PORINGLAND PARISH COUNCIL

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Terrorism Preparedness Policy

Policy Reference	PPC 26
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Associated Documents	• Emergency Plan • Rest Centre Emergency Plan
Last Review Date	June 2025
Frequency of Review	Every six months
Approved by	Full Council
Date for Next Review	December 2025

Poringland Parish Council & Community Centre Terrorism Preparedness Policy

1. Purpose

This policy ensures compliance with Martyn's Law, outlining preparedness measures to protect Poringland Community Centre, Poringland Parish Council's managed spaces, and large-scale events (up to 3,000 people) from terrorist threats.

2. Scope

This policy applies to:

- Poringland Community Centre facilities, and activities, plus all Parish Council Spaces.
- Public events hosted or permitted by Poringland Parish Council for up to 3,000 attendees.
- All Staff, Councillors, Volunteers, Event Organisers, and Attendees at these venues and events.

3. Legal Framework

This policy aligns with the Terrorism (Protection of Premises) Act 2025, commonly known as Martyn's Law, ensuring compliance for venues that can and do host 200+ individuals, including large public gatherings. It establishes a tiered approach:

3.1 Standard Tier (200-799 People)

Poringland Community Centre and some of the Parish Councils smaller events fall within this tier, and as such must implement basic security measures to enhance preparedness and reduce vulnerability to terrorist threats. These include:

Risk Assessments & Security Planning

- Conduct regular risk assessments to identify vulnerabilities.
- Develop a security plan outlining emergency procedures.
- Ensure staff and volunteers are aware of security protocols.

Staff Training & Awareness

- Provide basic counter-terrorism awareness training to all staff.
- Train personnel on identifying suspicious behaviour and reporting concerns.
- Ensure staff understand evacuation and lockdown procedures.

Access Control & Physical Security

- Implement controlled entry points to prevent unauthorised access.
- Ensure doors, shutters, and gates can be secured when necessary.
- Identify safe routes and assembly points for emergency evacuations.
- Ensure a Public Access Trauma (PAcT) First Aid Kit with Tourni-key and Standard First Aid Kit is located within a easily accessed area of the Community Centre.

Public Awareness & Communication

- Display security notices encouraging vigilance among attendees.
- Provide guidance on reporting suspicious activity.
- Ensure clear signage for emergency exits and safe zones.

Incident Reporting & Coordination

- Establish a system for logging security concerns.
- Maintain communication with local authorities for threat intelligence.
- Conduct post-incident reviews to improve security measures.

3.2 Enhanced Tier (800+ People)

Larger open spaces and Poringland Parish Council events fall under the Enhanced Tier, requiring comprehensive security protocols to mitigate risks. These include:

Advanced Risk Assessments & Security Planning

- Conduct detailed threat evaluations before each event.
- Develop a comprehensive security plan with layered protection measures.
- Assign a designated security officer responsible for compliance.

Security Personnel & Surveillance

- Deploy trained security staff at key locations.
- Implement CCTV monitoring for real-time surveillance.
- Conduct bag checks and screening at entry points.

Crowd Management & Physical Security Enhancements

- Establish controlled entry and exit points to manage crowd flow.
- Use barriers, bollards, and gates to entry points to prevent unauthorised access.
- Develop emergency crowd dispersal plans to prevent panic.

Communication & Emergency Response Systems

- Install PA systems, signage, and alerts for real-time instructions.
- Ensure two-way radios for security personnel to coordinate responses.
- Provide emergency contact information for attendees.

Collaboration with Law Enforcement & Regulatory Compliance

- Maintain regular liaison with police and counter-terrorism units.
- Notify the Security Industry Authority (SIA) of security measures in place.
- Ensure compliance with public protection measures, including:
    - Monitoring premises and surroundings for suspicious activity.
    - Controlling movement of individuals within the venue.
    - Securing sensitive information to prevent exploitation.

3.3 Compliance & Oversight

The Security Industry Authority (SIA) oversees compliance, ensuring venues meet security standards.

4. Types of Events Covered

Events that could be organised by Poringland Parish Council should be included in this policy but is not limited to:

Community & Cultural Events

- Street parties and community lunches.
- Multicultural food festivals showcasing diverse cuisines.
- Outdoor screenings of films or live events.

Sports & Fitness Activities

- Fun runs or charity walks.
- Sports tournaments (football, cricket, etc.).
- Competitions for friendly rivalry.

Music & Arts Festivals

- Live music concerts featuring local performers.
- Art workshops for community creativity.

Educational & Governance Events

- Public meetings and discussions
- Consultation's showcasing successful local initiatives.
- Community engagement events.

Special Commemorations & Seasonal Events

- D-Day, Remembrance Service, Beacon Lighting
- Christmas light switch on, Fireworks and Summer Fair.
- Royal themed events.

5. Security & Risk Management

To ensure adherence and compliance to Martyn's Law, Poringland Parish Councils venues and events must implement the following:

- Regular risk assessments to evaluate potential threats.
- Appropriate security measures, including bag checks, surveillance, and access control.
- Staff training on terrorism awareness and emergency response.
- Evacuation plans and lockdown procedures for rapid response.
- Public awareness initiatives to encourage vigilance.
- Physical security enhancements (CCTV, barriers, screening).
- Coordination with law enforcement for large events.
- Security Industry Authority (SIA) oversight, ensuring regulatory compliance.

6. Incident Response Plan

6.1 Immediate Actions

- Alert authorities (Police, Counter-Terrorism Unit, Fire Services and Ambulance Service).
- Alert South Norfolk Councils Emergency Planning Officer.
- Activate emergency procedures, including evacuation.
- Provide first aid to affected individuals.

6.2 Post-Incident Measures

- Review security protocols and update risk assessments.
- Support affected individuals through counselling.
- Conduct debriefing sessions with staff and responders.

7. Compliance & Review

- Implementation timeline – The law allows a 24 month transition period for venues to adapt security measures.
- This policy will be reviewed annually or after security incidents.
- The parish council and community centre management will oversee implementation.
- Regular training sessions of staff and councillors will ensure preparedness.