

WORCESTERSHIRE COMMUNITY FOUNDATION EMERGENCY FUND

Title	Scalability Issues						
Reference	009	Version	1.0	Date	27/10/2016	Author	R. Britton
Review	01/09/2018	Notes	Subject to earlier review				
Purpose	To highlight the issues of scaling the response.						

1. It is likely that most activations of the Emergency Fund will relate to flooding with the scale of this being understood and relatively predictable. However there will be circumstances where the emergency may be far more significant and in these circumstances the Emergency Fund is likely require additional resources for it to operate.
2. More significant emergencies may result from an incident which:
 - a. has catastrophic consequences (e.g. terrorist act)
 - b. lasts for a prolonged period (e.g. foot and Mouth)
 - c. has a wide geographical spread (e.g. multiple flooding)
 - d. has a disruptive impact on a large number of people (e.g. fuel disruption)
 - e. may be limited in extent but which has a significant public response (e.g. Multiple fatalities)
3. In such circumstances the Chair, Vice-Chair or Community First may consider that there is a need to bring in additional resources before doing so they will consult each other and, in circumstances where cost may be involved will also consult the Treasurer.
4. In order to effectively manage and co-ordinate actions one Trustee will be nominated to act as the Key Contact and will commit themselves to supporting the scaled-up process.
5. In the first instance the Emergency Fund will initiate the arrangements agreed with Waitrose (Malvern) who have agreed, subject to business exigencies, to release volunteers to support the administration of the Emergency Fund. In this case the following process will be followed:
 - a. Prior to any emergency Volunteers will be sought from the staff at Waitrose (Malvern) and other organisations where agreement to assist has been made.
 - b. These volunteers will be briefed as they volunteer and then on at least an annual basis.
 - c. Waitrose (Malvern) will be informed as soon as the Emergency Fund is activated and will be given an indication as to the likelihood of the need for their assistance.
 - d. Where there is a need to call on volunteers a request will be sent to Waitrose (Malvern) and the scale and timetable will be agreed in recognition of the nature of the emergency and business exigencies.
 - e. The Volunteers will then be contacted, briefed and called in according to the agreed timetable and schedule.
 - f. When volunteering they will be released from their normal duties.
 - g. At the end of their commitment there will be a debrief of volunteers which will be fed back to the Community Foundation and to Waitrose (Malvern)
6. If the Treasurer and the person raising the issue agree that (a) financial resources need to be committed to bringing in Agency staff and/or increasing the hours of Community First Staff and (b) it is likely that the cost will be recoverable they may commit to such expenditure.
7. It is worth noting that experience of major incidents suggests that when they occur people are willing and enthusiastic to become involved in activities required to support the emergency response.
8. Staff payments may be made through existing payrolls with invoices submitted to cover the costs or by payments to a Staffing Agency.
9. Under no circumstances will the Community Foundation directly employ staff itself (it has neither the infrastructure or insurance to do this).

10. Additional staff should be stood down as soon as circumstances permit.
11. There may be circumstances where other physical resources are required. These should be approved and managed as appropriate.
12. A detailed record of all expenditure must be maintained.