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WYM-IMP-001

**Wymondley Solar Farm,
Land to the North and East of Great Wymondley, adjoining Graveley
Lane, Hertfordshire**

For key location identifiers see *Key Location Identifiers*

On-Site Incident & Fire Response Plan

Click ***Activation of the Site Incident Response Plan*** to activate the plan

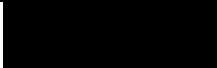
And find the relevant checklist for your role and event specific guidance:

Form WSF IRP 1: Incident Controller Checklist

Form WSF IRP 2: Site Controller Checklist

Form WSF IRP 3: Incident Manager Checklist

Appendix E: Incident Specific Checklists

Checked by: Tim Edmunds	Approved by: Mark Pollard
Signed: 	Signed: 
Date: 15 April 2025	Date: 15 th April 2025
Review Date: To be kept under review by the Principal Designer (appointed by AGR Solar 4 under the Construction (Design and Management) Regulations 2015 during the Construction and Commissioning Phase of the Wymondley project.	

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Abbreviations

Abbreviation	Full Term
DSE	Duty Shift Engineer
ESO	Electricity System Operator
F&RS	Fire and Rescue Service
FACP	Fire alarm control pane
FSE	Field Service Engineer
IC	Incident Controller
IEC	International Electrotechnical Commission
IM	Incident Manager
IRP	Incident Response Plan
METHANE	Briefing tool for the emergency services
NEC	National Electrical Code
NGET	National Grid Electricity Transmission
NFPA	National Fire Protection Association
OCR	Operational Control Room
RVP	Rendezvous Point
SC	Site Controller
UL	Underwriters Laboratories
WSF	Wymondley Solar Farm

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Amendment and Re-issue Sheet

Section	Amendment	Prepared by	Rev	Date of Issue
All	V0.1	Victoria Willis	First Draft	N/A
Page 1	Review 'sign-off' and Review Date added.	Tim Edmunds	Final Pre-Construction Draft	15/04/2025
Section 6.1	Description of the BESS technology updated.			
Section 6.3	Construction Features updated.			
Section 6.4	Site layout plan updated.			
Section 6.6	Numbers of battery units north and south of Graveley Lane updated.			
Section 7	FRM updated.			
Section 7.1.3	Test standards updated.			
Section 7.7	Updated safety standards.			
Form WSF IRP 1	Updated to reflect new BESS supplier.			

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1 How to Use this Plan

The purpose of this document is to provide details of the On-Site Emergency and Fire Response Plan for Wymondley Solar Scheme in accordance with HMG Emergency Preparedness, Response and Recovery guidance¹.

In addition, this plan provides information on Fire Risk Management for the Wymondley Battery Storage Units.

Use the *italicised headings* on the front page to click to activate the plan, as well as find the relevant checklist for your role and event specific guidance. You will see these *italicised headings* throughout the IRP, allowing you to navigate the document quickly.

The contents page allows you to click through to any part of the plan you require. If you are working with a hard copy, the contents page directs you to the correct page number.

Forms 'Wymondley Solar Farm Incident Response Plan' (WSF IRP) 1 to 8 contain all the documents required to manage the incident response. You can print these off, fill them in or take them to another location. You can also complete and save them as part of this document.

Sections 2 to 5 provide the detail required to respond immediately to an incident.

Appendices A to D provide site specific detail.

Appendix E provides incident specific guidance.

This plan contains guidelines and not an exhaustive list of response activity. This will vary depending on various aspects of each event.

2 Classification of Incidents

The following site incident classification has been adopted at Wymondley Solar Farm (WSF):

2.1 Level 1

An incident which is self-contained and manageable within the capabilities of the facilities Incident Response Plan, attracting only local media attention.

For example, minor fires, spillage, injury, which can effectively be dealt with by personnel on site or remotely without external assistance.

2.2 Level 2

An incident requiring support from internal or external responders. This is an incident of significant proportions not immediately endangering life or property, but which could do so if not controlled.

Examples of Level 2 incidents are: serious incidents involving casualties, loss of life or significant damage to environment.

The incident response requires the establishment of:

- Support from the Emergency Services
- Site management and personnel call-in.
- Communication procedures.
- Means of dealing with the incident.
- Restricted access in the event of flammable gas release

¹ <https://www.gov.uk/government/publications/emergency-preparedness> and <https://www.gov.uk/guidance/emergency-response-and-recovery>

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- Medical, welfare and public relations support.

2.3 Level 3

Any major incident or potential emergency causing or threatening death, injury or disruption to people or the environment and requiring an immediate response by the police, fire, and ambulance services.

3 Site Incident Response Plan Objectives

The main objectives of the On-Site Incident Response Plan for Wymondley SF are to:

- Contain and control an incident to minimise the effects, and to limit damage to persons, the environment and property.
- Implement measures necessary to protect persons and the environment from the effects of incidents.
- Identify the organisations and key post holders involved.
- Communicate the necessary information to the emergency services and authorities concerned in the area.
- Ensure the safe and legal removal and disposal of any waste generated, and where environmental measures have failed, provide for the restoration and clean-up of the environment.

