Wiltshire Council

Porton Down Science Campus
Off-site Plan
(PSP reviewed June 2024)

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1. Introduction

Plan Title:	Porton Down Science Campus Off-Site Plan
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Document History

Version	Date	Comments	Reviewer
2.9	Jan/Feb 2020	Update of details	Sarah Kelly
3.0	Nov 2020 – Jan 2021	Update of details and full review of plan	Sarah Kelly
4.0	2021 ongoing	Full refresh of plan with partners	Sarah Kelly

Purpose	This plan details the coordinated response from multi-agency partners and other organisations involved in protecting the public from the off-site consequences of a major incident at the Porton Down Science Campus.
Background Information	The Porton Down Science Campus is occupied by three lead organisations; the Defence Science and Technology Laboratory (Dstl), which is part of the Ministry of Defence (MOD), UK Health Security Agency (UKHSA), which is part of the Department of Health (DH) and Porton Science Park (PSP), which contains approximately 14 organisations, and is managed by Wiltshire Council. Porton Biopharma Ltd (PBL) also occupies several of the UKHSA facilities on the Porton Campus, and PSP, and is integrated within the UKHSA emergency response arrangements. PSP is fully considered in this plan. The plan has been developed by the Wiltshire Council EPRR Team in accordance with the MOD's Major Accident Control Regulations (MACR). Whilst the Dstl site is currently not a top-tier site under the MACR regulations, it has been considered beneficial to ensure an effective and efficient response to any incident taking place at the Campus. UKHSA Porton contributes to this plan as a key stakeholder on the campus. The off-site plan has been developed in consultation between the site operators, Wiltshire & Swindon LRF Partners, the national competent authorities (Environment Agency and Health & Safety Executive) and the Hampshire & Isle of Wight LRF. The plan has also been developed in consultation with those members of the public who live and/or work in the vicinity of the site including the on-going engagement with Idminston Parish Council. Most of the site is located within Wiltshire; however, part of site is located within Hampshire (see map in appendices).
Major Accident Definition	MACR authority defines a Major Accident as "an occurrence (including in particular, a major emission, fire or explosion) resulting from uncontrolled developments in the course of the operation of any MACR qualified establishment, that leads to serious danger to human health and or the environment, whether immediate or delayed, inside or outside the establishment

	and involving one or more dangerous substances."[1] The term Major Incident will therefore be used to identify an incident at the Porton Down Science Campus requiring a full multi-agency external response, although parts of this plan may be activated without the declaration of a Major Incident.
Aim	This plan describes the framework for multi-agency partners in responding to a Major Incident at the Porton Down Science Campus.
Objectives	• To outline initial procedures to contain and control the major incident to minimise the effects and harm to people, the environment and property • To show the necessary information to be communicated to the public and to the emergency services and authorities concerned in the area • To provide guidance for the recovery and clean-up of the environment • The plan also covers incidents which fall short of the 'major incident' title, but which require an offsite response.
Scope	This plan provides multi-agency partners from the Wiltshire and Swindon Local Resilience Forum and Hampshire and Isle of Wight Local Resilience Forum with agreed procedures to support the response to a Major Incident at the Porton Down Science Campus (or a significant incident requiring an off-site response).
Links to other plans	The Porton Down off-site plan links to the following plans as a minimum: Wiltshire and Swindon Local Resilience Forum Plans: • Operation Link (Op Link) • Emergency Multi-Agency Procedures (EMAP) • Emergency Transport Plan • Designated Disaster Mortuary Guide • Media and Communications Guide • Warning and Informing Strategy • VASEC Guide • Health Community Response Plan • LHRP Mass Casualties Plan Wiltshire Council Plans: • Integrated Emergency Management Plan (IEMP) (incorporates the Major Incident, Corporate Business Continuity and Recovery plans) • Rest Centre Plan Regional plans: • CBRN Plan • South West CBRNe Framework Additional Information: • Major Accident Control Regulations (MACR) • Dstl Resilience Policy • Dstl Emergency Plan • UKHSA Incident and Emergency Response Plan • UKHSA Incident Management System (On-Site Plan) • Other responders' plans (neighbouring cat 1 and 2 responders)

[1] Ministry of Defence (2013), *JSP 498 – Major Accident Control Regulations*, page 4.

1.1 Information Cards

Activation of Plan

- This plan can be activated by Cat 1, 2 or any of the sites within the Porton Campus. Although it is most likely to be activated by a Cat 1 responder.
- This would normally be done though calling the Police Control room and the requesting of an Op Link, after the affected Porton Campus organisation has made a 999 call.
- The activation of this plan will then be discussed at the resulting Op Link teleconference.

RVPs and FCPs

- There are RVPs for each main site on Porton Campus. See section 2.3 of this plan for details on locations including postcodes and What3Words codes. These may change at the time of an incident, depending on its nature.
- For the most up-to-date locations of the RVPs, Forward Command Posts (FCPs) and Tactical Holding Areas, organisations should check with control rooms, or their emergency planning leads.
- FCPs will be decided by the attending emergency services.
- The pre-arranged Tactical Holding Area for an incident in the Porton Campus is on Winterslow Road and Manor Farm Road, on either side of the access road to Porton Campus. A road closure is required to enable this.
- Winterbourne Gunner may be used as an emergency services marshalling area, and/or as an area for TCGs to take place (arranged by the JRLO through the LRF or Dstl).

Contact Numbers

Dstl	
Contact	**Phone number**
Emergency (MDP Control Point)	01980 954444 (24/7)
UKHSA	
Contact	**Phone number**
Security (24/7)	01980 610556
Reception (24/7)	01980 612100
PSP	
Contact	**Phone number**
Site Operations Manager	01980 880700 (9am to 5pm)
	07763 378834 (24/7)
Wiltshire Council Emergency Planning	07624 310636

2. Activation

2.1 Plan Activation

This plan is activated by the multi-agency partners of the LRF in response to an incident on the Porton Campus site. It can be activated for a significant on-site incident also, again this decision will be made by LRF partners at the TCG or Op Link call. The initiation of the off-site plan will come from the site operator, who will contact the emergency services and notify them of an incident at the site, which may have off-site consequences.

