1.0 PURPOSE

The purpose of this procedure is to provide guidance for the Public Information Officer (PIO) during an emergency at BNL, or whenever the Emergency Operations Center (EOC) or Emergency Information Center (EIC) is activated.

The PIO shall implement this procedure at his/her discretion or at the direction of the Crisis Manager (CM).

2.0 RESPONSIBILITIES

2.1 The PIO is responsible for coordinating all information releases from BNL during an emergency. This includes developing press releases, establishing the EIC if necessary, and coordinating the release of information to employees, the public, the media, Federal, State and local officials, and stakeholders.

2.2 The PIO is also responsible for advising the Crisis Manager on decisions that impact communications and trust.

2.3 A staff writer is responsible for gathering information from the PIO and assisting in the development of press releases.

3.0 DEFINITIONS

3.1 **Command Post (CP):** Typically, the CP is the Fire Rescue vehicle known as Car 1, but it could be any place designated by the IC.

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3.2 **Crisis Manager (CM):** A senior manager who interacts with the IC and external entities such as government officials and the media.

3.3 **Laboratory Spokesperson (LS):** The Crisis Manager who will speak to the media during or after an emergency.

3.4 **Emergency Information Center (EIC):** Facility where designated public information officers, provide medial updates and respond to information requests. Main = Bldg. 134; Alternate = Suffolk County EOC.

3.5 **Emergency Operations Center (EOC):** Building from which support and coordination with off-site organizations is performed. Main = Bldg. 599 Alternate = Suffolk County EOC.

3.6 **Incident Commander (IC):** The fire or police officer who is in charge of the scene at an emergency. The IC may also be another person as the nature and urgency of the emergency changes.

3.7 **Public Information Officer (PIO):** That member of the emergency response organization who creates and reviews information before it is disseminated.

4.0 PREREQUISITES

4.1 Upon notification that an emergency event is under way, the PIO shall respond to the Command Post (CP). A writer, if available, shall also be requested to accompany the PIO.

4.2 The PIO shall assess the level of emergency and the likelihood of media response and/or community interest to determine the need for activation of the Emergency Information Center (EIC).

5.0 PRECAUTIONS

None

6.0 PROCEDURE

6.1 The PIO shall complete the appropriate portions of the EOC activation checklist provided as attachment EP-SOP-2.10A and EP-SOP-2.10B.

6.2 The PIO shall monitor the progress of the event and recovery and provide counsel to the CM/LS with regard to communications activities and

content. Press releases will be developed as necessary to keep the people appropriately informed.

6.3 Prepare the CM/LS for interaction with the media.

6.4 Upon completion of the event, the PIO shall ensure all material and equipment utilized during the event at both the EOC and the EIC has been restored to full availability.

6.5 All emergency event documentation shall be retained in accordance with the SBMS Records Management Subject Area.

7.0 IMPLEMENTATION AND TRAINING

In accordance with the training requirements specified in the training management database.

8.0 REFERENCES

8.1 Public Affairs Emergency Plan, Brookhaven National Laboratory

9.0 ATTACHMENTS

9.1 EP-SOP-2.10A, "Public Information Officer Checklist"

9.2 EP-SOP-2.10B, "Writer Checklist"