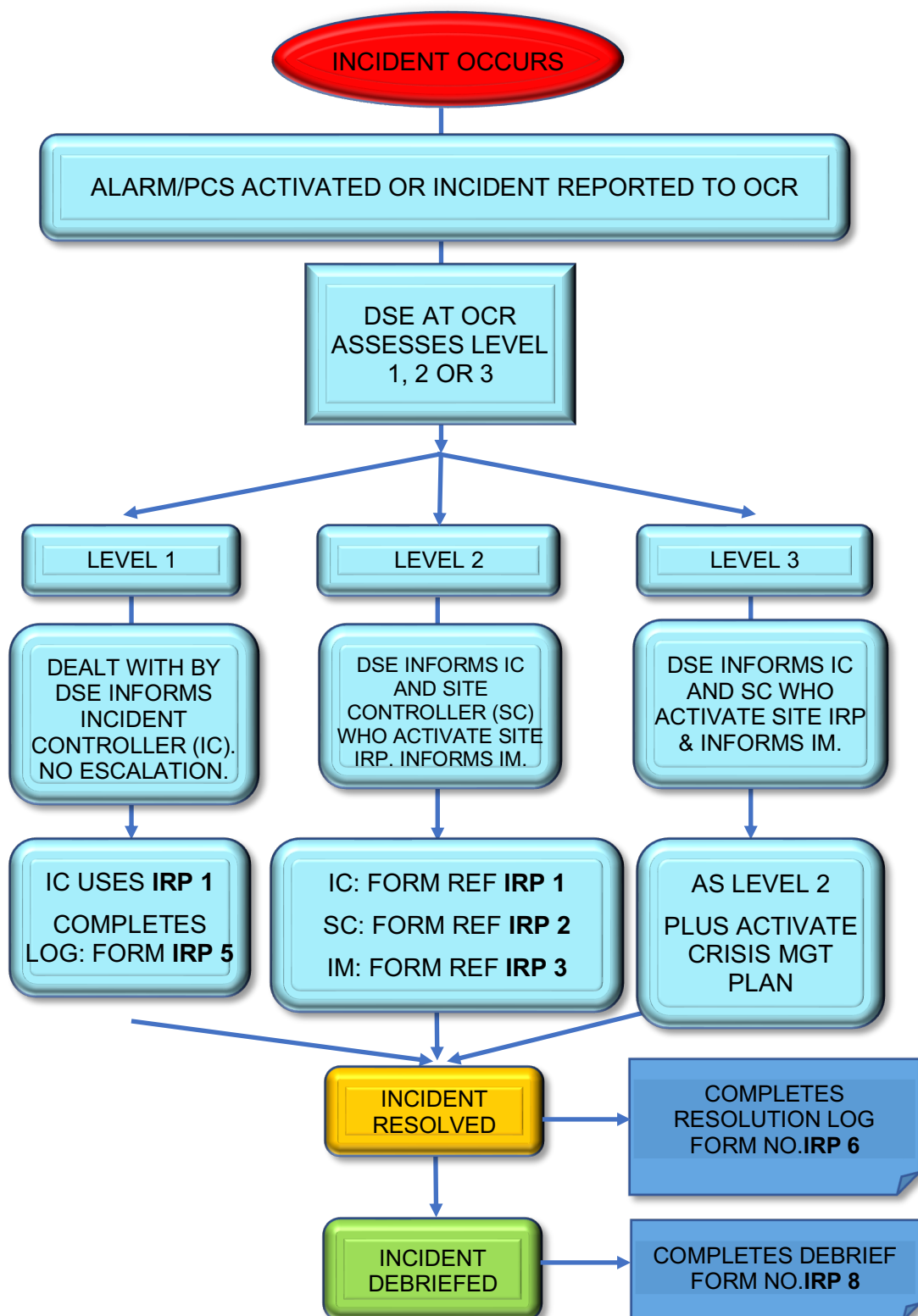
3.1 Roles and Responsibilities

For the purposes of activation of this Plan, the incident management roles will be undertaken by the below listed personnel or their deputy:

- Incident Controller (IC) will be AGR Renewables O&M contractor.
- Site Controller (SC) will be AGR Renewables' Asset Manager for Wymondley Solar PV and BESS.
- Incident Manager (IM) will be AGR Renewables' Head of Asset Management, who report directly to AGR Renewables Board.
- Duty Shift Engineer (DSE) will be members of AGR Renewables Asset Management Team allocated, on a Duty Rota basis, with responsibility for monitoring various assets 'out-of-hours'.
- Operational Control Room (OCR) will be AGR Renewables office in London, or such other virtual location when the Asset Management Team is working remotely.

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4 Activation of the Site Incident Response Plan



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5 Incident Response Roles and Responsibilities

There are three key roles identified:

5.1 Incident Controller

The IC will take control of the immediate incident. Use *Form WSF IRP 1: Incident Controller Checklist* manage the incident. The IC will be based at the OCR. They will be able to deploy a Field Service Engineer (FSE) with 30-minutes ETA to the Wymondley site.

The IC can also deploy a keyholder to Wymondley to arrive within 30 minutes if required.

The IC will decide on escalation to the SC and brief the SC accordingly.

5.2 Site Controller

The SC will take responsibility for control of site and risk management beyond the immediate incident. Use *Form WSF IRP 2: Site Controller Checklist* to manage the incident.

The SC will decide on escalation to the IM and brief the IM accordingly.

5.3 Incident Manager

The IM has overall company responsibility for liaising with senior management, ensure support with communications and manage the media, liaise with outside agencies and stakeholders, and provide support to the SC where required.

Use *Form WSF IRP 3: Incident Manager Checklist* to manage the incident.

In the event of an incident, one of the two Operational Duty Shift Engineers (DSE) in the OCR will activate the IRP. They will call the relevant emergency services, if required, and complete the METHANE form, if applicable, before liaising with the Incident Controller.

The role of the Site Controller will be held by the AGR Renewables' Asset Manager for Wymondley Solar PV and BESS.

The Incident Manager will be AGR Renewables' Head of Asset Management, who report directly to AGR Renewables Board.

If other personnel are available to assist, some tasks can be delegated to them by the IC or SC. For example:

- Scribe
- Liaison with the emergency services
- Attendance at Local Authority Emergency Centre.

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6 Site Details and Emergency Locations

6.1 Site Description

The address for Wymondley Battery Storage facility is:
Land to the North and East of Great Wymondley,
adjoining Graveley Lane,
Wymondley
Hertfordshire.

The purpose of the facility is to support the flexible operation of the local electricity network operated by National Grid Electricity Transmission (NGET) by balancing supply and demand, storing excess renewable energy for later consumption within the local vicinity.

Wymondley has battery energy storage capability via 68 BYD MC Cube ESS battery units, together with 34 Power Systems Control Kiosks and 17 Transformer/Ring Main units.

A specialist engineer will perform standard routine safety checks on the battery units once every two weeks. The Wymondley site is designed to be remotely controlled 24/7 by an Operations & Management Contractor employed by the Operator.

The nearest houses are approximately 450 metres to the east of the site, thus protected by the prevailing W-S-W wind should any release occur.

6.2 Key Location Identifiers

GPS Coordinates:	what3words:	Mapcode:	Postcode:	Street Name:
Lat: 51.942069 Long: -0.223641	Wire.local.monks (access point to site)	GBR J7G.B3C	SG4 7ET	Graveley Lane, Great Wymondley.

6.3 Battery Storage Construction Features

The battery storage installation comprises the following building / substations:

AGR Solar 4 Switchrooms – these are buildings owned and operated by AGR Solar 4 which provide the interface between the Site and the cable network connecting to NGET's Wymondley Substation. They form part of the control system that regulates the flow of electricity onto and off the Site and the wider electricity transmission network. The Switchrooms containing the PPC (Power Plant Controller) and SCADA equipment (Supervisory Control & Acquisition Data).

Auxiliary Transformer - Electrical apparatus designed to supply electricity to all ancillary equipment other than the battery storage facility such as the infrared or LED lighting on site

68 x BYD 'MC Cube ESS battery units' housed on concrete plinths – includes battery management system.

17 x inverter/transformer – electrical apparatus designed to convert alternating current from 690 volts to 33,000 volts

Access Gates - To provide access to maintenance vehicles, personnel, and emergency services during the lifetime of the proposed development. The site is sectioned using a 2.1m deer/stock fence.

See *Site Layout* for further details.

See *Appendix B: Site Construction & Hazardous Substances*.

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Appendix A: Emergency Contact Details

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Appendix A: Emergency Contact Details. Location identifiers can be found at *Key Location Identifiers*.

There is a main access via Graveley Lane.

Emergency service vehicles can approach the main site entrance from a north, south or west access route. Once at the main gate, 32 battery units are to the north of Graveley Lane and 36 to the south. Both routes to the units allow for two-way movement of articulated vehicles or passing places where this is not possible.

A series of turning heads and passing bays have been positioned throughout the site in order facilitate the movement of a large fire tender (FT) vehicle. Turning heads have been positioned at the end of each access track, and in the case of the northern solar parcel, close to the site entrance also. These turning head locations have been designed to facilitate movement of the FT vehicle between both the proposed water hydrant locations and the full length of access tracks. The passing bays have been positioned to allow for moving FT vehicles, whilst providing an area of hardstanding for those FT's required to be stationary while deploying water. The inclusion of such infrastructural measures ensures that all parts of the site / solar panels are reachable by water deployed by FT ensuring that any blazes that do arise can be swiftly contained and extinguished.

6.7 RVP and Site Assembly Point

The Wymondley SF RVP and site assembly point is located at the main access gate. Always risk assess the location of both the RVP and Site Assembly Point in light of the event that is taking place.

In normal circumstances, vehicles can access up to the gate into the site. At all times, ensure that site access is not blocked by vehicles.

For detailed Maps see *Appendix D: Site Maps*Appendix D: Site Maps

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7 Fire Risk Management

A list is provided in *Appendix B: Site Construction & Hazardous Substances*, of potentially hazardous materials held on site under normal operation and their maximum inventories. It also shows the layout of the BYD battery storage unit, and the simplified bow-tie process conducted when implementing mitigation and risk assessment.

