



# **Marsden Community Trust Invacuation - RHT Policy**

April 2024

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Marsden Community Trust is a company limited by guarantee and a registered charity.  
Company Number 09392970 Charity Number 1168910

# 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’ are rare. However, like the risk of fire, it is important that buildings have procedures in place to keep staff and others safe.

Any member of staff or volunteer on duty has the authority to call an invacuation, lockdown, or instruct people to ‘run, hide, tell’, because in most situations, immediate actions are required to keep people safe. Where time and staffing allows, staff should work with other staff on site 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 volunteer or 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.

<b>Definitions</b>	
Invacuation	An external incident/safety issue is occurring near to a building. There is no direct risk to people within the building, but as a precaution actions are taken to confine people within it. Invacuation can be escalated to lockdown. Examples: <ul style="list-style-type: none"> <li>● A toxic smoke plume passing over a building.</li> <li>● Reports of a dangerous animal outside the building.</li> </ul>
Lockdown	An external emergency incident is occurring near to a building. There is a direct risk to the safety of people within it and to keep safe, actions are taken to confine people within the building and secure its perimeter. Examples: <ul style="list-style-type: none"> <li>● Reports of a knife or firearms attack near to the building.</li> <li>● Credible threats made by a member of the public to attend Marsden Mechanics and cause harm to people inside.</li> </ul>
Run-Hide-Tell	An internal safety threat is occurring within a building. There is a direct threat to the building and the safety of people within it. The initial advice for people inside the building is to run from it, if safe. If it is not safe to run, actions should be taken to hide. Further information on ‘Run-Hide-Tell’ can be found <a href="#">here: Staying safe from terrorism   Metropolitan Police</a> Example: <ul style="list-style-type: none"> <li>● A knife or firearms attack is taking place inside a building.</li> </ul>

<b>Actions to Invacuate</b>	
1.	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). <b>Essential Actions:</b> <ul style="list-style-type: none"> <li>● Close all external doors and windows.</li> <li>● Ask people to remain inside the building until told that it is safe to leave.</li> </ul> <b>Optional Additional Actions:</b> <ul style="list-style-type: none"> <li>● Temporarily suspending normal operation within the building.</li> </ul>
2.	The most senior staff member or volunteer available should notify staff and customers of the need to invacuate by telling them: ‘A situation has developed outside the building, and we are closing the doors <i>(and any additional actions) as a precaution</i> ’.
3.	Staff should call 999 to notify and if necessary, request attendance from appropriate Emergency Services.

<b>Actions to Lockdown</b>	
1.	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). <b>Essential Action:</b>

	<ul style="list-style-type: none"> <li>● Close and lock all external doors and windows. It is advised that doors are not opened during a lockdown to let anyone inside.</li> <li>● Close any blinds and curtains.</li> <li>● Ask people to move out of view from anyone outside of the building. Depending on the threat, consider moving people to the following pre identified areas: <ul style="list-style-type: none"> <li>▪ Main hall</li> </ul> </li> <li>● Ask people to remain inside the building until told that it is safe to leave.</li> </ul> <p><b>Optional Additional Actions:</b></p> <ul style="list-style-type: none"> <li>● Temporarily suspending normal operation within the building.</li> </ul>
2.	The most senior staff member or volunteer available should notify staff and customers of the need to lockdown by telling them: <i>'A situation has developed outside the building, and we are locking the front door (and any additional actions) to keep everybody safe'.</i>
5.	Staff should call 999 to notify and if necessary, request attendance from appropriate Emergency Services.

<b>Actions to 'Run-Hide-Tell'</b>	
1.	<p>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).</p> <p><b>Essential Action:</b></p> <ul style="list-style-type: none"> <li>● Suspend normal operation within the building.</li> <li>● Instruct people to run away from the threat or hide if it is not safe to run.</li> <li>● If running is not an option, people should be instructed to hide by: <ul style="list-style-type: none"> <li>○ Moving to pre-identified areas and locking or barricading all retreating doors. Pre-identified areas to hide are: <ul style="list-style-type: none"> <li>▪ Out of the corridors / reception area, in rooms without glass in the doors.</li> </ul> </li> <li>○ Staying out of sight of any threat.</li> <li>○ Staying quiet (inc. turning mobile phones onto silent and off vibrate).</li> </ul> </li> </ul> <p><b>Optional Additional Actions (if time allows for these to be done safely):</b></p> <ul style="list-style-type: none"> <li>● Turn off lights.</li> <li>● Close blinds and curtains.</li> </ul>
2.	The most senior staff member or volunteer available should notify staff and customers of the need to 'run, hide, tell' by telling them: <i>'A situation has developed inside the building. If you can safely run away from the building, please do. If you cannot, you need to hide to stay safe by following staff to safe areas, staying out of sight, and turning phones onto silent and off vibrate.'</i>
5.	Staff should call 999 to notify and request attendance from appropriate Emergency Services.

<b>During an Invacuation or Lockdown</b>	
<p>During an invacuation or lockdown, staff should:</p> <ul style="list-style-type: none"> <li>● Monitor the situation, and if appropriate, use available information to make dynamic decisions to keep staff and customers safe.</li> <li>● Remain calm and provide reassurance to staff and visitors.</li> <li>● Provide clear information and direction to staff and visitors.</li> <li>● Be mindful of the locations of first aid kits, and if safe and appropriate, move kits so they are more accessible.</li> <li>● If safe and possible, account for everyone and report missing people to the Emergency Services.</li> <li>● Encourage staff and customers to follow the actions required to stay safe. If people choose not to follow the actions to stay safe this is their choice. If people ask to leave the building in an invacuation or lockdown, they should be encouraged to stay inside. However, if they insist on leaving, they should exit through a door that does not compromise the safety of others. Upon exit, the door should be swiftly closed and locked. The safest exits will likely be the double doors at the bottom of the main stairs by the kitchenette.</li> </ul>	

### Stand Down Actions

1.	The Emergency Services will usually advise if it is safe to stand down and return the building to normal use. If staff believe that the incident is over but have not been notified by the Emergency Services, they should ask them.
2.	When it is safe to stand down and return the building to normal use, the most senior staff member or volunteer available should notify staff and visitors by telling them <i>'The situation is resolved, and the building is returning to normal use'</i> .
3.	Complete any recovery actions, inc. requesting any building repairs as necessary.
4.	Pass a report to the building coordinator ( <a href="mailto:info@marsdenmechanics.co.uk">info@marsdenmechanics.co.uk</a> )
5.	Building Coordinator to pass a report to the Board members.