

Appendix A - Quick Reference Summary of Medway Roles

Initial Coordinator - make an assessment of the situation; manage a Level 2 Emergency, possibly after consultation with a Silver Commander, and the initial stages of the response to a Level 3 - Major Emergency

Medway Gold Commander - devise and oversee the overall response strategy for the Council, ensure that an exit strategy is in place and the transition from emergency response to recovery is planned and managed

Medway Silver Commander - manage tactical decisions on the emergency response and coordinate and manage the Medway Silver Emergency Response Team. In the early stages may also manage the emergency response working with the Initial Coordinator advising a Gold Commander when the situation escalates and a major emergency should be declared

Public Communications & Information Manager - manage all aspects relating to the gathering and distribution of information within the Council to officers and Members, other responding organisations and the public, during the emergency and after in the recovery phase

Functional Coordinator - identify and coordinate the services within the function needed to respond to the emergency

Emergency Centre Manager - set up and manage a facility to be used as a focus for the Council's emergency response, and to coordinate and share common the information arising from the emergency

Staff Officer to Silver and Gold Commander – general support

Multi-Agency Operational Liaison Roles (Offsite)

Incident Liaison Officer (ILO) - Represent Medway Council at the scene of an emergency, coordinate other officers from the Council or contractors working on behalf of the Council and participate in any Operational Co-ordination Group (OCG) meetings held at the Incident Scene, (outer Cordon area)

TCG Medway Council Representative - Provide a focus for the Council at the TCC and support to the Council's Silver Commander and other attending officers; attend TCG meetings

SCC Liaison Officer - Provide a focus for the Council at the SCC and support to the Council's Gold Commander and other attending officers

SCG Medway Council Representative - authorised to make decisions on behalf of Medway Council's Gold Commander at the Kent Resilience Forum's (KRF) Strategic Co-ordinating Group meetings where the overall incident response strategy will be determined