

PROCEDURE

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Procedure Title: Incident Commander

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<http://www.bnl.gov/emergencyservices/ep/EP%20Procedures/EP-SOP%20list.htm>

1.0 PURPOSE

The purpose of this procedure is to provide guidance to the Incident Commander (IC) during an emergency affecting BNL.

2.0 RESPONSIBILITIES

The IC reports to the Crisis Manager (CM) (when the EOC is opened) and is responsible for managing Lab-wide emergency response. The IC is typically the Duty Fire or Police Officer but may be a Fire Chief or Security Inspector.

3.0 DEFINITIONS

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

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

3.3 Decontamination Facility: Facility from which decontamination of personnel and vehicles is performed. Main = Bldg. 865

3.4 Local Emergency Coordinator (LEC): An individual assigned by department or division management responsible for emergency planning within a building.

3.5 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

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nature and urgency of the emergency changes.

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

4.0 PREREQUISITES

BNL Emergency response forces have been summoned on or off site.

3.0 PRECAUTIONS

None

6.0 PROCEDURE

Note: *The IC position is assumed based on the type of incident (i.e., security or safety). In most cases, the distinction will be self-evident (e.g., a terrorist/hostage event Vs. a fire/hazmat event). However, if it is not, the available ICS will decide which one is more appropriate to assume the position.*

6.1 The IC is responsible for the overall emergency and should follow his/her skill of the trade to ensure safe and efficient mitigation of the emergency.

6.2 The IC shall coordinate and delegate as necessary all other resources as required to mitigate the emergency.

6.3 The IC shall implement the attachment EP-SOP-2.13A, "Incident Commander Checklist."

6.3.1 The completed Incident Commander Checklist shall be maintained in accordance with the SBMS Records Management Subject Area.

6.4 The IC may use EP-SOP-2.13B, "Incident Briefing" as the Incident Action Plan.

6.5 The IC shall, at his/her discretion, contact the CM on duty for information/guidance support.

7.0 IMPLEMENTATION AND TRAINING

7.1 This procedure is implemented by posting it to the Emergency Services Division Web Pages.

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7.2 Training on changes to this procedure is conducted via email notification to affected employees.

8.0 **REFERENCES**

8.1 BNL Emergency Plan

8.2 Emergency Services Division Procedures (EP-SOP's)

8.3 [DOE Order 151.1B Comprehensive Emergency Management System](#)

8.4 [SBMS Records Management Subject Area](#)

9.0 **ATTACHMENTS**

9.1 EP-SOP-2.13A, "Incident Commander Checklist"

9.2 EP-SOP-2.13B, "Incident Briefing"