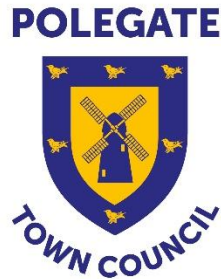


Polegate Town Council



GENERAL EMERGENCY POLICY

Policy Number 26		
Issue No.	Date completed	Details of amendments
1	23.02.15	Adopted
2	23.05.16	Adopted at Annual Stat meeting
3	22.05.17	Adopted at Annual Stat Meeting
4	21.05.18	Adopted at Annual Stat Meeting
5	20.05.19	Adopted at Annual Stat meeting
6	05.05.21	Adopted at Annual Stat Meeting
7	16.05.22	Adopted at Annual Stat Meeting
8	22.05.23	Adopted at Annual Stat meeting
9	20.05.24	Adopted at Annual Stat meeting
10	19.05.25	Adopted at Annual Stat meeting
11	11.05.26	Adopted at Annual Stat meeting

1. Purpose

- 1.1 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

- 2.1 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. General responsibilities

- 3.1 In the case of an emergency being declared it shall be the responsibility of the Town Clerk, Staff, Councillors and other to carry out the instructions of the Town Clerk in order to ensure their safety and the safety of others.

4. Responsibilities of the Town Clerk

- 4.1 The Town Clerk shall, so far as is reasonably practical make every effort to ensure the health, safety and welfare of those to whom they owe general duty of care under the Health and Safety at Work Act 1974.
- 4.2 The Town Clerk shall act as Emergency Co-ordinator by liaising with the Emergency Services, On-scene Commander and other authorities. They 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 they feel may assist the Emergency Service to better carry out their duties.
- 4.3 The Town Clerk shall ensure the safe evacuation, to the designated assembly areas, of all those members of staff, councillors, members of the public and others under their control in accordance with the Emergency Actions – Fire and Evacuation Procedures.
- 4.4 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.
- 4.5 During a General Emergency the Town Clerk shall make every effort to contact the Mayor and appraise them of the situation.

5. Responsibilities of First Aiders

- 5.1 Shall assist nurses and outside medical services, in the attendance of an emergency.

6. Responsibilities of staff, Councillors, members of the Public and others

- 6.1 Staff and Councillors shall ensure that they are fully conversant with all Polegate Town Council's emergency procedures and instructions and make themselves aware of the emergency evacuation routes and exits from the Council Buildings and areas.
- 6.2 Councillors and members of the public 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 emergency.

7. Press and Media

- 7.1 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 within the Council without the express permission of the Town Clerk or Mayor.

8. Damage to Council property

- 8.1 The Town Clerk will arrange to make safe and secure all buildings and property subject to an emergency.
- 8.2 The Town Clerk will ensure that as far as practicably possible all computer data is kept safe and backed up regularly.
- 8.3 The Town Clerk will keep a list of 24-hour emergency call out companies that can assist in an emergency. (Appendix A)

9. Alarms

- 9.1 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 Town Clerk will ensure that the key holder list held by the security firm is kept up to date.
- 9.2 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.
- 9.3 In the event of a personal alarm the Town Clerk will ensure that all staff are safe and contain the situation until help arrives.

10. Data Protection

- 10.1 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 on off-site backup kept locally.

Appendix A:

Electrician: Graham Cottingham

31 Battle Road, Hailsham, East Sussex, BN27 1DY

01323 849750

Richard Parkin IEC (24 hour)

Plumber: Glyn Ripley

07986 854408/ 07980 300349

Glazers: Threeways Glass (not 24 hour)

1A Myrte Road, Eastbourne Road, BN22 75P

01323 646966

Locksmith: A1 Locksmiths and Double-Glazing repairs

01424 729947

Fencing: Wellers Hire

Unit 26 Hawthorn Road, Eastbourne, East Sussex, BN23 6QA

01323 730108

These costs are subject to change over the years:

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

Delivery Charge is £6

Anti Climb Fencing: Winner Tools Worthing

Meadow Road Industrial Estate, Worthing, West Sussex, BN211 2RU

01903 230906

Worthing Firm £65 each directions delivery

**Statement prepared for adoption by Polegate Town Council at its meeting on
11.05.26**

Signed by

Mayor of Polegate

Town Clerk/Proper Office/RFO