The site consists of 68 BYD units containing LFP (Lithium Iron Phosphate – a type of lithium-ion) batteries. If overheated, these battery packs can off-gas due to thermal runaway.

7.1 Fire Risk in Lithium-ion batteries

7.1.1 Electrolyte Fire Risk – Heating (class B)

The Battery Unit is designed for the operation in ambient temperatures up to 50°C. The pack are hermetically sealed, which means that, during regular usage, there should be no release of electrolyte or gas. However, in the event of abnormal heating or other forms of misuse, the electrolyte and its decomposition by-products may vaporize and escape from the cells. Accumulation of liquid electrolyte is unlikely in the case of abnormal heating. The emission of gases from the cells is an early sign of a thermal runaway reaction, which is an unusual and potentially dangerous situation.

7.1.2 Electrolyte Fire Risk - Spill (class B)

Electrolyte is a flammable substance if spilled although this is only possible in event of mechanical damage. Guidance at installation and transport ensures careful handling of equipment and inspection once installed. There are no moving parts outside the chiller. The Battery Unit has a high seismic level designation per IEEE 693.

The likelihood of electrolyte spillage from the Battery Unit is highly improbable. Electrolyte can be extracted from a single cell using a centrifuge or occurs only under extreme conditions, such as severe mechanical damage. It is exceedingly challenging to inflict mechanical damage that would lead to electrolyte leakage in the cells. Even in the rare event of damage to a single cell capable of causing electrolyte leakage, it remains highly improbable for multiple cells to experience such an incident. Additionally, the cells are contained within pack, which are securely housed within a sealed and compartmentalised enclosure. In order for the electrolyte liquid to escape from the Battery Unit, extensive mechanical damage would need to occur to the external enclosure, the Battery Unit, pack, and the individual cell. Consequently, the risk of liquid electrolyte release is exceedingly remote.

7.1.3 Electrical Fire Risk (class C)

SF contains energized electrical equipment. Cells are appropriately rated, and manufacturing follows proper design guidelines (NEC, IEC). Equipment uses insulation and touch safe covers. When operated under normal conditions and as long as the Battery Unit remains closed, there are no electrical safety concerns associated with product handling. Battery Units have been equipped with multiple protective measures for safety of the high voltage battery, even in anticipated abuse scenarios. All individual battery cells that make up the product are enclosed within sub-groups within the unit. Furthermore, the exterior of each Battery pack inside the Battery Unit is isolated from internal components, and connectors are designed to be safe to touch. Finally, the racks and modules are installed within a sturdy metal enclosure that is separated from the high voltage source. Arc Flash analysis and modelling has been performed alongside a full electrical protection coordination study to show compliance with NFPA 69 and 72 (included with proper detailed electrical hazard labels).

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7.1.4 Thermal Runaway (class D)

To trigger a substantial fire within the Battery Unit, the battery unit's modules must be subjected to an extraordinarily severe external event. This could include direct exposure to a prolonged and intense fire, severe mechanical impact, operational error, controller failure or internal cell/module failure. It's important to note that, based on testing conducted in accordance with UL standards, a thermal runaway in a single cell does not spread to adjacent cells or modules.

Mitigation strategies are put in place to help prevent batteries from entering thermal runaway, cope with the by-products of thermal runaway, and provide cooling to slow the cascading effects to other cells within a module and/or an array. These barriers include many protection systems and mitigation strategies, and the barriers to high consequence thermal runaway event which are applicable to the Wymondley SF are provided below.

7.2 Preventing Thermal Runaway

The operation of the SF is expected to avoid strain on the battery units or cells, and the environmental conditions are well within the designed parameters of the battery unit. As well as the operational strategies are well defined and very common for this technology.

Battery cells, packs, and racks are properly approved to UL/IEC standards to mitigate hazards related to electrical, mechanical, chemical, and fire.

Thermal management provided by a liquid cooling system maintains the battery cells within their operating limits preventing the cell to overheat or rapidly degrade (which could lead to a thermal runaway event).

A Battery Management System (BMS) monitors the system conditions at the module, rack, and enclosure level and will electrically isolate or shutdown affected racks. Current interrupt devices, breakers, fuses, or other passive surge arresting elements which may open the circuit in the case of failure.

7.3 Further Preventative Measures

The Battery Unit follows the principle of the explosion prevention system (exhaust) NFPA855 recommended and defined under NFPA 69. The Battery Unit is designed to remove the flammable battery gas upon detection by the fire control system and prevent an explosion from occurring.

Manual firefighting response as outlined in an emergency response plan can help mitigating the consequences from thermal runaway by-products (e.g., hose streams knocking down toxic gases such as hydrogen fluoride).

Manual firefighting response as outlined in an emergency response plan can provide cooling for the battery storage system to limit thermal runaway propagation between enclosures.

Battery Unit walls are provided with a fire resistance rating and gas sampling ports are available for the emergency response team to locally access any internal gaseous atmosphere in more detail on approach.

7.4 Fire Mitigation

- The Battery Unit is equipped with an active ventilation system with combustible gas detection. The combustible gas sensor continuously measures the gas level within the cabinet. When the combustible gas concentration is equal to or higher than 25% LEL (lower explosive limit), a first level alarm will be raised and trigger the active ventilation system to exhaust combustible gas. If the combustible gas concentration rises above 50% LEL, it will trigger a second level alarm and force the system to shut down. A complete Computational Fluid Dynamics (CFD) model was conducted to show the design will maintain a LEL below 25%. A complete NFPA 69 analysis was also performed to prove compliance.

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- A modular design allows for better mechanical segregation of battery racks and each group of battery cabinets requires a minimum distance of approximately 2.5 m from the next adjacent group or from other equipment, such as the power conversion system. Battery Unit walls are provided with a fire resistance rating. This complies with NFPA 855 'Standard for the Installation of Stationary Energy Storage Systems', Individual cabinets in the same group have at least the following preliminary clearances: 0.1 m back-to-back and 0.7 m side-to-side.
- Battery cells designed with current interrupting device (CID) to automatically isolate the cell electrically.
- Battery packs and racks are compliant with rigorous UL9540A testing.
- Battery Management Systems (BMS) constantly monitor for abnormalities and will automatically stop the operation of the SF in the event of a fire. The BMS cannot be overridden, and interfaces within the BMS are protected with high-speed fusing for short circuits.

7.5 Fire Suppression Systems

- An aerosol suppression system is fitted inside the Wymondley SF (Stat-X). This is designed to suppress electrical fires which may spread to nearby battery modules. It is important to note, however, that these types of systems are not effective for the extinguishment of battery-related fires, nor will they directly prevent thermal runaway from occurring.
- Each BYD unit is equipped with a fire detection and alarm fire system.

7.6 Fire Detection

When either a smoke detector or a heat detector is triggered by signs of a fire within the equipment, a first level fire alarm will be raised to warn personnel on site.

When one of each kind, a smoke and temperature detectors are both triggered, the second level fire alarm will be raised, which will start the pre-release phase of the fire suppression system.

The BMS will switch off all power supplies within the cabinet and activate a 30-second countdown until the two canisters within each cabinet will release the aerosol agent.

The cabinet is designed to keep the aerosol inside, assuming the doors are closed, which is the case during normal operation. A defensive firefighting strategy would ensure doors are kept closed during an event, thereby letting the suppression system do its work. Manufacturers and lessons learned from SF fire events do not recommend using water directly on an overheating unit. However, a defensive stance may use water to cool surrounding structures.

