

# **End User Emergency Plan - Land North of Church Lane, Church Lane, Three, Mile Cross**

## **Atomic Weapons Establishment (AWE)- Detailed Emergency Planning Zone (DEPZ)**

### **Aims and objectives**

The aim of this Emergency Management Plan is to outline a general response framework for personnel operating within the OCU works compound in land off Church Lane, Shinfield (nearest postcode: RG2 8PY; National Grid Reference: SU 72374 68416). This plan sets out the key actions OCU will undertake to ensure compliance with the Emergency Planning Policy. It will be reviewed and updated as necessary to reflect changes in staffing levels and the evolving nature of works at the site. The primary aim of this Plan is to outline the appropriate response actions to be taken by all personnel present in the compound in the unlikely event of a radiation incident. In the event of an accident, incident, or emergency, this Plan should be consulted, and if required, a copy should be provided to the emergency services.

This updated and more detailed document is submitted in support of planning application ref. 250435. It is intended to inform the detailed-on site Emergency Plan and it will be the responsibility of contractors operating on site to ensure all appropriate procedure is in place.

This Emergency Plan has been prepared in accordance with the Radiation (Emergency Preparedness and Public Information) Regulations 2019 (REPPiR).

### **Plan Review and Distribution**

This End User Emergency Plan is the responsibility of the Site Manager and should be reviewed every 6 months (version number of this document and date to be updated, as required). Any amendments made to this plan should be confirmed in writing with the Wokingham Borough Council Emergency Planning Officer.

The contractor's version of the Plan will be distributed to and made readily available to all workers on site. Printed copies will be stored within the welfare cabins. All new personnel joining the site will be appropriately briefed on the emergency procedure. The Emergency Plan will form part of a formal site induction for any new employees and personnel visiting the site.

### **Training and Preparedness**

OCU will ensure that all personnel undergo regular training and participate in exercises. These activities will ensure that everyone understands their roles and responsibilities, is familiar with emergency procedures, and can effectively use protective equipment. Simulations and drills will be conducted to replicate real-life scenarios, allowing participants to practice their responses in a controlled environment. These exercises provide an opportunity for personnel to practise their responses in a controlled environment, helping to identify any weaknesses or areas for improvement. This proactive approach ensures that the site team remains well-prepared, coordinated, and capable of implementing the Emergency Plan effectively.

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## Site Context

### Site Location

The Sites full address is as follows:

Land North of Church Lane,  
Shinfield,  
Wokingham,  
RG2 8PY  
NGR: SU 72374 68416

The existing temporary compound is situated off Church Lane, within proximity to surrounding industrial and commercial developments. The site is bordered by agricultural fields on the east, north, and west sides. Further to the North is the M4; the Site is located between the settlements of Shinfield and Three Mile Cross and has been operating already for several years.



*Figure 1 Temporary compound located off Church Lane*

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### **Contacts**

Please see the below contract details for workers at the Site:

Operator of the Site: **OCU Limited**

Site Manager: James Sibley

Site Manager Phone number [REDACTED]

Average no. of personnel on site: 4 (Peak: 20)

### **Operations**

The Site operates as a works compound, providing a central location to store materials and plant to support OCU's utility and infrastructure operations across the region. The Site currently includes office and welfare buildings, as well as storage containers, site lighting and CCTV towers in addition to vehicle parking.

The Site is just over 4 acres in size (16279m<sup>2</sup>), supports up to 20 full-time employees and provides parking for 15 cars/vans. As employees are typically deployed to site for the majority of the day and not permanently based there, this report assumes an average maximum of four personnel present on site at any given time.

Any sewage on site is discharged to an existing septic tank, which is emptied by tanker on a weekly basis. Standard operating hours at the compound are 06:00 to 18:00.

In August 2025, planning permission was granted for the Site to continue operating as a temporary compound for a further 5 years (ref. 250435).

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### In the Event of an Emergency

#### Preparations

In advance of any incident, up-to-date records of all staff members, emergency contacts and next of kin will be maintained. These will be stored securely with the Emergency Plan in the welfare cabin. To ensure accuracy and reliability, these records will be reviewed and updated every six months, in line with the Emergency Plan review.

All necessary equipment and resources required for emergency situations will be routinely checked and maintained to ensure they are available and in good working order when needed.

All staff instructed to sign up to the AWE Text Alert system provided by West Berkshire Council, ensuring faster delivery alerts alongside UK Government emergency alerts

If any new staff begin working on site, they will be instructed to sign up to the AWE Text Alert System. The process is as follows:

Text "B" to 0786 003 0391 to register for the Burghfield site SMS alert. Once your number has been added to the list, you will receive the response message: "Thank you. Your mobile number has been added to the [Chosen Option] list."

