

**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 \_\_\_\_\_  
Employer  
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  
Employer  
\_\_\_\_\_ at \_\_\_\_\_.  
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and Supervisor of suspected employee immediately.
- 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.