See *Appendix C: Battery Unit Fire Detection Process* for flow chart.

7.7 Safety Standards

The BYD battery cells are designed to meet safety standards IEC 62619, GB/T 36276, GB/T 34131, UL 9540, UL 9540A, UL 1973, NFPA 69, NFPA 72, NFPA 855, CFC, UN 38.3 and UN 3536.

The relevant tests for battery safety standards prove that the tested battery cells do not exhibit any flames or explosion when forced into external or internal short circuit, overcharge or forced discharge.

The BMS design also mirrors the safety concept on the low level by incorporating the ability to automatically detect any electrical isolation failure when the batteries are disconnected.

This IRP meets the criteria set out in the National Fire Chiefs Council 'Grid Scale Battery Energy Storage System planning – Guidance for FRS'.

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8 Emergency Equipment

See Appendix D: Site Maps

There are options to provide firewater in addition to that provided by the two fire hydrants proposed via some surface water attenuation basins and surface water detention basins.

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9 Accounting for Personnel

If an incident should occur on the Wymondley SF site, the OCR will raise the site alarm. Each Battery Unit is equipped with a strobe and a horn locally. Signalling Line Circuit (SLC) connections support provisions for customer external FACP communication from every Battery Unit and can be made to provide centralised site alarming. An assembly Point will also be established in order to carry out a roll call. The OCR will provide the list of site personnel (and contact numbers) to the Incident Controller. If the OCR raise the site alarm, the following actions should be taken:

- Any work being undertaken on site will be automatically suspended until specifically re-authorised.
- All personnel are required to cease work immediately, turn off equipment in use, and walk swiftly, but not run, to report to the site Assembly Point. The Assembly Point is located at the main entrance to Wymondley SF. (see *Appendix D1: Wymondley Site Map: H&S / Emergency Locations*)

The Assembly Point is marked with white 'ASSEMBLY POINT' lettering on a green background.

- Account is taken of the wind direction when deciding on an evacuation route.
- The nearest Assembly Point may not always be the safest – this depends upon the exact location of the incident and the weather conditions. The direction of evacuation should be at a diagonal, upwind and across from the perceived point of release.
- If personnel are in a vehicle or on foot outside the site boundary, they are to continue to the Assembly Point located outside of the perimeter fence line adjacent to the site entrance gate and report in.
- The IC arranges for a rollcall to be undertaken using mobile phones using the numbers that have been recorded on the OCR Wymondley SF site register.
- If available on site, Security will hold all traffic and personnel off site and not allow any personnel or visitors onto the sites during this period.
- All personnel are to remain at the Assembly Point until given instructions by Security, the IC, or the emergency services.
- Personnel who are not able to safely reach the Assembly Point are to move to a safe distance, remote from the incident and if possible, contact the IC by phone to report their position.
- The IC will attempt to ascertain the location of those not accounted for using CCTV, telephones, last known location, details available on nature of the work being undertaken, and by cross-checks with personnel at the Assembly Point.
- The IC does not send personnel into potentially affected incident areas to search for missing persons. Search and rescue are an Emergency Services task.
- The IC will provide the number and names of any personnel unaccounted to the Emergency Services as a priority on their arrival.

10 Call Out Arrangements

A call out system is operated to ensure the availability of key personnel in the event of an incident at the Wymondley SF facility. Contact details for key personnel are found in

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Appendix A: Emergency Contact Details.

For call out of a Site Controller, use the contact details in *Site Operations Managers*.

11 All Clear

The Site Controller (SC) decides, with the Emergency Services personnel if these are present, when the incident is declared as closed and arranges for those on site to be informed.

Following closure of an incident, any activity on site which was automatically suspended on activating the site alarm can be individually re-validated by one of the Key Site Operations Managers, if deemed appropriate.

It will be the Asset Owners responsibility to ensure any salvage, remediation and recovery is undertaken at Wymondley SF following an incident.

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Form WSF IRP 1: Incident Controller Checklist

This checklist contains guidelines and is not an exhaustive list of response activity. Actions will vary depending on specific aspects of each event.

No.	Incident Controller: Initial Actions	Time completed or N/A
IC 1.	Start <i>Form WSF IRP 5: Incident Log</i> .	
IC 2.	Obtain the Wymondley SF site register from the Operational Control Room.	
IC 3.	Call the Emergency Services on 999, ask for Fire & Rescue Service and say slowly and clearly: I am calling from the Operational Control Room, about an incident at: Exact location: Wymondley Solar Farm Site, Land to the North and East of Great Wymondley, adjoining Graveley Lane, Wymondley, Hertfordshire. <i>Key Location Identifiers if required.</i> • Type of incident: The incident is ... <i>(describe the type of event as accurately as possible)</i> • Hazards: The site consists of 68 BYD battery units. If overheated, these can explode due to thermal runaway. There is potential for a smoke plume to contain Hydrogen Fluoride and Hydrochloric acids as a product of burning lithium cells. There are small amounts of SF₆ (sulphur hexafluoride) on site. It is a nontoxic gas, but by displacing oxygen in the lungs, it also carries the risk of asphyxia if too much is inhaled. • Access: The access to the site is via Graveley Lane, Great Wymondley. The gates are padlocked into the site as a security, health and safety measure given that the site contains dangerous high voltage electrical equipment. The code for the gates is to be determined and shared with the Site Operations Managers. The RVP is at the main entrance to the site • No. of casualties: we have 'x' number of casualties...<i>(have available information on condition and location of casualties if possible. Describe this in your own words).</i> • Emergency services required: Please send: Fire & Rescue, Police and Ambulance unless you are sure there are no persons on site. In this case, you may not require the ambulance service. See Form WSF IRP 4: METHANE Briefing	

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No.	Incident Controller: Initial Actions	Time completed or N/A
IC 4.	Initiate a rollcall utilising the Wymondley site register by contacting the known persons on site using their contact details which have been recorded on the site register.	
IC 5.	Contact the nominated Site Controller and provide an initial briefing.	
IC 6.	Ascertain whether anyone is unaccounted for. Use CCTV, available telephony and other available documents and information.	
IC 7.	Arrange for the emergency services to have access to the RVP.	
IC 8.	As soon as possible, obtain a contact number for the senior responder in attendance and pass to Site Controller.	
IC 9.	Use the CCTV system to monitor events.	
IC 10.	Brief the Site Controller.	
IC 11.	Keep the Site Controller informed of the situation.	
IC 12.	If incident is prolonged or resolved, complete <i>Form WSF IRP 6: Incident Update and Resolution log</i> . Alternatively, ensure the nominated representative at the incident does this.	
IC 13.	Once response phase is stood down, arrange and attend debrief using <i>Form WSF IRP 8: Debrief log</i> .	

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Form WSF IRP 2: Site Controller Checklist

This checklist contains guidelines and is not an exhaustive list of response activity. Actions will vary depending on specific aspects of each event.

