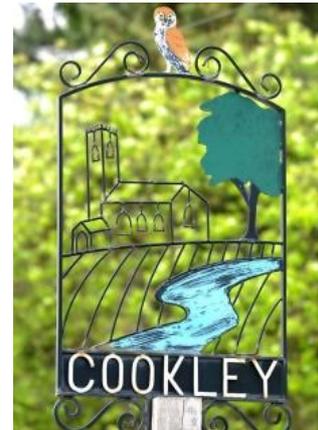
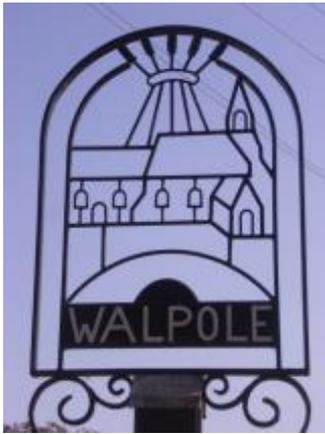


## Emergency Plan for Cookley and Walpole



<b>Author:</b>	Councillor Mark Wenham – Emergency Planning Officer
<b>Date of Implementation:</b>	30 October 2016
<b>Review:</b>	3 yearly Last review – Oct 2016
<b>Version:</b>	1.0

*NB. All local households will be issued with a paper flyer summary with the key information and contacts, and have access to the public version of the emergency plan via the parish website or by request to the Cookley & Walpole Emergency Co-ordinator.*

## Emergency Plan Distribution List

<b>Role</b>	<b>Comment</b>
Cookley & Walpole Community Emergency Group	Paper copy with confidential details
Cookpole News website	Soft copy less confidential details
Halesworth Town Council Clerk	Soft copy less confidential details
Bramfield Parish Council Clerk	Soft copy less confidential details
Chediston Parish Clerk	Soft copy less confidential details
Heveningham Parish Clerk	Soft copy less confidential details
Huntingfield Parish Clerk	Soft copy less confidential details
Linstead Parish Clerk	Soft copy less confidential details
Sibton Parish Clerk	Soft copy less confidential details
Police Safer Neighbourhood Team	Soft copy with confidential details
Suffolk Coastal District Emergency Planning Officer	Paper and Soft copy less confidential details

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## Introduction

The purpose of this emergency plan is to document the actions to be taken and the resources to be mobilised, by the Community Emergency Group of Cookley and Walpole, when assistance is requested from the emergency services / local authority, or in response to an emergency affecting the parishes of Cookley and Walpole or adjacent communities.

The emergency plan gives general guidance on the management of an emergency, outlines actions to be taken by the Community Emergency Group and recognises that it is complementary to any County, District, or multi-agency emergency plans which are in existence.

## An Emergency

For the purposes of this plan **an emergency is deemed to be any event or situation in the Cookley and Walpole community which threatens serious damage to human welfare,<sup>1</sup> damage to the environment or damage to national security<sup>2</sup>.**

The range of incidents which could be encountered by the communities and which could see the activation of the Community Emergency Group are detailed in the Local Risk Assessment and Actions table below.

## Aim and Objectives

The aim of this plan is to enhance community resilience. The objectives are to:

- Identify hazards within the community.
- Identify resources and key contacts in the community.
- Assist in the identification of vulnerable people and groups within the community.
- Provide the community with necessary information and points of contact in an emergency.

## Emergency Planning Officer Roles & Responsibilities

The role of Emergency Planning Officer (and deputy) is fulfilled by volunteer residents who provide a vital link between residents and organisations planning for and responding to an emergency. Their role is to:

- Facilitate the completion and maintenance of the Community Emergency Plan (this plan)
- Call a community meeting during an emergency (if deemed necessary)
- Provide the focal point for the community response to an emergency
- Provide a link between the community and other agencies responding, which may include the emergency services and the local council
- Assist the Local Authority and appropriate agencies in emergency preparedness through awareness-raising activities

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<sup>1</sup> To include threat to human life, illness or injury, homelessness, damage to property, disruption of food, water, energy or fuel supply, disruption of a system of communication, transport, or health service.

<sup>2</sup> To include contamination of land, water or air with biological, chemical or radio-active matter, or disruption or destruction of plant life or animal life.

*Community emergency meetings will be held at the Walpole Pavilion (Alternative: Harmony Centre, Gilletts Lane, Walpole, IP199BB).*

The Emergency Planning Officer for Cookley and Walpole is **Mark Wenham**.  
The Deputy Emergency Planning Officer is **John Winter**.

### **Community Emergency Co-ordinators**

Community Emergency Co-ordinators are residents who provide a link between the Emergency Planning officer (or deputy) and residents in their immediate locality. This could be for one street or a cluster of streets. See Annex A.

