



Public Protection Procedures

Terrorism (Protection of Premises) Act 2025

The Riverside Tavern (example)

Document	Public Protection Procedures
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1. About these procedures

These are the public protection procedures for The Riverside Tavern (example). They set out what staff will do if there is a terrorist attack at or near the premises, so that people inside can be kept as safe as possible. They are written from information provided by the responsible person and follow the principles in the Home Office statutory guidance for the Terrorism (Protection of Premises) Act 2025.

You told us up to 420 people could be present at once, which points to the standard tier (200 to 799). Standard tier duties are to have these procedures in place so far as reasonably practicable, to make sure staff know what to do, to co-ordinate with any other responsible persons for shared premises, and to notify the SIA once the duties are in force.

No procedure fits every situation. Staff should use these procedures as a framework and make sensible, fast decisions based on what they can see and hear. Instructions from the police or other emergency services always take priority.

Premises	The Riverside Tavern (example)
Address	1 Example Wharf, Anytown AB1 2CD
Type	Pubs and bars

Busiest realistic number of people	420
How that number was worked out	Fire risk assessment occupancy figure
Floors open to the public	2
Opening hours	Mon to Sun, 11am to midnight
Busiest times	Friday and Saturday evenings, live sport

2. Roles and decision makers

The responsible person is Alex Morgan (General Manager). The following people can decide to start any of these procedures without waiting for permission. Speed matters more than hierarchy.

Name or job title	When they are in charge
Alex Morgan	General Manager
Sam Patel	Evening and weekend shifts
Duty supervisor	When the manager is off site

When only a small team is on shift: The most senior person on shift. If none of the people above can be reached in time, any member of staff who sees an immediate threat should act first and raise the alarm.

Staff on duty at busiest	14
Staff on duty at quietest	3
Who calls 999	The first person to become aware of the threat
Security staff	Yes, contracted door supervisors

3. Exits, safer areas and staff regroup points

Exit	Where it is	Where it leads
Main entrance	Front of bar	Wharf Street
Terrace gate	Riverside terrace	Towpath
Function room fire exit	First floor, rear	External stairs to service yard
Kitchen door	Back of house	Service yard

Safer area	Approx. people	Lockable
Function room (first floor)	120	Yes

Cellar corridor	25	No
Main staff regroup point	Car park behind the library on Mill Road	
Backup staff regroup point	Station forecourt, Station Approach	

In a terrorist incident the public should usually be told to keep moving and disperse, rather than gather in one place, because a known or predictable gathering point could be targeted. The regroup points are for staff to account for each other if it is safe. They are well away from the building, deliberately different from the usual fire assembly point, and should not be publicised.

4. Evacuation

When to use it

Evacuate when the threat is inside the building, or when staying inside is more dangerous than leaving. Examples include an attacker inside the premises or a suspicious item that cannot be moved away from people.

Who decides

Alex Morgan (General Manager), Sam Patel (Evening and weekend shifts) or Duty supervisor (When the manager is off site). Anyone who sees an immediate threat should get people moving away from it straight away.

What staff do

- 1 Raise the alert using two-way radios, staff group messaging, staff passing the message in person or music and screens can be stopped centrally. Use the staff code word so the team can act before the public are told.
- 2 Decide which exits are safe. Use routes that lead away from the threat. Do not send people towards the danger, even if that is the usual way out.
- 3 Direct people clearly and calmly: tell them which way to go and to keep moving. Do not stop to collect belongings.
- 4 Check areas people may not hear the alert: Bar supervisor checks toilets; terrace staff sweep the terrace and towpath gate.
- 5 Tell people to keep moving away from the building and the area and to disperse, rather than gather in one place. Staff regroup at Car park behind the library on Mill Road if it is safe, or the backup: Station forecourt, Station Approach.
- 6 The first person to become aware of the threat calls 999 as soon as it is safe to do so.
- 7 Do not go back into the building until the police say it is safe.

People who may need help: Named team member assists; ground floor dining area used as safer area.
Upper floors: if the stairs lead towards the threat, it may be safer to move people to a safer area upstairs and use lockdown instead.

