



COMMUNITY EMERGENCY STORES SCHEME

ORDER FORM

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ORDER FORM

1 ELIGIBILITY

This order form can be submitted following preparation of an Aware and Prepared Community Response Plan and completion of a plan validation exercise with one of our Resilience Officers. If you need to know who your local Resilience Officer is, or you require any other information regarding the scheme, please contact the LLR Prepared Office (see details below).

2 INSTRUCTIONS

If the items you intend to select all appear on the order form:

- Select items from the list to a maximum total value of £600
- Complete the Order Form by entering the order quantities against the relevant items
- Complete page 2 with contact details of those people we should contact in an emergency and in relation to this order
- Pass a copy of the completed Order Form to the Resilience Officer for your district, borough or ward. They will sign the form and submit it for processing

If you intend to request an item that does not appear on the order form:

- Complete the back page of the Order Form and post or email it (back page only) to the LLR Prepared office, including contact details for the reply
- On receipt of the relevant price information from the team, complete the Order Form with items to a maximum total value of £600 by entering the order quantities against the relevant items and details of the quoted for items on the back page
- Complete page 2 with the contact details of those people we should contact in an emergency and in relation to this order
- Pass a copy of the completed Order Form to the Resilience Officer for your district, borough or ward. They will sign the form and submit it for processing

3 COLLECTION / DELIVERY ARRANGEMENTS

The administration team will contact you to discuss arrangements for collection or delivery of items at the time your order is processed.

4 LIABILITY

The community must assume all responsibility for the emergency store items upon their receipt.

5 LLR PREPARED CONTACT DETAILS

Email llrprepared@leics.gov.uk
Phone 0116 305 6101
Address 1 Romulus Court, Meridian East, Meridian Business Park, Leicester, LE19 1YG

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6 COMMUNITY CONTACT DETAILS

Please complete this section with the details of those people LLR Prepared should contact in the event of an emergency.

Note: The information you supply will be entered into a messaging system which is used by LLR Prepared in pursuit of its statutory responsibilities under the Civil Contingencies Act 2004. It will be used only in times of emergencies and for the occasional distribution of items forming part of our volunteer and community engagement programme. A message will be sent every six months checking that the contact details remain up to date. You can ask for the details to be updated or removed at any time by phoning 0116 305 6101 or emailing llrprepared@leics.gov.uk or. We will not supply the information to third parties.

Community name:

Name	Role	Email address	Mobile phone number

Please complete this section with the details of the person(s) who should be contacted in connection with this order:

Name	Role	Email address	Phone numbers (landline and/or mobile)

Please complete this panel with the address for deliveries:

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7 ORDER CONFIRMATION DETAILS

This order is submitted by:

Name

Role

Community

I confirm that the community will assume all responsibility for the emergency store items upon their receipt.

Signed Date

Resilience Officer: I confirm that an Aware and Prepared Community Response Plan has been completed and validated.

Name Signed Date




8 ORDER FORM

Complete the Order Form by entering the order quantities against the relevant items.

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8.1 STORAGE

STORAGE						
No	Item	Description/use	Image		Cost	Qty
1	Lockable containers	6ft Waterproof & Lockable Garden Storage Cabinet / Shed			£90	
2		Starplast 10-811 52.5 x 75 x 98.5 cm Heavy Duty Cabinet with 2 Shelves - Green/Beige			£55	
3		Garden Outdoor Metal Tool Storage Shed Single Door Zinc - 5FT x 5FT x 6FT 6"			£160	

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8.2 FLOOD PROTECTION

FLOOD PROTECTION					
No	Item	Description/use	Image	Cost	Qty
4	Sandbags	Unfilled	<p>Polyester Sand Bag</p> <p>Washed sand loose – 1 tonne</p>	<p>£0.30 each</p> <p>£16.40</p>	
5	Quick sandbags (ex stock)	<p>Also known as sandless sandbags</p> <p>Gel crystal filling</p> <p>Biodegradable hessian / cotton bag</p>		Free of charge (max 50 per order whilst stocks last)	50
6	Door packs (ex stock)	<p>Pack 5 gel filled bags</p> <p>1 - 900 mm x 180 mm</p> <p>4 - 450 mm x 360 mm</p>		Free of charge (max 5 per order whilst stocks last)	5
7	Damp-proof membrane	Black 1000ga 3m x 4m sheet		£9	
8	Waterproof duct tape	50mm x 25m		£5	

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8.3 SIGNAGE

SIGNAGE					
No	Item	Description/use	Image	Cost	Qty
9	Flashing hazard lamp	130mm PJ996 Battery		£8 £2.60	
10	Hazard warning tape sticky	Yellow/black		£2.70	
11	Hazard warning tape non-sticky	Red/white		£5.90	
12	Road sign - Flood	Portable traffic warning sign		£15	
13	Road sign – Slippery road	Portable traffic warning sign		£15	
14	Plastic cone	750mm highway cone		£5	

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8.4 TEMPORARY REPAIRS


TEMPORARY REPAIRS					
No	Item	Description/use	Image	Cost	Qty
15	Plastic cable ties - medium	300 x 4.8mm (Pack of 100) Suitable for security, tidy, closing, attaching and suspending.		£1.30	
16	Plastic cable ties - large	470 x 12mm (per 10)	(As above)	£1.70	
17	String	4mm thick cotton twine 10 metres		£3.50	
18	Rope	4mm hemp cord rope 64ft		£6	
19	Nylon safety rope	220 metre coil		£8.30	
20	Large nails	Round wire nails 100m 180g pack		£3.60	
21	Hammer	Metal head and claw		£4.50	

