HOMETOWN
Association of REALTORS®

Office Safety Action Plan

Item/Policy	Suggestions
First-time meeting with clients	All agents must arrange to meet prospects and clients whom they have never met in the office rather than at properties, out of doors, or at home.
Client IDs	All first-time clients must provide a driver's license, state ID or other official photo ID. The office will make and retain a copy of this ID for security purposes
Distress code system	All employees, including officer personnel, will be educated on a single "distress code" to be used by agents calling in if they feel threatened
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.