

The Willows School Academy Trust



EMERGENCY LOCKDOWN AND SECURITY POLICY

Incorporating Protect Duty (Martyn's Law) Considerations

Introduction & Rationale

The Willows School Academy Trust is committed to providing a safe and secure environment for all pupils, staff, and visitors. This Emergency Lockdown and Security Policy forms a critical component of the school's health and safety and safeguarding arrangements.

This policy sets out the school's approach to preventing, preparing for, and responding to emergency situations that may pose a threat to the safety and wellbeing of our school community. It provides clear, practical procedures that enable staff to respond swiftly, calmly, and effectively to a range of potential incidents.

The procedures outlined in this policy are designed to be:

- **Proportionate** to the level of threat
- **Flexible** enough to respond to different scenarios
- **Clear and practical** for all staff to understand and implement
- **Compliant** with statutory requirements and best practice guidance
- **Regularly reviewed** and tested through drills and exercises

This policy has been developed with reference to:

- The Terrorism (Protection of Premises) Act 2025 (Martyn's Law)
- Statutory guidance on Protect Duty (April 2026)
- Hillingdon Local Authority guidance on Protect Duty readiness
- Keeping Children Safe in Education (KCSIE) 2025
- The Prevent Duty (Counter-Terrorism and Security Act 2015)
- Health and Safety at Work Act 1974
- Best practice guidance from the National Counter Terrorism Security Office (NaCTSO)
- Ofsted inspection framework (2025) - Ofsted may inspect security arrangements and emergency procedures as part of the safeguarding evaluation area

Protect Duty (Martyn's Law) – Our Approach

The Terrorism (Protection of Premises) Act 2025, commonly known as Martyn's Law, was passed in April 2025 with a 24-month implementation period. Statutory guidance came into effect in April 2026.

Martyn's Law places a legal duty on those responsible for certain locations and events to consider the threat from terrorism and take proportionate steps to reduce vulnerability and protect the public. The legislation creates a tiered system based on occupancy.

The Willows School has conducted an assessment of typical occupancy. Based on this, The Willows School is classified as **BELOW THRESHOLD** (under 200 occupants) for the purposes of Protect Duty.

Our Commitment:

Even though we are below the legal threshold, The Willows School is committed to:

- Understanding and assessing risks, including terrorism
- Implementing appropriate security measures
- Having clear emergency procedures in place
- Training staff to recognize and respond to threats
- Working with local police and safeguarding partners
- Regularly reviewing and testing our procedures

Peak Occupancy Considerations

The school recognizes that occupancy may temporarily exceed 200 during certain events or activities. When occupancy may exceed 200:

- A specific risk assessment will be completed for the event

- Enhanced security measures will be implemented as appropriate (e.g., additional staff supervision, controlled entry/exit, clear emergency procedures)
- Staff will be briefed on emergency procedures specific to the event
- Adequate supervision and access control will be ensured
- The event organizer (internal or external) will be made aware of emergency procedures

Scope & Application

❖ When This Policy Applies

This policy applies to all emergency situations that may require a lockdown, invacuation, evacuation, or other protective response, including but not limited to:

External Threats:

- Terrorism or terrorist attack in the vicinity
- Serious incident or disturbance in the local community (e.g., riot, violent incident)
- Dangerous individual(s) in the vicinity of the school
- Police incident nearby requiring school to secure premises
- Environmental hazard (e.g., chemical spill, fire, smoke plume, gas leak)
- Dangerous animal on or near the school site
- Severe weather event requiring immediate shelter

Internal Threats:

- Intruder on school premises
- Aggressive or threatening visitor
- Bomb threat or suspicious package
- Serious incident involving a pupil or staff member that poses a risk to others
- Fire or other emergency requiring evacuation (covered separately in Fire Safety Policy)

❖ Who This Policy Applies To

This policy applies to:

- All pupils
- All staff (teaching, support staff, administrative, site staff, catering, cleaning)
- Governors
- Volunteers
- Student teachers and trainees
- Contractors working on site
- Visitors to the school
- Anyone using the school premises for community activities, lettings, or events

Everyone on school premises has a responsibility to:

- Be aware of emergency procedures
- Follow instructions from staff and emergency services
- Report any security concerns or suspicious behavior

❖ Scope of Premises

This policy covers:

- All buildings on The Willows School site
- All outdoor areas within the school grounds (playgrounds, fields, car parks)
- Any temporary structures

Off-site activities:

- Educational visits and trips are covered by separate risk assessments
- However, the principles of this policy (assess threats, have emergency procedures, communicate clearly) apply to all school activities

Roles & Responsibilities

Clear roles and responsibilities ensure an effective response to any emergency.

