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Armed Robbery Checklist

Mark with a Y or N to indicate if the requirements are met or not.

- Show staff where to locate the “How to Identify a Suspect” in Worksafe.
- Don’t be a hero; do nothing to jeopardize your safety and the safety of others.
- If a firearm is shown, assume it is loaded and real.
- Make no sudden moves and remain calm.
- Activate alarms if you can do it safely and without detection.
- Follow the robbers’ instructions.
- Study identifying features of the robber such as: height, age range, weight, race, identifying markings, speech, and sex.
- If you are handed a note and can safely drop it, do so. This may be useful evidence.
- Remember that money and equipment can be replaced but a life can’t. Train employees that you feel this way.
- Note the direction that the robber left and what they said, if anything.
- After the robbery call the police if they have not already been notified by silent alarm.
- Do not touch anything.