TRIMLEY ST. MARTIN

National Emergency Alert Policy

Approved by:	Full Governing Body	**Date:**	04.12.25
Last reviewed on:	November 2025		
Next review due by:	Autumn Term 2026		

Rationale

All schools need to implement a robust and tested National Emergency Alert procedure. The National Emergency Alert System was introduced by the Government to warn people if there is a danger to life nearby by sending an alert using the mobile phone network to send an alert to mobile devices connected to the 4G or 5G network in the area.

Alerts will only be sent by the emergency services, government departments, agencies, and public bodies that deal with emergencies such as severe flooding, fires, extreme weather and public health emergencies.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff and will be used in conjunction with, but not exclusive to, the following policies :

- Evacuation Policy
- Lockdown Policy
- Mobile Phone Policy
- Emergency Plan
- Risk Assessments

When an emergency alert is sent, the recipient's phone or tablet may make a loud siren-like sound, vibrate and/or read out the alert. This may still happen even if the device is on silent. The message will tell the staff member about the emergency, the best way to respond, and may include a phone number or a link to more information.

Phones running on IOS14.5 or later or Android 11 or later will be compatible. Phones and tablets running earlier operating systems will not be compatible.

Plan

Plan	
Staff responsibilities	
Senior Leadership Team **(In the Absence of SLT, senior staff member)**	• Ensure compatible mobile device is switched on • Ensure compatible mobile device is NOT on aeroplane mode • Ensure compatible device is not just connected to WI-FI but also to mobile data
In receipt of National Emergency Alert. SLT :	• To investigate and ascertain nature of the National Emergency Alert. • Decide which Emergency Policy corresponds to the National Emergency Alert and Liaise with class teachers and support staff accordingly.
All teaching and support staff	• Because the National Emergency Alert will be activated on all compatible mobile devices, any member of staff that has their

	phone connected (even on silent) will receive the National Emergency Alert. • Once a National Emergency Alert has been received, teaching staff and classroom based support staff to remain in the classroom with the children and await further instructions. • Non-classroom based support staff to muster in the staff room and await further instruction
Breaktimes	• Should a National Emergency Alert be received during breaktime, long, continuous beeps of the whistle will be sounded and classes in the playground will be lined up in class order to await further instructions. • Classroom based support staff on a break will return to their respective classroom. • Non-classroom based support staff to muster in the staff room and await further instruction
Lunchtime	• Should a National Emergency Alert be received during lunchtime, long, continuous beeps of the whistle will be sounded and children on the field or playground will be lined up in class order and await further instructions. • Children that are in the hall when the National Emergency Alert is received will remain in the hall and await further instructions. • All staff not part of the lunchtime provision will muster in the staff room and await further instructions.