

On **Urgent Action Funds**
Crisis & Care

**A Global Convening on
Feminist Crisis Response**

Safety and Care Guide



Dear participants,

To ensure a smooth and safe journey, we've prepared this Safety and Care Guide for you. Please read through all the items carefully. If you have any questions or need assistance, don't hesitate to reach out to your regional acompañante, who is here to support you and help make sure nothing important is forgotten.

While our team is committed to creating a secure environment throughout the event, we encourage everyone to practice good security awareness and care for one another. Please minimize your exposure to COVID-19. Please remain alert and report anything unusual—whether during your travel, throughout the Convening, or on your way home—to our Safety and Care team. You can view the Logistics Guide [here](#).

Be mindful of:

- Unusual surveillance or suspicious questioning
- Individuals without event badges
- Strangers offering unsolicited help (e.g., carrying bags, offering information, or taking photos)

If at any point - during, before, and after the convening - you come across an incident, please report this to your regional acompañante, who will advise you on the next steps. Incidents could be a clear threat to safety, security, and well-being. However, they could also not necessarily mean harm and may not lead to anything (e.g., missed flights, lost passport), but it is still important to know so we can see trends and avoid escalating. Anyone is encouraged to report an incident to our Safety and Care Team - participants, consultants, staff, core operations team members, and hotel staff.

Safety and care team

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Local Emergency Contacts

- Police Emergency Line: 190
- Fire Department: 193
- Medical Emergency (SAMU) Tel: 192
- Federal Police (Polícia Federal) Tel: 194
- Federal Highway Police (Polícia Rodoviária Federal) Tel: 191
- State Highway Police (Polícia Rodoviária do Estado) Tel: 198
- São Paulo Civil Police (Polícia Civil do Estado de São Paulo) Tel: 197

IMPORTANT: Save these numbers in your phone before departure.






PRE-DEPARTURE CHECKLIST

✓ Travel Documents & Planning

- Passport valid for at least 6 months
- Visa secured (if applicable)
- Flight bookings confirmed
- Travel insurance (must include emergency health assistance & COVID coverage)
- Reviewed Brazil's customs restrictions
- Notified your bank/credit card company about international travel
- Saved the contact of your country's embassy or consulate in Brazil
- Made digital & printed copies of key documents (passport, visa, invitation letter, hotel/flight bookings, travel insurance) and shared with your organization or group


✓ Health & Medications

- Taken all mandatory and recommended vaccines
- Prepared your prescription medications and a basic first aid kit (bring extra doses just in case)
- Brought meds in original packaging with doctor's prescription
- Checked whether you need a medication declaration form for Brazil
-  [Medication Info – Brazilian Government](#)

✓ Communication & Safety

- Downloaded the Signal app for secure communication. Use a VPN if Signal is blocked in your country
- Restart your mobile before landing (some spyware deactivates this way)
- Downloaded the Wordly interpretation app
- Shared emergency contact details with your regional acompañante, organization, or group
- Informed family, friends, and colleagues where you'll be staying and shared an emergency contact abroad (you can share the contact details of the regional acompañante)
- Practice digital safety (more tips and recommendations on the digital safety section below)

✓ COVID-19 Precautions

- Take a COVID-19 rapid antigen test 48–72 hours before arrival and share your test result with your regional acompañante
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IN TRANSIT AND ARRIVAL CHECKLIST

✓ Before You Land

- Pack your phone charger in your carry-on
- Before landing, passengers will be given a form to complete and hand it to the Brazilian Immigration authorities at international airports, who will stamp your passport and return a copy of the completed form. Keep this carefully with your passport, as it will be required by the Federal Passport Control when you leave the country.

