

PROCEDURE**Revision No. 0****BROOKHAVEN NATIONAL LABORATORY****PAGE 1 OF 3**

Procedure Title: Technical Specialist

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1.0 PURPOSE / SCOPE

This procedure describes the Technical Specialist's (TEC) role when requested at the Command Post (CP) or when the Emergency Operations Center (EOC) is activated.

2.0 RESPONSIBILITIES

The TEC is responsible for:

- 2.1** Responding to the CP or EOC during an emergency when summoned. Therefore, the TEC role must be filled for each specialty at all times.
- 2.2** Advising and assisting the IC or CM with respect to his/her specialty. This support includes determination of risks, hazards, consequences, and mitigation effects.
- 2.3** Communicating with appropriate outside agencies as needed.
- 2.4** Counseling employees, rescuers, responders or others as appropriate.
- 2.5** Accessing information sources to produce requested information, e.g., floor plans, dose limits, Run Cards, radiation and chemical data.
- 2.6** Operating equipment and instrumentation, as applicable, to determine employee and environmental impact.

PREPARED BY: F. Marotta _____ Author	REVIEWED BY: R. Selvey _____ Industrial Hygienist	APPROVED BY: M. Bebon _____ Deputy Director for Operations
J. Falco _____ Physician	J. Levesque _____ Fire Protection Engineer	EFFECTIVE DATE: 2/20/04 REVIEW CYCLE: 3 Years
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- 2.7 Advising the Public Information Officer as requested.
- 2.8 Maintaining the appropriate certification or qualifications commensurate with his/her profession.

3.0 **DEFINITIONS / ACROYNMS**

- 3.1 **Technical Specialist (TEC):** A TEC possesses specialized knowledge and skills that may be useful at the scene of an emergency. Examples of this include (but are not limited to) Industrial Hygienists, Environmental or Safety Professionals, Health Physicists, Fire Protection Engineers, Physicians, Building Managers, and Local Emergency Coordinators.
- 3.2 **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.
- 3.3 **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.
- 3.4 **Emergency Operations Center (EOC):** Building from which support and coordination with off-site organizations is performed. Main = Bldg. 599
Alternate = Suffolk County EOC.
- 3.5 **Crisis Manager (CM):** A senior manager who interacts with the IC and external entities such as government officials and the media.

4.0 **PREREQUISITES**

- 4.1 Each TEC must maintain the appropriate professional qualifications / certifications as a subject matter expert within their specialty. Each TEC must maintain the formal qualifications for their assigned roles as stipulated by their management.
- 4.2 The CP or EOC has been activated.

5.0 **PRECAUTIONS**

- 5.1 Safely respond to the CP, which may require contact with the IC for best route depending on the nature of the emergency.

6.0 **PROCEDURE**

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- 6.1 The TEC is assigned to the CP and he/she administratively reports (during the incident) to the IC or CM, depending on the emergency.
- 6.2 The TEC uses his/her cell phone and/or the CP portable computer to assist the IC.
- 6.3 The TEC functions as a subject matter expert providing advice, counseling, consequence assessment and expertise as needed.
- 6.4 The TEC advises the IC or CM of the need to call in additional personnel, resources and expertise within the TEC specialty to address the incident.

7.0 **IMPLEMENTATION AND TRAINING**

- 7.1 This procedure is implemented by posting it to the Emergency Services Web Pages and reviewing it with all TECs.
- 7.2 Training on changes to this procedure is conducted via email notification to affected employees.
- 7.3 TECs are members of the Emergency Response Organization (ERO) and responsible for ERO retraining as required (drill participation and in-service updates).

8.0 **REFERENCES**

- 8.1 BNL Emergency Plan
- 8.2 [SBMS Records Management Subject Area](#)

9.0 **ATTACHMENTS**

None