There is a distinction between an on-site major incident for Porton Campus organisations, and an off-site major incident, declared by multi-agency partners (either individually or as a whole). Elements of this plan may be activated in response to either of these circumstances, but it is recognised that an on-site major incident may not require an off-site response or major incident declaration by any LRF organisation.

Dstl (via the MOD Police (MDP) Control Room) or UKHSA (via the Emergency Response Team (in hours) or Security Team (out of hours) will follow the call out procedures laid out in their respective on-site plans, in the event of an incident occurring on-site.

The first person at the scene should complete a quick but thorough reconnaissance of the area and gather information which could form a METHANE report. A call should then come through to one of the emergency services, who can escalate to multi-agency partners as required.

It should be noted that 999 calls from the south of the site from a mobile phone could be directed to Hampshire control centre (or any other control centre covering calls). If the Major Incident is on the Dstl site, then Dstl or the MDP will maintain primacy at the scene until it is formally handed over to the Emergency Services.

The below table outlines four alert levels and whether the off-site plan needs to be considered.

Alert level	Description/actions
1 – Be aware, mostly on-site response	An on-site response to a situation/incident. Potentially external medical assistance/fire service required, but low level and managed. Off-site plan could be considered, potentially an Op Link call for information.
2 – Off-site response	A more significant off-site response is required, possibly more than one Campus organisation involved/impacted. At the initial Op Link call, Off-site plan activation should be discussed. TCG level likely activated.
3 – Off-site response and impacts	Significant off-site response required, with potential for off-site impacts as well (road closures, potential release, keep windows and doors closed etc). Likely that more than one Campus organisation is involved/impacted. Off-site plan activated. SCG level activated, likely a major incident.
4 – Off-site response and potential evacuations	Significant off-site response required from multiple agencies. Potential for evacuation of staff or members of the public. More than one Campus organisation impacted. Off-site plan activated. SCG level activated, likely a major incident.

2.1.1 On-campus actions

The below actions can be completed where needed on any part of the site, also during any future developments of any part of the site, any incident which could impact off-site/wider community, utilise the following METHANE message formal to report the incident.

The below JESIP aide-memoir can be used for initial hazardous response guidance.

JESIP Hazardous Response Aide-Memoir (link)

Dstl / UKHSA / PSP / PBL – METHANE report

See the JESIP app for further assistance with completing this message

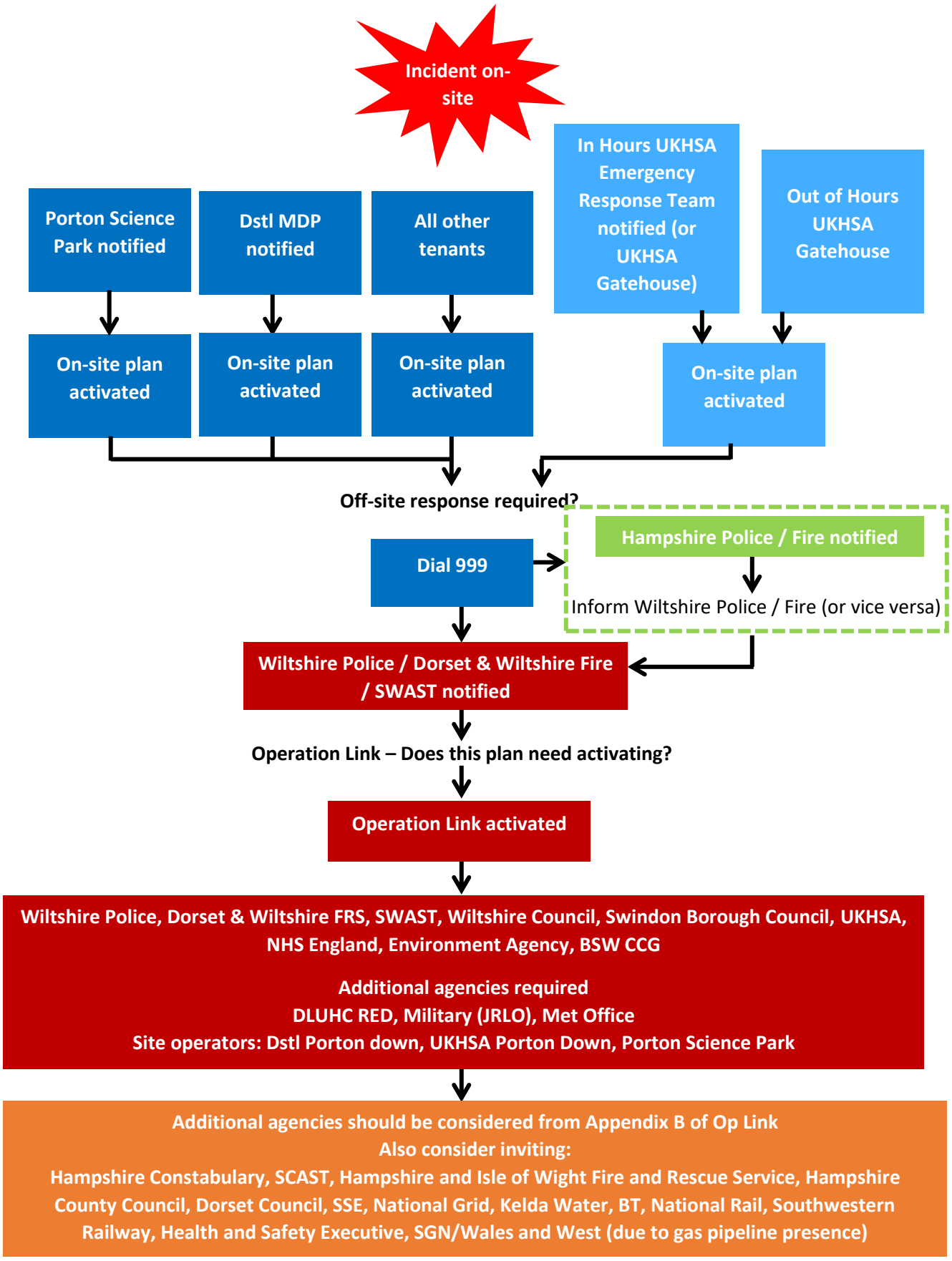
(M)	This is a Porton Down Campus site message. An off-site response is required at the site (if appropriate state that an internal major incident has been declared) This is a Porton Down Campus site incident and there is a Local Resilience Forum multi-agency off-site Porton Down Science Campus plan for this site
E	**Building number or name**, and/or exact location of the incident on the site. **Inside / outside the wire?** The Porton Down Science Campus is located to the east of the village of Porton, between the A30 and the A338 near Salisbury. **Postcode**: SP4 0JQ or SP4 0JG, and SP4 0BF for PSP. **What3Words** for the main entrance to the site: pink.fetching.dreamer.
T	We have a [type of incident]. The wind direction [compass direction: north/south/east/west] is from the site towards [insert here].
H	The types of hazards we are currently aware of are [list hazard types such as fire, collapsed building, etc].
A	Agencies should approach the site by the main entrance/alternative access on [insert here]. The gatehouse is tenable / untenable. Site access maps available in additional information document (Resilience Direct). Any other important information for agencies attending? (Plume, explosive risk etc)
N	There are no / number of casualties
E	There are currently no civilian emergency services present* we require [police/fire/ambulance]. *Or detail any on-site responders.

