

Place Your Brokerage Logo Here



## Office Safety Action Plan (Broker's Policy)

**Customize your personal version of your Office Safety Action Plan using this template:**

| Topic                               | Policy (Re-Write from an office perspective)   |
|-------------------------------------|--|
| Take the PLEDGE!                    | Start out right! Be SMART, ALERT, FOCUSED, and EDUCATED!   |
| Personal 911 info Sheet             | Supply your AGENT IDENTIFICATION FORM to your office when you join. KEEP it current! Time matters in an emergency.   |
| Public Profile - Dress for Safety   | Keep your public profile professional and discreet. Dress for success AND for safety! Pockets are your friend; lets you have a hand free! Taser flashlights are a great Realtor® accessory!                                  |
| DUI Diligence                       | Don't be a pop-tart Realtor®. A few simple steps can make the difference between meeting a great client – or not. Save TIME and money, or not.   |
| Privacy/Identity Theft              | Protect your information AND your client's! Practice safe surfing on the Internet. Don't keep your private info or your client's in a place accessible to thieves!   |
| DRIVE SAFELY!                       | DEFENSIVE DRIVING is a MUST. Hands on the wheel - focus on the road!.  |
| Share your ID! Agents & Clients     | All first-time clients must provide a driver's license, state ID or other official photo ID. You should capture a copy and send it to your office for security purposes.   |
| First-time meeting with clients     | Meet new prospects and clients (whom you have no knowledge of from referral or experience) in the office or at a public place. Get a first impression before continuing. Have a plan if your gut says "NO!"                  |
| Buddy system                        | Agents who are uncomfortable meeting with clients alone or hosting open houses alone can request a "buddy" agent or employee to go with them.  |
| Take 10 for SAFETY!                 | Do a 10 second situational awareness check! What do you see that bothers you? Park smart! Plan your entry and know your exits! Keep your clients in front of you. Do you NEED to see the basement – or just let THEM see it. |
| Distress code system                | All employees, including office personnel, will be educated on a single "distress code" to be used by agents calling in if they feel threatened.   |
| See Something – SAY Something!      | If you SEE or experience a safety concern, SAY something to your Broker. Report it on the KYR Safety Incident Reporting System for others to know!   |
| Safe SELLERS                        | Educate your seller about things that should not be visible/accessible in the home. DO NOT post photos of valuables that should be removed prior to showings! Meet the neighbors that may be helpful for Open House safety!  |
| Refer Out of Area Clients/Inquiries | Out of the market, you know best? Might make sense to refer a client/inquiry rather than step into the unknown. YOUR cell phone/GPS may not work where they are going!   |
| Office Safety                       | Be aware! Lock doors after hours. Have an office escape plan. BEE spray is your friend. Watch for fire/electrical hazards too!   |