5. Invacuation

When to use it

Invacuate when the threat is outside, so bringing people inside, or moving them deeper into the building, is safer. Examples include an attack in the street or a suspicious item close to the entrance.

Who decides

Alex Morgan (General Manager), Sam Patel (Evening and weekend shifts) or Duty supervisor (When the manager is off site).

What staff do

- 1 Raise the alert using two-way radios, staff group messaging, staff passing the message in person or music and screens can be stopped centrally.
- 2 Bring people in from outdoor areas immediately and calmly.
- 3 Bring people near the entrance further inside, away from doors, windows and glass.
- 4 Move people to the safer areas: Function room (first floor), Cellar corridor.
- 5 Close and, if safe, secure the entrances to stop the threat coming in. See the lockdown procedure.
- 6 Keep people informed in a calm voice. Ask them to stay inside, away from windows, and to keep phones on silent.
- 7 The first person to become aware of the threat calls 999 and reports what is happening and how many people are inside.
- 8 Stay inside until the police or emergency services give the all clear.

6. Lockdown

When to use it

Lock down when you need to stop an attacker or a threat getting into the premises, or getting into the part of the building where people are sheltering. Lockdown is often used together with invacuation.

Who decides

Alex Morgan (General Manager), Sam Patel (Evening and weekend shifts) or Duty supervisor (When the manager is off site).

What staff do

- 1 Raise the alert using two-way radios, staff group messaging, staff passing the message in person or music and screens can be stopped centrally.
- 2 Secure the public entrances (Main door on Wharf Street and terrace gate). How: Thumb-turn locks on the main doors; terrace gate padlock kept behind the bar; function room door locks from inside.
- 3 Move people away from entrances and into the safer areas. Lock or barricade internal doors where you can.
- 4 Turn off lights and music if it helps people stay hidden, and ask everyone to silence phones.

- 5 Stay out of sight and away from doors and windows. Do not open the doors to anyone until you are sure it is the police.
- 6 The first person to become aware of the threat calls 999 when it is safe to speak.
- 7 Security staff support lockdown at the doors, but nobody should confront an attacker.

7. Communication

Raising the alarm

- Methods available: two-way radios, staff group messaging, staff passing the message in person, music and screens can be stopped centrally.
- A staff code word is used to start procedures discreetly. The word is written on the printed staff briefing only and is not recorded here.
- Where possible, do not use the normal fire alarm to start an evacuation for a terrorist attack, as people may respond in the wrong way. A fire alarm going off should not automatically be assumed to be only a fire.
- Hard-to-reach areas: Bar supervisor checks toilets; terrace staff sweep the terrace and towpath gate.
- CCTV can be used to see where the threat is and which exits are safe. Only if it is safe to check it.
- Warn or coordinate with: Landlord and the restaurant next door.

Example announcements

- Evacuation: "Ladies and gentlemen, please leave the building now using the exits staff are pointing to. Do not stop for belongings. Keep moving away from the building."
- Invacuation or lockdown: "Ladies and gentlemen, please move away from the doors and windows and follow staff to a safer part of the building. Please stay inside until we tell you it is safe."

Calling 999

Give the address, what is happening, where the threat is, a description of any attacker, which way they went, how many people are inside and whether anyone is hurt. Stay on the line if it is safe.

Run, Hide, Tell

Run to a place of safety if there is a safe route. Hide if you cannot run: find cover, lock yourself in, stay quiet and silence your phone. Tell the police by calling 999 when it is safe. These principles apply to staff and the public.

8. Keeping these procedures current

- Brief every member of staff on these procedures, including new starters before their first shift, and casual, agency and contract staff.
- Walk through at least one procedure every six months, ideally at a busy time, and record what you changed in the test and review log.
- Review these procedures at least once a year, and whenever the layout, use, staffing or capacity of the premises changes.

- Notify the SIA once the duties are in force, and keep your notification up to date.

Approved by	Alex Morgan (General Manager)
Approved on	10 October 2026
Walk-through	Exit routes walked, safer areas and entrance security checked, alert methods checked, decision makers briefed.
Statement	I have reviewed these procedures, they reflect how our premises operates, and I approve them for use.