



VITAL VOICES
GLOBAL PARTNERSHIP

MENTAL HEALTH SAFETY PLAN FOR WOMEN LEADERS





This Toolkit was developed by Vital Voices Global Partnership in collaboration with The Mind Field.

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PLAN CONSIDERATIONS

Now that you have gone through the entirety of the Crisis Readiness Toolkit, it is time to apply your learnings to a safety plan. Identify an incident, consider the details, and expand upon the following prompts to create a detailed safety plan.

How to use this tool: Women leaders facing crises should use this tool to plan for how to prepare and respond to potential threats to their safety. Leaders should create a security plan for each individual incident/ threat they are facing.

INCIDENT

Examples: Arrest, Natural Disaster, Online Threat

Mental health crisis

LIKELIHOOD

High, Medium, Low

Varies based on personal history and current stressors

IMPACT

High, Medium, Low; Individual, Team, Organization Impact

**Refer to Risk Assessment in Toolkit*

High

WARNING SIGNS

Signs you might be in danger

Tip: Think through scenarios with others, like your team, if a sign occurs what action will we take?

Increased anxiety, withdrawal from social interactions, changes in mood or behavior

RESOURCES

Consider resources you either currently have or need in order to action your plan below. These resources could be training, funding, capabilities or skills.

	RESOURCES I HAVE	RESOURCES I NEED
1	Examples: Access to mental health professionals (therapists, counselors), Supportive network of family and friends, Stress management tools (meditation apps, exercise routines)	Examples: Emergency mental health contacts, Crisis intervention training, Access to mental health hotlines
2		
3		
4		

TRUSTED CONTACTS

Think of dependable people or organizations upon whom you can call during an emergency.

	CONTACT	CONSIDERATIONS
1	Examples: Mental health professional, close family member or friend, trust colleague or mentor	[Mobile: Insert here] [E-mail: Insert here] [Signal/Whatsapp: Insert here]
2		
3		
4		

ACTION PLAN

Expanding Your Safety Plan

Fill this out with actions you need to take to prepare yourself for potential incidents and respond if they occur. Consider the timeline for each action, as well as considerations. Mark off actions as you complete them.

READY:

Actions to take prior to an incident occurring

	ACTION	STATUS	TIMELINE	CONSIDERATIONS
1	Compile a list of mental health professionals and hotlines	Select from the following	2 weeks	Ensure contacts are accessible
2	Identify activities that support emotional, physical, intellectual, and spiritual health	Select from the following	Ongoing	Examples include yoga, journaling, reading, and meditation. Tailor activities to personal preferences
3	Inform trusted contacts about health challenges and how they can assist	Select from the following	Before	Ensure contacts are aware of their role
4	Develop a plan for what to do if a mental health crisis occurs, including who to contact and where to go for help	Select from the following	Before	Include steps for contacting help and safe locations for recovery

RESPOND

Actions to take once an incident occurs

	ACTION	STATUS	TIMELINE	CONSIDERATIONS
1	Contact a mental health professional or hotline immediately	Select from the following	Immediate	Have contact information readily available
2	Inform your designated contacts about the situation and seek support	Select from the following	Immediate	Use pre-established communication methods
3	Use grounding exercises or breathing methods to manage anxiety and regain focus	Select from the following	Immediate	Examples include the 5-4-3-2-1 grounding exercise or 4-7-8 breathing
4	Move to a safe and comfortable location where you can focus on recovery	Select from the following	Immediate	Choose a place that is calming and free of stressors

RECOVER

Actions to take after an incident occurs

	ACTION	STATUS	TIMELINE	CONSIDERATIONS
1	Work with a mental health professional to analyze the crisis, identify triggers, and learn from the experience	Select from the following	Post-incident	Focus on developing coping strategies for triggers
2	Modify self-care routines based on insights gained during the recovery process to better prepare for future challenges	Select from the following	Within 1 month	Adjust routines based on lessons learned to better prepare for future challenges
3	Maintain regular sessions with a therapist to ensure ongoing support and prevent future crises	Select from the following	Ongoing	Ensure consistent support and monitoring of progress
4	Reflect and document insights gained from the experience	Select from the following	Within 1 month	Consider writing things down on paper or in a journal