



DEVELOPING A PERSONAL SAFETY PLAN FOR A PERSON RECEIVING SERVICES

What is a Personal Safety Plan?

A Personal Safety Plan can empower people receiving services by helping them prepare for, and practice action steps that they can take in an emergency situation. Through a series of discussions, a trusted caregiver, family member, or friend can help a person create a plan that best meets their personal needs. Although not necessary, a plan with progress notes, and/or a visual or written set of prompts can help a person with special needs maintain his or her safety and security in an emergency situation.

What are essential elements of a Personal Safety Plan?

A Personal Safety Plan is an individualized strategy that is meant to utilize a person's unique strengths and abilities to assist themselves and their peers, as best they can, should an emergency or other unsafe condition occur.

A Personal Safety Plan may include, but should not be limited to a discussion about what to do if:

- A caregiver is sleeping, unconscious, inattentive, or being abusive or exploitive.
- A person receiving services becomes lost or is left behind, or their scheduled transportation has not arrived.
- A person receiving services becomes ill, or
- There is a fire or other emergency.

Personal Safety Plans can teach strategies such as: repeat your name, address, and phone number; when and how to call 9-1-1; how to reach out safely to neighbors and strangers in an emergency; and how to contact an agency's administrator on duty or security services.

Using a Personal Safety Plan

It is important to teach, implement and practice Personal Safety Plans.

A Personal Safety Plan is more than a document. It is an agreed upon, reinforced, and practiced implementable strategy for a person to respond to in emergencies and other unsafe conditions. Time must be dedicated to regularly reviewing and practicing the safety strategies in the plan.

SAMPLE PERSONAL SAFETY PLAN

My Personal Safety Plan

Date: 9/10/2019

Person who helped me with my plan: House Manager Bill Davies

My Name: James Michaels (James can readily give his full name when asked)

My Address is: 101 Cardinal Drive, Buffalo, NY, 14201 (James cannot read or write his address, nor is he able to repeat his entire address at this time. He has been practicing and he can respond that he lives on "Cardinal Drive, in a group home" when asked.)

My Home Phone Number is: 518-555-1111. (James can understand numbers and can dial a phone with a written number in front of him. He has not memorized any numbers yet. He is practicing learning his home number. He carries emergency and other important phone numbers in his wallet, including numbers for his house and the administrator on duty.)

Emergency Safety Plan: James and I discussed these scenarios and he readily came up with some good plans to address each issue and together we added a few additional strategies. We will review this plan at least monthly to review and reinforce the following strategies.

If I need staff help, I can:

- Ask staff at the house to help me;
- If my staff was not here, or was sleeping or sick, or could not help me, I can call Bill Davies,
- the House Manager or the Administrator on Duty to get help. Their numbers are next to the phone on the kitchen wall; or
- I can also call my case manager week days between 9 a.m. - 5 p.m.

If I am scared, sad, worried, anxious or mad, I can:

- Call my sister Susie;
- Talk to my friend Mary. I can call her in the evening, before 9 p.m.;
- Have a cup of tea, take a hot bath or listen to music on my headphones;
or
- Tell staff. Staff can help me by listening to me and telling me it's going to be OK.

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My Personal Safety Plan -

Page 2 If I am sick, I can:

- Rest, stay home from work;
- Tell staff. Staff can help me by giving me medicine, calling my nurse, taking me to the Doctor or;
- I can also call my doctor's office weekdays between 7:00 a.m. and 5:00 p.m.

If I become lost or if staff does not arrive to pick me up from my job, I can:

- Tell a person who works at a business or store, or a police officer "I am lost" or "my staff forgot me."
- I can tell them "My name is James Michaels; I live at Cardinal Drive Group Home. I need to go home, please help me call my staff."
- Take my home phone number out of my wallet and ask someone if I can use the phone to call my house to tell staff to come get me. If staff doesn't answer, I can also use my number for the Administrator on Duty; or
- I will only get a ride home from my staff or a police officer. I will not ride with any stranger, even if they are nice and they help me.

If I need a Firefighter to put out a fire, I can:

- Tell staff;
- Pull the fire alarm; or
- Get out of the house and run to a neighbor and tell them to "call 9-1-1."

If I need an ambulance to take me or someone else to the hospital, I can:

- Tell staff;
- Push my Life Alert button; or
- Call 9-1-1 and tell them: "My name is James Michaels. My address is Cardinal Drive Group Home and I need help right away."

If I need police to come to my house to help keep me or someone else safe, I can:

- Tell staff; or
- Call 9-1-1 and tell them: "My name is James Michaels. My address is Cardinal Drive Group Home and I need help right away."

If I need to tell on someone who abused me so I can get help, I can:

- Tell staff;
- Tell Bill Davies the House Manager, or call the Administrator on Duty number to get help; their numbers are on the wall next to the phone in the kitchen; and
- Call the abuse hotline at 1-855-373-2122 and tell them my name, where I live and what happened to me.