



VITAL VOICES
GLOBAL PARTNERSHIP

PHYSICAL ATTACK 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,
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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

Physical Attack or Physical Threat

LIKELIHOOD

High, Medium, Low

Medium to High, depending on recent activities or threats received

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?*

- Observing someone frequently watching or following you/your team or your premises
- Noticing unfamiliar individuals loitering around your home or workplace
- Receiving explicit threats through verbal, written, or electronic communication
- Seeing unknown vehicles parked near your home or workplace for extended periods

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: Personal security devices, Secure communication tools, Supportive network of family and colleagues	Examples: Professional security assessment, Self-defense training, Emergency contact system
2		
3		
4		

TRUSTED CONTACTS

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

	CONTACT	CONSIDERATIONS
1	Examples: Security professional or consultant, Close family member, Trusted colleague or friend	[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	Hire a professional or work with your team to assess vulnerabilities at home and work, checking entry points, lighting, and blind spots	Select from the following	Immediate	Regularly assess vulnerabilities and adjust security measures as needed
2	Implement security systems such as high-resolution cameras with night vision, alarms, and smart locks	Select from the following	Immediate	Check systems and batteries monthly
3	Set up a secure communication system within your team including the roles and responsibilities of each team member	Select from the following	Immediate	Conduct monthly drills to ensure all contacts know their roles and the protocol.
4	Assemble a kit with essentials like a flashlight, first aid supplies, a portable phone charger, and emergency contacts, stored in an easily accessible location	Select from the following	Immediate/ Ongoing	Keep supplies fresh and updated

Ready continued on next page

READY (CONTINUED)

	ACTION	STATUS	TIMELINE	CONSIDERATIONS
5	Work with your team on practical self-defense techniques	Select from the following	Quarterly	Refer to tips below
6	Practice coordinated responses to regular threat scenarios	Select from the following	Quarterly	Refer to scenario building instructions

RESPOND

Actions to take once an incident occurs

	ACTION	STATUS	TIMELINE	CONSIDERATIONS
1	Contact local law enforcement immediately using a pre-prepared script to ensure all necessary information is communicated efficiently	Select from the following	Immediate	Follow up with a written report detailing the incident
2	Inform your designated contacts about the situation using the secure app to send a group message	Select from the following	Immediate	Maintain a log of all communications for reference and follow-up

Respond continued on next page

RESPOND (CONTINUED)

	ACTION	STATUS	TIMELINE	CONSIDERATIONS
3	Implement pre-planned safety measures, such as moving to a safe location, with step-by-step instructions for each scenario	Select from the following	Immediate	Ensure all involved parties are aware of their roles and responsibilities through regular drills
4	Record details of the threat, including descriptions of individuals involved and any evidence, using a smartphone or camera	Select from the following	Immediate	Use a secure method to store this information and write a detailed account as soon as possible

RECOVER

Actions to take after an incident occurs

	ACTION	STATUS	TIMELINE	CONSIDERATIONS
1	Assess the effectiveness of current security protocols and update them based on lessons learned from a debriefing session	Select from the following		Post-incident
2	Discuss the incident with trusted contacts to plan future actions and identify areas for improvement	Select from the following		Within 1 month

Recover continued on next page

RECOVER (CONTINUED)

	ACTION	STATUS	TIMELINE	CONSIDERATIONS
3	Seek counseling or support groups to manage stress and trauma, and schedule regular check-ins with a mental health professional	Select from the following		Within 1 month
4	Regularly update the plan based on new threats and experiences, using a structured process for disseminating updates	Select from the following		Ongoing