

The loggist: role at a glance

A quick-reference guide to one of the most important (and most overlooked) roles in incident management.



WHAT IS A LOGGIST?



An **essential member of the incident management team** who maintains a log of all decisions, actions and key information for later reference, legal scrutiny, and post-incident review. This is **not a passive, minute-taking function**. A good loggist actively clarifies, challenges, and keeps the team honest.

5 THINGS TO RECORD

1

Who is present

In the room, on the phone, dialling in



2

Timeline of events

Date, time, what happened and from whom



3

Decisions made

What was decided, why, and the anticipated outcome



4

Actions assigned

What needs to happen, who owns it, and by when



5

Confirmation of completion

Follow up on outstanding actions and record when they are done



NOT YOUR JOB

× Making tea

× Running errands

× Updating flipcharts

× Admin support

If the team treats you as a runner, it shows a failure to understand the loggist role. These tasks will distract you from your core purpose.

YOUR LOG SHEET COLUMNS



Date & time



Information from



Information received



Actions or decisions



Completion confirmed

THE 1-HOUR RULE



Log for a maximum of one hour, then take at least a 15-minute break. Maintaining a log requires intense concentration. Make sure the team factors your breaks into their planning.

