

# Handbook

for Journalists



United Nations  
Educational, Scientific and  
Cultural Organization

**REPORTERS  
WITHOUT BORDERS**  
**FOR PRESS FREEDOM**

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## PREFACE

Press freedom is not just something for journalists. If there is no free media, torture, modern-day slavery, corruption and the use of child-soldiers cannot be fought effectively. Ensuring free access to information and news is a major challenge.

Yet freedom of expression, which is the basis of other freedoms, is one of the hardest rights to establish and maintain. Nearly all the world's rulers say they support it but regularly fail to do so.

More than 170 journalists are in prison around the world just for the "crime" of having "inconvenient opinions." More than 800 have been killed in the past 15 years while doing their job and over 90% of their killers have not been punished. The Internet, which promises a censorship-free world, is increasingly spied on and about 100 cyber-dissidents, bloggers and Internet users are in prison for saying online what they thought.

Physical attacks on journalists are becoming ever more serious. Three times as many have been killed in a few years of fighting in Iraq than in the whole 20-year Vietnam war. Kidnappings of journalists are also up and reporters in the field have to face ruthless armed groups. Repression of journalists is no longer just a government affair. Terrorist organisations, gangs, drug-traffickers and extremist religious and political groups are all keen to get rid of the inconvenient witnesses they consider journalists to be.

Protecting journalists, especially those working in war zones, has become an important issue. The United Nations declared its support in a December 2006 Security Council resolution. UNESCO also the Medellín Declaration in May 2007 calling on member-countries to "investigate all acts of violence (against) journalists, media professionals and associated personnel (...) which have occurred in their territory or abroad" and in which "their armed or security forces may have been involved." It also urged them to "release immediately" journalists imprisoned for doing their job.

This handbook is to help journalists working in war zones. There is no magic way to avoid a rocket attack or an ambush, but the tips here are based on common sense (which is too often ignored) and should help many journalists solve a lot of problems.

We present basic press freedom documents, declarations and ethics charters from all over the world, including the African Charter of Human and Peoples' Rights, the Interamerican Convention on Human Rights, the Munich Charter on journalists' rights and duties and journalists' codes of conduct in Mali and in the US.

As well as these broad documents, we also reprint practical advice such as that which the *BBC* gives all its journalists before they leave on dangerous assignments.

We have also added (courtesy of the French defence ministry's office of information, DICO) the rules for self-protection given to French soldiers facing dangerous situations (riots, snipers, kidnappings, ambushes, roadblocks) and, when these precautions fail, what to do immediately to save the wounded and injured.

There have been two additions to the 2010 edition of the handbook: very specific recommendations on the role of the media in humanitarian and public health emergencies and practical advice, drafted in cooperation with the Dart Centre, for coping with post-traumatic stress.

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# CHAPTER 1

## Key documents about protecting journalists in war zones

These are the December 2006 UN Security Council resolution, the UNESCO declaration of May 2007 and the charter drawn up by Reporters Without Borders in 2002 to encourage editors and media chiefs to adopt eight principles to help prevent and reduce the risks involved when sending their journalists to war zones.

### 1. Resolution 1738 of the United Nations Security Council

#### The Security Council,

- Bearing in mind its primary responsibility under the Charter of the United Nations for the maintenance of international peace and security, and underlining the importance of taking measures aimed at conflict prevention and resolution,
- Reaffirming its resolutions 1265 (1999), 1296 (2000) and 1674 (2006) on the protection of civilians in armed conflict and its resolution 1502 (2003) on protection of United Nations personnel, associated personnel and humanitarian personnel in conflict zones, as well as other relevant resolutions and presidential statements,
- Reaffirming its commitment to the Purposes of the Charter of the United Nations as set out in Article 1 (1-4) of the Charter, and to the Principles of the Charter as set out in Article 2 (1-7) of the Charter, including its commitment to the principles of the political independence, sovereign equality and territorial integrity of all States, and respect for the sovereignty of all States,
- Reaffirming that parties to an armed conflict bear the primary responsibility to take all feasible steps to ensure the protection of affected civilians,
- Recalling the Geneva Conventions of 12 August 1949, in particular the Third Geneva Convention of 12 August 1949 on the treatment of prisoners of war,

and the Additional Protocols of 8 June 1977, in particular article 79 of the Additional Protocol I regarding the protection of journalists engaged in dangerous professional missions in areas of armed conflict,

- Emphasizing that there are existing prohibitions under international humanitarian law against attacks intentionally directed against civilians, as such, which in situations of armed conflict constitute war crimes, and recalling the need for States to end impunity for such criminal acts,
- Recalling that the States Parties to the Geneva Conventions have an obligation to search for persons alleged to have committed, or to have ordered to be committed a grave breach of these Conventions, and an obligation to try them before their own courts, regardless of their nationality, or may hand them over for trial to another concerned State provided this State has made out a prima facie case against the said persons,
- Drawing the attention of all States to the full range of justice and reconciliation mechanisms, including national, international and “mixed” criminal courts and tribunals and truth and reconciliation commissions, and noting that such mechanisms can promote not only individual responsibility for serious crimes, but also peace, truth, reconciliation and the rights of the victims,
- Recognizing the importance of a comprehensive, coherent and action-oriented approach, including in early planning, of protection of civilians in situations of armed conflict. Stressing, in this regard, the need to adopt a broad strategy of conflict prevention, which addresses the root causes of armed conflict in a comprehensive manner in order to enhance the protection of civilians on a long-term basis, including by promoting sustainable development, poverty eradication, national reconciliation, good governance, democracy, the rule of law and respect for and protection of human rights,
- Deeply concerned at the frequency of acts of violence in many parts of the world against journalists, media professionals and associated personnel in armed conflict, in particular deliberate attacks in violation of international humanitarian law,
- Recognizing that the consideration of the issue of protection of journalists in

armed conflict by the Security Council is based on the urgency and importance of this issue, and recognizing the valuable role that the Secretary-General can play in providing more information on this issue,

- 1. Condemns intentional attacks against journalists, media professionals and associated personnel, as such, in situations of armed conflict, and calls upon all parties to put an end to such practices;
- 2. Recalls in this regard that journalists, media professionals and associated personnel engaged in dangerous professional missions in areas of armed conflict shall be considered as civilians and shall be respected and protected as such, provided that they take no action adversely affecting their status as civilians. This is without prejudice to the right of war correspondents accredited to the armed forces to the status of prisoners of war provided for in article 4.A.4 of the Third Geneva Convention;
- 3. Recalls also that media equipment and installations constitute civilian objects, and in this respect shall not be the object of attack or of reprisals, unless they are military objectives;
- 4. Reaffirms its condemnation of all incitements to violence against civilians in situations of armed conflict, further reaffirms the need to bring to justice, in accordance with applicable international law, individuals who incite such violence, and indicates its willingness, when authorizing missions, to consider, where appropriate, steps in response to media broadcast inciting genocide, crimes against humanity and serious violations of international humanitarian law;
- 5. Recalls its demand that all parties to an armed conflict comply fully with the obligations applicable to them under international law related to the protection of civilians in armed conflict, including journalists, media professionals and associated personnel;
- 6. Urges States and all other parties to an armed conflict to do their utmost to prevent violations of international humanitarian law against civilians, including journalists, media professionals and associated personnel;
- 7. Emphasizes the responsibility of States to comply with the relevant

- obligations under international law to end impunity and to prosecute those responsible for serious violations of international humanitarian law;
- 8. Urges all parties involved in situations of armed conflict to respect the professional independence and rights of journalists, media professionals and associated personnel as civilians;
  - 9. Recalls that the deliberate targeting of civilians and other protected persons, and the commission of systematic, flagrant and widespread violations of international humanitarian and human rights law in situations of armed conflict may constitute a threat to international peace and security, and reaffirms in this regard its readiness to consider such situations and, where necessary, to adopt appropriate steps;
  - 10. Invites States which have not yet done so to consider becoming parties to the Additional Protocols I and II of 1977 to the Geneva Conventions at the earliest possible date;
  - 11. Affirms that it will address the issue of protection of journalists in armed conflict strictly under the agenda item "protection of civilians in armed conflict";
  - 12. Requests the Secretary-General to include as a sub-item in his next reports on the protection of civilians in armed conflict the issue of the safety and security of journalists, media professionals and associated personnel."

*New York, 23 December 2006*

## **2. Medellin Declaration on Securing the Safety of Journalists and Combating Impunity**

We, the participants at the UNESCO conference on Press Freedom, Safety of Journalists and Impunity, meeting in Medellin, Colombia, on World Press Freedom Day, 3-4 May 2007,

*Deeply concerned* by attacks on the freedom of expression of the press including murder, deliberate attacks, abductions, hostage-taking, harassment,



intimidation, illegal arrest and detention against journalists, media professionals and associated personnel because of their professional activity,

*Believing* that press freedom can only be enjoyed when media professionals are free from intimidation, pressure and coercion, whether from political, social or economic forces,

*Recalling* Article 19 of the Universal Declaration of Human Rights that guarantees freedom of expression as a fundamental right, and confirming that freedom of expression is essential to the realization of other rights set forth in international human rights instruments,

*Recalling* Resolution 29 entitled “Condemnation of violence against journalists”, adopted by the General Conference of UNESCO on 12 November 1997, which condemns violence against journalists and call on Member States to uphold their obligations to prevent, investigate and punish crimes against journalists,

*Underscoring* the provisions of the Colombo Declaration of 3 May 2006 on Media and Poverty Eradication, and Dakar Declaration of 3 May 2005 on Media and Good Governance, and of the Belgrade Declaration of 3 May 2004 on Media in Violent Conflict and Countries in Transition,

*Welcoming* the adoption by the Security Council of the United Nations of Resolution 1738 on 23 December 2006 calling on all parties to an armed conflict to fulfil their obligations towards journalists under international law, including the need to prevent impunity for crimes against them and further requesting the Secretary-General to include as a sub-item in his next reports on the protection of civilians in armed conflict the issue of the safety and security of journalists, media professionals and associated personnel,

*Noting* the potential contribution of a free, independent and pluralistic press to sustainable development, poverty eradication, good governance, peace and reconciliation, and respect for human rights,

*Urging* all the parties concerned to ensure the safety of journalists, media professionals and associated personnel, and respect for their media equipment and installations,

*Considering* that most murders of media professionals occur outside of conflict zones and that the safety of media professionals is an urgent problem that is not limited to situations of armed conflict,

*Reaffirming* our condemnation of all incitement to violence against media professionals,

### **Call on Member States:**

To investigate all acts of violence of which journalists, media professionals and associated personnel are victim which have occurred in their territory or abroad when their armed or security forces may have been involved in them;

To search for persons alleged to have committed, or to have ordered to be committed, a crime against journalists, media professionals or associated personnel, to bring such persons, regardless of their nationality, before their own courts or to hand them over for trial to another concerned State, provided this State has made out a credible case against the said persons;

To fulfil the duty incumbent upon them to prevent crimes against journalists, media professionals and associated personnel, to investigate them, to sanction them, to provide witness protection for those testifying against them and to repair the consequences so that such crimes do not go unpunished;

To adopt the principle that there should be no statute of limitations for crimes against persons when these are perpetrated to prevent the exercise of freedom of information and expression or when their purpose is the obstruction of justice;

To release immediately journalists detained to this day for having freely exercised their profession;

To promote awareness and train their armed forces and police forces to respect and promote the safety of journalists in situations of risk, and to ensure that journalists are able to work in full security and independence in their territory;

To recommend to multilateral and bilateral institutions of international cooperation and financial assistance that they require from recipient countries

as a specific condition of eligibility respect for freedom of expression and effective protection of the exercise of press freedom, also to recommend to these institutions that a state's failure to comply with its obligation to investigate and punish killers of journalists could be cause for revision, suspension or revocation of such cooperation;

To sign and ratify the Additional Protocols I and II to the Geneva Conventions, the Rome Statute of the International Criminal Court and other relevant international instruments of international humanitarian law and international human rights law, and to take the appropriate legislative, judicial and administrative measures to ensure application of the aforementioned instruments nationally, in so far as they provide protection for civilians, in particular those working in journalism;

To comply with the commitments of UNESCO Resolution 29 to promote legislation with the intention of investigating and prosecuting the killers of journalists and to combat impunity;

### **Call on UNESCO:**

To invite the Director General of UNESCO to study, in consultation with the relevant international organizations and non-governmental organizations:

(a) to act in favour of measures to better ensure application of the rules and principles of a humanitarian nature safeguarding journalists, media professionals and associated personnel in situations of armed conflict, and to promote the security of the persons concerned;

(b) to work against the emergence of new threats to journalists and media staff, including hostage-taking and kidnapping;

(c) to encourage mechanisms for including media development in programmes aimed at improving the social, economic and political life of societies in the process of development, political transition or emerging from the crisis of social conflict.

To require that data be submitted to the General Conference in a report on crimes against journalists and the number of cases that continue with impunity;

To sensitize governments regarding the importance of freedom of expression and threat that impunity for crimes against media professionals represents to this freedom;

To invite the Director General of UNESCO to recall to member states at the General Conference their legal and moral obligations to comply with Resolution 29 and prevent crimes against journalists.

*Medellin, May 2007*

### **3. Charter for the Safety of Journalists Working in War Zones or Dangerous Areas (Reporters Without Borders)**

The safety of journalists working on dangerous assignments is not always guaranteed, even if international law provides adequate protection on paper, because warring parties these days are showing less and less respect for that law. News-gatherers cannot get assurances from belligerents that they will be fully protected.

Because of the risks they run to keep the public informed, media workers, journalists and their assistants (whether permanent staff or freelance) working in war zones or dangerous areas are entitled to basic protection, compensation and guarantees from their employers, though protection must never be taken to mean supervision by local military and governmental authorities. Media management also have their own responsibility to make every effort to prevent and reduce the risks involved.

The following eight principles shall apply:

#### **Principle 1 - Commitment**

The media, public authorities and journalists themselves shall systematically seek ways to assess and reduce the risks in war zones or dangerous areas by consulting each other and exchanging all useful information. Risks to be taken by staff or freelance journalists, their assistants, local employees and support personnel require adequate preparation, information, insurance and equipment.

#### **Principle 2 - Free will**

Covering wars involves an acceptance by media workers of the risks attached and also a personal commitment which means they go on a strictly voluntary basis. Because of the risks, they should have the right to refuse such assignments without explanation and without their being any finding unprofessional

conduct. In the field, the assignment can be terminated at the request of the reporter or the editors after each side has consulted the other and taken into account their mutual responsibilities. Editors should beware of exerting any kind of pressure on special correspondents to take additional risks.

### **Principle 3 - Experience**

War reporting requires special skills and experience, so editors should choose staff or freelancers who are mature and used to crisis situations. Journalists covering a war for the first time should not be sent there alone, but be accompanied by a more experienced reporter. Teamwork in the field should be encouraged. Editors should systematically debrief staff when they return so as to learn from their experiences.

