# Phase 4 Facilitator Guide – Incident Coordinator Team

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

Phase 4 is the most documentation-heavy for the Coordinator. Your role is to ensure all teams submit timelines, decisions, logs, and final reports. You also support the Executive in preparing the ministerial briefing and verify that Legal has aligned breach material with evidence.

This phase tests:

* Team closure coordination
* Final timeline compilation
* Decision log accuracy and availability

## Injects Observed by Coordinator

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

**INJ013K:** CFO email (Exec/Legal)  
**INJ013L:** CEO photo request (Media)

**Facilitator Notes (P4-1)**

* No direct action needed, but should log both events in scenario tracker
* Prompt:
  + "Have you time-stamped CEO risk escalation and media visibility planning?"

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

**INJ013T:** Department requests full ministerial report

**Facilitator Notes (P4-2)**

* Coordinator plays a central role here: timeline and decision log must feed into the report
* Prompt:
  + "Have all teams submitted relevant log data and decisions for consolidation?"

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

**INJ013J:** Request for full incident timeline and decision register (direct to Coordinator)  
**INJ020:** Request for team timelines and attack summary  
**INJ021:** Request for integrated incident summary across roles

**Facilitator Notes (P4-3)**

* This is the phase’s primary action point for the Coordinator
* Expect active role in compiling timeline and verifying data integrity
* Prompt:
  + "Have all teams submitted timelines and final logs?"
  + "Is the compiled document ready for delivery to Exec and Legal?"

## Coordinator Role Expectations

* Compile unified scenario timeline and cross-team decision log
* Confirm accuracy of handovers from Tech, Ops, Legal, and Media
* Submit compiled package to Executive by end of scenario

**Key Policy References:**

* Coordinator Handbook – Final Phase Protocol
* Decision Tracker Template
* Unified Timeline Submission Form

## Coordinator Decision Point – Phase 4

**Decision: Submit Final Scenario Timeline and Team Summary?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Option** | **Description** | **Implication** | **Score** |
| ✅ Deliver complete, aligned package to Exec and Legal | Full closure | Enables professional wrap-up | +10 |
| ⚠️ Submit partial logs with follow-up pending | Acceptable | Delayed clarity, but recoverable | +2 |
| ❌ Fail to submit full closure package | Critical failure | Undermines debrief, risks scenario breakdown | -9 |

## End-of-Phase Checkpoint Prompt

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

"Coordinator — has your unified log, decision register, and timeline been finalised and submitted? Are all teams reflected in the closure document?"

## Tip for Facilitator

If lagging:

* Reference INJ020/021 as critical trigger points
* Confirm you have at least a 1-line summary and decision entry per team
* Validate entries with timestamp confirmation

#### End of Phase 4 – Incident Coordinator Team Facilitator Guide