

HM NAVAL BASE CLYDE
NUCLEAR EMERGENCY RESPONSE ORGANISATION

DISPERSAL PROCEDURE

Aims

1. The aims of the Dispersal Procedure are as follows:
 - a. To implement and ensure a safe, timely and effective dispersal of all non-essential personnel from Faslane Naval Base in the event of a Safety Alert or Off-Site Nuclear Emergency.
 - b. To implement and ensure effective management of all personnel dispersed from Faslane Naval Base to a designated Reception Centre.

Contents

2. This Dispersal Procedure consists of the following:
 - Part A:** Dispersal Instruction
 - Part B:** Reception Centre/Dispersal Co-ordinator Instruction
 - Part C:** Post Event Question Report Form

Page 1 of 8	Revision 7	
UNCONTROLLED IF PRINTED <i>It is the responsibility of the user to ensure they are working with the latest revision</i>		Printed: 17/10/2014

PART A: DISPERSAL INSTRUCTION

Serial	Action	Time Completed
<p>Safety Alert Although there is no hazard it may be decided to disperse non-essential personnel off-site on a precautionary basis.</p> <p>Off-Site Nuclear Emergency This procedure will be initiated on declaration of an Off-Site Nuclear Emergency (if not already initiated during Safety Alert).</p>		
1	Ascertain incident progression and expected time until development of a radiological hazard.	
2	Establish communication with Muster Station Co-ordinator. Ensure effective communication is maintained throughout.	
3	Determine if the muster process is complete/progression of muster process.	
4	Determine the total number of mustered personnel.	
5	<p>Via the Muster Station Co-ordinator, determine the number of mustered personnel:</p> <ul style="list-style-type: none"> • with their own transport; • without own transport; • that are Assisted Transport Scheme members; and • that are 'livers in'. 	
6	MACCO and Muster Station Co-ordinator will identify mustered NERO personnel (including those 'off duty') that could be used at some stage over the duration of the incident.	
7	Ascertain the stability of the weather and wind direction including any predicted changes.	
8	Liaise with the MT Cell to determine transport and manpower availability.	
9	<p>Determine dispersal method from the following list:</p> <ul style="list-style-type: none"> • personnel use their own transport from available car parks (encourage car sharing); • all other personnel transported off-site (personnel will be transported to the reception/dispersal centres from which they will either disperse home or be retained for re-deployment); or • all personnel transported off-site. 	

Serial	Action	Time Completed
10	Identify the appropriate pick up/drop off points and exit gate(s) from the Naval Base and a suitable route to be taken. Relay this decision to the MT Cell. <i>(If no hazard is present all potential exit gates could be used).</i>	
11	Identify and activate appropriate Reception/Dispersal Centres: <ul style="list-style-type: none"> • [REDACTED]; • [REDACTED]; • [REDACTED]; • [REDACTED]; and • [REDACTED]. 	
12	Instruct Naval Provost Marshal staff to deploy Reception Centre Equipment Box to the designated Reception Centres.	
13	Liaise with Muster Station Co-ordinator to identify, brief and deploy a Reception Centre Manager (a minimum rank of Sub Lieutenant) from the Wardroom and six support staff (Naval) from the Muster Stations, to manage personnel at the Reception Centres (see Annex B). Outline tasks: <ul style="list-style-type: none"> • reception of personnel; • safe management of personnel at Reception Centre; • provision of information; • establish and maintain communications with: <ul style="list-style-type: none"> • ICCC MACCO Cell (exts [REDACTED], [REDACTED] or [REDACTED]): co-ordination of dispersal; and • COSC Site Operators Group (ext [REDACTED]): all post dispersal requirements. • co-ordinate departure of personnel from the Reception Centre with MT and DBIC. 	
14	Alert and activate MDP and Naval Provost Marshal staff to police and manage personnel and traffic at Reception Centres (tel: MOD ext [REDACTED]/BT: [REDACTED]).	

Serial	Action	Time Completed
15	Liaise with the Staff Officer and ensure that the DBIC/ADBIC implements early and repeated promulgation of information to all personnel within the Muster Stations (Muster Station Co-ordinator/Base Broadcast System).	
16	Determine order of dispersal priority. Consider phased dispersal to reduce congestion.	
17	<p>If it has been decided that personnel will use their own transport to disperse from the Base, determine whether these individuals will:</p> <ul style="list-style-type: none"> • be transported to the area in which their vehicle is parked; or • walk to retrieve their vehicle. 	
18	Instruct MT Cell to divert Assisted Transport Scheme to designated Reception Centres.	
19	Inform MDP Control Room of the impending dispersal to allow staff manning the appropriate gate to be instructed accordingly and officers to be deployed for traffic/personnel management and safety.	
20	<p>Initiate the dispersal process. Ensure personnel using own transport and MT drivers are informed of the gate(s) to be used and route to take. MT drivers should additionally be informed of the pick up point to be used. The pick up points for the Muster Stations are:</p> <ul style="list-style-type: none"> (1) roundabout at the northern entrance to Neptune Building (Supermess); and (2) WO/SR Mess main entrance. (3) Main entrance of the Neptune shopping hall 	
21	Review the implementation of the dispersal procedure continuously. Liaise closely with the Health Physics Cell to ensure the dispersal process remains appropriate throughout.	
22	Confirm with Muster Station Co-ordinator that all non-essential personnel have been dispersed off-site.	

