

# BROKERS: PROTECT YOUR OFFICE AND YOUR REALTORS®



Below are some recommended safety techniques for real estate brokers from REALTOR® Associations, police, and other sources. Implementing some or all of these actions can help you make safety a prime concern for your employees and REALTORS®.



**Create an office safety plan.** Appoint one individual as a safety coordinator to oversee, maintain, and enforce the plan. Require everyone in your firm to know and understand the safety policies and procedures. Make it a top priority.



**Assign an office safety contact and several alternates.** If your office has a full-time receptionist or clerical assistant, this person is an ideal choice. However, encourage your agents to call 9-1-1 in an emergency or if they perceive that they are in danger.



**Require REALTORS® to report their whereabouts to your safety contact, and establish safety call-in procedures.** Mandate the use of the buddy system. Create and communicate distress codes, making sure that all employees and REALTORS® not only know what they are, but exactly what to do when they hear them.



**Don't forget workplace safety procedures for the office.** Use a registration book for all clients and other visitors, and check their information against a photo ID. Establish a secure location to which employees can go in a dangerous situation. Make sure private areas of the office aren't accessible to strangers.



**Ensure that someone is responsible for being aware of your REALTORS® whereabouts whenever they work offsite.** Consider personally visiting or calling the open houses where your practitioners are working.