### **Principle 4 - Preparation**

Regular training in how to cope in war zones or dangerous areas will help reduce the risk to journalists. Editors should inform staff and freelancers of any special training offered by nationally or internationally qualified bodies and give them access to it. All journalists called upon to work in a hostile environment should have first-aid training. Every accredited journalism school should familiarise its students with these issues.

### **Principle 5 - Equipment**

Editors should provide special correspondents working in dangerous areas with reliable safety equipment (bullet-proof jackets, helmets and, if possible, armoured vehicles), communication equipment (locator beacons) and survival and first-aid kits.

## **Principle 6 - Insurance**

Journalists and their assistants working in war zones or dangerous areas should have insurance to cover illness, repatriation, disability and loss of life. Media management should take all necessary steps to provide this before sending or employing personnel on dangerous assignments. They should strictly comply with all applicable professional conventions and agreements.

## **Principle 7 - Psychological counselling**

Media management should ensure that journalists and their assistants who so desire have access to psychological counselling after returning from dangerous areas or reporting on shocking events.

## **Principle 8 - Legal protection**

Journalists on dangerous assignments are considered civilians under Article 79 of Additional Protocol I of the Geneva Conventions, provided they do not do anything or behave in any way that might compromise this status, such as directly helping a war, bearing arms or spying. Any deliberate attack on a journalist that causes death or serious physical injury is a major breach of this Protocol and deemed a war crime.

*Paris, March 2002*

## CHAPTER 2

### Health precautions

A journalist investigating press freedom violations or required to live or travel in a dangerous area can reduce the risks by observing basic safety rules. Below are health precautions to take before your departure and after you return.

**Prepare for your trip. Some vaccinations have to be done three weeks before departure.**

#### 1. BEFORE LEAVING

**1 – See a doctor** (for a general check-up, electro-cardiogramme, lung x-ray etc.)

**2 – See a dentist**

**3 – Update your vaccinations** (at certified health centres)

#### **Compulsory vaccinations**

- Yellow fever, needed for:
  - most West African countries
  - some in Central Africa
  - French Guiana
  - nearly all tropical or sub-tropical countries when you arrive from an endemic yellow fever area
- Tetravalent meningitis vaccine ACYW135Y required:
  - in France for a visa to Saudi Arabia
  - for all pilgrims to Mecca



## **Advisable vaccinations and medicine, according to country and length of stay**

- anti-malaria pills, to be taken from the day of departure until 45 days after return
- yellow fever
- TYPHIM and DTPolio (update)
- hepatitis A
- influenza
- hepatitis B (for long trips)
- typhoid
- rabies (for remote areas)
- Japanese encephalitis
- tick-borne encephalitis
- tetravalent meningitis vaccine

## **Preventing malaria**

Malaria is an enormous worldwide health problem, mostly in the tropics and especially sub-Saharan Africa. The World Health Organisation (WHO) says there are 300 million cases a year and at least a million deaths.

Preventing malaria is essential and steps vary according to the part of the world and the length of stay.

Just as for tourists, it is based on:

- protecting against mosquito bites
- taking pills beforehand
- diagnosing fever and taking quick action

#### **4 – Inform yourself about**

- STDs and AIDS
- malaria
- medicines
- dental hygiene
- food and body hygiene

#### **5 – Know your blood-group and keep a note of it among your ID papers**

If a blood transfusion is needed, knowing the blood-group of the injured person (and especially of potential blood-donors) speeds up treatment.

**6 – A course in first-aid is advisable** (especially if you travel alone), with regular updates. Such training and the issuing of certificates is done by certified organisations and public bodies.

You can contact **civil defence** groups who will train you and issue a basic certificate after you have spent a day or two learning how to cope practically with various kinds of emergencies.

- **The Red Cross** provides basic first-aid training at the level of the European First Aid Certificate (EFAC).

Contact:

ICRC (International Committee of the Red Cross)

Web: [icrc.org](http://icrc.org)

#### **7 – Take with you**

- passport (valid for at least six months)
- press card
- international vaccination certificate booklet
- name of blood-group
- international driving licence
- cash in US dollars

- road and city maps
- list of planned official contacts during trip (embassies, international organisations etc)
- mobile phone

## 2. DURING THE TRIP

Insurance and assistance (see Appendix 3, the Reporters Without Borders insurance contract for photographers, journalists and freelances).

## 3. AFTER YOU GET BACK

- **Malaria watch:** Any fever, even slight, after a stay in an endemic malaria country must be assumed to be malaria until proved otherwise. Urgently see a doctor or go to a hospital.
- **Psychological help:** You can contact the Dart Center for Journalism and Trauma

Web: [www.dartcenter.org](http://www.dartcenter.org)

## CHAPTER 3

### Safety behind the lines

Here are safety precautions that journalists behind the lines should take, especially where sabotage or bomb attacks are a danger.

#### 1. Safety rules essential at all times

- Be alert and suspicious of anything unusual that might mean danger.
- Avoid regular behaviour by changing routes, times and vehicles.
- Methodically and rigorously observe safety rules and procedures.
- Maintain good communication at all times with those around you. Always report where you are, what you are going to do and the intended dates and times of your movements. Whenever possible, discuss your intentions with at least one other person.
- Follow the rules but take the initiative if circumstances require it.

#### 2. Personal behaviour

- Keep yourself in good physical and mental condition, with adequate exercise and rest.

- Dress respectably and behave modestly.

In Islamic countries, women should avoid casual clothes so as not to shock (no short skirts or skimpy tops) and to respect local customs.

- In leisure time, try to move around only in groups and only in well-frequented public places.

- Never wear anything that might raise doubts about your intentions (such as military-style clothing) and do not carry a weapon or a knife.

- Keep a distance from people you meet or help and control your emotions in crisis situations.

- Do not promise help you cannot give.

- If provoked, keep calm, play for time, ask for superiors to intervene and suggest going somewhere else. Keep the hostile person(s) in view at all times but

avoid looking in their eyes. Always pretend you know where you are and show self-confidence, especially if this is not so.

- Always take death threats seriously. Tell officials who you think can help you, but keep some distance from them. Take immediate precautions such as changing your location and habits. Find out where the threat came from and find the person who made it. Size them up (social status, intentions and physical and intellectual qualities) and either consider organising a confrontation in a place where you have an advantage (such as a police station) or avoid any meeting at all.

### **3. Risk of sabotage or bomb attack**

- When a journalist or media outlet gets repeated death threats, special safety measures should be taken to reduce the danger of sabotage or a bomb attack. Security precautions must be worked out and strictly observed by all staff and must include monitoring of several possible sources of explosions:

- radio waves or electric current
- switches and wiring
- sources of heat or vibration
- alarm-clocks, watches, doorbells and timers
- chemicals

- If you are threatened with a bomb attack

In the case of an anonymous telephoned threat, play for time and ask:

- when is the bomb set to explode?
- where is it?
- when was it put there?
- what does it look like?
- what kind of bomb is it?
- what will set it off?
- did you personally place the bomb?

- why?
- what is your name?
- who are you?
- where can you be contacted?

To help identify or trace the caller, note:

- the voice (cadence, pitch, accent, diction, style)
- the language (coherence, rationality, argument, whether the message was read or recorded)
- background noise (street sounds, music, clock).
- if you recognised the voice
- the time and length of the call.

• If you find a suspicious device:

- do not touch it in any circumstances, even if it has already gone off or seems not to have worked properly.
- if it makes a noise (a timer) or changes appearance (begins to smoke), leave immediately.
- set up a safety barrier round the site at least 100 yards distant from the device.
- do not use a mobile phone or any other electrical or electromagnetic device to raise the alarm.

• How to spot a parcel-bomb:

- suspicious relationship between weight, size and density
- unusually stiff envelope or packaging
- excess packaging
- a drawing or decoration that allays suspicion
- large number of postage stamps
- special wording ("very urgent" ... "very personal" ... "to be personally delivered")
- put up this list in the mail room.

- How to spot a car-bomb:
  - check the immediate area of the vehicle and look for any package or suspicious object near the wheels.
  - note the general appearance of the vehicle (without touching it).
  - look for any wiring or suspicious or unusual object.
  - inspect key parts of the vehicle such as the wheels, underneath it, the exhaust pipe, driving seat, front passenger seat, windscreen wipers, headlights, device to open the hood, the engine, the dashboard and under the seats.
  - after dark, keep a flashlight with you and do not leave it in the vehicle (you will not be able to get into the vehicle until after you have inspected it).

## CHAPTER 4

### **Safety in war zones**

**H**ere are some recommendations about what to do if you're moving around, have to face gunfire, an ambush or an angry crowd, or if you're kidnapped.

#### 1 - DANGERS IN MOVING AROUND

Travelling in a combat zone is always very tricky and must be very carefully planned.

##### - BEFORE LEAVING

- Prepare and check your vehicle (or have it checked) for its general condition and see it has a full tank of petrol, repair tools and common spare-parts.
- Put together a "survival kit" (warm clothes, a duvet, first-aid kit, water and food).
- Assemble official documents, such as press cards and laissez-passers.
- Study the route on a map.
- Check the opening hours of checkpoints and any curfew times.
- Check with the authorities and NGOs about any dangerous areas.

##### - DURING THE JOURNEY

- Try to keep to the planned route and schedule and stay in regular touch with the "rear base" or with other journalists.
- Try to include other journalists or places to stay on your route.
- Don't drive at night.
- Don't accept any parcels or packets from strangers for delivery.
- Don't carry anything that could confuse people, such as binoculars, signalling devices or military-style clothing.
- If you're part of a military or humanitarian convoy, obey the convoy leader.



## - WALKING AROUND AT NIGHT

Doing anything at night is more risky. People are hard to identify and you may be taken for a combatant. So avoid nighttime activity as much as you can.

- Careful movements are more important at night than speed.
- Wear suitable clothes suitable.
- Switch off indicator lights on cameras, radios and recorders.
- Choose the route carefully. Watch out for dark places, make detours if necessary, stop often, look and listen.
- If you're part of a team, agree on places to meet.
- If faced with searchlights, lie on the floor and wait for them to go off.
- Watch your own sources of light.

## - PASSING THROUGH AN AREA OF FIGHTING

Only do so if you have no alternative.

- If you're caught in gunfire, lie on the ground, if possible behind a wall or a vehicle (wheels and axles). Leave the area as quickly as you can and take cover. Run in irregular zig-zag fashion, to make it harder to be shot.
- Before crossing the fighting area, work out the route, memorise it, check your vehicle and wear body armour.
- Cross the area quickly.
- Distinguish yourself from those fighting, for example by putting a "press" sign on the vehicle.

If you have to camp out

- Sleep only in the vehicle, locked from the inside.
- If there're several of you, organise a watch system.

When you get to a mined area

- If it's guarded, negotiate removal of the mines so you can pass. Don't try to do it yourself.
- If it's not guarded, don't try to cross it. Find a way round it or turn back.

## - GOING THROUGH A CHECKPOINT

- Size up those manning it – whether they're lightly or heavily armed (body armour, bayonets), have shoulder or hand weapons, are young or old (young people are usually more nervous and less predictable), their clothing (regular uniform or militia), whether drunk or not, how jumpy or aggressive they are – and prepare yourself accordingly.
- If you're in serious danger, turn back if you can but without attracting attention so as not to draw gunfire. If you're in several vehicles, turn back one at a time. If you're obviously spotted from the checkpoint, DON'T TURN BACK, as you'll very quickly be caught or shot at.
- Don't make sudden movements during checks. Keep your hands free and visible at all times. Stay calm and friendly.
- Don't be arrogant but don't show fear or be submissive either.
- Have laissez-passers from different factions, but be careful to show the right one.
- Don't forget some guards may understand your language, so be careful what you say.
- Don't get out of your vehicle if you're not asked to.
- Don't turn the engine off.
- If the guards steal your things, protest but don't insist.
- Negotiate and ask to speak to a superior.

## 2 - BOOBY TRAPS, LANDMINES AND CLUSTER MUNITIONS

### - BOOBY TRAPS

A BOOBY TRAP IS MEANT TO LURE YOU BY PLAYING ON YOUR:

- instincts (greed, desires, self-preservation)
- needs (for food, clothing, shoes, protection from the cold and opening a door or window)
- reflexes (switching on a torch to see if it works, kicking a box, turning a vehicle's ignition key)

THE BEST BOOBY TRAP IS HIDDEN

It could also involve a trick, leading you to a camouflaged booby trap.

## THE MOST COMMON BOOBY TRAPS ARE:

- in houses (doors, windows, ceilings, furniture, phones, TVs, household appliances, books, alarm-clocks, beds, armchairs, suitcases).
- in kitchens (kettles, canned food, bottles).
- on the road (food depots, bridges, roadsides, natural shelters, vehicles, abandoned weapons, grenades and other arms, corpses).

## Basic precautions

- As soon as you find a tripwire attached to landmine, mark its location and move away. Tell local officials about mines (after noting the area on a map or with a GPS).
- Isolated mines are very rare. Usually half a dozen mark out an area, or they're laid in groups of about 30, or in rows (often indicated by stakes in the ground).
- Never stray from roads or paths, even to go to the toilet.
- Never touch a mine, or trigger or handle a bomb, shell or rocket that seems not to have exploded.
- Don't buy mines as souvenirs and don't encourage others to deactivate them so you can have them as souvenirs.

A journalist reporting in a war zone can come across mines and booby traps. Mines can be laid as described below or in an unexpected way by untrained fighters. They can be triggered by a tripwire (which tightens and slackens), by pressure (or release of pressure), or a meter ("intelligent" mines are set to explode after a certain number of people or vehicles have passed). If you find a booby trap or mine, you must leave the area at once exactly retracing footsteps and vehicle tracks. **If you spot a mine it probably means you're already inside a minefield.**

## - SOME ANTI-PERSONNEL MINES

The tightness of tripwires that set off PMR and PROM landmines varies with temperature, but the main risk of explosion comes from the weather and changing seasons, with fallen branches or grass pressed down by snow tightening the tripwires and slowly removing the mine's safety pin.

This risk increases in springtime when trees and bushes grow and the mines become very dangerous, liable to go off at any moment or with the slightest movement.



### **PMR-2A**

This is the most common landmine.

It is mounted on a stake in the ground or placed in trees where the branches have been trimmed to accommodate it.



### **PMA-2**

This usually conceals other mines. It is green and hard to spot. Its star-shaped detonator works very well and its 100 grammes of explosive make it very dangerous.



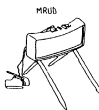
### **PMA-3**

This is sometimes found alone but usually placed a few feet apart in rows 20 metres from fighting positions. It is laid on or flush with the ground with its pressure plate still visible.



### **PROM-1**

This is buried or set in the ground with stones. Its igniter is not very sensitive.



