

# Safety at the Office

Apply the following safety procedures to help keep you safe at the office

- Keep your windows and counters clear. Robbers and attackers like to work in private, and police like to see in.
- Keep a radio or TV playing fairly loudly in the back room when you're alone in the office.
- Secure all unused doors and windows, especially if they are in the rear of the office and out of sight and ear shot.
- Whenever possible, avoid being at the office alone.
- Lock office doors after hours.
- Immediately report harassing phone calls to your employer and to the police. Review state and local laws to learn what facts might constitute telecommunications harassment. If you suspect that you may be the victim of telecommunications harassment, report the facts to the police.
- Always carry a charged mobile phone. Clip it on and make it part of your everyday apparel for immediate accessibility.
- Take a personal safety or self-defense course.

(Source: Washington Real Estate Safety Council)

REALTOR® Safety Week  
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