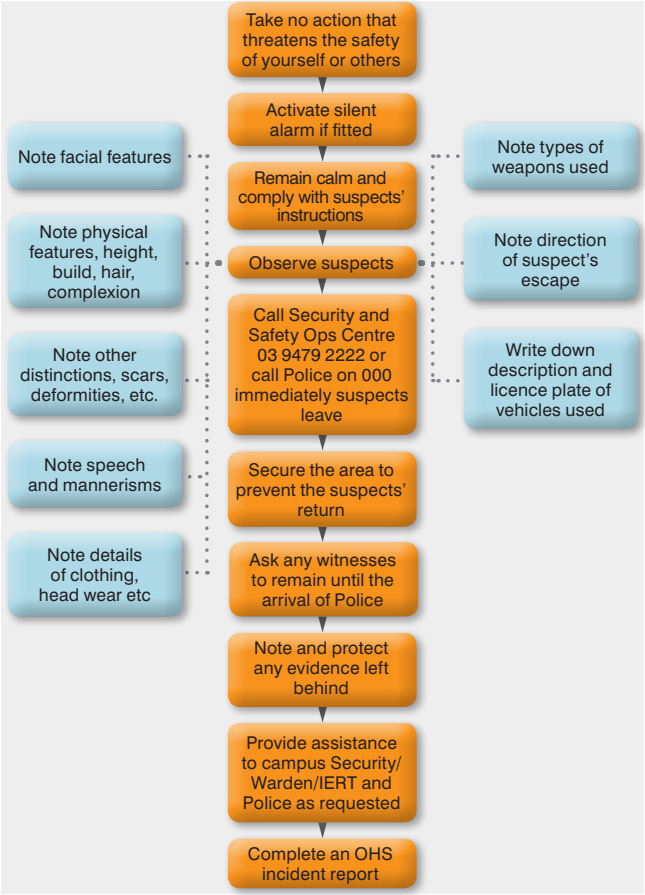
8 Robbery


Take no action that threatens the safety of yourself or others
Activate silent alarm if fitted
Remain calm and comply with suspects' instructions
Observe suspects
Call Security and Safety Ops Centre 03 9479 2222 or call Police on 000 immediately suspects leave
Secure the area to prevent the suspects' return
Ask any witnesses to remain until the arrival of Police
Note and protect any evidence left behind
Provide assistance to campus Security/ Warden/IERT and Police as requested
Complete an OHS incident report
Note facial features
Note physical features, height, build, hair, complexion
Note other distinctions, scars, deformities, etc.
Note speech and mannerisms
Note details of clothing, head wear etc
Note types of weapons used
Note direction of suspect's escape
Write down description and licence plate of vehicles used