



Benneton Care Homes Limited
79 Clare's Green Road
Reading
RG7 1DU
UK Registered Company 15917702

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Emergency Shelter in Place and Evacuation Plan





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This document first approved: Date _____	Print name, role and sign
Review record:	
Date	Print name, role and sign



Emergency Shelter in Place and Evacuation Plan

Benneton Care Homes – Bbella House

1. Introduction

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

The emergency plan, once approved by the Planning Officer – Development Management & Compliance, Wokingham Borough Council, will be maintained by the Home Manager accountable to the Responsible Individual. This will involve an annual walk-through test, a discussion with the staff and any revisions deemed necessary.

Records of personnel training will be kept with the personnel records.

2. Emergency Preparedness

- All staff must read and familiarise themselves with this plan and the prior information¹ upon joining and review them regularly.
- The plan will be discussed during staff meetings and tested 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 hygiene items, and medical supplies (See appendix 1).
- Weekly checks will be done to ensure that there is 48 hours of food and drink available and maintained.
- Clothing Grab Bags will be prepared for all children, including suitable 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.

¹ https://www.westberks.gov.uk/media/39234/AWE-Public-Information-booklet-2020/pdf/WBC_REPPIR_booklet_A5_Web_20.pdf?m=637256673376500000



- Medications will be pre-packed and securely locked away, ready for immediate retrieval.
- Staff will receive training on emergency response, shelter-in-place and evacuation procedures annually.

The Home Manager is responsible for ensuring that these preparations are kept up to date.

3. Emergency Alert & Initiation

- Notification will be via telephone, broadcast, or social media.
- Official guidance is provided in the Detailed Emergency Planning Zone (DEPZ) prior information leaflet².

4. 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. Senior Team Leaders will coordinate teams to ensure all residents and staff are accounted for and safe.
3. Staff will ensure all residents, staff, and visitors are brought inside immediately.
4. Secure the building:
 - Shut and secure all windows and doors.
 - Turn off heating and air conditioning systems.
5. 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.
 - Contact parents/guardians to provide updates.
6. The Responsible Individual (RI) and Directors will be informed immediately and provide oversight as required.

² https://www.westberks.gov.uk/media/39234/AWE-Public-Information-booklet-2020/pdf/WBC_REPPIR_booklet_A5_Web_20.pdf?m=637256673376500000



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5. 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.
- 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.
- A face mask (FFP3 UK/European standard) will be offered to anyone who insists on leaving against advice.
- 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 advised by authorities, supervise self-decontamination of residents, staff, and visitors following UKHSA guidelines (Appendix 2).
- Ensure that everyone is as comfortable as possible given the possibility of a 48-hour lock-in.

These activities are supervised by the Home Manager (or Deputy/Senior team leader in their absence). They will also anticipate problems that might arise and manage them within the resources available.

People are strongly encouraged not to leave the building but if they insist or have to for some good reason, they should be encouraged to wear a covid type of face mask while outside.

6. Summary of prior information

From <https://www.westberks.gov.uk/awe#radiation%20emergency>

What to do in the unlikely event of a radiation emergency at an AWE site

If you get a call or find out that there is a radiation emergency at AWE Burghfield, then follow the steps below:

- go in - go indoors and follow the advice below



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- stay in - close and stay away from all windows and doors - damp down or put out fires and turn off any fans that could draw air from outside
- tune in - tune in to local radio and TV - advice and updates will also be given on news websites and social media
- don't use your phone - don't use your landline or mobile unless there is a separate emergency - this could overload the system and should be left clear for the emergency services
- don't leave the area - don't leave the area unless told to do so by the emergency services - you will be much safer indoors

To find out more information about what you should do if there is a radiation emergency at AWE Aldermaston or Burghfield, please see the instructions and advice in the REPIR Public Information Booklet.

7. Evacuation Plan

The prior information leaflet states that it is very unlikely that an evacuation would be necessary but if that does happen, details of what to do will be given.

