

Preventing Robbery at Work

Here's a handy safety checklist for Businesses:

- Keep your front doors and windows clear of signs and posters to allow good, two-way visibility.
- Make sure your cash register area is clearly visible to outside observers.
- Practice good cash control. Keep a minimum amount in your cash drawer and make regular drops into a safe.
- Advertise outside that you keep a minimal amount of cash in the register and that you will not accept large bills.
- Don't keep large bills under the cash drawer. If you don't have a safe, find a less-obvious place to hide your extra cash until you go to the bank.
- Use a safe that the clerk cannot open alone or that requires two keys. Post that fact conspicuously, including on the safe itself.
- Use video camera surveillance and make it well known.
- Always have at least two clerks working at night.
- Vary your banking routine. Carry cash in a variety of ways -- a lunch sack, attaché case, flight bag, pocket, etc. Money bags are pretty obvious.
- Vary the times and routes that you use to go to the bank.
- Make deposits as often as possible, never less than once a day.
- Be alert for "customers" who seem to be loitering or glancing around the store while appearing to shop or browse through a magazine.
- Watch for suspicious people outside the business -- especially in parked cars and around telephone booths.
- If you see someone who is acting suspicious inside or outside, call the police to have them checked out.
- Two people should be on hand at opening and closing times.
- At opening time, one person should enter the store and check to see if it has been disturbed.
- Before closing, one person should check the office, back rooms and rest rooms to make sure no one is hiding inside.
- Keep side and back doors locked. Have employees use the main entrance, if possible.
- Place markers at the main entrance that employees can use to help gauge the height of a robber as he leaves .