Upon receipt of the notification message Dorset & Wiltshire Fire and Rescue / Wiltshire Police will then activate Operation Link through Wiltshire Police to cascade information to relevant agencies. Dstl, UKHSA at Porton Down Science Campus and PSP should be invited to take part in the resulting teleconference.

Key Points to Note:

- Parts of this plan may be activated without the declaration of a Major Incident
- If Dstl/UKHSA/PSP call a Major Incident due to adverse publicity or something the civilian emergency services may not need to assist with, the civilian emergency services may not respond with the usual major incident pre-determined attendance.

Following the notification of an incident at the site of Dstl Porton, UKHSA Porton or the Porton Science Campus, the following steps should be taken to determine the appropriate level of response.



2.2 RVP & Site Access

RVP

Depending on the nature and location of the incident, a message may be given to the main gate to say where the RVP is for that particular incident. Default RVPs can be found below.

The RVP will be confirmed by the first Blue Light Responder on scene and should be the point at which external agencies go to in the first instance on arrival at the incident. If the RVP changes during the incident partners will be notified through the Forward Command Post.

What3Words codes are given in the standard format 'word.word.word' these codes can be used on the What3Words website or app and give a more accurate location than postcodes.

Default RVP	**Dstl**	**Dstl Main Gate (car park just before main gate for meeting place) – SP4 0JG Carpark – vague.clocks.tentacles**
	UKHSA/PBL Porton Down	**UKHSA Porton Main Gate Main Gate – imported.tarnished.closer**
	Porton Science Park	**Sign-posted assembly muster point by visitor's carpark Carpark – cheaply.drifting.thud**

Alternative RVP	**Bottom of access road with Manor Farm Road at the junction with Winterslow Road. Entrance road – pink.fetching.dreamer**

Site Access

The decision on the access point will be made where possible initially by the site operator, communicated through the initial METHANE message, and will be determined by the location and nature of the incident.

Dstl Access:

Main Access	**Main gate off Manor Farm Road – SP4 0JG Main gate – ///boardering.stumps.fewer**
Alternative Access	**Additional access from Blackbarn Road Entrance to Blackbarn Road – ///films.tributes.circles**

UKHSA/PBL Porton Down Access:

Main Access	**Main gate off Manor Farm Road – SP4 0JG Main Gate – ///imported.tarnished.closer**
Alternative Access	**Additional gate on Manor Farm Road (closer to T junction), which remains locked unless there is a specific requirement to open it Entrance – ///screen.backdrop.guessing**

PSP Access:

Main Access	**Bybrook Road off Manor Farm Road – SP4 0BF** **Reception – ///biked.bungalows.emptied**
Alternative Access	**Additional access from Black Barn Road** **Entrance to Blackbarn Road – ///films.tributes.circles**

Porton Down Helipad

Porton Down has a helipad located at **SU 214369 – Elev 350FT** which is 6nm NE of Salisbury. It is in a sports field 200m x 120m marked with a concrete H on the edge of the field. Helipad is available for all users of Porton Campus. Notify MDP who will ensure area is clear and Site Fire are available.

Access to Helipad

- Landing for the Helicopter Medical Service (HEMS) co-ordination of activity must be through MDP and Range Control with current approvals only provided for authorised helipad.
- Requirements to land on any other location within the range area must be coordinated by Range Control with supporting emergency vehicle escort provided. Confirm helipad landing site at time
- Further details available in Appendix F.

Porton Science Park Access:

Main Access	**Main gate off Manor Farm Road, Porton – SP4 0BF** **Main Gate – ///biked.bungalows.emptied**
Alternative Access	**Potential access from Black Barn Road (currently closed by Dstl for security reasons related to access)** **Via road entrance at – ///merge.impress.finer**

2.3 Pre-Determined Attendance

The emergency services have pre-determined attendance for a Major Incident at the Porton Down Science Campus, depending on the nature of the incident.

The resources may be amended as required by the incident. The nature and scale of the incident will ultimately determine the level of resources sent to the Campus. Further resources may be available and sent as required but are not specifically listed here.

It is important to note that Hampshire's proximity also means that the Hampshire emergency services may be the first to arrive at the scene of the incident; initial scene commanders might be Hampshire Police, Fire or Ambulance, or may be asked to provide additional resources, therefore early liaison is important, Hampshire's PDAs might differ slightly.

