



DEPARTMENT OF DEFENSE  
**SEXUAL ASSAULT PREVENTION  
AND RESPONSE OFFICE**



**DEVELOPING A SEXUAL ASSAULT SAFETY PLAN: GUIDANCE FOR  
SARCS AND SAPR VAs**  
MAY 9, 2023

**For the SARC/SAPR VA/First Responder conducting the Safety Plan:**

1. Discuss with the victim that safety planning is an ongoing process. Over time, new concerns may arise that require adjusting and modifying the Safety Plan.
2. The SARC or SAPR VA can be contacted at any time if safety concerns arise.
3. Inform the victim that this document and related information will not be kept with the case records.
4. Work with victim to complete a hard copy of the Sexual Assault Safety Plan Worksheet. Ensure all sections are accurate and complete.
5. Discuss with the victim the importance of keeping this safety plan and other important documents (e.g., driver's license, insurance papers, birth certificate, passport, etc.) in a safe and secure place.
6. Provide resource education following completion of Sexual Assault Safety Plan Worksheet.
  - Referral to Behavioral Health Crisis Hotlines:
    - DoD Safe Helpline, [www.safehelpline.org](http://www.safehelpline.org), 877-955-5247
    - National Domestic Violence Hotline, [www.thehotline.org](http://www.thehotline.org), 800-799-7233 (TDD: 800-787-3224)
    - Military Crisis Line, [www.militarycrisisline.net](http://www.militarycrisisline.net), 800-739-3895 and press 1
  - Crisis Resources:
    - National Sexual Assault Hotline, [www.rainn.org](http://www.rainn.org), 1-800-656-4673
    - National Sexual Violence Resource Center, [www.nsvrc.org](http://www.nsvrc.org), 877-739-3895 or 717-909-0710
    - Male Survivor, [www.malesurvivor.org](http://www.malesurvivor.org)
    - Office for Victims of Crime, [www.ovc.gov](http://www.ovc.gov)
7. Schedule follow-up/check-in appointments with the victim prior to the victim leaving. At these appointments, the SARC or SAPR VA or HCP can check in with the victim and determine if updates to the Safety Plan are necessary.
8. Ensure the victim leaves with a hard copy of the Safety Plan and Safety Worksheet and has a copy of the *Sexual Assault Health Care Support* pamphlet.
9. Do not retain victim's Sexual Assault Safety Plan Worksheet in the case records.

**Example of Sexual Assault Safety Plan Worksheet**

**Directions:** Complete all sections of this safety plan worksheet with the victim. Keep a paper copy of this document and other important documents in a safe and secure place.

Who can help me and where can I go in case of an emergency?	
<i>The following are the names and contact information of people and places I can trust and can contact when I need social support or in the event of emergency.</i>	
SARC/SAPR VA	
Family	
Friends/Neighbors	
SVC/VLC	
Command	
911/Military Police	
Domestic Violence Hotline	
Inspector General	

What to do if I encounter the accused perpetrator?	
I will say the following...	
I will do this to get away...	
If I am at work, I will...	
If I am driving, I will...	
If I am walking/running/ exercising, I will...	

How can I stay safe when I go out? (Public Safety)	
I will not go there because the accused perpetrator frequents this place...	
I will avoid unplanned interactions with the accused perpetrator by...	
I will let this trusted person know when I arrive at places...	
I will carry a defensive device (e.g., horn, whistle, etc.) as permitted...	

How can I stay safe in my home? (Barracks/Quarters/Home Safety)	
I will make these changes to my home to become safer (e.g., lock room door, ensure locks are in good working order, etc.) ...	
I trust this neighbor and can contact this individual when I need social support or in the event of an emergency:	Name: Phone Number: Address:

<b>How can I stay safe at work/school? (Work/School Safety)</b>	
<p>This friend/security escort is available to me to/from my vehicle/public transportation when I am at work/school...</p>	<p>Name: Phone Number: Address:</p>
<p>I will make these modifications to ensure my workspace is a secure location (e.g., discuss with leadership, security office):</p>	
<p>I will make these adjustments to my work/school schedule to improve my safety (e.g., discuss with leadership schedule changes, change course times):</p>	

<b>How can I stay safe Online? (Device and social media/online profile safety)</b>	
<p>I will make these modifications to ensure my technology and social media profiles are secure (e.g., change passwords, review privacy settings, disable location sharing)</p>	

What to do if I begin to experience negative emotions/feelings about the event?	
If I begin to re-experience the assault, I will...	
If I have thoughts of harming myself, I will...	
If I have thoughts of harming others, I will...	