PART B: RECEPTION/DISPERSAL CENTRE CO-ORDINATOR INSTRUCTION

Primary Purpose

1. The primary purpose of the Reception/Dispersal Centre Co-ordinator is to implement and ensure the safe and effective management of all personnel at the designated centre following dispersal from the Naval Base.

Secondary Purposes

2. The secondary purposes of the Centre Co-ordinator are:
- a. To implement departure of personnel from the Centre.
 - b. To liaise with Naval Base departments on emergent requirements.
 - c. To ensure an effective traffic management system in the area around the centre (with MDP, Naval Provost Marshal and Police Scotland).
 - d. To refer all media enquiries to the Clyde Off-Site Centre Media Reception Cell.

Serial	Action	Time Completed
1	Report to and activate the designated Reception/Dispersal Centre.	
2	Establish communications with the MACCO Cell in the ICCO NEHQ (tel: [REDACTED] ext [REDACTED], [REDACTED] or [REDACTED]).	
3	Brief and employ all provided staff on required tasks. If necessary employ naval personnel that have been dispersed from the Naval Base.	
4	Implement and ensure an effective traffic management system in the area around the Reception Centre in conjunction with MOD Police and MGS, Naval Provost Marshal and Police Scotland.	
5	Arrange the following designated areas: <ul style="list-style-type: none">• reception desk• separate assembly areas for the following:<ol style="list-style-type: none">(1) service personnel and other visitors normally accommodated in the Naval Base (for arrangement of alternative accommodation). This is the largest area to assemble.	

Serial	Action	Time Completed
	<p>(2) Assisted Transport Scheme (ATS) members (for arrangement of transport to locations remote from Helensburgh).</p> <p>(3) personnel requiring reassurance counselling.</p> <p>(4) all other personnel</p> <p>Note: If personnel are able to disperse directly home and are not required for redeployment, authorise early dispersal from the Centre.</p>	
6	On arrival of personnel dispersed from the Naval Base, segregate into required areas outlined above.	
7	<p>Ensure regular briefings are provided to all personnel dispersed from the Naval Base whilst at the Reception Centre. Briefings should include the following as appropriate:</p> <ul style="list-style-type: none"> • arrangements being implemented at the Reception Centre on their behalf. • the situation within the Naval Base at the time of dispersal. • that the Naval Base and the MOD will establish a post event help line to provide information and to address any emergent questions or concerns. • any significant queries or concerns will be dealt with as a priority by the appropriate Naval Base department. <i>(Personal details and the question should be recorded at the reception desk before departure on the form shown at Annex C. Completed copies of Annex C are to be delivered to the COSC Site Operator's Group Health Physics desk).</i> • return to duty: instruct all personnel that information regarding return to work will be promulgated through all possible communication channels: <ul style="list-style-type: none"> (1) direct to individuals from Naval Base departments. (2) TV, radio, internet and newspaper. <p>Personnel with essential routine or emergency roles and responsibilities within the Naval Base or COSC should contact their</p>	

Serial	Action	Time Completed
	routine or emergency place of work or the departmental duty roster co-ordinators to determine future requirements.	
8	Liaise with Naval Base departments on emergent requirements.	
9	Initiate the departure of personnel from the Reception Centre as soon as possible and in a safe and timely manner.	
10	Refer all media enquiries to the Clyde Off-Site Centre Media Reception Cell (tel: MOD ext [REDACTED]/BT: [REDACTED]). Instruct all personnel employed in the Reception Centre not to attempt to respond directly to any media enquiry from any source. All enquiries are to be referred to the Reception Centre Co-ordinator for onward referral to the COSC Media Cell.	

PART C: POST EVENT QUESTION REPORT FORM

POST EVENT QUESTIONS	
Question	Details
Name and initials:	
Staff/Service number:	
Personal contact details	
Naval Base Department:	
Work contact telephone number:	
Home contact telephone number:	
Question/query/issue:	
Signature:	
Date:	