2.4 Contact Phone Numbers

Dstl

Contact	Phone number
Emergency (24/7 police control point)	01980 954444

UKHSA

Contact	Phone number
Security (24 hours)	01980 610556
Reception (24 hours)	01980 612100

Porton Science Park

Contact	Phone number
PSP Site Operations Manager	01980 880770 (office hours) 07763 378834
MDP Control Room 24/7	01980 954444
Wiltshire Council Emergency Planning	07624 310636

3. Action Cards

Dorset and Wiltshire Fire & Rescue Service Action Card	
Role	**Responsibilities**
To save life through firefighting and fire prevention, provide specialist advice / management for hazardous materials and to protect the environment. On-site fire are also available and will support DWFRS with site knowledge when DWFRS take command of site.	• Generic responsibilities found within Wiltshire & Swindon LRF 'EMAP' • Firefighting and rescue of any persons involved, following a dynamic risk assessment • Control Inner Cordon and record risk assessments conducted • Emergency environmental protection measures

Wiltshire* Police Action Card	
Role	**Responsibilities**
To coordinate all operations and save life whilst preserving the scene and investigating the incident.	• Generic responsibilities found within Wiltshire & Swindon LRF 'EMAP' • To save life in conjunction with the other emergency services. • The coordination of the emergency responding agencies and other supporting organisations both at the scene of the incident and elsewhere. • To secure, protect and preserve the scene and to control sightseers and traffic using cordons, diversions, and filters. • To investigate the incident and obtain and secure evidence in conjunction with other investigative bodies where applicable. • To ensure the access and egress for all the responding agencies and supporting organisations. • To collate and distribute casualty information. • To identify the deceased on behalf of HM Coroner. • To prevent crime. • To ensure short term measures to restore normality after all necessary actions have been taken. • Co-ordination of the response to the media.

* Action Card also applies to Hampshire Police

South Western Ambulance Service Trust (SWAST) Action Card	
Role	**Responsibilities**
To provide the care and transportation of casualties to hospitals	• Generic responsibilities found within Wiltshire & Swindon LRF 'EMAP' • Decontamination of victims

Wiltshire Council Action Card	
Role	**Responsibilities**
To provide Council services to support the emergency response and protect public health.	• Generic responsibilities found within Wiltshire & Swindon LRF 'EMAP' • Public Health advice to residents • Coordinate and organise Council's response including emergency planning, social care, Highways, and comms.
NHS EI Action Card	
Role	**Responsibilities**
To coordinate the local health response to the incident	• Generic responsibilities found within Wiltshire & Swindon LRF 'EMAP' • Co-ordinate the local health system response

UK Health Security Agency South West Action Card (not Porton UKHSA)	
Role	**Responsibilities**
To provide 24-hour public health and communicable disease specialist advice	• Generic responsibilities found within Wiltshire & Swindon LRF 'EMAP' • Activation & Coordination of STAC • Provision of trained STAC Chair and supporting roles • Air Quality Cell – CRCE data interpretation and link into STAC

Environment Agency Action Card	
Role	**Responsibilities**
The Environment Agency (EA) has a statutory role to prevent, minimise or remedy pollution of the environment.	• Generic responsibilities found within Wiltshire & Swindon LRF 'EMAP' • Incinerators onsite are permitted and regulated by the EA • Water abstractions on-site and off-site in the near vicinity are regulated by the EA • Provision of air quality data and monitoring

3.1 Additional Agencies

Met Office
The Met Office is able to provide actual and forecast weather information and guidance, including severe weather warnings, on a 24/7 basis, for any event, including wind direction and speed (at the surface or at height), anticipated precipitation levels and duration, temperatures and visibility.

APHA

DEFRA should be notified of any reportable animal disease (e.g. Blue Tongue, *Erwinia*).

Normal reporting procedures should be used.

Health and Safety Executive (HSE)

The HSE is a Category 2 responder under the Civil Contingencies Act 2004 and should be notified in the event of any of the following:

- a work-related death
- a serious incident where there have been multiple casualties
- an incident which has caused major disruption such as an evacuation of people, closure of roads, large numbers of people going to hospital

If the incident fits any of the above descriptions, the affected site should contact the Health and Safety Executive (HSE).

Boscombe Down – flying restrictions
In an incident, the Police may apply for an Emergency Flying restriction to ensure safety over the site while rescue operations take place. This could affect activity in to and out of Boscombe Down.
Site is GEO Fenced. Drone authority can be made via MDP (Will link to Boscombe Down)

British Transport Police
Highspeed rail line runs adjacent to the site. The British Transport Police may need to be informed of an incident if it has or has the potential to affect the rail line.

On-site fire
The onsite crew will undertake initial firefighting measure to contain any incident before working to support DWFRS on arrival. Site FRS (operated by CAPITA) have a single Pump and crew. The on-site FRS will share Tactical Information Plans (TIP's) with DWFRS on arrival and then act in a supporting role.

Dstl response capabilities

Dstl has a range of specific roles, experience, and expertise. It is possible that Dstl advice will be required for a response to an incident within Porton Campus. This advice will be given alongside Dstl's incident response and may need to be given independently to this on-site response.

4.2 Response Arrangements

4.2.1 On-Site Response

Dstl Porton Down

The initial response to a 'Site Incident' will be managed by a designated officer from the ministry of Defense Police (MDP) until the arrival of the Senior Establishment Incident Manager (SEIM) or the Duty Establishment Incident Manager (DEIM) into the site Emergency Control Centre (ECC).

The MDP will brief the on-site Fire, Police and Medical Services on

- the location
- type of hazards likely to be encountered
- site plan showing wind direction

The on-site Fire and Rescue Service is responsible for providing the initial fire response and will then support Dorset & Wiltshire Fire and Rescue Service. Dstl MDP will also liaise and work jointly with Wiltshire Police.

Upon arrival the SEIM/DEIM will receive a briefing on the incident and will take over the overall command of the Emergency Control Centre and management of the incident. One of the first actions of the SEIM/DEIM will be to consider the requirement to contact the emergency services, if this has not already been done.

Dstl (under the SEIM/DEIM) will retain overall management of the incident when the external emergency services arrive at the scene until joint working arrangements are agreed. The only exception to this procedure will be in the event of an armed intruder/confirmed terrorist incident at the site during which the incident will be managed by a designated MDP officer present at Dstl Porton Down.

UKHSA Porton, including PBL facilities on main UKHSA site

The initial response to the incident at UKHSA and PBL Porton Down will be lead by the Emergency Response Team under the management of the Senior Site Manager who will initially act in the role of incident director. The Emergency Response Team will confirm the location and type of emergency. The Senior Site Manager will brief the first emergency responders on-site and provide them with a fire bag containing appropriate site plans.

