

**Robbery:**

- .....Remain calm. Avoid violence.
- .....Follow instructions of robber.
- .....Treat robber as normally as possible and with respect.
- .....Do not surprise robber.
- .....Inform robber before you reach for something or move.
- .....Note robber's facial features, height, weight, clothing, weapon, number of accomplices, and car and anything else that may help police identify him/her.
- .....Call 911 when robber has left and it is safe to do so. Tell police in which direction robber traveled after leaving scene.
- .....Seal off area around crime scene.
- .....Do not touch anything the robber may have touched.
- .....Notify \_\_\_\_\_  
Crisis Team Coordinator  
in \_\_\_\_\_ at \_\_\_\_\_  
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- .....Document all activities.
- .....Assess counseling needs of victim(s) or witness(es). Give information to Crisis Team Coordinator.

***If an employee is suspected of bringing a weapon into the workplace:***

- .....Call 911.
- .....Notify security, \_\_\_\_\_ in  
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\_\_\_\_\_ at \_\_\_\_\_  
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and Supervisor of suspected employee immediately.
- .....Inform Coordinator, Supervisor and security name of suspected person who brought the weapon, where the weapon is located, if the suspect has threatened anyone or any other details that may prevent the suspect from hurting someone or himself/herself.
- .....Coordinator will notify crisis team members in the event that a violent incident occurs.

***If suspect threatens you with weapon:***

- .....Remain calm. Avoid violence.

- Follow instructions of suspect.
- Treat suspect as normally as possible and with respect.
- Do not try to seize weapon.