### **MRUB**

This mine is often attached to trees and can be connected to other landmines by ochre-coloured fuses. It aims not to kill but to injure (a wounded man takes about seven people out of action) A bounding (or propelled) mine can kill people at a distance of 20 metres.



## - IF YOU FIND YOURSELF IN A MINEFIELD

### **On foot**

Don't move around at night. Walk in single file with plenty of space between each person. Don't take shortcuts. Don't climb over obstacles or explore ruins. Keep away from swampy areas (mines could be hidden in the water).

- with no wounded people
  - Keep calm
  - Tell the others with you
  - Don't move
  - Carefully inspect the area around you and try to locate the danger (mines, tripwires, igniters)

According to circumstances, you should then do one of these things:

- Leave the mined area exactly retracing your steps.
- Make a path to the person in the mined area and bring them out.
- Withdraw or advise them to come out by the shortest possible route.

- with a wounded person
  - When a casualty is in the middle of a minefield, they must not move and other people must be very careful how they help them. A pathway must be found very quickly to get first aid to them and then bring them out.

### **In a vehicle**

- Existence of a minefield is sometimes revealed unexpectedly by a passing vehicle setting off a mine.
- After the explosion, those unhurt must not rush to leave the vehicle unless there is a fire. If the vehicle is still operational, drive it backwards exactly the way it came.
- If this can't be done, the wounded must be evacuated from behind.

- You must leave the minefield by following the vehicle tracks and bring out the wounded by the same route, using the firmer parts of the road. Avoid verges, potholes, ground recently disturbed and sections covered with sand, earth or rubble.

## CLUSTER MUNITIONS

Cluster munitions are inside parent munitions (air-launched bombs and shells or rockets) that are fired from planes, helicopters, ships or the ground and contain explosive projectiles which scatter over a wide area when the parent device is fired and explode on impact.

Cluster munitions are very diverse (including grenades or small-calibre bomblets) and come in all shapes and sizes. Their scattering is their main military value but some may not explode on impact and stay on the ground as an unexploded danger.

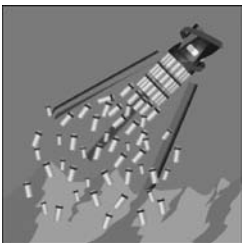
Cluster munitions must be treated the same way as mines. They are intended to destroy, put areas out of bounds and create insecurity. Unlike mines laid by a machine or by people, their location cannot be recorded because of their random scattering.

How a cluster munition works. The picture (supplied by the International Centre for Humanitarian Demining in Geneva) shows an air-launched cluster munition.

**Step 1** : *The bomb (parent munition) is dropped*



**Step 2** : *The cluster munitions scatter*



**Step 3** : Parachutes open to slow the fall of the cluster munitions, stabilise them and ensure they drop vertically

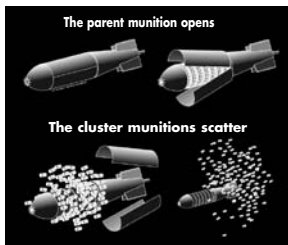




**Step 4** : *The cluster munitions dropped by a single bomb scatter over an area the size of three football fields*



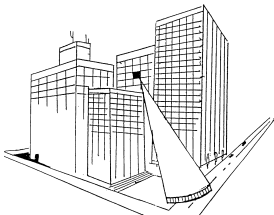
*Dropping of cluster munitions*



### 3 - SNIPERS

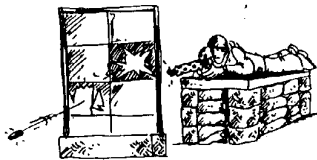
Snipers use weapons that can hit a target up to 600 (sometimes even 1,000) metres away in daylight and 300 at night. But they usually fire over shorter distances and have special sights (magnifying objects up to 50-fold) that reduce the risk of error. Some use infra-red sights to see targets in fog, dust and darkness.

Snipers usually position themselves in buildings with many openings, but never on the top floor (Drawing 1) or in a room at the front of the building (Drawing 2). They are expert at hiding in roofs and attics. They sit behind sandbags and remove one or two roof tiles so they can see out. These holes look like unsuspecting shell impacts from a distance.



*Drawing 1:  
Typical position*

*Drawing 2:  
Sniper position in a building*



## - THE ECHO PROBLEM

The sound of a gunshot spreads in all directions at a speed of just over 330 metres per second (a bullet's speed is 1,000 metres a second).

In a flat desert area, it's very easy to tell exactly where a shot came from, but when there are many obstacles between its origin and you, the obstacles cause an echo and the shot seems to come from many directions.

The targeted person always hears the noise of the shot being fired (quick and sharp) and then afterwards the echo (longer and muffled). The shortest distance for the sound of a shot to travel is between the sniper and his target, while the echo travels much further before it reaches the target's ears. So there's a gap between the sound of a shot and its echo that allows you to determine more accurately where the shot came from.

A sniper seeks out a place from where the sound of a shot can be confused with its echo, making his hiding place impossible to find through listening.

### **Tips**

- Indicate clearly you're a journalist (don't wear military-style clothes) and display your equipment clearly so as not to be confused with a combatant.
- Prepare your movements beforehand.
- Observe the habits of local people.
- Move more quickly (on foot or in a vehicle).
- Don't provoke a sniper.
- Rain, snow, wind and fog can be used against a sniper.
- Play dead if you're wounded.

## 4 - ARTILLERY FIRE

### - REACTION TO EXPECTED SHOOTING

- People flee or shut themselves indoors. Metal shutters and windows close. The whistle of shells and rockets are heard a few seconds beforehand.

### - IMMEDIATE REACTION

- Fall flat on the ground, preferably behind the nearest obstacle.
- Don't run across open ground.

### - REACTION TO THE FIRST SHOTS

- Take shelter where you are rather than trying to flee the area.
- Give first aid if necessary.
- Use lulls to get the wounded out, but beware of rapid resumption of shooting. Lulls are used to persuade people to come out of hiding.

## **Tips**

- Be careful your attitude doesn't give the impression you're a combatant.
- Stay in the central part of a building and check there are several ways to get out. Block all openings if you can.
- When you go into a house avoid casting a shadow by a door or window.
- When you go through a door, avoid the doorstep (it may be a booby trap).
- Don't touch anything inside a house. Hide in a central room, never go to the loft or the cellar if another room is just as safe.

## 5 - AMBUSHES

- IF THE ROAD IS NOT BLOCKED

- Speed up to get out of the dangerous area.

- IF THE ROAD IS BLOCKED BY SPORADIC SHOOTING

- Leave the area discreetly.
- Stay near vehicles (only the engine and the wheels are good protection against shooting).
- Beware of mines at roadsides.

- IF THE ROAD IS BLOCKED BY A LOT OF SHOOTING

- Leave in the direction away from the firing.
- Quickly take cover.
- Beware of a pause in the shooting, as an attacker may appear on the road to search or loot vehicles or even kill wounded people.

- IF THE ROAD IS NOT BLOCKED FROM BEHIND

- Go backwards or turn round.
- If there are several vehicles make sure you don't block each other's path.

Tips if you're in vehicles in a military or humanitarian convoy:

### **In open country**

- Keep 50 metres between vehicles and more if possible.
- Drive fast.
- Be ready to accelerate to escape any attack.

## **In towns and cities**

- Keep at braking-distance between vehicles.
- Drive no faster than 50 km/hour to avoid accidents.
- If you're approached, speed up.
- See that no unknown vehicle inserts itself into the convoy and beware of motorcycles.
- Pay attention to traffic-lights and stop-signs.

## 6 - AN EXCITED CROWD

Never stand between police/troops and demonstrators (with your back to one side or the other) so as not to be caught between the attacks of each side.

### **If you're attacked**

- look for places to hide
- use all natural, artificial, horizontal and vertical protection and be alert in urban areas, especially near high-rise buildings out of which people may throw stones.

If you're directly attacked, avoid physical contact and negotiate to calm things down.

### **Tips**

- Guard against theft of equipment and vehicles by avoiding preparations in view of a hostile crowd or vandals (watch where you park the vehicle).
- Avoid being alone or working by yourself (working with colleagues makes for easier self-defence and enables the alarm to be raised in case of injury).
- Wear protective clothes (such as motorcycle-type clothing) and guard against tear-gas (face-masks, gloves, ski glasses).
- Assess the risks by asking police about the mood of the protesters and the materials and equipment expected to be used (heavy or light, guns or other weapons).

## 7 - HAND-TO-HAND FIGHTING

TRY TO AVOID THIS WITH PEOPLE TRAINED IN FIGHTING WARS

- Focus on the biggest threat.
- If you're a group, arrange for one of you to be out of sight of the attackers so they can at some point distract them.
- Talk, calm things down. Identify the boss, the person you need to talk to.
- Never stand lazily with arms dangling. Put your hands on your hips to help you keep control of yourself.
- When you've decided to move against them, do so boldly, don't hesitate, and use maximum force.
- Don't move away from the attackers. The further you are away, the more vulnerable you are. You can only fight the those threatening you if you're very close to them.

## 8 - IF YOU'RE KIDNAPPED

The attitude of a hostage depends on the behaviour of the kidnappers and local conditions, but in most cases, these rules should apply:

- Don't resist or try to escape unless you're sure you can.
- Don't panic, control yourself, try to appear calm. The kidnappers are probably nervous themselves.
- Try to remember as many useful details as possible, about voices, smells, noise, movements and how long they take.
- Watch how the kidnappers behave and note everything that'll help you identify them, find out where you're being held and help you to be rescued or escape.
- Try to organise your activity, at least mentally.
- Accept reasonable orders and requests by the kidnappers but try not to further their aims.

- Accept food, water and anything that can improve your health so you can stay in the best possible physical and mental condition.
- Get the kidnappers to call you by your name. This will get them to see you as a person and make things more relaxed.
- Try not to believe threats of execution or promises of release.
- Try to speak to someone, do something to occupy your mind and concentrate on something.
- Don't argue pointlessly with the kidnappers. Try to be friendly and don't provoke them or be aggressive.
- Don't be servile or beg for things.
- Don't be discouraged if negotiations drag out. If they do, it means your chances of release are greater.
- If the kidnappers ask you, agree to make a voice recording or write a neutral note. This can help show you're alive and lead to your release.
- As your release nears, don't be impatient and obey the kidnappers right up to the last moment.
- After you've been freed, you'll be medically examined and "interrogated." This is vital. Also try to find someone to confide in about what happened. Don't keep the experience to yourself.
- Follow the advice you'll get before making any statement to the media.
- When you resume your normal life, take safety precautions against possible reactions by angry kidnappers.



## CHAPTER 5

### **Protecting journalists and other media staff: the example of the BBC**

Increasing violence towards media workers has led news organisations to try to protect their employees working in dangerous areas as much as they can. This includes use of bullet-proof jackets, armoured vehicles and bodyguards, limiting or banning movements and only doing interviews by phone. Each media outlet has its own policy.

*The British Broadcasting Corporation (BBC)* has gone further than most in this respect and imposed very strict rules to physically protect its staff and stringers.

### **Procedures for protecting journalists and other staff: the example of the BBC**

The *BBC* has special arrangements in place for high risk work. High risk work includes deployments to hostile environments, undertaking certain high risk activities such as covert filming of dangerous groups, and covering high risk events such as terrorist incidents, natural disasters or pandemic diseases. High Risk is defined more fully below.

### **Key Requirements**

Those undertaking or commissioning high risk work are required, as far as practicably possible, to:

- Seek information and advice from the High Risk Team
- Complete a full written Risk Assessment and apply the necessary safety control measures.
- Ensure those involved have the right training and/or experience for the assignment.
- Identify and use appropriate safety equipment
- Make adequate contingency plans and arrangements in case of emergency.
- Obtain the appropriate level of management authorisation.

## A. BEFORE LEAVING

### **Definition of High Risk**

High Risk is defined as a significantly higher than normal risk of death or serious injury resulting from:

Hostile Environments – a country, region or specified area subject to war, insurrection, civil unrest, terrorism or extreme levels of crime, banditry, lawlessness or public disorder; or areas with extreme climate or terrain.

High Risk Activities - investigations involving covert surveillance or filming and/or confrontation of terrorist, serious criminal, extremist or violent political groups.

High Risk Events - riots, civil disturbance or extreme public disorder, terrorist or armed criminal incidents such as hijacking or sieges, any event involving chemical, biological or radiological (CBR) substances, extreme climatic events and natural disasters such as hurricanes, severe floods, earthquakes, volcanic eruptions etc. or outbreaks of serious diseases and pandemics.

### **Right to Decline**

There is no compulsion to undertake high risk work. Staff undertake high risk work on a completely voluntary basis and have the right to decline such work without penalty or any other detrimental consequence.

### **Information and Advice**

All staff planning high risk work should, where practically possible, first seek advice from the High Risk Team. The High Risk Team maintains a schedule of 'hostile environments' and designates other areas 'Travel Advisory' on the Gateway HSS Net which is regularly updated in consultation with regional bureaux. Countries listed as 'Hostile Environment' require the special provisions in these guidelines to be applied. These Guidelines do not apply to places listed as 'Travel Advisory,' but staff who are unfamiliar with these places should contact the High Risk Team for advice.

The High Risk Team will assist with the Risk Assessment process and provide advice on how to minimise risks including:

- Recommended methods of operating
- Individual and team security measures
- Protective equipment, first aid and trauma equipment
- Preventative health measures
- Safety communications
- Contingency planning

### **Risk Assessment and Assignment Details**

As far as is reasonably practical, all high risk work must be covered by a specific Risk Assessment. Frequent deployments of a similar nature, for example by regional bureaux staff into a frequently visited hostile environment where there has been no significant change in the situation, may be covered by generic risk assessment, but normally a new and specific risk assessment should be completed. If in doubt, the High Risk Team can advise.

It is the responsibility of the producer in charge or senior staff member in the team to ensure the risk assessment is completed.

The risk assessment should identify all the potential hazards likely to be encountered and the measures to be taken to counter those and give details of all those exposed to those risks (including where appropriate contributors, members of the public or staff indirectly affected by the activity).

The Assignment Outline should provide full details of the deployment including:

- Personal details of all those involved (including blood groups and next of kin contact details)
- Communication systems to be used and 24hr emergency contact numbers in the field and at base with communication schedules if necessary.
- Personal protective equipment to be taken (body armour, helmet etc.),
- Medical equipment to be taken (trauma pack, personal first aid kit, sterile needle kit),

- Confirmation that each individual to be assigned has received appropriate training.
- Confirmation that all those involved are up to date with required immunisations and have the necessary preventative medicines for the region.
- Contingency plans including medical emergency, becoming lost, losing communications or being detained or kidnapped.

## **Traumatic Stress**

The Risk Assessment and arrangements for high risk work must address the psychological and emotional effect on those involved. It should also be remembered that it may not only be the staff in the field who are affected but also those editing and handling material back at base. See separate guidance on traumatic stress.

