

Use this tool as a guide to prepare and possibly prevent an incident of violence in the future for yourself or your client. Every situation is unique to the individuals involved so please consider this when discussing or thinking about a safety plan. Customize this plan so that it makes sense to you or your client's current situation and/or resources.

**KEEP THIS IN A SAFE PLACE IF YOU OR YOUR CLIENT STILL LIVES WITH THE ABUSIVE PARTNER.**

*This form is made available to the general public by Ednalyne C. De Dios. Please review and consult with an advocate or a social worker about safety planning.*

# Safety Planning Worksheet

Fillable PDF

---



# Safety Planning Worksheet

Case # \_\_\_\_\_  
 Name \_\_\_\_\_  
 Date of Plan \_\_\_\_\_

**HOTLINE:**  
**(210) 000-0000**

*For emergencies, call 911.  
 Call or text (SMS) 24/7 or email  
 zenobia.adkins@gmail.com*

*“Let’s create a plan together for increasing your safety and prepare in advance for the possibility of an incident in the future. We may not have control over your partner’s abusive behavior, but you do have a choice about how to respond and how to get yourself and your children to safety. I understand that mine and my children’s safety will largely and ultimately depend on me and the decisions that I make. I understand that people/organizations may have the best intentions but I cannot solely depend on the “system” to protect me. I have to discern any promises of protection from anybody.”*

// SAFETY DURING A VIOLENT INCIDENT	
If you decide to leave, how will you get out of the house to escape? You can practice how to get out safely. Which door, windows, elevators, stairwells, or fire escapes can you use?	
Do you have a copy of your car keys handy? Where can you put them so you can leave quickly?	
Who can you tell about the violence and request that they call the police if he or she hears suspicious noises from your house?	
Can you teach your children how to use the telephone to call 911? Can you devise a code or a game with children or friends so they know when and how to call for help?	
If you have to leave home, where can you go?	
When you’re expecting an argument, try to avoid arguments in the bathroom, garage, kitchen, near weapons, or in rooms without access to an outside door.	Initial here if you understand: _____
Use your own judgment and intuition. If the situation is very serious, you can give your partner what he / she wants to calm him / her down. Protect yourself until you / children are out of danger.	Initial here if you understand: _____

// SAFETY WHEN PREPARING TO LEAVE AN ABUSIVE RELATIONSHIP	
Batterers often strike back when they believe that their battered man/woman is leaving a relationship. Leaving must be done with a careful plan in order to increase safety.	Initial here if you understand: _____
Who and where can leave extra cash or an extra set of keys so you can leave quickly?	
Where can you keep copies of important documents?	
When can you open a savings account to increase your independence?	
What other things can you do to increase your independence?	
Keep a phone and chargers (both wall and car) with you at all times. Is it possible to keep a prepaid or another phone line for emergencies and also to prevent your partner from tracking you down?	
Who will you ask and check if you/kids would be able to stay in their house or lend you some money?	



<b>// SAFETY AFTER YOU LEAVE AN ABUSIVE RELATIONSHIP</b>	
Can you change locks on doors and windows ASAP? Replace wooden doors with steel/metal doors? Install security systems, additional locks, window bars, poles for wedging against doors, electronic systems, etc? Rope ladders to be used for escape from second floor windows? Smoke detectors and fire extinguishers for each floor? Outside lighting system?	
Teach children how to call 911 or make collect calls to you or a friend in the event that they are taken? Reassure them that it is okay to do so no matter what your partner may say to them to convince them otherwise.	
Have you informed neighbors and friends that the batterer no longer lives with you?	

