

Building an Inventory

A mini-toolkit to support left movement groups in building an inventory of resources, assets, and support to address safety threats. This mini-toolkit is the second part of a series of resources on building organizational safety plans.

How to Use This Toolkit

In this mini-toolkit, you'll take stock of what your organization already has: the skills, relationships, and resources that can be mobilized in the face of threats, harm, harassment, or violence. This is not just a checklist; it's a living process to understand your organization's internal strengths, identify gaps, and build collective capacity.

You will need:

- A copy of Part 1: Assessing Risk (especially page 6)
- This toolkit (digital or printed)
- Writing tools or a digital note app
- Optional: Flipchart paper, markers, or sticky notes for group sessions

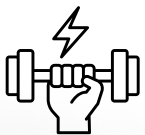
Completing this inventory will help you:



Recognize existing skills and assets in your team and community



Identify areas for additional training, partnerships, or external supports



Strengthen your org safety plan by grounding it in real capacity



Facilitator Tip: Complete this toolkit in small groups or at a retreat. Encourage honesty! This is about assessing capacity, not performance.

Building an Inventory

There may be people in your organization with experience in verbal or physical de-escalation, self-defense, safety planning, know your rights trainings, copwatch, first aid, bystander response, mediation, and many other skills that are directly relevant to creating organizational safety. Conduct an inventory of your group member's skillsets to learn about their experiences and also their comfort with navigating incidents of harassment and violence that could occur at your organization.

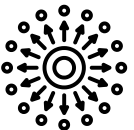
Ask yourself “What skills do our group members or group have to intervene in harm?”



Self-Defense



Safety Planning



Verbal & Physical De-escalation



First Aid



Copwatch

Journaling

These prompts help connect the threats identified in Part 1 with the real skills and resources available in your organization. Write directly in the boxes below.

What threats are most likely to impact your group?

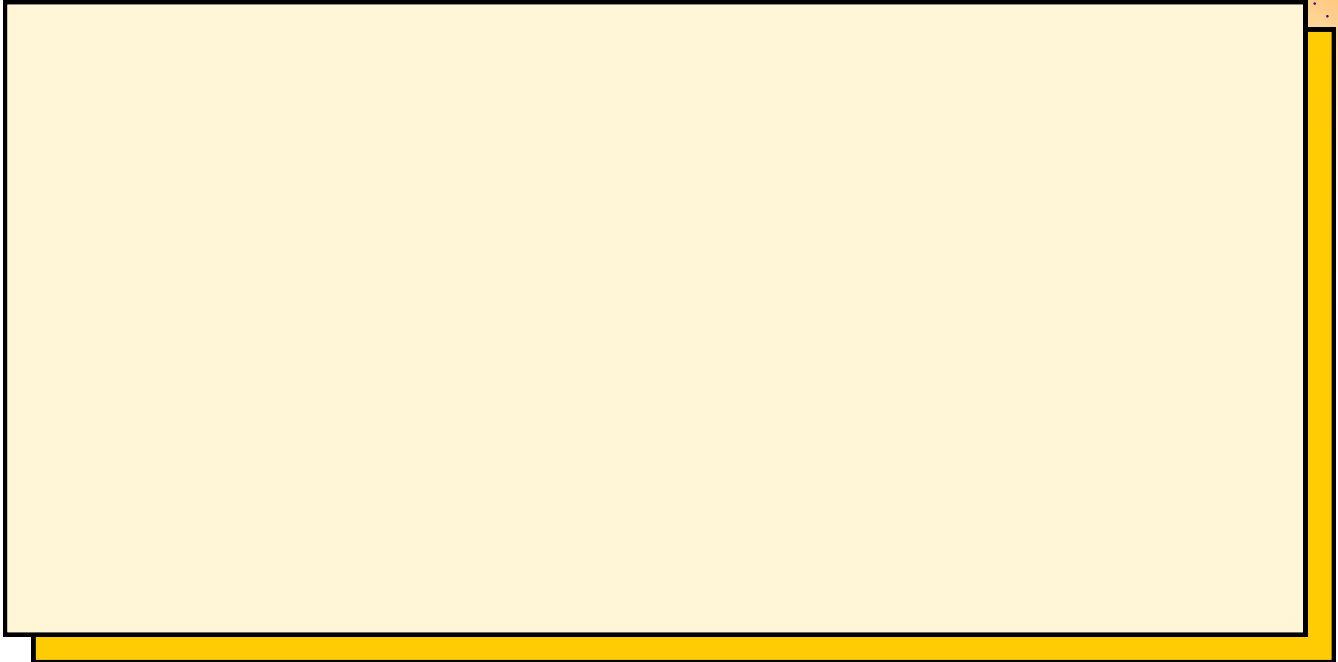


Refer to the Risk Assessment tool on page 6, in Part 1

What skills do you currently have that can be used to navigate and address this threat?

