# Phase 4 Facilitator Guide – Executive Team

## Phase Overview: Resolution and Accountability (T+90 to T+120)

The final phase focuses on closing actions, stakeholder reporting, and demonstrating control. The Executive team must consolidate all inputs and issue a formal response to government, media, and internal stakeholders. Delay, uncertainty, or misalignment here can undo earlier successes.

This phase tests:

* Crisis closure communication
* Executive coordination with Legal and Media
* Assurance of leadership and accountability

## Injects Relevant to Executive

### P4-1 (T+90 to T+100)

**INJ013K:** CFO email queries insurer coverage before approving brief  
**INJ013L:** Comms team requests CEO photo at terminal

**Facilitator Notes (P4-1)**

* Confirm the Executive team is aware of CFO concerns
* Encourage alignment with Legal before approving public messaging
* Prompt:
  + "Is insurer coverage influencing your message decision?"
  + "Have you responded to Comms and scheduled the photo opp?"

### P4-2 (T+100 to T+110)

**INJ013T:** Dept. of Infrastructure requests full report for ministerial review

**Facilitator Notes (P4-2)**

* Push for a coordinated report with Legal and Coordinator
* Prompt:
  + "Have you approved the report content?"
  + "Who is submitting the ministerial briefing?"

### P4-3 (T+110 to T+120)

**INJ013E:** Legal breach draft shared  
**INJ013G:** Public tweet on further misrouting  
**INJ013H:** Journalist requests closing CEO comment  
**INJ013Q:** Email advises delaying media statement until CEO is briefed  
**INJ013J:** Request for briefing log (with Coordinator)

**Facilitator Notes (P4-3)**

* Final decisions must be made on public comment and report framing
* Prompt:
  + "Have you aligned final messaging with Legal and Media?"
  + "Is the CEO prepared and briefed for final media engagement?"

## Executive Role Expectations

* Finalise public and internal messaging
* Submit ministerial report
* Support breach notification and comms release

**Key Policy References:**

* Executive Wrap-Up Checklist
* CEO Comms Briefing Template
* Policy Binder: Crisis Wrap Guide §3

## Executive Decision Point – Phase 4

**Decision: Finalise Executive Status Brief for All Stakeholders?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Option** | **Description** | **Implication** | **Score** |
| ✅ Publish cohesive, signed briefing | Strong leadership | Builds trust, supports debrief narrative | +10 |
| ⚠️ Provide only partial info | Cautious | Leaves questions unanswered, minor risk | +2 |
| ❌ Defer or delegate without oversight | Disjointed | Undermines authority and clarity | -6 |

## End-of-Phase Checkpoint Prompt

At or near **T+120**, facilitator should ask:

"Executive team — have you reviewed the current legal and media inputs? What is your position on issuing the final stakeholder briefing and ministerial report?"

## Tip for Facilitator

If Exec stalls:

* Highlight INJ013T and INJ013H
* Confirm CFO (INJ013K) concerns have been clarified with Legal
* Reinforce importance of signed Executive leadership

#### End of Phase 4 – Executive Team Facilitator Guide