❖ **Governing Board**

The Governing Board is responsible for:

- Approving this policy and ensuring it is reviewed annually
- Ensuring the school has appropriate security measures and emergency procedures in place
- Allocating adequate resources (staffing, training, equipment, budget) to implement this policy effectively
- Monitoring compliance through regular reports from the Headteacher
- Reviewing reports following any emergency incident or drill
- Ensuring staff training is provided and up-to-date
- Challenging and supporting the Headteacher to ensure the school is prepared for emergencies
- Understanding their own role in an emergency

❖ **Headteacher**

The Headteacher is responsible for:

- Overall implementation of this policy
- Making the decision to initiate a lockdown, invacuation, or evacuation
- Leading the response to any emergency situation
- Ensuring all staff are trained and aware of their responsibilities
- Ensuring drills and exercises are conducted at least annually
- Liaising with emergency services during an incident
- Communicating with parents, staff, and governors during and after an incident
- Conducting post-incident reviews and implementing lessons learned
- Reviewing and updating this policy annually (or sooner if needed)
- Reporting to governors on security, emergency preparedness, and any incidents
- Ensuring adequate resources are in place (e.g., communication systems, first aid, staff training)
- Working with the Site Manager to ensure site security is maintained
- Ensuring visitor management procedures are followed
- Maintaining links with local police, Prevent coordinators, and safeguarding partners

In the Headteacher's absence, these responsibilities pass to the Deputy Headteacher or a member of SLT present on site.

❖ **Senior Leadership Team (SLT)**

SLT members are responsible for:

- Supporting the Headteacher in implementing this policy
- Taking charge in the Headteacher's absence
- Ensuring their designated areas/year groups follow procedures during an emergency
- Supporting and directing staff during emergency situations
- Checking that all pupils and staff in their area are accounted for
- Communicating with the Headteacher about the status of their area
- Participating in debriefs and reviews following incidents or drills
- Identifying training needs and supporting staff development
- Being visible and calm during emergencies to reassure staff and pupils

❖ **Designated Safeguarding Lead (DSL)**

The DSL [D. Downie – Interim] is responsible for:

- Ensuring this policy aligns with safeguarding procedures and KCSIE requirements
- Liaising with police and other agencies regarding threats, incidents, or concerns
- Maintaining links with Prevent coordinators and counter-terrorism police
- Supporting pupils and staff following an emergency incident (arranging counseling, support services)
- Maintaining records of incidents, concerns, drills, and reviews
- Ensuring links between this policy and Prevent Duty, safeguarding, and risk assessment procedures
- Providing advice to the Headteacher on safeguarding aspects of emergency situations
- Coordinating with external agencies (social care, CAMHS, etc.) if pupils are affected by an incident

❖ **Site Manager**

The Site Manager is responsible for:

- Day-to-day security of the premises (access control, locks, alarms, CCTV, gates, fencing)
- Conducting regular security checks using the Site Security Checklist

- Ensuring all access points are secure and functioning properly
- Managing visitor access and ensuring sign-in procedures are followed
- Ensuring emergency equipment is maintained (alarms, communication systems, emergency lighting, fire extinguishers)
- Supporting lockdown/invacuation by securing buildings and controlling access
- Liaising with contractors regarding site security and ensuring they follow procedures
- Reporting security concerns to the Headteacher immediately
- Conducting regular checks of perimeter fencing, gates, doors, windows, and locks
- Ensuring CCTV is functioning and footage is stored securely
- Managing keys and access codes securely
- Coordinating with emergency services regarding site access during an incident

❖ **Office / Reception Staff**

Office and reception staff are responsible for:

