

Roles and Responsibilities **Glenfell Incident (from 1500 17th June 2017)**

Please maintain all notes, actions and full logs during your shift and provide a thorough handover to the next shift providing a general overview and details of any outstanding actions. A copy of your log needs to be provided to the BECC - initially scanned will be acceptable - please email BECC@rbkc.gov.uk and BECCGen1@rbkc.gov.uk

LALO 1	Incident
Location	Cordon near Kensington Leisure Centre, Silchester Road, London, W10 6EX
Role	Liaison between scene and BECC Liaison between all relevant agencies on the scene including Silver meetings Information required - hourly update to BECC at quarter to the hour
Personal equipment	Please bring fully charged mobile, weather appropriate clothing, Hi-vis, (airwave if available, currently not being used but good to have access), notepad, pens etc. It is essential that you have your council ID with you.
Key Contacts	BECC [REDACTED]
Welfare	None currently available on scene - please ensure you provide your own in case supplies are not available

LALO 2	Rest Centre
Location	Westway Sports Centre, 1 Crowthorne Road, W10 6RP
Role	Liaise between rest centre and BECC Liaison between all relevant agencies at the rest centre and Silver meetings where applicable Liaison point for the Rest Centre Manager with the BECC Information required - hourly update to BECC at quarter to the hour
Personal equipment	Please bring fully charged mobile, weather appropriate clothing, Hi-vis, (airwave if available, currently not being used but good to have access), notepad, pens etc It is essential that you have your council ID with you.
Key Contacts	BECC [REDACTED]
Welfare	Food and drink available in location

Rest Centre Manager	Rest Centre
Location	Westway Sports Centre, 1 Crowthorne Road, W10 6RP
Role	Manage RBKC Rest Centre Liaise with LALO 2 to provide updates to the BECC at a quarter to the hour
Personal Equipment	Please bring fully charged mobile, notepad, pens etc Tabbards available on scene. It is essential that you have your council ID with you.
Key Contacts	BECC [REDACTED]
Welfare	Food and drink available in location

Senior Officer 1&2	Rest Centre
Location	Westway Sports Centre, 1 Crowthorne Road, W10 6RP
Role	Support the Rest Centre Manager as required on site
Personal Equipment	Please bring fully charged mobile, notepad, pens etc Tabbards available on scene. It is essential that you have your council ID with you.
Key Contacts	BECC [REDACTED]
Welfare	Food and drink available in location

BECC	
Location	Westminster City Council, Portland House, Bressenden Place, Victoria, London, SW1E 5RS - Floor 20, Room 2 Nearest Tube - Victoria Station (Cardinal Place exit)
Personal Equipment	None required
Welfare	Food and drink and welfare facilities available

Individual Roles and Responsibilities

The below is an overview of key tasks for each role assigned within the BECC. It is not intended as an exhaustive list but will provide guidance as to key information required. Please all review documents and contact numbers for each shift and update any information as relevant. Ensure you keep notes and logs and that you are able to fully brief your handover for the next shift with a general overview and any specific outstanding actions that they need to follow up

Incident Silver / Silver Support - provided by RBKC and WCC personnel	Oversight of whole incident
	Liaison with Borough Gold and LAG
	Liaison with Humanitarian Assistance Steering Group
	Represent RBKC at any relevant meetings
	Regular liaison with BECC Manager
	Attend Tactical Coordination Group teleconference

BECC Manager (ideally EPO)	Key point of contact within BECC
	Manage team and provide briefings to ensure all understand the role they are undertaking
	Ensure key flow of information to Silver and other Senior Management as required
	Work with BECC Officer 4 to ensure Sitrep is collated and provided to Silver as requested

Information Officer	Sit next to BECC Link Officer
	Provide information and updates to the BECC team
	Ensure key actions from the Log are passed to the Sit Rep collation
	In liaison with the BECC Manager, task BECC Officers to follow up each key action from the log and provide updates
	Manage communications from the BECC@rbkc and BECGEN1@RBKC email accounts, logging appropriately

BECC Link Officer	Sit next to Information Officer
	Update the action log – ensuring individuals are chased for updates on Red / Amber actions
	Take hourly updates at quarter to the hour from LALO 1 and log
	Take incoming phone calls on [REDACTED]
	Log all communications both received directly and via others within the BECC as requested
BECC Officer 1	Liaison with rest centre
	Take hourly updates at quarter to the hour from LALO 2 and pass to Link Officer for Logging
	Undertake any actions and follow ups required in relation to Rest Centre
BECC Officer 2	Undertake any actions and follow ups in relation to the incident scene
	Undertake any other actions as requested
	Key liaison for any matter in relation to donations (where / how / what)
	Liaise with LACC and ensuring rota is in place and up to date for next 3 shifts in conjunction with Silver
BECC Officer 3	Undertake any actions and follow ups in relation to Humanitarian Assistance Steering Group
	Undertake any other actions as requested
BECC Officer 4	Collate SitRep for Silver in conjunction with BECC Manager - continually update and timestamp when requested to send by Silver
	Assist other BECC Officers
	Runner for BECC
	Undertake any direct taskings for follow up from Information Officer not covered above
BECC Officer 5 - WCC	Key liaison between WCC and dedicated disaster mortuary
	Obtain updates for log and Sitrep as required from the Mass Fatalities Steering Group and update management
	Liaison with Senior Management
	Update WCC Specific log in addition to BECC log
	Undertake any direct taskings for follow up from Information Officer not covered above
Comms Officer	RBKC knowledge to help coordinate any media enquiries fed into the BECC and liaise with Comms team as required
	Pass any key information to BECC Link Officer for the log
RBKC Operational Support (if none of the above roles are covered by RBKC personnel)	Provide RBKC support to the BECC
	Provide information and key contacts to help resolve issues within the BECC