No.	Site Controller: Initial Actions	Time completed or N/A
SC 1.	Receive briefing from Incident Controller or Operational Control Room.	
SC 2.	Open an Incident Log <i>Form WSF IRP 5: Incident Log</i> . Nominate any available person to do this for you if resource available.	
SC 3.	Contact the Senior Fire and Police Officers via telephone if possible. Use <i>Form WSF IRP 4: METHANE Briefing</i> .	
SC 4.	Arrange for access to Wymondley SF site via OCR if necessary.	
SC 5.	Deploy the nearest available colleagues and ask them to attend the SF site as On-site Advisor. Request estimated times of arrival (ETA) for any personnel asked to attend site to assist with the incident response.	
SC 6.	Consider potential escalation factors and hold briefings, at regular intervals, with those personnel and agencies involved. Consider <i>Appendix D: Site Maps</i>	
SC 7.	Delegate phone calls, message taking and log keeping to any available personnel if resources available.	
SC 8.	Ensure that the Incident Log records the time when new information becomes available. Ensure a record is kept of any requests for call backs and updates.	
SC 9.	Contact National Grid ESO Balancing Desk on 0844 8920362 and update.	
SC 10.	If level 2 or 3, decide on appropriate location for a Site Controller/Incident Manager Emergency Control Centre (ECC) if required.	
SC 11.	Inform the Incident Controller if/when the ECC has been set up. Obtain further situation update.	
SC 12.	Ascertain whether there are any casualties and, if so, ensure Ambulance Service have been requested. Record the details of any First Aid treatment given on-site and ongoing patient location / status e.g., missing, injured, dispatched to hospital on <i>Form WSF IRP 7: Affected Persons Log</i> . The task of keeping this timed history for each casualty can be delegated to a colleague, if available.	

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No.	Site Controller: Initial Actions	Time completed or N/A
SC 13.	Establish links with the AGR Renewables Media Team in line with the Crisis Management procedure and arrange for the issue of media information and statements. It may be useful when briefing the Media Team to summarise information under the four 'PEAR' headings of: People, Environment, Assets and Resources/Reputation. Ensure where possible that the dedicated emergency telephone numbers are used for liaison with the Media Team.	
SC 14.	Ensure access routes remain safe to use.	
SC 15.	Consider whether there is any threat to persons outside the site boundary.	
SC 16.	Ensure local residents, neighbouring sites and other local stakeholders are updated where relevant.	
SC 17.	Establish whether there is any current or potential environmental threat and organise means of mitigation and remediation.	
SC 18.	Notify the HSE and Environment Agency. <i>Appendix A: Emergency Contact Details</i> Appendix A: Emergency Contact Details	
SC 19.	Designate Company attendees at offsite Silver Control. Give briefing.	
SC 20.	If incident is prolonged or resolved complete <i>Form WSF IRP 6: Incident Update and Resolution log</i> .	
SC 21.	Once response phase is stood down arrange and attend debrief using <i>Form WSF IRP 8: Debrief log</i>	

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Form WSF IRP 3: Incident Manager Checklist

This checklist contains guidelines and is not an exhaustive list of response activity. Actions will vary depending on specific aspects of each event.

No.	Incident Manager: Initial Actions	Time completed or N/A
IM.1	Receive briefing from the Site Controller and complete <i>Form WSF IRP 4: METHANE Briefing</i> .	
IM.2	Start <i>Form WSF IRP 5: Incident Log</i>	
IM.3	Contact and brief the Asset Operations Director of AGR Renewables.	
IM.4	Liaise with senior AGR Renewables contracted personnel regarding the incident in accordance with the Crisis Management Procedure.	
IM.5	Call and brief all relevant stakeholders.	
IM.6	Inform AGR Renewables senior management of the incident. Refer to AGR Renewables Crisis Management procedure – a Level 1 or Level 2 response will be initiated from the Crisis Management Team (CMT). Ensure where possible that the dedicated emergency telephone numbers are used for liaison with the AGR Renewables CMT.	
IM.7	Establish Links with National Grid ESO Balancing Desk on 0844 8920362 and update.	
IM.8	Establish Links with the HSE and update.	
IM.9	Establish Links with Environment Agency and update.	
IM.10	Establish links with the Media Team in line with the Crisis Management procedure. Arrange for the issue of information and statements, as appropriate, in liaison with the emergency services and central Crisis Management Team. It may be useful when briefing the Media Team to summarise information under the four 'PEAR' headings of: People, Environment, Assets and Resources/Reputation.	
IM.11	Discuss threats to persons outside the site boundary with the Site Controller.	
IM.12	Discuss if there is any current or potential Environmental threat and what means of mitigation/remediation has been organised with the Site Controller.	

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No.	Incident Manager: Initial Actions	Time completed or N/A
IM.13	Ascertain from the Site Controller the location of Joint Tactical Coordination Centre, agree the attendees for Joint Tactical Coordination Centre, contact and brief the attendee.	
IM.14	Update Persons/Organisations periodically, record these in your personal log and inform the SC is relevant.	
IM.15	If incident is prolonged or resolved, complete <i>Form WSF IRP 6: Incident Update and Resolution log</i> .	
IM.16	Initiate the Business Recovery Plan	
IM.17	Once response phase is stood down, arrange and attend debrief using <i>Form WSF IRP 8: Debrief log</i> .	

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Form WSF IRP 4: METHANE Briefing Template

1.	M ajor incident - Has a Major Incident been declared? YES/NO If yes: Time: By whom: If no, then complete ETHANE message)
----	--

2.	E xact Location What is the exact location or geographical area of incident
3.	T ype of Incident What kind of incident is it, e.g., fire, release, intruders?
4.	H azards What hazards or potential hazards can be identified?
5.	A ccess What are the best routes for access and egress?
6.	N umber of casualties How many casualties are there and what condition are they in?
7.	E mergency Services Which and how many emergency responder assets/personnel are required or are already on-scene?

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Form WSF IRP 5: Incident Log

Incident Log Front Page		
Description of Incident:		
Name and Role of Log Owner:		
Page 1 of		
Date:	Time:	Reported by:
Incident Controller/On-Site Advisor:		
Site Controller:		
Incident Manager:		
Crisis Management Team (CMT) informed: Yes / No	Date:	Time:
By whom:		
To whom:		
Date / Time	Information / Log entry	Action / Decision

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Incident Log Continuation Page		
Description of Incident:		
Name and Role of Log Owner		
Page of		
Date / Time	Information / Log entry	Action / Decision

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Form WSF IRP 6: Incident Update and Resolution log

Incident Update and Resolution log					
Police/Emergency Services Incident Number:			Date:		Time:
AGR Renewables Incident Number:			Date:		Time:
Status Update:	Level 1	Level 2	Level 3	Escalating	Resolving
Brief Description of Incident:					
Location:					
Reported by:					
Emergency Services involved:					
Names of individuals involved:					
Number of suspected Injuries or fatalities:	Please complete WSF IRP 7 Form for each individual				
Damage to Property:					
Media Interest:					
Social Media Update:					
Update/action since last report:					
Update/action since last report:					
Update/action since last report:					
Update/action since last report:					

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Form WSF IRP 7: Affected Persons Log

Affected Persons Log			
Incident Number:	Date:	Time:	
Details of injured person(s) - please complete for each known casualty:			
Name:			
Employee/Contractor/Public (please circle)	Gender:	Date of Birth / Age:	
Address (incl. Postcode):			
Name of next of Kin:			
NoK contacted by:	Time:	Date:	
Summary of update given to NoK:			
Brief description of injury/illness:		Notifiable Disease: Yes/No	
First Aid administered:		Hospital involved:	
By whom:			
HR Updated by:		Time:	Date:
Update/action since last report:			
Update/action since last report:			
Update/action since last report:			
Update/action since last report:			

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Form WSF IRP 8: Debrief log

Debrief Log		
Incident Summary		
Manager Preparing Debrief		Date
Date & Time of Incident		
Date & Time of Debrief		
List of Personnel / Departments involved in Debrief:		
How was evidence recorded? (e.g., written, verbal, focus group) & where is it stored?		
Details of any injuries during incident		
Details of any damage during incident		
Details of any business disruption during incident including timespan		
Details of any external investigation (e.g., HSE, EA, Police, F&RS) following incident		
Details of what worked well		
Areas for improvement		
Items to be noted by Department		
Items to be noted by Health & Safety		