<b>// SAFETY WITH A PROTECTIVE ORDER</b>	
Always keep a copy of your protective order with you.	Initial here if you understand: _____
Give copy of PO to law enforcements in the community where you live, work, and places where you visit friends or family. Also consider your children's school, daycare, etc.	Initial here if you understand: _____
Cause No, County, or State of PO	
Inform employer, minister/rabbi/etc, close friends, and others that you have PO in effect.	Initial here if you understand: _____
If your PO gets destroyed, you can get another copy from the County Clerk's office.	Initial here if you understand: _____
If law enforcement does not help, you can contact us or an attorney and file a complaint with the Chief of Police or Sheriff. You can also contact a local advocacy agency to speak on your behalf.	Initial here if you understand: _____
Call 911 if somebody violates the PO.	Initial here if you understand: _____

<b>// SAFETY ON THE JOB AND IN PUBLIC</b>	
You can inform your boss, the security supervisor, and other people at work.	Initial here if you understand: _____
You can ask somebody to help you screen phone calls at work.	Initial here if you understand: _____
What extra safety precautions can you take while leaving work?	
What will you do if you have a problem while driving home?	
Where else can you go to shop for groceries and do other business?	
You can use a different bank or ATM...	Initial here if you understand: _____

**// Things to keep with you (or in safe place):**

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Identification for yourself                       | <input type="checkbox"/> Children's birth certificates     | <input type="checkbox"/> Passport(s), divorce papers                                 | <input type="checkbox"/> Address book                               |
| <input type="checkbox"/> My birth certificate                              | <input type="checkbox"/> Social Security cards             | <input type="checkbox"/> Medical records – for all family members                    | <input type="checkbox"/> Pictures, jewelry                          |
| <input type="checkbox"/> School and vaccination records                    | <input type="checkbox"/> Money                             | <input type="checkbox"/> Lease / rental agreement, house deed, mortgage payment book | <input type="checkbox"/> Children's favorite toys and / or blankets |
| <input type="checkbox"/> Checkbook, ATM card                               | <input type="checkbox"/> Credit cards                      | <input type="checkbox"/> Bank books, insurance papers                                | <input type="checkbox"/> Items of special sentimental value         |
| <input type="checkbox"/> Keys – house, car, office                         | <input type="checkbox"/> Driver's license and registration |  |   |
| <input type="checkbox"/> Medications                                       | <input type="checkbox"/> Copy of protection order          |  |   |
| <input type="checkbox"/> Welfare identification, work permits, green cards |  |  |   |



# Safety Planning Worksheet

**HOTLINE:**  
**(210) 000-0000**

*For emergencies, call 911.  
Call or text (SMS) 24/7 or email  
zenobia.adkins@gmail.com*

Case # \_\_\_\_\_  
Name \_\_\_\_\_  
Date of Plan \_\_\_\_\_

**// ALWAYS!? (Read and initial if you understand.)**

- Meet in public places only (parking lot, in front of police, fire, or gas station. \_\_\_\_\_)
- Place a telephone call on speaker phone (to appease my batterer and use a passcode, or so other can “witness” a verbal threat etc.) \_\_\_\_\_
- Have a friend present or nearby when meeting in person or on phone. \_\_\_\_\_
- Request to have the locks on my house or apartment changed. \_\_\_\_\_
- Have my protective order on my person and the places I frequently visit. \_\_\_\_\_
- Inform my boss and security at my job and/or school of the situation. \_\_\_\_\_
- Take different routes to home, work, and school. \_\_\_\_\_
- If being followed, to go to the police and call 911 using cellphone **enroute**. \_\_\_\_\_
- Screen calls and never to answer the door without first asking who is at the door. \_\_\_\_\_
- Keep doors and windows locked in my home and car. \_\_\_\_\_
- Keep a record of what is happening even if I do not plan to report to the authorities. \_\_\_\_\_

**// Other important information:**

National Domestic Violence Hotline

**1-800-799-7233/ 1-800-787-3224 (TTY)**

Advocate’s Name and Direct Line

\_\_\_\_\_

Police / sheriff’s department (home)

\_\_\_\_\_

Police / sheriff’s department (work)

\_\_\_\_\_

Police / sheriff’s department (school)

\_\_\_\_\_

**// Other notes:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**// Acknowledgment:**

***“I hereby acknowledge that this safety plan is just one of the tools that I could use to help increase the safety of myself and/or my children. I will REGULARLY review this plan and change or UPDATE it as my situation changes. I will call 911 in case of an emergency. I will call my Advocate or the hotline number (24/7) if I have any questions regarding any of the things discussed in this safety planning worksheet, support group, or my case.”***

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Advocate Date