



Hopton Primary School

'Aiming High and Helping to Create the Future'

Headteacher: Mr. B Smith

Hopton Primary School

September 2026

Date of Next Review: September 2029

Plan for Invacuation, Lockdown and Run-Hide-Tell

Introduction:

Incidents that require an invacuation, lockdown, or require people within a building to 'run, hide and tell' occur infrequently. However, like the risk of fire, it is important that schools have procedures in place to keep staff, pupils, and others safe.

Any member of staff has the authority to activate procedures for an invacuation, lockdown, or 'run, hide, tell', because in most situations immediate actions are required to keep people safe. Where time allows, staff should work together, contact the Kirklees Emergency Planning Team, and if appropriate, contact the Police to jointly assess the threat and risk to decide on the most appropriate actions to keep safe.

During an invacuation, lockdown, or when run-hide-tell is necessary, no member of staff is expected to put themselves at greater risk to lead or follow the procedures below, if it is not safe to do so.

Definitions	
Invacuation	An external safety threat is occurring near to a school building. To stay safe, actions are taken to bring or move people inside the building so that they can shelter or hide from a threat. Examples of invacuation: • A toxic smoke plume passing over school. • Reports of a dangerous animal outside school.
Perimeter Lockdown	An external safety threat is occurring near to a school building. To stay safe, actions are taken to confine people within the building by locking its perimeter. Examples of lockdown: • Reports of a marauding knife or firearms attack near to a school building. • Credible threats made by a member of the public to attend school and cause harm to those inside.
Run-Hide-Tell (most commonly leading to full lockdown)	An internal safety threat is occurring within a school building. The initial advice for people inside the building is to run from the threat, if safe. If it is not safe to run from the threat, action should be taken to hide, before contacting the emergency services and Emergency Planning Team. Before instructing children to run from an area or building, consideration should always be given to safeguarding risks and maintaining control throughout.



Hopton Primary School

'Aiming High and Helping to Create the Future'

Headteacher: Mr. B Smith

(hide))	Further information on 'Run-Hide-Tell' can be found here. Examples of run hide tell: • A marauding knife or firearms attack taking place inside a school building.
Actions for Invacuation	
1.	Any member of staff should notify staff, pupils, and others of the need to invacuate by: -Using walkie talkies to inform of the incident using the word 'invacuation' and location -Members of the senior leadership team to identify and analyse the risk to decide if further lockdown procedures are needed
2.	Staff should complete the essential actions below, and if appropriate, undertake optional additional actions to keep people safe (based on a dynamic assessment of the risk). Essential Actions: • Close all external doors and windows. • Ask people to remain inside the school building until told that it is safe to leave (communicate with any adults responsible for children outside of the school grounds). Optional Additional Actions: • Temporarily suspending normal operation within the school building. • Move people within the building. • Turning ventilation systems off. • Notify parents and carers, asking them not to attend or call school until the incident is over.
3.	Members of the senior leadership team should call 999 to notify and if necessary, request attendance from appropriate Emergency Services.
4.	Members of the senior leadership team should notify the Kirklees Emergency Planning Team by calling 07773 334999 (note: this number is for professional partners only and should not be shared with the public).

Actions for Perimeter Lockdown	
1.	Any member of staff should notify staff, pupils, and others of the need to lockdown by: -Use of walkie talkies to inform of the incident using the words 'perimeter lockdown' and location --Members of the senior leadership team to identify and analyse the risk to decide if further lockdown procedures are needed



Hopton Primary School

'Aiming High and Helping to Create the Future'

Headteacher: Mr. B Smith

2.	Staff should complete the essential actions below, and if appropriate, undertake optional additional actions to keep people safe (based on a dynamic assessment of the risk). Essential Action: • Close and lock all external doors and windows. It is advised that doors are not opened during a lockdown to let anyone inside. • Close any blinds and curtains. • Ask people to move out of view from anyone outside of the building. Depending on the threat, consider moving people to the nearest classroom (ensure that no children are unaccompanied in an area, without an adult) ▪ Any activities outside of the school building to be stopped and moved inside. If this is not possible then move to Mirfield library. ▪ Any adults responsible for children outside of the school grounds to be communicated with ▪ The caretaker to be informed of all actions • Ask people to remain inside the building until told that it is safe to leave. Optional Additional Actions: • Temporarily suspending normal operation within the school. • Turn off lights. • Close and lock other internal doors. • Notify parents and carers, asking them not to attend or call school until the incident is over.
3.	A member of the senior leadership team should call 999 to notify and if necessary, request attendance from appropriate Emergency Services.
4.	A member of the senior leadership team should notify the Kirklees Emergency Planning Team by calling 07773 334999 (note: this number is for professional partners only and should not be shared with the public).