The Senior Site Manager will escalate the incident through UKHSA according to the levels determined in the UKHSA National Incident & Emergency Response Plans (NIERP). The Incident Director may also invoke the site Emergency Response and Business Continuity Plans, as appropriate.

Porton Science Park

Civilian response, outside the wire – Call 999. No on-site emergency response.

On-site evacuations to outside the building (adjacent car park) and in-vacuations are possible and are routinely exercised.

5. Site Details

5.1 Location

Porton Down Science Campus is located mainly in the South of Wiltshire, with part of the site located across the border in the west of Hampshire. The site is located slightly northeast of the village of Porton, between the A30 and the A338 near Salisbury.

The site can be identified through the following:

- Post Code: SP4 0JQ or SP4 0JG, SP4 0BF for PSP
- Grid Reference: x - 420873 y - 136937
- Grid Reference: SU2087136921
- What3Words: Main access road – pink.fetching.dreamer

5.2 Description

Porton Down is a science campus incorporating military, government, and civilian commercial entities. In some locations these areas are mixed together.

Dstl Porton Down

The Defence Science and Technology Laboratory (Dstl) is based at the Porton Down Science Campus. Dstl is an executive agency of the MOD and the site is one of the United Kingdom government facilities for military research, including CBRN defence. Dstl occupy approximately 7,000 acres (28km^2) of the Porton Down Science Campus.

There are three UKHSA and PBL specialist facilities within the Dstl boundary, requiring management by both UKHSA and Dstl duty managers.

There are a number of private residential properties located adjacent to the Porton Down Science Campus located on Northway which can be seen in Appendix D; these are owned by Dstl but are outside of the main Dstl perimeter fence.

UKHSA Porton Down

UKHSA Porton Down is a specialist public health research facility and landlord to PBL manufacturing and development facilities. Jointly there are around 1,100 staff and contractors in site, occupying 40 acres within its fence and a further 28 acres outside that is currently undeveloped.

There are no listed buildings within the UKHSA Porton site. The buildings on-site total an approximate area of 43,000 sq metres and consist of the following:

- Main Building: 22,000 sq metres
- Production (PBL: manufacturing related): 5,000 sq metres
- Temporary Buildings: 8,000 sq metres
- Other (including power house and plant room): 4,000 sq metres

Porton Science Park (PSP)

Porton Science Park covers approximately 26 acres. There is currently two buildings but there are likely to be more in the future.

At the time of writing, labs and office space have been allocated to a variety of different companies.

5.3 Major Hazards

In view of the nature of the range of activities and risks at the Porton Down Science Campus, it is essential that the risks associated with the site be identified and procedures put into place to minimise the likelihood of an incident occurring. The site operators have had an extensive risk assessment conducted for the Porton Campus site safety report

5.4 Fire

Dstl

Dstl Porton has its own on-site contractor provided Fire Service (operated by Capita). In addition, most buildings are equipped with fire alarms and/or automatic detection systems which can be activated by clearly marked call points and where alternative arrangements exist, they are clearly indicated.

1 crew and 1 pump operating 24/7, JESIP trained.

UKHSA Porton Down

UKHSA Porton buildings are equipped with fire detection which can be activated automatically or manually. The site is currently served by the Dorset & Wiltshire Fire and Rescue Service based in Salisbury and Amesbury. There is a fire suppression system fitted in the IT data centre and extinguishers are distributed at points across the site. Areas of the building (doors and structural walls and ceilings) also include fire stopping mechanisms.

Porton Science Park

Clearly marked call points throughout the building (tested weekly), plus up to x 50 CO2 and foam fire extinguishers located throughout the buildings; plus, fire blankets and additional foam cylinders in labs and by gas stores.

Areas of the buildings (doors and structural walls and ceilings) also include fire stopping mechanisms.

5.6 Security

Dstl Porton

The site is surrounded by a perimeter fence to deter general access to the site. The main point of access for all employees, visitors and contractors is via the reception area by the main gate. The especially sensitive areas of the site have additional layers of security.

The MDP provide the on-site armed security at the Dstl site with the support of guard dogs. A formal mutual aid agreement exists between the MDP and Wiltshire Police.

UKHSA Porton

The site is surrounded by a perimeter fence to deter general access to the site. The main access point for all employees, visitors and contractors is via the reception area by the main gate.

The private security guard force which fall under the civilian police arrangements provide the on-site security at UKHSA Porton. The security protocol is to contact the police, who may task MDP to attend the UKHSA Porton site on their behalf.

Porton Science Park

The Ministry of Defence Police (MDP) also patrol the Porton Science Park grounds.
The MDP will contact Wiltshire Police in the event of being made aware of an incident. But anyone discovering a threat or an incident, or the potential for either on PSP's grounds or within the building should call 999.

Tenants (organisations which occupy PSP's labs and offices) are responsible for receiving their own visitors and deliveries. There is no central reception at PSP.

Tenants only have access to communal areas and their own premises within PSP's current buildings and these are in defined zones which can only be accessed using building passes.

6.0 Communications

6.1 Media and Communications

The media could attend any incident at Porton Campus in large numbers. There is therefore a campus communications strategy ensuring the media response can be coordinated, which dovetails with the 'Wiltshire and Swindon LRF Media and Communications Guide'.

Once an incident has occurred on either the Dstl, UKHSA or PSP site, the on-site protocol is to alert the respective communications teams and notify the other sites as part of the cascade system of alerts. The agency where the incident occurred, will, if possible, become the lead agency for the media response. The Dstl, UKHSA and Wiltshire Council communication teams will liaise with each other to agree a media policy. Liaison will then occur with Wiltshire Police communications as by default the police normally co-ordinate media response at a strategic level.

Each external responding agency is responsible for informing their own communications teams, who will then liaise with each other as required under the Media Cell.

