

# Robbery Prevention

## AgSafe Safe Work Procedure

Robbery is a crime that targets both people and businesses. Reduce the risk of personal injury and increase the potential of bringing the culprit(s) to justice.

### Visibility

1. Ensure that windows are not covered over by signs or merchandise.
2. The store cash register should be located so as to allow a clear view for passing motorists, pedestrians and police patrols. In the event of a robbery, a store employee will be able to note the car's description and direction of travel.
3. Notify the police if suspicious persons hang around your place of business. Be especially alert at opening and closing times.

### Lighting

1. The interior, exterior, front and rear of a business premise should be well illuminated to deter potential robbers from hiding in shadows or poorly lit areas.

### Video Equipment

1. If your business is equipped with a video camera ensure the system is working. Regularly clean and inspect the video equipment and change the video tape every week. Ensure proper camera alignment of the cash register and/or doorway area

### Money Handling

1. Do not keep large amounts of cash on the premise
2. Use a drop safe or night deposit. When making night deposits have someone with you, stagger your delivery times and DO NOT carry money in sight

### During a Robbery

1. Remain Calm
2. Obey the robber's commands
3. Do not antagonize the robber
4. Consider all firearms to be loaded
5. Look at the robbers - notice details to aid you in describing them and their mannerisms. Note age, weight, height, clothing, tattoos or scars
6. Take note of the weapon
7. Watch the direction the robbers take - if they use a vehicle, try to note the license plate number

### **After a Robbery**

1. Call the police immediately! Dial 9-1-1
2. Give your name, telephone number and the address of the hold-up
3. Give a description of the suspect(s), direction of travel, and a licence number if a vehicle was used
4. Advise whether or not weapons were used
5. Protect the crime scene. Keep customers or other employees away from the area of the store where the robbery occurred
6. Ask witnesses to wait until the police arrive
7. Lock the door until the police arrive
8. **Do not touch anything**
9. Save any notes that were used - do not handle it or let others handle it
10. Co-operate with the police

Please use the following ***Safe Work Procedures*** as a guideline to building your own safe work procedures.