

BANK

PLAYING IT SAFE

# FINANCIAL INSTITUTIONS

## Be Prepared for Thieves and Intruders

*Helpful tips to stay safe*

Although most robberies or incidents last only minutes, how you react during that time is crucial to the outcome of the event. It is important to be mentally prepared for a thief so that if you are confronted, you will be able to remain calm, stay safe and help law enforcers to catch the criminal.

### Be on the Lookout

On a day-to-day basis, be aware of and report strange behavior around the premises. If individuals are loitering outside the building or in nearby parked cars, do not ignore their behavior. Help law enforcers check out suspicious behavior and you could avoid a violent confrontation at work.

### Be Observant

When you spot suspicious individuals, take a good look. Try to note any distinguishing features on them. The best thing you can do to help Financial Institutions in the event of a theft is to provide the police with an accurate description of the intruder and any details of the event, like whether there was a getaway car, its make or model and license plate number.

### Aid in the Capture

If possible, alert authorities as quickly as possible by setting off alarms. Of course, if the thief demands that you do not do this, follow his or her orders. If you are

able, place other capturing devices in the thief's loot, like an explosive red-dye pack. Whatever you do, stay calm and obedient.

### Comply

If you are confronted by a thief, do not resist his or her requests. While you may be trying to help, you risk causing a confrontation. When an individual is threatening you, your main goal should be to hand over whatever is requested and get him or her out of the building as quickly as possible. When the person has exited, do not follow. Your well-being is much more important than the money being stolen.

### Ask for Help

If you witness a theft or are confronted, it is normal to be affected by it for a period of time after the event. If you are feeling unsafe or afraid after an incident, talk to others about it and seek counseling.

Be safe and healthy on the job at **Financial Institutions** with these helpful tips provided by **Milton Carpenter Insurance**.

Always assume that the thief or intruder has a weapon. It will make you think twice about your actions and how they could affect the health and safety of those around you.

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