Simple exercise and drill record

Choose a safe and proportionate exercise, such as a tabletop discussion. Do not create panic, simulate a threat in public, block escape routes or put people at risk. Coordinate with the operator and relevant people; this template does not prescribe a mandatory drill frequency.

Plan the exercise

Agree the purpose, scope, people involved and who can stop it.

Use fictional scenarios appropriate to a discussion; do not distribute sensitive vulnerabilities more widely than necessary.

Consider accessibility, normal operations, visitor communication and any necessary coordination.

Record and learn

Record what was tested and which version of the arrangements was used.

Describe observations factually, including uncertainty or parts that were not tested.

Assign corrective actions and check that changes are communicated and implemented.

Venue, date, organiser and exercise type

Objectives, scope and arrangements version

Participants / roles and safety controls

Planning aid only. Venue review required. Not certification.

What was discussed or tested

What worked, gaps and limitations

Actions, owners and target dates

Follow-up completed by / date / next review trigger

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/