Don't leave the area unless told to do so by the authorities - you will be much safer indoors. If evacuation is required, follow these steps:

1. Preparation & Readiness:
 - Calmly inform staff and prepare residents for evacuation.
 - 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.
 - No child with additional needs with regard to evacuation will be accepted into the Home without a Personal Evacuation Plan (PEP) which identifies and satisfies those additional needs.
3. Temporary Accommodation:
 - 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).
 - Contact lists will be kept accessible for communication with families, as well as on their individual grab cards.



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- A twinning arrangement with a similar Home within the Aldermaston DEPZ will be established so that, in the event that either home is subject to an evacuation order due to a Radiation Emergency at their local AWE site, they will have a nearby facility, outside their own DEPZ, where they can obtain support and short-term shelter.

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.

8. Post-Emergency Recovery

The Council, working with AWE and the Emergency Services will determine when to rescind the shelter advice and what, if any advice, to give with regard to 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.

9. Emergency Contacts

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



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10. Local Radio Stations

Local radio and TV stations to tune	
Heart Berkshire	97.0, (Reading) and 102.9 MHz (Basingstoke and Whitchurch) MHz. DAB: 12D (Reading and Basingstoke) Broadcast area: Berkshire and north Hampshire
BBC Radio Berkshire	Frequency: 94.6 MHz, 95.4 MHz, 104.1 MHz, 104.4 MHz; DAB: 12D; Freeview: 719 Broadcast area: Berkshire, northern Hampshire, parts of Buckinghamshire and parts of southern Oxfordshire
Greatest Hits Radio Berkshire & North Hampshire	107.6 MHz FM
The Breeze (Newbury)	105.6 and 107.4 MHz FM
BBC Radio Solent (Hampshire)	96.1 and 103.8 MHz FM
The Breeze (Reading)	107 MHz FM
BBC South	
ITV Meridian	

11. 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.



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Appendix 1 – Ready kit

The Care Home Manager is responsible for ensuring that the land line phone is in working order and that the home has sufficient food and other provisions to manage for 48 hours without anybody going in or out.

A ready kit, containing at least the equipment listed below, will be maintained.

Item	Present
A battery radio (with spare batteries) or a wind-up radio,	
Two wind-up torches,	
A range of mobile phone chargers,	
A quantity of black bin bags,	
Several rolls of blue wipe paper or equivalent,	
Copies of the Public information leaflet,	
Tissues & sealable plastic bags for used tissues. Marker pen to label bags. (If nose blows are asked for).	
Covid-style face masks (FFP2 NR/N95) (x20)	



Appendix 2 – Self decontamination

The Government tells us that³

"If you were near to where the radiation emergency happened and were outside at the time, your clothes, skin and hair might have been contaminated with radioactive materials. The emergency services will provide information on the locations where this applies via channels such as the radio, television, internet and social media.

Removing this contamination will help to protect your health by reducing your radiation exposure. It will also help to prevent the contamination of the building that you are sheltering in, therefore reducing exposure of anyone else in the building. Contamination with radioactive material is not something that you can see, so it is important that, if you are advised to self-decontaminate, you do this as soon as possible, even if you think you are clean.

This self-decontamination should take place where you have taken shelter or, if you have already left the affected area, where you are located when you find out about the radiation emergency.

Studies show that simply taking off your outer clothing can remove around 90% of the contamination.

Do not use conditioner when washing your hair, as this can bind contamination to hair. Simple soaps or mild shampoos are effective for removing contamination.

Follow these [step-by-step instructions on how to remove your clothing and decontaminate yourself safely](#).

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

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.
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.

³ <https://www.gov.uk/government/publications/radiation-emergencies-information-for-the-public/what-to-do-in-a-radiation-emergency#decontamination>



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:

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.
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 a wash cloth, dispose of it in a sealed bag and place it away from people.

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.

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.

Step 3: Put on clean clothes

17. Put on clean clothes that have been stored indoors.
18. Do not put contaminated clothes back on.

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.



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21. Put any waste from cleaning other people or pets in a plastic bag or other sealable container. Seal the bag or container and place it away from people.
22. Rewash your hands, face and parts of your body that were uncovered.