- Managing visitor access and ensuring all visitors sign in and provide ID
- Issuing visitor badges and ensuring they are worn and visible
- Monitoring CCTV and access control systems during school hours
- Challenging anyone who has not signed in or is not wearing a badge
- Receiving and responding to bomb threats or suspicious calls
- Alerting SLT immediately to any security concerns, suspicious behavior, or threats
- Supporting communication with parents and emergency services during an incident
- Maintaining accurate visitor and contractor logs
- Ensuring the main entrance is secure and monitored during school hours
- Activating lockdown/invacuation signals when instructed by SLT
- Keeping emergency contact lists up to date

❖ **All Teaching and Support Staff**

All staff are responsible for:

- Being familiar with this policy and their role in emergency procedures
- Attending training and briefings on emergency procedures
- Responding promptly and calmly to emergency signals
- Following instructions from SLT and emergency services
- Ensuring the safety of pupils in their care at all times
- Taking a register or headcount during an emergency and reporting any missing pupils immediately
- Keeping pupils calm and reassured during an emergency
- Reporting any security concerns or suspicious behavior to SLT
- Challenging unauthorized persons on site
- Participating in drills and providing feedback for improvement
- Knowing where to go and what to do in different emergency scenarios
- Ensuring pupils understand emergency procedures (age-appropriately)
- Not using personal mobile phones during an emergency unless instructed (keep lines clear)

❖ **Pupils**

Pupils are expected to:

- Listen to and follow instructions from staff during an emergency
- Stay calm and quiet during a lockdown
- Report any concerns or suspicious behavior to a member of staff
- Participate in drills and take them seriously
- Understand (age-appropriately) what to do in an emergency

Staff will ensure that emergency procedures are explained to pupils in an age-appropriate way that does not cause unnecessary fear or anxiety.

❖ **Parents and Carers**

Parents and carers are expected to:

- Be aware of the school's emergency procedures (this policy is available on the school website)
- Ensure the school has up-to-date contact details for emergencies
- NOT come to the school during a lockdown or emergency (this could compromise safety)
- NOT call the school during an emergency (this blocks vital communication lines)
- Wait for updates from the school via text, email, or the school website
- Follow reunification procedures after an incident

- Talk to their children about staying safe and following instructions in an emergency

❖ **Visitors and Contractors**

All visitors and contractors must:

- Sign in at reception and provide ID
- Wear a visitor badge at all times
- Follow the school's emergency procedures if an incident occurs while they are on site
- Report any security concerns to reception or a member of staff

Contractors working on site will be briefed on emergency procedures as part of their induction.

Risk Assessment

The Willows School conducts regular risk assessments to identify potential threats and vulnerabilities, and to ensure appropriate security measures and emergency procedures are in place.

The school's risk assessment process includes:

- **General security and threat assessment** - The school considers potential threats including terrorism, taking into account the national threat level, local context, and site vulnerabilities. This assessment informs our security measures and emergency procedures.
- **Site security assessment** - Regular evaluation of access points, perimeter security, CCTV coverage, and physical security measures.
- **Event-specific risk assessments** - For any event where occupancy may exceed 200 or where members of the public attend (e.g., parents' evenings, performances, community use), a specific risk assessment is completed covering expected numbers, access arrangements, supervision, emergency procedures, and any additional security measures required.
- **Dynamic risk assessment** - During an emergency, the Headteacher and SLT conduct continuous dynamic risk assessment, constantly evaluating the situation and adapting the response as needed.

All risk assessments:

- Are documented and reviewed regularly
- Inform the security measures and emergency procedures outlined in this policy
- Are shared with relevant staff
- Are updated following any incident, near-miss, or significant change to the school or local context

Site Security & Access Control

Effective site security is the first line of defence in preventing unauthorized access and protecting the school community.