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Items to be noted by Crisis Management Team (CMT)		
Date completed debrief form submitted		
Signature of Head of Department:		Date:
Report sent to Crisis Management Team (CMT)		Date:

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Appendix A: Emergency Contact Details

N.B. The ECC for Wymondley Site is off-site at a location TBC

Emergency Contact Number for Wymondley SF Operational Control Room:		
Address: To be appointed		
Site Operations Managers		
Name	Role	Telephone Number
	Regional Manager	
	Lead Service Technician	
	Head of O&M	
	H&S Manager	
	Environmental Manager	
	AGR Renewables Communications	
	Asset Environmental Officer	
	Consents & Environmental Compliance Manager	
Press Liaison	Leave a message and duty Press Officer will return your call	

Organisation	Contact Details
Emergency Services	
Hertfordshire Police	999 for emergency T: Dial 101 for no emergency and state your address, you will be then directed to relevant station.
Nearest Police Station open to the public	Lytton Way Stevenage Hertfordshire SG1 1HF Opening times:

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Organisation	Contact Details
	Monday to Saturday 8am-8pm Sunday 10am to 8pm Christmas Day, Boxing Day and New Years Day 10am to 3pm Other bank holidays 10am to 5pm T: 101
Hertfordshire Fire & Rescue Service	999 for emergency
Nearest full-time Fire Station	Hitchin Fire Station Newtons Way Hitchin Hertfordshire SG4 9JR
Health Services	
East of England Ambulance Service	999 for emergency.
Nearest 24/7 A&E Hospital	Lister Hospital Coreys Mill Lane, Stevenage, Hertfordshire, SG1 4AB T: 01438 314333
Local Enforcing Authorities	
Environment Agency: 24-hour Incident Communication Service	T: 0800 807060 E-mail: Incident_Communication_Service@environment-agency.gov.uk
Health & Safety Executive	T: 0300 003 1747 Mon-Fri 8.30am to 5.30pm
Nearest HSE Office	Woodlands Manton Lane Manton Lane Industrial Estate Bedford MK41 7LW
Local Authority: Hertfordshire County Council	T: 0300 123 4040

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Organisation	Contact Details
Neighbouring Sites and Stakeholders	
National Grid	National Grid: ESO balancing desk TBC
Water: Affinity Water Sewerage: Anglian Water	T: 03453 572 401 T: 03457 919155
National Gas Escape Reporting Number	T: 0800 111 999
Project Manager	To be appointed
Security Control Room	T:
Wymondley Trading Desk-	T:

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Appendix B: Site Construction & Hazardous Substances

Wymondley Battery Storage Site has contains 68 lithium-ion battery storage containers.

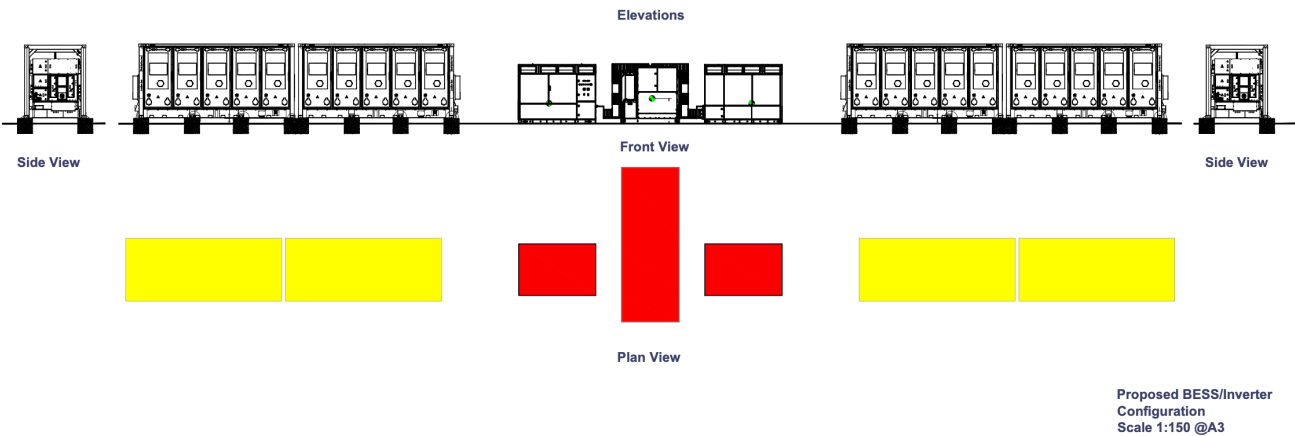
Substances Used on Wymondley Battery Units

Ref	Plant Item	Location	Substance	Amount per Unit	No.	Total
1	NXPlus HV SWGR (Siemens)	NGET Incomer Switch Room	SF ₆ gas	4.1 kg	1	4.1 kg
2	33kV SWGR - Circuit Breaker (Ormazabal)	BESS Switch Room	SF ₆ gas	2.52 kg	17	42.84 kg
3	33kV SWGR - Disconnect (Ormazabal)	MV-Skid	SF ₆ gas*	1.14 kg*	1	4.56 kg*
4	Inverter Transformer	Site	Inhibited Mineral Transformer Oil *	1,890 kg*	17	32,130 kg*
5	Aux Transformer	Aux Sub-station	Mineral insulating oil	1140 kg	1	1140 kg
6	Earthing Transformer	BESS Sub-station	Mineral insulating oil	770 kg	1	770 kg
7	Battery Unit Thermal Management	Site	Ethylene & Diethylene Glycol, water mix*	130 litres *	68	8840 litres *

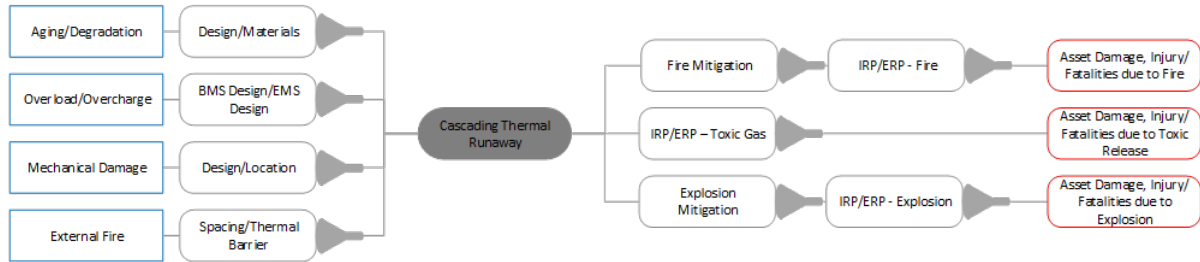
* Subject to detailed design

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Transformer and Battery Unit Configuration



