# Phase 1 Facilitator Guide – Incident Coordinator Team

## Phase Overview: Disruption Emerges (T+0 to T+30)

This phase introduces multiple subtle anomalies across systems. The Incident Coordinator’s role is to initiate formal logging, track cross-team activity, and start building a timeline of decisions and inject responses.

This phase tests:

* Recognition of multi-role activity
* Logging and tagging of events
* Coordination discipline

## Injects Relevant to Coordinator (Observed, not Received)

### P1-1 (T+0 to T+10)

**INJ001A:** Routing delay (Tech/Ops)  
**INJ001B:** Packet spike (Tech)  
**INJ001C:** HR reminder (noise, Legal/Exec)  
**INJ001E:** Visibility spike (Media)  
**INJ001F:** Insurer clause (Legal)

**Facilitator Notes (P1-1)**

* Coordinator may begin timeline logging if 2+ teams are involved.
* Prompt:
  + "Have you started a formal incident log yet?"
  + "Which teams have shown signs of activity or concern so far?"

### P1-2 (T+10 to T+20)

**INJ002A:** Ship\_Alpha disappears (Tech/Ops)  
**INJ002B:** Expired contingency document (Legal)

**Facilitator Notes (P1-2)**

* Clear multi-role engagement now exists.
* Expect Coordinator to begin tagging timeline entries.
* Prompt:
  + "How are you tracking the interaction between Legal, Tech, and Exec?"
  + "Has the incident been logged as a multi-team concern yet?"

### P1-3 (T+20 to T+30)

**INJ003A:** CCTV blackout (Tech/Ops)  
**INJ003B:** Blind zone (Ops)  
**INJ003E:** HR leave system error (noise)  
**INJ003F/G:** Dockmaster and Tech input (Ops/Tech coordination)

**Facilitator Notes (P1-3)**

* Multiple overlapping injects – logging should be active.
* Ask for specific tag usage and whether escalation pathways are recorded.
* Prompt:
  + "What events have you logged so far?"
  + "Are you capturing role responses and cross-team decisions?"

## Coordinator Role Expectations

* Start structured timeline logging early
* Capture role actions, handoffs, and decisions
* Identify escalation points across teams
* Coordinate artefact tagging and timestamping

**Key Policy References:**

* Coordinator Handbook – Page 1
* Incident Log Template

## Coordinator Decision Point – Phase 1

**Decision: Start Formal Incident Log?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Option** | **Description** | **Implication** | **Score** |
| ✅ Begin logging and tag injects | Best practice | Enables debrief, supports all teams | +9 |
| ⚠️ Wait for Exec signal | Cautious | Delays record-keeping, minor issues | +2 |
| ❌ Log nothing until Phase 2 | Poor practice | Missed actions, poor traceability | -5 |

## End-of-Phase Checkpoint Prompt

At or near **T+30**, facilitator should ask:

"Coordinator — what have you logged so far? Have you tagged team actions and escalation points? Are all major injects accounted for in your timeline?"

Ensure cross-role actions and tags are consistent.

## Tip for Facilitator

If logging hasn’t begun by T+20:

* Highlight that multiple teams (Tech, Legal, Ops) have now acted
* Ask if they’ve read the Coordinator Handbook guidance
* Encourage proactive log ownership regardless of Exec status

#### End of Phase 1 – Incident Coordinator Facilitator Guide