# Appendix I – Silver Commander Role Card

**ACTION CARD**

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| **Action Card** | | **Care Group Director/Silver Commander**  **In the event of a Critical or Major Incident** | |
| **Accountable to** | | **Trust Gold Commander** | |
| **In the event of a Critical or Major Incident being declared you will:** | | | |
| **Number** | **Action** | | **Time Completed** |
| **1** | * Ensure you have a full briefing on the incident from Gold Commander and then brief your Managers/Modern Matrons at Bronze level. * Ensure briefings at Silver level are at appropriate times in order to ensure information is provided to Gold or external partners when required. * Ascertain if you will be required to identify deputies at Silver level to ensure coverage of the incident. * Agree handover arrangements to on call staff to continue response to incident 24/7. * Follow the Joint Decision Model. | |  |
| **2** | * Establish support team of admin to assist with information gathering for situation reports. Ensure you have loggists available to keep a record of decisions made in Silver Command. | |  |
| **3** | * Confirm contact details with Gold Command and with Bronzes (Individual Team/Ward Managers) – (email and telephone.) | |  |
| **4** | * Consider assigning a deputy Silver Commander and consider sending them home to come on shift later if required to continue response if not handing onto on call. Consider same for admin support and loggists. | |  |
| **5** | * Establish Bronze Commanders at each team as appropriate. | |  |
| **6** | * Ensure that formal handovers take place between shifts. | |  |
| **7** | * Ensure situation reporting requirements are passed to all Bronze Commanders to ensure teams report in as required and acknowledgements of receipt are received. * Ensure any situation reports required by Gold are completed on time – a template situation report is included in the appendix below. | |  |
| **8** | * Keep a log of all decisions made, times, and rationale. | |  |