

SAFETY PLANNING TIPS AND TOOLS

Safety in my Residence

I can change the locks on my doors and windows.

I can replace wooden doors with steel or other metal doors

I can install burglar bars on my doors and windows.

I can install a security system in my home.

I can have a pet dog who will bark when a stranger is near.

I can purchase rope ladders to be used for escape from windows above the first floor.

I can install smoke detectors on every floor of my home.

I can purchase a fire extinguisher for every floor of my home.

I can install an outside lighting system that is motion-sensitive.

I can put glass or other fragile objects in front of windows that will loudly break upon any intrusion.

I can reduce sight obstructions in my yard(s).

I can get "caller ID" to screen telephone calls.

I can get an answering machine, and save any recordings of intimidation or harassment calls.

I can get an unlisted telephone number (for both land line and cell phones).

If I change my telephone number, I will notify a victim advocate, the offender's supervising officer, and any automated systems that provide me with information about the status of the offender.

I can input 911 and the cell phone of the offender's supervising officer into speed dial on my cell, home landline and work phones.

I can keep my cell phone in (location).

I can request that my local law enforcement agency conduct a safety check of my home.

I can provide a current photograph of the offender and description of his/her vehicle to my local law enforcement agency, and ask that they notify me if s/he is observed in close proximity to my home.

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I can request that my local law enforcement agency drive by my house on regular patrols, and check in with me at any time.

I can keep my purse/wallet and car keys ready and put them _____ in order to leave quickly.

I can make extra copies of my home keys and car keys, and leave them with _____.

I can always have \$_____ cash on hand in a safe place in case of emergency.

I can provide a current photograph of the offender to (neighbors/family members/friends) and a description of his/her vehicle, and ask that they notify me if s/he is observed in close proximity to my home.

I can ask (neighbors/family members/friends) to call the police if they hear or see suspicious noises/persons/other activities coming from my home.

I can use _____ as my “code phrase” with my children, neighbors or friends so they can call for help when they hear me say the code phrase.

If I have to leave my home, I can go _____.

If I decide to leave, I can _____ (list activities that can facilitate a safe departure, i.e., doors, windows, elevators, stairwells, fire escapes, etc.)

I can keep important documents, cards and other items in a safe place,
_____:

- Any order of protection or no-contact order
- Previous law enforcement records
- Cell phone
- Coins to use for pay phones
- Driver’s license and registration
- Birth certificates for self and children
- Social security cards for self and children
- Insurance papers for home/automobile/life
- Leases, rental agreements or mortgage information
- Medical/dental/health/immunization records for self and children
- Prescriptions and medications
- eyeglasses
- My pet’s license(s), proof of vaccinations, etc.
- Checkbook
- Credit and ATM cards
- Proof of income (check stubs, W-2 forms) and income tax returns
- Credit card information
- Bank account(s) information
- Personal will or documentation of estate planning
- Children’s school records
- Address book
- List of important telephone numbers

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(In settings with multiple floors) I can keep a broom in my bedroom to bang on the ceiling to alert neighbors living above me.

Safety Considerations for Children and Family

I can teach my children how to use the telephone to call 911.

I can inform people who take care of/teach my children *specifically* who has permission to pick up or visit my children, and *who does not*. The people I can inform about pick-up and visits are:

School: _____

Day care: _____

Faith community: _____

Children's extracurricular activities' sponsors: _____

Babysitter(s): _____

Specific friends: _____

I can teach my children a code word to ask before going *anywhere* with *anyone*. The code word is: _____.

I can rehearse relevant elements of my safety plan with my children/family.

Safety for Transportation

When I am driving, I can:

- Check the back seat of, trunk of, and underneath/around my car prior to entering it
- Lock all doors upon entering the car
- Alternate my routes to work, shopping, schools, etc.
- Always park in places that are well-lit

I can keep my gas tank full at all times.

