

# UK Recovery Handbook for Radiation Incidents 2008

## Version 2

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### **ABSTRACT**

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In 2005, HPA published the UK Recovery Handbook for Radiation Incidents. The Handbook is designed to assist decision makers in the management of contaminated food production systems, drinking water and inhabited areas following an incident in which radioactive material is dispersed into the environment. It contains a compilation of reliable, consistent and comprehensive information to help users identify the important issues at stake and to evaluate timely and effective management options. Version 2 of the Handbook provides a major update to the guidance on the management of food production systems. In addition to supporting scientific information, it includes checklists for planning in advance of an incident, datasheets, advice on how to select and combine management options and a worked example. Sections dealing with radiation protection principles, drinking water and inhabited areas remain unchanged in version 2. A full update of the Handbook, version 3, will be available in hard copy, CD and PDF formats in spring 2009.

This file (8 of 8) contains the user guide for the Handbook.

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This report from HPA Radiation Protection Division reflects understanding and evaluation of the current scientific evidence as presented and referenced in this document.



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# 1 UK RECOVERY HANDBOOK USERS' GUIDE FOR VERSION 2

## 1.1 Using the UK Recovery Handbook, Version 2

Version 2 of the UK Recovery Handbook has been produced in Adobe® Portable Document Format (PDF). This is to allow the user to easily navigate through the document on computer screen and also print out required pages or whole sections. Adobe® Reader® version 8 is required to view this document. This can be downloaded free of charge from <http://www.adobe.com/products>.

## 1.2 Colour coding

Each Handbook section has been given a unique colour which is prominent on every page belonging to that particular section. Once the user is familiar with the colours this provides a quick visual link to the area of the handbook being viewed. The table below gives the colours for the various Handbook sections.

			<b>Recovery &amp; Radiation Protection</b>
			<b>Food Production Systems</b>
			<b>Inhabited Areas</b>
			<b>Drinking Water</b>

## 1.3 Where do I start?

The first section (yellow) introduces the recovery phase and radiation protection principles and summarises the broad steps in developing a recovery strategy. It also helps the user to

identify which of the other sections is the relevant section for further information on a particular topic area. These colour coded sections (Food Production Systems - green, Inhabited Areas - purple and Drinking Water blue) contain supporting scientific and technical information, information about factors influencing the implementation of management options, datasheets of managements options, and a decision aiding chapter comprising look up tables and other tasks to select and combine management options to form a recovery strategy. Each section contains guidance on how to use the information provided.

## 1.4 Navigation

Use the 'Main Contents' page to choose the required section. Once in the desired section, in order to move back to the 'Main Contents' page, use the **Return to Main Contents** button given at the end of each section.

Once the document is open in Adobe® Reader (version 8), it can be navigated in a number of ways. To view a contents list for each section click on **View/Navigation Panels/Navigation Pane** or press F4 and choose **Bookmarks**. Or to view all pages in each section choose **View/Navigation Panels/Navigation Pane** and choose **Pages**. The menu options **View/Go to** can also be used to navigate the document. Each of these options allows the user to move around the section.

Each section has been created with a contents page from which the user can move to a desired place by clicking on the required section heading or page number. At the end of each section there are links to the Main Contents, the beginning of the current section or move to the next section.

Within the text of each section links have been provided. All links have been coloured blue and underlined. They can be activated by clicking the left mouse button when the cursor hand changes to a pointed finger.

To read a section of the handbook sequentially, the blue or green arrows on the Adobe® PDF navigation bar may be used to move forwards or backwards from the page currently being viewed. If the navigation bar is not visible, click on **View/Toolbars/Navigation**.

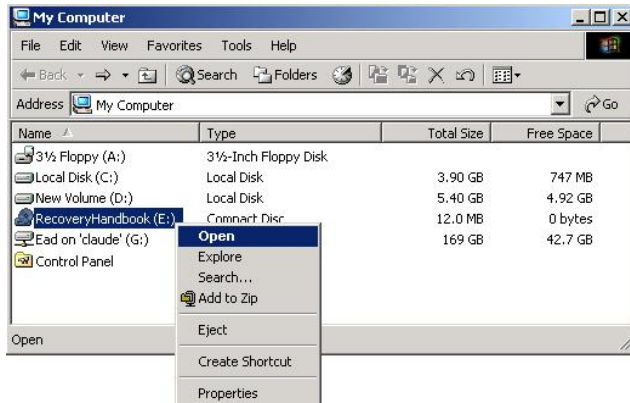
## 1.5 Creating a local copy of the UK Recovery Handbook

If your computers has a slow CD-ROM drive or if you use the UK Recovery Handbook frequently, you may find it easier to make a copy on the computer's hard disk. To do this follow the steps outlined below.

