

Types of Cases/Scenarios	Who does the assessment of risk?	What are the reasons for communication?	Who decides what is communicated? Who communicates?	What information is shared and how?	When must the message go out?	Examples of information to share about the issue
Risk to the community is high	Sexual Violence Risk Assessment Team: -VP Students -Director of Health and Counselling -Director of Student Life Using Risk Assessment Guide	-Risk Serious Continuing threat to campus - Keeping in mind jurisdictions when police release information -If risk to the public is low, public bulletin is not required to ensure survivors' right to privacy	Risk Assessment and Communication Protocol: -SV Risk Assessment Team determines risk and what information needs to be provided about the nature of the event and what measures are being taken. -Director, Communications drafts and sends message once finalized.	-Identify the nature of the risk (what information does the community need to be informed of for personal safety?) -Identify what measures have been taken by RCMP or StFX, and what actions are in progress (i.e. further investigation). -Relevant resources always included in communications.	Risk Assessment and Communication Protocol: -Within 24 hours -Quick internal communication amongst VP Students, Director of Health and Counselling, Director of Student Life, with the Director of Communications	-On-going; it is before the courts -Interim measures in place -A description of the incident -A statement outlining the rationale for issuing the alerts. -A request for any information from the public. -Victim or survivor resources and support services available.
Public attention (or assessed as likely to)	Sexual Violence Risk Assessment Team: -VP Students -Director of Health and Counselling -Director of Student Life Using Risk Assessment Guide	-Story already in public domain or soon to be released -Also if a police bulletin is released -Active social media topic causing disruption	Risk Assessment and Communication Protocol: -SV Risk Assessment Team determines risk and what information needs to be provided about the nature of the event and what measures are being taken. -Director, Communications drafts and sends message once finalized	-Repeat message already sent ensuring clarity -Identifying resources and support available for victim survivors -Restating position of policy	-Preferably ahead of media release; if not possible, as soon as possible thereafter	-Note that an interview was done -Meant to clarify and acknowledge the incident and that it was reported, or will be and assurance we are aware
Bi-Annual Report	-SVPIC	-Regular Updates ensure all aggregated cases are reported	-SVPIC	-Aggregate number of incidents are reported		-See Nova Scotia university sexualized violence reporting template
General awareness with no specific threat identified	-VP Student Services -Director of Health and Counselling -Director of Student Life -And/or SVPIC	-Education and public awareness	-VP Student Services -Director of Health and Counselling -Director of Student Life -And/or SVPIC	-Orientations, Events, Resource lists, Policy updates, Training and new resources		-Use examples of what we have learned

