

**ANTI-ROBBERY EXERCISE
EVALUATION REPORT**

TO: (Unit CC or GM):	EXERCISE LOCATION	DATE:	TIME INITIATED:	PASS/FAIL:
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PARTICIPANTS	INVOLVEMENT	ORGANIZATION

FINDINGS/OBSERVATIONS:
 * = CRITICAL TASK - Failure to complete a critical task will result in an automatic "fail" rating.
 PLACE A CHECK MARK UNDER THE APPROPRIATE ANSWER

	YES	NO	N/A
Did the employee(s) remain calm and comply with demands of the perpetrator(s)?			
Did the employee activate the duress alarm (If applicable)?			*
Were all the employees notified of the exercise, did they assist in completing anti-robbery actions?			*
Were facility employees notified of the exercise via code word?			
Did the facility cease all funds handing activities after the perpetrator(s) departed?			
Were registers and safes closed and locked? (Exception: not if touched by perpetrators)			
Did an employee attempt to detain/follow the perpetrator(s) outside the facility? (Not authorized)			*
Were the facility doors secured after the perpetrator(s) departed?			*
Did an employee notify the Law Enforcement Desk immediately? (After robber departs)			*
Was the Crime Stop Hotline, 366-6666 utilized?			
Was the Anti-Robbery Checklist utilized?			
Was AF Form 439, Physical Description Form accomplished?			
Did the employee provide an accurate description of the perpetrator?			
Did an employee attempt to obtain a direction or mode of travel of the perpetrator?			
Was the crime scene and any evidence protected?			
Were all customers asked to stand-by but clear of the crime scene?			
If a customer demanded to leave, was all pertinent information about them obtained?			
Did employee(s) follow the instruction of responding patrols and the desk sergeant?			*

EXPLANATION: Failure to accomplish any of the critical items, identified by an asterisk, or failure to accomplish four of the noncritical items constitutes a failure. If a failure occurs a re-evaluation will be conducted by 36 SFS, Resource Protection, within 30 days of the date of this evaluation.

- RECOMMENDED CORRECTIVE ACTIONS:**
1. A written reply to this evaluation is/is not required within 30 days.
 2. Contact the Resource Protection Section, 366-6786 for additional training and guidance.
 3. Set up unit training programs to keep personnel alert and aware of their responsibilities.
 4. Conduct internal realistic anti-robbery exercise (Do not use weapons/explosives) coordinate with Resource Protection and the 36 SFS Control Center/366-2910/11/12.
 5. Immediately terminate the exercise if any unsafe conditions exists or unsafe act occurs.

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