



*Australian Protection Services Pty Ltd*

**Security Officers – Crowd Control - Canines – Patrols – Alarm – CCTV – Investigations  
Suite 2, 9 Boag Road, MORLEY 6050**

## ARMED ROBBERY PROCEDURES

- Be Aware of suspicious people. If needed take down vehicle details and descriptions and advise Police.
- Look around you before entering or leaving work.
- Keep rear entrance locked at all times.

## DURING A HOLD UP

- Remain clam. Say to yourself, “Be Calm”.
- Do exactly as any offender tells you. Be polite and cooperate.
- If safe to do so, look at the offender and get a detailed description.
- Do not touch any evidence:– Notes, money dropped, weapons etc.
- Move only when told to, slowly and deliberately.
- Try to be positioned side on to the offender. (This reduces the risk of you being a target.)
- Where possible glance at offender every second or two so you see what’s happening.

## WHEN OFFENDERS ARE GONE

- Secure all doors and windows.
- Call Police and stay on phone until they arrive.
- Activate any duress/hold up alarms that are installed.
- Keep away from any area an offender was in. (Remember preserve evidence.)
- Do not touch anything except your alarms and hold up folder.
- Separate all witnesses to hold up and don’t let anyone in or out until police have their names.
- Give everyone a hold up report form and pen. Everyone must fill one out.
- Call A.P.S Management and advise of situation.
- Do not talk to Media; refer all questions to Police for comment.

Call home when told you may to advise relatives you are alright.