

## CODE A – STAY SAFE

During a robbery, the most important thing to do is STAY SAFE.

Learn the principles of 'CODE A'

### **C** Calm

Try to remain calm. Do not invade the personal space of the offender.

### **O** Obey

Obey instructions but do not provide any money or goods that are not asked for. Do not make any sudden or unexpected movements. Advise the offender of any movements you have to make to comply with instructions.

### **D** Description

Make a mental note of the offender's features, including height, hair colour, scars, tattoos, accent and speech. Note the clothing worn and any weapons used.

### **E** Evidence

Be aware of what the offender touched and do not touch it yourself. After the offender leaves, lock the door/s of the building and ask witnesses to wait for the arrival of police.

### **A** Alarm

When it's safe to do so, activate the alarm and call Triple Zero (000) - ask for police (call police even if an alarm has been activated to provide real-time information).