Their primary roles are to assess the local situation, conduct dynamic risk assessments, support responding agencies and assist people caught up in an emergency and help facilitate the appropriate assistance where required. In addition, they will receive information from the Emergency Planning officer, and pass it on to residents in their area. They may also monitor the welfare of vulnerable people, and provide ongoing assistance during the emergency.

They may assist the Emergency Planning Officer with the roles and responsibilities identified above.

**Bob Lowe** and **Alison Cooke** will perform this role for Walpole, while **Ian Newton** and **Deborah Golden** will be responsible for Cookley.

Other volunteers may be co-opted to support the standing Community Emergency Co-ordinators where necessary, including in particular those in the Good Neighbours Scheme. Voluntary groups which can also support/work alongside the Community Emergency Group are as follows:

Cookley and Walpole Good Neighbours Scheme **07722 646692**  
Community Transport: Pathfinder Tel: **0845 6041802**

### **Plan Activation**

#### **Activation of the Community Emergency Plan (CEP)**

*In the event of any local emergency, the following principle MUST be first and foremost:*

- *if there is **ANY threat to life, dial 999** and alert the emergency services (Police, Fire, or Ambulance)*
- *If there is no perceived threat to life, but you have information that may help the emergency services, please dial 101.*

Activation will be carried out by those persons shown under 'Responsibility for activating the plan' (below).

#### **Self-activation by Community Emergency Group (CEG)**

In the event that the Community Emergency Group determines to activate its own plan, without a

request from the Emergency Services, the District Council or an Emergency Planning Officer, then they are acting under the public and personal liability insurance of the Parish Council and must ensure that tasks carried out are commensurate with the individuals knowledge, skill and training for the task in hand.

Whenever the plan is activated the District Council will be notified at the earliest opportunity.

Office hours;

**01473 265321**/ 01394 444453 / 07920 139306. 01502 523321 / 07920 139293 / Emergency Control Centre(s) (ECC) when opened; Woodbridge: 01394 389371 or Lowestoft: 01502 523630

Out of hours; **01502 527133**. Ensure that the call taker has appropriate contact details and request the Joint Emergency Planning Unit Duty Officer (EPDO) is notified.

PLEASE NOTE: In a widespread incident the EPDO is a single point of contact and may support the wider LA response across the County and may not be able to respond immediately.

### **Activation by a Responding Agency**

For more serious or wide spread emergencies, Community Emergency Groups will normally be coordinated by the District Council in response to a request for support from the emergency services.

If a call for assistance is received from the Emergency Services, District Council, an Emergency Planning Officer, any activities that are carried out will be designed to help support the local community and responding agencies as part of the response. This will usually take the form of welfare/shelter arrangements away from the direct scene of the emergency. It could also include things like local knowledge, or the location of known vulnerable persons. In this scenario, it is likely that we would be working alongside other voluntary organisations that also assist during the response, e.g. the Royal Voluntary Service (formerly the WRVS), British Red Cross etc.

Where the PC has been asked to activate the plan, then activities that the PC have been asked to undertake will be covered by the responding agency's liability insurance provided tasks carried out are commensurate with the individuals, or CEG's knowledge, skill and training for the task in hand.

Any local information received or guidance given from a responding agency in situ must be communicated in an appropriate, considered, coordinated and controlled manner locally. Similarly situation reports of the local assessment / impacts should be passed back to the District Councils Emergency Control Centre (ECC) when opened / 101 as above.

Information must not be given at the scene in a way that will impede the work of the emergency services.

Routine contact during normal working hours will be via the Emergency Planning Officer at the District Council.

## **Responsibility for Activating the Plan**

The Emergency Plan can be activated by any two of the following::

***Chairman of the Parish Council***

***Deputy Chairman of the Parish Council***

***Clerk to the Parish Council***

***The Emergency Planning Officer / deputy***

The plan will be activated in the event that the criteria for an emergency has been met. Community Emergency Co-ordinators will communicate with local residents as required while the CEG will activate the plan.

## **Vulnerable Persons/Groups**

Where evacuation is required, it is essential for the emergency services to identify those people/groups that may require additional, or specialist assistance. For the purpose of this plan, vulnerable persons are defined as people reliant upon:

- Home visits by community nurses for healthcare
- Formal or informal carers
- Home deliveries of medical supplies
- Vehicular transport to attend essential health appointments.

Any person may become vulnerable as a result of the emergency or crisis. E.g. those living in a flood warning area may become vulnerable.

The key locations in the local area which house vulnerable groups – sheltered housing, care homes etc. – is known by the CEG. The Police will rely on a range of sources to provide the location of vulnerable persons, in particular community health and social services. However, this will never provide a complete information picture and local knowledge regarding vulnerable persons, who may not feature on any official register, will be invaluable. To comply with data protection requirements, the Community Emergency Group will follow the advice of the SCDC EPO/JEPU duty officer at the time of the incident on what information is required.

