WORKSHEET

Threat Assessment

Directions

1. Read through and answer the questions one-by-one.
2. Write down an explanation in as much detail as possible for the questions you answer "Yes" to.

Assessment questions

Note: *If you answer YES to two or more of these questions, activate your crisis communication response protocol.*

1. Does the situation directly affect our organization, the people or communities we serve, or our mission?	**Y** ◯	**N** ◯
If YES, explain:		

2. Does it pose danger or threaten to harm anyone? If so, who? And how?	**Y** ◯	**N** ◯
If YES, explain:		

3. Do we have a necessary and credible role to play — or a responsibility to address this situation?	**Y** ◯	**N** ◯
If YES, explain:		

4. Is there a potential risk to staff, organization members, operations, or reputation if we stay silent? If so, what is the nature of that risk?	Y	N
If YES, explain:		

5. Is misinformation spreading that we are well-positioned to clarify?	Y	N
If YES, explain:		

6. Will our internal and external audiences or stakeholders expect us to address the situation?	Y	N
If YES, explain:		

7. Do we have accurate, verified information to share?	Y	N*
If YES, explain:		

*If NO: Wait to address until verified.