✓ At Immigration


- Stay truthful and calm in your responses
- Be prepared to discuss travel purposes, duration, accommodations, etc., if immigration authorities inquire. Authorities and other more conservative wings are more tolerant of the idea of women's rights and gatherings than 'diversity, human rights, gender' and other words demonised by the right. Suggestion: Participate in an event discussing women's issues. If asked about crisis context, mention poverty, war, financial crisis, and climate. Show your hotel booking, invitation letter, and return ticket
- Have your hotel booking, invitation letter, and return ticket handy
- If you're questioned, remain polite and ask for a translator if needed
- Avoid carrying items or wearing political shirts that might draw unnecessary attention
- Remember: immigration officials have full authority at borders — respect and courtesy are key
- Notify your regional acompañante when you've cleared immigration and again upon hotel arrival


✓ Arrival in Brazil

- Don't accept SIM cards, rides, or services from strangers at the airport
- We've organized transport from the airport to the hotel. If you're traveling separately, use Uber or official airport taxis only
- Avoid posting real-time travel updates on social media (for privacy & safety)
- Restart your mobile - some spyware get deactivated by restarting the mobile phone

SAFE SPACE AND SAFEGUARDING

We are committed to ensuring the convening remains a safe, inclusive, and respectful space for everyone, particularly at-risk activists, marginalized groups, and vulnerable individuals. We adhere to zero tolerance for discrimination, bullying, and harassment. Retaliation against those who report misconduct or oppose harassment and discrimination is equally prohibited. Violating this policy may result in disciplinary actions, including removal from the event or reporting to Brazilian authorities.





How to report a Code of Conduct violation?

If you are being harassed by a participant, hotel staff, or stakeholder, notice that someone else is being harassed, or have concerns about other conduct, please contact us as soon as possible. Reporting a code of conduct violation you experienced or witnessed can be uncomfortable and upsetting. The team will always respond with respect and preserve your identity. You can reach us at the Safe and Care Desk on-site, reach out to your Regional Acompañante, or write us at safetyandcare@riseup.net

Community Agreements

1. Care is a shared rhythm.

Practice collective and self-care; no one person is responsible for the group's well-being. Let's listen to ourselves and our body. We strive to create an environment where people can check in with themselves and name what they need to engage in a brave space.

2. Access is love.

Every person has essential skills, knowledge, resources, and talents. We strive to make spaces as accessible as possible.

3. Words shape our spaces.

Use inclusive language: use simple terminology, and gender-sensitive words, and display and respect pronouns. Avoid discriminatory language and derogatory terms that target anyone's identity, ideas, or behaviors. Be mindful of word connotation, especially in relation to historical oppression.

4. Critiqua Amorosa.


Engage with openness and a willingness to learn, offering respectful but direct feedback. Ask questions if something is not clear to you, that's how we learn. Assume best intentions, but acknowledge and address harm with care and accountability.

5. Make space, take space.

Step in and step back, with awareness of the group's dynamics. Let's show up fully, with our lived experiences and full identity, not just our "institutional selves". All roles hold equal value in our ecosystem, whether as artists, healers, activists, academics, donors, or the organizing team.

6. Listen holistically.

Listen with heart and intention. Engage purposefully, avoid interrupting, and honor interpretation and access needs. Slow down, and remember that not everyone speaks the same language. We can't be articulate all the time.





7. Honor all our truths.

Push past binary thinking; multiple truths exist at once. Honor different perspectives while acknowledging privilege. Let's make space for our multiplicity and allow ourselves to sit with discomfort. Move past opposition to collaboration, building collective power.

8. 'My eye gets sharper, but my touch softer.'

Embrace softness; we can be gentle with each other without sacrificing rigorous thinking and clear and direct communication.

Code of Conduct | We keep each other safe

A. Respect physical boundaries.

People who prefer no physical contact will wear designated wristbands. Check-in with others before engaging in physical or sensorial proximity.

B. Respect privacy.

Ask for consent before photographing, recording, or sharing information. Those who prefer not to be photographed can wear designated badges. We understand consent to be an ongoing process and uphold it as such.

C. Anonymity is a choice.

Attendees may participate under pseudonyms or without identifying information.

D. Practice online safety.


Use secure communication and avoid sharing sensitive details publicly.

E. Be prepared.

Know evacuation routes, first aid stations, and security contacts.

