# Appendix G – Loggist Role Card

**ACTION CARD**

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| **Action Card** | **Incident Loggist****This role must be assigned to a qualified Incident Loggist. Details of qualified loggists are included in On Call Pack Contacts and held by the Business Continuity & EPRR Manager:** |
| **Accountable to**  | **Incident Coordinator** |
| **In the event that a Critical or Major Incident is declared you will:** |
| **Number** | **Action** | **Time Completed** |
| **1** | Click on the relevant MS Teams Link or if logging in person report to the relevant Incident Control Centre (Gold Primary: Board Room 1, at Woodfield House, Gold If reporting to a Silver Command for a Care Group the location or MS Team link will be communicated to you at the time. |  |
| **2** | In Gold liaise with the Incident Coordinator to find out who you are logging for and have a pre-brief with them before you begin. For Silver liaise with whoever requested you to be loggist. The pre-brief with the chair will help you identify what you are meant to log and the sign off process at the end. |  |
| **3** | Ensure accurate and timely records are kept. You will most likely be logging during Silver or Gold Command Meetings and decisions taken in response to a Critical or Major Incident.Physical Log Books are stored in the large cupboard in Boardroom 2, Woodfield House (keys on reception) Electronic copies are available from the BC & EPRR Manager and are stored in the On Call Folder on the L Drive. A link is available here if using this plan online: |  |
| **4** | Ensure that these records are stored safely and confidentially and can be made available for audit if necessary.  |  |
| **5** | Liaise with the Incident Coordinator in Gold or equivalent in Silver to identify if you will be needed again during the response to the incident.  |  |

**Incident Loggist(s)**

The role of the Loggist (as outlined in the Civil Contingencies Act 2004) is to keep an accurate record of decisions made. The Log can be used at a later date in the case of public enquiry and relied upon in court. **The Loggist is not the minute taker at a meeting** they are only to record the assigned officers decisions.