



## Trauma-Informed Environmental Scan

Organization: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Completed by: \_\_\_\_\_

Components of a Safe and Welcoming Physical Environment	Yes	No	N/A	Comments
Focus on initial welcome (what the entrance looks like, how the space is set up, language/tone on signs or instructions).				
Clients and visitors are oriented to the physical space.				
Security (e.g., staff, systems) is available and balances welcoming, hospitality, & safety and is developed with client and staff input.				
The building is accessible for people with hearing, visual, or mobility impairments.				
Spaces are well lit (especially common areas, outdoor spaces, offices, and bathrooms). Use incandescent rather than high-intensity fluorescent lighting.				
Space is clean and well maintained.				
Bathrooms can be locked. Ideally, bathrooms are gender neutral.				
Create a calm atmosphere (e.g., lighting, furniture, artwork, plants, music).				
Trauma/Stress Reduction/Wellness/Recovery materials available.				
Environment reflects the talents and cultures of consumers.				
Materials are available in the language of those served.				
Designate a “soothing room” or quiet spaces where possible.				
Create child and family-friendly spaces (if applicable), with activities and materials such as books, games, arts and crafts supplies, or toys.				
Screen books, movies, magazines, etc., for negative ethnic, gender, and racial or other cultural stereotypes.				

<b>Components of a Safe and Welcoming Physical Environment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Meeting spaces ensure confidentiality. Consider installing acoustic tile or sound screens to help dampen sound.				
Access to drinking water, tea, and snack foods.				
Spaces are available for clients to securely store their belongings.				
Program/interview offices configure furniture in way that is inviting and allows for interviewer and interviewee to face each other at an angle rather than straight across. Clients are offered a choice in seating arrangement. Consider limiting the use of a desk between interviewer and interviewee. Clocks should be in view of interviewer and interviewee.				
Configure offices to balance consumer and interviewer safety.				
Comfortable chairs are available in offices and common areas.				
Easy exits available from program space and program offices.				
Staff receive training in non-violent crisis prevention & intervention (i.e., de-escalation; responding to disruptive or aggressive behavior; alternatives to seclusion and restraint).				
Peer support is available on site.				
Clients are invited to make suggestions about improving the physical space in order to feel safe and welcome.				

**Additional questions for consideration and discussion:**

- How is the organizational physical environment welcoming of and responsive to the needs of trauma survivors?
- How does the organization inquire about traumatic experiences in the lives of those with whom you work?
- What trauma-specific services are available to those you serve – within your organization or elsewhere in the community?
- How are staff supported?

**Follow-up items needed from environment scan:**