MULTIPLE CHOICE QUIZ FOR SAFETY VIDEO
(asterisks next to correct answers)

SAFETY OUTSIDE THE OFFICE

1. When you’re showing a client around a property, how should you proceed?
   a) Encourage the client to walk in front of you as you move through the property.**
   b) Lead the client into each room.
   c) Stay put and send the client on a self-guided tour.
   d) None of the above.

2. What is the best way to meet a new client for the first time?
   a) At the property you’re showing. You’ve checked it out and know it’s safe.
   b) At their residence. This way, you know where they live.
   c) At your residence. Your home is a safe place!
   d) In your office, where you can introduce them to your colleagues.**

3. What is a distress code?
   a) An alarm button you can use to send a signal to your local police department
   b) A personal identification number you dial into your cell phone
   c) A word or phrase you can say that indicates you need help, but does not tip off the
      person you are with**
   d) A word or phrase you say to the person who is threatening you

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4. What time during an open house should you be most on guard?
   a) At the beginning, when people start arriving
   b) At the end, when one or two people may linger in the house**
   c) The times when you are alone
   d) Around midday, when most people are busy with lunch

5. Where should you park your car when showing a property?
   a) In the driveway, if possible, so it is close to the exit
   b) At the curb, so you can’t get blocked in**
   c) At least a half a block away, so no one can identify which car is yours
   d) You shouldn’t drive your own car to a showing. Ride with the client!

SAFETY IN THE OFFICE

6. What should you do when you’re working in the office alone?
   a) Stay in the back, out of sight.
   b) Ensure that all outside doors and windows are locked.**
   c) Call the police and ask them to have a squad car drive by.
   d) You should never work in the office alone.

7. What should you carry with you at all times when you’re alone in the office?
   a) Your cell phone**
   b) Your wallet
   c) A piece of identification
   d) All of the above
8. Why should you keep windows and counters clear?
   a) So that the office looks neat and professional
   b) So you can see who is arriving and leaving
   c) So that people outside can see who is working
   d) So that people outside can see in and notice if something is wrong**

9. Why should you keep the floor clear of boxes and other obstacles?
   a) To prevent a fire hazard
   b) To prevent bugs and other vermin
   c) To ensure that no one trips over them**
   d) So that you’ll have a clear exit if you need to escape

10. How can you protect your office from an electrical fire?
    a) Don’t overload an outlet with too many plugs.
    b) Replace or dispose of frayed electrical cords.
    c) Have a fire inspector examine your office.
    d) Both a and b.**

SAFETY AT HOME

11. What is the best way to secure an outside door with glass panels?
    a) With a two-inch deadbolt lock
    b) With a sturdy rod laid along the bottom track of the door
    c) With a double lock that requires a key on both sides**
    d) With a chain lock
12. Which of the following can protect you from identity theft?
   a) When shopping online, check the site for a URL that begins with https://
   b) When shopping online, check the bottom of the browser window for a closed padlock symbol.
   c) Create computer passwords that are at least 8 characters long.
   d) All of the above**

13. Which documents should you shred?
   a) Anything with your account numbers, PINs or other financial information**
   b) Private correspondence
   c) Anything with your name and address
   d) Outdated files

14. Where should you hide a key so that you don’t get locked out?
   a) Under the doormat
   b) Beneath a flowerpot or planter
   c) In the mailbox
   d) None of the above. You should never hide a key outside.**

15. What should every home have?
   a) Double locks on all outer doors.
   b) Working smoke and carbon monoxide detectors.**
   c) A high-tech security system.
   d) All of the above.