## **Training**

As far as is reasonably practical, Individuals assigned to work in Hostile Environments should have undergone the Hostile Environment and First Aid training course. This is a 6-day residential course designed to familiarise staff with the safety and security issues associated with working in high risk situations and provides a good level of emergency first aid training.

Exceptions to this requirement will only be made if the individual's previous experience is judged by the Head of High Risk to have adequately prepared them to work in the area in question, or the particular circumstances of the proposed assignment mean that the training is not necessary.

In some circumstances there may also be a need for additional training such as:

- Chemical, Biological and Radiological (CBR) Survival or awareness,
- Civil Disorder or Working in Crowds Training,
- All-terrain or armoured vehicle driving course
- Extreme environment (arctic, jungle, desert, high altitude) survival training.
- Hostile environment courses of reduced length and content or tailored to particular areas can be arranged to suit particular deployments.

High Risk Activities. Individuals undertaking high risk activities, in particular investigations and covert filming, should have undergone adequate preparatory training or have sufficient relevant experience to enable they can tackle the assignment safely. Some high risk activities may also warrant additional training such as HEFAT or the courses outlined above.

High Risk Events. The training requirements for high risk events will be determined on a case by case basis by the High Risk Team in consultation with senior divisional management. Any training needed is likely to be one or a combination of the training courses outlined above. As with other high risk categories the training requirement for individuals should be tempered by their previous experience, other relevant training and the particular circumstances of the deployment.

Refresher Training. This should be undertaken every three years for all the above courses.

## B. DURING THE MISSION

### **In the field**

#### ***Person in Charge (IC)***

Each deployed team will include a nominated person in charge, usually the most senior person on location (such as the senior producer). The responsibilities of the person leading a team in the field will include:

- taking responsibility for and making timely safety decisions
- communication with Field Safety Advisor, if deployed
- ensuring competence of locally-hired members of the team
- managing team issues: suitability, consensus
- provision and use of equipment and personal safety equipment
- ensuring appropriate and safe use of vehicles and equipment
- communication with senior management and ORM High Risk team

#### ***Safety Advisor***

An individual deployed to support certain hostile environment and high risk work with responsibility to advise on and coordinate the safety arrangements for those employed or engaged by the BBC in the area. However, ultimate responsibility for safety and security remains with the Person in Charge.

Safety Advisors are either members of ORM High Risk Team or pre-vetted and approved external contractors. Their responsibilities include:

- advising on all aspects of field safety and security issues
- coordination of all safety and security arrangements in consultation with the IC
- provision of information – briefing teams on all safety aspects
- procurement and maintenance of protective equipment in the field
- selection of competent local contractors for safety and security
- reporting procedures

## **Employees**

All BBC staff, or others employed or engaged by the BBC:

- know safety guidelines and current operating conditions and arrangements
- attend training as directed, prior to deployment as far as practically possible
- work within management and control structure in the field
- provide detailed personal and medical information (next-of-kin details, blood group etc.) as deemed appropriate
- if required to drive, hold a current valid driving licence and are competent to drive in specific terrain
- provide post-assignment brief if required
- freelancers ensure contract is signed (insurance requirement).

## **ORM High Risk Team**

Identify and keep under active review hostile environments, high risk activities and events (in consultation with News and World Service, regional editors, Controller Editorial Policy) and publish information on Gateway.

Keep producers/editors up-to-date with information which may affect their risk assessment/assignment.

Provide specialist safety advice and information, including operational and personal safety, to managers and staff for example:

- on communication systems needed (such as satellite phones)
- on equipment needed
- on all contingency plans

Provide advice to key managers, e.g. Head Foreign Planning Newsgathering, on clearance and co-ordination

Co-ordinate and maintain safety equipment through BBC Safety Stores

## Review Assignment Outlines and Risk Assessments

Monitor and advise on continuous development of hostile environment and high risk safety training

Advise on the necessity for a safety advisor and assign/recommend suitable individuals/companies.

Provide advice for traumatic stress and recommend to managers and individuals appropriate courses of action

Work with BBC procurement to establish a pre-vetted list of specialist companies and field safety advisers. This will include a process for vetting companies and individuals at short notice to meet specific operational needs.

Check that Producers have gone through the appropriate editorial approval.

## Information

Information on high risk work is provided on the ORM Gateway site. The same information is available via ENPS (Newsgathering Hold Safety Folder).

For those working in the field, managers must make arrangements to ensure that individuals are able to familiarise themselves with the information.

Individuals should research the relevant background information (political, social, religious, military etc.) to the area or country in which they will be working. Useful sources are BBC correspondents, News Resources, and the Language Services of the BBC World Service, as well as external bodies and specialists. This can all be facilitated for Hostile Environments by ORM High Risk Team.

## Driving

Those individuals who are or may be required to drive must hold a valid driving licence and have relevant driving experience for the vehicle and the terrain.

Those driving armoured vehicles must receive briefing and instruction from the ORM High Risk Team or if that is not practical, from an individual with recent prior knowledge and experience of the vehicle in question.



## **Locally Hired Freelancers and Stringers**

The conditions outlined in this document apply to all BBC staff on continuing or fixed-term contracts (whether UK based or in the field), all contractors engaged by the BBC, and all freelancers who may be engaged and assigned to undertake high risk work from the UK or elsewhere.

Where freelance contributors (reporters, stringers, crews, fixers, interpreters, etc.) are indigenous, resident or already working in an area considered to be a high risk area, then they may have the appropriate experience to operate safely in that area. Appropriate experience could include for example, knowledge of local conditions, previous assignments in the area or to other high risk areas, or military service.

When such contributors are to be engaged, then an assessment must be made of the individual's suitability for the engagement or assignment. The assessment should take account of the individual's experience, knowledge of prevailing conditions and equipment. It should be made by the senior BBC team member on the ground.

The assessment should identify the training needs of the individual. Individuals working for the BBC in the region must be provided with appropriate training, information and instruction, either in the field or the UK. Hostile Environment training should, where possible, be given to all individuals, who work for more than 50% of their time for the BBC.

If engaged by the BBC, the individual must be made aware of the BBC's safety requirements and should be provided with appropriate protective equipment if necessary and where practically possible.

The BBC has negotiated a scheme for freelancers to attend hostile environment training. The scheme is sponsored by the BBC and other broadcast organisations and is run by the Rory Peck Trust. The Trust is also able to facilitate discounted insurance policies for those who have attended recognised hostile environment training.

## **Medical Assistance and Evacuation**

The availability and quality of emergency medical treatment facilities and casualty evacuation means for the area concerned should be identified before deployment and taken into account in the Risk Assessment. If facilities are poor, special arrangements should be put in place.

All members of staff deploying overseas must be supplied with the AXA PPP emergency medical card or the telephone number for 24hr assistance.

It is the Assignment Editor / Producer's responsibility to ensure that all members of staff deploying overseas are briefed on the procedure of reporting a casualty. The details of which will be outlined on the card. In addition to contacting AXA, assignment editors and ORM High Risk Team should be informed of any casualty.

Any medical information gleaned on the ground must be forwarded to ORM High Risk Team and Travel Clinic, by the quickest route possible in order to keep risk assessments up to date.

## **Detention / Kidnap**

Assignment Editors / Producers must ensure that contingency procedures are in place for detention or kidnap. Appropriate arrangements should be made and instructions given in the local language where necessary to enable Language section staff / reporters to understand procedures. Where appropriate, staff should complete a kidnap information form (including details such as proof of life / duress questions etc.)

In the event of a reported arrest / detention / kidnap, Newsgathering and the ORM High Risk Team are to be informed. Further detailed procedures for response to detention or kidnap are held by them.

## C. AFTER THE MISSION

### **Post-Assignment De-Briefing**

On completion of high risk work, team leaders or Field Safety Advisers should provide a brief written or verbal summary of the assignment / operation, experiences, relevant new information and advice which will help inform future risk assessments. ORM High Risk should receive these and ensure information is disseminated. Key information will be used to update the hostile environments list on Gateway and ENPS (for news). Line managers are also routinely expected to discuss assignments with individuals on their return, and regularly with individuals resident in an area designated as high risk.

The accident / incident reporting procedure should be used to report any incidents including near misses, to help inform future risk assessments and review safety procedures. Individuals should contact their manager or senior safety advisor. Such reporting will be treated as confidential.

When an individual has experienced stressful or traumatic situations during an assignment, the BBC recommends that, as soon as practical after the assignment, they have an operational debrief. The need for a briefing related to traumatic stress will also need to be considered and advice should be sought from the ORM Travel Clinic. Staff can also contact BUPA PEC, if they wish to consider a confidential counselling service.

When an individual has been ill while on assignment and received treatment (medical professional / self-administered) they should complete a Returning Travellers form and inform ORM Travel Clinic. Corresponding arrangements can be made in a relevant language in the UK or overseas for locally based individuals.

## This is the form BBC journalists must fill in before going to a dangerous area

### OVERSEAS RISK ASSESSMENT & ASSIGNMENT OUTLINE FORM

#### EXPLANATORY NOTES

1. Unless a separate Risk Assessment exists, this form must be completed before any travel to Hostile Environments or before undertaking High Risk Activities or attending High Risk Events as defined in the BBC High Risk Guidance. It should be completed in consultation with High Risk Team.
2. The form is applicable to all BBC divisions and subsidiaries and to all independent companies commissioned or contracted by the BBC to undertake a high risk work. Independent companies are required to adhere to the BBC High Risk Guidance.
3. In addition, programme makers may also need to complete a standard Health & Safety Programme Risk Assessment if their programme involves hazards not covered by this form.

**TIP: Check with the High Risk Team that a generic risk assessment for your activity has not already been created.**

#### THIS FORM IS DIVIDED INTO 3 SECTIONS AND ALL MUST BE COMPLETED

##### 1. Assignment Outline

Please record the logistics of the deployment and include complete contact details.

##### 2. Risk Assessment

Before deployment risks and threats should be considered and evaluated, identifying what precautions and controls should be in place. Including any training that must be completed.

##### 3. Authorisations

High risk work must be approved by an appropriate manager as specified in the High Risk Guidance and in consultation with the High Risk Team. An email record of approval along with a electronic version of this form should be sent to the High Risk Team.

**OVERSEAS RISK ASSESSMENT & ASSIGNMENT OUTLINE FORM****1. ASSIGNMENT OUTLINE FORM**

<b>Programme/Project Title</b>	
<b>Responsible Department</b>	
<b>Outline of Programme/Project</b>	
<b>Dates of Programme/Project</b>	

**Planned Itinerary**

If you already have a production schedule, cut and paste it into this box/attach at the end of document or please fill out travel details in table below:

<b>Country</b> (insert rows as necessary)	<b>Dates (IN/OUT)</b>	<b>Flight Details</b>	<b>Trips within country</b> (dates and mode of travel)	<b>Accommodation</b> (with contact numbers)

**Personal Details of Team** (insert rows as necessary)

<b>Name</b>	<b>Staff number</b>	<b>Nationality,</b> including Passport Number / Place of issue and expiry	<b>Who should be contacted In Case of Emergency</b> (address + phone number)	<b>Blood Group</b> (if known)	<b>Hostile Environment Training</b> (Dates incl.)

**Contacts**

<b>All members of team</b> (Mobiles and Sat Phones)	
<b>Fixer Contacts</b> (24hours)	
<b>Other contacts in country</b>	
<b>Production Team contacts</b>	
<b>Production Team Emergency contacts</b>	
<b>Remember to include local staff/fixers into your contact schedule, when taking</b>	

## 2. RISK ASSESSMENT

### Check List

Have you contacted the High Risk Team	Contact Name: Date contacted:
Have you contacted the relevant Health & Safety Advisor (if applicable)	Contact name: Date contacted:
Have you contacted Occupational Health (if applicable)	Contact name: Date contacted:
What equipment are you taking (i.e. flak jackets/first aid kits etc)	
Have you informed the local bureau/stringer about your trip	

Hazards	What is the risk and what is being done about them?
Medical/Disease/Local Health	
Climate/Desert/Arctic/Jungle	
Natural Disaster- floods earthquakes	
Food/Water/Electricity	
Travel – Vehicles / Helicopter	
Local Infrastructure	
Personal Security/Crowd disorder	
Bombs/Bullets/Mortars/Mines	
Kidnapping	
Armed Escorts	
Other possible hazards	

### Contingency / Evacuation Plan

Please include details of plan in case of emergency, including medical evacuation plans and call back procedure / when to initiate response etc:

Any other comments:

## 3. Management Approval

**Risks have been adequately identified & controls in place are sufficient:**

Approving Manager (s)	Date of Approval	Contact details
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## CHAPTER 6

### **First aid for the wounded and injured**

The security guidelines given in the opening chapters of this handbook are aimed at reducing the risks to which journalists are exposed. But even if these guidelines are scrupulously observed, accidents and injuries may occur. So in this chapter we describe first aid procedures to be used until expert medical help arrives. These can never be a substitute for proper first aid training. The information here is taken from the first aid manual published by the company Centurion Risks Assessment.

We start with some basic principles and procedures, such as resuscitation techniques and heart massage, then move on to some practical examples of the kind of situation that may occur.

#### BASIC PRINCIPLES

### **What you should know before trying to give first aid**

Providing emergency first aid can be traumatic for aiders, especially if severe injuries are present, patients are not resuscitated, children are involved, or multiple casualties exist. Ill or injured patients require emotional as well as physical care. Your skill in giving first aid could determine the extent of the casualty's injury and their chance of survival. The casualty could be a friend or a stranger, but one could be faced with administering first aid at any time or place. To be of any use as a first aider, one must avoid becoming a casualty oneself.

It is important to reassure patients, and to let them know they will be taken care of, to reduce their anxiety. Even if the casualty is unresponsive or in respiratory or cardiac arrest, they may be able to hear and to be aware of what's going on.

- At the scene of the accident

As you approach the accident, protect yourself by assessing the scene. Look out for dangers such as fire; lack of oxygen; confined spaces; electrical, chemical, traffic or water hazards. Be aware that the casualty may have an infectious disease such as hepatitis or HIV. You can reduce the threat by wearing gloves and using barriers when in contact with body fluids. The acronym **SETUP** acts as a reminder of the various stages to be observed in order to be of maximum assistance to an accident victim or injured person.

