



ROBBERY PREVENTION REMINDERS

Robberies can happen at any time, anywhere. But with proper awareness, precautions and procedures, you can minimize your vulnerability to them. Here are a few basic robbery prevention tips to share with your employees.

Physical Security Prevention

- All back-doors & auxiliary entrances are secured when not in use.
- Do not open rear exits after dark (Possible exception-verified deliveries)
- Do not perform work-related tasks or activities outside the building after dusk or before dawn. Examples include taking out the trash, sweeping side walks, cleaning outside windows, etc.
- Ensure all exterior lighting is adequate and surrounding bushes/planters are cut back to allow clear views
- Follow your companies opening and closing procedures
- If suspicious persons or behavior is observed, request additional police patrols
- Unauthorized personnel should not be allowed behind the front counter
- Ensure all physical security equipment is functional (CCTV, Alarm, Safe, Back-door alarm, etc.)

Cash Control Prevention

- Follow your companies cash handling procedures
- Secure all funds and maintain appropriate cash levels in the safe and registers
- Perform cash counts and deposit preparation in a secure location out of view
- Do not count cash or go to the bank at the same time each day, change up the schedule to avoid a pattern

Awareness and Robbery Prevention

- Stay calm, cooperate and follow all demands
- DO NOT resist in any way, make any sudden movements or aggravate the robber
- Once the suspect(s) exit, and it is safe to do so, secure the building and call 911
- Follow your companies robbery incident procedures
- Preserve the scene for evidence by isolating the area where it occurred

Employee and guest safety are the first priority in a robbery!

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You have nothing to lose and only profit to gain