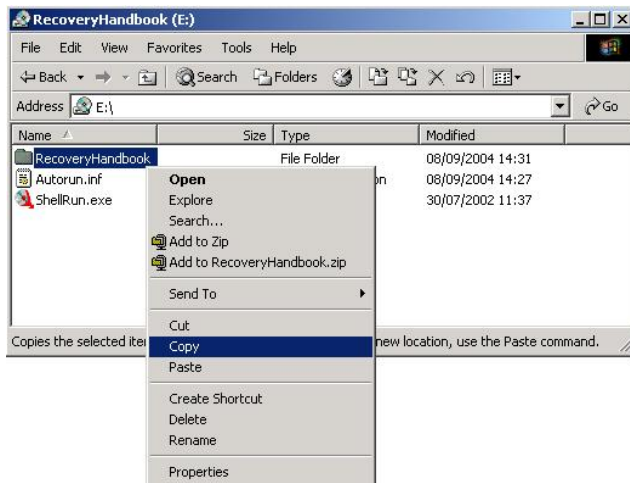
- Double-click on the **My computer** icon on the Windows desktop.



- Right-click on the CD-ROM drive icon and click **Open**.



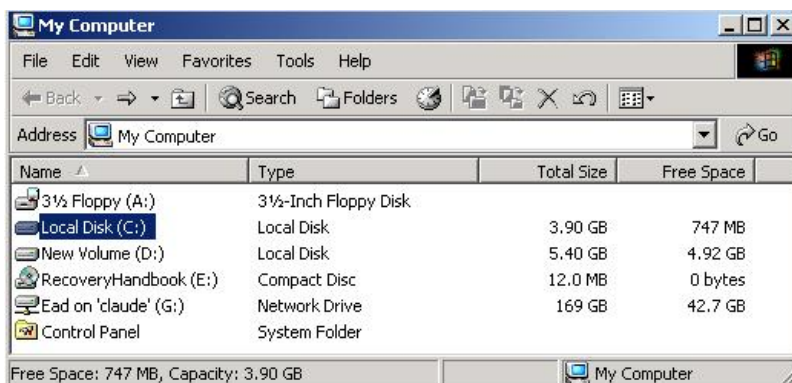
- Right-click on the **Recovery Handbook** folder and click **Copy**.



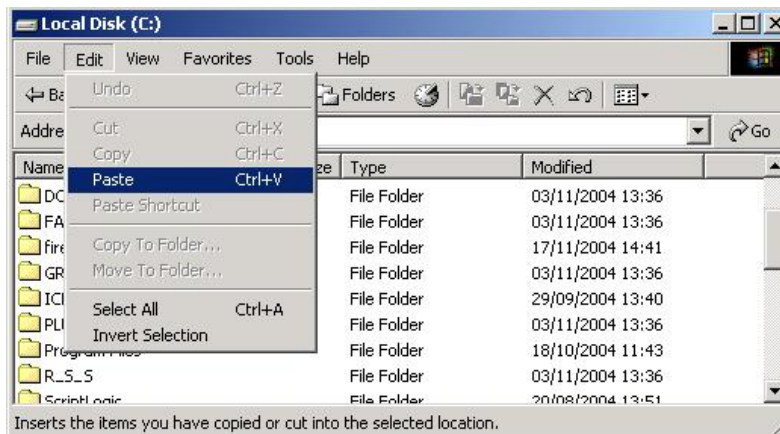
- Close the open windows and open **My Computer** as before.



- Double-click on **Local Disk (C:)**.



- Click on **Edit, Paste**.