## Local Risk Assessment & Actions Table

Potential hazards with a high likelihood of affecting the communities of Cookley and Walpole and/or which would have a high impact are considered below, along with the actions which may be taken by the Community Emergency Group.

Risk	Impact on community	What can Community Emergency Group do to prepare?
Flooding	<ul style="list-style-type: none"> <li>• Blocked access out of village</li> <li>• Flooding in homes</li> <li>• Evacuation</li> </ul>	<ul style="list-style-type: none"> <li>• Keep river free of vegetation especially around both Walpole bridges</li> <li>• Encourage residents to improve home flood defences – see website</li> <li>• Work with local emergency responders to see if we can help with distribution of flood warnings, evacuation and establish rest centre as required</li> <li>• Alternative accommodation plan for those residents most at risk</li> <li>• Sign up for Flood Warning Direct.</li> </ul>
Electricity failure	<ul style="list-style-type: none"> <li>• Loss of main source of power.</li> <li>• Loss of heating / lighting and other essential services.</li> </ul>	<ul style="list-style-type: none"> <li>• Report power cut to UK Power Network Landline: 0800 31631905.</li> <li>• Register for Priority Services on UK Power Network.</li> <li>• Monitor vulnerable households for heating and cooking</li> <li>• Access to a standard telephone for connection to telephone exchange powered line</li> <li>• Access to generators for those most vulnerable.</li> <li>• Provide list of useful equipment in case of power cut.</li> </ul>
Gas explosion or large house fire	<ul style="list-style-type: none"> <li>• Area cordoned off</li> <li>• evacuation</li> <li>• Risk to other buildings</li> <li>• Loss of power</li> <li>• Restricted access</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage use of smoke and gas alarms</li> <li>• Encourage owners of gas appliances to ensure annual safety checks are carried out and servicing in accordance with manufacturer's instructions.</li> <li>• Encourage regular checks of flues, vents and chimneys</li> <li>• Encourage fitting of carbon monoxide alarms.</li> <li>• Advertise government fire safety leaflets.</li> </ul>

Pandemic (flu)	<ul style="list-style-type: none"> <li>• Restricted access in and out of village</li> <li>• Serious risk of illness</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to local radio and national news</li> <li>• Provide updates and advice.</li> <li>• Liaise with local hospitals and healthcare.</li> </ul>
Snow	<ul style="list-style-type: none"> <li>• Unable to use the roads</li> <li>• Residents housebound</li> </ul>	<ul style="list-style-type: none"> <li>• Check vulnerable households can cope Ensure grit bins are full and volunteer snow clearance team is updated yearly.</li> <li>• Use of farm vehicles and local 4x4's where necessary</li> <li>• Assist in provision of transport</li> <li>• Liaise with Good Neighbours scheme</li> <li>• Clear households local areas - <a href="#">follow the snow code</a> when clearing snow and ice.</li> </ul>
Extreme weather	<ul style="list-style-type: none"> <li>• Roads blocked</li> <li>• Restricted movement outside the village</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange a rota for monitoring the villagers especially the vulnerable – through co-ordinators.</li> <li>• Arrange for roads to be cleared where feasible.</li> <li>• Liaise with Good Neighbours scheme</li> </ul>
Sizewell incident	<ul style="list-style-type: none"> <li>• Potential evacuation or lock down</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor local radio station and organise support as guided by the Sizewell emergency team / Emergency Services or LA</li> <li>• Provide updates as required.</li> </ul>
Water failure	<ul style="list-style-type: none"> <li>• Lack of water to homes</li> </ul>	<ul style="list-style-type: none"> <li>• Secure alternative water from Essex &amp; Suffolk Water 0800 432 0225.</li> <li>• Provide water to those in need.</li> </ul>
Dangerous chemicals spill	<ul style="list-style-type: none"> <li>• Could block access to village depending on location.</li> <li>• Local contamination</li> </ul>	<ul style="list-style-type: none"> <li>• Check with local businesses and farmers for any relevant information or status</li> <li>• Get emergency plan from local industries eg Water Treatment Works, major farms</li> <li>• Provide immediate advice to traffic as required before arrival of Emergency services.</li> </ul>

## Local Skills and Resources

**Annex G** lists skills and equipment which are present in the community and which may be available and required at the time of an emergency. They are offered on a 'best endeavours' basis.

If further equipment/skills are needed from the community, the Community Emergency Group may issue an appeal through the co-ordinators or via local BBC Suffolk radio.

