Staff briefing checklist

A briefing is useful only if people understand their actual role. This checklist is a planning aid; a signature alone does not show that a procedure is appropriate, understood or implemented.

Before the briefing

Use the current venue-reviewed version of the arrangements. Confirm that proposed roles and resources actually exist.

Identify relevant employees, volunteers, contractors, temporary workers and hirers; consider shift cover and accessible formats.

Keep restricted security details within the group that needs them.

During the briefing

Explain who issues instructions, who covers absences and how updates are communicated.

Discuss the appropriate purpose and limitations of evacuation, invacuation, lockdown and communication.

Check how people would obtain help or raise uncertainty rather than guessing.

Ask people to explain their role in their own words; record questions and follow-up needs.

After the briefing

Record what was covered, which document version was used and who needs a catch-up.

Resolve questions, update arrangements and assign an owner and due date.

Rebrief when arrangements, personnel, site use or relevant guidance change.

Venue, briefing date, facilitator and document version

Attendees / roles (restrict access to personal information)

Planning aid only. Venue review required. Not certification.

Topics covered and understanding checked

Questions, gaps and additional support required

Catch-up actions, owners and dates

Use with current official guidance

Independent planning aid. Not legal advice, an official SIA template, certification or a guarantee of compliance. Review and adapt to the real premises. Keep completed security information restricted.

Home Office statutory guidance

https://www.gov.uk/government/publications/the-terrorism-protection-of-premises-act-2025/terrorism-protection-of-premises-act-2025-statutory-guidance

SIA explanation and notification updates

https://www.gov.uk/guidance/understanding-martyns-law-and-the-sias-role-as-regulator

GOV.UK collection

https://www.gov.uk/government/collections/terrorism-protection-of-premises-act-2025

ProtectUK

https://www.protectuk.police.uk/