

# *Gressingham & Eskrigge*

## **Community Emergency Plan**

<b>Plan owner</b>	<b>Gressingham Parish Council</b>
<b>Revision</b>	<b>1.0</b>
<b>Date</b>	<b>11 March 2021</b>

*Plan owner and nominated residents should keep a hard copy of this document available for use if the plan is activated.  
(List of names - Section 2)*

## PLAN OWNERSHIP

*The plan owner is responsible for ensuring the plan remains up to date and for the distribution of hard and digital copies.*

### Plan Owner

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## DISTRIBUTION RECORD

Name	Role	Date Sent
Martin Brooks	Parish Council Chairman	
Michele Luxon	Parish Council Vice-chair	
Mike Leaf	Parishioner	
Lesley Waring	Parish Council Clerk	
Mark Bartlett	Civil Contingencies Officer	

The **Civil Contingencies Officer** at Lancaster City Council will ensure that electronic versions of this plan are circulated appropriately within the council and shared with all responder agencies via the Resilience Direct system, including:

Lancashire Constabulary  
Lancashire Fire and Rescue Service  
North West Ambulance Service  
Lancashire County Council Emergency Planning  
Environment Agency  
Any other appropriate responder agency

### Record Of Amendments

*All plan holders to be issued with revised versions immediately.*

Annual Review		
Date	Reviewed by	Signature

Version Control And Amendment Record			
No.	Date	Status	Amendments
1.0	11 Mar 2021	Live	New plan

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## Overview

The aim of the Gressingham & Eskrigge Community Emergency Plan (CEP) is to mitigate the risk of harm to residents and property from various types of community-wide emergency, so that people within our community are supported and feel safe.

It is also intended to co-ordinate help during an emergency and assist in dealing with day-to-day problems that can arise subsequently.

This plan is primarily intended for situations where events render normal emergency services unable to respond, not to replace the emergency services.

**The first action in an emergency should always be to consider calling the emergency services by dialling 999.**

The plan provides a single source of local information to improve community resilience and provide an effective initial response in circumstances that might prevent the emergency services from reaching an emergency situation.

The police, fire, ambulance and coast guard services will normally provide the initial response to a major incident and will call for assistance from local authorities as appropriate. This plan is not intended to be a substitute for those services.

This plan, the Emergency Control Centre (ECC) Equipment Cupboard and the ECC Cabin Store contents should be routinely checked. A record of these checks should be logged in sections 8.3 & 8.4 of his file.

Personnel involved with implementation of this CEP (including Parish Council members) do so as volunteers. There is no statutory duty to have a CEP or to participate.

The Plan Owner and other Community Contacts are responsible for keeping the plan up to date. The plan will be reviewed at least annually or after any activation.

The plan is available for any member of the community to read and the planners welcome any observations on how it may be improved.

This plan is designed to assist with any significant incident affecting the community, but these specific events are addressed directly:

- Flooding (*river & surface water*)
- Extreme weather (*high winds, low temperature, etc.*)
- Prolonged utility supply failure (*Electricity/Water/*)
- Prolonged communications failure (*BT Telephone/Cellnet/B4RN*)
- Pandemic
- Missing Person (*eg. someone living with dementia*)
- Air Pollution (*including radiation cloud from Heysham PS*)

## Section 1: Actions

### 1.1 Immediate Actions

1. Consider calling the emergency services by dialling 999.
2. Gather **key members** of the CEP team, either at the OSR (if it is safe to do so) or 'virtually' (via Zoom). *Contact details - section 2.1*
3. Establish facts of incident and verify if possible.
4. Set up the Emergency Control Centre (ECC) if appropriate. (Old School Room).  
OSR key-holders list - Section 2.2  
*ECC Checklist - Section 8.1.*
5. Establish contact with those directly affected by the situation
6. Consider informing the Lancaster City Council Civil Contingencies team. *Contact details -section 3.2*
7. Ensure the **log sheet** is kept up to date. *Section 8.5*

### 1.2 Secondary Actions

1. Consider obtaining further information from external sources, eg. Environment Agency flood warnings, Met Office.
2. Ensure community is regularly kept informed *WhatsApp Emergency Group/TinyLetter emails*
3. Consider informing or updating the Civil Contingencies Service of Lancaster City Council of situation. *Contact details -section 3.2*
4. Review the **ECC Checklist** regularly to ensure nothing is overlooked. *Section 8.1*