❖ **Access Control During School Hours**

Main Entrance:

- All visitors must enter via the main entrance
- The main entrance is monitored by reception staff during school hours
- All other external doors remain locked from the outside during the school day
- Visitors must press the intercom/buzzer to gain entry

Visitor Procedures:

- All visitors must sign in at reception and provide photographic ID
- Visitors are issued with a visitor badge which must be worn and visible at all times
- Visitors are escorted to their destination or given clear instructions
- Visitors must sign out when leaving
- Any visitor who does not follow procedures or behaves inappropriately will be challenged and, if necessary, asked to leave and/or reported to police

Contractor Procedures:

- All contractors must sign in at reception and provide ID
- Contractors are briefed on emergency procedures

- Contractors working during school hours are supervised or work in areas away from pupils where possible
- Contractors must sign out when leaving

Pupil Collection:

- Pupils are only released to authorized adults
- Any changes to collection arrangements must be communicated to the school in advance
- Staff will challenge anyone attempting to collect a pupil if they are not recognized or authorized

❖ **Access Control Outside School Hours**

- The site is secured outside school hours
- Access is by key holder or by prior arrangement only
- Any community use, lettings, or events are subject to separate risk assessment and agreement
- Hirers are responsible for ensuring their participants follow emergency procedures and safeguarding requirements

❖ **Challenging Unauthorized Persons**

All staff have a responsibility to challenge anyone on site who:

- Is not wearing a visitor badge
- Appears to be in an unauthorized area
- Is behaving suspiciously or inappropriately
- Cannot provide a valid reason for being on site

❖ **Daily Security Checks**

The Site Manager conducts daily security checks including:

- All external doors and windows are secure
- Gates are locked/unlocked at appropriate times
- CCTV is functioning
- Alarms are set/unset appropriately
- Perimeter fencing and boundaries are intact
- Any security concerns are reported to SLT immediately

Regular site security audits are conducted to identify and address any vulnerabilities.

Types of Emergency Situations

The school may need to respond to a range of emergency situations. The response will depend on the nature, location, and severity of the threat.

❖ **Lockdown**

When to use: When there is a threat outside the building and it is safer for everyone to remain inside with doors and windows secured.

Types:

Partial Lockdown - Secure the building but continue normal activities inside

- All pupils and staff come inside
- External doors and windows locked
- Normal teaching continues
- Await further instructions

Full Lockdown - Secure the building, stay out of sight, remain silent

- All pupils and staff move to nearest safe room immediately
- Doors locked/barricaded
- Lights off, blinds/curtains closed
- Stay away from doors and windows
- Stay silent
- Await all-clear from police or SLT in person

❖ **Invacuation**

When to use: When there is a sudden threat outside and it is safer to bring people INTO the building quickly.

Response:

- Bring all pupils inside immediately via nearest entrance
- Secure all external doors and windows
- Take register/headcount

- Assess situation - may escalate to partial or full lockdown

❖ **Evacuation**

When to use: When there is a threat inside the building and it is safer for everyone to leave.

Note: Fire evacuation procedures are covered in the school's Fire Safety Policy. This policy focuses on lockdown and invacuation.

❖ **Run, Hide, Tell (Terrorism Response)**

When to use: In the event of a terrorist attack (e.g., armed attacker, vehicle attack, explosion).

RUN - If you can escape safely, run away from the threat

- Escape if you can
- Consider the safest route
- Insist others come with you
- Leave belongings behind

HIDE - If you cannot run, hide and stay silent

- Find cover from gunfire (substantial walls, not just furniture)
- Lock/barricade yourself in
- Stay away from doors and windows
- Be quiet, silence your phone
- Be aware of your exits

TELL - Call 999 when it is safe to do so

- Provide location of suspects
- Direction they were heading
- Description of attackers (numbers, features, clothing, weapons)
- Information about casualties and building layout

Detailed Run, Hide, Tell guidance is provided to all staff in a separate document.

Emergency Response Procedures

❖ **Decision-Making and Initiating a Response**

The **Headteacher** (or in their absence, the **Deputy Headteacher** or a member of SLT on site) will assess the situation and decide on the appropriate response.

Factors considered:

- Nature and location of the threat
- Advice from emergency services (if already contacted)
- Safety of pupils and staff
- Current location of pupils and staff

Dynamic assessment: The situation may change rapidly. The decision-maker will continuously assess and may escalate (e.g., from partial to full lockdown) or de-escalate as appropriate.