All agencies will be under pressure to provide an immediate holding statement at the earliest

Opportunity. It is accepted that blue light agencies may issue initial media messages before this plan has been fully activated, however, a pre-scripted message has been agreed for use in notifying the public of a major accident with actions they should take:

> *"At … am/pm an incident occurred [include some basic detail on the impact of*
>
> *the incident e.g. fire/smoke/fumes] at the Porton Down Science Campus. Staff at the site and emergency services are working together to resolve this incident.*
>
> *Every possible action is being taken ensure the safety of our staff / the environment / local residents (use/delete as appropriate*
>
> *We will continue to provide the most up to date and accurate information and advice on the Wiltshire Police website (https://www.wiltshire.police.uk/) as this becomes available."*

> ***Additional information could include:***
>
> *"A [insert distance] metre cordon has been set up and people are advised to*
>
> *avoid the area until further notice.*
>
> *Residents and visitors to the affected areas [state which areas] are advised to:*
>
> *Go In – shut windows and doors and shut down fans, fires, ventilators, or any air*
>
> *conditioning system drawing air from outside the building or vehicle*
>
> *Stay In – stay indoors where possible*

Tune In – to the local radio or TV or follow the [Wiltshire Police, Dstl, UKHSA] Twitter feed (use/delete as appropriate)

Where possible do not use the telephone to ensure that lines remain free for

emergency responders. Further information will be broadcast periodically, so

remain tuned into your local radio (BBC Radio Wiltshire), TV stations and relevant Twitter accounts."

Dstl, UKHSA and PSP (Wiltshire Council) will provide an agreed holding statement to the press and, once established, will follow the Strategic Co-ordinating Group's media strategy. Whilst it may not be possible to have a representative from either site attend the Strategic Media Co-ordinating Group, lines of communication will be established. Teleconferencing may be possible. If necessary, Wiltshire Police Strategic Media Co-ordinating Group's officer could take the lead for liaising with the lead agency's communications team to free up their time.

The lead agency will consider, at the time, where the media attending the site should be directed to.

6.2 Communications – On-site

Due to the nature of the Porton Down Science Campus site, the modes of communication should be guided by the Dstl/UKHSA/PSP site plans provided by Estates.

The general multi-agency communications arrangements can be found within the Wiltshire and Swindon LRF Emergency Multi-Agency Procedures (EMAP). Dstl will communicate through the incident with Airwave handsets and UKHSA Emergency Response Team have two way radios to manage the initial response to the incident with backup both land lines and mobiles. PSP has landline phones and mobiles available.

Airwave

The lack of security from all other modes of communication should therefore be considered for any communications from the scene that may contain sensitive information. Wiltshire Police have arrangements in place to be able to extend the availability of Airwave to partner agencies. Dstl MDP use the Tetra Airwave system and have the ability to switch to the Wiltshire incident network if required.

Telephone Communications

There are some areas of the Porton Down Science Campus that are black spots for mobile phone signal.

UKHSA Porton Down has a hybrid telephony system compromising an old Mitel telephony solution but the vast majority of telephones have been migrated to Skype and are either physical handset devices or software clients installed onto UKHSA corporate end user laptop devices.

UKHSA Porton also has a number of standalone BT lines for resilience.

PSP has x2 multiple network 4G boosters on Building A's roof.

For calls, VOIP is used.

7.0 Additional response arrangements

7.1 Survivor Reception Centre / Rest Centre

A Survivor Reception Centre (SuRC) may be established by the Police and supported by the Local Authority following a major accident at the Porton Down Science Campus as a short term shelter and first aid, as well as to conduct interviews and complete documentation needed for Police investigations. A potential location for the SuRC would be Winterbourne Gunner. The SuRC would likely be co-located with an Emergency Treatment Centre (led by the NHSEI).

A Rest Centre (RC) may be established by the Local Authority to provide evacuees with short term shelter (up to 48 hours) following the incident. The Rest Centre will be established in accordance with the Wiltshire Council Rest Centre Plan. Alternitively, depending on circumstances, hotels may be provided.

7.2 Evacuation of the public

The decision to evacuate will be taken in conjunction with Dstl, UKHSA Porton, Wiltshire Police and the Dorset & Wiltshire FRS, however in a terrorism-related incident Wiltshire Police are likely to take the decision. Shelter in place is always an option to be considered.

The police, with assistance from the local authority, will inform all residents within the evacuation area of the need for evacuation (including Porton Housing). As much information as possible and regular updates will be broadcast using TV and radio media facilities in accordance with the 'Wiltshire and Swindon LRF Media and Communications Guide' and the 'Wiltshire and Swindon LRF Warning and Informing Strategy'. Be aware that there are several properties, including Porton houses, which may fall within a cordon. Coordination with Dstl as to the location of these properties will be necessary.

The evacuees will be directed to the evacuation assembly point and from here will be transported to the Rest Centre(s), organised by Wiltshire Council. Information on methods of transport available can be found in the 'Wiltshire and Swindon LRF Transport in Emergencies Plan'.

7.3 Evacuation of staff

Staff at Porton Down will be evacuated according to on-site arrangements. If evacuation of staff off the site is required, Wiltshire Council may be able to assist, and will do so using its relevant plans.

7.5 Mutual Aid

Emergency services and local authorities operate a mutual aid assistance scheme with counties in the surrounding area and nationally. If essential resources are in danger of being expended, or the incident escalates to such a degree that the normal emergency service response which supports Wiltshire cannot cope with the incident, assistance will be sought from these agencies. To assist cross border agency familiarisation of the site and associated risks, partners from HIOW LRF are invited to attend the Porton Down Engagement Meeting and any exercises.

7.7 Welfare

All staff responding to a major incident are required to consider their own personal welfare requirements and complete regular dynamic risk assessments to ensure their own personal safety when responding to an incident. Any concerns should be reported to your organisation.

7.8 Vulnerable People

The Wiltshire & Swindon LHRP and LRF Vulnerable Individuals Plan details which multi-agency partners can access information on vulnerable people within Wiltshire during and following an emergency. Wiltshire Council have internal measures for identifying vulnerable people on social care lists.

7.9 Stand Down Arrangements

Stand Down:

Stand Down Plan

The Strategic Coordinating Group (SCG) will agree the point at which the emergency response concludes. This decision will be taken once the aims and objectives of the SCG have been met and the danger to human health and/or the environment has been resolved.

