# Appendix J – Bronze Commander Role Card

**ACTION CARD**

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| **Action Card** | **Service Manager – Bronze Commander****Critical or Major Incident** |
| **Accountable to**  | **Directorate Silver 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 Silver Commander and are able to brief staff within your teams/wards.
* Follow the Joint Decision Model
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| **2** | * Consult Business Continuity Plans and ensure all staff are able to access them.
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| **3** | * Confirm your contact details with Silver Command and with your own staff – (email and telephone.)
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| **4** | * Where appropriate consider who will provide any Bronze response out of hours and how they will be briefed on incident response at handover.
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| **5** | * Clarify when you must provide situation reports (sitreps) to Silver or Gold Command and ensure that you assign ample time to gather information. Ensure all staff are aware of sitrep requirements.
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| **6** | * Ensure that formal handovers take place between Bronze Commanders and that Silver Command has details of your and your deputy’s telephone and email at all times.
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| **7** | * Keep a log of all decisions made, times, and rationale.
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