

## If you decide to leave your partner permanently:

- Make one plan for if you have time to prepare before leaving and another plan for if you have to leave in a hurry.
- Leave when your partner least expects it. This will give you more time before your partner realizes you're gone. If you can, call a police officer to escort you out of the house as you leave (615-862-8600).
- Get your own PO box.
- Open a bank account only in your name and start putting money in it. Set as much money aside as you can without making your partner suspicious. If you can't open an account, ask someone you trust to hold your money so your partner can't find or use it.
- If you have pets, make arrangements for them to be cared for in a safe place.
- Consider opening a safety deposit box to keep your important documents in.
- Ask trusted friends or family if they would take you and your children in during an emergency.
- Try to take the originals or copies of the following documents:
  - Your and your children's birth certificates
  - Your and your children's social security cards
  - Your and your children's IDs
  - Money and credit cards in your name
  - A copy of your Order of Protection
  - Your divorce and custody papers
  - Your marriage license
  - A copy of your lease agreement
  - The deed to the house
  - The car's title, registration, & insurance papers
  - Your and your children's medical records
  - Your children's school records
  - Your and your children's work permits, green cards, visas, and passports
  - Your and your children's medications
  - Keys to the house and car(s)
  - Your and your children's valuable jewelry
  - A list of contacts (with addresses and phone numbers) for any family or friends you could turn to for help
  - Keys to your safety deposit box and/or PO box
  - Any evidence you have of your abuse**



## Metro Office of Family Safety

If you are worried about your safety or are sometimes afraid of your partner or loved one, there is help available. To speak to an advocate, you can reach out to either of our offices. All of your information will be kept **confidential** and **all services are free**.

### Family Safety Center

*walk-ins and appointments*

610 Murfreesboro Pike

Nashville, TN 37210

(615) 880-1100

M - F, 9:00 am - 6:00 pm

*Order of Protection Assistance 24/7*

### Jean Crowe Advocacy Center

*courthouse location*

100 James Robertson Pkwy., Suite 114

Nashville, TN 37201

(615) 862-4767

M - F, 7:45 am - 4:00 pm

We can help file Orders of Protection, create a safety plan, assess your level of risk, connect you with resources such as shelter and counseling, and provide a safe place for you to wait for your court hearing.

Your experience with abuse is unique to you, and your path to safety and healing will be as well. We will listen to you, believe you, and explain the resources that are available. **You choose whether to involve law enforcement or not.**

If you are in Nashville, you can also call the YWCA's 24-hour hotline:  
**1-800-334-4628**

If you are outside of Nashville, you can call the 24-hour National Domestic Violence Hotline at:  
**1-800-799-7233**



# Safety Planning

**No one deserves to be hurt.**

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## Top 5 Tips:

- Make sure your phone is always charged. Carry a phone charger with you at all times.
- Make sure your car always has plenty of gas.
- Register for Smart911 ([www.smart911.com](http://www.smart911.com))
- Keep an emergency bag with: phone charger, change of clothes, money, medicines, and important documents. Hide it where your partner can't find it but easy for you to get to.
- Call 911 if you ever feel threatened or scared.

## During a Violent Incident:

- Remove yourself and your children from the situation before the violence begins.
- Think of several reasons your partner will believe for leaving the house at different times of the day or night in case you need an excuse to leave.
- Make up a signal with neighbors that you trust (flashing the lights on and off or hanging something out the window) to let them know you need help.
- Stay away from any sharp or heavy objects and any firearms in case your partner tries to use them.
- Stay out of the kitchen, garage, and bathrooms.
- Try not to go where your children are because your partner may hurt them too.
- Make a copy of the car keys and keep them in a secret place in case your partner takes the keys away from you.
- If you cannot get away, curl up into a ball in a corner. Protect your face by putting your arms around each side of your head and wrap your fingers together.
- Try not to wear scarves or long jewelry that your partner could try to use against you.

## When at Home:

- Change your locks.
- Consider installing security devices on your windows or installing a security system.
- Keep your doors and windows locked at all times.
- Keep all porch lights on at night.
- Tell trusted neighbors to call the police if they see your partner near your home.
- Don't disclose your address to anyone you don't know or trust.

## When in Public or at Work:

- Inform security, managers, and trusted coworkers of your situation and ask them to call police if they see your partner.
- Provide a photo of your partner to security, managers, and trusted coworkers for identification.
- Vary your routes to and from work.
- Ask someone to walk with you to your car or bus every day. If no one can walk with you, talk to someone on the phone while you walk.
- Arrange to have your calls screened at work.
- Think of what you will do if your partner shows up.

## When Using Social Media or Technology:

- Turn the location feature off on your phone and all social media accounts.
- Do not post or share personal information about yourself, your home, your location, or your family online.
- Use a fake name for email accounts and usernames when creating new accounts.
- Use a virtual phone number app (like Google Voice) to give a virtual phone number out instead of your cell phone number.
- Request to have your phone number unlisted or unpublished.
- Don't call your partner from your home or cell phone.
- Consider changing your phone number.

## With Your Children:

- Notify schools, daycares, babysitters, teachers, after-school program teachers, and coaches about who is allowed to pick them up.
- Discuss, review, and practice your safety plan with your children often.
- Make sure your children have their home address memorized and know how to dial 911.
- Create a code word or phrase with your children so they know when to call the police or when to leave the house and get help.
- If they cannot leave the house safely, teach them to go to a safe room that has a lock and a phone and to call 911.
- Tell them not to get involved if you are being hurt because they may get hurt too. Their priority is to stay safe, not to protect you.
- If you plan on leaving, plan what to do if your child accidentally tells your partner.
- Formalize a parenting plan through the court if you feel the children are safe around your partner.
- Teach your children about safe behavior with their phone, computer, internet, and social media.

## With Your Order of Protection (OP):

- Keep a copy of your OP with you at all times.
- Give a copy of your OP to trusted management and security at work, family, and trusted neighbors and friends.
- If your children are on your OP, give a copy of it to their schools, daycare centers, babysitters, teachers, and after-school program teachers and coaches.