The SCG should formally sign the management of the incident over to the Recovery Coordinating Group (usually led by the Local Authority) who will have the responsibility for supporting the site and the community to return to a new normal following the incident. The suggested Handover Certificate can be found within the Wiltshire and Swindon LRF Emergency Multi-Agency Procedures (EMAP). During recovery, the SCG and TCG will still be available for consultation.

7.10 Recovery Arrangements

Assessment and operations

For the purposes of simplification, and for the remainder of this section, the term 'environment' will refer to the natural or built environment and will include; members of the public, animals, plants, water courses, buildings of any kind, roads and utility service mains. An incident originating from the site has the potential to cause damage to the environment, either directly because of the incident (primary effects) or indirectly (secondary effects) because of the response.

Following an incident, the environment must be restored as closely as possible to its original state where it is practical to do so and without causing further damage. Therefore, it is vital that all reasonable measures are taken, by all responding agencies, to protect the environment from damage whilst dealing with an incident at the site. The removal of debris or contamination, from areas affected by an incident, that were present prior to an incident are outside the scope of this plan, although will be dealt with by the RCG.

Community recovery and site restoration

The Wiltshire Council Recovery Plan sets out the recovery and restoration measures required to reinstate the community and the site as close as possible to their original condition. The core areas are Site clearance, community recovery and infrastructure recovery.

Recovery Coordinating Group

The recovery operation will be led by Wiltshire Council in accordance with the 'Wiltshire Council Recovery Plan'. Other agencies may be required to liaise with or sit upon the strategic recovery board as necessary. Operational recovery work will be conducted by the most appropriate organisation for the nature of the incident.

The Recovery Coordinating Group will be co-ordinated and chaired by a senior colleague from Wiltshire Council.

The Recovery Coordinating Group may carry out a series of risk assessments during the early stages of recovery. They will establish and co-ordinate appropriate tactical and operational recovery groups as required by the incident.

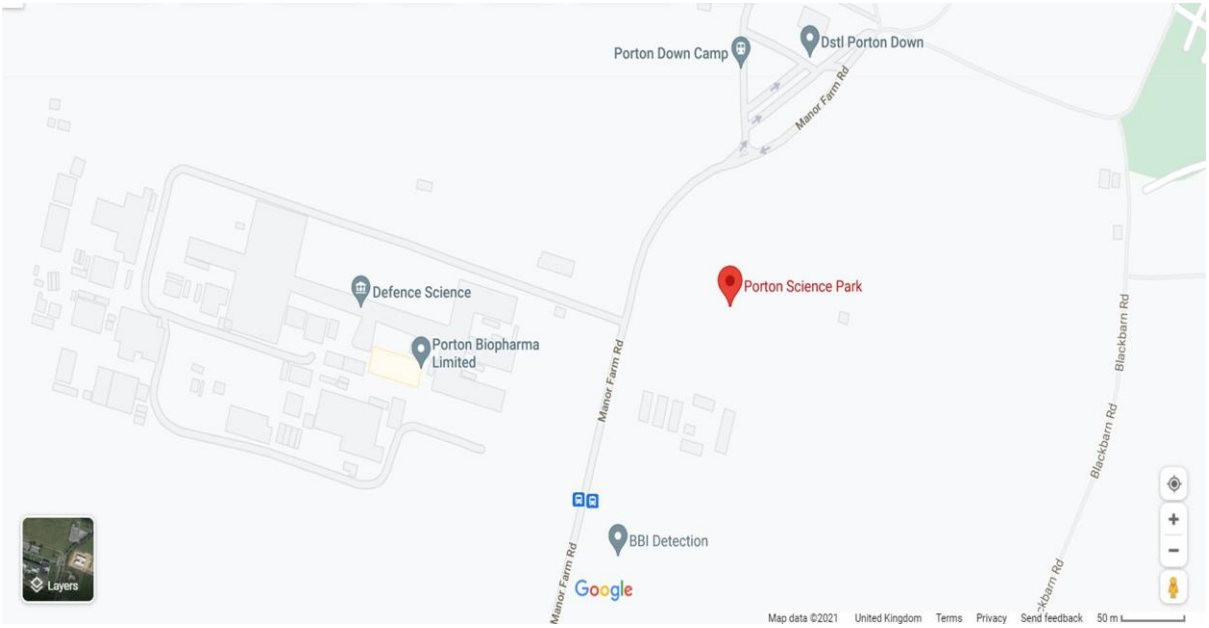
Local Community and Porton Down Science Campus

During the recovery phase, the needs of the community as a whole must be taken into consideration. This will require input from a range of groups and agencies to ensure that their needs are fully met (more detail available in the Wiltshire Council Recovery Plan).
It is imperative that the local community is also involved in the recovery process.
Porton Down Science Campus will also be fully involved in the recovery process.

