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WYM-IMP-001

**Priory Farm Solar Array,
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: 15/04/2025	Date: 17/04/2025
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 Priory Farm Solar Array 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
PFSA	Priory Farm Solar Array

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Amendment and Re-issue Sheet

Section	Amendment	Prepared by	Rev	Date of Issue
All	None	Victoria Willis	V0	N/A
Page 1	Review 'sign-off' and Review Date added.	Tim Edmunds	V1	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.	Oscar Rigg	V2	16/02/2026
Section 7	Updated to reflect battery technology change.			
Various	Name changed from Wymondley Solar Farm to Priory Farm Solar Array.	Tim Edmunds	V3	11/03/2026

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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 the Priory Farm Solar Array project in accordance with HMG Emergency Preparedness, Response and Recovery guidance¹.

In addition, this plan provides information on Fire Risk Management for the Priory Farm Solar Array 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 'Priory Farm Solar Array 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 Priory Farm Solar Array (PFSA):

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 Priory Farm Solar Array 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.

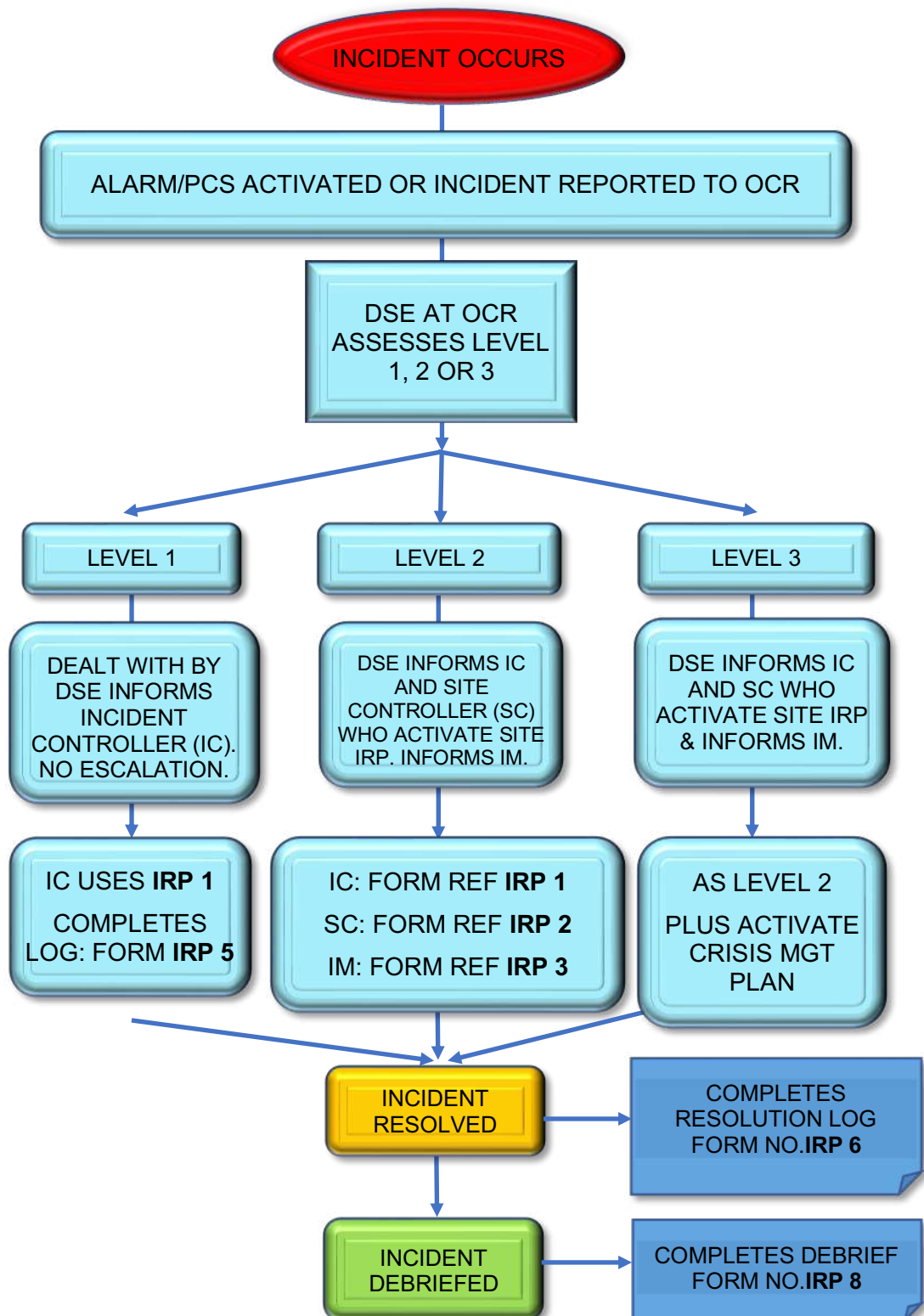
3.1 Roles and Responsibilities

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 Priory Farm Solar Array.
- 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 Priory Farm site.

The IC can also deploy a keyholder to Priory Farm Solar Array 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 Priory farm Solar Array.

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 Priory Farm Solar Array 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.

Priory Farm Solar Array has battery energy storage capability via 76 Trina Elementa 2 Pro battery units, together with 38 Power Systems Control Kiosks and 19 Transformer/Ring Main units.

A specialist engineer will perform standard routine safety checks on the battery units once every two weeks. The Priory Farm Solar Array 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

76 x Trina Elementa 2 Pro battery units housed on concrete plinths – includes battery management system.

38 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, and around each 'BESS Compound' there is also security fencing.

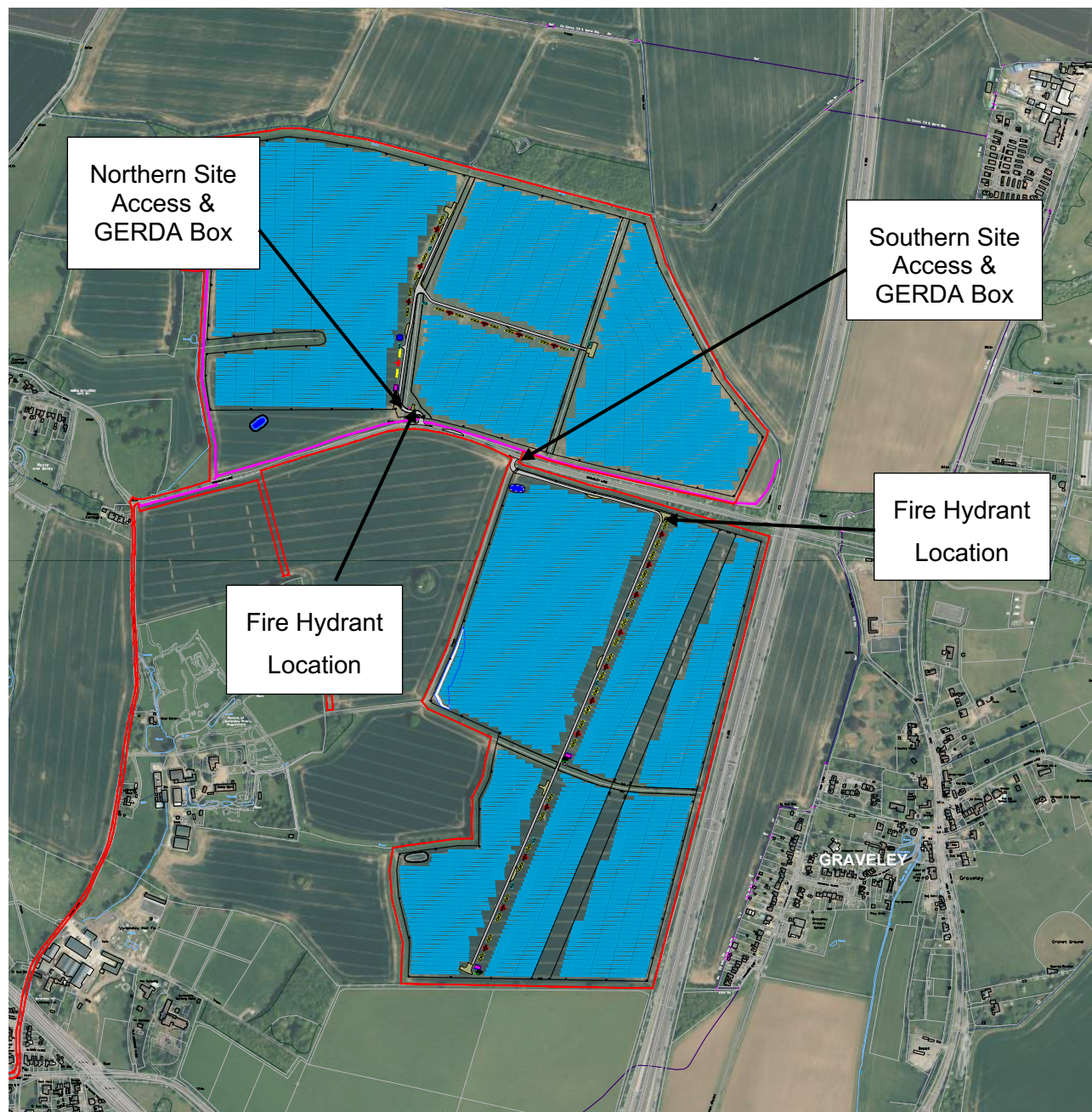
See *Site Layout* for further details.

