# Armed Intruder – Hold Up

**BASIC PRECAUTIONS**

* Keep cash, drugs, vital records, information and valuables secured and to a minimum.
* Do not discuss activities, vital records, and amounts of cash or security procedures in public.
* If you are suspicious of the behaviour of any person/s notify the Police on **0-000** and ANU Security on extension **52249** or phone **(02) 6125 2249**.

**IF CONFRONTED**

* Try to remain calm or appear to be calm.
* Don't make any sudden movement or take any action to excite intruder/s.
* Be courteous, converse with and answer questions asked by the intruder/s.
* Obey all instructions given by the intruders.
* Hand over valuables - cash - drugs - on request.
* Take a mental note of the following features:
* Gender
* Scars or other markings
* Age
* Complexion
* Height
* Speech
* Build
* Weapons carried
* Weight
* Dress - Shoes - Gloves
* Colour of hair
* Language
* Colour of eyes
* Impediments
* Unusual mannerisms
* Items touched by intruder
* Every movement the intruder makes
* Carry bags

**WHEN INTRUDERS HAVE DEPARTED**

* Ring Police on **0-000.**
* Alert ANU Security on extension **52249** or phone **(02) 6125 2249.**
* Complete Offender Details Checklist (over page). DO NOT discuss your version with others.
* Remain in same location.

**EMERGENCY CONTROL ORGANISATION MEMBER OR SENIOR PERSON PRESENT**

When notified of emergency:

1. Ensure Police are notified;
2. Notify Security;
3. Ensure anyone injured is attended to;
4. Stop unauthorised entry to incident location;
5. Ensure no item in vicinity is touched or moved;
6. Request witnesses to remain at the scene;
7. Stay with casualties or distressed persons if required;
8. Ensure Offender Details Checklist is individually and independently completed by those involved in the incident; and
9. Await arrival of police.

**OFFENDER DETAILS**

**(Circle choice)**

|  |  |
| --- | --- |
| **NUMBER OF INTRUDERS:** |  |
| **DESCRIPTION** | **ALCOHOL** | **LANGUAGE** | **VOICE** | **POSSIBLE NATIONALITY** | **GRAMMAR** |
| Male | Drunk | Obscene | Loud | Australian | Fast |
| Female | Slurred | Courteous | Soft | Asian | Slang |
| Adult | Elated |  | Deep | European | Normal |
| Elderly |  |  | Husky | American | Cultured |
| Child |  |  | Nasal | Other |  |
| Youth |  |  | Drawl |  |  |
|  |  |  | Disguised |  |  |
|  |  |  | Flat |  |  |
|  |  |  | Cough |  |  |
|  |  |  | Stutter |  |  |
|  |  |  | Lisp |  |  |
|  |  |  | Catch Phrases |  |  |

**PERSONAL PARTICULARS (DESCRIBE)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hair Colour |  | Length |  | Shape |  |
| Eyes |  | Height |  | Weight |  |
| Build |  | Posture |  | Walk |  |
| Scars |  | Tattoos |  | Hands/Gloves |  |
| Footwear |  | Clothing |  | Carry Bags |  |
| Disguised |  |  |  |  |  |

**VEHICLES**

|  |  |  |  |
| --- | --- | --- | --- |
| Vehicle Type |  | Make |  |
| Model |  | Colour |  |
| Registration No. |  |
| **WHICH WAY DID THEY GO?**  |
|  |
|  |

### WEAPON DETAILS

**(Circle choice)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of weapon/s** | **Gun** | **Knife** | **Other** | **Not Sure** |
| **Handheld** | Revolver | Automatic Pistol |  | Not Sure |
| **Shoulder weapon** | Rifle | Shotgun | Small | Not Sure |
| **Size / Weight****(Estimate)** | Heavy/Big | Light/Small | Sawn Off |  |
| **Size of muzzle** | Shotgun | .22 | Other (Draw) |  |
| **Colour of weapon** | Metal | Woodwork | Sling (if any) |  |

### HAND OFFENDER DETAILS TO POLICE

### ADMINISTRATIVE DATA (completed by victim of offence)

|  |  |
| --- | --- |
| Name (Printed) | Position |
| Section | Signature |
| Date | Time |
|  |  |

### ACTIONED BY

|  |  |
| --- | --- |
| Name (Printed) | Position |
| Department | Signature |