#### Alerts

In the event of a radiation incident that could affect the workers at the temporary compound, alerts will be communicated via the following channels:

- The Site Manager will be notified by a pre-recorded telephone message (landline only) from the **AWE Alerting System** and all staff will be notified via AWE Text Alert system provided by West Berkshire Council.
- Notifications will be received via local radio (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), news websites or social media.
- An **Emergency Alert System** will send alert messages and a warning tone to mobile phones within a specific area via cell towers, without needing a list of mobile numbers. Alerts can be sent to a single tower, allowing anyone nearby to receive them, even if passing through the area

#### Outbound Notification

Once an incident is confirmed, internal notifications will be sent out first to personnel via SMS, email, or the Site's PA systems with clear instructions. These communications will include clear instructions on the nature of the incident and the required actions.

Following this external stakeholders, such as temporary workers, the wider OCU workforce and clients, will be contacted on a pre-established contact lists. All communications should be concise, factual, and outline the nature of the incident, actions being taken in response, and specific guidance for recipients.

#### Response Actions and Shelter

Following any of the above emergency alerts, the Site Manager is required to immediately notify all personnel on site to cease activities. If any individual receives the alert notification prior to the Site Manager, they should make the Site Manager aware immediately.

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The Site Manager will ensure that:

- All vehicles, plant and machinery and fully turned off, locked and secured.
- Other colleagues and personnel have acknowledged the emergency (e.g. those wearing ear defenders),
- Ongoing works are stopped – immediately stop, make safe the working area and proceed towards the welfare cabins.

Without exception, all personnel on site, including visitors, must immediately make their way safely to the welfare units on site (adjacent to the entrance of the site). Upon arrival, await further instruction from the site manager or other responsible person. Maximum occupancy of each welfare cabin is 10 persons, do not exceed this number.

In the event of an emergency, the Site manager is responsible for ensuring that all personnel on site are registered and directed into the designated emergency-use cabin. It is anticipated that 1 cabin will be required to accommodate all personnel on site; this cabin will be made obvious to all present on-site during induction. Use of alternative welfare cabins will not be allowed.

- All windows and vents should be closed immediately. No air conditioning units are to be used.
- Where possible, avoid making landline or mobile phone calls for at least 30mins following the emergency notification to avoid overloading the local networks.
- The Site Manager will notify relevant authorities of presence of personnel on the site. The Site Manager will also need to notify any special needs or medical requirements of workers that they are aware of.
- Do not leave the cabins, unless expressly told to do so by trained persons or the emergency services.
- Listen to local radio for updates.

Throughout this entire process the Site manager shall remain calm and should actively reassure and inform all personnel, maintaining clear communication and leadership.

Personnel should not attempt to leave or evacuate the site unless told to do so by emergency services. Although unlikely, personnel may be required to stay in the welfare cabins for 48hrs or longer before being told to leave the area.

Whilst in the cabins, personnel should only consume food which has been stored either in containers, in the fridge/freezers, or is tinned. All personnel should be directed to drink only tap water provided in the cabins and not to consume any food which has been left out. Personnel may be required to rest/sleep within the welfare cabins.

To keep emergency lines clear, it is advised that any personnel staying within the cabins avoid using mobile phones unless absolutely necessary. All staff will be appropriately supported during any incident.

### **Self-Decontamination Steps**

1. Go Indoors Immediately
  - Enter the nearest welfare unit.

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- Close all windows, doors, and vents.
  - Turn off fans and air conditioning.
  - Stay away from external walls and shelter inside.
2. Remove Outer Clothing
    - Carefully take off outer garments and shoes.
    - Avoid pulling clothes over your head - cut them off if needed.
    - Place items in a sealed plastic bag and keep them away from others.
    - This step can remove up to 90% of radioactive particles.
  3. Wash Your Body
    - Use warm tap water and soap or shampoo (avoid conditioner).
    - Shower if possible; otherwise, wash exposed areas at a sink.
    - Keep your mouth and eyes closed while washing.
    - Use moist wipes if water isn't available and dispose of them in a sealed bag.
  4. Put On Clean Clothes
    - Wear clean clothes stored indoors.
    - Do not reuse contaminated clothing.
  5. Help Others Safely
    - Wear waterproof gloves and a face mask if available.
    - Cover any cuts or scrapes before helping.
  6. Stay Informed
    - Listen to official updates via radio, TV, internet, or social media.
    - Follow instructions from emergency services and local authorities.

### **Exiting the Site**

Once instructed to, personnel are to leave the construction site heading towards Shinfield to the east following the route shown in Figure 2. Personnel should walk 400m to the east along Church Lane, then turn right at Brookers Hill into Shinfield, where it is anticipated transport will be available as this is outside the exclusion zone.

Personnel to be instructed not to leave the site towards Three Mile Cross and not to attempt to use personal vehicles which have been kept in the site car park as these may be contaminated. Travel west along the M4 is unlikely, and travel east towards London is suggested.

