



Security Action Plan for Restaurants

Because of ongoing threats (e.g., terrorism), both large and small businesses need to review their security programs. Restaurants, for example, face security risks regarding food safety and air contamination. This handout provides an overview of general strategies to be addressed in a security risk control program for restaurants.

General Considerations

- Develop written security policies and emergency management procedures to respond to situations, such as food contamination, bomb threats, and air contamination, and distribute to all employees.
- Conduct periodic emergency evacuation drills.
- Establish a preemployment screening program, especially for employees with financial responsibility or access to high-value goods, such as meats and liquor, with in-depth checking of an applicant's job history and references.
- Establish and maintain liaison with local law enforcement and emergency response agencies.
- Perform regular audits of all security procedures to ensure that, among other things, maintenance programs are up to date and security procedures are being followed.

Access Control

- Control access into the building by locking all exterior entrances, including those to basement and shipping/receiving areas, without conflicting with life safety and fire code requirements.
- Implement a program to control the issuance of keys, including procedures to recover keys from former employees.
- Control access to air intakes of heating, ventilation, and air conditioning (HVAC) systems to prevent attempts to introduce contaminants into the system. Check credentials of outside maintenance personnel.

Security Procedures

- If access control is a problem, or the size of the staff is large, issue photo identification cards to all employees and require the card to be displayed at all times.
- Provide adequate illumination for the building, including parking lots and garages.
- Consider installing security film on accessible windows that face public streets and parking areas.
- To deter robbery, keep cash in cash registers to the minimum amount necessary to conduct business. Keep extra cash in a cash safe or make regular bank deposits.



- Advise staff to be watchful of activities in and around buffets/salad bars, which may be targets for food contamination.
- Develop procedures for checking the safety of food deliveries.
- Develop security procedures (i.e., a bomb threat checklist) for mail and packages, if bomb threats are a concern.

COPYRIGHT ©2013, ISO Services, Inc.

CH-20-09 9/19/13

The information, suggestions and recommendations contained herein are for general informational purposes only. This information has been compiled from sources believed to be reliable. Risk Consulting Services do not address every possible loss potential, law, rule, regulation, practice or procedure. No warranty, guarantee, or representation, either expressed or implied, is made as to the correctness or sufficiency of any such service. Reliance upon, or compliance with, any recommendation in no way guarantees any result, including without limitation the fulfillment of your obligations under your insurance policy or as may otherwise be required by any laws, rules or regulations. No responsibility is assumed for the discovery and/or elimination of any hazards that could cause accidents, injury or damage. The information contained herein should not be construed as financial, accounting, tax or legal advice and does not create an attorney-client relationship.

This document is not intended to replace any recommendations from your equipment manufacturers. If you are unsure about any particular testing or maintenance procedure, please contact the manufacturer or your equipment service representative.

American International Group, Inc. (AIG) is a leading global insurance organization. AIG member companies provide a wide range of property casualty insurance, life insurance, retirement solutions, and other financial services to customers in more than 80 countries and jurisdictions. These diverse offerings include products and services that help businesses and individuals protect their assets, manage risks and provide for retirement security. AIG common stock is listed on the New York Stock Exchange. Additional information about AIG can be found at www.aig.com | YouTube: www.youtube.com/aig | Twitter: [@AIGinsurance](https://twitter.com/AIGinsurance) | www.twitter.com/AIGinsurance | LinkedIn: www.linkedin.com/company/aig. These references with additional information about AIG have been provided as a convenience, and the information contained on such websites is not incorporated by reference into this document.

AIG is the marketing name for the worldwide property-casualty, life and retirement, and general insurance operations of American International Group, Inc. For additional information, please visit our website at www.aig.com. All products and services are written or provided by subsidiaries or affiliates of American International Group, Inc. Products or services may not be available in all countries and jurisdictions, and coverage is subject to underwriting requirements and actual policy language. Non-insurance products and services may be provided by independent third parties. Certain property-casualty coverages may be provided by a surplus lines insurer. Surplus lines insurers do not generally participate in state guaranty funds, and insureds are therefore not protected by such funds.

© American International Group, Inc. All rights reserved.