

Road Map to Safety

Quick Guide to help get you started

Building Safety, Policy, Procedure

OVERVIEW & PURPOSE

This is a quick reference packet to help you get the conversation started with your staff and to help build some initial framework on items to review and evaluate. This is not a catch all, you should evaluate and add additional items based on your building layout, surroundings and size of staff. Remember, you need to set up recurring meetings/conversations around these topics.

OBJECTIVES

1. Physical Building Safety
2. Day to Day Building Safety
3. Special Event Building Safety
4. What to do in the event of an emergency
5. Policy Review/Implementation

ACTIVITY

In a group, walk around the building and evaluate current overall safety and areas of needed improvement

Things to evaluate exterior:

1. Clear lines of sight (bushes and trees trimmed for height and space at ground)
2. Lighting (no dark areas, motion sensors)
3. Security Cameras around building
4. Security Camera covering all doors
5. Exterior Door/Window safety (glass, steal, wood, deadbolts)

Things to evaluate interior:

1. Access Points throughout building (can access be controlled at any point)
2. Individual Office Security (can office doors be locked, do offices have exterior escape routes, do you need something to be able to break glass to escape)
3. General public/member access to building
4. Classroom safety (can doors be locked, how many emergency exits are available)
5. Do offices/workspaces have or need a panic button
6. Office Phone System (does everyone have a phone, is there an intercom option, how easy is it to dial out to 911)
7. AED units (do you have them or do you need them)
8. Security film over glass windows/doors

Policy

Engage ALL Staff in the process. Set deadlines for reviewing policy, creating needed policy. Make reviewing policy, and building safety a recurring event.

1. Evacuation routes and diagrams for all offices/classrooms
 - a. Designate meet up locations after evacuation
2. Guest check-in
3. Minimum number of staff in the building when open
 - a. Building secured/procedure when below this minimum staffing
4. Policy for use of building by association members, public
5. Code Words
6. Conduct monthly or quarterly building inspections
7. Policy review a minimum of once every six months
 - a. Policy, procedure must be covered EVERYTIME there is a new employee
8. AED must have a separate policy and training and AED must be Tested per user manual.

Additional Resources

Some additional resources to consider

Local Law Enforcement Agencies

- Building inspection

- Basic Self Defense Training

OSHA

FBI - Active Threat training

Experience of your association members

Neighboring REALTOR associations

Other Local Businesses

You are also always able to reach out to us with questions or if you need more help

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