

WBC Planning Application 252230

Hi team

Sorry for the delay in replying. The current emergency plan submitted is not sufficient as it does not contain the requirement information to mitigate the risk. I have attached this guidance the applicant can use to attempt again.

Many thanks

Harry

Harry Williamson (he/him)

Emergency Planning Manager

Wokingham Borough Council

Emergency Plan Guidance - DEPZ

Where a planning application within the consultation zones for a business is approved a condition of approval may include the requirement for a robust Emergency Plan and/or Business Continuity Plan to be in place with a specific section relating to an emergency at an AWE Site

The purpose of this condition is to ensure as far as possible the development will have no or very little impact agencies responding to the AWE incident. In order to support applicants to fulfil this condition the information below sets out some outline headers for which details would be required. It should be noted that just inserting a copy of the AWE booklet provided to residents and businesses is not a suitable plan.

It is strongly recommended that a comprehensive risk assessment is undertaken in order to develop the plan and all elements of the risk assessment considered and implemented.

It is also advised that the Emergency Planning Teams may give advice in relation to the emergency plans but their function is to review and advise if the condition can be discharged. Therefore applicants should consider appointing an expert to undertake this work.

Emergency Planning College, Tools and Templates:

<https://www.epcresilience.com/insight/resources/tools-and-templates>

Cabinet Office, Preparing for emergencies:

<https://www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies>

UKHSA guidance

[What to do in a radiation emergency - GOV.UK](#)

[How to remove radioactive material from your skin and clothes – self-decontamination guidance - GOV.UK](#)

West Berkshire guidance

[Atomic Weapons Establishment \(AWE\) - West Berkshire Council
20240704-WBC_REPPIR_booklet_A5.pdf](#)

As a minimum the plan should include the following:

1. Introduction
 - a. Plan Aim
 - b. Plan Objectives
 - c. Plan Review
 - d. Training & Exercising
 - e. Distribution
2. Details about the site
 - a. Location and Full Address
 - b. What happens at the site – care home, shop etc

- c. How many people on site – employees, visitors (approx per day), residents etc
- 3. Preparations in advance of any incident:
 - a. This should include details of maintaining contact numbers (staff, key agencies, Next of Kin etc as appropriate and where they are stored; ensuring all equipment and resources are available etc.
- 4. How the site will be Notified of an AWE Incident
 - a. This will be the telephone alert to a landline at the site. Included in the plan should be details of who is likely to get the call (managers, front desk, security etc)
- 5. Actions to take on notification (a flow chart and/or check list) should include:
 - a. Immediate response actions – i.e. getting people inside and under cover, with details of how this will be done, self-decontamination
 - b. Further action to include information on:
 - i. Closing windows etc to protect those inside
 - ii. Providing support to people on site
 - iii. Contacting friends and families of residents, staff etc (and details as to the maintenance of their contact details) including providing them with a contact number or means of getting updates (emails etc)
 - iv. Details of who will do what
 - v. Details of how the site will maintain up to date with the situation (radio/TV/websites and if a vulnerable people site how the links will be established with other agencies e.g. Care Quality Commission (CQC), LAs etc)
- 6. Actions to do to shelter for up to 48hr period:
 - a. Details of how this will be achieved to support those on site - seating, sleeping and feeding arrangements.
- 7. Actions to have in place in relation to preparing for evacuation:
 - a. How you will prepare those on site for evacuation
 - b. What transport will be used to support the evacuation
 - c. Where will you take evacuated people to (if not directed to go to a specific place)
- 8. Recovery
 - a. What will be put in place to ensure the long term support and recovery to the site