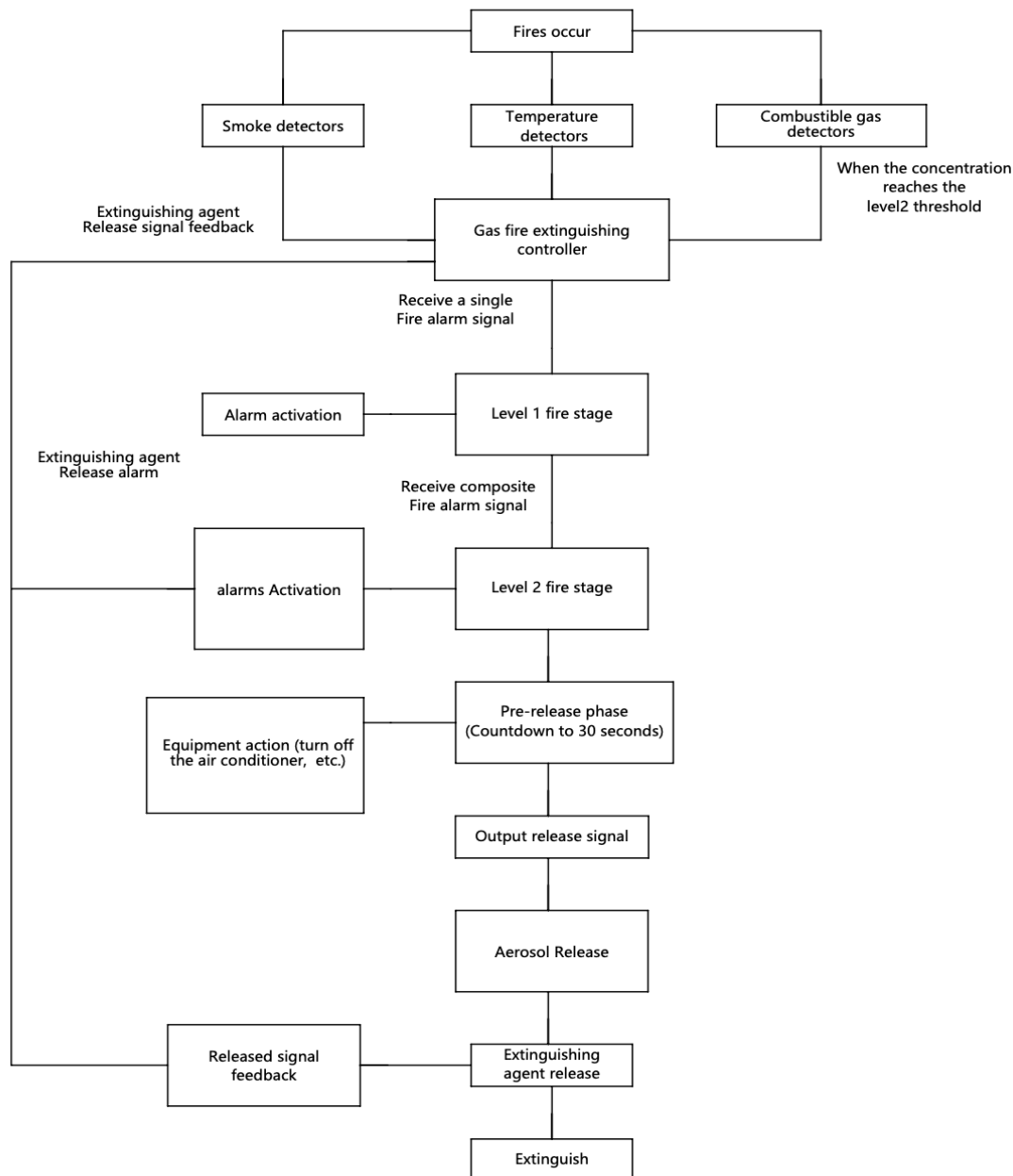
Simplified Bow Tie diagram – Thermal Runaway of Li-ion Batteries



Source: Battery Hazards and Prevention” Series - <https://www.bakerrisk.com/br-bp-wp/bess-incidents-recent-failures-and-risk-management-considerations/>

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Appendix C: Battery Unit Fire Detection Process



- When either a smoke or heat detector at level 2 flammable (zone) is triggered, a first level fire alarm will activate the strobe light and notified personnel of the alarm.
- When both a smoke and heat detector or level 2 flammable (zone) are triggered simultaneously, a second-level fire alarm will activate the horn and the pre-release phase of the fire suppression system. The BMS will receive a signal from the FACP to initiate a system shutdown and activate a 30 second countdown until the two aerosol agents within each cabinet are activated.
- When they enter aerosol agent is released, the release-signal-feedback device will send an “activated” notification to the BMS notifying personnel that the agent has been released.

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Appendix D: Site Maps

Appendix D1: Wymondley Site Map: H&S / Emergency Locations

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Appendix D2: Electrical Hazards & Controls

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Appendix D3: Chemical Hazards & Controls

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Appendix E: Incident Specific Checklists

Action in the Event of Fire or Explosion

There is an added danger of explosion caused by the release flammable gases as a result of fire or thermal runaway event in a battery container. In the event of a fire or thermal runaway being identified in a battery container the doors to the battery container should not be opened until it has been confirmed that the level of flammable gases in the battery container would not cause an explosion or that no heat source remains.

No.	Building, Infrastructure, Vehicle, Grass and Bush Fire or Explosion	Time completed or N/A
1.	Call the emergency services by dialling 999. Use <i>Form WSF IRP 4: METHANE Briefing Template</i> . The full site address is given in Site Description	
2.	Start <i>Form WSF IRP 5: Incident Log</i>	
3.	Ensure all staff are accounted for and evacuate as appropriate, bearing in mind the potential for fumes to affect personnel	
4.	Ensure isolation of the battery operation has happened automatically or is done remotely by the Operational Control Centre or Site Controller.	
5.	Ensure isolation of the switchgear and the DNO connection has been completed on site using the Site Emergency Stop via the management system.	
6.	If it is possible and safe, maintain operation of the LV equipment to maintain site communication, data analysis and temperature gathering from within each battery container.	
7.	In the event of a fire, all personnel on site including contractors should leave the working area in an orderly manner and assemble at the Site Assembly Point shown in <i>Appendix D: Site Maps</i> Appendix D1: Wymondley Site Map: H&S / Emergency Locations.Appendix D: Site Maps Appendix D1: Wymondley Site Map: H&S / Emergency Locations	
8.	Carry out the roll call using the site attendance log held by the Operational Control Centre, contact details in <i>Appendix A: Emergency Contact Details</i>	
9.	Supervise emergency services personnel arriving on site. If appropriate, give them the hard copy of this Emergency Plan, including Appendices	
10.	If there is the potential for firewater to leave site, then interceptor penstock valves must be shut, and any drainage outfalls blanked. Details shown in <i>Appendix D: Site Maps</i> <i>Appendix D1: Wymondley Site Map: H&S / Emergency Locations.</i>	

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No.	Building, Infrastructure, Vehicle, Grass and Bush Fire or Explosion	Time completed or N/A
11.	Complete <i>Form WSF IRP 6: Incident Update and Resolution log.</i>	

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Action in the Event of Death or Serious Injury

No.	Fatality of Serious Injury	Time completed or N/A
1.	Phone 999 and ask for an ambulance. The full site address is given in Site Description.	
2.	Administer First Aid, if required and trained to do so, or contact First Aider for assistance, if available. For locations of First Aid equipment see <i>Appendix D: Site Maps</i> <i>Appendix D1: Wymondley Site Map: H&S / Emergency Locations.</i>	
3.	Start <i>Form WSF IRP 5: Incident Log.</i>	
4.	If possible, ensure that the casualty is not left alone.	
5.	If possible, supervise emergency services personnel arriving on site. If appropriate, give them the hard copy of this Emergency Plan, including Appendices.	
6.	Employees and contractors are responsible for reporting all incidents as soon as possible and within one working day of occurrence. All injuries and potential injury incidents shall be reported to the line supervisor and/or Regional Manager, contact details in <i>Appendix A: Emergency Contact Details</i> Appendix A: Emergency Contact Details	
7.	Complete <i>Form WSF IRP 6: Incident Update and Resolution log</i> and <i>Form WSF IRP 7: Affected Persons Log.</i>	

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Action in the Event of Flooding

The main part of Wymondley SF site is as very low risk from river or tidal flooding and at low risk from rain/storm surface water flooding as per the latest Flood Map produced by the Environment Agency (England). The majority of the site lies in a Flood Zone 1 which indicates a low risk of flooding from fluvial or tidal sources.

