

Armed Robbery

Campus Security Services Emergency Number: 721-7599

GUIDELINES IN THE EVENT OF AN ARMED ROBBERY

(from Campus Security Services Brochure #2)

Overview

Armed robbery is a theft carried out with violence or threat of violence. People who service the public, particularly those who handle cash or other valuables, are at risk and vulnerable to armed robbery. It could also happen to anyone walking down the street or at home. How you handle yourself is very important in order to reduce the risk of injury.

BASIC RULE

Never jeopardize your safety or the safety of others by trying to protect money or other assets. Give the robber what is wanted.

GENERAL RULES

- COMPLY with demands.
- DO NOT RESIST and thereby upset the robber.
- DO NOT BLOCK the robber's escape route.
- DO NOT MAKE fast or sudden moves. Explain noises ahead of time.
- DO NOT PUSH hold-up buttons until robbers have left (phone probably better).

DISCIPLINE

You must discipline yourself ahead of time so you are prepared and able to follow the general rules. If you do not discipline yourself, your natural reaction will be to resist and try to protect the money, thereby putting yourself at great risk.

Think about the type of person you are and picture how you might react to an armed robber and then work out, in your mind, how you would apply the general rules.

-NEVER JEOPARDIZE YOUR SAFETY-

PREVENTION

1. Proper physical layout of cash area.
2. Lean out cash registers — keeping amount in register low.
3. Do not count cash in the open.
4. Consider locked drop boxes where separate office is not available.
5. Consider signs stating minimal cash on hand.
6. Contact Campus Security Services or the police department for an armed robbery kit.
7. Keep back doors to premises locked.
8. Consider closed-circuit TV cameras with time lapse recorder.
9. Don't block windows with posters and advertising.
10. Be alert to suspicious people observing you.
11. Contact Campus Security Services to arrange for Armed Robbery Prevention Seminars.
12. Provide robbery prevention training for all new staff.

INTENT OF ARMED ROBBER

Someone attempting to rob you does not necessarily intend to hurt you. If you upset the individual, however, by not complying with the demands, by resisting in some way, or by blocking the escape route, you may well be putting your personal safety and the safety of others at great risk.

CASH-OFFICE STAFF

It is important that everyone working in a cashier area all get the same training so each knows how the other will react in serious situations such as armed robbery or other weapon offences.

AFTER AN ARMED ROBBERY:

1. Obtain help of fellow workers.
2. One person call police 911 (the person most familiar with details).
3. One observes direction of flight (without taking risks).
4. Ensure that police 911 and Campus Security at 721-7599 are called.
5. Note vehicle used, number of people involved, weapons used and immediately relay to person on phone to police.
6. Obtain names of witnesses.
7. Write down mental notes you made during robbery. Do not discuss incident. Close the area off. Do not touch anything.
8. Notify management.
9. Get medical attention for anyone injured.
10. Utilize services of Critical Incident Stress professionals such as Police, Victim Services, Counselling Services.