

Action Steps to Increase Emotional Safety in Your Program: A Worksheet

Be realistic. You don't have to do everything at once. Decide what's realistic for your program. For example, you might choose one or two specific aspects from each section to move forward on.

Brainstorm multiple kinds of actions. Think both about strengthening things you are already doing and about things you would like to start doing or change. For example, are there things that you occasionally forget to do that you can become more consistent at doing? What steps will you take? Think also about small actions you can take daily that will increase emotional safety for survivors.

Be concrete and specific. When creating action plans, it is often useful to be as concrete and specific as possible. For example, if you identified that the entrance to the shelter is unwelcoming, be specific about what you would like to change. Is it the colors, the posters, the cramped feeling? Be specific in your action steps too: bring in plants, hang children's art, move the boxes that are there.

Think through follow-up. When and how will you check in with each other about this plan? For example, you may decide to use the first five minutes of staff meetings to touch base about progress, changes, and successes.

Aspects	Specific problem to work on	Action steps	Timeline/Check-in points
Physical characteristics of shelter			
Ways that staff interact with residents, each other			
Opportunities for survivors to practice self-care/stress management techniques			
Privacy			
Survivors' ability to make choices and exercise control (over environment, activities, routines)			
Staff's personal sense of emotional safety			
[Add other aspects specific to your shelter]			