



AWARE AND PREPARED COMMUNITY EMERGENCY STORE SCHEME

TERMS AND CONDITIONS

Background

The Cabinet Office published the Strategic National Framework on Community Resilience in response to Sir Michael Pitt's recommendation in his report following the severe floods of 2007, that Government "... should establish a programme to support and encourage individuals and communities to be better prepared and more self reliant during emergencies, allowing the authorities to focus on those areas and people in greatest need".

Given the profile of flood risks across the LLR area, a widespread severe flooding event would significantly stretch the resources of responding agencies, as would other severe weather events, making it vital that communities are well prepared and resourced to help themselves and others. LLR Prepared, the Local Resilience Forum for Leicester, Leicestershire and Rutland, launched its community resilience initiative Aware and Prepared in 2015 and has adopted the Cabinet Office approach of encouraging Community Response Planning at the local level.

A grant of £30,000 has been given from the Local Levy, to provide communities which complete a Community Response Plan with items for a Community Emergency Store. This sum will provide 50 emergency stores and the scheme will be offered on a "first come, first served" basis until the money is spent. If the scheme proves successful, further funding will be sought with the aim of providing an emergency store to all communities which complete a plan.

Scheme description

A community which completes a Community Response Plan under the Aware and Prepared initiative will be invited to select items from a list, to the value of £600, to create a Community Emergency Store. The community will submit its selection on a Community Emergency Store Scheme Order Form and the selected items will be purchased by the Resilience Partnership Team, arrangements for delivery / collection being agreed in advance. The community will be required to demonstrate suitable arrangements for the secure and accessible storage of the items and will assume all responsibility for them once received.

Items have been selected to provide specific capabilities in the areas of:

- Protecting property from flooding
- Signposting flooding to reduce the incidence of bow wave damage and stranded motorists
- Clearing debris
- Communications
- Safeguarding responders



Eligibility

This scheme is available to communities which complete an Aware and Prepared Community Response Plan under the Community Response Planning Support Programme* provided by the Resilience Partnership Team.

A community will become eligible once a plan has been completed and a validation exercise undertaken with a member of the Resilience Partnership Team. The Community Emergency Store Scheme Order Form can be submitted once the validation exercise has been satisfactorily completed.

Other conditions include the following:

- The validation exercise must take place within six months of the start up meeting
- A copy of the plan must be provided to the Resilience Partnership Team for retention
- Details of nominated contacts must be supplied to the Resilience Partnership Team, to be used for periodic reminders to review and update the plan and in times of emergency

*The Community Response Planning Support Programme is described in Appendix A.

Procurement

The Resilience Partnership Team will procure all items via Leicestershire County Council's purchasing frameworks. Only items available through these frameworks can be supplied and the scheme is unable to reimburse items purchased by communities themselves.

Storage

The community will be required to identify a suitable location for the Community Emergency Store based on:

Accessibility: Accessible to local community response team members

Protection: Capable of being secured against theft and protected against damage and the elements

Those communities which are not able to identify an existing suitable location will have the option to acquire a storage bin as part of the £600 spend.

Liability

The community will assume all liability for the items once they have been received. This will formalised in the Community Emergency Store Scheme Order Form which will need to be completed and signed as a formal agreement.

Use of equipment

Communities that opt to receive road signs and cones will receive equipment- specific advice sheets on their appropriate use.



APPENDIX A: COMMUNITY RESPONSE PLANNING SUPPORT PROGRAMME

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| <p>The community response planning process must be owned, developed, completed and maintained by the community itself.</p> <p>A Resilience Officer will be available to advise and support the community during the development and completion phases. A flexible support programme comprising 3 advisory meetings, a plan audit and a validation exercise is provided.</p> | |
| Meeting 1 - Kickoff | <p>Agenda:</p> <ol style="list-style-type: none">1. Familiarisation with the Community Response Plan Toolkit and Template2. Discussion of next steps:<ul style="list-style-type: none">• Recruiting the planning team• Completing a local risk assessment• Completing a register of local resources• Identifying venues that could be used as places of safety3. Agree planning schedule |
| Meeting 2 - Midway | <p>Agenda:</p> <ol style="list-style-type: none">1. Review/discussion of progress, anticipated obstacles, etc.2. Discussion of next steps:<ul style="list-style-type: none">• Deciding on the plan activation process• Identifying the early actions• Defining team roles and responsibilities• Compiling contact details• Agreeing the plan maintenance and update process3. Agree target date for completion of the documented plan |
| Meeting 3 – Completion of draft | <p>Agenda:</p> <ol style="list-style-type: none">1. Review the documented draft plan prior to handover for audit2. Complete Nominated Contacts Form (LLR Prepared Alerting System)3. Agree date and arrangements for the validation exercise |
| Plan audit | <p>The plan will be audited by the Resilience Partnership Team and returned with comments.</p> |
| Exercise | <p>A scenario based exercise will be run by the Resilience Partnership Team. The exercise will conclude with a debrief session designed to capture learning points and follow up actions for the community to complete.</p> |
| Community Emergency Store | <p>Community Emergency Store Scheme Order Form submitted by the community. Storage and access arrangements implemented by the community. Items procured by the Resilience Partnership Team - delivery / collection arrangements as agreed.</p> |



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