Journaling Cont'd

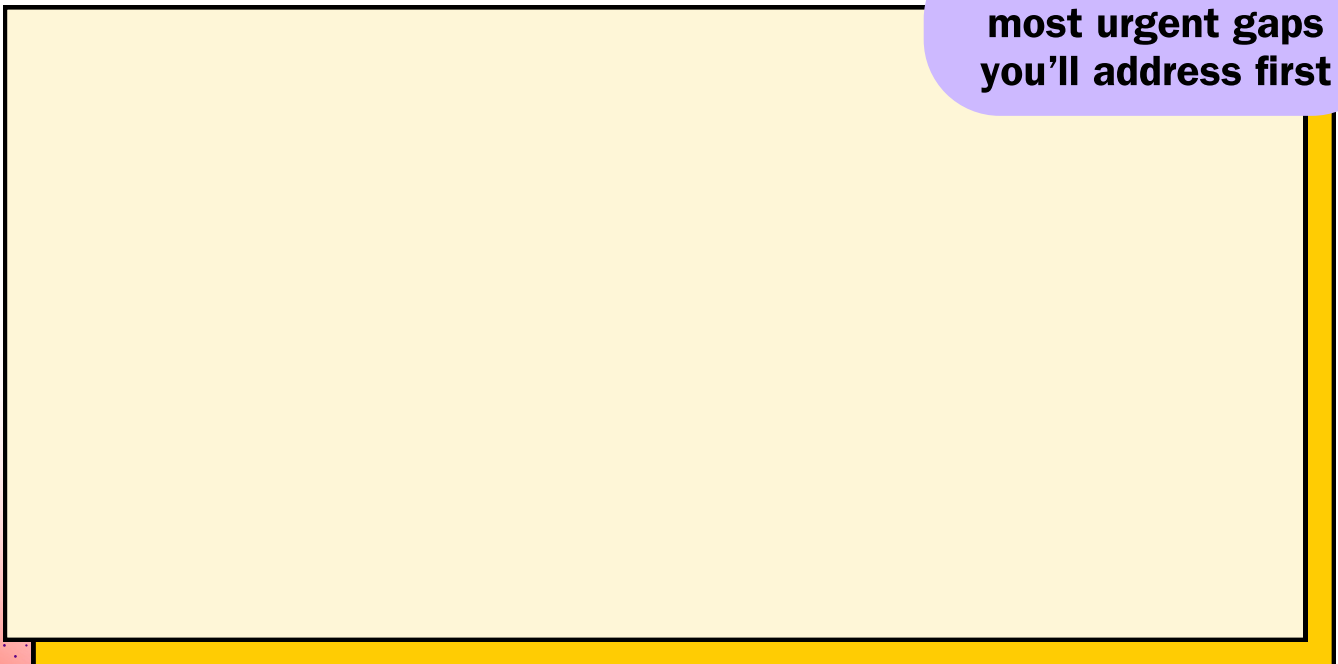
What skills do other members in your group have?



What gaps exist and how might you begin to address them?



