Evacuation planning worksheet

Evacuation may involve leaving all or part of the premises. A route suitable for a fire may lead towards an external threat. The decision must reflect the actual circumstances and appropriate instructions; this worksheet does not select a route for you.

Questions to work through

Who is authorised and available to initiate the procedure, including deputies and shift cover?

How will staff assess information about the location of danger without exposing themselves or others?

Which exit options are actually available, accessible and suitable in different situations? How is their condition checked?

What are the possible safe destinations or arrangements, and what might make an ordinary assembly point unsuitable?

How will assistance be provided without relying on unconfirmed equipment, people or routes?

How will instructions reach visitors, contractors and people in outside areas?

How will staff avoid directing people towards danger, handle uncertainty and follow emergency-service instructions?

Record the venue-specific draft

Venue, date, author and responsible reviewer

Initiator, deputies and communication method

Confirmed exit options / restrictions - requires venue review

Planning aid only. Venue review required. Not certification.

Assistance arrangements and confirmed resources

Destination options / conditions requiring a different response

Staff briefing and coordination with neighbouring / shared premises

Unconfirmed facts, action owner and target date

Use with current official guidance

Independent planning aid. Not legal advice, an official SIA template, certification or a guarantee of compliance. Review and adapt to the real premises. Keep completed security information restricted.

Home Office statutory guidance

https://www.gov.uk/government/publications/the-terrorism-protection-of-premises-act-2025/terrorism-protection-of-premises-act-2025-statutory-guidance

SIA explanation and notification updates

https://www.gov.uk/guidance/understanding-martyns-law-and-the-sias-role-as-regulator

GOV.UK collection

https://www.gov.uk/government/collections/terrorism-protection-of-premises-act-2025

ProtectUK

https://www.protectuk.police.uk/