



SAFETY TIPS FOR BUSINESSES

- Mark your address numbers on the back of the building so police can easily arrive at the scene from the alley / rear
- Register with the police station, registration cards are available for business owners to share their home addresses and non-work numbers so if something happens at the business, and you are not there, the police can get a hold of you – they need your emergency contact information.
- Attend CAPS meetings for your BEAT. Call 312-746-8306 for the schedule or visit <http://gis.chicagopolice.org/> or <https://portal.chicagopolice.org/portal/page/portal/ClearPath/Communities/Districts> for more information.
- Be alert and observant – if someone looks suspicious take mental notes of their sex, race, age, height, weight, clothing, etc ...

CRIME DETERRENTS:

- Keep cash handling to a minimum and make bank deposits as often as possible, but not on a predictable routine basis
- Keep your business interest, front, and rear entrances well illuminated
- Keep advertisements and merchandise out of the windows as much as possible to permit a clear view into the building
- Keep rear or side doors locked at all times
- Maintain a record of decoy currency (bait money) to be given to a robber (denomination and serial numbers)
- Keep curb appeal maintained. Littered sidewalks send a signal of poor management and increases risk of robbery

IF A ROBBERY DOES OCCUR:

- Take no action which would jeopardize personal safety, and don't "hold out" on the bandit
- Immediately call the police at 911 and file a report. Record claim number and follow up accordingly.
- When activating any type of alarm, try to be as inconspicuous as possible, any unnatural movements on your part could be dangerous
- Attempt to alert other employees by use of prearranged signals
- Always have a plan for what the employees should do in any type of emergency and have emergency numbers posted
- Notify the police as soon as the robbers leave, giving exact time they left and as much information as possible
- Protect the scene of the crime and stop others from disturbing the premises or touching anything
- If possible hold witnesses until the police arrive or at least record their names, addresses, phones, and other contact information
- Don't trust anything to memory; jot down all information immediately.

Learn more about the West Town Safety and Security Committee by contacting the Chamber at info@westtownchamber.org tele: 312-850-9390 www.westtownchamber.org