CHECKLIST FOR COMMUNICATION PLANNING |

☐ Who presently holds information about the issue?

☐ Who do they report to?

☐ How will information about the issue be gathered?

☐ Where is the relevant information stored and by whom?

☐ How is information disseminated, by which methods, and through which channels?

☐ Who needs to be informed of the issue?

☐ Does the University have reporting obligations to outside entities?

☐ Has there been or will there be public disclosure of the issue?

☐ When and under what circumstances is public disclosure likely to occur?

☐ Who should be the primary communicator?

☐ Who should lead the incident response?

☐ What groups or departments are likely to be impacted by the investigation or issue?

☐ What are the employees’ existing communication responsibilities?

☐ How do employees contact their supervisor?

☐ Are there applicable University policies?

☐ What information should be released and to whom?

☐ When should information be released?