

Contact Information for Employees

For Information about BNL's programs, policies, and events visit the BNL Home Page at <http://www.bnl.gov>

Requirements and Expert Resources

Your Supervisor is your primary contact for information and will help to ensure that you follow all applicable requirements and regulations. Never perform a job that you are not confident and qualified to perform. Other experts available to you include the departmental ES&H Coordinator, Facility Support Rep (for radiation work), and Environmental Compliance Representative.

Emergency Response Information and Contacts

For any emergency situation dial Ext. 2222 or 911 from any BNL phone.

- Building Alarm or Bell: Evacuate the Building Immediately
- Continuous Site Siren: Report to your Indoor Emergency Assembly Area
- Intermittent Site Siren: Evacuate the Site Immediately

In the event of an emergency such as: fire, serious injury, spill or release that threatens the environment:

Call 2222 (or 911) from any BNL phone or pull the nearest fire alarm box. (From a cell phone, dial 631-344-2222.)

If you are injured, but do not need emergency treatment, report the injury immediately to your BNL Supervisor.

For treatment during normal work hours, go to the Occupational Medicine Clinic (Ext. 3670) with your Supervisor in Bldg. 490 (8:30 to 5:00 weekdays). At other times, go to the Fire/Rescue Group in Bldg. 599.

Employee Resources for Information and Assistance

Dial INFO for Answers - 344-INFO (Ext. 4636)

In addition to being the number to call for information on delayed openings and closures, the new Information Hotline can answer many of your questions about BNL activities and services.

Fairness in the Workplace

- Employee Relations Program - For problems such as misconduct, harassment, pay inequity, and interpersonal problems with fellow staff, you are encouraged to bring them to the attention of the Employee Relations Manager. Employee issues can be expressed by email to EmployeeConcerns@bnl.gov or by contacting Ext. 2888.
- Conflict Resolution - For problems concerning violent or threatening behavior, the Conflict Resolution Committee serves as a resource. To contact, email Resolution@bnl.gov
- Diversity Program - If your complaint concerns discrimination, harassment, or affirmative action, you should contact Ext. 3318 or email Diversity@bnl.gov.
- Brookhaven Advocacy Council - The Brookhaven Advocacy Council recommends resolution of employee, guest, and user concerns/issues that are brought to their attention. Contact them on Ext. 4200.

Safety or Environmental Concerns

Contact the Safety Hotline at Ext. 8800. Relay detailed information about your concern, so it can be investigated properly. Efforts will be made to keep your identity confidential, when requested. BNL's Environmental, Safety, Health and Security Policy can be found at: <http://www.bnl.gov/ESHQ/ESSH.asp>

Policies and Procedures

Policies and procedures for work at BNL can be found in the Standards Based Management System (SBMS) web site located at: <https://sbms.bnl.gov/ch00d011.htm>

Personal or Emotional Problems - The Employee Assistance Program (EAP) is designed to help with mental health problems that occur on the job or impair job performance. EAP services are available to eligible employees and their families. Employees may receive assistance for a wide variety of difficulties such as alcohol and drug abuse, family/marital issues, or personal and emotional problems. In addition, supervisors may request advice on dealing with problems within their work group. EAP services include short-term counseling, referral to appropriate off-site services, and crisis intervention. Requests for EAP services are usually made directly by employees. At times, a supervisor or Clinic physician may recommend that an employee contact EAP. All employee communications with the EAP are subject to standard professional ethics that protect confidentiality and anonymity. Contact EAP services at EAP@bnl.gov.

Caring Friends Bereavement Group - For personal issues such as coping with grief and loss there is support available to you comprised of fellow co-workers. Contact Ext. 3962 or Ext. 3476.

Fraud Waste and Abuse and Misconduct

If you suspect a situation of fraud, waste, abuse, or misconduct, you are required to report it immediately to any of these outlets.

- Your Supervisor and/or Line Managers
- Employee Relations Office: EmployeeConcerns@bnl.gov or Ext. 2888
- Safeguards and Security Division: Crimestoppers@bnl.gov or Ext. 7759
- Internal Audit Office: Ext. 5176
- DOE Brookhaven Site Office: Ext. 4089

If after trying these outlets, you are not satisfied with the response, you may also report allegations to the DOE Office of Inspector General in Washington, D.C. at 1-800-541-1625

Security Programs and Contacts

- **Counterintelligence** - To report any suspicious activity, or if you have any questions related to the CI Program, please contact Ext. 2234 or see SPI 5-14, Counterintelligence Program.
- **Requirements for Foreign Nationals** - Foreign Visits and Assignments Program information at Ext. 2355.
- **Computer Security** – Ext. 8484

Guest Visit Information

- Visit Initiation and Approval Information: <https://sbms.bnl.gov/standard/13/1300t011.htm>
- Guidebook for Guests Conducting Research <https://sbms.bnl.gov/standard/13/1306e011.htm>

Fire Safety - Contact Ext. 3108 or 4259 with any questions related to fire safety.

Media and Communications Office - If contacted by the Press or Media, call Ext. 2345

Community Relations Office - If contacted by community member or group, call Ext. 5658

Review of Scientific and Technical Information for Publishing

For further information, contact your departmental STI Contact or ISD's Publications Office on Ext. 3484.

Procurement and Property Management Information - <http://intranet.bnl.gov/ppm/> or dcp@bnl.gov

Request to Engage in Outside Activity Form <https://sbms.bnl.gov/standard/3d/3d01d011.htm>

Export Control - Any questions concerning export control call Ext. 3182.