## Key Locations Identified as Emergency Centre / Rest Centres.

In the event that a localised evacuation is required, namely within the community, the following locations have been selected as places of safety, in agreement with the CEG.

<b>Building</b>	<b>Location</b>	<b>Facilities</b>	<b>Contact details</b>	<b>Flood Risk</b>
Walpole Pavilion	Playing Field, Walpole	Kitchen And toilet facilities	Zoe Mair, Tel: 784217	In a flood zone. Do not use if there is a risk of flooding
St Mary's Church	B1117, Church Hill	Shelter Only. Electricity & heating. No toilet facilities. Water tap	Tel: 872602	Outside of flood zone
Buck's Farm	Cookley	Shelter Kitchen And toilet facilities	Mr Ian Newton, Tel: 784216	Not in flood warning area
Harmony Centre	Gillets Lane, IP199BB	Shelter Kitchen And toilet facilities	Mr Tony Gillet, Tel: 784497	Not in flood warning area
The Attic Early Learning Centre	Cookley Road, Walpole	Shelter Kitchen And toilet facilities	Judith Sherington Tel: 784287	Not in flood warning area

## Communications

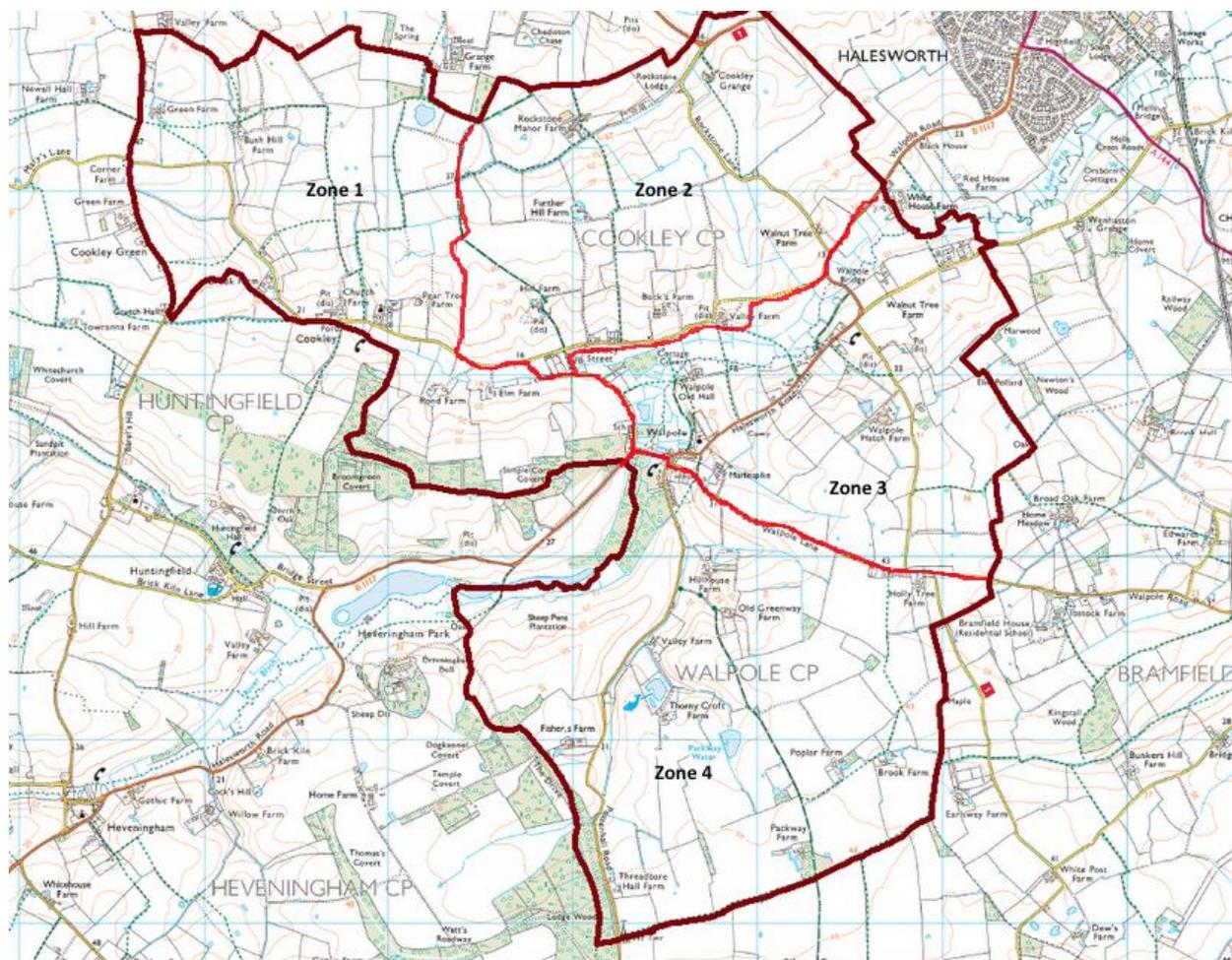
The following means of communications are available to the Community Emergency Group in an emergency:

