

**ARMED ROBBERY  
IF YOUR FACILITY IS ROBBED**

1. Remain calm
2. If you are being held up, follow the suspect's instructions, give him or her anything they ask for; no amount of money is worth your safety
3. Do not restrain the suspect or force them to leave the premises
4. Do not argue, threaten, or block the suspect's exit
5. Try to remember as many details about the subject as you can, including approximate height, weight, hair color, clothing, etc.

**ONCE THE ROBBER HAS LEFT**

1. Do not attempt to follow the suspect
2. Write down a description of the suspect, vehicle, and license plate number
3. Call 911
4. Notify management and document the incident
5. Secure the area and crime scene