Tip: Circle the 1–2 most urgent gaps you'll address first



Organizational Asset Mapping

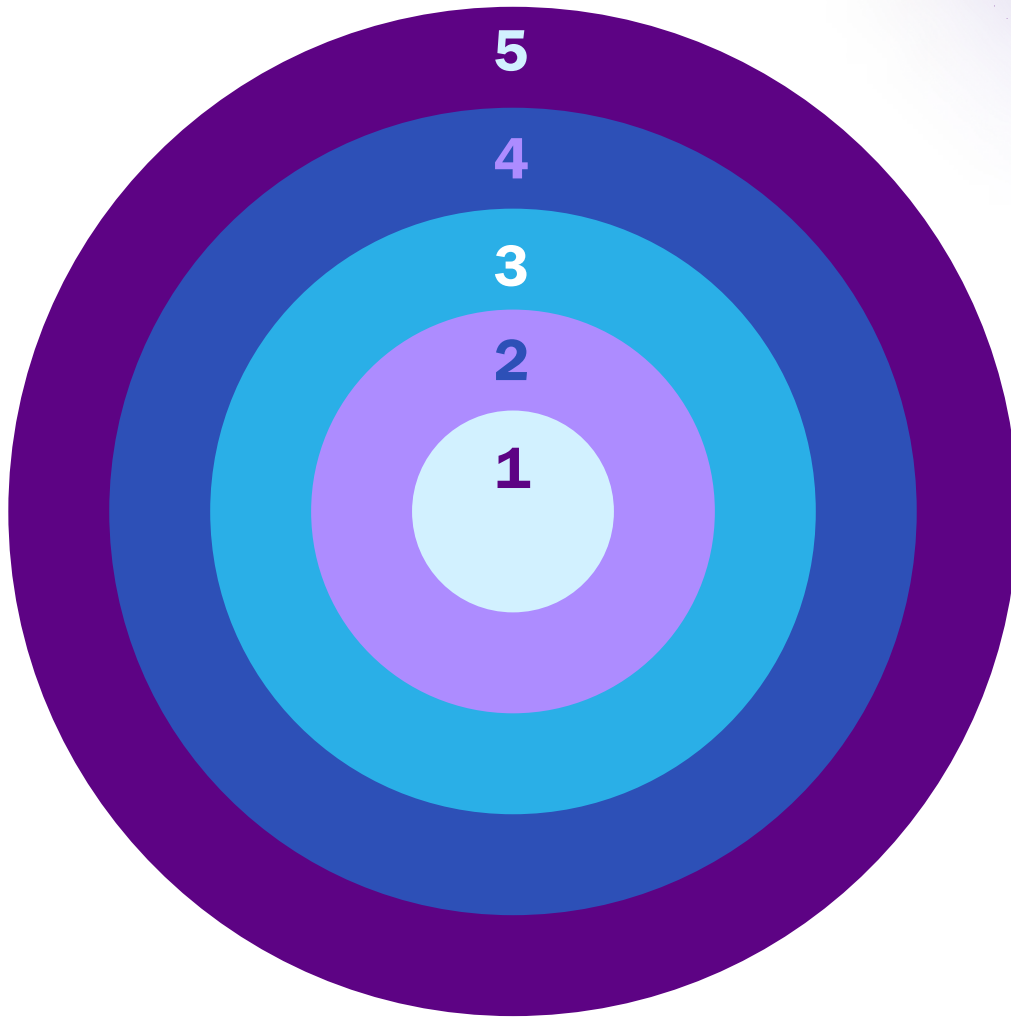
An organizational asset is a person, organization, or community that can support your organization's safety plan. Assets can be internal trusted leaders, supporters, partners, communities, and regions that you can rely on for support in the event of an incident. Take time to identify organizational assets using this mapping tool.

1. **Internal:** Trusted internal group leaders & members
2. **Supporters:** General members
3. **Partners:** Groups who you've worked with before, coalition members, network members
4. **Community:** Neighboring groups, friendly service providers, or businesses
5. **Region:** Groups in your state or region

How to use the Asset Map on the next page:

- If completing digitally, print this page or recreate the five-circle map on a whiteboard or large sheet of paper.
- Write the names of people, groups, or organizations that fit each category directly in the circles or in the space below the circle on the next page
- Keep this completed map in your organizational safety binder or shared drive for annual review.

Organization Asset Map



1. _____
2. _____
3. _____
4. _____
5. _____

Organizational Safety Sample Inventory

To determine organizational safety protocols and procedures, it is important to conduct an inventory of existing skills within your organization. This is a sample inventory that can be adapted to each organization's needs. This inventory can be shared with organizational or member leaders.

Complete this inventory individually. Select the box that best describes your current skill level. Provide details in the "Explain" section, for example, where you learned the skill, when you last practiced it, or how you've applied it.

Beginner: 2 years or less, learning basic concepts & limited experience

Intermediate: 2 - 5 years, experience practicing basic concepts

Expert: 5 - 8 years, skilled in basic & intermediate concepts

Trainer: 8+ years, substantial experience developing curriculum and training on this subject

1. Do you have self defense or martial arts experience?

No	Beginner	Intermediate	Expert	Trainer
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Explain: _____

2. Do you have verbal de-escalation or bystander intervention experience?

No	Beginner	Intermediate	Expert	Trainer
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Explain: _____

Organizational Safety Sample Inventory

3. Do you have experience with physical de-escalation?

No	Beginner	Intermediate	Expert	Trainer
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Explain: _____

4. Do you have experience with counseling or safety planning?

No	Beginner	Intermediate	Expert	Trainer
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Explain: _____

5. Do you have experience with police negotiation, copwatch, or know your rights training?

No	Beginner	Intermediate	Expert	Trainer
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Explain: _____

6. Do you have experience assessing people for suicide or homicide risk?

No	Beginner	Intermediate	Expert	Trainer
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Explain: _____

7. Do you have experience with first aid, CPR, or other emergency medical support?

No	Beginner	Intermediate	Expert	Trainer
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Explain: _____



Thank you for dedicating the time, energy, and resources into building an organizational inventory. Your work contributes to the safety of your group and the broader left movement. Every choice we make to build safety today makes a safer, brighter world for future generations of organizers and change makers.

For more safety planning resources, trainings, or rapid response support, visit us at www.visionchangewin.org

This mini toolkit is the second part of a series of resources on building organizational safety plans. For access to Part One: Assessing Risk, visit us at visionchangewin.org

Next up

Organizational Safety Planning: Part 3

Building Values Alignment