

This checklist will help you plan for your safety if you feel threatened. If you don't know this information, we suggest you gather it now -- you never know when you may need it.

Keep this completed checklist in a safe place where your abuser cannot find it.

- Protection or Restraining Order**  
Obtain a protection or restraining order and make sure it is current.
- Emergency Contact Numbers**  
Maintain a list of contact numbers of designated company personnel.
  - Human Resources: \_\_\_\_\_
  - Supervisor: \_\_\_\_\_
  - Security: \_\_\_\_\_
  - Doctor: \_\_\_\_\_
  - Childcare: \_\_\_\_\_
  - Shelter: \_\_\_\_\_
  - Other: \_\_\_\_\_
  - Other: \_\_\_\_\_
  - Other: \_\_\_\_\_
- Usual Travel Route Between Home and Work**  
Have a map and description of the usual travel route and method of travel to and from work.
- Alternative Safe Route**  
Work out an alternative route and method of travel.
- Vehicle Descriptions**

<i>Make</i>	<i>Model</i>	<i>Color</i>	<i>License Plate #</i>
- Parking**  
Have someone walk you to and from the car. Arrange a parking space close to the entrance. Are there any car pools that can provide transportation?
- Photo of Abuser**  
Provide a photo to appropriate staff, e.g. reception, supervisor, HR.
- Escape Route and Safe Places in the Workplace**  
Alert co-workers appropriate to assist with workplace safety.
- Methods to Summon Help (code words, security buttons, etc.)**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Specific Health Information**

- Medical ID/Health Plan Cards
- Copies of Prescriptions
- Medical Information (reports, ER reports, x-rays, diagnostic results, etc.)
- Dependent Children Health Information
- Power of Attorney for Health
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**Child Care Options**

This may include family, friends or neighbors or onsite childcare centers. Depending on level of risk, local shelters may have safe houses available.

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**Copies of Important Documents**

- My birth certificate
- My children's birth certificates
- My social security card
- My children's school records
- My children's medical records
- Bank books
- Welfare identification
- My passport or green card
- My children's passports or green cards
- Insurance papers
- My lease agreement or mortgage payment book
- Important addresses and telephone numbers
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**The following are hidden in a safe place:**

- An extra set of car keys
- Some extra money
- An extra change of clothes for me and my children
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_