ACCESSIBILITY AND INCLUSIVITY

✓ Accessibility & Inclusive Design

- The venue is wheelchair-accessible with ramps, elevators, and accessible restrooms
 - Seating includes spaces for wheelchair users and people with mobility needs
 - Large, high-contrast signage will be placed throughout the venue
 - Accessible rooms will be prioritized for participants with disabilities
 - All sessions take place within the hotel, minimizing the need to travel off-site
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✓ Quiet & Sensory-Friendly Spaces

- A low-sensory/quiet room will be available for meditation, rest, or sensory breaks. This room includes yoga mats, chairs, sofas, and calming materials (art, books, water). No meetings or computer use in the quiet room
- Sensory-friendly lunch areas will be designated for participants sensitive to noise, lights, or crowds
- Earplugs and fidget toys are available at the Safety and Care Desk and Wellbeing Room

✓ Gender Affirmation & Identity Respect

- We support all participants in presenting themselves in ways consistent with their gender identity
- Participants may write the name they would like to be used on their badge
- Pronouns will be displayed on badges and must be respected in all interactions

✓ Rest & Participation Expectations


- Breaks are scheduled at regular intervals
- Participants are encouraged to step out or take breaks whenever needed
- The programme is designed to allow optional participation—there is no expectation of full-day attendance

WELLBEING AND HEALTH

Covid-19

- Pre-testing: All participants must take a COVID-19 Rapid Antigen Test (RAT) 48–72 hours before arrival. Share your results with your regional acompañante. If you test positive or exhibit symptoms, please cancel your travel and participation. We encourage everyone to take extra precautions before traveling
- On-site testing: You will receive 2 RAT kits in your care package:
 - 1 to be used on arrival day
 - 1 to be used on the morning of May 12 (before Day 1 of the gathering)

Additional RAT kits will be available at the Safety & Care Desk. If you experience symptoms during the event, please test immediately

- Post-Event Testing: Participants are encouraged to take a COVID-19 test 2–3 days after returning home
 - Masking & Hygiene: Masking is not mandatory, but you can wear a mask. Masks are available at the Safety & Care Desk. Hand sanitizer will be included in your care package. Sanitizing stations are available at all entry points, meeting rooms, and dining areas. High-touch surfaces will be cleaned regularly
 - Isolation and response: If you have symptoms (fever, cough, sore throat, fatigue, loss of taste/smell), take a test immediately. Notify the Safety and Care Coordinator via Signal or email safetyandcare@riseup.net. Our team will guide you through the isolation and response protocol
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Psychosocial support

- There will be on-site trained and accredited counselors providing psychosocial support to staff, participants, consultants, and contractors. Those who need the support could schedule 45-minute sessions. There will be a sign-up sheet for people at the Safety and Care desk to block schedules.

Emergency and health support


- First aid stations, defibrillators and on-site medical support will be available during working hours with private areas for treating injuries or illnesses.
- If you feel ill, please contact the Safety and Care Team desk. The on-site medical support will assess the next steps. We can also make a doctor's appointment if necessary (the hotel has a doctor on call).


General Context

Although the venue location can be safer, muggings of tourists on the beaches and at tourist attractions do occur, mostly looking for mobile phones and credit cards. If the victim is a woman, sexual harassment might occur. It's important to avoid walking around with valuable items or alone at any time of the day.

Guarujá's seaside can have strong currents. If visiting a beach, always respect the signs and flags that indicate the security level of water currents. Information about the state of the sea and beach safety can be asked at the hotel's reception and enjoy walks and swims safely.

