

Armed Robbery Tips

PREVENTION AT HOME

Do not allow strangers into your home, even if they are hurt or say they need help. Keep the door locked and call the police for them.

Do not advertise that you live alone.

Don't be afraid to call the police to investigate suspicious circumstances, unusual people or strange noises. It is better to be safe than sorry.

When you move into a new home, change the locks.

Keep your curtains or shades closed at night.

Don't leave notes on your door announcing when you will be home.

Keep outdoor lights on at night.

Never give information to an unknown caller. Report nuisance calls to the police and the telephone company.

Keep your doors and windows locked. If it is warm and you leave your door open for circulation, keep the screen door locked.

If you arrive home and your door is open or things appear to be out of place - don't go in your home. Leave and call the police.

Write down license numbers of suspicious vehicles to give to the police, if necessary.

PREVENTION ON THE ROAD

Keep your car in gear, doors locked, windows

rolled up.

Stay alert and aware of your surroundings, especially at intersections and stop lights.

Park in areas that will be well lit when you return.

There is safety in numbers! Walk with friends or a in a group.

If you are being followed, don't drive home or get out. Drive to the nearest police station, open store or business for help. Try to note the license number and description of the car and persons following you.

Don't advertise. If you are out at night, don't wear expensive or fancy looking jewelry. This is an invitation to trouble.

If someone tries to get in your car while you are stopped - drive away quickly.

Don't use ATM machines at night. Plan ahead and get your cash during safer times. Use ATM machines that are very visible. Avoid isolated ATM machines.

When using valet parking, provide the parking clerk with the valet key that most car manufacturers provide now. This prevents strangers from looking in your glove compartment and trunk and finding personal information.

Walk in open, well lit areas.

Avoid carrying a purse, if you can.

PREVENTION AT WORK

Keep your front doors and windows clear of signs and posters to allow good, two way visibility. Employees can see suspicious persons outside. Passers-by and police can see inside.

Keep the outside of your business well lit at night.

Make sure your cash register area is clearly visible to outside observers.

Practice good cash control. Keep a minimum amount in your cash drawer and make regular drops into a safe.

Advertise outside that you keep a minimal amount of cash in the register and that you will not accept large bills.

Don't keep large bills under the cash drawer. If you don't have a safe, find a less obvious place to hide your extra cash until you go to the bank.

Use a safe that the clerk cannot open alone or that requires two keys. Post that fact conspicuously, including on the safe itself.

Use video camera surveillance and make it well known.

Always have at least two clerks working at night.

Vary your banking routine. Carry cash in a

variety of ways - a lunch sack, attaché case, flight bag, pocket, etc. Money bags are pretty obvious.

Vary the times and routes that you use to go to the bank.

Make deposits as often as possible, never less than once a day.

Be alert for "customers" who seem to be loitering or glancing around the store while appearing to shop or browse through a magazine.

Watch for suspicious persons outside the business - especially in parked cars and around telephone booths.

If you see someone who is acting suspicious inside or outside, call the police to have them checked out.

Two persons should be on hand at opening and closing times.

At opening time, one person should enter the store and check to see if it has been disturbed.

Before closing, one person should check the office, back rooms and rest rooms to make sure no one is hiding inside.

Keep side and back doors locked. Have employees use the main entrance, if possible.

Place markers at the main entrance that employees can use to help gauge the height of a robber as he leaves.

WHAT TO DO DURING A ROBBERY

Try to stay calm. Don't make any sudden movements to upset the robber.

Do exactly as you are told. **DO NOT RESIST!**

Activate your alarm ONLY if you can do so secretly.

Tell the robber about anything that might surprise him, such as someone who is expected to arrive soon.

If you have to move or reach, tell the robber what you are going to do and why.

Try to get a good look at the robber so you can describe him 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.

WHAT TO DO AFTER A ROBBERY

Call the police immediately, even if you have already activated the alarm.

Close the store and lock the door(s) if you have a key.

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.