

Safety Plan Basic Checklist

PARTICIPANT SAFETY

- Clarify extent of safety concerns¹
- Establish ground rules²
- Develop specific code words
- Determine if moral support required
- Consider staggering arrival times
- Determine if escorts are required

SITE SAFETY

- Identify all means of ingress/egress
- Require adequate lighting and clear obstructions
- Consider security personnel
- Identify safe travel routes³
- Check grounds for places to hide
- Identify immediate “safe places”⁴
- Consider time of session⁵
- Determine relative safety of location
- Maintain separate areas for parties⁶
- Remove potential weapons
- Consider impact of décor on emotions

MEDIATOR SAFETY

- Consider room arrangement⁷
- Refrain from personal disclosures
- Notify point person of schedule⁸
- Identify means of defense

¹ Gather additional information and then decide if mediation is prudent.

² Establish ground rules prior to session.

³ If public transportation is used, identify safety of drop-off point and route to mediation site.

⁴ Public buildings: police and fire stations, emergency rooms, or other public buildings.

⁵ Schedule during daylight hours.

⁶ Have at least two rooms available to keep parties separated before session and during caucus.

⁷ Consider table placement, mediator location relative to exit, emergency numbers on auto dial and code words.

⁸ Tell someone when and where you are mediating, who will attend, and let them know when you expect to return.