- Handheld radios. The Community Emergency Group intends to purchase 6 handheld radios. These will be held by each of the co-ordinators and the Emergency Planning officer.
- Mobile telephones. On activation of the Community Emergency Group, the Lead Coordinator will maintain a register of all mobile numbers of volunteers, in addition to those of core members. It should be remembered that at the time of a major emergency, mobile telephone networks may exceed capacity, leading to overload and disruption. The Group should not rely on mobile phones as the sole means of communication. If overload does occur, SMS text is likely to be more effective at getting through.
- Police and other emergency responders have their own resilient communications systems, in particular Airwave. If all other means are not functioning, the emergency responders may allow the transmission of messages via this means.
- RAYNET - The Radio Amateurs' Emergency Network is the UK's national voluntary communications service provided for the community by licensed radio amateurs. If necessary, support of the Network will be requested by the Local Authority.
- Good Neighbours. It is envisaged that The Good Neighbours Scheme will work in conjunction with the CEG and provide an informal communication network.

## Annex A

### Coordination Zones for Cookley and Walpole

Zone	Coordinator	Area Description	Contact details
1	Ian Newton	Cookley Village area (West)	01986784216
2	Deborah Golden	Cookley Street Area (East) includes houses immediately to south of Cookley Rd	07956822582
3	Bob Lowe	From Eastern boundary to junction in village E & S of Cookley Rd, N of Bramfield Rd	01986784518
4	Alison Cooke	Village Centre S of Bramfield Rd to parish boundary	07504459338



## Annex B

### Community Emergency Group and Contact List

Name	Appointment	Contact
Mark Wenham	Cookpole Emergency Co-ordinator & Emergency Planning Officer(Chair)	07808 172991 01986784457 wenhammark@hotmail.com
David Cask	Chairman of the Cookpole Parish Council (PC)	01986 784253
Anne Thomas	Deputy Chair of the PC	01986 784348
Paul Widdowson	Clerk to the PC	01986 872114
Alison Cooke	Co-ordinator Walpole (1)	07504 459338
Bob Lowe	Co-ordinator Walpole (2)	01986 784518
Ian Newton	Co-ordinator Cookley (1)	01986 784216
Deborah Golden	Co-ordinator Cookley (2)	07956 822582
Pam Nell	Good Neighbours Scheme Representative	01986 784518

### Other Useful Numbers

Cookley and Walpole Good Neighbours Scheme	07722 646692
Community Transport: Pathfinder	0845 6041802
Bramfield Parish Clerk	07903 899882
Huntingfield Parish Clerk	01986 798485
Chediston & Linstead Clerk	01986785250
Keyholders:	
Bucks Farm	01986784216
Harmony Centre	01986784500
Walpole Pavilion	01986784217

### Halesworth:

Hospital	01986872124
Cutlers Hill Surgery	01986874618
Safer Neighbourhood Team	101
Town Clerk	01986 874517

### SCDC

Peter Langford, District Emergency Planning Officer	01502523321
Keith Fawkner-Simpson, Emergency Planning Officer	01394444453

