

Robbery Checklist



LIFE over property

PRIORITY

**Stock can be replaced
People cannot**



DURING the robbery

- Stay calm. Breathe slowly. Move deliberately.
- Follow instructions exactly.
- Do NOT argue, resist, or attempt to intervene.
- Encourage customers to remain calm and comply.
- Only use panic alarm if trained and safe.
- Observe discreetly.
- Note description, clothing, weapon, direction etc.
- NEVER chase or follow offenders.



**IMMEDIATELY
after the robbery**

- Lock the doors immediately.
- Call 999 – even if alarm activated.
- Provide first aid if required.
- Do NOT touch anything handled by offenders.
- Preserve the scene – no cleaning or tidying.
- Save and secure CCTV footage.
- Individually write down all details immediately.



When POLICE arrive

- Step outside if safe to confirm offenders have left.
- Follow all instructions.
- Provide CCTV and alarm details.
- Do not discuss incident publicly or on social media.

In an EMERGENCY call 999

**Always report any suspicious activity or crime to the Police on 101
Then report to SaferGems on 01905 342051.**