## Section 2: Emergency Plan Team

### 2.1 CEP Team members

Name	Telephone No.
Martin Brooks	07974 711412
Mike Leaf	
Michele Luxon	
Neil Read	07590 563 551 / (015242) 21854
Grant Parker	
Penny Foulds	
Sally Riley	
Lesley Wareing (Clerk)	07941 043 033 / (015242) 21918

### 2.2 OSR Key Holders

An OSR key is kept in the key safe. Code: \*\*\*\*

Sally Riley	
John Hamlett	

## Section 3: External Resources

### 3.1 Emergency Services

Lancashire Constabulary Headquarters	Hutton, Preston PR4 5SB	01772 614444	
Lancashire Constabulary General Enquiries		101 (Non-emergency calls)	999 (Emergency calls)
Lancashire Fire and Rescue	Broughton, Preston	01772 862545	
North West Ambulance Service	Broughton, Preston	01772 862666	
Cave and Fell Rescue Teams (Call out via Police)	Via Lancashire Constabulary	999	

### 3.2 Local Authorities

Lancaster City Council Civil Contingencies team	Town Hall, Lancaster	01524 582000	24hr Emergency 01524 67099
Lancashire County Council	Preston	08450 530 000	

### 3.3 Public Utilities

Gas (National Grid Transco)		0345 988 1188 <i>Floodline (24hrs)</i>	0800 111 999 <i>Emergency (24hrs)</i>
Electricity (Electricity North West)		Freephone 105 <i>Report power cut</i>	0800 195 4141 <i>Emergency (24hrs)</i>
Water (United Utilities)		<a href="https://www.unitedutilities.com">https://www.unitedutilities.com</a>	0345 672 3723 <i>Emergency (24hrs)</i>
B4RN (Internet service provider)	Station Yard, Melling	01524 555887	<a href="https://b4rn.org.uk">https://b4rn.org.uk</a>
Telephones (British Telecom)		0800 800150	
Environment Agency		03708 506 506 <i>General enquiries</i>	0800 80 70 <i>Emergency (24hrs)</i>

### 3.4 Faith leaders

Rev Michael Hampson		(015242) 21712	vicar@these4parishes.co.uk
Canon Luiz Ruscillo		(015242) 21246	

**3.5 Neighbouring Parish Councils**

Hornby PC Clerk	Duncan Maffey		hornbypc@gmail.com
Arkholme PC Clerk	Claire Helme	01524 732818	arkholmepc@gmail.com
Whittington PC Chair	Colin Hall	01524271865	gillianhodgson6@gmail.com
Wennington EP leader	Richard Gargini	07768 143064	

**Section 4 - People at Risk****4.1 Transient population / special risk**

Caravan park at Sandbeds Farm	Mark Conder	
Fleets Farm	Leonard Metcalf	
Airbnb (adjacent to Eskrigge Hall)	Debbie Robinson	

**4.2 People who may need special help**

CEP Team members have (with permission) access to a record of vulnerable residents. These details are retained separately from the main plan for data protection reasons. Refer to Electoral list held by John Hamlett

## Section 5: Local Resources & Assets

5.1 People with Special Skills & Assets			
Name	Skills	Equipment	Assets
Martin Brooks	Mechanical / civil engineering	Chain saw Jump leads Tow rope Generators	Tractor 4x4 Pickup truck Digger
Mike Leaf	Public Health EP Experience (NHS & local government)	Chain saw	
Neil Read	Electrical engineering Emergency Team experience (power station) Nuclear contamination knowledge	Electrical test gear	
Grant Parker	Mechanical engineering	Tools	Tractor & trailer 4x4 Pickup truck Digger / Van
Penny Foulds	Biological hazards		
Sally Riley	Council operations knowledge		
Lesley Waring	Administration		
John Hamlett	TinyLetter email	Electoral List	
John Lumb	Civil engineering		JCB 4x4 vehicle
Peter Coulthwaite	Nuclear contamination knowledge		
Dr John Birchall	Nuclear contamination knowledge		

## 5.2 Alternative Cooking Facilities

Cooking equipment potentially available for use within the community which does not rely on the mains electricity supply, eg. cookers fuelled by solid fuel, oil, bottled gas.

Martin Brooks	07974 711 412	Portable	Barbeque

## Section 6: Hazards

For most common hazards, specific guidance or help from this Emergency Plan is unlikely to be necessary or of any practical use, as the practical skills and 'common sense' of villagers will combine to mitigate the worse effects.

