



Benneton Care Homes Limited
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Reading
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UK Registered Company 15917702

Benneton Care Homes

Emergency Evacuation Plan





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Emergency Evacuation Plan Benneton Care Homes – Bbella House

1. 1. Introduction

This Emergency Evacuation Plan outlines the actions to be taken in the event of a radiation emergency at AWE Burghfield, as well as general evacuation procedures for Benneton Care Homes – Bbella House. This plan ensures the safety and well-being of all residents, staff, and visitors by providing clear procedures for sheltering and evacuation.

2. 2. Emergency Preparedness

- All staff must read and familiarise themselves with this plan upon joining and review it regularly.
- The plan will be discussed during staff meetings and separately from fire alarm tests to ensure clarity on different emergency procedures.
- A **Ready Kit** will be maintained, containing essential supplies for up to 48 hours, including food, water, hygiene items, and medical supplies.
- **Clothing Grab Bags** will be prepared in advance for all children, including warm clothing, spare undergarments, and emergency comfort items.
- **Grab Cards** with vital resident information (medical needs, emergency contacts, and personal details) will be pre-packed in each Grab Bag.
- Medications will be **pre-packed and securely locked away** for emergencies, ready for immediate retrieval.
- Staff will receive training on emergency response and shelter-in-place procedures annually.

3. 3. Emergency Alert & Initiation

4. Trigger:

- Notification from emergency services via telephone, broadcast, or social media.
- Official guidance provided in accordance with the **Detailed Emergency Planning Zone (DEPZ) leaflet**.

5. Immediate Actions:

1. **The Home Manager, if on-site at the time of the alarm, or their Deputy/Duty Manager if they are not on-site, will take control.**
2. The **Responsible Individual (RI) and Directors** will be informed immediately and provide oversight as required.



3. **Senior Team Leaders** will coordinate teams to ensure all residents and staff are accounted for and safe.
4. Staff will ensure all residents, staff, and visitors are brought inside immediately.
5. **Secure the building:**
 - Shut and secure all windows and doors.
 - Turn off heating and air conditioning systems.
6. **Communication:**
 - Inform staff and residents of the situation.
 - Monitor local radio and official social media channels for updates.
 - Distribute **prior information leaflets** to adults present to provide guidance.

6. 4. Shelter-in-Place Procedure

- Confirm all residents, staff, and visitors are inside and accounted for.
- Ensure food, water, and hygiene supplies are adequate for **at least 48 hours**, checklist and weekly checks will be done to ensure all is available and maintained.
- Contact parents/guardians and local authorities to provide updates.
- Assign staff to monitor updates and anticipate potential risks.
- Minimise unnecessary movement within the building.
- Ensure children are occupied to maintain a sense of normalcy.
- If required, provide **FFP2 NR/N95 face masks** to individuals who must leave.
- Conduct risk assessments for any missing **essential medications** and coordinate with medical services if necessary.
- If advised by authorities, **supervise self-decontamination** of residents, staff, and visitors following UKHSA guidelines.

The Home Manager (or Deputy/Senior team leader in their absence) must:

Confirm that all staff, children, and visitors are inside and accounted for.

Ensure that everyone is as comfortable as possible given the possibility of a 48-hour lock-in.

Check that resources (food, hygiene supplies) are adequate for a 48-hour period, assuming tap water remains safe unless otherwise instructed.

Ensure that children remain occupied as much as possible to reduce distress and maintain routine.



Confirm that all prescribed medications required by residents, staff, and visitors for the next 48 hours are available. If any are missing, assess the risk and contact authorities if a serious issue may arise.

If instructed, supervise home-decontamination of residents, staff, and visitors following official guidelines.

7. 5. Evacuation Plan

If evacuation is required, follow these steps:

8. AWE Area Evacuation

- Follow **local authority instructions** regarding evacuation routes and destinations.
- Maintain a **staff-to-resident ratio of 1:1** for safety.
- Necessary emergency bags which are by the main entrance ready to go (clothing, medication, identification, and essential supplies).
- Use **designated vehicles** to ferry all staff and children to safe locations.
- Ensure pre-identified **hotels or B&Bs in Spencer's Wood or Reading** are contacted and ready for temporary accommodation.(we have identified Voco Reading Hotel, Holiday Inn Reading South, Travel Lodge Whitley and the Hilton Reading).

9. Benneton Care Homes – Bbella House Evacuation

1. Preparation & Readiness:

- Calmly inform staff and prepare residents for relocation.
- Ensure all residents have their **clothing grab bags** with necessary items.
- Medication packs must be collected and transported securely.

2. Evacuation & Transport:

- **Home vehicles** will be used for **safe and efficient transport** of all staff and residents.
- Mobility support will be provided for residents with additional needs.

3. Temporary Accommodation:

- Pre-arranged **hotels and B&Bs** will serve as temporary relocation sites and will be risk assessed.
- Contact lists will be kept accessible for communication with families, as well as on their individual grab cards.

4. Coordination with Emergency Services:

- Maintain close communication with **local emergency responders and transport providers**. Emergency numbers will be on each child's grab cards.

10.6. Post-Emergency Recovery



- Await **official clearance** before returning to normal operations.
- Conduct **health assessments** and provide **psychological support** for residents and staff.
- Review and update this emergency plan based on incident evaluation.
- Communicate with families and authorities regarding resident safety and well-being.
- Activate **Business Continuity Plans** to manage any long-term relocation if required.

11.7. Emergency Contacts

- **Local Authority Emergency Line:** +44 118 937 3737
- **Home Manager** [REDACTED]
- **Emergency Services:** 999
- **AWE Radiation Emergency Line:** +44 118 982 2345

12.8. Training & Document Control

- Staff training will be **conducted annually**, with additional refresher sessions as required.
- Emergency **exercises will be held separately** from fire alarm tests to ensure clarity in procedures.
- **Self-decontamination advice** from the UKHSA will be incorporated into training materials.
- This plan will be **reviewed annually** and updated as necessary to ensure maximum preparedness.

Site Leader	L. Layton
Signature	L. M. Layton
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