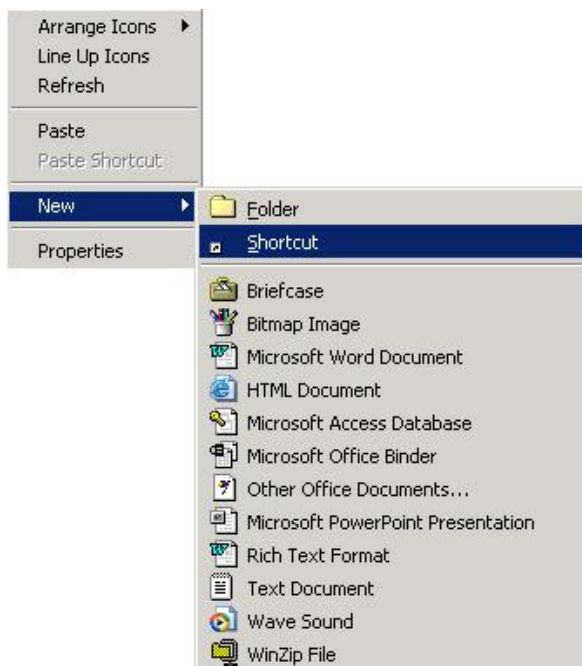


The files will now be copied to the computer's local disk.

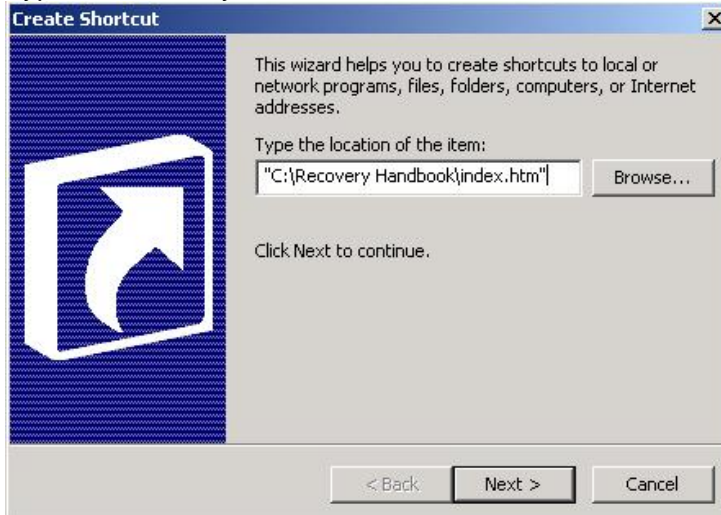
## 1.6 Creating a shortcut to the local copy of the Handbook.

To access the UK Recovery Handbook more easily from your computer you could create a shortcut. Before you can do that you should make a local copy of the Handbook on your computer (see Section 1.5). To create a shortcut follow the steps below.

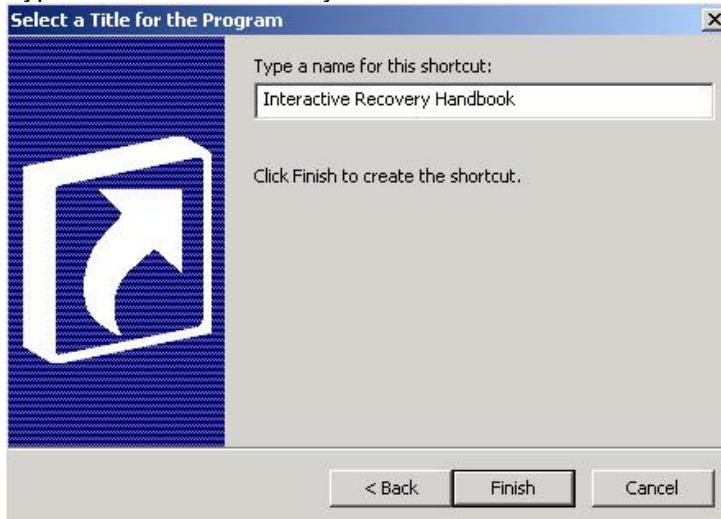
- Right-click anywhere on the computer's desktop, select **New/Shortcut**.



- Type 'C:\Recovery Handbook\index.htm' in the box and click **Next**.



- Type 'Interactive Recovery Handbook' and click **Finish**.



There will now be a shortcut to the UK Recovery Handbook on the computer's desktop, which can be moved to a suitable position. To start the UK Recovery Handbook double-click on this icon.