### **Stop**

- 1 Take breath
- 2 Think "primary assessment"
- 3 Think "mechanism of injury" (forces involved)

### **Environment**

- 1 Consider limitations

### **Traffic**

- 1 Vehicle position
- 2 Safe approach
- 3 Remain alert

### **Unknown hazards**

- 1 Consider limitations
- 2 Gas, chemicals, electrical, fire, collapse, explosion, radiation, lack of oxygen

### **Protect self and patient**

- 1 Use barriers
- 2 Prevent further harm
- 3 Assume all patients to be infectious for HIV, hepatitis and other blood diseases
- 4 Use barriers such as gloves, eye shield and mask if available
- 5 Avoid direct and indirect skin or mucous membrane contact with blood and body fluids
- 6 Avoid punctures from needles, broken glass and other sharp objects
- 7 Immediately wash hands and any exposed areas
- 8 Dispose of any infective waste



## **Order of first aid priorities**

### *Definition of levels of responsiveness*

- Responsive
  - Responds in some meaningful way
- Unresponsive
  - Does not respond in a meaningful way
  - May be in respiratory arrest (no breathing) or cardiac arrest (no heartbeat)

The level of responsiveness is an indicator of the seriousness of the patient's condition. As the oxygen level decreases, the ability to respond also decreases. Monitor changes in the level of responsiveness as you care for the patient. By passing on this information to the emergency medical services one will be improving the continuity of care.

## **First points to be checked**

Assess and treat casualties in the following order of priority:

### A Airway

- Casualty with airway problems

### B Breathing

- Casualty with difficulties in breathing or whose breathing has stopped

### C Circulation

- Casualties with bleeding wounds and shock

### D Disability

- Unconscious casualties
- Other injuries, e.g. breaks and burns

Then:

- 1 Place the casualty in a comfortable position
- 2 Immobilise injured limbs and broken bones
- 3 Relieve pain if possible
- 4 Arrange evacuation if necessary

## Clearing an obstructed airway

This step is absolutely vital, because failure to clear an obstructed airway may lead to the death of the casualty within a few minutes.

The airway can be obstructed in several ways:

- Suffocation
- Inhalation of blood
- Foreign material in the mouth or throat, such as false teeth, vomit, dirt, mud, blood clot
- Swelling in the airway
- Injury in the face and neck

If casualty is not breathing, the first aider should use the E.A.R. (Exhaled Air Resuscitation) method.

Breathing can be stopped by any of the following:

- Choking
- Suffocation
- Swelling of the airway
- Tongue falling back while unconscious
- Drowning in water, blood or vomit
- Heart attack
- Poisoning due to chemicals, overdose etc.

The sequence is:

- 1 Clear the airway
- 2 Open the airway
- 3 Mouth to mouth resuscitation as follows:

Recognition:

- Casualty's breathing might be absent, or noisy, bubbling, gasping or whistling
- Face might be blue or pale
- If conscious, casualty might make violent effort to breathe
- If unconscious, casualty might be convulsing

- If casualty has a blocked airway

Clear the airway:

- 1 Place the first three fingers of each hand behind the angle of the casualty's lower jaw, just below each ear, and bring the jaw forward
  - 2 Look, listen and feel for breathing
  - 3 Establish a seal mouth to mouth and by pinching the casualty's nose
  - 4 If breathing is absent give two slow, full breaths
  - 5 If breath does not go on in, reposition the head and try again
  - 6 Check carotid pulse is present for five to ten seconds
  - 7 Once airway has been cleared and casualty is breathing normally you must place them in the three-quarter prone position
- Adult: one breath every six seconds
  - Child and infant: one breath every three seconds
  - Remember: if casualty is unconscious do not leave unattended
  - Remember: for a child, the adult mouth covers the child's mouth and nose

## **Prone position**

In some cases, it may be necessary to place the casualty in the prone position.

- 1 Kneel on one side of the casualty and tuck the casualty's nearer hand under his or her body
- 2 Place the other hand on the abdomen and cross the further foot over the nearer ankle
- 3 Support the casualty's face with one hand. With the other, firmly grasp the casualty's clothing at the hip on the further side and gently pull onto his or her front
- 4 Adjust the position of the head
- 5 Bend the upper leg to bring the thigh well forward
- 6 Bend the upper arm in front and ahead of the face
- 7 Pull the other arm under the body so that it lies against the back

An unconscious casualty who is breathing unaided, provided there is no other injury, must be placed in the prone position within 30 seconds.

If the unconscious casualty cannot be turned due to neck or spinal injuries, the airway must be kept clear using the jaw thrust method, until the neck (cervical spine) is properly splinted.

### **Injury assessment, using the head-to-toe check**

If the patient is responsive, no head or neck injury is suspected, and medical services are delayed, proceed with the injury assessment.

- 1 Ask the patient what happened and the area of pain.
- 2 If patient indicates a specific site, acknowledge and proceed with the assessment, beginning with the neck.
- 3 Tell the patient not to move. Ask for a response if they feel discomfort or pain.
- 4 Check neck for pain; if there is discomfort or pain there, stop your assessment. Immobilise the head and neck and wait for emergency services. If no pain exists in the neck and there are no injuries, proceed with the head-to-toe check.

What to check for:

- Neck - pain (stop and immobilise)
- Head - pain, deformity, moisture (such as blood)
- Eyes - blurred vision, pupils
- Ears - blood or clear fluid
- Shoulder blades - pain, deformity
- Shoulders - pain, deformity
- Collarbones - pain, deformity
- Arms - pain, deformity, sensation, inability to move fingers, hands or arms
- Ribs - pain, deformity (compress only slightly)
- Abdomen - pain, tenderness, rigidity
- Spine - pain (do not move patient to check this)
- Pelvis - pain (compress only slowly)
- Legs - pain, deformity, sensation
- Ankles - pain, deformity, swelling

Illness assessment:

- 1 Ask patient how he or she feels
- 2 Ask him or her: has it happened before?
- 3 Check neck for any medical warning cards
- 4 Is the casualty taking any medication?
- 5 Check radial pulse. Normal 60-100 / minute, regular and full
- 6 Check respiration. Normal 12-20 / minute, regular and quiet
- 7 Check skin temperature. Normal at rest: neutral and dry
- 8 Check tissue colour inside lower lip. Normal: pink, pale or ruddy
- 9 Reassure patient and seek medical assistance

## PRACTICAL EXAMPLES

### **Dealing with an unconscious casualty**

Causes:

- Stoppage of blood supply to the brain
- Head injury
- Stoppage of breathing
- Drugs, alcohol, chemicals or poisons
- Diseases such as diabetes and epilepsy

Recognition

- Casualty will not respond to touch or pain (such as pressing the earlobe)
- Does not respond to simple commands
- Might not be breathing

Treatment:

- 1 Ensure **SETUP**
- 2 Primary assessment
- 3 Check and clear airway
- 4 Once airway is clear, place in the prone position (three-quarter prone position)

Never leave an unconscious casualty unattended on his/her back, as the tongue may fall back and cause a blockage, or they might vomit and then inhale and drown on the fluid.

## Choking

Signs and symptoms:

- Patient cannot speak, breathe or cough forcefully
- Patient may grasp at his or her throat

Treatment:

On a responsive person over one year old:

1 Ensure **SETUP**

2 Primary assessment

3 Find the correct hand position (midline and just above navel) and give up to five abdominal thrusts

4 If airway remains blocked, reassess hand position

5 Repeat the sequence of up to five thrusts and reassessment until the airway is opened or the patient loses consciousness

If casualty is pregnant or obese, use chest thrusts. Each thrust should be distinct and done with intent of relieving the obstruction. After the obstruction is removed have the patient checked at a hospital for possible internal injuries.

Becoming unresponsive:

1 If a person who is choking becomes unconscious during your treatment, ease the casualty to the floor and call for assistance

2 Perform the tongue/jawlift and finger sweep

3 Use a rescue breath

4 If airway remains blocked, perform a series of five abdominal thrusts

5 Following thrusts perform a finger sweep and try a breath

6 Repeat the thrusts, sweep and breathe until the obstruction is removed

Found unresponsive:

1 If a casualty is found unresponsive and your attempts to ventilate fail after repositioning the head, perform a series of five abdominal thrusts.

## Bleeding

It is vital to stop bleeding.

Signs and symptoms:

- Arterial - bright red, spurting
- Venous - dark red, steady flow
- Capillary - oozing

If blood spurts or flows rapidly from a wound or injury the bleeding is serious. You must act quickly to prevent further loss of blood.

1 Ensure **SETUP**

2 Primary assessment

3 Ensure airway, breathing, circulation

4 Use direct pressure over the wound with clean dressing, towel, rag or whatever is available

5 Use additional dressing, bandages and pressure as needed. Direct pressure will control severe bleeding.

6 Bleeding from an artery or several injury sites on an arm or leg may require direct pressure and a pressure point. Use pressure points as needed to help to control severe bleeding

7 Seek medical help as soon as possible

Main pressure points:

- Brachial - upper arm (inside of arm under biceps muscle)
- Femoral - in the upper leg (inside of upper thigh, close to groin area)

- Never try to check whether the bleeding has stopped by removing the dressing. This will disturb the blood clot and may restart bleeding.

- Do not push back or remove any protruding bone, tissue or foreign bodies in a wound.

- Straighten the leg, pulling very gently downwards at the same time in order to splint it to the other leg.

- Do not apply pressure to a pressure point for more than 15 minutes at a time. Before 15 minutes are up, slowly release the pressure. If bleeding continues reapply the pressure, but again, not for more than 15 minutes.

## **Internal bleeding:**

This may be present with blows, falls, puncture wound, ulcers. If significant forces are involved, suspect internal injuries.

Signs and symptoms of shock are present.

Seek medical assistance as soon as possible.

## **Wounds**

Break in the skin which allows fluid to escape and bacteria to enter.

Types of wound:

- Abrasion
- Laceration
- Incision
- Puncture
- Impaled object
- Avulsion /amputation

Treatment:

1 Ensure **SETUP**

2 Primary assessment

3 Clear minor wound

4 Seek medical treatment for deep or large wounds, impaled objects etc.

5 Tetanus immunisation required every five years

## **Fractures**

A fracture is a broken or cracked bone. Correctly treating a fracture helps reduce the pain and prevents further damage being caused by the broken bone.

The bone can be fractured at the point of impact. There are two types of fracture: closed and open. Both might be complicated.

- Closed fracture

- There is no break in the surface of the skin over the fracture.



- Open fracture
- There is a wound on the surface of the skin. The broken bone might or might not be visible. There might be severe bleeding. Germs can enter the wound, causing infection.
- Comminuted fracture
- Where the bone is broken into several smaller fragments.
- Impacted fracture
- Where the bones are driven into each other. This may be difficult to diagnose, since there may be no unnatural mobility and no apparent discontinuation in the bone.

Signs and symptoms:

- Pain and tenderness
- Deformity
- Discolouration
- Open fracture may have bleeding and wound at fracture site
- Bone may be visible
- Shock

Treatment:

- 1 Ensure SETUP
- 2 Primary assessment
- 3 Injury assessment
- 4 Cover any wound with dressing
- 5 Immobilise fracture site and splint
- 6 Use cold packs to minimise swelling
- 7 Seek medical assistance as soon as possible

- Complicated fracture:
- There is damage to blood vessels, nerves and other important structures around the fracture.

Signs and symptoms:

- Casualty might have felt or heard the bone break
- Casualty might complain of pain and tenderness at the site of the injury
- Bruising, swelling or deformity of the injured part could be visible
- There might be loss of movement or abnormal movement of the injured part

Treatment:

- 1 Stop bleeding
- 2 Cover wound(s) with dressing
- 3 Immobilise the limb by splinting to the adjoining limb or torso, which means you may have to move the broken part
- 4 Never attempt to push back or remove any protruding bone, tissue or foreign bodies in a wound
- 5 Never move the casualty unnecessarily
- 6 If you suspect there is a fracture, treat the fracture as such

## CHAPTER 7

### **Role of the media in humanitarian and public health emergencies**

#### **1. Overview**

About 250 million people a year are the victims of humanitarian emergencies, including epidemics, major accidents and natural disasters. Information is often unreliable in affected areas. Rumours, inaccurate information or the absence of news media can complicate evaluation of the relief that is needed. A lack of information and communication above all affects victims who are unprotected and disoriented. A media presence and good information not only help them to maintain a vital link with the outside world, but also encourage a desire to help the victims and the mobilisation of aid. The media play a crucial role when a humanitarian disaster occurs.

**- The media can help to locate survivors and respond quickly to their psychological distress.**

**- A media presence stimulates understanding and empowerment.** If victims are left in ignorance, they feel disempowered and have no reason to hope. **Information and communication help them to recover their dignity** as first-hand witnesses of the drama, capable of putting words to their distress and their needs. They become actors in their own lives again.

**- Good information is also essential for defining priorities and urgent needs.** Maintaining contact with the victims helps to promote transparency, mutual understanding and trust. Timely information can save lives, reduce the suffering sustained in a disaster and prevent additional suffering.

## 2. Measures to take

- **Information and communication must be an integral part of the response to a humanitarian emergency.** In each emergency, one organisation should be assigned the task of establishing and responding to the needs expressed by the affected population as regards information and communication.

- **A media and communication package** (“media in a box”) should be integrated from the outset in the emergency intervention provisions and should be operational within 48 hours of a disaster.

- The particular priorities of each emergency must be identified and the appropriate means found to respond to them.

## 3. Practical recommendations

- Use should be made of new technologies such as mobile phones and SMS.

- Radio can play a key role in establishing contact between survivors and rescue teams. Radio receivers should be distributed to the affected population.

- Radio stations should broadcast useful information in the local language. There should be regular programmes that provide updates on the situation, allow the population to express its needs and expectations, and help forge solidarity with the victims.

- Participatory communication, in which information comes from the affected people as well as being addressed to them, should include bulletin board announcements and individual messages.

- Journalists, both local and international, need to be protected.

## **4. Procedures to follow**

There are three essential requirements:

**I. Free flow of information as an immediate response to the emergency**

**II. A start to recovery through consolidation of the means of information**

**III. Long-term development, after the emergency is over**

I. The free flow of information requires the mobilisation of various information sources including NGOs, local media, communities, the government and local authorities:

- The local media must be given information as a priority and must be able to transmit it promptly. They should be given the technical resources they lack and their access to news agencies should be facilitated. A network must be established to guarantee the best possible coverage of the situation and to ensure that the media convey the rights and needs of the victims.

- Local journalists' organisations should be given the help they need to set up radio stations. Volunteers and professionals should be enlisted to help run the stations and supervise content. Coverage should be centred on the problems that need an urgent response.

- Information should be specific, relevant, prioritised and impartial. Training of journalists is decisive in this respect. The information should be made accessible by means of appropriate programmes and should be provided in the local language.

- Professional ethics require that particular attention be paid to the dignity of the victims, that they be kept fully and properly abreast of the decisions affecting them, and that coverage be editorially independent and credible.

- The safety of the local media requires guarantees that soldiers, police and humanitarian organisations respect their work. Mechanisms must be established for the protection of local and international journalists. The media must also be made aware that humanitarian disasters give rise to turmoil and confusion.
- The population will benefit from the importance that is paid to local media that it trusts. The local media's infrastructure should therefore be treated as an integral part of the emergency intervention.

