

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?