Evidence pack

Millbrook Cricket Club

Millbrook Cricket Club · MB1 2CC · Standard tier

Prepared 3 November 2026 at 06:54.

This pack shows the work Millbrook Cricket Club has done to prepare for Martyn's Law: who is responsible, the procedures and when they were approved, who has been briefed, reviews, and contact with neighbours.

Responsible person

Priya Shah: from 3 November 2026, current.

SIA notifications

None recorded yet.

Procedures

Evacuation

Version 1, approved 3 November 2026 by Priya Shah.

1. Shout "Everybody out, please" calmly and clearly, and point to the nearest safe exit.
2. Leave by the exits away from the danger. Do not stop to collect belongings.
3. Help anyone who needs it, including children and people with mobility needs, if it is safe to do so.
4. Move well away from the building, towards the lane behind the nets, away from the road. Don't all stop in one place: keep going, and get out of sight if you can.
5. Call 999 when it is safe. Say where you are and what you saw.
6. Check who is missing if you can, and tell the police.
7. Do not go back inside until the police or fire service say it is safe.

Invacuation

Version 1, approved 3 November 2026 by Priya Shah.

1. If the danger is outside, bring everyone inside straight away. Stay calm and speak clearly.
2. Close the outside doors once everyone is in. Lock them if you can do so quickly.
3. Move people away from doors and windows, into the home dressing room.
4. Call 999 when it is safe. Say where you are and what is happening outside.
5. Keep people inside and calm until the police tell you it is safe to leave.

Lockdown

Version 1, approved 3 November 2026 by Priya Shah.

1. If there is danger inside or trying to get in, Run if there is a safe way out. Leave belongings

These procedures were prepared with hailo to help the venue plan for emergencies. They are guidance, not legal advice. The responsible person is accountable for making sure they suit the building and its use. hailo can't confirm that a venue meets the law: only the SIA can judge that.

behind.

2. If you cannot get away, Hide. Go into the nearest room you can lock or block, such as the umpires' room.

3. Lock or block the door, keep away from it, and stay out of sight. Turn off lights if you can.

4. Turn phones to silent and stay quiet.

5. Tell the police: call 999 when it is safe. If you can't speak, dial 999 then press 55.

6. Never try to confront or follow an attacker.

7. Stay hidden until the police tell you it is safe.

Communication

Version 1, approved 3 November 2026 by Priya Shah.

1. The person who sees danger first warns everyone nearby: shout clearly and simply what to do.

2. Use the pavilion's speaker and a word from the bar staff to warn people in other rooms.

3. Call 999 as soon as it is safe. Give the venue name, Millbrook Cricket Club, and the address.

4. Tell the person in charge, Priya Shah, when you can.

5. Keep phones on silent if you are hiding.

6. After the event, write down what happened while you remember it.

Briefing confirmations

Name	Briefing	Version	Confirmed
Dan Ellis	Hirer briefing	1	3 Nov 2026 06:54
Mei Chen	Volunteer briefing	1	3 Nov 2026 06:54
Tom Hughes	Volunteer briefing	1	3 Nov 2026 06:54
Aisha Khan	Volunteer briefing	1	3 Nov 2026 06:54
Sam Taylor	Volunteer briefing	1	3 Nov 2026 06:54

Annual reviews

None yet.

Coordination with neighbours and organisers

27 October 2026, Millbrook Tennis Club (neighbour): Agreed to warn each other by phone, and that neither club sends people towards the other's car park.

These procedures were prepared with hailo to help the venue plan for emergencies. They are guidance, not legal advice. The responsible person is accountable for making sure they suit the building and its use. hailo can't confirm that a venue meets the law: only the SIA can judge that.