❖ **Types of Emergency Response**

The school has procedures for the following emergency responses:

Partial Lockdown - Secure the building but continue normal activities inside

- Used when there is a potential threat in the local area
- All pupils and staff come inside
- External doors and windows locked
- Normal teaching continues
- Await further instructions

Full Lockdown - Secure the building, stay out of sight, remain silent

- Used when there is an immediate and serious threat
- All pupils and staff move to nearest safe room immediately
- Doors locked/barricaded, lights off, blinds closed
- Stay silent and out of sight
- Await all-clear from police or SLT in person

Invacuation - Bring people inside quickly when a sudden threat appears outside

- Used when there is a sudden external threat requiring immediate shelter
- All pupils and staff come inside immediately
- Secure all external doors and windows

- May escalate to partial or full lockdown

❖ Alert Signals

The school has designated alert signals to notify staff of different types of emergencies.

These signals are:

- Clearly defined and distinct for each type of emergency (partial lockdown, full lockdown, invacuation, all-clear, evacuation)
- Known to all staff
- Practiced regularly through drills
- **Kept confidential for security reasons** - details are not published in this policy

All staff are briefed on the specific signals as part of their induction and through regular training.

The specific alert signals are detailed in the Full and Partial Lockdown Plans which are displayed in every classroom and available to staff only.

❖ Staff Procedures

Detailed step-by-step procedures for staff responding to each type of emergency are set out in the school's Full and Partial Lockdown Plans.

All staff must be familiar with these procedures and their specific responsibilities.

❖ Communication with Emergency Services

When contacting emergency services (999), designated staff (Headteacher/SLT/Office staff) will use the **M/ETHANE model** to provide clear, structured information:

M - Major Incident (declare if appropriate)

E - Exact Location

T - Type of Incident

H - Hazards (present and potential)

A - Access (best routes for emergency services)

N - Number of Casualties

E - Emergency Services (present and required)

(See Appendix A for the M/ETHANE model and Appendix B for the completion form)

Only designated staff should communicate with emergency services to avoid confusion.

Bomb Threat Procedures

All bomb threats are considered criminal offences and must be immediately reported to the police by dialling 999.

The school has detailed procedures for staff to follow when:

- Receiving a bomb threat by phone
- Receiving a bomb threat by email or social media
- Discovering a suspicious package or item

These detailed procedures, including a Bomb Threat Checklist, are available to staff only and are not published in this policy for security reasons.

All staff must be familiar with these procedures and their specific responsibilities.

Communication Protocols

Effective communication is critical during an emergency. However, communication must be managed carefully to avoid blocking emergency service lines, causing panic, or compromising safety.

❖ Communication During an Incident

Internal Communication (Staff):

- Initial alert via the agreed signal
- Further updates provided by SLT via whatever method is considered appropriate at the time
- Staff should NOT use personal mobile phones to contact each other during a lockdown unless absolutely necessary

Communication with Emergency Services:

- The Headteacher or designated SLT member will liaise with emergency services
- Information will be provided using the M/ETHANE model (Appendix A & B)
- Only designated staff should communicate with emergency services to avoid confusion

Communication with Parents:

- Parents will be informed **as soon as it is safe and practical to do so**
- Communication will be via whatever method is considered appropriate at the time
- Initial message will be brief and factual, e.g.:
"The school is currently in lockdown due to an incident in the local area. All pupils and staff are safe inside the building. We are following advice from emergency services. Please do NOT come to the school or attempt to collect your child. We will update you as soon as possible."
- Further updates will be provided as the situation develops

IMPORTANT - What Parents Must NOT Do:

- **Do NOT come to the school** during a lockdown - this could compromise safety and hinder emergency services
- **Do NOT call the school** - this blocks vital communication lines
- **Do NOT attempt to collect your child** - children will not be released during a lockdown
- **Wait for updates** from the school

❖ **Communication After an Incident**

Once the incident is over and it is safe to do so:

To Parents:

- A detailed message will be sent explaining what happened, what actions were taken, and what happens next
- If collection arrangements have changed, this will be clearly communicated
- Reunification procedures will be explained
- Contact details for support services will be provided if appropriate

To Staff:

- A debrief will be held as soon as possible
- Support will be offered to any staff who need it

To Governors:

- The Headteacher will report to governors on the incident, the response, and any lessons learned

To Ofsted / LA / DfE:

- Serious incidents will be reported to Ofsted, the Local Authority, and/or the DfE as required

To the Media:

- All media enquiries will be handled by the Headteacher or designated spokesperson
- Staff should NOT speak to the media

Reunification Procedures

Following an emergency incident, particularly a prolonged lockdown, there will need to be a controlled process for reuniting pupils with their parents/carers.

