

Robbery Prevention Tips for Businesses

Be Observant! Employees and employers should remain alert and observant.



Things to watch for:

- Suspicious persons or vehicles around the business, especially at opening and closing time.
- People wearing inappropriate clothing for the weather, such as heavy coats during warm weather.

Try to have at least 2 employees open/close the business, especially if it is in hours of darkness.

Try to use the most visible entrance to the business and avoid back/secluded entrances when opening/closing the business.

Robbery Prevention 'To Do' List:

- Have a plan.
- Have regular safety meetings to develop and discuss your "plan".

Some of the elements of a good plan include:

- Employee demeanor during a robbery (do not resist)
- How to notify the police
- An escape route
- How to obtain a suspect description
- How to obtain a vehicle description and license plate number
- Have prearranged signals between employees
- How to activate alarms
- When not to activate an alarm
- Mentally review as often as possible the actions you must perform if confronted with an emergency. The plan should become "second nature" to you.

Physical Deterrents

- Always keep the inside of your business well lit, especially the entrances and exits.
- The cash register should be visible from outside the store. A clear view to the register from the street or parking lot assists police officers to see inside as they patrol the area. If the windows are blocked they cannot see in.
- Mark the edge of the main doorway with measuring tape. This will help in obtaining a more accurate height of the robber.
- Keep cash at a minimum, and post notices in the doorway of this fact.
- Periodically test video surveillance equipment to verify it is in proper working order.
- Consider the installation of video cameras or alarm systems.

Bank Deposit Procedures

- Do not advertise that you are carrying the bank deposit.
- Avoid wearing name tags or clothing advertising your business when you are carrying the deposit.
- Make deposits during the daylight hours.
- Go directly to the bank. Do not make other stops along the way. Do not take the same route to the bank each time you go, and do not go at the same time each day.
- Stay alert to your surroundings
- Vary times of cash deposits/withdrawals
- Vary routes if possible -Try not to carry cash out of your business alone -Try to carry cash out of your business during daylight hours -Do not carry a personal bag, backpack, purse or other items while carrying large sums of cash
- Disguise your cash bag. Put you bank-issued bag inside a non-descript backpack, paper sack, etc. -Do not carry cash in the same bag with other important items (business documents, checks, receipts, etc.)
- Consider carrying a duplicate "dummy" bag that looks identical in size, shape and weight to your cash bag
- Consider keeping rolls of coins separate form large bills
- Carry a working cell phone with you. Keep it on and be ready to call police if necessary.
- If possible, go with another person

Stay Alert and Trust Your Instincts

- If you see suspicious people loitering near you or your automobile do not approach or confront them. Report any suspicious activity to the police.
- If you are driving, park as close to the bank as possible. Keep your doors locked and windows rolled up. Keep your key handy so you can enter your car as quickly as possible after you are done at the bank.

More Tips

- Keep the telephone number of your police department near the phone. (911 for emergency, (615)459-6644 for non-emergency.)
- Be aware that sometimes merchants are followed back to their businesses or to their homes by robbers. Certain safety precautions should be followed regarding vehicles and home safety. Do not always travel the same routes to and from work. Be observant and check often to see if you are followed.
- Know where police stations and fire stations are in your area. These locations are places of safety should you suspect that you are being followed.
- Write down the license plate number of any suspicious vehicles. It is better to throw it away because you don't need it, than to wish you had it.

Business Robbery Tips: During the Robbery

- REMAIN CALM. DO NOT RESIST.
- Do not try to be a hero. Take no action that would jeopardize your own safety.
- Follow the robber's directions, but do not volunteer more than he asks for.
- Advise the robber of any unusual moves you must make. Assure him you will cooperate.
- If the robber used a hold-up note, try to retain it, and handle it as little as possible.
- If possible, activate the alarm only if you can do so safely without detection.
- Attempt to alert other employees by use of prearranged Signals, but only if safe to do so.
- MAKE MENTAL NOTES --Make a mental note of the robber's race, age, height sex, clothing, complexion, color of hair and eyes, etc. Note anything unusual about the robber, such as scars or tattoos.
- Note the number of accomplices and how they left the premises, direction of travel, type and color of the car and the license number.
- Note type, size and color of the weapon.
- Watch where the robber puts his/her hands or whether he/she touches anything. Fingerprints might be left behind.

Business Robbery Tips: After the Robbery

- Call the police immediately after the robbery. The person who calls the police should be able to stay on the phone if the dispatcher requests that he do so.
- Lock all doors and ask all witnesses to remain until the officers arrive. If a witness must leave, obtain his or her name, address and telephone number.
- All witnesses should write down a description of all the suspects. Do not discuss the robbery or compare notes about the robber's appearance with anyone.
- Protect the crime scene. Do not touch anything.
- If you were given a note by the robber, handle it carefully. Hold it by the edges so that any fingerprints that may be on the paper will not be smeared. Put it in a safe place and keep it for the police. This is an important piece of evidence.