Unless of protracted duration (days), events such as power or water supply failure, severe weather are unlikely to result in a danger to life & limb, and will be managed by the emergency services. Activation of this Emergency Plan is unlikely to be required.

Hazards 6.1 & 6.2 (below) are included here because the probability of their occurrence is very low, and accordingly experience of dealing with them will be very limited or non-existent, and therefore the term 'common sense' is not applicable.

### 6.1 Nuclear Emergency at Heysham Power station

In the event of a nuclear emergency with the potential to affect the general public being declared, the prime risk to Gressingham residents would be from airborne radioactivity. This risk would be affected by the wind direction - wind from a NW direction (which is the prevailing wind direction) would increase the risk. We are 14 miles from Heysham.

There is an emergency plan which involves the power station operators, Lancashire County Council, Lancaster City Council and the emergency services have an emergency plan. The plan is rehearsed regularly.

The prime hazard to residents is from airborne radioactive iodine, which when breathed in accumulates in the thyroid gland. If appropriate, the authorities will distribute potassium iodate tablets. The tablets act by flooding the thyroid gland with inert (non-radioactive) iodine, which will prevent any harmful radioactive iodine being accumulated in the gland.

**The immediate action to be taken is to shelter indoors, with all doors and windows closed, and monitor the situation by listening to BBC radio Lancashire.**

## 6.2 Prolonged Heat Wave

Heat exhaustion is not usually serious if you can cool down within 30 minutes. If it turns into heatstroke, it needs to be treated as an emergency.

### Potential risks

Dehydration leading to heat exhaustion or heatstroke, both require urgent treatment.

The symptoms of heat exhaustion include headaches, dizziness, nausea and vomiting muscle weakness or cramps, pale skin, and a high temperature. You should move somewhere cool and drink plenty of water or fruit juice. If you can, take a lukewarm shower, or sponge yourself down with cold water.

Heat stroke can develop if heat exhaustion is left untreated, but it can also occur suddenly and without warning. Symptoms include headaches, nausea, an intense thirst, sleepiness, hot, red and dry skin, a sudden rise in temperature, confusion, aggression, convulsions and loss of consciousness. Heatstroke can result in irreversible damage to your body, including the brain, or death.

A prolonged mains water supply failure may exasperate the problem (see Section 6.3).

### Who is at risk

Older people.	Babies and young children.	People with mental health problems.
People on certain medication.	People with a serious chronic condition, particularly breathing or heart problems.	People who already have a high temperature from infection.
People who use alcohol or illicit drugs.	People with mobility problems.	People who are physically active such as manual workers and sportsmen and women.

### The signs of heat exhaustion:

- Headache
- Dizziness and confusion
- Loss of appetite and feeling sick
- Excessive sweating and pale, clammy skin
- Cramps in the arms, legs and stomach
- Fast breathing or pulse
- Temperature of 38C or above
- Being very thirsty

The symptoms are often the same in adults and children, although children may become floppy and sleepy.

**Action**

If someone is showing signs of heat exhaustion, they need to be cooled down.

Ensure those at risk are closely monitored, so that rapid action can be taken if necessary.

**Emergency Treatment**

If you suspect someone has heatstroke, call 999. While waiting for the ambulance:

- If possible, move them somewhere cooler.
- Increase ventilation by opening windows or using a fan.
- Cool them down as quickly as possible
- Do not give them aspirin or paracetamol

**Things you can do to cool someone down**

If someone has heat exhaustion, follow these 4 steps:

1. Move them to a cool place.
2. Stay inside, in the coolest rooms
3. Close the curtains in rooms that get a lot of sun.
4. Keep windows closed while the room is cooler than it is outside. Open them when the temperature inside rises, and at night for ventilation.
5. Lie them down with feet raised slightly.
6. Drink plenty of water. Sports or rehydration drinks are OK.
7. Avoid alcohol and caffeine.
8. Cool their skin – spray or sponge them with cool water and fan them. Cold packs around the armpits or neck are good, too.

Stay with them until they're better

They should start to cool down and feel better within 30 minutes.

### **6.3 Prolonged Mains Water Failure**

#### **What are the potential risks?**

Bottled water will be provided by United Utilities. However, there is a risk of vulnerable person being overlooked, or otherwise being without water access to drinking water (eg. difficulty carrying or opening bottles). A prolonged mains water supply failure may exasperate the risk of heat stroke (see Section 6.2).

