**ACTION CARD**

# Appendix F – Incident Coordinator Role Card

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| **Action Card** | **Incident Coordinator****(This role acts as immediate assistant to the Director chairing Gold Command)** |
| **Accountable to**  | **Accountable Emergency Officer or deputy** |
| **In the event that a Critical or Major Incident is declared you will:** |
| **Number** | **Action** | **Time Completed** |
| **1** | Regularly liaise with the Gold Commander.  |  |
| **2** | Assist with the setting up of Gold Command MS Teams Meetings or in person meetings as required by the Gold Commander. Ensure all staff required at Gold Command are able to attend or if not send deputies.Details of how to set up an “in person” Gold Command at Woodfield Hours are included in the appendix below. |  |
| **3** | Liaise with IT to establish a shared Incident Folder on L Drive for all Gold Command participants and admin support to access. Ensure all incident related documents are stored here. |  |
| **4** | Ensure there are sufficient trained loggists available for each scheduled Gold Command and they are able to access each MS Teams meeting. Ensure there are sufficient admin resources to deal with telephone calls, email correspondence and undertake administrative duties as required such as preparing papers for Gold Command.  |  |
| **5** | Assist the Gold Commander with the collection of situation reports from Silver Commands before Gold Command takes place – see sitrep template in appendix below. |  |
| **6** | Ensure Silver Commands are aware of Sitrep Submission timetable and any other deadlines.  |  |