



Staff Briefing

Terrorism (Protection of Premises) Act 2025

The Riverside Tavern (example)

Document	Staff Briefing
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If there is a terrorist attack at or near The Riverside Tavern (example), your actions in the first minutes can save lives. Read this, ask your manager about anything you are unsure of, and keep it somewhere you can find it.

Who can start a procedure	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	The most senior person on shift
Who calls 999	The first person to become aware of the threat

Our code word (write it here, do not share it with the public)

Threat inside: EVACUATE

- Raise the alert.
- Get people out using exits away from the threat.
- Tell people to keep moving away and disperse, not gather in one place.
- Staff regroup at: Car park behind the library on Mill Road (backup: Station forecourt, Station Approach).

- Do not go back in until the police say so.

Threat outside: INVACUATE

- Bring people in from outside areas.
- Move people away from doors, windows and glass.
- Take them to a safer area: Function room (first floor), Cellar corridor.
- Keep them calm and inside until the all clear.

Stop a threat getting in: LOCK DOWN

- Secure the entrances: Thumb-turn locks on the main doors; terrace gate padlock kept behind the bar; function room door locks from inside.
- Move people into safer areas and lock or block doors.
- Silence phones, stay quiet and out of sight.
- Only open the doors to the police.

Tell people

- Use: two-way radios, staff group messaging, staff passing the message in person, music and screens can be stopped centrally.
- Remember: Bar supervisor checks toilets; terrace staff sweep the terrace and towpath gate.
- Speak calmly and give clear directions.

Exits

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

Run, Hide, Tell. Run to safety if you can. Hide if you cannot: lock yourself in, stay quiet, silence your phone. Tell the police on 999 when it is safe. Never confront an attacker.

I have read and understood this briefing (name, signature, date)