

## **Issues Management Worksheet**

Please describe the incident:

Have the proper government authorities (police, fire) been involved?

If yes, has a report been filed?

Do you have the report number?

How and when did this incident come to our attention?

Has our local security vendor been involved?

If yes, please attach their report.

Is this a one-time incident or a continuing issue?

Has a similar situation occurred in the past? If so, when?

Has the property been damaged?

Has anyone been injured?

What is the potential for further damage to property, people or reputation?

Have all possible steps been taken to limit further damage?

Does this incident involve other properties or organizations?

Are any employees involved? (Provide names when possible)

Are any customers involved? (Provide names when possible)

Are any tenants involved? (Provide names when possible)

Did this occur or is it occurring on your private property or public property?

Have you seen any members of the media or been contacted by the media?

If yes, please provide the following information for each journalist:

Name, media outlet, cell number, email, deadline

How widespread is knowledge of the incident?

Are there any public documents available?

Are there pictures of what happened, either on security cameras or by people who were in the area at the time?

Do you know who may have copies of those pictures?

Is there anything noteworthy (young, old, famous, notorious, political) about anyone involved in the incident?