

## BROADBAND SITE EMERGENCY RESTORATION PLANNING

### ADMINISTRATIVE PROCEDURES AND RESPONSIBILITIES

#### 1. GENERAL

**1.01** This section provides administrative guidelines which will be used for the control and use of portable and mobile equipment to restore Broadband Facilities during an emergency. For the purpose of this section, reference to the Interoffice Services Department shall be interpreted to include the equivalent Nevada Bell Organization.

**1.02** It is reissued to:

- Update all organizational references to reflect current changes
- Meet the current needs of Broadband Facility Management.

**Note:** Marginal arrows used to denote changes are omitted.

**1.03** No section can provide complete instructions to meet all emergencies; therefore, these operating instructions may be modified to meet the needs of the emergency. The use of standard operating procedures and establishment of periodic training exercises will help ensure the timely and efficient utilization of resources to restore facilities in any emergency.

**1.04** The contents of this section and the Broadband Site Emergency Restoration Plans are **COMPANY CONFIDENTIAL**. Information on facility failures and restoration methods will not be released to the news media or the public except through established lines of organization.

#### 2. RESTORATION ORGANIZATION AND RESPONSIBILITIES

**2.01** The Interoffice Services Department and Nevada Bell Operations Division will be responsible for development of their Broadband Site Emergency Restoration Plans. They will provide for

restoration training and periodic scheduling of restoration exercises. They will appoint a Restoration Control Supervisor who will be assigned to the Facility Management Administration Center-State (FMAC-S) and will perform the following functions:

- (a) Assist with the overall restoration planning and training activities.
- (b) Act as the central point of contact for the restoration effort, handling all requests for assistance and distributing information to upper management and others as required.
- (c) Have authority to request assistance from other groups or agencies.
- (d) Perform periodic reviews of restoration instructions and plans to determine if they are adequate and current.
- (e) Dispatch personnel and equipment as required.
- (f) Act as liaison between the restoration forces in the field and other groups.
- (g) Inform the District and Division Managers — Facilities Divisions and the Department Manager — Interoffice Services Department on the restoration activities and progress.
- (h) Maintain an accurate and current list of all Site Restoration Coordinators and publish quarterly. Maintain a list of Restoration Control Supervisors and their 24-hour phone numbers.
- (i) Perform the report requirements for Company Abnormal Condition Reporting as required in System Instruction (SI) 131, Section 3.
- (j) Contact the Facility Maintenance Engineering/Support District if engineering or technical assistance is required. This group will be the central point of contact for any and all engineering assistance.

#### NOTICE

Not for use or disclosure outside the  
Bell System except under written agreement

## SECTION 002-503-910PT

- (k) Maintain a list of antenna crews and their 24-hour contact phone numbers.
- (l) Have the location and 24-hour contact phone number for each Facility Maintenance Group in the area with Portable Microwave Repeaters.
- (m) Keep a list of Coaxial Cable Maintenance Supervisors and their 24-hour contact phone numbers.
- (n) Keep a list of Site Restoration Coordinators and their alternates for each Broadband Restoration Site.
- (o) Have a copy of the Restoration Plan for each Restoration Site in the region with access information.
- (p) Have a 24-hour contact number for the FCC Compliance Engineer in the region.

**2.02** Each District Manager in the Facilities Divisions will appoint a Site Restoration Coordinator (and alternate) for each restoration site and so advise the Restoration Control Supervisor. The Site Restoration Coordinator will supervise all restoration activities at the site and:

- (a) Be familiar with the mobile and portable equipment, since this coordinator will be in charge of placing the restoration equipment in service.
- (b) Arrange for the transportation, lodging, communications, food, equipment, supplies, water, power, personnel, and sanitation needs.
- (c) Ensure that expense vouchers are prepared and necessary advance funds for employees are available.

**2.03** All coordinators will:

- (a) ***See that safety rules and practices are followed at all times.***
- (b) Maintain logs giving names, dates, times, events, places, and other significant information relating to the restoration activities and its progress.

## 3. EMERGENCY RESTORATION PROCEDURES

**3.01** When restoration equipment is required to restore damaged facilities or stations, the Site Restoration Coordinator will notify the Restoration Control Supervisor of the following:

- (a) Site location, extent of damage, road conditions, weather, and directions to the site.
- (b) Where restoration equipment and personnel are needed.
- (c) Any special conditions encountered or special instructions.

## 4. RESTORATION EQUIPMENT

**4.01** The emergency restoration equipment will be under control of the District Managers — Facilities Divisions and the Restoration Control Supervisors.

**4.02** They are responsible for:

- (a) The restoration equipment being maintained in good operating condition at all times.
- (b) That standard locks are used when required (Best Lock No. EBF-1B is recommended) and the equipment is kept locked at all times when not in use.
- (c) Standard locks and keys being provided at each equipment storage location and each office responsible for maintenance of the equipment.
- (d) Duplicate keys being issued to each District and Division Manager — Facilities Division. All keys ***will*** be stamped "***It is unlawful to duplicate this key.***"
- (e) Maintaining a central inventory record of the location of standard locks and keys.

## 5. TRANSPORTATION RESPONSIBILITIES

**5.01** The Restoration Control Supervisor will make advance transportation arrangements for movement and handling of restoration trailers and equipment.

**5.02** All larger items of emergency restoration equipment, such as L-3 repeater vans, will be equipped with electric brakes that operate if the van breaks loose from the towing vehicle. *The state vehicle code requirements will apply in all cases.* The dry cell or other battery connections to the towing vehicle must be connected whenever the vans are moved. Compatible towing eyes, electrical hook-up, lights, and brakes on each van shall meet Interstate Commerce Commission and state regulations for safety and lighting.

**5.03** Supervisors responsible for the maintenance of the restoration equipment will see that all materials are secure and ready for movement at all times.

**5.04** Restoration equipment will be properly identified by parcel number and listed in the appropriate 005-230-9XX practices and SI 131.

## 6. RESTORATION PLANNING

**6.01** The Restoration Control Supervisors and Site Restoration Coordinators will develop the site restoration plans and keep them current. A suggested format is contained in Appendix 1.

**6.02** All emergency restoration plan formats will be a complete package and available for ready-reference.