

EMERGENCY SERVICES DIVISION PROCEDURE BROOKHAVEN NATIONAL LABORATORY	Procedure No. EP-SOP-2.10A Revision No. 2
Attachment Title: Public Information Officer Checklist	PAGE 1 OF 2
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Public Information Officer Checklist

Note: The sequence of these steps is recommended, but not mandatory.

STEP	PROCEDURE	COMPLETED/TIME
1.	Receive and acknowledge notification from BNL Forces.	_____
2.	Report to the Command Post Incident Commander.	_____
3.	If the Emergency Operations Center (EOC) is activated, report there.	_____
4.	Confer with the Crisis Manager (CM).	_____
5.	If appropriate open the Emergency Information Center (EIC).	_____
6.	Establish communications with the EIC.	_____
7.	Establish and maintain communications with the DOE-Chicago and the Brookhaven Area Office (BAO) PIOs.	_____
8.	Establish and maintain communications with the Brookhaven Town Public Information Officer, if appropriate.	_____
9.	Establish and maintain communications with the New York State Public Information Officer, if appropriate.	_____
10.	Establish and maintain communications with the Suffolk County Public Information Officer, if appropriate.	_____
11.	Prepare notifications for employees as requested by the CM.	_____
12.	Initiate development of a press release using the staff writer	_____
13.	Upon completion of the press release, get written concurrence From CM and BAO.	_____

EMERGENCY SERVICES DIVISION PROCEDURE BROOKHAVEN NATIONAL LABORATORY	Procedure No. EP-SOP-2.10A Revision No. 0
Attachment Title: Public Information Officer	PAGE 2 OF 2

STEP	PROCEDURE	COMPLETED/TIME
14.	Establish date/time for media briefing and forward to the EIC Manager to coordinate the briefing.	_____
15.	Notify DOE Chicago, Brookhaven Town, New York State and Suffolk County Public Information Officers that a press briefing is being held. Forward the press release to them.	_____
16.	Maintain a log of events and continue to provide press releases commensurate with the event.	_____
17.	Provide counsel to the CM/LS with regard to all communication issues.	_____
18.	Upon declaration that the event is over, report on recovery and readiness restoration, as appropriate.	_____