

ATOMIC AGENTS: INCUBATOR I THE PREPARED PROFESSIONAL

Safety isn't about expecting something to go wrong. It's about thinking ahead so you know what to do if it does.

1 | PREPARED, NOT PARANOID: Safety Is a Business Practice

We can't eliminate every risk, but we can eliminate unnecessary vulnerability. Think about the situations that have become so normal in your business that you may no longer recognize the potential risk.

a) What parts of your normal workday regularly put you alone, isolated, or around unfamiliar people?

b) What safety risk do you tend to dismiss because "it probably won't happen"?

c) Have you ever stayed in a situation after something began to feel wrong? What kept you there?

d) I would feel safer in my normal workday if I consistently:

Prepared doesn't mean afraid. It means you've already made some decisions while you were calm.

2 | SAFETY STARTS WITH YOU: Prepare Thyself

Your first safety tool isn't in your purse, car, desk, or emergency kit. It's your awareness.

Where am I most likely to let my guard down?

What most affects my awareness?

☐ Fatigue ☐ Stress ☐ Rushing ☐ Phone/distractions ☐ Working alone ☐ Unfamiliar surroundings

☐ Other: _____

Quick Personal Check

☐ Phone charged and accessible ☐ Keys readily accessible ☐ Hands reasonably free

☐ Clothing/shoes appropriate for my activities ☐ Personal safety tools accessible

☐ Someone knows where I am when appropriate ☐ I am aware of entrances and exits

a) What behavior, situation, or gut feeling would cause me to leave immediately?

b) My non-negotiable instinct rule:

If _____, I will _____.

You don't need proof that something is wrong before removing yourself from a situation.

3 | CREATING A SAFE WORKPLACE: Your Office Is Part of the Plan

Look at your office, store, studio, home office, or other workspace through the eyes of someone entering it for the first time.

Workplace Safety Audit

☐ Clear sight line to the primary entrance ☐ Clear pathways to exits ☐ Blind corners identified

☐ Mirrors/cameras used where appropriate ☐ Exterior and parking areas adequately lit

☐ Valuables, cash, keys, and private information secured ☐ Employee-only areas controlled

☐ Opening and closing procedures established ☐ Procedures for employees working alone

☐ Emergency contacts readily available ☐ First-aid and emergency equipment accessible

a) Where are the biggest blind spots or vulnerabilities in my workspace?

b) Our office/team code word or distress phrase:

c) What does it mean, and what should someone do when they hear it?

d) One workplace change I can make this week:



4 | SAFETY ON THE ROAD

Your Car Is Part of Your Workplace

For many professionals, the vehicle is a second office. Prepare for an ordinary inconvenience before it has the opportunity to become an emergency.

What's Already in My Vehicle?

- ☐ Phone charger ☐ Backup power bank ☐ Flashlight ☐ First-aid supplies ☐ Water ☐ Shelf-stable snacks
- ☐ Jumper cables/jump pack ☐ Basic roadside tools ☐ Reflective/visibility gear ☐ Seasonal clothing or blanket
- ☐ Weather-specific equipment ☐ Emergency contact/roadside assistance information

a) If my vehicle broke down tonight, what would I wish I had?

b) Do I have a plan if I believe someone is following me?

c) Three things I need to add to my vehicle:

Your vehicle doesn't need to be ready for the apocalypse. It should be ready for a bad Tuesday.

5 | KNOW BEFORE YOU GO: Reduce the Unknown

Before leaving for an unfamiliar appointment, ask four questions:

THE FOUR KNOWS:

Know the PERSON: Who am I meeting? Have I appropriately verified them?

Know the PLACE: Where am I going? Is it occupied, vacant, remote, dark, or without reliable cell service?

Know the PLAN: What's my route? Where will I park? When should I be finished?

Make sure someone knows where YOU are: Who knows where I am?

a) My Pre-Appointment Routine

- ☐ Verify unfamiliar clients/customers when appropriate ☐ Use FOREWARN or other available resources
- ☐ Research the location ☐ Check route and cell coverage ☐ Share appointment information
- ☐ Establish an expected check-in time ☐ Bring another person when circumstances warrant it

b) My check-in person: _____

c) If I don't check in by _____, they should:

d) What circumstances automatically mean I bring another person, change the meeting location, or decline the appointment?

e) Something I will add to my standard pre-appointment routine:

6 | PROPERTY PREP: Safety Starts Before the Listing Goes Live

Before opening a property to strangers, look for risks that can be reduced ahead of time.

Seller & Property Safety Checklist

- ☐ Remove children's names, photos, school information, schedules, and identifying items
- ☐ Secure jewelry and other valuables ☐ Secure financial documents and personal information
- ☐ Secure spare keys and small electronics ☐ Address obvious trip/fall hazards
- ☐ Identify pets or other potential concerns ☐ Keep property keys together on a substantial keychain/tag
- ☐ Check exterior access and lighting ☐ Place lockbox somewhere reasonably safe, visible, and accessible
- ☐ Communicate relevant property hazards to other professionals ☐ Secure firearms
- ☐ Avoid unnecessarily advertising publicly that a property is vacant ☐ Secure medications

a) What could a stranger learn about the occupants simply by walking through the property?

b) One safety item I need to add to my listing/property checklist:

PROPERTY PREP

Privacy → Valuables → Hazards → Lighting → Access → Communication



7 | OPEN HOUSE SAFETY: Public Doesn't Mean Safe

An open house publicly advertises where you'll be and when you'll be there. Treat it differently from a scheduled appointment.

