

<b>EMERGENCY SERVICES DIVISION PROCEDURE BROOKHAVEN NATIONAL LABORATORY</b>	<b>Procedure No. EP-SOP-2.10B Revision No. 2</b>
<b>Attachment Title:</b> Writer Checklist	<b>PAGE 1 OF 1</b>
<b>Approved By:</b> F. Marotta                      M. Lynch	<b>Date:</b> 2/6/04

## WRITER CHECKLIST

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

<b>STEP</b>	<b>PROCEDURE</b>	<b>COMPLETED/TIME</b>
1.	Turn on computer and printer and log on.	_____
2.	Verify fax and phone capabilities.	_____
3.	Obtain a briefing from the Public Information Officer (PIO).	_____ _____
4.	Draft a press release for the PIO.	_____
5.	Maintain communication with the PIO to assist as necessary.	_____
6.	Ensure that final press release has written approval from Department of Energy (DOE) and Crisis Manager (CM).	_____