Dos and Don'ts

- Buy a tourist SIM card that is valid for the duration of your stay in Brazil. The SIM card will allow you to use UBER, the safest and easiest way to get around the city, if needed. Note that regular SIM cards need a national fiscal number to be active. Visitors should get a tourist SIM card or use roaming.
 - Before getting to Guarujá, arriving at Guarulhos airport, it might happen that some non-identified people will offer some services like transportation or SIM cards. It is important not to accept it.
 - In Guarujá, if you want to go for a walk and are unsure where or what to do, ask the hotel staff or our Brazilian team members. Avoid going to unfamiliar places, especially alone.
 - You can find 6 Tourists information points (PIT - Ponto de Informação ao Turista), there they can speak English and Spanish
 - If you have mobile banking on your phone, we recommend that you delete your banking apps while you are in Brazil or limit the amount you can withdraw per day.
 - In the unlikely event that someone tries to steal something from you, don't react. Let them take what they want.
 - Consider using a backpack if you are carrying expensive items such as a laptop. Don't leave your belongings unattended, especially in open areas.
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- Don't use your mobile phone on the street. Locals go into shops to use their mobiles. Please be careful when taking pictures with your mobile phone on the street, especially alone and at night.
 - We recommend using a money belt if you carry large amounts of cash.
 - Avoid going out alone. Go with company.
 - Drug trafficking and public use of drugs can result in severe penalties in Brazil. Avoid getting involved.
 - If you visit São Paulo, avoid the old city centre (the districts of República, Bela Vista, Sé and Bom Retiro).
 - Do not go to the poorer urban areas (favelas). There are regular shootings with fatalities. Only use official taxis or an Uber, which you can order through a taxi company or your hotel.
 - Avoid gatherings, crowds, and demonstrations. Follow the news via the (local) media. Or ask your hotel for information.
 - Avoid displaying expensive items in public, especially in large cities. Keep your phone and wallet secure in crowded areas.
 - Be mindful when crossing streets, as traffic can be unpredictable.
 - Do not bring e-cigarettes into Brazil. Customs officials will confiscate e-cigarettes, and you risk a fine. Official information about banned and regulated items can be found at <https://www.gov.br/mre/pt-br/consulado-londres/useful-information/visiting-brazil>


Drugs

- It is illegal to use, possess, or sell drugs in Brazil. This includes soft drugs such as hash and marijuana. The punishments in Brazil are severe. Prison conditions are precarious. The law also applies to foreigners visiting Brazil. Harm reduction services can be found in larger cities of the country, including São Paulo.

LGBTI+

- LGBTI+ people can face discrimination and aggression in Brazil. Not everyone has a positive attitude towards your sexual orientation or gender identity. The state of São Paulo is less violent than other parts of Brazil. Hate crimes can happen in everyday situations, such as in a shop or service. On the other hand, shows of affection and kindness can also be experienced. If you experience a hate crime, consider reporting it to the local police and inform the SCT. Hate crimes are punishable by law in Brazil.
- Trans and gender-diverse participants are unlikely to experience forms of discrimination at the Airport in São Paulo. If you do, please contact the SCT. Transphobia is a crime in Brazil.

Demonstrations

- There are regular demonstrations in Brazil, particularly in the capitals. (Police) violence may occur. Avoid gatherings, crowds, and demonstrations. Follow the news in the (local) media. Or ask your hotel and SCT for information. There are unlikely to be any demonstrations in Guarujá.
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Local Diseases/Vaccinations for Travel

- Recommended: Yellow fever, DPT (diphtheria, tetanus and polio), hepatitis A
- Yellow fever vaccination is not required for entry to Brazil but is highly recommended.
- Common local diseases include dengue, chikungunya, zika, and rabies, but no prophylaxis exists. The use of repellent is recommended.

Sexual Harassment

- Sexual harassment happens daily. If you experience a situation that you identify as sexual harassment or sexual offense, report it to the SCT and the central women's helpline on 180

Other relevant resources

Rapid Response helplines (digital security)

- [Access Now Security Helpline](#)
- [Front Line Defender Emergency Contact](#)
- [SMEX Digital Safety Helpdesk](#) (MENA-focused)
- [Get Help - DefendDefenders](#)
- [Vita Activa](#) (emotional-social)

Self-Defense Tool Guides

- [Digital Protection Resources](#)
- [The Holistic Security Protocol for Human Rights Defenders](#)
- [Tor Community Resources](#)

