

EMERGENCY SERVICES DIVISION PROCEDURE BROOKHAVEN NATIONAL LABORATORY	Procedure No. EP-SOP-2.1A Revision No. 5
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Approved by: M. Bebon	Date: 2/6/04

CRISIS MANAGER CHECKLIST

Time/Initials

- 1) _____ Receive notification and call Command Post to confer with Incident Commander (IC) - **or** -
_____ Report to the Command Post and obtain briefing from the IC. Have all key personnel participate in the situation update.
- 2) _____ If appropriate, activate the Emergency Operations Center (EOC). Determine with the IC if the event is an Operational Emergency – refer to Emergency Action Levels (EAL's) (you get up to 2 hours to categorize and the IC is trained in this area).
 - Operational Emergency: Significant degradation of safety and time-urgent response
 - Alert: Actual or potential substantial degradation in the level of control of hazardous materials
 - Site Area Emergency: Actual or potential major failure of functions necessary for the protection of workers or the public.
- 3) _____ Verify that all notifications to off-site agencies have been made within 15 minutes of Categorization (DOE BAO and HQ; NYS Warning Point and State Police; Suffolk County FRES; Brookhaven Town Supervisor, Fire Safety and Code Enforcement; and Riverhead Town). The fax form will have a call back number on it and you should be available at that number.
- 4) _____ Establish a liaison between DOE/BAO, and all other outside government agencies who may make inquiries. MOUs that may help include FBI, Suffolk County Police and Fire, Brookhaven Town Fire and Stony Brook Hospital.
- 5) _____ Re-evaluate the present level of emergency classification and upgrade/downgrade in accordance with the EALs. Once the situation is no longer an emergency, re-transmit the fax notification stating that the emergency is terminated and whether recovery and/or re-entry is needed.
- 6) _____ Ensure adequate personnel and resources are available both off site and on site.
 - EOC Staffing: Plant Engineering, ES&H, Fire, Police, CEGPA, Staff Services, DOE, Scientific Expertise
 - Overtime requirements for emergency responders
 - Hold over essential personnel and ERO as needed
 - Consider housing and feeding of essential personnel and ERO
 - Notify ERO at home to respond or set up a shift if needed
- 7) _____ Verify protective actions for BNL employees and personnel on site as necessary. Make sure that people who have been evacuated are accounted for. Coordinate all evacuations with Police.

Recommended Protective Action: (indicate selected zone number or all)

7.1 **Assembly** - Zones: _____

7.2 **Sheltering** - Zones: _____

7.3 **Evacuation** - Zones: _____

7.4 Sirens Sounded: Time: _____

7.5 Plectron Announcement Time: _____
- 8) _____ Both CM and senior BAO person review and sign all media releases.
- 9) _____ Participate as necessary in news briefings, serve as BNL spokesperson, or designate

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someone else.

- 10) _____ Hold periodic information briefings with key personnel whether you are at the CP or EOC.
- 11) _____ Keep BNL employees apprised of the situation with periodic Plectron or e-mail announcements.
- 12) _____ Initiate transition to Recovery and Reentry Activities when appropriate.

Crisis Manager (CM) Name: _____ Date: _____

Laboratory Spokesperson (LS) Name: _____ Date: _____