Further Flood risk assessment has been undertaken relevant to the construction phase. Details of this are available from AGR Renewables if required. This details flood risk as (para 2.2):

“The best indication of the risk of flooding at the main site and also along the grid connection route is the Environment Agency Risk of Flooding from Surface Water map.

The mapping indicates that small parts of the main site, and part of the grid connection route are at risk of flooding from surface water and/or from small watercourses.”

Implementing the IRP

The IRP shall be implemented upon receipt of a flood warning from Environment Agency or when flooding is identified (e.g., flash flooding without warning).

The automated flood warning system aims to give two hours' notice of flooding to enable organisations to take the necessary action to protect the plant and associated property. The flood warning system has the following levels with the following meanings:

FLOOD ALERT	Flooding is possible. Be aware, Be prepared, Watch out!
FLOOD WARNING	Flooding of businesses and main roads is expected . Act now!
SEVERE FLOOD WARNING	Severe flooding is expected . Imminent danger to life and property. Act now!
ALL CLEAR	Flood Alerts or Warnings are no longer in force.

No.	Flood	Time completed or N/A
1.	The Incident Controller shall immediately confirm the nature and extent of the flood warning by either: Going online at https://flood-warning-information.service.gov.uk/warnings and inputting the site postcode SG4 7ET Or calling Floodline on 0345 988 1188 - 24-hour service	
2.	Start <i>Form WSF IRP 5: Incident Log</i>	
3.	Contact the AGR Renewables Emergency Team and advise them of the situation and activate the SF IRP.	
4.	Warn personnel on site immediately and ensure all colleagues have been evacuated from the site	

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No.	Flood	Time completed or N/A
5.	Avoid danger arising from flood water in contact with live electrical equipment.	
6.	Only where safe to do so , take action to isolate any burst pipes or improve the flow of drainage systems or outlets.	
7.	Use <i>Appendix A: Emergency Contact Details</i> to call relevant agencies to assist.	
8.	Respond to instructions from the Emergency Services and ensure that all colleagues are evacuated and accounted for.	
9.	Advise the Emergency Services who to contact should they require specialist advice or assistance with regards to the site.	
10.	Complete <i>Form WSF IRP 6: Incident Update and Resolution log</i> . Update management on any developments.	

General Advice for Flooding Incidents

- Floods can kill. Don't try to walk or drive through floodwater - six inches of fast flowing water can knock you over and two feet of water will float a car. Manhole covers may have come off and there may be other hidden hazards that you can't see.
- Never try to swim through fast flowing water - you may get swept away or be struck by an object in the water.
- Don't walk on sea defences, riverbanks, or cross river bridges - in extreme situations they may collapse, or you may be swept off them by large waves. Beware of stones and pebbles being thrown up by waves.
- Avoid contact with floodwater - it may be contaminated with sewage, chemicals, or animal faeces / urine. These can cause a range of illnesses including Weil's disease.
- Wash all cuts and grazes with clean water and cover with waterproof plasters. Get a tetanus jab if you are not already inoculated.
- Keep your hands away from your face and always wash your hands if you make direct contact with floodwater or silt.

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Action in the Event of an Oil/Chemical Spill

Before responding to the incident, carry out a situational risk assessment.

Ensure you have the site address available. The site address, with directions, can be found in  Site Description.

No.	Oil or Chemical Spill	Time completed or N/A
1.	In the event of the spill occurring on site, if safe to do so, the following actions must be undertaken: • Work will be stopped immediately • All possible ignitions will be extinguished if the spilt material is flammable • The spill will be contained using spill kits • The source will be identified and sealed as practical • Granules / pads will be used to mop up as much spill as possible	
2.	Raise the alarm, evacuate the area and report to the Site Assembly Point shown on the <i>Appendix D: Site Maps</i> <i>Appendix D1: Wymondley Site Map: H&S / Emergency Locations.</i>	
3.	Ensure all personnel are accounted for. Carry out the roll call using the site attendance log held by the Operational Control Centre.	
4.	Start <i>Form WSF IRP 5: Incident Log</i>	
5.	Contact the Environmental Team, contact details in <i>Appendix A: Emergency Contact Details</i> . Provide the following information: • Site contact name, telephone number and location. • Confirm spill location - on site, public road etc. • Confirm if the spillage has been contained • Identify if there are any water courses nearby. • If possible, confirm the estimated quantity of substance lost. • If possible, confirm the volume of the asset leaking. The Environmental Team will decide whether to call an external provider to assist in responding to the incident.	
6.	Refer to the appropriate COSHH assessment ensuring suitable precautions are observed including the wearing of correct PPE	
7.	If safe to do so and you are trained, inspect outfalls, and deploy emergency spill containment equipment to prevent the spread of spillages using the Pollution Incident Response Plan.	
8.	Call the emergency services by dialling 999, using <i>Form WSF IRP 4: METHANE Briefing</i> . The F&RS have specialised teams, including an	

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No.	Oil or Chemical Spill	Time completed or N/A
	environmental officer and a chemical hazardous substances officer, to help with the containment and recovery	
9.	Supervise any emergency services personnel arriving on site. If appropriate, give them the hard copy of this Emergency Plan, including Appendices.	
10.	Contact the Environment Agency on 0800 80 70 60 providing specific details of the incident including any pollution to water or land	
11.	Working with environmental emergency contingency provider, provide support and coordination to clear up the spillage and stabilise the incident. Refer to COSHH data sheets, held in Operational Control Centre, for specific information.	
12.	Dispose of contaminated containment materials in accordance with the Waste Management Procedure	
13.	Complete <i>Form WSF IRP 6: Incident Update and Resolution log</i> . Update management on any developments.	

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Action in the Event of Leak/Escape of Gasses

No.	Leak or Escape of Gasses	Time completed or N/A
1.	Remove yourself and any others in the vicinity from any source of danger. Take precautions to ensure no one can enter a dangerous area.	
2.	Ensure all personnel are accounted for. Carry out the roll call using the site attendance log held by the Operational Control Centre, contact details in <i>Appendix A: Emergency Contact Details</i> . Appendix A: Emergency Contact Details	
3.	Start <i>Form WSF IRP 5: Incident Log</i> .	
4.	Call the emergency services by dialling 999 if necessary, bearing in mind the potential for escaping gasses to cause a fire, or for fumes to affect personnel. Using <i>Form WSF IRP 4: METHANE Briefing</i> .	
5.	Where it is safe to do so, take action to contain the extent of any gas leak, taking into account any dangers associated with the gas. Close any isolation valves and ventilate the area.	
6.	Supervise any emergency services personnel arriving on site. If appropriate, give them the hard copy of this Emergency Plan, including Appendices.	
7.	Emergency services vehicles must not enter any HV compounds or pass under overhead HV conductors unless supervised by a senior authorised person. Fire services must not be allowed to deploy long hoses or spray water/chemicals unless supervised by a senior authorised person.	
8.	Emergency services personnel needing to access HV compounds on foot must be supervised by a competent person and must not approach within safety distances or carry long objects including fire hoses.	
9.	The Incident Controller shall notify relevant enforcing authority, contact details in <i>Appendix A: Emergency Contact Details</i> . Appendix A: Emergency Contact Details	
10.	Refer to the appropriate COSHH assessment ensuring suitable precautions are observed including the wearing of correct PPE.	
11.	Complete <i>Form WSF IRP 6: Incident Update and Resolution log</i> . Update management on any developments.	