

Robbery Prevention Tips

Prevention

- ✚ Keep windows clear of displays or signs and make sure your business is well-lighted inside and out. Check the layout of your store, eliminating any blind spots that may hide a criminal or robbery in progress.
- ✚ Have marked money in your till and record the serial numbers on a cash identification sheet and place in a safe place.
- ✚ Provide information about your security systems to employees only on a "need-to-know" basis.
- ✚ Make sure that all video security is working properly if you are still using video tape make sure that the tapes are new.
- ✚ Instruct your employees to report any suspicious activity or person immediately and write down any useful information (clothing, age, vehicle description, license plate number) for future reference.
- ✚ Keep small amounts of cash in the register to reduce losses. Use a drop safe into which large bills and excess cash are dropped by employees and cannot be retrieved by them. Post signs alerting would-be robbers of this procedure.
- ✚ Make bank deposits often and during business hours. Don't establish a pattern; take different routes at different times during the day.

What to do if you are robbed

- ✚ Try to remain calm.
- ✚ Robbers are usually very nervous and could be easily provoked
- ✚ Obey the robbers commands do exactly as you are told. **DO NOT RESIST!**
- ✚ Tell the robber if you are going to move or if you expecting someone that is coming to your business.
- ✚ Activate your alarm **ONLY** if you can do so secretly.
- ✚ Try to be the best witness you can be, take a good look at the robber so you can describe him or her later.
- ✚ Don't be a hero. It's better to lose your money than your life.
- ✚ Give the robber time to leave.
- ✚ Note his direction of travel when he leaves.
- ✚ Try to get a description of his vehicle **ONLY** if you can do so without exposing yourself to harm.

After the robber leaves

- ✚ Call the police immediately, even if you have already activated the alarm. Don't hang up the phone.
- ✚ Close the store and lock the door(s) if you have a key. Hang a premade CLOSED sign so no one else comes into the store.
- ✚ If there is more than one employee have each employee do a different task.
- ✚ Do not discuss the details of the robbery with witnesses or fellow employees.
- ✚ Ask any witnesses to stay until police arrive. If they can't, get their names, phone numbers and addresses.
- ✚ Do not touch anything that the robber may have touched. Block off areas where the robber was, if necessary.
- ✚ Try to recall as much as you can about the robber's appearance, speech and mannerisms. Make notes.
- ✚ Step outside the store when the police arrive so that they'll know the robber is gone and you are safe.
- ✚ Let the police answer inquiries from the news media.
- ✚ Do not discuss the amount of money taken with anyone other than police.