



SAMPLE DOCUMENT. Not real advice.

Public protection procedures

The Red Lion

Version v1.0 (approved)

Premises	The Red Lion, 12 High Street, Exampletown, EX1 2AB
Type	Pub with function room
Estimated maximum occupancy	350 people (staff included)
How estimated	Fire safety occupancy calculation plus historic peak-night figures, staff included
Responsible person	Sam Patel (landlord and responsible person)
Reviewed and approved by	Alex Morgan, Fire Risk Assessor (fictional)
Date	21 September 2026
Template version	T-2026.1 (sample)
Guidance version	Home Office s.27 guidance, 15 Apr 2026
Recommended review	Within 12 months, or sooner if the venue changes

1. Scope and roles

This document sets out the public protection procedures for The Red Lion. It covers four areas: evacuation, invacuation, lockdown and communication.

The responsible person for the premises is Sam Patel. On each shift, the person in charge is the landlord or, if they are away, the bar supervisor. The person in charge leads every procedure below. If they cannot, the most senior member of staff on duty takes over.

These procedures are for use when a terrorist threat is suspected or taking place. They sit alongside, and do not replace, the premises' fire safety arrangements.

2. Evacuation

Evacuation means getting people away from danger by moving them out of the premises.

Use it when the danger is inside, or when staying is more dangerous than leaving.

1. The person in charge decides to evacuate and says so clearly to the team.
2. Staff direct people to the nearest safe exit, away from the danger. Use the main routes shown on the fire exit signs.
3. Keep people moving. Do not stop for belongings.
4. Do not use the function room stair for anyone who cannot manage it. See Accessibility.
5. Move to the assembly point at [Assembly point location] and stay away from the building.
6. Call 999 as soon as it is safe to do so. Tell the emergency services what you know.
7. Do not go back in until the emergency services say so.

3. Invacuation

Invacuation means moving people to a safer place inside the premises. It may also mean bringing people in from outside.

Use it when it is safer to be inside than outside, for example if there is a threat in the street.

1. The person in charge decides to invacuate and tells staff.
2. Bring in anyone outside, including the beer garden, if it is safe to do so.
3. Move people away from windows and the front door, to the safest available space. Suggested spaces: the kitchen and the cellar office. [Confirm suitability]
4. Keep people calm, quiet and low, with phones on silent.
5. Call 999 when it is safe. Stay inside until the emergency services say it is safe.

4. Lockdown

Lockdown means securing the premises to stop people entering or leaving.

Lockdown must never block or obstruct a fire exit or escape route. If someone needs to escape, they must be able to. If you are unsure whether a door can be secured safely, ask the responsible person before an emergency happens. [Consultant to confirm which doors may be secured]

1. The person in charge decides to lock down and tells staff.
2. Secure the doors that have been agreed can be secured. Do not secure any fire exit.
3. Move people away from doors and windows into the safest space available.
4. Turn off music and keep everyone quiet.
5. Call 999 when it is safe. Stay put until the emergency services say it is safe.

5. Communication

Communication means giving people information, alerting them to danger and giving clear instructions, where it is safe to do so.

1. Agree simple words with the team, for example: "[Agreed phrase for evacuation]", "[Agreed phrase for invacuation]" and "[Agreed phrase for lockdown]".
2. The person in charge tells the team which procedure is being used. Staff pass the message to customers using short, clear instructions.
3. There is no PA system. Staff will use [Method to alert staff on first floor].
4. Call 999 when it is safe. Say what has happened, where you are (The Red Lion, 12 High Street, Exometown, EX1 2AB) and how many people are present.
5. Local contacts: [Local police non-emergency contact], [Neighbour flat contact].

6. Accessibility and vulnerable people

Wheelchair users, children and older people may need extra help to move quickly. Staff should ask the person what help they need, where it is safe to do so.

The function room is upstairs and has no lift. [Consultant to confirm how people who cannot use the stair are helped to safety.] Do not use any unsafe route.

On busy nights, name a staff member to help anyone who needs support.

7. Staff briefing arrangements

All staff should be briefed on these procedures when they start and when procedures change. Staff scan the venue QR code, read the procedures, confirm they have understood them and answer a short quiz.

The venue keeps a record of who has been briefed.

This is a staff briefing record. It is good practice and helps show that staff have been told what to do. It is not a certificate or a course.

8. Review and change log

These procedures should be kept under review. A review at least every 12 months is recommended, and whenever the layout, capacity, staffing or responsible person changes.

Version 1.0 was approved by Alex Morgan on 21 September 2026 (sample data).

9. Staff briefing record (sample)

Name	Role	Date	Quiz	Result
Jamie L.	Bar staff	21 Sep 2026	5/5	Passed
Priya K.	Bar supervisor	21 Sep 2026	4/5	Passed
Tom W.	Door staff	22 Sep 2026	5/5	Passed
Maria D.	Kitchen	22 Sep 2026	3/5	Below pass mark; retake

Highlighted [placeholders] are details the consultant and responsible person must complete. They have not been invented.

These procedures were prepared with the assistance of software and reviewed by Alex Morgan, Northgate Fire & Safety Consultancy. Responsibility for the adequacy of public protection procedures under the Terrorism (Protection of Premises) Act 2025 remains with the responsible person for the premises. This document is not endorsed by the Home Office or the Security Industry Authority.