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22	Marine plywood	Sheet 2.4m x 1.2m x 18mm <i>NB: Please note the size when considering storage.</i>		£60 Note: Delivery costs might apply – please ask.	
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8.5 TIDY UP

TIDY UP					
No	Item	Description/use	Image	Cost	Qty
23	Large plastic bags	100 Large Strong Clear Polythene Sacks Size 18 x 29 x 39"		£17	
24	Rubble bags	Heavy duty plastic Per 5		£0.90	
25	Asphalt rake	Strong, industrial use		£10.90	

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26	Yard brush	Hard brush suitable for debris/rubbish		£4.20	
27	Squeegee	For clearing debris and water		£8.20	
28	Shovel	Standard tapered shovel		£10.40	

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8.6 PERSONAL SAFETY

PERSONAL SAFETY

IMPORTANT: If selecting items from this section, it must be ensured that all members of a Community Response Team and other volunteers are aware of the following guidance:




Community Response Team members and volunteers should never place themselves in a position where their own personal safety is at risk.

In particular they should not –

- Enter any flood water whatsoever
- Put themselves at risk to attempt any form of rescue operation
- Attempt to clear blocked drains, gullies, ditches or watercourses

They should always call the emergency services or the relevant agency to deal with such situations.

It is not our intention in supplying these items to encourage any activity that contravenes these guidelines.

No	Item	Description/use	Image	Cost	Qty
29	Thin Hi Viz tabards / jackets – Class 2 (ex stock)	Yellow or orange Sleeveless (as pictured) or long sleeved Various sizes NB: Not suitable for work on highways		Free of charge (max 5 per order whilst stocks last)	5
30	Thin Hi Viz jacket – Class 3	Full sleeved yellow with orange fluorescent strips		S – £8 M – £8.50 L – £8.50 XL – £8.50 2XL – £8.80	
31	Hard hat	JSP EVO2 Mid Peak Slip-Ratchet Vented Safety Helmet Yellow		£4	

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32	Head torch	T4-2 Headlamp 3 x AAA Waterproof		£10	
33	High con gloves	Blue waterproof Protection against oil, chemicals and sharp objects		£1.10	
34	Manufacturing gloves	Black thin General purpose protection		£0.70	
35	Multipurpose gloves	Orange and yellow Abrasion, blade cut, tear and puncture resistant		£0.80	
36	Steel toe capped wellington boots	Various sizes		£10	
37	Steel toe capped boots	Various sizes		Size 6 £32 Size 7 £32 Size 8 £32 Size 9 £36 Size 10 £36 Size 11 £36	

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8.7 COMMUNICATIONS

COMMUNICATIONS					
No	Item	Description/use	Image	Cost	Qty
38	Portable megaphone	Pyle-Pro PMP40 40W Professional Megaphone/ Bullhorn with Siren Pack 6 x D Batteries		£35 £8.50	
39	Two-way radio	Motorola TLKR T80 Extreme 2 handsets with chargers and carrycase Max range 10 km		£75	
40	Walkie talkies	Motorola TLKR-T50 2 handsets with chargers Max range 6 km		£45	
41	Wind up and solar radio	Duronic Hybrid Radio Wind Up Solar and Rechargeable AM/FM Radio		£15	

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8.8 MISCELLANEOUS

MISCELLANEOUS					
No	Item	Description/use	Image	Cost	Qty
42	Wind-up Torch	Duronic Hurricane 4 in 1 Rechargeable Wind-Up Dynamo Flashing Red LED, 10 LED Lantern & 3 LED Torch		£12	
43	Waterproof LED Flashlight	Ivation Waterproof LED Flashlight High Power Mini Torch Lamp, 3 Light Modes. Rechargeable via hand crank and solar panel		£9	
44	Fire extinguisher	Handheld, dry powder for use on any type of small fire (designed for vehicle usage) 1kg Powder NB: This item requires annual maintenance inspections		£11.50	
45	First Aid Kit	Large size (10 Person)		£4.30	
46	Foil blanket	Qualicare Thermal emergency foil blankets Pack of 6		£5	

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47	Gorilla Wipes	Anti-bacterial hand wipes Tub of 250		£10.30	
48	Clipboard	Heavy Duty Clip Smooth Masonite A4 Clipboards		£1.50	
49	Notebook	Spiral bind A4		£1	
50	Pens	BIC Cristal Original 1.0 mm Ball Pen – Black Pack of 10		£3	
51	Boiling Ring	Heavy Duty Double Burner Cast Iron Boiling Ring with regulator, hose and clip kit NOTE: Gas canisters not supplied		£65	
52	Generator	Clarke IG1000 1kW Inverter Generator 1000 Watts max. (900 Watts rated) output at 230V AC via 13Amp 3-pin socket NOTE: Oil and fuel not supplied		£240	

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8.9 AD HOC REQUESTS

Other items: If you would like to receive a quote for items not included on the list, please provide details here. These must be appropriate for deployment in an emergency and safe for use by community volunteers. Please note that items can only be supplied if available through Leicestershire County Council's procurement frameworks.