#### **Action**

Using the CEP Electoral List (held by John Hamlett), identify and contact vulnerable residents themselves or their 'buddy' to confirm all is well.

NB. During the 2020 Covid-19 pandemic, every resident was encouraged to have a 'buddy' who lives nearby - a friend or relative or neighbour, who could help in the event of incapacity or forced isolation.

### **6.4 Pandemic**

#### **What are the potential community risks?**

Any viral threat is most likely to lead to the need for self-isolation, at least for those most vulnerable to infection. The potential consequence of this is that some may need help with routine tasks such as shopping or prescription collections.

For example, at the start of the 2020 Covid-19 pandemic, Gressingham Parish Council prepared an information sheet (Appendix) which was promptly delivered to every household in the parish. It was generally well received, and did result in directly providing assistance to several residents. It is considered well worth replicating in the event of another pandemic.

The Information Sheet only gave limited guidance for self-protection from the virus, as this would be provided by the authorities and media, and advice will probably change from week to week anyway as the situation develops.

The prime focus of the Information Sheet was:

1. To facilitate the identification and listing of vulnerable residents
2. The provision of contact details for a small number of volunteers within the community who were willing to respond to calls for help, either directly or to find external help.
3. To recommend that each household should establish a 'buddy' who lives nearby - a friend or relative or neighbour - who will keep in regular contact where appropriate, and provide an easy single point of contact for anyone in need, thereby helping to ensure nobody was left without help if needed.
4. Establish and advertise methods of disseminating local information. This was primarily by regular email updates and the use of a WhatsApp community chat room.



(Care was taken to ensure that anyone who didn't use the internet/email was kept informed by other means).

### **Actions**

1. Circulate an Information Sheet to all households in the parish, modelled on that created for the 2020 Covid-19 pandemic
2. Establish and advertise methods of disseminating regular local information updates (as described above)
2. Use the CEP Electoral List (held by John Hamlett) to identify vulnerable residents within the community
3. Encourage every resident to establish a 'buddy' who lives nearby - a friend or relative or neighbour, who could help in the event of incapacity or forced isolation.
4. Consider circulating & reinforcing any local or national guidance. Review regularly.

This list is not exhaustive of course, but these are considered to be the prime actions required to support the local community

## **6.5 Prolonged Cold Weather**

### **Potential community risks**

Activation of this Emergency Plan itself is unlikely to be of any practical use in most instances. (Help from able-bodied neighbours and friends will be sufficient). Where this Emergency Plan may be beneficial is when many households experience difficulties simultaneously as a result of prolonged freezing weather, when the emergency services may be overwhelmed. Coordinated community action may then be beneficial.

Prime risks include:

1. Hypothermia due to failure of a household heating system.
2. Loss of household water supply due to frozen feed pipe
3. Internal house flooding arising from frozen pipes.
4. Many/vulnerable residents finding difficulty getting food or medicines due to ice on roads & pathways, car starting problems, etc.

### **Symptoms of hypothermia**

- Shivering.
- Exhaustion or feeling very tired.
- Confusion.
- Fumbling hands.
- Memory loss.
- Slurred speech.
- Drowsiness.

**Who's most at risk?**

Victims of hypothermia are often:

- Older adults with inadequate food, clothing, or heating
- Babies sleeping in cold bedrooms
- People who remain outdoors for long periods - the homeless, walkers, etc.
- People who drink alcohol or use illicit drugs.

**What are the signs and symptoms of hypothermia?**

Adults:

- Shivering.
- Exhaustion or feeling very tired.
- Confusion.
- Fumbling hands.
- Memory loss.
- Slurred speech.
- Drowsiness.

Babies:

- Bright red, cold skin
- Very low energy

**Don't wait – take action**

Hypothermia is a medical emergency. If you notice any of the above signs, take the person's temperature. If it is below 35°C (95°F), get medical attention immediately!

If you are not able to get medical help right away, try to warm the person up\*.