I can request an escort to my vehicle at work/school/home from _____ (co-workers, security personnel, campus police, etc.)

If the offender is following me when I am driving, I can know the location of and drive to the nearest police station.

When I utilize public transportation, I can use different mass transit stations/stops and vary my routes to my destination.

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Safety at Work

I can inform my supervisor/specific co-workers/security personnel at work of my situation.

I can provide a current photograph of the offender and a description of his/her vehicle to persons at work who are aware of my situation.

I can ask _____ to help screen my telephone calls at work.

If telephone calls come directly to me, I can request "caller ID" for my work telephone.

Safety in Public

I can go to different venues for grocery shopping, banking and shopping and vary my schedule for each errand.

I can vary my daily schedule and driving/public transportation routes to work, school and other locations that I regularly visit, to avoid establishing a pattern.

I can avoid wearing headphones or ear buds so I am more aware of my surroundings.

Preparing for and Responding to Attempted Unwanted Contact by the Offender, His/her Family or Friends

I can review my personal safety plan every (week/month) in order to be familiar with the most effective safety strategies.

I can ask a victim advocate, friend and/or the offender's supervising officer to help me review my plan.

I can place "911" and the cell phone number of the offender's supervising officer on speed dial on all home/work/cell phones.

If I receive unwanted contact by:

- *Telephone*, I can document the date/time/nature of call and, if possible audiotape the call; and provide this documentation to the offender's supervising officer.
- *Email*, I can retain a paper copy of the email, and forward the email to the offender's supervising officer.
- *Mail*, I can keep the original letter and contents, and provide a copy to the offender's supervising officer.

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If the offender shows up at my home or work, I can _____.

I can use _____ as a signal for unwanted contact for my children/family/neighbors/ coworkers so they can call for help.

During the incident, I can try to move to a space that is lowest risk, such as _____.

Online Privacy and Safetyⁱ

Browsing the Web safely and privately is a concern for many people. A good general rule is that nothing online is private. Another general rule is that you can't be completely anonymous online. However, you can take steps to prevent sensitive and personal information from making its rounds on the Web.

Email

I can have more than one email account and use them for different purposes.

I can create email addresses that don't contain my full name (since that can be very identifying).

I can create Internet/email passwords that contain letters, numbers and symbols, and avoid words that are in a dictionary and important dates in my life.

I can create different, unique passwords for every account; develop a system that is easy to remember, but will enable me to have a different password for each account.

I can provide a copy of my various passwords to trusted friends or family members, including _____.

Social Networks

I can educate myself about privacy settings, and create settings that enhance my personal safety (keep in mind that even if you set your social network page to "private," it doesn't guarantee that your information is completely private).

I will be thoughtful about who is on my "friends" list when I post or link to certain things.

I will not post anything that identifies my location in advance of its occurrence (i.e., vacations, family or children's activities, etc.)

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Online Accounts

I have read the privacy policy for all online accounts, and am aware of what each site does with the information I provide.

When creating an account, I will seek opportunities to opt out of sharing personal information beyond what is necessary to create an account.

I will check “no” when the account offers to check my email address book to find my “friends” (some illegitimate sites use this option to send spam and viruses to everyone in your address book).

I will not use my name or a combination of my name as my “user name.”

I will “not choose” to have my computer “remember my password” to any account.

I will remember to log off when I am not using an account.

Friends and Family

I will talk to my family, friends and co-workers about what they can, and cannot, post online about me.

I will provide clear guidelines to my employer, faith community, family, friends and others about limiting information they can share about me online.

Safe Web Browsing

I have and will periodically run anti-virus and anti-spyware software on my computer(s).

I will periodically delete my web browsing history, cookies, temporary internet files, and saved forms and passwords from my computer(s) web browsers.

My Victim Advocate Contact Information is:

ⁱ Adapted from: National Network to End Domestic Violence. (2010). “Online Privacy and Safety Tips.” Washington, DC: National Network to End Domestic Violence