## II. Various agents and factors need to interact to consolidate information mechanisms:

- Interaction is needed between local media, NGOs, international support for local initiatives, safety of journalists and the affected population. International actors must work with local media to determine common policies, evaluate ways to train journalists and establish links with journalists' organisations. It is together with the local media that affected communities can start the process of reconstruction. Promoting human rights, encouraging peace efforts and informing the population about their rights should all be priorities for the local media.
- The safety of journalists requires making governments aware of its importance, combating impunity in murders of journalists, and ensuring that it figures in social, economic and political programmes.
- Community media can provide considerable support for education, peace and dialogue within a population that has been marginalised as a result of an emergency. Young people can play a vital role in this area.
- The information and communication mechanisms established during the emergency should be available on a lasting basis for bloggers and those operating other forms of citizen media.

III. The existence of local structures, the creation of partnerships, the anticipation of future emergencies and UNESCO support can all help to extend the benefits of the provisions after the emergency is over. It is therefore important to:

- Assist the introduction a legal framework and regulations for these media
- Support the creation of journalists' networks and organisations
- Facilitate access to governments and communities for these media
- Promote the coordination and sharing of information about media development by means of a platform in which the United Nations, NGOs and others are associated
- Organise training for these media and their staff
- Encourage long-term sponsorship mechanisms for independent media.

**The prevention or mitigation of future emergencies requires the creation of alert mechanisms staffed by people trained in communication that facilitate media access to information and are able to help the population anticipate this kind of event.**

### **Useful links:**

<http://www.who.int/mediacentre/en/>

<http://www.msf.org/>

<http://www.alertnet.org/>

## CHAPTER 8

### **Protection offered by Reporters Without Borders**

#### **SOS Press Hotline**

+33 (0) 1 4777-7414

No journalists are safe from a government determined to flout press freedom, either in their own country or abroad. This is why Reporters Without Borders, with the support of American Express, has set up an SOS Press hotline that allows people to call us (in English or French) to report the arrest, expulsion or disappearance of a journalist. This phone number is open round the clock to journalists, their families, employers or professional organisations, who may reverse the charges if they wish. Please try to collect as much information as possible before you call – the journalist's name, nationality, employer, and any other details that might prove useful. This will allow Reporters Without Borders to start working on the case immediately and effectively.

#### **Mission Insurance Agreement for Freelance Reporters and Journalists**

Reporters Without Borders are offering freelance reporters the opportunity to take out an insurance policy through them. Too often, reporters are assigned to cover conflicts – in increasing number – without insurance. Exorbitant costs and a lack of information are the main reasons. Reporters Without Borders signed an agreement with Escapade Insurances to offer competitively-priced coverage to freelance reporters.

Since RSF has been offering this program, in late 2002, almost 400 freelance journalists have purchased an insurance policy with Reporters Without Borders, notably to go to Afghanistan, Iraq, Lebanon and Sudan.



The policies provide two different plans which apply:

- 24/7,

- for any work assignment, short or long term (from a few days up to 12 months, see the details of these solutions at Appendix 3).

### **- Solution 1, “Essential Plan”:**

For a cost of 1.20 euro a day, it provides assistance coverage in medical emergencies. An extra premium of up to 7 euros is charged for high-risk countries. War risks are covered everywhere.

### **- Solution 2, “Extended Plan”:**

The cost varies depending on the destination, but as compared to solution 1, it provides the following additional benefits:

- coverage of preexisting conditions (asthma, heart problems...) if complications from such conditions occur during your assignment;

- coverage of embedded missions with military or governmental units;

- possibility of getting a cash benefit in the event of accidental death or dismemberment during a work assignment.

Membership with Reporters Without Borders is mandatory to purchase insurance through the organization.

This insurance is valid for journalists of any nationality traveling outside their country of habitual residence.

To purchase insurance with Reporters Without Borders and/or request a quote: [assurance@rsf.org](mailto:assurance@rsf.org) or [insurance@rsf.org](mailto:insurance@rsf.org).

## **Loan of bulletproof jackets**

We lend journalists bulletproof jackets and helmets for free. The category 3 jackets, donated by the French defence ministry are black, have “Press” marked on the front and back, come in three sizes and weigh about 14 kg. A €900 deposit is required and the loan is for a maximum two months.

## **Loan of helmets**

The moulded helmets are white with the word "TV" on them and weigh 1.51 kg. They are lent on the same conditions as the jackets but only carry a €250 deposit. Two of the jackets and two of the helmets have no markings on them.

## **Loan of personal distress beacons**

Two small and light GPS personal distress beacons can also be borrowed. They are made by the firm Sierra Echo and the carrier can be found at once anywhere in the world. More and more journalists are using them when they go to areas that are dangerous or where sat-phones or GSM work poorly. A €900 deposit is required and journalists must say where exactly they are going, give their home address and that of someone to contact in an emergency.

To obtain any of this safety equipment, e-mail Reporters Without Borders at [safety@rsf.org](mailto:safety@rsf.org) or [securite@rsf.org](mailto:securite@rsf.org). For the moment, it is only available at our Paris headquarters.

## CHAPTER 9

### PSYCHOLOGICAL TRAUMA: MANAGING TRAUMATIC STRESS

*This introductory guide has been prepared by the Dart Centre.*

#### INTRODUCTION

Journalists in high-risk areas work on stories that involve bereavement, violation and profound personal loss. Reporters may themselves witness death or be subject to attack. Awareness of the potential psychological impact of trauma is crucial to effective and free reporting. Unrecognised traumatic stress may compromise safety awareness or erode professional judgment - in extreme cases derailing careers. Some basic knowledge can both boost resilience as well as provide valuable insight into the experience of traumatised subjects and sources.

#### WHAT IS TRAUMA?

Mental health professionals classify an incident as traumatic when someone experiences or witnesses an event involving actual or threatened death, serious injury, or other threat to their physical integrity, giving rise to intense fear, helplessness or horror. Bombings, violent assaults, rape, torture, the aftermath of natural disasters or serious accidents – all familiar subjects to journalists - are common scenarios.

Geographical proximity is not essential: repeated exposure to images of death and injury, or discovering that a close associate or family member has met serious harm may in some cases evoke the same responses.

Trauma reactions are rooted in the biology of survival. Faced with perceived threat, the brain triggers the release of hormones, such as adrenalin. Individual responses vary, but may include:

- increased alertness or sense of presence
- fight and flight responses (elevated heart-rate, dry mouth, loss of bowel-control, sweating, etc.)
- numbing and disassociation (feeling psychologically separated from the event or out of one's body)
- heightened emotionality.

These are normal responses to abnormal situations, and at times may help survival. **Such reactions normally subside in a few days or weeks after an incident.**

But sometimes distress persists for longer and individuals may feel changed by harrowing events in specific ways, experiencing:

- Intrusive memories, ranging from nightmares and flashbacks to more subtle unwanted reminders of a horrifying event
- Arousal (elevated heart-rate, night sweats, etc.)
- Overreaction to everyday events, difficulty concentrating, irritability, unusual anger or rage
- Emotional numbing, social withdrawal, avoidance of any reminders of a distressing event or a sense of growing distance from loved ones.

**When such reactions persist for a month or longer, that may indicate a psychological injury.** Clinicians define “post-traumatic stress disorder” as a combination of intrusion, arousal and numbing, but other changes such as depression or substance abuse may also appear. Predicting who this will happen to, or when, is not possible. Even journalists who have coped well during many years in the field, and who colleagues regard as emotionally robust, may experience overload at some stage.

## **TRAUMA AND JOURNALISTS**

Most media workers show remarkable resilience in the face of horror. Journalists usually exercise a choice when they pursue violent stories – the choice of whether to take an assignment or turn it down, the many choices involving in framing an account. This element of control – something normally denied other survivors and victims – may give a sense of mission and be in part protective, but it doesn’t bestow immunity.

Indeed, recent studies show that journalists are just as vulnerable to emotional injury as soldiers, firefighters or other frontline participants in tragedy. A 2002 study of career war correspondents by the neuroscientist Anthony Feinstein found that 28.2 percent had developed post-traumatic stress disorder at some stage during an average working span of 15 years. Other studies have shown lower but significant rates of distress of among journalists covering routine domestic assignments.

Traumatic stress can have a particularly insidious effect upon journalists. Studies show that repeated exposure to horror – rather than being protective – may actually increase the likelihood of distress. Intrusive memories, an inability to concentrate, sleep difficulties, explosive anger, numbing and social isolation all take a toll on journalists' news judgment, capacities and relationships. The good news is that PTSD is not the life-sentence that many assume. It responds well to treatment, and studies show that resilience may be boosted by a range of self-care measures. But the impact of trauma should command journalists' attention and respect.

## **SELF-CARE**

Traumatic stress derives from an intense emotional engagement with violence. Although different from general stress, it shares some of the same neurochemistry. This is why everyday pressures - deadlines, personal conflict, culture shock, financial uncertainty, etc. - may exacerbate trauma. **There are practical measures journalists can take to safeguard their wellbeing before, during and after assignments.**

## **BEFORE AN ASSIGNMENT**

Training and preparation: evidence shows that people who are mentally prepared for challenging situations have greater emotional control during them. Preparation of all kinds – hostile environment training, craft skills development, research into the history and culture of an area – as well as trauma awareness can boost self-efficacy, reduce general stress and promote resilience.

### **Locate allies**

Make prior contact with others in the area so that you have a network in place. Journalists, humanitarian workers, UN staff in the region, and others can provide valuable social as well as logistical support. This may be particularly important for isolated freelancers or journalists embedded with the military.

## **Go over the ground beforehand**

As part of your risk assessment, ask colleagues in the area what the current conditions are like. Identify any specific personal concerns you have and discuss how to address them before leaving.

## **Prepare a contact plan**

Discuss beforehand with your point of emergency/logistical contact how family or friends should be liaised with, should something happen to you. In a crisis, you will want to know that this is being handled well.

## **Work on fitness**

Exercise builds resistance to stress.

## **Don't forget domestic matters**

Set time aside for family, friends or loved ones. Sort out your finances; and make sure that your next of kin have access to your insurance details, will, etc. Leave your accommodation in a state you'd like to return to.

## **Be sure you are ready to go**

Evidence suggests that repeat exposure to danger and trauma without sufficient downtime greatly increases vulnerability to PTSD. If you are feeling pressured to go, and it simply doesn't feel like emotionally the right time, then consider turning down that assignment.

## **DURING AN ASSIGNMENT**

### **Look after your body**

- Eat and sleep well. (Even special-forces soldiers prioritise these.)
- Take exercise. Just stretching or walking for thirty minutes can elevate mood.
- Drink water. Dehydration impairs brain function.
- Watch your alcohol consumption. Too much can increase nightmares and flashbacks.
- Be careful with stimulants. Caffeine boosts adrenalin levels.

## **Pay heed to your emotional needs**

- Develop simple, daily rituals that take you out of the story. Reading, doing exercise or a craft hobby, for instance, can provide respite from toxic subject material.
- Acknowledge feelings. Talk to people you trust; or if nobody is available, try writing a journal.
- Never underestimate the importance of laughter.
- Try deep breathing, especially if distressed. (Breathe slowly into your diaphragm, pause, then breathe out on a count longer than the in-breath.)
- Try to form the habit of reframing negative situations: acknowledge what's happened, but then list any positives that still apply. Focus on future steps that you can control. Focusing obsessively on what went wrong may increase vulnerability.

## **Support others**

- Social connection is one of the most protective factors in the face of trauma – but that means the ability to give as well as receive support.
- People recover better from trauma when their co-workers are positive and supportive. Be careful with attributing blame.
- Be available to listen, but don't dig for feelings, or make assumptions about what others might be experiencing or what you think they should be feeling.
- Be a leader. Allow yourself and your co-workers proper recovery time.
- If somebody is finding it hard to cope, consider suggesting they concentrate on lighter practical tasks, rather than ceasing work altogether. Activity is often protective.
- Different cultures may have different ways of handling grief and trauma. Respect this.

## **Understand your sources**

Understanding how trauma affects people may also help you avoid making journalistic mistakes. Some victims may be affected to an extent that there are factual errors in their accounts that they are not conscious of, while others may

have near photographic recall. Interviewing victims of trauma requires skill and sensitivity. There is not space in this short guide to go into detail. For more information and tips visit [www.dartcentre.org](http://www.dartcentre.org).

## **AFTER AN ASSIGNMENT**

Sometimes leaving a story behind is the hardest part. Subsequent assignments may feel pointless in comparison, and some may feel there is guilt for leaving people behind to face danger or deprivation. Relating to others outside of the story can pose its own challenges. People have widely different capacities to listen to descriptions of trauma and may close down discussion or minimise what is being said; and journalists themselves may shy away from discussing topics that could cause friends and family to worry about their safety. Here are some suggestions for managing the transition in and out of a story:

- Some journalists suggest taking a day or two of “decompression time” out for themselves before returning home. (Remember to explain to your partner or family first your reasons.)
- Thinking about life at home can be a powerful motivator when on the road, but try and keep your expectations of return in proportion. If you have been away for a while, others may be in a different place in their lives: you may not be able to pick up from where you left off.
- Develop connections with others who have had similar experiences. Being able to talk - or just hang out - without the pressure to explain yourself may make all the difference.
- Take stock of your mental wellbeing. It is never too late to seek help.

## **A NOTE FOR MANAGERS AND EDITORS**

A good trauma-management plan can play a major role in safeguarding the health wellbeing and effectiveness of staff. It is an editor’s responsibility to brief themselves on trauma and to institute working structures that minimise its impact. For resources and information contact the Dart Centre at [www.dartcentre.org](http://www.dartcentre.org).



## CHAPTER 10

### Relations with the ICRC

- The ICRC is a private international organisation founded under Swiss law in 1863. The ICRC, the International Federation of Red Cross and Red Crescent Societies and national Red Cross and Red Crescent Societies together form the International Red Cross and Red Crescent Movement.

- The ICRC may come to the aid of journalists either by regarding them as threatened civilians or by taking account of their profession. However, its operating regulations are strict and cooperation with it means respecting the following principles:

- Discretion and confidentiality, which are what win the organisation access to places closed to the public. ("The ICRC will treat cases submitted to it with discretion. In return, it expects those who ask it to intervene to adopt the same attitude towards the information it passes on to them. Moreover, the ICRC will refrain from associating itself with press campaigns and other public statements and actions related to the cases of journalists in which it agrees to become involved. This reserve is dictated by the principle of neutrality which has always guided its work.")

- Legality. ("The ICRC can only act with the express agreement of the government authorities concerned.")

- Continuity. (The ICRC continues its work in the field over long periods).

- Neutrality. ("The ICRC does not comment on reasons for arrest or imprisonment and does not call for the release of the people concerned. The sole aim of its representatives' visits to prisoners is humanitarian: it is a matter of preventing disappearances, torture and ill-treatment, examining material and psychological conditions, providing help to prisoners if necessary and, where appropriate, asking the authorities to take the necessary steps to improve those conditions.")