❖ **When Reunification is Needed**

Reunification procedures will be activated when:

- An emergency incident has occurred during the school day
- The school day has been extended due to the incident
- Normal collection arrangements cannot take place
- Police or emergency services advise a controlled reunification process

❖ **Reunification Process**

The school has detailed reunification procedures which cover:

- How and when parents will be notified
- Where reunification will take place (on-site or alternative location)
- How parents will be identified and pupils released
- How pupils who cannot be collected will be cared for
- Staff roles and responsibilities during reunification

These detailed procedures are available to staff and will be communicated to parents if/when reunification is needed.

Key principles:

- Reunification will only begin when it is safe to do so
- Parents will be given clear instructions on where to come and what to bring (ID)
- Pupils will only be released to authorized adults
- All pupils will be accounted for throughout the process
- Staff will support distressed pupils and parents
- The process may take time - parents are asked to be patient

❖ What Parents Should Do

If reunification procedures are activated:

- Wait for instructions from the school - do not come to the school until told to do so
- Bring photo ID with you
- Go to the designated reunification area (you will be told where this is)
- Be patient - the process may take time but ensures everyone's safety
- Follow staff instructions - staff are there to help and keep everyone safe

Staff Training & Awareness

All staff must be trained and prepared to respond effectively to emergency situations.

All staff receive:

- Induction training on emergency procedures when they join the school
- Annual refresher training on lockdown, invacuation, and emergency response procedures
- Regular reminders and updates through staff briefings
- Practical experience through annual drills

Designated staff (Headteacher, SLT, DSL, office staff, Site Manager) **receive additional specialist training** relevant to their specific roles in emergency situations.

Drills

Regular drills ensure that staff and pupils know what to do in an emergency and that procedures are effective.

The school will conduct:

- At least one lockdown drill per year (partial or full)
- Fire evacuation drills as per Fire Safety Policy (at least termly)
- Additional drills if there are significant changes to the school

Drills will be:

- Planned and conducted in consultation with staff
- Explained to pupils in an age-appropriate way
- Evaluated to identify what went well and what could be improved
- Documented and reported to governors

Any issues identified during drills will be addressed promptly.

Post-Incident Procedures

After any emergency incident (real or drill), the school will conduct a thorough review and provide support to those affected.

Immediate actions:

- Ensure everyone is safe and accounted for
- Secure the site if needed
- Communicate with parents
- Provide immediate support to distressed pupils and staff

- Begin logging what happened

Debrief:

- A debrief will be held as soon as possible with all relevant staff
- The debrief will identify what went well, what could be improved, and lessons learned
- The debrief will be documented and shared with governors

Support:

- Pupils and staff may need support following an incident
- Age-appropriate conversations and reassurance will be provided to pupils
- Staff will have access to occupational health or counselling services if needed
- The DSL will coordinate support and liaise with external agencies if needed

Review:

- This policy will be reviewed and updated if needed following any incident
- Governors will be informed
- A report will be written for Ofsted/LA/DfE if required

Monitoring, Review and Governance

This policy will be:

- Reviewed annually by the Headteacher and DSL
- Approved by the Governing Board annually
- Updated sooner if there are significant changes

The Headteacher will monitor compliance through:

- Regular site security checks
- Staff training records
- Drill records and evaluations
- Incident logs

The Headteacher will report to governors:

- Annually on security measures, drills, training, and any incidents
- Immediately following any serious incident

Governors will:

- Review and approve this policy annually
- Monitor compliance through reports from the Headteacher
- Ensure adequate resources are allocated
- Understand their own role in an emergency

