

In Case of Robbery

During the Robbery

- Do not resist! Cooperate fully with the robber
- Remain calm and avoid sudden movements
- Do exactly what you are told to do, nothing more and nothing less
- Make mental notes on aspects of the robber (clothing, hair length and color, size, build, tattoos, scars, etc.)
- Do not attempt to apprehend the criminal yourself

After the Robbery

- Immediately get treatment for anyone who may be injured
- Call police before anyone else!
- Sound the alarm as soon as possible
- Lock doors immediately to prevent re-entry and keep closed until police arrive
- Request customers to remain in the store to give a statement to police
- Protect the crime scene. Do not let others touch anything touched by the robbers
- Do not trust your memory. Write down everything you observed quickly
- If controlled drugs were taken, report it to your local DEA Field Office, in writing, within one business day
 - Submit a completed DEA Form 106, Report of Theft or Loss of Controlled Substances, as soon as possible.