

Response to an alert from AWE Burghfield

**Emergency plan for the construction and operational
phase at Lister Wilder Ltd, Whitehouse Farm, Beech
Hill Road, Spencers Wood, Reading, RG7 1HR**

For staff and visitors

Approval Date:

Review Date:

1. Purpose and Scope

White House Farm is within the Detailed Emergency Planning Zone (DEPZ) of AWE Burghfield AWE(B) but outside the Urgent Protective Action Zone (UPAZ). Development and activities within the DEPZ are subject to special controls to safeguard the health and welfare of residents, staff and visitors. It is important to accord with those controls.

The risk of something going wrong at AWE Burghfield is very slight. However, should that happen, the best protection for everyone is to go inside and take shelter. This sheltering may be required for up to 48hrs, noting that every effort will be made by the emergency responders to allow people to move out of shelter as soon as possible.

As a result, this plan aims to give all visitors and staff who may be on site at the time of a radiation emergency at AWE Burghfield details as to what they need to do immediately. This plan forms part of the supporting information for the planning application for the proposed new buildings at the Lister Wilder Reading Branch and applies during construction and operational phases of the development.

The plan has been developed in line with:

- The Radiation (Emergency Preparedness and Public Information) Regulations 2019 (REPIR).
- Guidance from Wokingham Borough Council and the Thames Valley Local Resilience Forum.
- Information provided by the AWE Off-Site Emergency Planning Area documentation.

A risk assessment has been conducted, and the following assumptions have been made in production of this ERP:

1. The likelihood of an accident is very low.
2. The worst-case impact of the accident would be an inhalation dose of Plutonium of about 7.5 mSv – not immediately life threatening but with a slight increase in cancer risk later in life.
3. The risk (likelihood x consequence) is trivial (less than being struck by lightning).
4. The people visiting our site are unlikely to be especially vulnerable to a radiation emergency so would be able to shelter in our buildings.

The number of people on the Lister Wilder site – in an absolute worst case, the people on site at any time could be a total of 67:

- 57 staff – if everyone employed was at the depot on the same day. This is extremely unlikely i.e. no holidays, all home based staff in for a meeting, the sales team and engineers working the branch rather than visiting customers.
- 8 customers – 4 in parts, 2 in sales and 2 in service.
- 2 deliveries

The maximum number of people on site can easily be accommodated within the main building which has a canteen and toilets, therefore provision for 67 people can be safely and comfortably accommodated for the required 48hours.

2. Objectives

- To ensure the safety of all staff, contractors, and visitors during an AWE-related alert.
- To establish clear communication, shelter, and accountability arrangements.

- To provide information and reassurance to the Local Planning Authority that suitable emergency preparedness measures are in place.

3. Notification and Alerting

Preparations:

As part of the staff contract, all staff are advised to register with the AWE Emergency Text Alert System. To register, Text "B" to 0786 003 0391 to register for the Burghfield site. Those who register will receive a confirmation that their mobile 'phone number has been added to the alert list.

In the event of a radiation or contamination alert¹ from AWE Burghfield:

- The AWE text alert system will alert all users.
- The site will be notified by the AWE telephone alerting system (landline).
- Information may also be broadcast via Heart Berkshire (97.0 / 102.9 FM), BBC Radio Berkshire (95.4 / 104.1 FM), or via television and official social media feeds.

Advice is likely to be for members of the public to seek shelter immediately. Since the site is outside the Urgent Protective Action Zone this action is seen as precautionary. None the less every effort will be made to ensure that everyone on site achieves shelter.

Immediate site actions:

1. Cease all work immediately.
2. Ensure that all vehicles, plant and machinery are fully turned-off, locked and secured.
3. Ensure other colleagues and personnel have acknowledged the emergency.
4. Do not finish off any activities – immediately stop, and head to the refuge building.
5. Move directly to the designated muster point: Main Branch Building.
6. Sound the siren/alarm on the outside of the building.
7. Await further instructions from the Site Manager.

If any person receives an alert before the Site Manager, they must notify them immediately.

