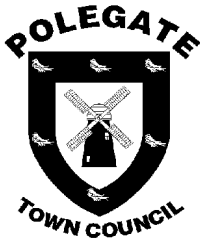
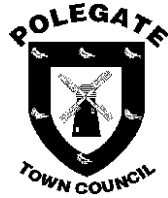


Polegate Town Council



GENERAL EMERGENCY POLICY

Policy Number 26		
Issue No.	Date completed	Details of amendments
1	23/02/2015	Adopted
2	23.05.2016	For adoption at Annual Stat Meeting
3	22.05.17	Adopted at Annual Stat Meeting



POLEGATE TOWN COUNCIL
GENERAL EMERGENCY POLICY
MANAGEMENT ACTIONS

1 Purpose

To ensure, so far as is reasonably practical, that Polegate Town Council have control of any foreseeable emergency situation and are able to contain such an emergency situation until the arrival of the emergency services.

2 Introduction

The overall responsibility for implementing such controls shall be that of the Town Clerk. There shall be designated lines of command and communication throughout the Council.

3 Responsibilities

3:1 General

In the case of an emergency situation being declared it shall be the responsibility of the Town Clerk, staff, councillors and others to carry out the instructions of the Town Clerk in order to ensure their safety and the safety of others.

3:2 Specific

The Town Clerk:

The Town Clerk shall, so far as is reasonably practical make every effort to ensure the health, safety and welfare of those to whom she owes a general duty of care under the Health and Safety at Work Etc., Act 1974.

The Town Clerk shall act as Emergency Co-ordinator by liaising with the Emergency Services, On-scene Commander and other authorities. She shall receive reports from councillors and staff to ensure that all personnel in their charge are accounted for. The Town Clerk shall give advice to the On-scene Commander in relation to any persons missing, relevant information in relation to hazards recorded in the Fire Risk Assessment Documentation, and any other information that she feels may assist the Emergency Service to better carry out their duties.

Shall ensure the safe evacuation, to the designated Assembly Areas, of all those members of the staff, councillors, members of the public and others under their control in accordance with the Emergency Actions – Fire and Evacuation Procedures.

They shall then remain in control of such personnel until such time that the situation is resolved.

Staff and councillors shall ensure that they are fully conversant with all Polegate Town Council's Emergency Procedures and Instructions.

During a General Emergency the Town clerk shall make every effort to contact the Mayor and appraise him of the situation.

First Aiders

To assist nurses and outside medical services, in the attendance of emergency.

Staff, Councillors, Members of the public and Others

Shall make themselves aware of the emergency evacuation routes and exits from the Council buildings / areas.

They shall carry out all instructions given to them by the Town Clerk, Staff or members of the Emergency Services responsible for their safety during the period of the emergency.

Press and The Media

The Town Clerk shall act as Press Officer for the Council in conjunction with the Mayor and the press liaison councillor. No other member of staff or councillor shall pass on any information related to an emergency situation within the Council without the express permission of the Town Clerk or Mayor.

Damage to Council Property

The Town Clerk will make arrangements to make safe and secure all buildings and property subject to an emergency situation.

The clerk will ensure that as far as practicably possible all computer data is kept safe and backed up regularly.

The clerk will keep a list of 24 hour emergency call out companies that can assist in an emergency situation. (appendix A)

Intruder Alarm

In the event of an intruder alarm being activated the Town clerk will be contacted and will take appropriate action to ensure the building is secure. The security company will contact each key holder in turn if the Town Clerk is not contactable. The clerk will ensure that the key holder list held by the security firm is kept up to date.

Fire Alarm

In the event of a fire alarm being activated the Town Clerk will ensure that all occupants are evacuated and the emergency services are called.

Personal Alarm

In the event of a personal alarm the Town Clerk will ensure that all staff are safe and contain the situation until help arrives.

Data Protection

In the event of a disaster requiring total recovery. The Town Clerk will ensure that all data held on pc systems is backed up daily and an off site backup kept locally.

Appendix A

Electrician – Graham Cottingham [Graham Cottingham Ltd](#)
31 Battle Road, Hailsham, East Sussex, BN27 1DY
01323 849750

or Richard Parkin IEC (24 hr)

Plumber – Glyn Ripley 07980300349

Glazers – 3 ways glass 01323 646966 (not 24 hr)

Locksmith – A1 Locksmiths 01424 729947: 07956573150: 01323 459226

Heras fencing to shut off each park
Richard Weller - Wellers Hire - Local firm only £6 delivery charge

Wellers Hire
Unit 26 Hawthorn Road
Eastbourne
East Sussex
BN23 6QA

Heras fencing

Tel: 01323 730108

Approximate cost to fence Oakleaf = 8 panels @ £3 = £24 + 6 (delivery)
= £30

Approximate cost to fence Wannock = 27 panels @ £3 = 81 + 6 = £87

Approximate cost to fence Skate park = 32 panels @ £3 = 96 + 6 = £102

Anti climb fencing – winner tools worthing
Dale Road
Meadow Road Industrial Estate
Worthing
West Sussex
BN11 2RU

Phone: 01903 230906

Worthing firm £65 each directions delivery