Invacuation planning worksheet

Invacuation means moving people to a place within the premises where there is less risk of physical harm. Do not assume an internal room is safe because it is indoors. Assess the actual site, occupancy, accessibility and nature of the threat.

Questions to work through

Who can initiate invacuation and who covers absences?

Which internal options have been assessed for the relevant circumstances, and what limits or hazards apply?

How will people in different parts of the premises, including outside areas, receive clear instructions?

How will assistance be provided, and what happens if a proposed space or route is unavailable?

How will staff maintain communication and follow updates without unnecessarily exposing people?

How will you avoid obstructing emergency exits or conflicting with other emergency arrangements?

Record the venue-specific draft

Venue, date and reviewer

Initiator and deputies

Assessed internal options and limitations - requires venue review

Planning aid only. Venue review required. Not certification.

Routes and assistance arrangements confirmed on site

How staff and visitors receive instructions

Communication, coordination and changed circumstances

Unconfirmed facts / outstanding actions, owners and dates

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/