

EP-SOP-5.1B
FAX OPERATION DURING AN OPERATIONAL EMERGENCY

When notified of an operational emergency, if manpower permits, request assistance in the CAS.

If requested by the Incident Commander, or Fire Captain to send an Operational Emergency FAX, immediately complete the **BNL INITIAL NOTIFICATION OF AN OPERATIONAL EMERGENCY FORM** (see EP-SOP-5.1A) with information supplied by any of the above or from a runner, and:

- Insert the completed **BNL INITIAL NOTIFICATION OF OPERATIONAL EMERGENCY FORM** FACE UP IN THE FAX MACHINE.
- Press the “**Speed Dial**” button, enter code Number “**24**” and hit one of the “ **Start FAX**” buttons (Color or Black). The message will be transmitted automatically to all locations listed in the attachment.
- If manpower permits, make phone notification to New York State Warning Point at (518) 457-2200 that a FAX was sent.
- Upon completion of sending the FAX notifications, the machine will print a verification of the time and date the Fax’s were sent.
- Complete an incident report and attach FAX verification.
- Make a Tour Report entry.

NOTE: Messages may also be sent to individual locations by using the speed dialing feature and individual code number assigned to each FAX location, followed by pressing a Start FAX Button. You must insert the form face up. If there is an EOC activation, forward all **FORMS** to the EOC.

DESCRIPTION: FAX OPERATION DURING AN OPERATIONAL EMERGENCY

If an Operational Emergency has been declared. The CAS is responsible for transmitting (by FAX) emergency information within 15 minutes of the declaration, to DOE, New York State and Suffolk Counties.

The Incident Commander or Designee verbally provides the information to the CAS console operator or has a runner deliver the information. The CAS Operator then completes the **BNL INITIAL NOTIFICATION of OPERATIONAL EMERGENCY FORM** and faxes it to the designated agencies.

The FAX phone number in the CAS is (631) 344-1336.

Authority: _____
Security Police Inspector

EP-SOP-5.1B
FAX OPERATION DURING AN OPERATIONAL EMERGENCY
Continued

BUILDING 50 FAX OPERATION

This FAX is to be used to transmit the **INITIAL NOTIFICATION OF OPERATIONAL EMERGENCY** form as required by DOE Order 151.1B, utilizing the instructions in this attachment.

This FAX has been programmed to transmit to the following locations and FAX numbers:

SPEED DIALING CODE NUMBER	FAX LOCATION	FAX NUMBER
01	DOE HEADQUARTERS EOC	(202) 586-8485
02	DOE AREA OFFICE	(631) 344-3444
03	NEW YORK STATE POLICE	(518) 457-3207
04	NEW YORK STATE WARNING POINT	(518) 457-9930
05	SUFFOLK COUNTY FIRE/RESCUE	(631) 852-4814
06	RIVERHEAD POLICE	(631) 727-8630
07	BROOKHAVEN FIRE MARSHALL	(631) 451-6283
08	BROOKHAVEN SUPERVISOR	(631) 451-6677
09	BROOKHAVEN CODE ENFORCEMENT	(631) 451-9041

To transmit to any of the above locations, perform the following:

1. Insert the completed Notification of Operational Emergency Form, face up in the FAX machine
2. Press the "Speed Dial" button on the phone pad, 24 for all locations or two digit numbers for individual locations followed by the appropriate "Send FAX" button.
3. The message will automatically be transmitted to all locations with "24" code.