Follow these tips:

• Register the Business's Emergency Contact information with the CHICAGO POLICE DEPARTMENT's Community Policing Office in the event of an after hours emergency.

• Control your cash. Install a drop safe for large bills. Post "limited cash" signs. Use secured services to make your bank deposits. Never count money in plain view.

• Don’t open a place of business before or after regular business hours.

• Keep your back door and storeroom locked at all times, and install an alarm or video monitoring system.

• To deter criminals, keep your business clean and orderly and use bright lights at the entrance, in the store, and in parking lots.

• Increase visibility in your business with lower shelves, mirrors to monitor all entrances, and limited external signs.

• Use fences and landscaping to limit quick access to and from your business.

• You are part of the community in which your business is located. Offer incentives to attract desired clientele especially when open late evening and early morning hours.

• Train your employees on how to behave during a robbery, to use safety measures such as greeting all customers and establishing direct eye contact as they enter the store.

• Observe method of escape of the robber, if possible, along with the direction of travel. If a vehicle is used, try to find out the make, color, type, license number and the state of registration.

• Protect the crime scene and do not touch anything the robber may have touched.

• Keep witnesses at the scene until police arrive. If they insist on leaving, try to get their names and addresses.

• Make other contacts of people who need to be notified like the store owner, bank security, etc. Emergency telephone numbers should be accessible and the notification policy clearly established.

• Protect recordings of any security camera footage and know how to readily access it.

• Assist investigating officers in every way possible. Cooperate with the police by being available for interviews.

If your business gets robbed…

• Should a Robbery occur, take no action which would jeopardize personal safety

• Secure the doors so the robbers cannot re-enter the store

• Don’t allow anyone to enter except emergency personnel

• Call 911 immediately

• Be sure to inform the operator of any injuries so they can dispatch emergency medical personnel

• Give police the time of the robber’s departure, their description and direction and method of travel. Stay on the phone until they tell you its okay to hang up.