**Do**

- move the person indoors or somewhere sheltered as quickly as possible
- remove any wet clothing, wrap them in a blanket, sleeping bag or dry towel, making sure their head is covered
- give them a warm non-alcoholic drink and some sugary food like chocolate if they're fully awake
- keep them awake by talking to them until help arrives
- make sure you or someone else stays with them

**Don't**

- do not use a hot bath, hot water bottle or heat lamp to warm them up
- do not rub their arms, legs, feet or hands
- do not give them alcohol to drink

\* A list of parishioners with spare/portable heaters is included in Section 5.

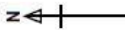
**Section 7      Maps**

**6.1: House Locations**

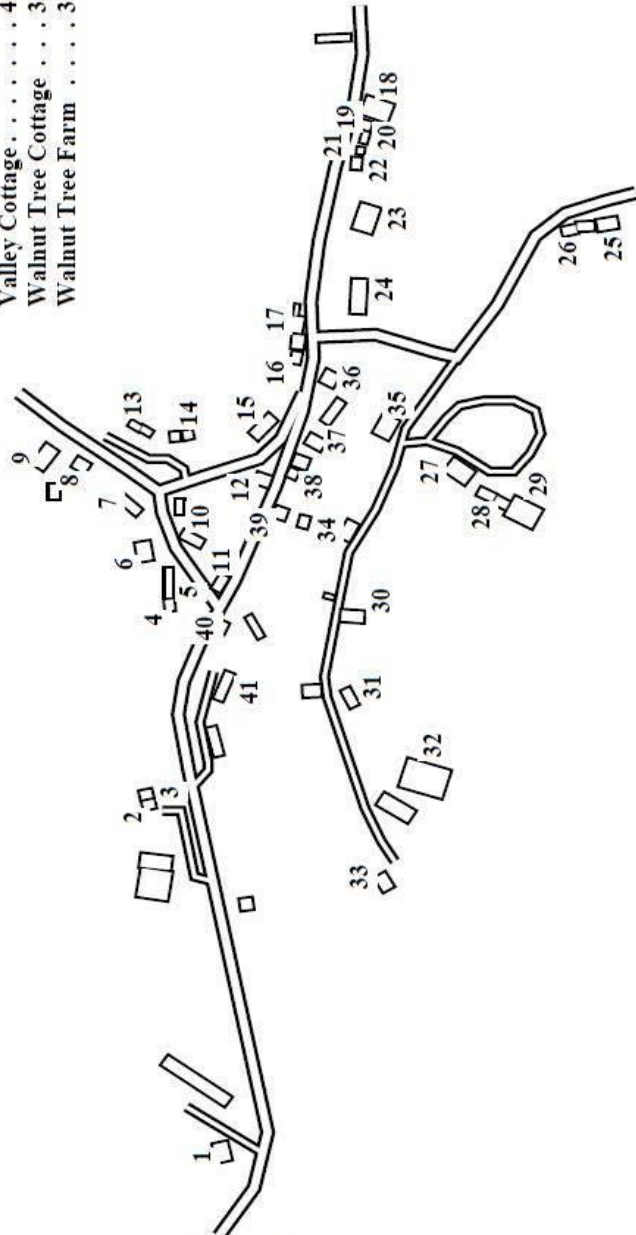
www.colinday.co.uk/maps  
 Available for copying without charge  
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# Gressingham