Actions for Run-Hide-Tell (most commonly leading to full lockdown (hide))	
Note: When an internal threat presents in a school setting, hiding within the building will often be a safer option than running from it. Before instructing children to run from a threat, consideration should always be given to safeguarding risks and maintaining control throughout.	
1.	Any member of staff should decide on the safest action to take (run or hide (full lockdown)) and notify staff, pupils, and others of the need to act by: -Repeating the phrase 'Lockdown' three times using walkie talkies in conjunction with the activation of the Lockdown alarm (activated by someone in close proximity)
2.	Staff should complete the essential actions below, and if appropriate, undertake optional actions to keep people safe (based on a dynamic assessment of the risk). Essential Action:



Hopton Primary School

'Aiming High and Helping to Create the Future'

Headteacher: Mr. B Smith

	- Suspend normal operation within the school. - Consider safeguarding risks and maintain control, instruct building users to either follow staff to run from the threat to the nearest inside location (if this is not possible move to Mirfield Library on Easthorpe Lodge, Huddersfield Road, Mirfield WF148AN) or hide by: - Moving to the nearest classroom and locking or barricading all retreating doors (ensure that no children are unaccompanied in an area, without an adult) - Staying out of sight of any threat. - Close blinds and curtains and covering up fixed windows - Staying quiet (inc. turning mobile phones onto silent and off vibrate). Optional Additional Actions (if time allows for these to be done safely): - Turn off lights. - Notify parents and carers, asking them not to attend or call school until the incident is over.
3.	A member of the senior leadership team should call 999 to notify and request attendance from appropriate Emergency Services.
4.	A member of the senior leadership team should notify the Kirklees Emergency Planning Team by calling 07773 334999 (note: this number is for professional partners only and should not be shared with the public).

During an Invacuation, Lockdown or Run Hide Tell

During an invacuation, lockdown, or run hide tell staff should:

- Monitor the situation, and if appropriate, use available information to make dynamic decisions to keep staff, pupils, and others safe.
- Remain calm and provide reassurance to staff, pupils, and others.
- Provide clear information and direction to staff, pupils, and others, using all safe and available communication channels.
- Account for staff, pupils, and visitors.
- Be mindful of the locations of first aid kits, and if safe and appropriate, move kits so they are more accessible.
- If safe and possible, account for everyone and report missing people to the Emergency Services. Walkie Talkies will be used by staff stating 'Class / room name and adults and children accounted for, including initials of children absent or in addition to the normal class role,' in response to a member of the senior leadership team (likely the Headteacher) providing a check of all known areas of the school.

Stand Down Actions

1.	The Emergency Services or Emergency Planning Team or Headteacher (Senior Leadership member in the absence of the Headteacher) will usually advise if it is safe to stand down and return the school building to normal use. If staff are unsure if the threat is over, they can call the Emergency Services (999) or Kirklees Emergency Planning Team (07773 334999).
----	---



Hopton Primary School

'Aiming High and Helping to Create the Future'

Headteacher: Mr. B Smith

	If the Police have advised that the incident is over, contact the Kirklees Emergency Planning Team to notify them of the stand down.
2.	When it is safe to stand down and return the building to normal use, the Headteacher (or member of the senior leadership team in the absence of the Headteacher) should notify staff, pupils, and others by: -Using walkie talkies to communicate 'Incident over return to normal procedures and routines'
3.	Complete any recovery actions, inc. requesting any building repairs as necessary, arranging emotional/trauma support for those involved, etc. and recording of Full Lockdown Procedure in the procedure book.