

DSC Basic and Standard Tier Security Plan Template

Venue / Event Name: _____

Responsible Person: _____

Tier Classification: ☐ Basic (Voluntary participation) ☐ Standard Tier (200-799 capacity)

Version: _____

Last Reviewed: _____

Next Scheduled Review: _____

1. Executive Summary

- Overview of the venue/event
- Nature and frequency of public access
- Key stakeholders involved
- Tier status and rationale

2. Contact Directory

Role	Name	Organisation	Contact Info
Responsible Person			
Deputy Responsible Person			
CTSA Contact			
Event Safety Officer			
Emergency Services Liaison			

3. Threat and Risk Assessment Summary

- Summary of the terrorism risk assessment
- Identified threat types (e.g. hostile vehicles, Improvised Explosive Devices (IEDs), Marauding Terrorist Attack (MTA))
- Vulnerability highlights (e.g. crowd choke points, site perimeters)
- Rationale for mitigation priorities

Refer to the DSC Risk Register for detailed breakdown.

4. Mitigation Measures

4.1 Physical Security

It's essential to recognise that security measures should be tailored to the specific circumstances of each venue or event. Factors such as the type of events hosted, the layout of the premises and available resources will influence the appropriate procedures to implement, for example:

- Clear entry and exit management (evacuation routes)
- Access controls

4.2 Operational Procedures

- Entry screening protocols
- Visitor flow and capacity monitoring
- Contractor/supplier controls
- Lost person and safeguarding procedures

5. Emergency Response Procedures

- 🌀 Lockdown and evacuation instructions
- 🌀 Shelter-in-place guidance
- 🌀 Staff responsibilities by location
- 🌀 Public announcements and PA system messages
- 🌀 Muster points and egress plans

Attach maps, radio protocols and emergency contact cards if applicable.

6. Training and Scenario Exercises

Activity	Date	Audience	Outcome / Notes
ACT Awareness Training	All staff	Certificates on file	
Lockdown Drill	Security & Ops	Action points logged	
Table-top Exercise	Leadership Team	Feedback integrated	

Attach briefing logs and lessons learned reports.

7. Communications and Media Protocol

- 🌀 Internal communications hierarchy
- 🌀 Pre-approved holding statements
- 🌀 Spokesperson details
- 🌀 Process for press management and intrusive media response
- 🌀 Channels for visitor updates (SMS, app, Public Address (PA))

8. Maintenance and Review

Item	Review Frequency	Last Completed	Next Due
Security Plan Review	Quarterly		
Risk Assessment	Biannually or post-incident		
Staff Training Update	Annual or new joiners		

Appendices:

- 🌀 A: Site Map with Access and Muster Points
- 🌀 B: Risk Register
- 🌀 C: Contact Cards
- 🌀 D: Drill Reports
- 🌀 E: Version Control Log
- 🌀 F: External Stakeholder Engagement Records