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

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6.4 Site Layout

This complies with minimum 30m distance from occupied dwellings (standard NFPA 855)



6.5 Operational Control Room

The Operational Control Room (OCR) for the Priory Farm Solar Array monitors the PCS 24/7. It is staffed on a continual 24/7, 365 days a year basis by at least two Duty Shift Engineers

6.6 Accessing Priory Farm Solar Array Site

Access to Priory Farm Solar Array site must be obtained by permission of the DSE supervising in the Operational Control Room. Below are contacts information.

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Pre-Construction Phase

Principal Designer

Mark Pollard, AGR Renewables

Email: mark.pollard@agr-group.co.uk

Mobile: 07840 051276

Construction Phase

Principal Contractor ([Site Manager](#))

Steve Brenson, Site Manager, four-Square Projects Limited

Email: s.brenson@fsggroup.co.uk

Mobile: 07927 663753

Operational and Maintenance Phase

AGR Asset Management Team

Julian Tatarko, Head of Asset Management, AGR Renewables

Email: julian.tatarko@agr-group.co.uk

Mobile: 07553 210224

Location identifiers can be found at *Key Location Identifiers*.

The main accesses are 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 44 to the south. Both routes to the units allow for two-way movement of fire appliance 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 Priory Farm Solar Array 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 Map*

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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 Trina Elementa battery storage unit, and the simplified bow-tie process conducted when implementing mitigation and risk assessment.

The site consists of 76 Trina Elementa 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 operation in ambient temperatures up to 55°C (50–55°C derating applies). The cells 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 the event of severe 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 likelihood of electrolyte spillage from the Battery Unit is highly improbable. Electrolyte can only be extracted from a single cell 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 modules, which are securely housed within a sealed and compartmentalised enclosure rated IP55 (modules IP67).

For electrolyte liquid to escape from the Battery Unit, extensive mechanical damage would need to occur to the external enclosure, the module, and the individual cell. Consequently, the risk of liquid electrolyte release is exceedingly remote.

7.1.3 Electrical Fire Risk (class C)

The Solar Farm (SF) contains energized electrical equipment. Cells are appropriately rated, and manufacturing follows proper design guidelines (IEC/UL). 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 modules within the unit. Furthermore, the exterior of each battery module inside the Battery Unit is isolated from internal components, and connectors are designed to be safe to touch. The racks and modules are installed within a sturdy metal enclosure that is separated from the high voltage source.

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DC arc flash mitigation is incorporated using positive and negative pole fuses at rack level and Manual Service Disconnects (MSDs) at module level. Insulation monitoring detection is also provided. Appropriate arc flash labelling and PPE requirements are applied in accordance with the applicable electrical safety standards.

7.1.4 Thermal Runaway (class D)

To trigger a substantial fire within the Battery Unit, the battery 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 is important to note that the system has been tested in accordance with UL9540A for thermal runaway propagation. Testing demonstrates that a thermal runaway in a single cell does not propagate uncontrollably to adjacent cells or modules under tested conditions.

