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TOWNSHIP OFFICIALS OF ILLINOIS RISK MANAGEMENT ASSOCIATION

# RISK REMINDER

## Don't Let Your Workplace Be a Target for Robbery



Commercial businesses such as retail stores and restaurants are common targets for robbers. Establishments that close late, are in isolated areas, have a small number of employees or customers, or have cash on the premises are especially vulnerable. But there are measures you can take to keep your workplace from becoming a target.

- Lock the door as soon as the business closes.
- Secure all openings from the inside.
- Make sure all doors and access points to the business, especially rear and side alley doors are well lit at night.
- Learn how to set and activate the alarm.
- Don't leave keys lying around. Unauthorized people can take them and copy them.
- Tell your supervisor if your key has been lost or stolen so that all the locks can be changed.
- Never give your keys to anyone else.
- If you see anyone suspicious or loitering in the area, tell your supervisor or call 911.
- Keep your work area well lit.
- When closing, finish your work and leave the premises as quickly as possible.
- Never open the door to anyone after hours.
- Keep unauthorized people out of work areas such as the stock room, kitchen, break room or behind the bar or counter.
- Keep emergency telephone numbers near your telephone.
- Stay out of darkened parts of the building.
- Never reveal to a caller that you're working alone.
- Stay alert and observant at all times.

### If You're Robbed

Each robbery has different factors and circumstances to consider. The best way to avoid panic during an incident is to be prepared. Take a look at these safety tips to get a general idea of how you should respond to a robbery.

- Speak calmly to the robber and cooperate with his demands.
- Don't argue or fight to protect the money or goods that are being stolen.
- Try to remember what the perpetrator looks like so you can give police an accurate description. Pay attention to height, weight, age, complexion, hair color, unusual marks such as scars or tattoos, dress, etc.
- Note what direction the perpetrator takes when he leaves. Try to remember the color, style, license plate number, etc. of a vehicle if you see one.

### After a Robbery

Call 911 immediately.

Remain inside the building until police arrive.

Call a supervisor or owner of the business.

Write down everything about the incident.

Touch as little as possible. You could smudge fingerprints or accidentally cover up clues the police need to catch the perpetrator.

**For more information, contact your Loss Control Consultant at (888) 562-7861**

CLAIM REPORTING HOTLINE (844) 562-2720 | Available 24/7