4. Shelter and Safety Procedures

Whitehouse Farm Branch Building (adjacent to the entrance of the site from White House Lane) is designated as the primary shelter location. It is a substantial permanent building capable of housing all site personnel. The refuge building has mains electricity and water. There are adequate toilets and a kitchen area to accommodate all people to be sheltered. It is possible to close and shutter all doors and windows. This building will be sign posted using this proposed signage:



Upon receiving an alert:

- All personnel must move quickly and calmly to the main branch building.
- Site Manager to take a register and confirm all persons accounted for.
- Close all windows, doors, and vents.
- Switch off ventilation and air conditioning systems.
- Avoid unnecessary phone use for at least 30mins following the emergency notification to avoid overloading the local networks.
- Lister Wilder Management will notify relevant authorities of presence of personnel on the site.

Inside the building:

- Remain calm and await further information.
- Tune to local radio stations for official updates.
- Do not, unless expressly told to do so by trained persons or the emergency services leave the refuge building.
- Food and water should only be consumed from sealed containers, refrigerators, or taps.
- Mask use is recommended when outside and made available to everyone inside.

Decontamination:

If the Alert has sounded, there may contamination in the material that escapes from AWE.

You will not be able to assess if you have been contaminated with radioactive material. Therefore, you should undertake a self-decontamination process as soon as possible. Details as to how to do this is shown in a poster in the refuge buildings and in APPENDIX 2.

However, the information is also available on-line at: [Radiation Decontamination guidance](#)

Note that there is no shower on the site. However, there is main water to let you wash yourself, and you can use the temporary replacement clothes, if necessary. All potentially contaminated clothes and shoes must be bagged up and sealed

Administration:

- Copy of site Alert poster.
- Poster showing how to self-decontaminate.
- Copy of local authority prior information.
- Check list.
- Stationery – Clipboard, writing pads and pens, labels.

Hardware:

- Alarm, as previously described, fixed to outside of structure.
- Radio – Mains powered but with battery backup (with spare batteries) or wind up
- Head torch with batteries x30
- Battery powered room light for main rooms and toilet, to allow light at night in the event of a power cut.
- Range of phone chargers (or one charger with variable head)

Welfare

- Face masks FFP-2 (5 per person)
- Disposable Coveralls EN 1073-2:2002, Class 1, per person. You can change into these if you have to remove your outer clothes because they might be contaminated.
- Emergency thermal blanket per person
- Wet wipes
- Hand sanitiser One bottle per person.
- Pack of playing cards

Decontamination

- Soap
- Shampoo
- Wash cloth
- Bin bags
- Tissues, sealable plastic bags, marker pen (if nose blows are requested)
- A box of multi-purpose, single use nitrile Surgical Gloves
- Absorbent paper rolls or towels

Basic First Aid Kit

SUMMARY OF KEY ACTIONS

Look out for an Alert	This could be via: • The AWE mobile phone alerting system. • An alert on the local radio or TV; • A member of the emergency services (e.g. police)
Go In	• Go to the refuge building • Sound the manual alarm fixed outside to advise others on the site to seek refuge. • Enter the refuge building and follow the instructions below.
Stay In	Stay indoors, close and stay away from all windows and doors. Decontaminate yourself, if necessary. When washing, try to avoid getting water into your nose and mouth. (See Poster) Remain calm and wait for further advice. Let Now Storage know of the situation.
Tune In	Tune in to a local radio station, which will give you further information or instruction, including updates on schools. It may also be worthwhile checking relevant websites such as local news, schools or councils, to see whether any more information is available. (Heart Berkshire: 97.0 and 102.9 MHz FM; BBC Radio Berkshire: 95.4 and 104.1 MHz FM), TV (e.g. BBC South, ITV Meridian)
Don't use phone	Don't use the phone. If you need to use it, keep the call as short as possible. This will help to keep the lines clear for use for emergency calls. Don't phone the emergency services or AWE as they will be busy dealing with the emergency. Don't dial 999 unless you have a separate emergency.
Don't leave the area until asked to	Please do not leave the area unless told to do so by the emergency services. You will be safer indoors. If you are out-of-doors, you are more likely to be exposed to radioactivity. If you try to leave you may block the roads for the emergency services. There will normally be no need for urgent evacuation. In the highly unlikely event that you are told to leave the site because of severe danger, you will be sent to a Reception/Rest Centre set up by the local authority where you will be looked after and receive help and information.

