



Planning Your Site Visit

Safe Communities America staff will assign two U.S. reviewers to review your application, conduct the site visit and determine if your community meets the criteria for accreditation.

The site visit provides your reviewers with the opportunity to meet, face-to-face, with coalition leadership groups, verify that the community fulfills the requirements for each of the four criteria and discuss future involvement of the community with the U.S. and Pan Pacific Safe Communities Network.

The site visit generally takes place over a one and half to two day time period. The community pays for the airfare, ground transportation and meals for two U.S. reviewers. Communities will work with reviewers to identify dates for the site visit. A site visit can take place approximately 6-8 weeks after the community is introduced to their reviewers, depending on reviewers' availability and satisfaction of the application.

What to consider when planning your site visit

- **Reviewers will identify key areas for the site visit.** Reviewers will provide communities with a list of programs, people and places they would like to see during the site visit.
- **Agenda should include programs and initiatives outlined by reviewers.** Share a draft agenda with reviewers and Safe Communities America staff. Reviewers may provide additional feedback on the agenda.
- **Start the site visit with a meeting with the entire coalition.** At the kick-off meeting, reviewers will share what they liked in the application and what they look forward to seeing during the site visit.
- **Include a review of your community's injury data and priorities.** A review of your injury data provides an opportunity to share and discuss with reviewers your community's safety priorities, gaps and areas for further work.
- **Coalition leadership and members attend kick-off and closing meeting.** Coalition leadership is required at the kick-off and closing meeting and we encourage you to invite the entire coalition to the kick off meeting.
 - At the kick-off meeting, make sure to introduce all meeting participants. Reviewers, then, will share what they liked in the application and what they hope to learn more about during the site visit.
 - At the closing meeting, reviewers will go over what they have seen throughout the site visit, discuss what they liked and how they see the community moving forward. They will state if they are going to recommend accreditation for the community to Safe Communities America.
- **Coalition leadership should plan to attend most meals.** Meals are an opportune time for additional discussions about the application and site visit, the community and expectations moving forward. Meals can be small occasions with coalition leadership, part of larger planned events such as a reception or a safety stop such as lunch with older adults participating in a falls prevention program.
- **Plan to drive reviewers to each site visit location.** Communities in the past have used shuttles or buses to drive the group to each location.