

INITIAL RESPONSE DECISION AID – EVACUATE, LOCKDOWN OR SHELTER-IN-PLACE

PURPOSE

- Use this guide to support the initial response decision.
- Select the option that best matches the situation and provide clear instructions.

Follow emergency services advice where available and update the response as more information becomes available.

EVACUATE, LOCKDOWN OR SHELTER-IN-PLACE

Response	What is happening?	What people need to do	Where people go or stay	Key considerations
Evacuate	There is a hazard inside the building or immediate area that makes it unsafe to remain inside (e.g. fire, smoke inside the building, structural risk).	Leave the building using the nearest safe exit. Do not delay. Follow instructions from wardens or staff.	Move to the designated assembly area or a safe location away from the building.	Ensure evacuation routes are safe. Consider people who may require assistance. Do not re-enter until advised.
Lockdown	There is a threat that requires restricting movement and securing the building (e.g. intruder, security incident nearby).	Go inside immediately. Secure your area. Lock or barricade doors if safe to do so. Stay out of sight and remain quiet.	Stay inside a secure room or area away from the threat.	Limit movement. Avoid opening doors. Wait for clear instructions or emergency services direction.
Shelter-in-Place	There is an external hazard and it is safer to remain inside (e.g. smoke external to the building, chemical release, severe weather).	Stay indoors. Close doors and windows. Turn off ventilation if advised. Follow instructions from building staff.	Remain inside the building in a safe internal area.	Reduce exposure to the hazard. Monitor updates. Be prepared to evacuate if conditions change.