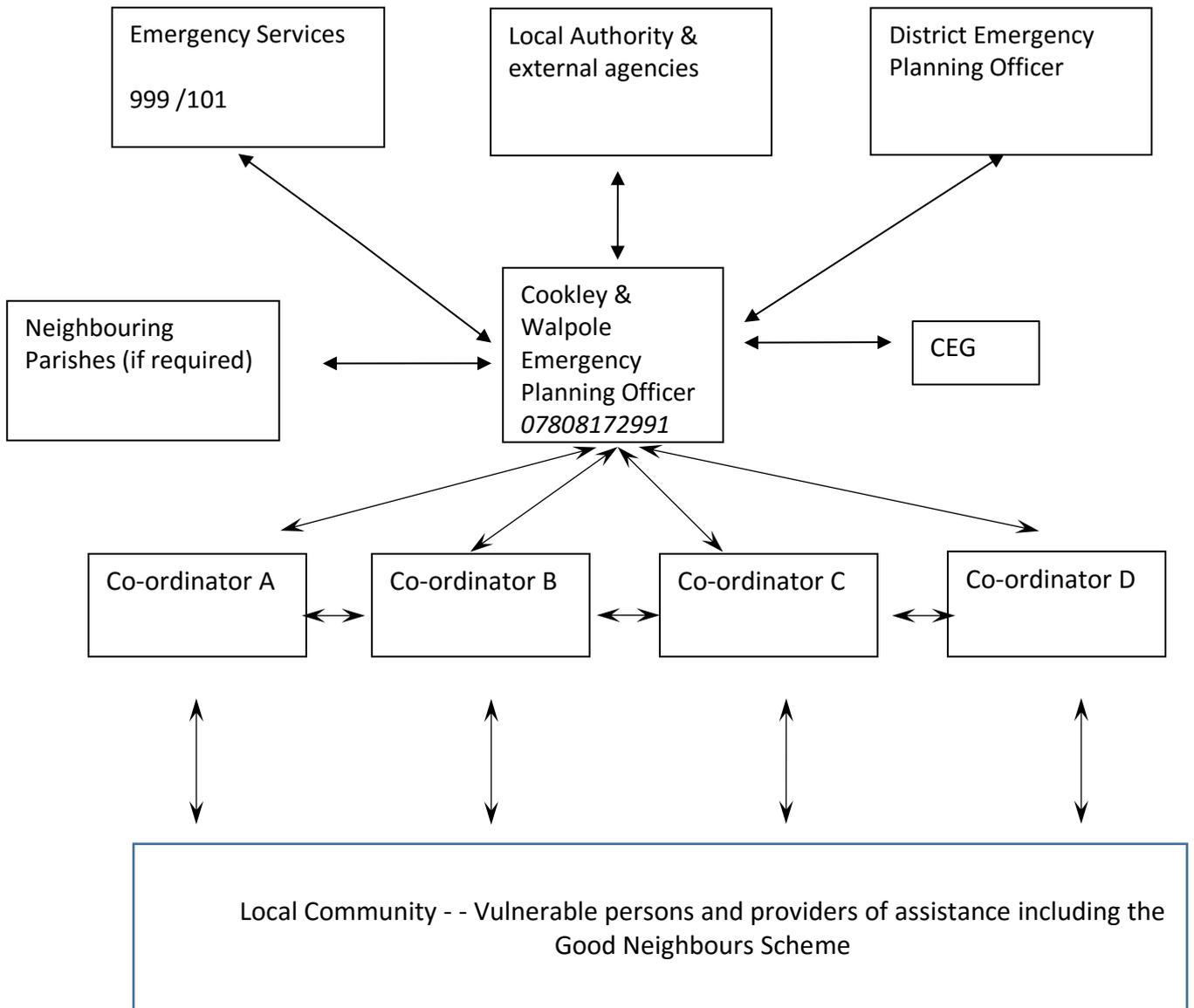
### Joint Emergency Planning Unit (JEPU)

01473 265321

Suffolk CC Highways	08456 066067
EA Floodline	03459 881188

**Annex C**

**Activation Call Tree**



## Annex D

### Plan Activation Immediate Action.

Actions to be taken by Emergency Co-ordinator or nominated deputy as soon as the plan is activated.

Ser	Action	Comment
1.	Plan activation: Note who has initiated the activation of the plan.	
2.	Open the activity log.	Annex E
3.	Activate immediate response – <ul style="list-style-type: none"><li>- Appropriate Community Emergency Co-ordinator dispatched to provide immediate assistance and assess what further assistance may be required (if not already done).</li><li>- Assess need for emergency services and call if required.</li><li>- Assess the impact on others in the area.</li><li>- Establish all the facts of the incident. (5Ws)</li><li>- Establish communications with incident site.</li></ul>	Community Emergency Co-ordinator
4.	Alert other co-ordinators / Good Neighbour Scheme and initiate checks of other vulnerable groups if required.	Annexes B & H
5.	Source appropriate resources required if known	Annex G
6.	Alert Chairman of Parish Council / Deputy & Clerk if not already done	Annex B
7.	Alert Local Emergency Planning Officer.	Annex C
8.	Consider requirement for an Emergency Centre / Place of Safety.	Page 10
9.	Arrange co-ordination meeting with external services as required.	
10.	Arrange for meeting of the Community Emergency Group	Annex B
11.	Identify key holders of Place of Safety / Emergency Centre	Annex B

Key information required by Emergency Services:

1. M – Major incident; type of incident
2. E - Exact location
3. T – Type of incident
4. H - Hazards
5. A – Access routes
6. N – Number and type of casualties
7. E – Emergency Services required / on scene.
8. Make a note of the time and person dealing with the incident (if told)



## Annex F

### Community Emergency Group First Meeting Agenda

Date & time:

Meeting venue: The Pavilion (select a less flood prone venue if possible)

Attendees: See Annex B

#### 1. Briefing on the current situation. Issues to consider (use METHANE):

- Location
- Type of incident
- Numbers of people involved and their condition – threat to life
- Current and potential hazards to others
- Access to the scene
- Condition of utilities (electricity, gas, water, sewerage, telephones)

#### 2. Immediate actions and resources to aid the response to the emergency Issues to consider:

- Assistance that can be given to the emergency services / establishing contact with the emergency services if not already done
- Resources available to help deal with the emergency and any restrictions on use
- The actions that can safely be taken - consider health and safety of all responders
- How the actions are to be co-ordinated within the emergency group and with emergency services
- Communication with the emergency services, Community Emergency Volunteers and the community / neighbouring parishes.
- Vulnerable people – assist emergency services with identification if required, welfare checks etc.

