

Creating Conditions for Safety: Elements of a Trauma Informed Environment

<i>Mapping Tool</i>	Strongly Agree (1)	Agree (2)	Disagree (3)	Strongly Disagree (4)	Unknown	Not Relevant
Physical Environment						
Confidentiality and Privacy						
Space for private conversations for program participants and staff						
Staff do not talk about program participants in common areas						
The program/agency informs program participants about what information is gathered, where it is kept, and who has access to it, and when and what the agency has to report and to whom						
Staff supervision is made available in a private confidential space						
Accessibility						
All doors have automatic openers and all furnishings set up for ease of movement of wheelchairs and walkers						
All materials available in audio versions as well as big print						
Interpreters available for the deaf and hard of hearing when requested						
Appearance						
Space kept clean and neat						
Well lit space						
Well lit parking area at all times						
Furnishings comfortable						

Andersen, R., Niedzwiecki, D., Rodman, M., 2012

Physical Environment	Strongly Agree (1)	Agree (2)	Disagree (3)	Strongly Disagree (4)	Unknown	Not Relevant
Climate						
Layout of space promotes interactions between program participants and staff						
Posted signs have "person first language"						
Someone always available to welcome anyone walking into space						
Space reviewed and assessed by program participants						
Space reviewed and assessed by former and/or current program participants						
Supportive Environment						
Transparency						
Policies and procedures reviewed with program participant						
Program participants informed why they are asked to fill out certain forms and who has access to them						
Program participants informed of program/agency protocols on how staff respond to participants experiencing a crisis						
Policies and procedures reviewed with staff						
Consistency and Predictability						
Hours of operation posted and adhered to						
Change in hours provided to program participants with advance notice						
Change in staff provided to program participants with advance notice						
Responsive to program participants' inquiries for services/supports within 48 hours						
Staff meetings and supervision on a consistent and predictable schedule						

Andersen, R., Niedzwiecki, D., Rodman, M., 2012

Resource Availability	Strongly Agree (1)	Agree (2)	Disagree (3)	Strongly Disagree (4)	Un-known	Not Relevant
Culturally sensitive staff are culturally responsive to women						
Resources compiled, updated and made available to program participants and all staff						
Staff serve as a resource to program participants and are responsive to needs of program participants						
Supportive Environment						
Clear Expectations						
Code of ethics a) developed with program participants; developed with staff						
b) posted in common areas						
c) reviewed regularly with program participants and staff						
Common group agreements developed and followed for all meetings						
Agency/Program mission, vision, and/or guiding principles posted in common areas						
Staff and program participants' actions guided by the agency/program mission, vision, and/or guiding principles						
Gender Specific						
Programs offered for women only in private and confidential spaces						
Program elements designed by and for women						
Opportunities provided for women to come together in informal settings to share their experience, strength, hopes and dreams						

Andersen, R., Niedzwiecki, D., Rodman, M., 2012

Cultural Sensitivity	Strongly Agree (1)	Agree (2)	Disagree (3)	Strongly Disagree (4)	Un-known	Not Relevant
Signs posted in different languages to meet needs of community						
Images and language on posters and artwork represent the demographics of the community						
Staff represent the demographics of the community						
Inclusive Environment						
Voice						
Former and/or current program participants involved in program development						
Former and/or current program participants involved in program implementation						
Former and/or current program participants involved in program evaluation						
Women self identify their own goals						
Women evaluate whether their self identified goals have been met						
Different perspectives are included						
Choice						
Information and resources shared with program participants so they can make an informed choice						
All program functions and regulations clearly described so program participants make informed choices						
Language						
All written and verbal communication uses "person first" language						
Language does not limit what a person can do (people are not viewed or talked about as a diagnosis or "label")						
Materials available in the primary languages of community members						

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Relational Environment	Strongly Agree (1)	Agree (2)	Disagree (3)	Strongly Disagree (4)	Unknown	Not Relevant
Boundaries						
All staff and volunteers have clear job descriptions						
The role of staff is made clear to program participants						
Staff do not do for one person what they would not do for all						
When ready and appropriate, staff share their own life experience						
Balanced						
Mutuality demonstrated between staff and program participants						
Whenever and wherever appropriate, decisions made collaboratively between program participants and staff						
Staff seek ways to share power with program participants						
Supervisors seek ways to share power with staff						
Authentic						
Staff able to relate and empathize with program participants in response to the very human experience of woundedness and recovery						
Staff are able to engage with program participants and notice what each brings to the interaction						
Staff meet people (participants, other staff, etc.) where they are at in their healing and recovery journey and offer support and guidance without judgment						
Agency recognizes that the staff person's lived experience affects her/his response to women's narratives/stories						

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