- In some cases, the ICRC may give specific help to journalists:
  - In international armed conflict zones, the ICRC provides journalists with the minimum protection due all civilians. Article 79 of Additional Protocol I (1977) states:
    - "1. Journalists conducting dangerous professional assignments in armed conflict zones will be considered as civilians as defined by Article 50, Paragraph 1.
    - "2. They will be protected as such in accordance with the Conventions and with this Protocol provided that they do not undertake any action that harms their status as civilians and without prejudicing the right of war correspondents accredited with the armed forces to benefit from the status provided for under Article 4.4 of the Third Convention.
    - "3. They may obtain an identity card (...) which will be issued by the government of the state of which they are nationals, or of the state where they are resident, or in which the medium or news agency which employs them is based, [and which will] confirm the holder's status as a journalist."

However, accredited war correspondents have specific status. War correspondents are defined as journalists authorised to accompany the armed forces of their countries. The armed forces are obliged to issue them with an identity card. Holders of this card who fall into enemy hands have the status of prisoner of war. War correspondents are therefore protected by the Third Geneva Convention of 1949 concerning the treatment of prisoners of war. However, they enjoy no special protection when travelling in zones where military operations are taking place.

You can contact the organisation's headquarters directly on its hotline. This is an emergency phone number **(+41 79 2173285)** for relatives and friends of threatened journalists. The journalist's family, employer or professional organisation may ask the ICRC to intervene. The person making the call should provide as much information as possible about the case, stating what steps have already been taken with other authorities.

## CHAPTER 11

### Basic press freedom documents

**T**he principle of press freedom is recognised by international law. This includes general definitions, regional texts and national legislation (rights and customs, constitutions, laws and decrees).

The right to seek, receive and impart information is laid down in Article 19 of the Universal Declaration of Human Rights adopted by the United Nations General Assembly on 10 December 1948 (Document 1). This right is restated in the International Covenant on Civil and Political Rights of 16 December 1966 (Document 2) and in several regional conventions and charters. These include Article 10 of the European Convention for the Protection of Human Rights and Fundamental Freedoms of 4 November 1950 (Document 3), Article 13 of the Interamerican Convention on Human Rights of 22 November 1969 (Document 4) and Article 9 of the African Charter of Human and Peoples' Rights of 12 July 1981 (Document 5). Extracts from them follow:

#### Document 1

### **Universal Declaration of Human Rights**

*Adopted 10 December 1948*

Article 19 - Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.

## Document 2

### **International Covenant on Civil and Political Rights**

*Adopted 16 December 1966, came into force 23 March 1976*

Article 19 - 1. Everyone shall have the right to hold opinions without interference.

2. Everyone shall have the right to freedom of expression; this right shall include freedom to seek, receive and impart information and ideas of all kinds, regardless of frontiers, either orally, in writing or in print, in the form of art, or through any other media of his choice.

3. The exercise of the rights provided for in paragraph 2 of this article carries with it special duties and responsibilities. It may therefore be subject to certain restrictions, but these shall only be such as are provided by law and are necessary:

(a) For respect of the rights or reputations of others;

(b) For the protection of national security or of public order, or of public health or morals.

## Document 3

### **European Convention for the Protection of Human Rights and Fundamental Freedoms**

*Adopted 4 November 1950, came into force 3 September 1953*

Article 10 - 1. Everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers. This article shall not prevent States from requiring the licensing of broadcasting, television or cinema enterprises.

2. The exercise of these freedoms, since it carries with it duties and responsibilities, may be subject to such formalities, conditions, restrictions or penalties as are prescribed by law and are necessary in a democratic society,

in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health or morals, for the protection of the reputation or rights of others, for preventing the disclosure of information received in confidence, or for maintaining the authority and impartiality of the judiciary.

#### Document 4

### **Interamerican Convention on Human Rights**

*Adopted 22 November 1969, came into force 18 July 1978*

Article 13 - Freedom of Thought and Expression - 1. Everyone has the right to freedom of thought and expression. This right includes freedom to seek, receive and impart information and ideas of all kinds, regardless of frontiers, either orally, in writing, in print, in the form of art, or through any other medium of one's choice.

2. The exercise of the right provided for in the foregoing paragraph shall not be subject to prior censorship but shall be subject to subsequent imposition of liability, which shall be expressly established by law to the extent necessary in order to ensure:

(a) respect for the rights or reputations of others; or

(b) the protection of national security, public order, or public health or morals.

3. The right of expression may not be restricted by indirect methods or means, such as the abuse of government or private controls over newsprint, radio broadcasting frequencies, or equipment used in the dissemination of information, or by any other means tending to impede the communication and circulation of ideas and opinions.

4. Notwithstanding the provisions of paragraph 2 above, public entertainments may be subject by law to prior censorship for the sole purpose of regulating access to them for the moral protection of childhood and adolescence.

5. Any propaganda for war and any advocacy of national, racial or religious hatred that constitute incitements to lawless violence or to any similar illegal action against any person or group of persons on any grounds including those of race, colour, religion, language, or national origin shall be considered as offences punishable by law.

#### Document 5

### **African Charter of Human and Peoples' Rights**

*Adopted 12 July 1981, came into force 21 October 1986*

Article 9 - Every individual shall have the right to receive information. Every individual shall have the right to express and disseminate his opinions within the law.

## CHAPTER 12

### Key documents about journalistic ethics

These documents, drawn up by journalists' organisations, outline the major principles of journalism applicable in all circumstances, especially during investigation of press freedom violations. The Declaration of Rights and Obligations of Journalists (known as the Munich Charter) (Document 1) is accepted as authoritative. Extracts from US, and Malian charters provide further examples.

#### Document 1

#### **Declaration of Rights and Obligations of Journalists (the "Munich Charter")**

This was drawn up and approved in Munich on 24 and 25 November 1971. It was later adopted by the International Federation of Journalists (IFJ) and by most journalists' unions in Europe.

#### **Preamble**

The right to information, to freedom of expression and criticism is one of the fundamental rights of man. All rights and duties of a journalist originate from this right of the public to be informed on events and opinions. The journalists' responsibility towards the public excels any other responsibility, particularly towards employers and public authorities. The mission of information necessarily includes restrictions which journalists spontaneously impose on themselves. This is the object of the declaration of duties formulated below. A journalist, however, can respect these duties while exercising his profession only if conditions of independence and professional dignity effectively exist. This is the object of the following declaration of rights.

## **Declaration of duties**

The essential obligations of a journalist engaged in gathering, editing and commenting news are :

1. To respect truth whatever be the consequences to himself, because of the right of the public to know the truth.
2. To defend freedom of information, comment and criticism.
3. To report only on facts of which he knows the origin; not to suppress essential information nor alter texts and documents.
4. Not to use unfair methods to obtain news, photographs or documents.
5. To restrict himself to the respect of privacy.
6. To rectify any published information which is found to be inaccurate.
7. To observe professional secrecy and not to divulge the source of information obtained in confidence.
8. To regard as grave professional offences the following: plagiarism, calumny, slander, libel and unfounded accusations, the acceptance of bribes in any form in consideration of either publication or suppression of news.
9. Never to confuse the profession of journalist with that of advertisements salesman or propagandist and to refuse any direct or indirect orders from advertisers.
10. To resist every pressure and to accept editorial orders only from the responsible persons of the editorial staff.

Every journalist worthy of that name deems it his duty faithfully to observe the principles stated above. Within the general law of each country, the journalist recognises, in professional matters, the jurisdiction of his colleagues only; he excludes every kind of interference by governments or others.



## **Declaration of rights**

1. Journalists claim free access to all information sources, and the right to freely enquire on all events conditioning public life. Therefore, secrecy of public or private affairs may be opposed only to journalists in exceptional cases and for clearly expressed motives.
2. The journalist has the right to refuse subordination to anything contrary to the general policy of the information organ to which he collaborates such as it has been laid down in writing and incorporated in his contract of employment, as well as any subordination not clearly implicated by this general policy.
3. A journalist cannot be compelled to perform a professional act or to express an opinion contrary to his convictions or his conscience.
4. The editorial staff has obligatorily to be informed on all important decisions which may influence the life of the enterprise. It should at least be consulted before a definitive decision on all matters related to the composition of the editorial staff, e.g. recruitment, dismissals, mutations and promotion of journalists, is taken.
5. Taking into account his functions and responsibilities, the journalist is entitled not only to the advantages resulting from collective agreements but also to an individual contract of employment, ensuring the material and moral security of his work as well as a wage system corresponding to his social condition and guaranteeing his economic independence.

## Document 2

### **Extracts from the Code of Ethics of the American Society of Professional Journalists**

#### **Seek Truth and Report It**

Journalists should be honest, fair and courageous in gathering, reporting and interpreting information.

Journalists should:

- Tell the story of the diversity and magnitude of the human experience boldly, even when it is unpopular to do so.
- Examine their own cultural values and avoid imposing those values on others.
- Avoid stereotyping by race, gender, age, religion, ethnicity, geography, sexual orientation, disability, physical appearance or social status.
- Support the open exchange of views, even views they find repugnant.
- Give voice to the voiceless; official and unofficial sources of information can be equally valid.

### **Minimize Harm**

Ethical journalists treat sources, subjects and colleagues as human beings deserving of respect.

Journalists should:

- Recognize that gathering and reporting information may cause harm or discomfort. Pursuit of the news is not a license for arrogance.
- Show good taste. Avoid pandering to lurid curiosity.

### **Act Independently**

Journalists should be free of obligation to any interest other than the public's right to know.

Journalists should:

- Avoid conflicts of interest, real or perceived.
- Remain free of associations and activities that may compromise integrity or damage credibility.
- Refuse gifts, favors, fees, free travel and special treatment, and shun secondary employment, political involvement, public office and service in community organizations if they compromise journalistic integrity.

## **Be Accountable**

Journalists are accountable to their readers, listeners, viewers and each other.

Journalists should:

- Clarify and explain news coverage and invite dialogue with the public over journalistic conduct.
- Encourage the public to voice grievances against the news media.

## Document 3

### **Extracts from the Code of Ethics for Malian Journalists**

The availability and defence of diverse news, free expression and criticism is a basic human freedom that includes duties and rights which amount to a moral code of conduct and a guide for the state, journalists, other media workers and other citizens in their mutual relationship and communication.

#### **Duties of a journalist**

Article 7. Journalists must show their integrity by refusing, in all circumstances, any kind of direct or indirect illicit payment. They must refuse any favourable treatment linked to publication or non-publication of a story.

Article 8. A journalist must not report violence and brutality for sensational reasons.

Article 9. Journalists must not name under-age delinquents and must not publish their photos, to avoid jeopardising their future.

Article 13. Journalists must assume responsibility for what they write, even if it was anonymous.

#### **Rights of a journalist**

Article 1. A working journalist must have free access to all sources of public information. A plea for keeping public and private matters in this domain secret from journalists can be used only exceptionally and for clearly-stated reasons.

Article 2. A journalist can refuse orders that go against the general policy of his employers as defined in his job contract, as well as orders from a person clearly unauthorised to give them under this policy.

Article 3. Journalists cannot be forced to do work or express opinions contrary to their beliefs or conscience. They must not be forced to accept actions that conflict with professional standards.

Article 4. Journalists are entitled to unconditional and unrestricted personal safety, legal protection and respect for their dignity throughout the country.

Article 5. Editorial staff must be informed of all important decisions affecting the company.

Article 6. Working journalists are entitled to ask any person they consider competent to analyse or comment on a local, national or international event.

## APPENDIX

## APPENDIX 1

### USEFUL ADDRESSES

#### • **General international non-governmental organisations**

**Amnesty International:** [www.amnesty.org](http://www.amnesty.org)

1 Easton Street

London WC1X 0DW - UK

Tel: +44 (0) 207 413-5500. Fax: +44 (0) 207-956-1157

**Human Rights Watch:** [www.hrw.org](http://www.hrw.org)

350 Fifth Avenue, 34th Floor

New York, NY 10018-3299 - USA

Tel: +1 212 290-4700. Fax: +1 212 736-1300

**International Federation for Human Rights:** [www.fidh.org](http://www.fidh.org)

17, passage de la Main d'or,

75011 Paris - France

Tel: +33 (0) 1 4355-2518. Fax: +33 (0) 1 4355-1880

#### **Avocats sans Frontières France**

[www.avocatssansfrontieres-france.org](http://www.avocatssansfrontieres-france.org)

8, rue du Prieuré - 31000 Toulouse - France

Tél. : + 33 (0) 5 34 31 17 83 - Fax : + 33 (0) 5 34 31 17 84

#### • **International non-governmental organisations specialising in freedom of expression and press freedom**

**Article 19 :** [www.article19.org](http://www.article19.org)

Lancaster House - 33 Islington High St

London N1 9LH - UK

Tel: +44 (0) 207 278-9292. Fax: +44 (0) 207 713-1356

**Committee to Protect Journalists :** [www.cpj.org](http://www.cpj.org)

330, Seventh Avenue, 12th Floor

New York, NY 10001 - USA

Tel: +1 212 465-1004. Fax: +1 212 465-9568

**Index on Censorship:** [www.indexonline.org](http://www.indexonline.org)  
Lancaster House, 33, Islington High street,  
Londres N1 9LH , UK  
Tel: +44 (0) 207 278-2313. Fax: +44 (0) 207 278-1878

**International Federation of Journalists:** [www.ifj.org](http://www.ifj.org)  
rue Royale 266,  
B 1210 Brussels - Belgium  
Tel: +32 (0) 2 223-2265. Fax: +32 (0) 2 219-2976

**World Association of Newspapers:** [www.wan-press.org](http://www.wan-press.org)  
25, rue d'Astorg,  
75008 Paris - France  
Tel: +33 (0) 1 4742-8500. Fax: +33 (0) 1 4742-4948

**International Pen:** [www.internationalpen.org.uk](http://www.internationalpen.org.uk)  
Brownlow House, 50/51 High Holborn,  
London WC1 V6ER - UK  
Tel: +44 (0) 207 253-4308. Fax: +44 (0) 207 253-5711

**International Press Institute:** [www.freemedia.at](http://www.freemedia.at)  
Spiegelgasse 2  
A1010 Vienna - Austria  
Tel: +43 (0) 1 512-9011 - Fax: +43 (0) 1 512-9014

**Reporters Without Borders:** [www.rsf.org](http://www.rsf.org)  
47, rue Vivienne,  
75002 Paris - France  
Tel: +33 (0) 1 4483-8484. Fax: +33 (0) 1 4523-1151

**World Press Freedom Committee:** [www.wpfc.org](http://www.wpfc.org)  
11690-C Sunrise Valley Drive,  
Reston, VA 20191 - USA  
Tel: +1 703 715-9811. Fax: +1 703 620-6790

• **More international organisations and useful addresses**

**United Nations Office for Liaison with NGOs:** [www.un-ngls.org](http://www.un-ngls.org)

Palais des Nations

CH-1211 Geneva 10 - Switzerland

Tel: +41 (0) 22 917-2076. Fax: +41 (0) 22 917-0432

**United Nations Human Rights Centre:** [www.ohchr.org](http://www.ohchr.org)

UNOG-OHCHR

CH-1211 Geneva 10 - Switzerland

Tel: +41 (0) 22 917-9000. Fax: +41 (0) 22 917- 9011

**International Committee of the Red Cross:** [www.icrc.org](http://www.icrc.org)

19 avenue de la Paix

CH-1202 Geneva - Switzerland

Tel: +41 (0) 22 734-6001. Fax: +41 (0) 22 733-2057

**International Criminal Court:** [www.icc-cpi.int](http://www.icc-cpi.int)

174 Maanweg

2516 AB The Hague - The Netherlands

Tel: +31 (0) 70 515-8515. Fax: +31 (0) 70 515-8555

**Office of the United Nations High Commissioner for Refugees:**

[www.unhcr.ch](http://www.unhcr.ch)

CP 2500

CH-1211 Geneva 2 - Switzerland

Tel: +41 (0) 22 739-8111. Fax: +41 (0) 22 731-9546

**UNESCO :** [www.unesco.org](http://www.unesco.org)

7, Place de Fontenoy

75732 Paris 07 SP - France

Tel: +33 (0) 1 4568-4203. Fax: +33 (0) 1 4568-5584

**Centurion Risk Assessment:** [www.centurionsafety.net](http://www.centurionsafety.net)

PO Box 1740,

Newquay, TR7 3WT - UK

Tel: +44 (0) 1726-862090. Fax: +44 (0) 1726-862099



## APPENDIX 2

### Reporters Without Borders – introduction and contacts

In some countries a journalist can be thrown in prison for years for a single offending word or photo. Jailing or killing a journalist removes a vital witness to events and threatens the right of all of us to be kept informed of the news. Reporters Without Borders has fought for press freedom on a daily basis since it was founded in 1985.

