

BROADBAND SITE EMERGENCY RESTORATION PLAN FORMAT

1. GENERAL

1.01 This appendix supplements Section 002-503-910PT.

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 It provides a standard format (Exhibit 1) for the development of Broadband Site Emergency Restoration Plans. Because uniformity is desirable, the standard format will be followed with minor changes and additions as required. All information in the restoration plans will be current and complete.

1.04 If appropriate, system route maps, site layout plans, geographical maps, and other essential information will be included as attachments to the restoration plans.

1.05 All emergency restoration plans will be marked "**COMPANY CONFIDENTIAL.**"

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BROADBAND SITE
EMERGENCY RESTORATION PLAN

COMPANY CONFIDENTIAL
PACIFIC TELEPHONE AREA
Issue (No.), (Month), 19

INSTRUCTIONS FOR RESTORATION OF
(NAME OF PLAN)

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1. GENERAL

1.01 This package gives procedures for the emergency site restoration of (type of facility) using (name equipment).

1.02 This material is to be used as a ready-reference under emergency conditions and be filed in a conspicuous place. It is the responsibility of each holder of these plans to keep them up-to-date by replacing outdated information as replacement pages are received and to notify the appropriate offices of any needed corrections.

1.03 This material will be reviewed by *all* personnel involved with the emergency restoration plans so they will be familiar with the contents and plan location.

1.04 No plan can foresee all situations that may arise as the result of any emergency; therefore, these plans will be used as a guide. However,

they will be followed as closely as possible to avoid confusion and expedite service restoration.

1.05 The procedures for requesting emergency restoration equipment are contained in Section 002-503-910PT, which is included in Part 2 of this plan. In addition:

- (a) (Add additional instructions and information as required.)
- (b)

1.06 *Distribution:* The following personnel will be responsible for keeping up-to-date the Broadband Site Emergency Restoration Plans:

- (a) (As appropriate)
- (b)

2. ADMINISTRATIVE PROCEDURES AND DESCRIPTIVE MATERIAL

2.01 Section 002-503-910PT

2.02 Add Descriptive Material as appropriate.

3. RESTORATION ORGANIZATION

3.01 The restoration organization and individual responsibilities are set forth in Part 2 of this plan (Section 002-503-910PT). The following persons will assume these responsibilities.

- (a) *Restoration Control Supervisor:*
(title)/(name)
His/her alternate is: (title)/(name)

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(b) **Site Restoration Coordinator:**
(title)/(name)

His/her alternate is: (title)/(name)

4. RESTORATION EQUIPMENT REQUIREMENTS

4.01 Restoration equipment will be called for as needed by the Restoration Control Supervisor. Call lists for obtaining this equipment will be maintained by the Restoration Control Supervisor as follows:

(a) (Type, Location and Contact Tel. Nos.)

(b) _____

(c) _____

4.02 Restoration equipment keys: The emergency restoration equipment is equipped with a special lock and key (Best Lock No. EFB-1 recommended). These locks and keys are common to all emergency restoration equipment. A key must be supplied whenever the equipment is moved and must accompany the equipment to the restoration site. Key locations are:

(a) Division and District Managers — Facilities Division or equivalent.

(b) (Other locations and number of keys.)

4.03 The Site Restoration Coordinator will list additional materials that may be required to

accompany the restoration equipment (ie, number and length of coaxial patch cords, tone sets, telephones, etc) when requesting restoration equipment per instructions in Section 002-503-910PT, Part 2.

(a) (Add additional information as required).

4.04 Emergency Power: If external power is required for lighting and other purposes, this requirement will be included when requesting restoration equipment. Section 155-199-902PT provides a listing of available motor generator sets.

4.05 Emergency Communications Equipment: The following emergency equipment will be required:

(a) The Site Restoration Coordinators will be supplied with cars equipped with mobile telephones.

(b) Portable telephone maintenance channel radio sets for communications between the restoration site, adjacent stations, and restoration site personnel.

(c) Add additional requirements as applicable.

5. PERSONNEL REQUIREMENTS

5.01 List as appropriate those personnel who should be called out at the start of the restoration activity. Actual work force requirements will vary with the emergency. Specify if armed or unarmed guard is desired.