

STANDARD DUTY TIER

Purpose

The Standard Duty Tier applies to qualifying premises and events where **200-799 people** may be present at any one time. The objective is to ensure proportionate protective security measures are in place to improve preparedness for terrorist incidents and other major security threats.

CORE REQUIREMENTS

NOTIFICATION

- ☐ Notify the Security Industry Authority (SIA) within the required timeframe.
- ☐ Ensure any material changes to the premises or event are reported.

EMERGENCY PROCEDURES

Document and maintain procedures for:

- Evacuation
- Invacuation
- Lockdown
- Emergency communications

Procedures should be reviewed regularly and shared with relevant personnel.

BASIC SECURITY MEASURES

Implement practical and proportionate measures to reduce risk, including:

- Clear emergency exits and evacuation routes
- Signage and wayfinding
- Incident reporting processes
- Emergency communication arrangements

STAFF AWARENESS TRAINING

All staff should receive basic security awareness training covering:

- Recognition of suspicious behaviour
- Reporting procedures
- Emergency actions during an incident
- Understanding evacuation, invacuation and lockdown procedures

VENUE RESPONSIBILITIES

THE VENUE MUST:

- ☐ Determine whether the premises falls within the Standard Duty Tier.
- ☐ Notify the SIA when required.
- ☐ Maintain and review emergency and security procedures.
- ☐ Ensure staff understand emergency response actions.
- ☐ Maintain clear communication channels for incidents.
- ☐ Share relevant security information with event organisers.

EVENT ORGANISER RESPONSIBILITIES

THE ORGANISER MUST:

- ☐ Provide accurate expected attendance figures.
- ☐ Share information on speakers, topics and known risks.
- ☐ Work collaboratively with the venue on security planning.
- ☐ Ensure staff and contractors understand emergency procedures.
- ☐ Confirm responsibility for compliance arrangements.

NEED FURTHER SUPPORT?

Contact us on
enquiries@conferencecare.com

Or call **02476 369 720**