### Investigate, expose and support

Reporters Without Borders:

- **defends** journalists and media assistants imprisoned or persecuted for doing their job and exposes the mistreatment and torture of them in many countries.
- **fight**s against censorship and laws that undermine press freedom.
- **gives** monetary assistance each year to 100 or so journalists or media outlets in difficulty (to pay for lawyers, medical care or equipment) as well to the families of imprisoned journalists.
- **works** to improve the safety of journalists, especially those reporting in war zones.

Reporters Without Borders is registered in France as a non-profit organisation and has consultant status at the United Nations.

In 2005, the organisation won the European Parliament's Sakharov Prize for Freedom of Thought.

### An international organisation

Reporters Without Borders is present in all five continents through its national branches (in Austria, Belgium, Canada, France, Germany, Italy, Spain, Sweden and Switzerland), its offices in New York, Bruxelles and Washington, and the more than 130 correspondents it has in other countries. The organisation also works closely with local and regional press freedom groups that are members of

the Reporters Without Borders Network, in Afghanistan, Bangladesh, Belarus, Burma, Colombia, Democratic Congo, Eritrea, Kazakhstan, Pakistan, Peru, Romania, Russia, Somalia, the United States and Tunisia.

## **International Secretariat:**

### **Reporters sans frontières / Reporters Without Borders**

47, rue Vivienne

75002 Paris - France

Tel: +33 (0) 1 4483-8484. Fax: +33 (0) 1 4523-1151

E-mail: [rsf@rsf.org](mailto:rsf@rsf.org) - Website: [www.rsf.org](http://www.rsf.org)

*Africa desk:* [africa@rsf.org](mailto:africa@rsf.org)

*Americas desk:* [americas@rsf.org](mailto:americas@rsf.org)

*Asia desk:* [asia@rsf.org](mailto:asia@rsf.org)

*Europe desk:* [europa@rsf.org](mailto:europa@rsf.org)

*Middle-East desk:* [middle-east@rsf.org](mailto:middle-east@rsf.org)

*Internet desk:* [internet@rsf.org](mailto:internet@rsf.org)

## **National Branches**

### **Austria - Reporter ohne Grenzen**

Alser Straße 22/8

A1090 Vienna

Tel: +43 (0) 1 581-0011. Fax: +43 (0) 1 480-0395

E-mail: [info@rog.at](mailto:info@rog.at) - Website: [www.rog.at](http://www.rog.at)

### **Belgium - Reporters sans frontières / Reporters zonder grenzen**

Centre international de presse

Résidence Palace, Bloc C - Rue de la Loi 155 - 1040 Brussels

Tel: +32 (0) 2 235-2281. Fax: +32 (0) 2 235-2282

E-mail: [rsf@rsf.be](mailto:rsf@rsf.be)

### **Canada - Reporters sans frontières**

405 rue de bienville #1

Montreal (QC) H2J 1T1 - Canada

Tel: +1 514 521-4111. Fax: +1 514 521-7771

E-mail: [rsfcanada@rsf.org](mailto:rsfcanada@rsf.org) - Website: [www.rsfcanada.org](http://www.rsfcanada.org)

### **Spain - Reporteros sin fronteras**

Plaza del Callao, 4 - 10° B

28013 Madrid

Tel/fax: +34 (0) 91 522-4031

E-mail: [rsf@rsf-es.org](mailto:rsf@rsf-es.org)

### **Germany - Reporter ohne Grenzen**

Brückenstraße 4 - 10179 Berlin

Tel: +49 (0) 30 202 15 10 - 0 - Fax: +49 (0) 30 202 15 10 - 29

E-mail: [kontakt@reporter-ohne-grenzen.de](mailto:kontakt@reporter-ohne-grenzen.de)

Website: [www.reporter-ohne-grenzen.de](http://www.reporter-ohne-grenzen.de)

### **Italy - Reporter Senza Frontiere**

Presso l'Associazione Stampa Estera Milano,

Via Principe Amedeo 5 - 20121 Milan

Tel: +39 (0) 339 36-80654

E-mail: [rsf-italia@rsf.org](mailto:rsf-italia@rsf.org)

### **Sweden - Reportrar utan Gränser**

JMK, Journalisthögskolan

Karlavägen 104 - Box 27861 - 115 93 Stockholm

Tel: +46 (0) 8 618-9336

E-mail: [reportrarutangranser@rsf.org](mailto:reportrarutangranser@rsf.org)

Website: [www.reportrarutangranser.se](http://www.reportrarutangranser.se)

### **Switzerland - Reporters sans frontières**

CP 48

1211 Geneva 8

Tel: +41 (0) 22 328-4488 - Fax: +41 (0) 22 328-4489

E-mail: [rsf-ch@bluewin.ch](mailto:rsf-ch@bluewin.ch)

### **OFFICES**

## **United States**

### **New York**

Tala Dowlatshahi

Mobile: +1 917 239-0653

E-mail: [rwb\\_ny@rsf.org](mailto:rwb_ny@rsf.org)

### **Washington**

Clothilde Le Coz - Reporters Without Borders

Southern Railway Building - 1500 K Street NW, Suite 600

Washington DC 20005

E-mail: [clc@rsf.org](mailto:clc@rsf.org)

Tel: +1 202 256-5613

## APPENDIX 3

### **INSURANCE POLICY FOR FREELANCE JOURNALISTS AND PHOTOGRAPHERS ON ASSIGNMENT**

Aware of the risks associated with the public information service, Reporters Without Borders and Escapade Insurances are offering to photo reporters, journalists and freelancers, international health insurance coverage when they're on work assignments outside their country of habitual residence. The protections listed in the two plans described below are provided 24/7 on any foreign assignment, including in today's hot spots.

Solution 1, "essential plan", provides emergency assistance protection.

Solution 2, "extended plan", provides additional health coverage (including preexisting conditions, validity when traveling in military marine, land and air vehicles), and eventually completed with a cash benefit paid out in case of:

- accidental death during a work assignment,
- disability or dismemberment resulting from an accident.

#### **DESCRIPTION OF COVERAGE**

The two policy plans described below cover war risks and consequences of acts of terrorism and social unrest.

Exclusion: The reporter must remain passive during these events.

#### **SOLUTION 1: REPORTER ASSISTANCE – Essential Plan**

This health policy focused on major risks can be purchased online for assignments lasting from 1 to 365 days:

- **Territorial Limits.**

- Worldwide outside the country of habitual residence.

- A single rate, with an extra premium for high-risk countries such as Iraq, Afghanistan, Israel, the West Bank, Gaza, the Democratic Republic of the Congo, Somalia, Yemen, Georgia, the Russian Federation (Chechnya, Dagestan, Ingushetia, North Ossetia) – subject to change without notice.

• **Method of Purchase**

- Online purchasing: request access codes at [assurance@rsf](mailto:assurance@rsf) or [insurance@rsf.org](mailto:insurance@rsf.org).

• **Medical Costs (worldwide)**

- 100% of actual costs to an unlimited amount for emergency medical care.
- No deductible or coinsurance.
- Direct payment of all hospital bills.
- Please note that preexisting conditions are not covered.
- Please note that marine, land and air travel in a military or government vehicle is not covered.

• **Assistance Services (worldwide)**

- Full coverage for emergency medical assistance and medical evacuation.
- Assistance centre available 24/7 with multilingual staff.
- Organizing and underwriting:
  - . medical evacuation and repatriation to the policyholder's place of residence,
  - . and repatriation of the body in the event of death.

• **OPTION: Personal Liability (worldwide)**

- Optional on direct request to Escapade Insurances.
- Up to 60,000 euros with no deductible.
- Covers the monetary consequences of Personal Liability that may be incurred by the reporter as a result of bodily injury, property damage, or personal injury.

## **SOLUTION 2: REPORTER ASSISTANCE – Extended Plan**

This health policy covers any medical expenses incurred in a foreign country for an emergency or a simple doctor appointment. Solution available until age 65.

The certificate may be modified on request to include specific situations.

### **• Territorial Limits**

- Worldwide outside the country of habitual residence.
- Rates based on the level of risk in the country of destination (no geographical exclusion).

### **• Medical Costs (worldwide)**

- 100% of incurred medical expenses up to 630,000 euros.
- No deductible and no waiting time.
- Direct payment of all hospital bills and care exceeding 300 euros.
- Dental coverage up to 1250 euros in the event of an accident.
- Please note that preexisting conditions are covered under this plan.
- Please note that accidents during marine, land and air travel in a military or government vehicle are covered.

### **• Assistance Services (worldwide)**

- Full coverage for emergency medical assistance and medical evacuation.
- Assistance center available 24/7 with multilingual staff.

### **• OPTION: Cash benefit in the event of death or dismemberment due to an accident**

- Choice of benefits up to 150,000 euros.
- Benefits paid out in the event of accidental death.
- Double indemnity benefit for cases of quadriplegia, paraplegia and hemiplegia.
- Payment of a portion of the benefits for cases of dismemberment or loss of a limb or sensory organ.

- **OPTION: Personal Liability (worldwide)**

Same as for Solution 1.

## **IMPLEMENTATION OF THE COVERAGE**

- **Assistance**

The insured reporter shall obligatorily and prior to any intervention advise either ihi assistance in Denmark (if solution 1 purchased) or AXA Assistance in Canada (if solution 2 purchased) (contact information provided on the assistance card handed out when the plan is purchased).

- **Payment of Medical and Hospital Costs**

If hospitalized, the policyholder must produce his/her assistance card at the medical or hospital centre, so they can contact the insurer. The costs will be paid directly to the hospital by the insurer.

- **For Implementation of Optional Coverage**

Contact Escapade Insurances within a reasonable time.

## **INFORMATION TO BE PROVIDED**

- **For solution 1: Reporter Assistance – Essential Plan**

The reporter has to make sure he/she is a member of Reporters Without Borders before purchasing a policy online.

- **For solution 2: Reporter Assistance – Extended Plan**

Purchasing is done through an Escapade Insurances consultant. The reporter must provide the following information:

- citizenship
- date of birth
- usual address + telephone + email
- specific dates of stays by country
- amount of selected death benefit, with names of beneficiary(ies) (estate subjects by default).



## APPENDIX 4

### **Training for journalists going to work in dangerous areas**

Here are some organisations that offer training for people going to dangerous parts of the world. DICO (the French defence ministry's office of information) also provides training for journalists.

#### **AKE Ltd**

St Owen's Chambers - 22 St Owen Street  
Hereford HR1 2PL - UK

Tel: +44 (0) 1432-267111 - Fax: +44 (0) 1432-350227

E-mail: [services@akegroup.co.uk](mailto:services@akegroup.co.uk) - Website: [www.akegroup.com](http://www.akegroup.com)

#### **BIOFORCE**

41 avenue du 8 mai 1945

69694 Venissieux - France

Tel: +33 (0) 4 7289-3141 - Fax: +33 (0) 4 7870-2712

E-mail: [info@bioforce.asso.fr](mailto:info@bioforce.asso.fr)

#### **CENTURION RISK ASSESSMENT SERVICES**

PO Box 1740

Newquay TR7 3WT - UK

Tel: +44 (0) 1726-862090 - Fax: +44 (0) 1726-862099

E-mail: [main@centurionsafety.net](mailto:main@centurionsafety.net) - Website: [www.centurionsafety.net](http://www.centurionsafety.net)

#### **Objective Team Ltd**

North Hampshire - Brag Borough Lodge Farm

Braunston NN1 7HA - UK

Tel: +44 (0) 1788-899029 - Fax: +44 (0) 1788-891259

Website: [www.objectiveteam.com](http://www.objectiveteam.com)

## **SIPPEX**

Europe Evénements - Jérôme SALSE

Formation SIPPEX

29 rue Jules Guesde

92300 Levallois-Perret - France

Tel: +33 (0) 1 4127-2782 - Fax: +33 (0) 1 4737-4007

E-mail: [j.salse@sippex.net](mailto:j.salse@sippex.net) - Website: [www.sippex.net](http://www.sippex.net)

## **DOCUMENTARY FILMMAKERS GROUP**

Ximena Cordova

225A Brecknock Road

London N19 5AA - UK

Tel: +44 (0) 207 428-0882

E-mail: [ximena@dfglondon.com](mailto:ximena@dfglondon.com) - Website: [www.dfglondon.com](http://www.dfglondon.com)

## **HIGH RISK SECURITY SERVICES**

PO Box 2094 - Eagle Lake

Florida 33839-2094 - USA

Tel: +1 863 398-8881 - Fax: +1 863 294-7561

E-mail: [highrisk@att.net](mailto:highrisk@att.net) - Website: [www.atrisksecurity.com](http://www.atrisksecurity.com)



**With help from the French  
defence ministry's office of information (DICO)**



**Reporters Without Borders  
47, rue Vivienne  
75002 Paris - France**

**Tel: +33 (0) 1 4483-8484. Fax: +33 (0) 1 4523-1151  
E-mail : [rsf@rsf.org](mailto:rsf@rsf.org) - Web : [www.rsf.org](http://www.rsf.org)**