



Invacuation Quick Reference Sheet

For Staff Use – Tree of Life Educational and Therapeutic Input Ltd

Signal

- Invacuation signalled by: Walkie Talkie code phrase 'Dog'.
- Recognise and act immediately.

Movement

- Escort students quickly and calmly indoors to the nearest safe room.
- Lock doors and close windows/blinds.
- Place allocated key furniture pieces behind doors
- Keep students quiet and seated.

Safe Areas

- Primary safe areas: Acorns room/Sweetcorn room

If outdoors : Allocated Safe portacabin

- Secondary safe areas: Upper sensory room.

In Safe Areas

- Take register immediately.
- Report missing students to senior leader via phone/radio/email.
- Keep students calm and quiet.
- Do not leave until 'all pink 'code is given.

Communication

- Await updates from senior leader.
- Do not make external contact (parents/media).

End of Invacuation

- 'All pink' will be announced by senior leader.
- Resume normal activity or follow further instructions.