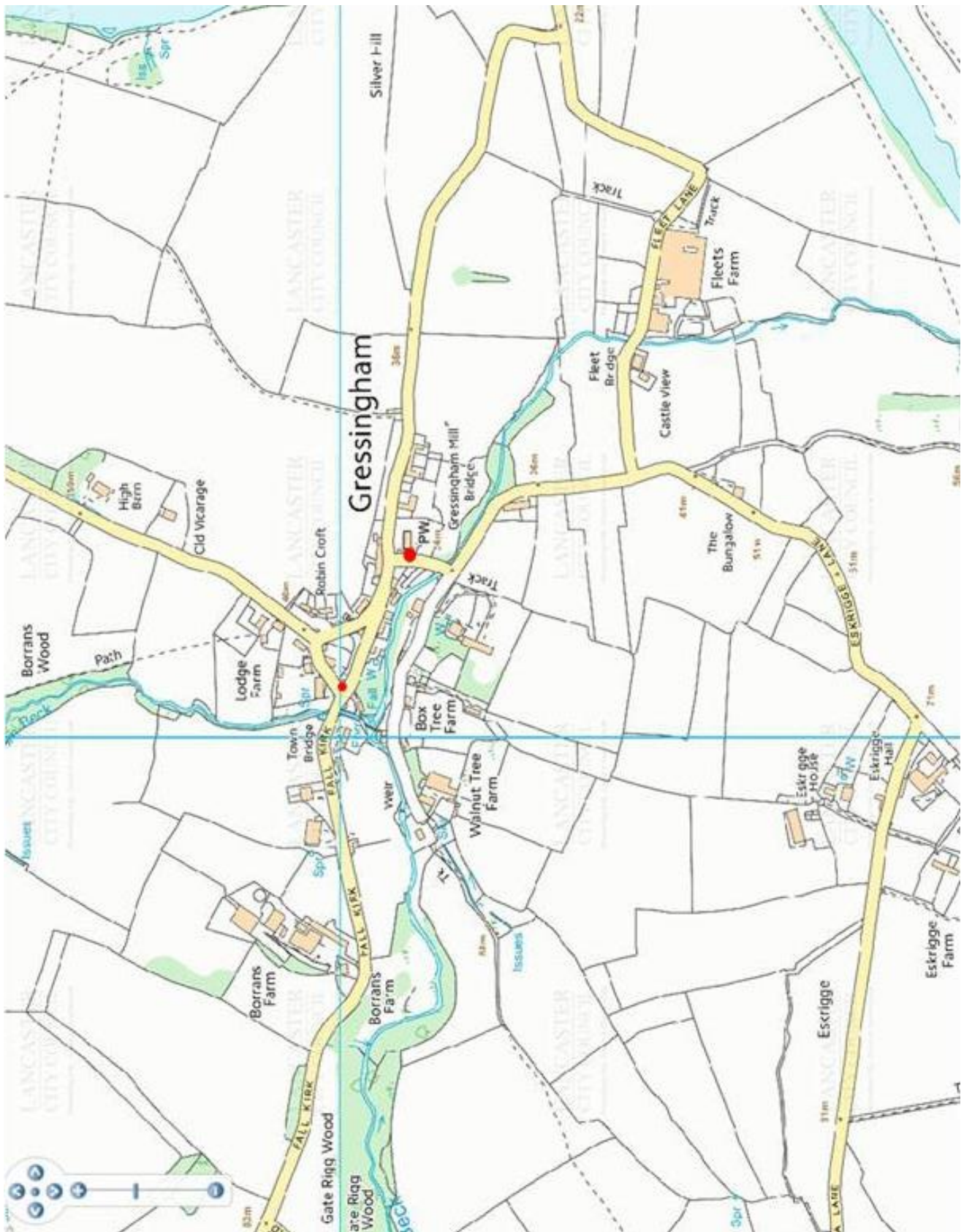
Caution: This map has not yet been checked by residents.  
 There may be errors and omissions.



1 Borrans Farm	36 Church Bank	Angle House . . . . . 12	Crowtrees Cottage . . . . . 28	Loy n View . . . . . 7
2 Hill Side	37 Applegarth	Applegarth. . . . . 37	Far Barn . . . . . 30	Moorgarth. . . . . 41
3 Brook Side	38 Hopebeck House	Barn Flat. . . . . 22	Gressingham Cottage. . . . . 25	Old Hall Barn . . . . . 29
4 Bay Horse Cottage	39 Juniper Cottage	Bay Horse Cottage. . . . . 4	Gressingham Hall Cottage 23	Parish Room. . . . . 11
5 Bay Horse House	40 Valley Cottage	Bay Horse House . . . . . 5	1 Gressingham Hall Mews 21	Rand Villa . . . . . 35
6 Birch Cottage	41 Moorgarth	Beck Cottage. . . . . 19	2 Gressingham Hall Mews 20	1 Robin Croft . . . . . 14
7 Loyn View		Birch Cottage . . . . . 6	Herst Cottage . . . . . 17	4 Robin Croft . . . . . 13
8 Lodge Farm		Borrans Farm . . . . . 1	Hill Side . . . . . 2	Rose Cottage. . . . . 16
9 Lodge Barn		Box Tree Farm . . . . . 31	Hopebeck House. . . . . 38	The Stables. . . . . 26
10 Sunny Lea		Brook Side . . . . . 3	Jalna . . . . . 15	St John's Church . . . . . 24
11 Parish Room		Church . . . . . 24	Juniper Cottage . . . . . 39	Stone Cottage . . . . . 18
12 Angle House		Church Bank . . . . . 36	Lodge Barn . . . . . 9	Sunny Lea . . . . . 10
13 4 Robin Croft		Crowtrees . . . . . 27	Lodge Farm . . . . . 8	Swing Gate. . . . . 34
14 1 Robin Croft				Valley Cottage . . . . . 40
15 Jalna				Walnut Tree Cottage . . . . . 33
16 Rose Cottage				Walnut Tree Farm . . . . . 32
17 Herst Cottage				
18 Stone Cottage				
19 Beck Cottage				
20 2 Gressingham Hall Mews				
21 1 Gressingham Hall Mews				
22 Barn Flat				
23 Gressingham Hall Cottage				
24 St John's Church				
25 Gressingham Cottage				
26 The Stables				
27 Crowtrees				
28 Crowtrees Cottage				
29 Old Hall Barn				
30 Far Barn				
31 Box Tree Farm				
32 Walnut Tree Farm				
33 Walnut Tree Cottage				
34 Swing Gate				
35 Rand Villa				