5. Roles and Responsibilities

Role	Responsibilities
Site Manager	Overall control of emergency response, accountability of personnel, liaison with emergency services and council officers
Deputy Site Manager / Supervisor	Support communication and headcount, ensure all areas are cleared and made safe
Site Administrator	Maintain emergency supplies and checklists
All Personnel	Follow site instructions immediately, proceed to shelter, assist others if safe

Lister Wilder will:

In preparation

- Advise existing staff and visitors of the need to accord with the Emergency Plan and ensure that all new staff and visitors are aware of its requirements, as part of their contracts.
- Review this plan on at least a 3 yearly basis.
- Provide training and maintain training records for all staff linked to the site.
- Ensure all contracts clearly set out the risks in the area and strongly advise for them to read and confirm they have read this plan and signed up to the text alert warning system.
- Ensure all supplies, signage etc within the refuge building and in the site are in place on at least a 3 monthly basis.
- Have a system in place to allow them to contact all staff as soon as possible to advise them of the incident and to ensure no one goes to site and that anyone on site is in the refuge building.

In the event of an alert

- Respond to contact from people in refuge at the site.
- Notify, as requested, the relevant responding agencies the number of people on site and any known issues.
- Continue to keep in touch with anyone in the refuge building to check on welfare.
- Contact all staff to advise them not to go to site until told otherwise.
- Work with the emergency services in relation to the recovery process.

Following any incident, and depending on the impact on the site:

- Engage with all staff in relation to the recovery of the site, which will be supported by the responding agencies. (This can take time to undertake.)
- As appropriate, replenish all stores used.
- Record all actions and communications during the event.
- Review and update this plan following any incident or near miss Review and update this plan following any incident or near miss

6. Preparedness

- A landline connection is installed in main Lister Wilder branch building
- A key to the branch building will be available to the site manager.
- Emergency supplies to be maintained in the branch as stated above.
- The site induction process includes briefing on this ERP and AWE alert procedures.
- Copies of the AWE prior information leaflet and poster will be displayed on Health & Safety notice boards.

7. Review and Maintenance

This plan will be reviewed every 3 years or sooner if AWE or Wokingham Borough Council updates their emergency planning information. If required, any amendments to be made to this plan should be confirmed in writing with the Wokingham Council Emergency Planning Officer. If, following review of the Plan, it is established that a higher number of personnel are utilising the site regularly, the provisions to be kept on site in the event of an emergency should be adjusted accordingly.

The provisions/supplies in the refuge building will be checked and, as necessary, renewed/replaced every three months.

Upon occupation of the new building, the finalised plan with named responsible persons and emergency contact details will be submitted to Wokingham Borough Council Emergency Planning Officer within 3 months.

10. Contact Information

Contact	Organisation	Role	Details
TBD	TBD	Site Manager	TBD
Christia Killen	Lister Wilder Ltd	Health and Safety Manager	07774 901391
Emergency Planning	Wokingham Borough Council	Emergency Planning	01189 746000
Emergency Services			999
AWE Alert Line			0800 111 999

This document will be updated with relevant specific information prior to construction start.

Response Plan and Checklist following an AWE Alert

	Activity	Complete
1	Receive alarm – note details and any advice given – ensure Site Manager is alerted ASAP.	
2	The Site Manager will immediately notify all personnel on site to stop activities	
3	Check that everyone left their workplace safe - Ensure that all vehicles, plant and machinery are turned-off, locked and secured.	
4	Everyone musters in main branch building.	
5	Confirm that everyone on site is accounted for.	
6	Close windows and shutdown heating and ventilation, keep door closed as much as possible but let people in.	
7	Brief those present on the situation - details from alert, local authority prior information, radio and do not evacuate the site unless told to do so by emergency services.	
8	Tune into reliable local information sources and follow advice from the authorities. Heart Berkshire: Reading: 97.00 MHz DAB: 12D (Reading and Basingstoke) BBC Radio Berkshire: Frequency: 94.6 MHz, 95.4 MHz, 104.1 MHz, 104.4 MHz; DAB: 12D; Freeview: 719.	

