

PROCEDURE**BROOKHAVEN NATIONAL LABORATORY**

Procedure Title: Crisis Manager / Laboratory Spokesperson

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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 Crisis Manager (CM) / Laboratory Spokesperson (LS) during any operational emergency.

2.0 RESPONSIBILITIES

CM/LS shall have overall responsibility during a response to a laboratory emergency. When requested, he/she shall assume overall strategic management of external emergency response and will be the primary interface with DOE/BAO and other governmental agencies. The CM/LS will also serve as the BNL spokesperson.

3.0 DEFINITIONS

- 3.1 Crisis Manager (CM):** A senior manager who interacts with the IC and external entities such as government officials and the media.
- 3.2 Emergency Operations Center (EOC):** Building from which support and coordination with off-site organizations is performed. Main = Bldg. 599; Alternate = Suffolk County EOC
- 3.3 Emergency Response Organization (ERO):** Non-uniformed BNL employees who respond to emergencies when requested and provide expertise, which may be needed to mitigate an event.
- 3.4 Incident Commander (IC):** The fire or police officer who is in charge of

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the scene at an emergency. The IC may also be another person as the nature and urgency of the emergency changes.

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

4.0 PREREQUISITES

None

5.0 PRECAUTIONS

None

6.0 PROCEDURE

6.1 The CM/LS shall implement EP-SOP-2.1A, "Crisis Manager Checklist".

6.1.1 The completed Crisis Manager Checklist shall be maintained in accordance with the SMBS Records Management Subject Area.

6.2 The CM/LS is the team leader when the Emergency Operations Center (EOC) is activated and can assemble members of the Emergency Response Organization (ERO) and others as appropriate.

7.0 IMPLEMENTATION AND TRAINING

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

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

7.3 The training program for this position is individualized and modified accordingly.

8.0 REFERENCES

8.1 BNL Emergency Plan

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

8.3 [SBMS Records Management Subject Area](#)

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9.0 ATTACHMENTS

9.1 EP-SOP-2.1A, "Crisis Manager Checklist"