 2	Low 3	Medium 4	Medium 5

Risk Level	LOW	MEDIUM	HIGH	EXTREME
	Acceptable	Tolerable	Undesirable	Unacceptable
	No action to take at this time	Consider additional measures	Consider measures in the very near future	Take action immediately

Probability X Severity = Risk level

- 1-4: Acceptable
- 5-9: Tolerable
- 10-16: Undesirable
- 17-25: Unacceptable





Risks	Security Concern/ Threats	Severity/Impact <i>Insignificant, Minor, Moderate, Major, or Severe</i>	Likelihood/ Probability <i>Very Unlikely, Unlikely, Possible, Likely, or Very Likely</i>	Risk Level <i>Low, Medium, High, or Extreme</i>	Mitigation measures
Petty Crime	-Minor assault or battery -Equipment stolen				
Hotel Security	-Room invasion -Digital threats -Robbery				
Sexual Assault and Harassment	-From driver, colleague, source, outsider, etc.				
Identity Risk	-Racism -Gender identity -Sexual identity -Hate speech -Sexism				
Travel Security	-Airport and crossing the border -Customs and Border Protection (CBP) -ICE and Police -Far right militia				
Organized Crime	-Transnational -National -Local				



Multinational corporations	-Espionage -Intimidation -Blackmailing				
Active Shooter	-Workplace -Schools and campuses -Protests/Rallies				
Gun Violence	-High-crime area -Police				
Doxing	-Social media (personal and direct family) -Personal Address -Cellphone number				
Protest/ political rally	-Hostile protests -Strikes, riots, looting -Upcoming elections				
Political Extremist Group or Militia	-Intimidation -Harassment -Physical attack				
Unlawful Detention	-Police -ICE -Sheriff's deputy				
Government and Legal Risk	-Government searches -Subpoena -Lawsuit from federal/state/local				



	government				
Corruption	-Police corruption -Government corruption -Business corruption				
Telecommunication	-Power cuts/ outage -Lack of cell phone service (rural area)				
Extreme Weather	-Heatstroke -Dehydration -Hypothermia/ -hyperthermia				
Natural Disaster	-Earthquake -Hurricane -Tornado, Wildfire				
Additional notes:					



Accommodation

Check-In Date	Check-Out Date	Notes
		Name: Address: Contact info:
		Name: Address: Contact info:
		Name: Address: Contact info:

Accommodation Considerations



1. What is the size of the city you are staying in (small, medium, big)?
2. Are you traveling by yourself?
3. What would be your profile staying there (do you blend in or would you have a high profile)?
4. How might your accommodation affect your profile?
5. What would be your exposure? How long are you going to stay (how many nights)?
6. Are there already some security measures in place (e.g., 24-hour reception, security guards, CCTV cameras)?



Health and Medical Resources

Locations	Notes

Health Considerations



1. Do you have any pre-existing conditions that could affect your safety in the field?
2. Do you need any vaccinations?
3. Is the area you are traveling to at risk for Zika or Dengue?
4. Would you easily have access to a hospital or a clinic?
5. Does your insurance cover your medical expenses or evacuation?
6. In case of a medical emergency, do you have an evacuation plan?

Insurance

Insurance Company	Type of insurance	Contact Info
Professional Equipment	Type and Model	Serial Numbers



Insurance Considerations



1. Do you have medical insurance?
2. Does your medical insurance cover you for hazardous activity?
3. Do you have insurance for your work equipment, e.g., cameras or electronic devices?

Protective equipment

Protective equipment	Type / Quantity
PPE (N95/KN95 masks, gloves, gas masks, bulletproof vests, helmets, etc.)	
First aid kit/first aid kits	
Other protective equipment	

Protective equipment considerations



1. Will traveling with protective equipment increase your profile? (Note: This is particularly relevant at protests.)
2. If traveling internationally: Does the country you are traveling to allow you to carry sensitive protective equipment, such as a bulletproof vest with ceramic plates, a gas mask, or a Kevlar helmet?
3. Could you buy or borrow protective equipment, e.g., an improvised helmet, gas mask, respirator, and safety goggles?



Transportation

Vehicle type (SUV, Sedan, 4X4)	Plate Number	Drivers' Names	Contact Information

Transportation Considerations



1. What type of infrastructure is there? Is there a paved or dirt road?
2. If it is a dirt road or harsh environment, would you need an SUV, 4X4, or off-road vehicle?
3. Is there significant rainfall or harsh weather? Is it the rainy season?
4. Will an SUV or any other big vehicle increase your profile or put you at risk?
5. Could the color of the vehicle be a concern?

Communication

Person in Charge of Monitoring	Role	Contact Info



Local Contact Name	Role	Contact Info
Emergency Contact	Role	Contact Info

Communication Considerations



1. How would you communicate with your sources, co-workers, and editors? Via WhatsApp, Signal, Slack phone calls/text, emails, etc.?
2. Who would be your emergency contact?
3. Who would be the person monitoring you while you're reporting?
4. What is the coverage situation? Would you be in any areas without cell phone towers?
5. Would you need to communicate via text/phone call if the area doesn't allow connectivity via 3g, 4g, etc.?
6. Do you have access to a satellite phone in a remote area?
7. In case of any emergency/incident, do you have a trusted local contact who would help you?





Checking protocol consideration



1. Is someone monitoring you while reporting in a hostile/remote environment?
2. Do you have a check-in protocol with someone?
3. How often do you check in with this person?
4. What means of communication are you using to communicate with this person?
5. Does this person know all your travel arrangements and itinerary?
6. Does this person have a digital copy of this document?
7. If that person doesn't hear from you, what would be their contingency plan? What do they need to do?