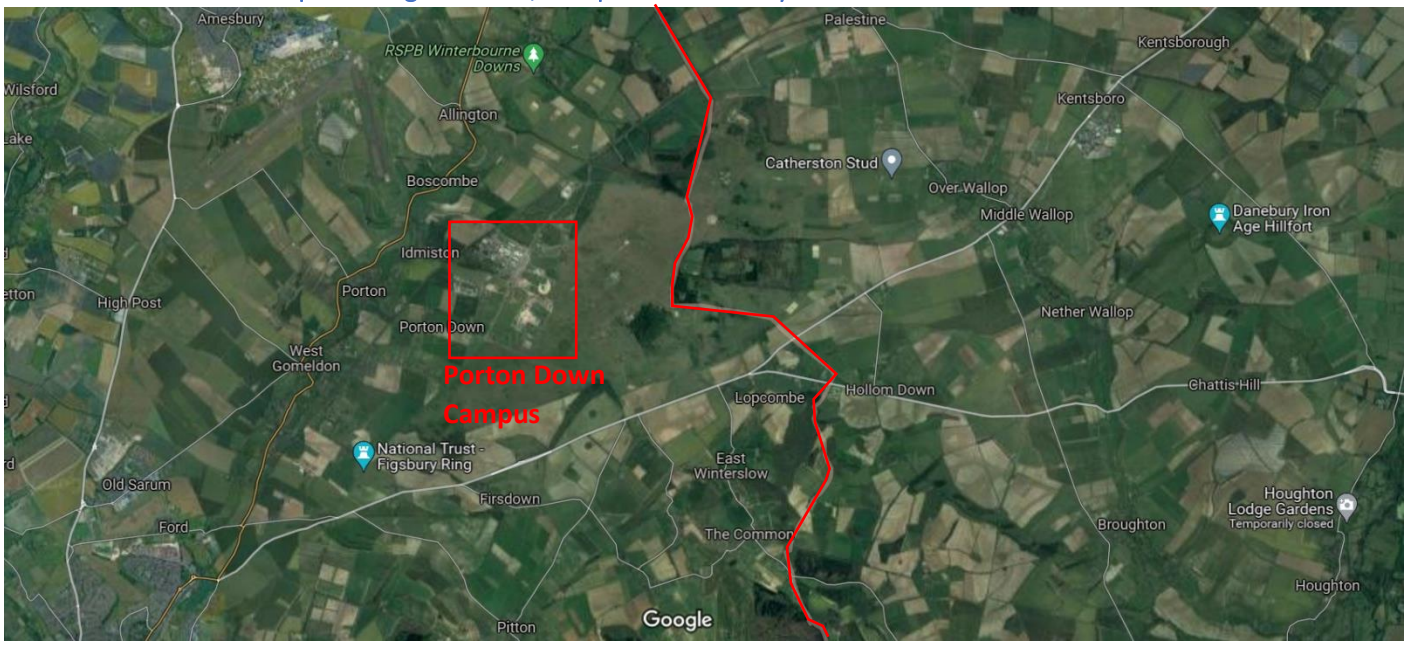
8.0 Appendices

Specific site maps for the Porton Campus sites are available on request to the relevant site (Dstl, UKHSA, PSP).

8.1 Location map for Porton Down Science Campus



8.1.1 Location map showing Wiltshire/Hampshire boundary



Wiltshire / Hampshire border

8.2 Porton Helipad – General information

The following information relates to the Porton Down Helipad.

Porton Down (Dstl)	Prior Permission Required (PPR)
Grid Ref	SU 214369 – Elev 350FT – LOCATION 6nm NE of Salisbury
Operator	MOD (Dstl)
Telephone	(01980) 61 3498 / DFTS 96801 3498, 3325 OOH
Description	Sports Field 200m x 120m *Marked with concrete H on edge of field*
Lighting	Nil
Radio	Initially Boscombe Down 256.5 / 126.7 Then Porton Range Control 293.775 / 278.350
Fuel	Available at Boscombe Down or Middle Wallop
Emergency Services	24hr cover. Limited medical cover Mon-Fri during office hours.
Hazards (heights in brackets)	Goal posts according to season Sports Pavilion (15ft) 60m West Trees (30ft) 300m West Windsock (25ft) 120m SE Fire Station with tower (50ft) 25m North Buildings (60ft) 300m West Trim trail (up to 6ft) around edge of field
Remarks	Suitable all types day / night. Approach only from the West to avoid the building complex, unless otherwise cleared by Range Control Within Boscombe Down MATZ

8.4 Glossary

Glossary	
CBRNE	A term used to describe chemical, biological, radiological, nuclear, and explosive materials.
Dstl	Defence Science and Technological Laboratory (Dstl). An agency of the Ministry of Defence (MOD) that exists to supply impartial Scientific and technical research and advice to the MOD and other government departments
FCP	Forward Control Point / Forward Command Post. A location near the scene, where the response (by the emergency services) to the scene of an emergency / major incident is managed.
HART	Hazardous Area Response Team. Specifically, recruited, and trained personnel who provide the ambulance response to major incidents involving hazardous materials, or which present hazardous environments, that have occurred because of an accident or have been caused deliberately.
HAZMAT	Hazardous material abbreviation although it is commonly used in relation to procedures, equipment and incidents involving hazardous material
HSE	Health & Safety Executive. The Health and Safety Commission (HSC) and the HSE are responsible for the regulation of almost all the risks to health and safety arising from work activity in Great Britain
Incident Commander	The nominated emergency services officer with overall responsibility for the tactics and resource management at the tactical level
MACR	Major Accident Control Regulations
Major Incident	Event or situation requiring a response under one or more of the emergency services major incident plans
METHANE	Major Emergency. Exact Location. Type of incident. Hazards Access. Number of casualties. Emergency services specified by JESIP as a consistent method of sharing incident information.
DLUHC RED	Ministry for Housing, Communities and Local Government, Resilience and Emergencies Division. They act as a conduit for communications between central government and the local level. They are responsible for supporting local response and recovery efforts, and ensuring that there is an accurate picture of the situation in their area
MOD	Ministry of Defence
PBL	Porton Biopharma Limited (PBL)
PIZ	Public Information Zone. Public area surrounding Porton Down.
RC	Rest Centre is a building which could include overnight facilities, designated by the local authority for the temporary accommodation of evacuees
RvP	Rendezvous Point is the point to which all resources arriving at the outer cordon are directed for logging, briefing, equipment issue and deployment

SCG	Strategic Coordinating Group is the multi-agency body responsible for coordinating the joint response to an emergency at the local strategic level
STAC	Science and Technical Advice Cell. Group of technical experts from those agencies involved in an emergency response that may provide scientific and technical advice to the Strategic Coordinating Group chair or a single service gold commander
SuRC	Survivor Reception Centre is an assistance centre in which survivors not requiring acute hospital treatment can be taken for short-term shelter and first aid
TCG	Tactical Coordinating Group. A multi-agency group of tactical commanders that meets to determine, coordinate, and deliver the tactical response to an emergency

8.5 Plan administration

Document History

Version	Date	Comments	Reviewer
4.3	February	Update of plan with partners	Sarah Kelly-Escott

Training Schedule

This plan has a walkthrough annually, at the first engagement meeting of each year (usually January)

Date	Training Details	Location
January 2022	walkthrough at Engagement Meeting	Teams
October 2023	site briefing and tour	UKHSA/PBL
October 2024	Local Authority Public Health	Dstl/UKHSA/PBL/PSP