### Checklist

#### What to take if you leave

**Identification**
- [ ] Driver’s License
- [ ] Birth Certificate
- [ ] Children’s Birth Certificate
- [ ] Social Security Cards

**Financial**
- [ ] Money and/or credit cards
- [ ] Checking and/or savings account books

**Legal Papers, if applicable**
- [ ] Protective Order
- [ ] Lease, rental agreement, and house deed
- [ ] Car registration and insurance papers
- [ ] Health and life insurance papers
- [ ] Medical records for you and your children
- [ ] School records
- [ ] Work permits/Green Card/Visa
- [ ] Passport
- [ ] Divorce and custody papers
- [ ] Marriage License

**Other**
- [ ] Medications
- [ ] House and car keys
- [ ] Valuable jewelry
- [ ] Address Book
- [ ] Pictures and sentimental items
- [ ] Change of clothes for you and your children
- [ ] Children’s favorite toys or books

#### Your important numbers

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#### Domestic Violence

**Personal Safety Plan**

**Taking Precautions and Making Plans to Stay Safer**

26 Boardman Pl.
San Francisco, CA 94103
www.womaninc.org
If you are being hurt by someone you love, make plans and take precautions to keep yourself and your children safer. Here are some suggestions that have helped other people in situations like yours.

Safety during an explosive incident
A. If there is an incident of violence, try to be in a place that has an exit. Steer clear of the bathroom, kitchen, or any room that may contain weapons.
B. Practice getting out of your home safely. Identify which door, window, elevator, or stairwell to use.
C. Pack a bag, & have it ready at a friend’s or relative’s house.
D. Identify one or more neighbors you can tell about the violence.
E. Devise a code word to use with your children, family, friends, & neighbors when you are in danger of being harmed.
F. Decide & plan where you will go if you ever have to leave home.
G. Use your instincts & judgment. They have served you well this far; if something doesn’t feel right, come up with a plan that may or may not involve these suggestions.

Remember, you don’t deserve to be hit or threatened!

Safety when preparing to leave, consider:
A. Leave money, an extra set of keys, copies of important documents, extra clothes, & medicines in a safe place or with someone you trust.
B. Get your own post office box.
C. Identify a safe place where you can go & someone who can lend you money.
D. Always keep the WOMAN, Inc. phone number, & a cell phone with you.
E. If you have pets, make arrangements for them to be cared for. Do not leave them behind as they will be in danger & it could be very difficult to get back.

Safety with a protective order, consider:
A. If you (or your children) have been threatened or assaulted, you can find out how to get a restraining order from the Cooperative Restraining Order Clinic.
B. Always keep your protective order with you.
C. Call the police if your partner violates the protective order.
D. Inform family members, friends, & neighbors that you have a protective order in effect.
E. Think of alternate ways to keep safe if the police do not respond immediately.

Safety in your own residence, consider:
A. If you stay in your home, lock your windows & change your locks on your doors as soon as possible.
B. Develop a safety plan with your children, if applicable.
C. Inform your children’s school, day care, etc. about who has permission to pick up your children, if applicable.
D. Inform neighbors and the landlord that your partner no longer lives with you, & that they should call the police if they see him/her near your home.
E. Never tell the abuser where you live (if they don’t know).
F. Be mindful of your online presence; make profiles private & change passwords often.

Safety on the job and in public, consider:
A. Inform someone at work of your situation. Provide the security officers at work with a picture of your ex-partner.
B. Have someone screen your telephone calls at work.
C. Have someone escort you to and from your car, bus, or train.
D. Change your routine from time to time, & avoid places where your ex-partner or their friends are likely to be.
E. Know your rights as a survivor at your workplace: www.las-elc.org