Open House Protocol

- ☐ Avoid hosting alone whenever possible
- ☐ Walk the property before opening
- ☐ Know every exit
- ☐ Maintain a clear path to an exit
- ☐ Position sign-in/check-in near the entrance
- ☐ Keep phone and keys accessible
- ☐ Secure personal belongings
- ☐ Monitor how many visitors are inside
- ☐ Pay attention when groups separate
- ☐ Periodically check doors and windows
- ☐ Walk the property again before closing
- ☐ Re-secure all access points before leaving

a) Who could become my regular open-house safety partner?

b) From where I normally position myself, can I see visitors AND an exit?

c) What will I change about the way I prepare for or host an open house?

An open door should never mean an unprotected professional.

8 | SHOWING SAFETY: Always Leave Yourself an Out Before Entering

- ☐ Look at the exterior and surrounding area
- ☐ Keep phone and keys accessible
- ☐ Notice unexpected vehicles, open doors/windows, damage, lights, or belongings
- ☐ Park where your vehicle can't easily be blocked
- ☐ Trust changes in the environment

Inside

- ☐ Allow clients to enter rooms first
- ☐ Maintain awareness of exits
- ☐ Avoid becoming trapped in basements, garages, closets, or small rooms
- ☐ Don't allow conversation to eliminate situational awareness
- ☐ Leave if the property or person makes you uncomfortable

a) What signs at a vacant property would cause me NOT to enter?

b) What client/customer behavior would automatically end an appointment?

c) My "I leave, no debate" trigger is:

d) A phrase I can comfortably use to end an appointment immediately:

You don't have to prove you're in danger before you're allowed to leave.

9 | DIGITAL SAFETY: What Are You Broadcasting?

Your marketing should make your **business visible** without unnecessarily making **you vulnerable**.

Quick Digital Audit

- ☐ Real-time location sharing
- ☐ Social posts revealing routines/schedules
- ☐ Home or personal address information
- ☐ Family/children's information
- ☐ Travel information
- ☐ Strong, unique passwords
- ☐ Multi-factor authentication
- ☐ Device screen locks
- ☐ Client/customer information protected
- ☐ Business system permissions reviewed
- ☐ Former employee/team access removed
- ☐ Building/alarm/access codes controlled

a) What could a stranger learn about my daily routine from my public accounts?

b) Something I should stop sharing in real time:

c) One piece of digital access or information I need to secure:

Think before you broadcast: Does this information need to be shared right now?



10 | WHAT IF?: The 15-Minute Test

You receive an evacuation notice. You have 15 minutes to leave.

a) Who am I responsible for?

b) Where will we go? _____

c) Alternate destination: _____

d) Primary/alternate route: _____

e) Pets and their needs: _____

f) Medications/medical needs: _____

g) Important documents: _____

h) Out-of-area contact: _____

i) Is my vehicle ready to leave? ☐ Yes ☐ Needs work

The First Five Things I Would Grab

1. _____

2. _____

3. _____

4. _____

5. _____

Which of those things could already be packed, copied, stored, or prepared?

Business Emergency Check

☐ Who makes the evacuation decision? ☐ How will employees/customers be accounted for?

☐ Where is our meeting point? ☐ How will we communicate afterward?

☐ Is critical business information backed up somewhere accessible?

The middle of an evacuation is a terrible time to start making a packing list.

11 | BUILDING THE KIT: Preparedness Is Layered

You don't need one giant survival bag. Build supplies around **where you are likely to be when you need them.**

EVERY DAY

What should always be with me?

VEHICLE

What should stay in my car?

WORKPLACE

What should be available for employees and customers?

EVACUATION / 72 HOURS

What does my household specifically require if we must leave?

HOME

What do we need if we must shelter in place?

Before Adding Something to a Kit, Ask:

☐ Do I need it? ☐ Do I know how to use it? ☐ Can I access it? ☐ Does it need maintenance?

Use the separate **Emergency Kit Guide** to help build out your supplies.

The best emergency kit isn't the biggest one. It's the one you actually have when you need it.

12 | PREPARATION PROTOCOL: Turn Preparation Into Habit

Knowing good safety practices isn't enough. Decide which behaviors become automatic.

MY PREPARED PROFESSIONAL PROTOCOL

Before I meet someone new, I will:



Before I enter an unfamiliar property/location, I will:

Someone will always know:

I will never work alone when:

If something feels wrong, I will:

Our office/team code word is:

If I miss a check-in, the next step is:

Our evacuation meeting point is:

MY THREE ACTIONS

Don't leave with 47 great ideas that disappear into a notebook. Pick **three things you'll actually do.**

WITHIN 24 HOURS

WITHIN 7 DAYS

WITHIN 30 DAYS

THE PREPARED PROFESSIONAL

- Prepare yourself.
- Prepare your space.
- Know before you go.
- Maintain your exit.
- Protect your information.
- Prepare for emergencies.
- Trust your instincts.
- Practice the plan.

FINAL TAKEAWAY

Prepared doesn't mean expecting the worst. It means being ready to respond when the unexpected happens.

