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Martyn's Law plan templates

Facts checked 2 November 2026

About these plans

Martyn's Law asks venues where 200 or more people can gather to have four simple plans, called procedures, and for the people with a part to play to know them. Write each one for your own building, in words your volunteers would use. Some answers are private: share them only with the people who need them.

Venue name and address

Responsible person (the committee, trust, club or company that runs the building)

Who leads this work on its behalf

Plans approved by, and date

Next review date

The four plans

Get everyone out (evacuation): How you move people out of the building, or part of it, quickly and safely.

Bring everyone in (invacuation): How you bring people inside, or to a safer room, when outside is the danger.

Lock down (lockdown): How you stop people getting in or out, for example by locking doors.

Keep people informed (communication): How you tell people what's happening and what to do: stay put, or move away.

Based on the Home Office's statutory guidance. The SIA's own templates are optional; these will be updated to match them when they're published.

Evacuation procedure

Get everyone out

How you move people out of the building, or part of it, quickly and safely.

1. Who decides to get everyone out, and how do they tell people?

2. Which exits do you use, and which routes lead away from danger?

3. Where do people go once they're out? Move them away, rather than gathering at the fire assembly point.

4. Who checks every room is empty, including toilets and kitchens?

5. Who helps anyone who can't move quickly, and how?

6. Who calls 999, and who meets the emergency services?

7. When can people go back in? (Only when the emergency services say so.)

Approved by

Date

Invacuation procedure

Bring everyone in

How you bring people inside, or to a safer room, when outside is the danger.

1. Who decides to bring everyone in, and how do they tell people?

2. How do you tell people outside to come in?

3. Which outside doors do you close, and who closes them?

4. Which room is safest, away from glass and entrances? Private

5. Who stays with people, keeps them calm and keeps a count?

6. Who calls 999?

7. How will you know it's over? (Only when the police or emergency services say so.)

Approved by

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Lockdown procedure

Lock down

How you stop people getting in or out, for example by locking doors.

1. Who decides to lock down, and how do they tell people?

2. Which doors lock, and who locks them?

3. Where are the keys kept? Private

4. Where do people keep out of sight, away from doors and windows? Private

5. Who calls 999?

6. How will you know it's over? (Only when the police or emergency services say so.)

Approved by

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Communication procedure

Keep people informed

How you tell people what's happening and what to do: stay put, or move away.

1. How do you raise the alarm? Where you can, not with the fire alarm, which sends people to gather outside.

2. What words do you use? Agree a phrase everyone knows.

3. How do you tell people what to do: stay put, or move away?

4. How do you reach people who can't hear an announcement, or are outside?

5. Who calls 999, and what do they say?

6. How do you keep people updated until it's over?

Approved by

Date

Who we've briefed

Everyone with a part to play: committee members and trustees, keyholders, stewards, staff, regular volunteers and hirers.

Name	Role	Plans they know	Date briefed	Signature

Facts checked 2 November 2026. General information, not legal advice.

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