The school maintains links with:

- Hillingdon Local Authority
- Local police and Prevent coordinators
- Other local schools
- Emergency services

Links To Other Policies

This policy should be read in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Prevent Duty Policy
- Fire Safety Policy
- Health and Safety Policy
- First Aid Policy
- Visitors Policy
- Educational Visits Policy
- Behaviour Policy
- Staff Code of Conduct

Supporting Documents

This policy is supported by the following documents, which are held separately and available to staff only:

- Full and Partial Lockdown Plans
- Bomb Threat Checklist
- Run, Hide, Tell Guidance
- Reunification Procedures
- Site Security Checklist
- Emergency Contact List
- Asthma, Anaphylaxis and Allergen Policy
- Staff Emergency Procedures Quick Reference Guide
- Mobile Phone Policy

These documents contain operationally sensitive information and are not published publicly. They are reviewed and updated regularly and are available on the staff shared drive and in the school office.

Appendices

Appendix A: M/ETHANE Model

The M/ETHANE model is an established reporting framework which provides a common structure for responders and their control rooms to share incident information.

It is recommended that this format is used for all incidents and be updated as the incident develops. For incidents falling below the major incident threshold M/ETHANE becomes an 'ETHANE' message.

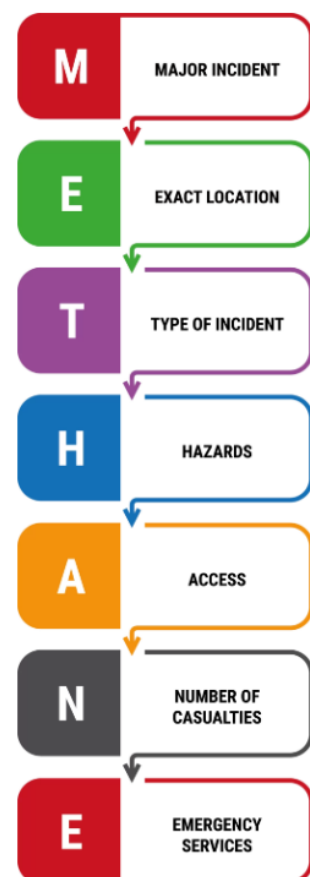
Dependant on your role in your organisation, this is a model you may need to become familiar with. The [All Staff e-learning package](#) is designed to help staff understand how to formulate a M/ETHANE message including the opportunity to test their knowledge online. (Please note that unless the package is uploaded to your learning management system locally, results cannot be retrieved once the package is completed as these are not collated by the JESIP Team.)

It is more effective for control rooms to be able to record and share a M/ETHANE message directly into their computer aided dispatch system. Where this is not possible control rooms can use the [M/ETHANE form available here](#).

Other organisations that may be part of a multi-agency response to emergencies may wish to consider ensuring their staff are familiar with the use of M/ETHANE. If you wish to include M/ETHANE in your organisations policies, procedures or training materials download the M/ETHANE graphic [here](#).

As increased numbers of organisations and people use M/ETHANE for passing incident information, the more accurate initial information gathering will be resulting in a faster and more accurate response for the general public.

The first resources to arrive on scene should consider their own safety and send the M/ETHANE message so that situational awareness can be established quickly. The information received through multiple M/ETHANE messages will gradually build to support shared situational awareness in those responding to the incident and between control rooms.



Appendix A: M/ETHANE Completion Form

M/ETHANE COMPLETION FORM		
DATE:	TIME:	LOCATION:
M	MAJOR INCIDENT	Has a major incident been declared? (Yes/No – If 'No', then complete ETHANE message)
E	EXACT LOCATION	What is the exact location or geographical area of the incident?
T	TYPE OF INCIDENT	What kind of incident is it?
H	HAZARDS	What hazards or potential hazards can be identified?
A	ACCESS	What are the best routes for access and egress?
N	NUMBER OF CASUALTIES	How many casualties are there, and what condition are they in?
E	EMERGENCY SERVICES	Which, and how many, emergency responder assets and personnel are required or are already on-scene?

RESTRICTED WHEN COMPLETE