



VITAL VOICES
GLOBAL PARTNERSHIP

NATURAL DISASTER SAFETY PLAN FOR WOMEN LEADERS





**This toolkit was created by Vital Voices Global Partnership
in collaboration with women leaders globally.**

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from the Vital Voices Crisis Response Team,
crisis@vitalvoices.org.**



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

Natural Disaster (Flooding)

LIKELIHOOD

High, Medium, Low

Medium-high, depending on context

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?

Heavy rainfall, rising water levels, or warnings from local authorities.

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: Emergency fund and supplies, Transportation, Emergency hotlines	Examples: Team collaboration, Additional financial resources, Mental health support
2		
3		
4		

TRUSTED CONTACTS

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

	CONTACT	CONSIDERATIONS
1	Examples: Local emergency services, Network of NGOs, Mental health professional	[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 an updated contact list for all team members, including family, local emergency services, and leadership. Ensure everyone knows how to reach each other		Immediate	Ensure all team members and emergency contacts are included and informed about communication protocols
2	Assign roles and responsibilities for emergency response to ensure efficient evacuation and safety measures		Immediate	See template for emergency response roles
3	Distribute the emergency contact list and regularly update to ensure accuracy		Immediate	Consider digital and hard copy formats
4	Prepare a workplace emergency kit with essentials like water, non-perishable food, flashlight, batteries, first-aid supplies, medications, important documents, and cash. Store it in a secure, accessible location		Every 6 months	Review and replenish the kit every six months, checking expiration dates and replacing items as necessary

Ready continued on next page

READY (CONTINUED)

	ACTION	STATUS	TIMELINE	CONSIDERATIONS
5	Create a communication plan detailing how the team will stay in contact before, during, and after a disaster		Immediate	Use secure group messaging apps such as Signal
6	Identify safe meeting points for regrouping		Immediate	Consider additional locations in case initial option is inaccessible
7	Conduct regular drills to test the communication plan		Quarterly	Ensure all team members are familiar with the procedures
8	Research local natural disasters (e.g., earthquakes, floods) and ensure local emergency response info is accessible to everyone		Immediate	Brief team on warning signs and safety measures
9	Provide training sessions and distribute informational materials to increase awareness and preparedness		Every 6 months	Refer to resource list below
10	Secure heavy furniture, windows, and doors to minimize disaster damage		Immediate	Prioritize items that are difficult to replace

Ready continued on next page

READY (CONTINUED)

	ACTION	STATUS	TIMELINE	CONSIDERATIONS
II	Conduct regular safety drills and establish evacuation routes and procedures		Weekly during high alert season	Regularly update evacuation routes

RESPOND

Actions to take once an incident occurs

	ACTION	STATUS	TIMELINE	CONSIDERATIONS
I	Designate a team member to track updates and relay critical information to the group		Immediate	Choose someone with strong communication skills and familiarity with the team and emergency protocols
2	Monitor local news and weather reports for updates		Immediate	Consider the potential for power outages and have backup options like battery-operated or hand-crank radio to receive emergency alerts
3	Adhere to the advice of local authorities regarding evacuation or sheltering in place		Immediate	Prioritize safety by trusting official guidance

Respond continued on next page

RESPOND (CONTINUED)

	ACTION	STATUS	TIMELINE	CONSIDERATIONS
4	Ensure all team members are accounted for and understand the evacuation or sheltering procedures		Within 12 hours	Use pre-established check-in methods to ensure everyone is safe and informed about the next steps
5	Move team to a safe location or evacuate if needed to avoid hazards. Keep communication open to account for everyone.		Immediate	Use pre-established meeting points and maintain a log of team members' locations and statuses

RECOVER

Actions to take after an incident occurs

	ACTION	STATUS	TIMELINE	CONSIDERATIONS
1	Once the immediate danger has passed, check on the safety and well-being of all team members and conduct a headcount			Post-incident
2	Report emergencies and hazards to local services and seek medical help for any injuries			Immediately

Recover continued on next page

RECOVER (CONTINUED)

	ACTION	STATUS	TIMELINE	CONSIDERATIONS
3	Use the communication plan to check on team members' safety and offer support. Share recovery resources and assistance information			24 hours
4	Identify local resources for disaster recovery for team members			72 hours
5	Assess the effectiveness of the plan and make necessary adjustments based on experiences and feedback			Ongoing

TEAM ROLES & RESPONSIBILITIES TEMPLATE

	ROLE	TASK	CONSIDERATIONS	CONTACT
1	Team Leader	Oversees response strategy and ensures coordination among team members	Be decisive and adaptable to changing situations	[Name] [Signal/Whatsapp]
2	Logistics Coordinator	Manages resources, including emergency supplies and transportation	Ensure all necessary supplies are stocked and accessible. Plan for alternative transportation routes and methods.	
3	Safety Officer	Ensures safety protocols are followed, manages evacuations and safety drills	Regularly update and practice safety protocols. Prioritize the safety of all team members and stakeholders.	
4	Communications Officer	Handles all internal and external communication	Utilize a secure platform and share updated emergency contact list with all staff	

TRAINING RESOURCES FOR DISASTER PREPAREDNESS

	RESOURCE	OBJECTIVE	COMPONENTS	CONTACT/SOURCE
1	First Aid and CPR Certification	Teach team members basic first aid and CPR skills	Hands-on practice with CPR mannequins, wound care, and emergency response techniques	CPR and first aid course
2	Emergency Preparedness and Response Training	Equip teams with knowledge to prepare for and respond to various natural disasters	Risk assessment, evacuation planning, and resource management.	Open Briefing , Vital Voices
3	Crisis Communication Skills Workshop	Improve team communication skills during emergencies	Developing communication plans, media interaction, and message dissemination	UN Crisis Communication Toolkit
4	Business Continuity Planning Course	Prepare organizations to maintain operations during and after a disaster	Risk analysis, recovery strategies, and continuity plan development	Disaster Recovery Institute International (DRI)
5	Fire Safety and Evacuation Drills	Train team members on fire safety protocols and evacuation procedures	Hands-on fire extinguisher training, evacuation route familiarization	Local fire departments and safety consultants