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Figure 2 Evacuation route

### Recovery

To ensure long-term support and recovery after an emergency event, the appropriate next steps for recovery will be coordinated by the relevant response team:

- Continuous monitoring of radiation levels to ensure that the site is safe to return to and if required, assist with any decontamination efforts,
- Comprehensive health check-ups will be provided for all affected personnel to monitor and address any potential health issues arising from the emergency. This will include both immediate and long-term health assessments.
- Psychological support services will be made available to help personnel cope with any emotional and psychological distress caused by the emergency. This support will be accessible both during and after the recovery process.
- We will maintain detailed records of all activities, findings, and recovery efforts. These records will be crucial for ongoing recovery and future planning.
- We will collaborate within local and national governments and all relevant organisations to ensure that we have access to the necessary resources, expertise and support.
- The emergency plan will be reviewed and updated regularly to incorporate lessons learned from the event.
- Ensure that all necessary equipment and resources are available and in good working condition will be a priority. This includes maintaining an inventory of emergency supplies and ensuring they are easily accessible.

### Implementation and Review

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This End User Emergency Plan shall be implemented immediately if alerts are triggered, and provisions to sustain a minimum of 4 persons for at least 48 hours will be made available on site. Provisions should include sleeping bags, a non-perishable food supply, flashlights, dust-masks, and hand-crank radio. All equipment should be maintained and easily available within the relevant welfare cabin.

This End User Emergency Plan is the responsibility of the Site Manager and should be reviewed every 6 months (version number of this document and date to be updated, as required). If required any amendments to be made to this plan should be confirmed in writing with the Wokingham Borough 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, and so too the number of cabins to be used in the event of an emergency if the maximum average persons exceeds 10.

It is the responsibility of the Site Manager to maintain records for each permanent or regular personnel on site in a locked, secure facility on site, within the relevant cabin for emergency use. These records should include details of relevant contact numbers for next of kin. Any visitors should be asked to provide an emergency contact at site induction.

An emergency landline connection will be/has been installed to the relevant welfare cabin on-site which has been designated as the safe accommodation during the emergency.

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### Checklist

| Activity                                                                                                                                                   | Tick |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| <b>Immediate Notification and Actions</b>                                                                                                                  |      |
| Site Manager notifies all personnel to stop activities.                                                                                                    |      |
| Ensure all colleagues and personnel acknowledge the emergency (including those wearing ear defenders).                                                     |      |
| Stop all activities immediately, make the working area safe. Turn off, lock, and secure all vehicles, plant, and machinery.                                |      |
| Proceed to the welfare units adjacent to the site entrance. Do not exceed maximum occupancy.                                                               |      |
| <b>Movement to Welfare Cabins</b>                                                                                                                          |      |
| Site Manager registers all personnel into the designated emergency-use cabin.                                                                              |      |
| Close all windows and vents immediately. Do not use air conditioning units.                                                                                |      |
| Avoid making landline or mobile phone calls for at least 30 minutes to prevent overloading local networks.                                                 |      |
| Site Manager notifies relevant authorities of personnel presence on-site.                                                                                  |      |
| Do not leave the cabins unless instructed by trained personnel/emergency services.                                                                         |      |
| Listen to local radio for updates.                                                                                                                         |      |
| <b>Actions in Welfare Cabin</b>                                                                                                                            |      |
| Do not attempt to leave or evacuate the site unless directed by emergency services.                                                                        |      |
| Self-decontamination                                                                                                                                       |      |
| Consume only food stored in containers, fridges/freezers, or tinned food.                                                                                  |      |
| Drink water only from the tap.                                                                                                                             |      |
| <b>Leaving the Site</b>                                                                                                                                    |      |
| Remain calm, do not panic, and follow the advice of emergency services.                                                                                    |      |
| Only leave the site once instructed                                                                                                                        |      |
| Leave the site towards Shinfield via dedicated route to the east, walk 400 meters east along Church Lane, then turn right at Brookers Hill into Shinfield. |      |
| Do not use personal vehicles parked on-site as they may be contaminated.                                                                                   |      |

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### **Essential Equipment List**

#### **Personal Protective & Safety Items**

- Potassium iodate tablets (if advised by authorities to block radioactive iodine)
- Face masks or respirators (to reduce inhalation of radioactive particles)
- Protective clothing (long sleeves, trousers, waterproof outerwear)
- Disposable gloves
- Goggles or safety glasses
- Plastic sheeting and duct tape (for sealing rooms if sheltering indoors)

#### **Emergency Supplies**

- Battery-powered or wind-up radio (to receive official updates)
- Flashlight and spare batteries
- Mobile phone and power bank
- Whistle (for alerting rescuers)
- First aid kit
- Drinking water (minimum 3-day supply)
- Non-perishable food (minimum 3-day supply)
- Blankets or sleeping bags
- Personal hygiene items (toilet paper, hand sanitizer, moist wipes)

#### **Documentation & Communication**

- Emergency contact list
- Copies of ID and medical records
- Evacuation map and instructions
- Local emergency phone numbers
- Instructions for shelter-in-place or evacuation protocols

#### **Vehicle Preparedness (if evacuation by car is possible)**

- Fuelled vehicle
- Map or GPS
- Extra water and food
- Spare clothes and shoes