#### 3. Actions and resources required in the longer term to aid community recovery e.g. Advice, guidance, physical assistance

#### 4. Who is going to take the lead for the agreed actions? Who is leading the incident?

#### 5. Any other issues?

- Setting up a control / co-ordination centre.
- Requirement for diversions in village.
- Requirement for emergency services control point.
- Place of Safety / Emergency Centre – setting up / Manning.
- Media strategy.

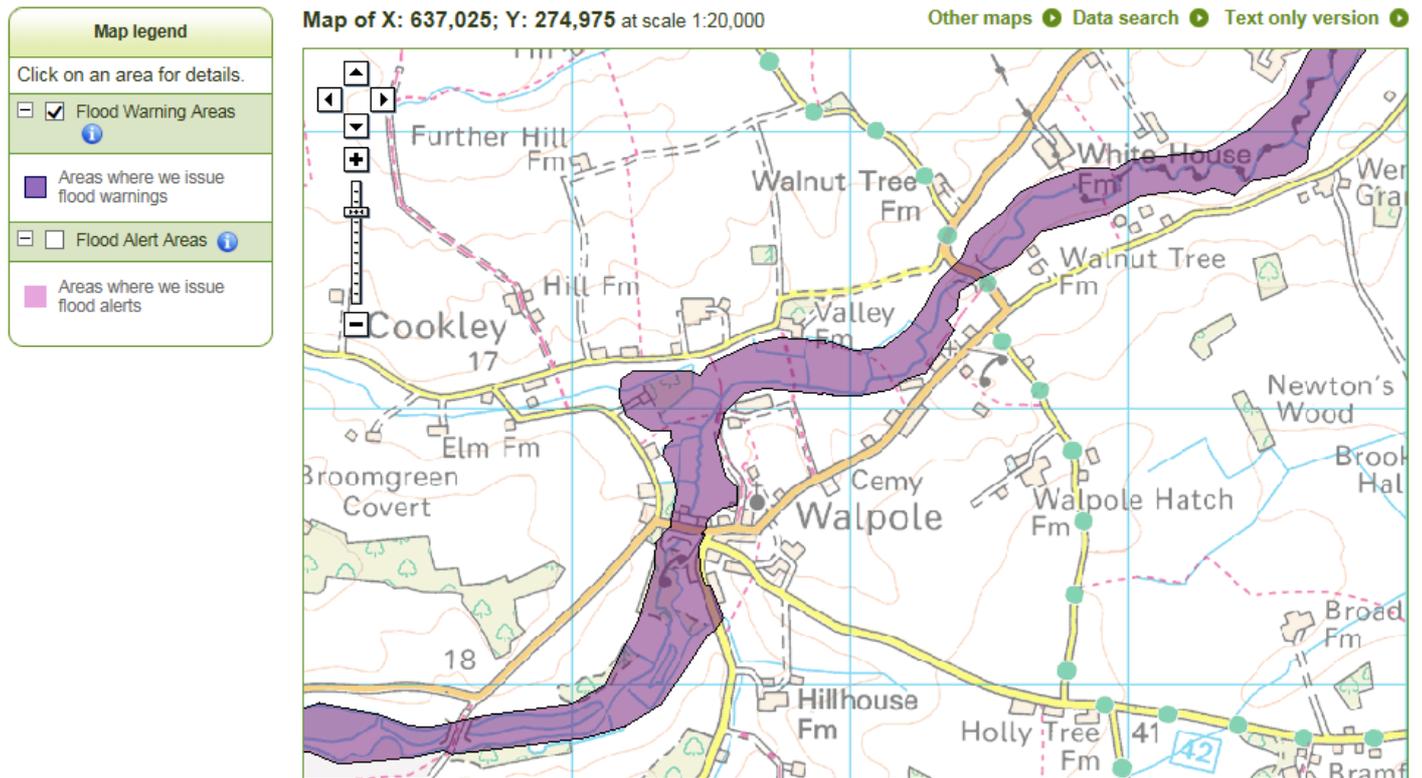
#### 6. Time, date and venue of next meeting

**Annex G (restricted information for CEG)**

**Emergency Skills and Resources**

# Annex H

## Flood Warning Areas



Customers in Wales - From 1 April 2013 Natural Resources Wales (NRW) has taken over the responsibilities of the Environment Agency in Wales.  
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## The Cookpole Community Emergency Card

The Cookpole Community Emergency Group are here to provide assistance in the event of a serious emergency affecting our two parishes – such as a flood, extreme weather, or utility failure.

