



INVACUATION DRILL SCRIPT

FOR CLASS TEACHERS - KS2



UK PRIMARY SCHOOL



Purpose: An invacuation is used when there is a threat or hazard outside the school building and it is safer for pupils and staff to remain indoors.

1

INITIAL ALERT



When the invacuation signal is given, remain calm and reassure pupils.

TEACHER SCRIPT:

"Everyone, please stop what you are doing and listen carefully. We are carrying out an invacuation. This means we need to stay safely inside the building. Please follow my instructions quickly and quietly."

2

IF PUPILS ARE ALREADY IN THE CLASSROOM



"Move away from the doors and windows and come to the designated safe area of the classroom. Sit quietly and listen for further instructions."

- Take the class register and any emergency information available.
- Close and secure:
 - Classroom doors
 - Windows
 - Blinds or curtains where appropriate
- Turn off interactive screens if instructed by the school procedure.

3

IF PUPILS ARE OUTSIDE



Escort pupils immediately to the nearest safe building entrance.

TEACHER SCRIPT:

"Come with me straight away. Walk quickly and quietly into the building. Stay together and follow instructions."

- Once indoors, move pupils to the designated classroom or safe area.

4

WHEN IN THE SAFE AREA



TEACHER SCRIPT:

"You are all doing well. We need to remain quiet so that we can hear important information. Stay seated and wait for further instructions."

- Complete a headcount and register.
- Report any missing pupils, staff or visitors using the school's agreed communication system.

5

DURING THE INVACUATION



Continue to reassure pupils.

TEACHER SCRIPT:

"Everything is under control. The adults in school are keeping everyone safe. We need to remain calm, quiet and patient."

Maintain classroom routines where appropriate:

- Quiet reading
- Silent drawing
- Simple table-top activities

Avoid sharing details of the incident or speculation.

6

ALL CLEAR



When the Headteacher or designated senior leader announces the all-clear:

TEACHER SCRIPT:

"Thank you for following instruction so well. The invacuation has now ended. We will return to our normal activities."

- Take a final headcount before resuming teaching.



KEY REMINDERS FOR STAFF

During an invacuation:

- ✓ Bring all pupils indoors as quickly as possible.
- ✓ Secure doors and windows.
- ✓ Take a register and account for every child.
- ✓ Keep pupils calm and quiet.
- ✓ Follow instructions from the Headteacher, Deputy Headteacher or emergency services.
- ✓ Do not release pupils or open external doors until the official all-clear is given.

- ✗ Do not leave the classroom unless instructed.
- ✗ Do not use mobile phones in front of pupils unless required for emergency communication.
- ✗ Do not discuss the nature of the knows whth pupils.



CHILD-FRIENDLY EXPLANATION

If pupils ask why the invacuation is happening:



"Sometimes something outside means it is safer for everyone to stay inside for a short time. This is similar to how we practise a fire drill so that everyone knows what to do to stay safe."



STAY CALM. FOLLOW PROCEDURES. KEEP EVERYONE SAFE.