Appendix 1 Poster for noticeboards



Lister Wilder Ltd, Whitehouse Farm, Beech Hill Road, ~~Spencers~~ Wood, Reading, RG7 1HR

AWE EMERGENCY ACTION PLAN

Preparation

It is important that everyone on site is aware of the risks of being close to AWE(B), will recognise the alarm and will know what to do. If you are uncertain, ask.

If you have not done so already, please register with the AWE Emergency Text Alert System¹ by texting "B" to 0786 003 0391 and confirming you receive "Thank you. Your mobile number has been added to the B list."

In a Radiation Emergency	
Alert	This is likely to be via the mobile phone Text Alert System, social media or local radio. First person to hear the alarm should alert the others. Action 1 – alert everyone on site
Go In	Go indoors as soon as you can Use the site office / customers rest area
Stay In	• Stay inside, close and stay away from all windows and doors. • Remain calm and wait for further advice. • Be prepared to spend 48 hours in shelter
Tune In	Tune in to a local radio station, which will give you further information or instruction.
Don't use phone	• Don't use the phone. If you need to use it, keep the call as short as possible. • Use text messages and email rather than voice or video to communicate with family and friends. • Don't phone the emergency services or AWE as they will be busy dealing with the emergency. • Don't dial 999 unless you have a separate emergency.
Don't leave the area unless asked to	Never be tempted to leave the area unless told to do so by the emergency services. There will normally be no need for urgent evacuation. In the highly unlikely event that you are told to leave the area you will be sent to a Reception/Rest Centre set up by the local authority where you will be looked after and receive help and information

¹ (<https://www.awe.co.uk/emergency-text-alert-service/>)

Appendix 2 Decontamination Poster



UK Health
Security
Agency

Radiation self-decontamination guidance

The most important thing you can do if you are near a radiation emergency is go inside and stay inside with doors and windows closed. Tune in to news updates so you know what to do next. This guidance provides details of the steps you can take to protect yourself and others in removing any radioactive material that may have settled on your clothes and body.

Taking off your outer layer of clothing can remove up to 90% of radioactive material.

STEP 1: Go inside and remove your outer layers of clothing

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|---|---|--|
| 1 Get inside a building as soon as possible.
 | 2 Do not move around too much and limit your contact with other people until you've decontaminated yourself.
 | 3 If a clean face mask or face covering is immediately available, put it on.
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| 4 Take off your outer layer of clothes and shoes. Cut off clothing where necessary to avoid removing anything over your head.
 | 5 Avoid touching the outside of your clothing with your skin.
 | 6 Put your clothing and face covering in a plastic bag or other sealable container, seal it, and place it away from people.
 |

STEP 2: Wash yourself

Mains water (water in the shower or taps) is safe to use. Shower if you can.

If you can shower:

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|---|--|
| 7 Wash your body, face and hair using soap and shampoo. Use warm water.
 | 8 Do not use conditioner as it may fix contaminants to your hair.
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| 9 Keep your mouth and eyes closed when washing your hair and face.
 | 10 Do not scrub your skin or wounds. You can use a sponge or a wash cloth. If you use a sponge or wash cloth, dispose of it in a sealed bag and place away from people.
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If you cannot shower:

11 	Wash your hands, face, hair and other exposed body parts at a sink or tap.	12 	Use soap and plenty of water. Do not use conditioner as it may fix contaminants to your hair.	13 	Keep your mouth and eyes closed when washing your hair and face.
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If you cannot use a sink or tap:

14 	Use a moist wipe, clean wet cloth, or damp paper towel to wipe the parts of your body that were uncovered.	15 	Pay special attention to your hands and face. Gently wipe your eyelids and around your mouth, moving outwards and away from your nose and mouth. Blow your nose. Do not scrub your skin or wounds.	16 	Place any waste materials in a plastic bag or other sealable container, seal it, and place it away from people.
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STEP 3: Put on clean clothes

17 	Put on clean clothes that have been stored indoors.	18 	Do not put contaminated clothes back on.
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STEP 4: Helping others and pets

19 	Wear waterproof gloves and a face mask if possible.	20 	Keep cuts and scrapes covered to keep radioactive material away from open wounds.
21 	Put any waste from cleaning other people or pets in a plastic bag or other sealable container. Seal the bag/container, and place it away from people.	22  	Rewash your hands, face, and parts of your body that were uncovered.