**If there is a danger to life, or a crime is in progress RING 999.**

Where there is not an immediate threat to life but Emergency Services may be required **RING 101**

If you see something suspicious that could be terrorist related ring the counter terrorist hotline **0800 789321.**

**Do NOT put yourself at risk!**

**Power Failure: Ring 105 or UK Power Network 0800 31631905**

**Water failure: Essex & Suffolk Water 0800 432 0225**

**River flooding - Environment Agency hotline: 0800 80 70 60**

**Health epidemic – NHS 111 and/or call your GP**

**Sizewell incident - Stay indoors and tune into BBC Radio Suffolk 95.5 FM. More at <http://www.suffolkresilience.com>**

**Chemical spill - Stay indoors and await information from co-ordinators**

Further advice and assistance can be provided by your Community Emergency Co-ordinators **once you have alerted the emergency services or appropriate authority.**

### Community Emergency Co-ordinators:

Parish	Community Emergency Co-ordinator	Contact details
Cookley	Ian Newton	01986 784216
	Deborah Golden	07956 822582
Walpole	Bob Lowe	01986 784518
	Alison Cooke	07504 459338

**Cookley & Walpole Emergency Planning Officer  
Mark Wenham: 01986 784457 / 07808 172991**

**Cookley & Walpole Deputy Emergency Planning Officer  
John Winter: 01986 784345 / 07765 575551**

If you are not involved in the incident, but are close by or believe you may be in danger:

**Go in** – go inside and stay away from doors and windows

**Stay in** – stay inside for as long as it is safe to do so

**Tune in** – BBC Radio Suffolk, 95.5FM, local TV. Your Community Emergency Co-ordinator will also give you information about the situation or call around.

## Evacuation

In the unlikely event of you needing to be evacuated your Community Emergency Co-ordinator will assist you and guide you to one of the pre-arranged Community Rest Centres / Emergency Centres or to a Local Authority facility.

### How to prepare for an emergency:

Things you can do now - ask your Community Emergency Co-ordinator for further assistance.

Type of emergency	Self-help measure
Power Outage	Register for Priority Services on UK Power Network if you are vulnerable. Ensure you have torches available in the house. Alternative power sources & a non-electric phone.
Flooding	Environment Agency Advice. <a href="https://www.gov.uk/prepare-for-a-flood">https://www.gov.uk/prepare-for-a-flood</a> . Make sure you have flood insurance in place. Consider flood protection equipment. Advice and info ring Floodline; 0345 988 1188. Sign up for Flood Warning Direct. <a href="https://fwd.environment-agency.gov.uk/app/olr/home">https://fwd.environment-agency.gov.uk/app/olr/home</a>
Extreme weather / snow	Have snow shovels and supply of grit/salt for your property. Register with the Good Neighbours scheme (see below).
Gas explosion or serious house fire	Ensure smoke & carbon monoxide alarms are in date and tested. Have gas appliances safety checked yearly, and serviced. in accordance with manufacturers recommendations. Find a Gas Safe registered engineer - 0800 408 5500. Fire safety guidance - <a href="https://www.gov.uk/government/collections/fire-safety-guidance">https://www.gov.uk/government/collections/fire-safety-guidance</a> Ensure regular checks of flues, vents and chimneys. Take extra care when using candles, electric blankets, electric heaters and cigarettes. Look out for faulty wiring and overloaded sockets.
Water failure	Have some water put aside for an emergency – make sure it is changed regularly.

**Good Neighbours Scheme: 07722 646692**

**Cookpole News website has more detail on how to prepare for an emergency:**

<http://cookpolenews.onesuffolk.net>

## **Annex J**

### **Post Emergency Review**

When the emergency is closed, a review with the CEG should be held approximately 24-48 hours later. It should evaluate and record:

1. Overall effectiveness of emergency response.
2. Usability of the plan
  - What worked well?
  - What could be improved?
  - What was missing?
3. Resources
  - How did our technical, physical and logistical resources work in practice?
  - If an Emergency Rest Centre was used assess the success or otherwise of the facility.
  - Does anything require upgrading/enhancing?
  - Was anything missing?
  - Do we need to invest in any additional resources?
4. People
  - How did the emergency team perform?
  - Did we have sufficient human resources?
  - What could be improved?
  - Have we identified any training needs?
  - Do we need any additional/alternative supplies?

Learnings should be captured and the plan amended accordingly.