**6.2: Gressingham Street Map**



**Section 8      Forms & Check Lists****8.1    ECC Operation Check list**

*As soon as time allows, (and regularly during the emergency) review the following:*

*Tick once checked*

- *Is the OSR liable to become untenable (eg, flooding, electricity interruption, poor heating, water supply failure)*
- *Has the Electoral List been obtained from John Hamlett?*
- *Aim for a minimum of 2 persons. (Avoid having too many people).*
- *Torch batteries ok?*
- *Establish Wi-Fi connection. (Passcode in CEP cupboard)*
- *Check to see if mobile telephone reception is functional\**
- *If necessary establish an ECC Team rota\*\* (For a protracted emergency)*

*\* Mobile phone reception may be different for different providers. Every team member should check their own phone.*

*\*\* Logical thinking becomes unreliable when a person is under stress. Consider adequate breaks, sharing duties, independent double-checking of decisions.*



## 8.2 Data protection Register

I hereby give permission for the Gressingham Community Emergency Plan (CEP) Team members to hold a record of these personal details:

- Name
- Address
- Telephone numbers
- Brief description of my vulnerability

This information will be kept confidentially and will only be used in connection with this community emergency scheme.

Name	Signature	Date	Expiry date*

\*Date you wish your information to be destroyed. N/S = Non-specific

### 8.3 ECC Cabin Store checklist

*ECC Cabin Store located in the Old School Room yard.*

*Key in ECC key-safe.*

Item	Qty	Present & Correct? (✓)
Sandbags	8	
Snow clearance tools	2	
Salt Spreader	1	
Road closed signs	3	
Road cones	3	

Checked by:

Date:

**Completed check lists to be saved** in Check List file in the ECC Equipment Cupboard

## 8.4 ECC Equipment Cupboard checklist

*ECC Equipment Cupboard is in the Old School Room.*

*Key in ECC key-safe.*

Item	Qty	Present & Correct? (✓)
Gressingham Emergency Plan	1	
ECC Cabin Store checklist	4	
ECC Equipment Cupboard checklist	4	
Hi-viz vests	3	
Helmets	1	
Gloves	3	
Light sticks	6	
Megaphone*	2	
Torches*	1	
Stationery - pens	3	
A4 paper pad	1	
Wind up Radio	0	
Wind up Torch/Lamp	0	
Map of Gressingham (showing house names)	1	

\* Batteries to be routinely checked. Replace annually

Checked by:

Date:

**Completed check lists to be saved** in Check List file in the ECC Equipment Cupboard



**8.5 ECC Activity Log Sheet (header)**

Date of ECC Established .....

Time ECC Established .....

Incident description.....

.....

Team Members:

1.....

2.....

3.....

4.....

5.....

6.....

Notes:

**8.6 ECC Activity Log Sheet (continuity)**

*Include names of those entering & leaving the ECC and (for safety reasons) where people intend to go when they leave.*

Sheet No.....

Time	Activity

**8.7 Annual Review Check List**

Item	Section	Checked (✓)
Electoral list - held by John Hamlett (Check to include people with Vulnerabilities)		
Holder of Electoral List	6.4, 6.5. 8.1. 8.7	
Plan Owner	Page 2	
All names	2, 3, 4, 5	
All contact details	Page 2 + Sections 2, 3, 4, 5	
People at Risk	4	
People who may need special help	4	
All Check List contents	8	

Reviewed by.....

Date.....