

# Restaurant Demonstration Preparedness



**When large crowds gather outside your restaurant environment, individuals inside may be at risk if the event spirals out of control. By preparing ahead of time for rallies, demonstrations, or large gatherings drawing a crowd, you can better protect your restaurant employees.**

## Prepare Ahead of Time

- Create a restaurant evacuation plan. Practice this plan with all employees at least once a year.
- Prepare for a possible lock-down if it is not safe for employees to leave.
- Always have an up-to-date list of employees, so you can determine who needs access to the building and who does not.
- Involve local law enforcement officials in your planning and drills.
- Ensure no combustible items (cardboard, bins, etc.) are stored against the restaurant or under a roof.
- Remove external customer trash bins from the outside the restaurant, as they can be used as weapons.
- Secure the trash corrals.
- Make use of panic alarm systems (if equipped), as needed; ensure they are working.

## Before a Planned Event

- Take precautionary steps by increasing security measures.
- Make sure all recording devices, CCTV, and cameras are operational.
- Consider asking employees to park off-site and shuttle them to the building. From the shuttle, have security personnel (if available) escort them into the building.

- Communicate with your staff roads and areas will be targeted and affected by the event.
- Remove, repair, or replace any loose items on or around the restaurant such as trash receptacles, rocks, blocks, cracked windows, etc.

## During an Event

- Stay inside if the event becomes dangerous.
- Actively monitor the news and social media for information on the event.
- Keep all staff, customers, and vendors up-to-date on event details that may impact their safety.
- Conduct frequent skims and do not hold unnecessary amounts of cash in the day safe. Consider dropping deposits often and ensure all monies in the safe are secured.
- Upon receipt of instructions from authorities or supervisors to close, and assuming it is safe to do so, follow restaurant closing procedures.
- Criminal activity should be reported to the police immediately.

## Restaurants that are closed at night

- Majority light on, but Restaurant marquee and pylons off
- Cash registers drawer in the open position with no money
- All doors and windows secured and locked
- Outdoor access to roof secured
- All Restaurant equipment secured inside the restaurant; i.e., bun rack
- Trash bins completely emptied to avoid fire
- Trash coral dumpsters are closed and locked
- CCTV and Intrusion alarm on