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 cascading effects to other cells within a module and/or array. These barriers include multiple protection systems and mitigation strategies applicable to the Priory Farm Solar Array site as provided below.

7.2 Preventing Thermal Runaway

The operation of the SF is designed to avoid strain on the battery units or cells, and the environmental conditions are maintained within the designed parameters of the Battery Unit.

Battery cells, modules, and racks are certified to relevant UL and IEC standards, including UL9540, UL9540A, UL1973, IEC62619 and IEC62933-5-2.

Thermal management provided by a liquid cooling system maintains the battery cells within their operating limits, preventing overheating or rapid degradation which could lead to thermal runaway.

A three-level Battery Management System (BMS) monitors system conditions at module, rack and enclosure level and will electrically isolate or shut down affected racks. Current interrupt devices, fuses, insulation monitoring detection and protective coordination elements may open circuits 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.

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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 gas levels within the cabinet. Upon detection of combustible gas, alarms are raised and the ventilation system is activated to exhaust gas and reduce explosion risk. If gas levels escalate further, the system will transition to a FAULT–SAFETY RELATED state and electrically isolate from the DC bus.
- A modular design allows for mechanical segregation of battery racks. Separation distances between container groups are determined in accordance with NFPA 855 and project-specific fire strategy documentation.
- Battery cells are designed with current interrupt devices (CID) to automatically isolate the cell electrically under abnormal conditions.
- Battery packs and racks are compliant with rigorous UL9540A thermal runaway testing.
- The Battery Management System (BMS) constantly monitors for abnormalities and will automatically transition the system into a FAULT state in the event of a serious abnormal condition, including fire-related triggers from the Fire Alarm Control Panel (FACP) or combustible gas detection. The BMS interfaces are protected with appropriate fusing and protection devices.

7.5 Fire Suppression Systems

- An aerosol suppression system is fitted inside the Priory Farm Solar Array Battery Units. This is designed to suppress electrical fires and limit fire spread within the enclosure. It is important to note that aerosol systems are not intended to extinguish lithium-ion battery cells undergoing thermal runaway, nor do they directly prevent thermal runaway from occurring.
- Each Trina Elementa unit is equipped with an integrated Fire Alarm Control Panel (“FACP”), heat detectors, smoke detectors, combustible gas detection, audible and visual alarms, and dry pipe sprinkler provisions.

7.6 Fire Detection

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

Escalation logic within the FACP and BMS may trigger pre-release conditions for the aerosol suppression system.

In the event of a confirmed fire condition, the BMS will electrically isolate the unit from the DC bus and initiate the FAULT–SAFETY RELATED state. The aerosol canisters will then discharge in accordance with the programmed fire control logic.

The cabinet is designed to retain aerosol agent when doors remain closed during normal operation. A defensive firefighting strategy would maintain enclosure integrity to allow the suppression system to operate effectively. Water may be used defensively to cool surrounding exposures.

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

7.7 Safety Standards

The Trina Elementa 2 Pro system is certified to relevant safety standards including:

- UL9540
- UL1973
- UL9540A
- IEC62619
- IEC62477-1
- IEC63056
- IEC62933-5-2
- EN61000-6-2/4 (EMC)
- UN38.3
- UN3536

The relevant tests demonstrate that battery cells and systems meet prescribed safety performance criteria under conditions such as short circuit, overcharge, and forced discharge.

The BMS incorporates insulation monitoring detection to automatically detect electrical isolation failures.

This IRP aligns with the National Fire Chiefs Council “Grid Scale Battery Energy Storage System Planning – Guidance for FRS”.

8 Emergency Equipment

See *Appendix D: Site Map*

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 Priory Farm Solar Array 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 Priory Farm Solar Array. (see *Appendix D1: Priory Farm Solar Array 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 Priory Farm Solar Array 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 Priory Farm Solar Array 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 Priory Farm Solar Array 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 Priory Farm Solar Array 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: Priory Farm Solar Array 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 76 Trina Elementa 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 Priory Farm Solar Array 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 Priory Farm Solar Array 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 Map</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)
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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?