Lockdown planning worksheet

Lockdown concerns securing the premises to prevent individuals entering or leaving. It must be considered alongside fire safety, accessibility and the specific threat. This worksheet does not instruct you to lock any door or prevent a necessary escape.

Questions to work through

Who can decide whether securing all or part of the venue is appropriate? Who is available on every shift?

Which access points and systems can actually be controlled, by whom and with what limitations?

How will staff avoid exposing themselves while responding?

How will arrangements interact with escape routes, fire procedures and people who need assistance?

How will instructions be communicated discreetly and access by emergency services coordinated?

What information is needed before changing or ending the procedure, and who confirms it?

Record the venue-specific draft

Venue, author, date and reviewer

Decision maker, deputies and communication

Confirmed controllable access points / systems - restricted information

Planning aid only. Venue review required. Not certification.

Safety limitations and assistance arrangements

Staff tasks and briefing requirements - confirm each responsibility

Emergency-service coordination / update arrangements

Outstanding actions, owners, dates and review triggers

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/