



**Emergency Procedures for Requested Delay of Access  
Order Implementation**



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# 1 Emergency Procedures for Requested Delay of Access Order Implementation

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Historically, regional/local procedures have been sufficient to address concerns regarding a delay to the ASOG flash cut. The purpose of this guideline is to define an established process within the United States for addressing a request to delay the ASOG flash cut (published ASOG Implementation Date) based on the occurrence of an event deemed national in scope. Such an event may be a natural occurrence/disaster, act of terrorism/war, network failure or other significant occurrence deemed to have **national** impact. The existence of this document does not necessitate a delay in the ASOG release. It is assumed that all parties will act in good faith and seek to share information openly in order to act in the best interests of the impacted parties.

## 1.1 Initiator Section

A request to delay the ASOG flash cut must be submitted no later than the Tuesday, 3 PM EST, prior to the release/implementation date. The Initiator shall clearly identify the organization making the request, including the appropriate contact information such as agency, department, primary/secondary personnel and partner organizations supporting the request.

## 1.2 Initiator Detail Section

The Initiator shall explain in detail why a delay to the ASOG flash cut is requested. The Initiator shall identify the event(s) including the impacted location or regions of the country. The Initiator should utilize this section to explain the event as well as concerns that necessitate a delay. Examples of areas of concern may be:

- Based on the anticipated volume X of TSP ASRs being issued in the states of A, B, C, D over the current implementation weekend, Agency X believes the ASOG flash cut should be delayed allowing for successful establishment of the necessary circuits.
- The scheduled downtime for the Access Providers' systems in the states of A, B, C, D, E, F, Agency X believes the loss of mechanization will threaten successful deployment of relief resources in these states.
- Due to Event posing a threat to the following states A, B, C, D, E, F, the Agency X believes a significant impact will face the corresponding population of ##### citizens and therefore requests the impacted Access Providers' systems remain up to provision the anticipated volume of ASRs to be issued by Agency X.

The Initiator shall express the 'concern' in a complete and detailed manner, including a recommendation on the length of the delay. Access Providers will evaluate the concern and provide the Initiator with the appropriate response.

The completed request shall be e-mailed to [obf@atis.org](mailto:obf@atis.org) and if applicable, the Initiator's OBF representative. Upon receipt, OBF will review the request and advise the Initiator of any coordinated meeting of OBF participants.

## 1.3 Participant Response

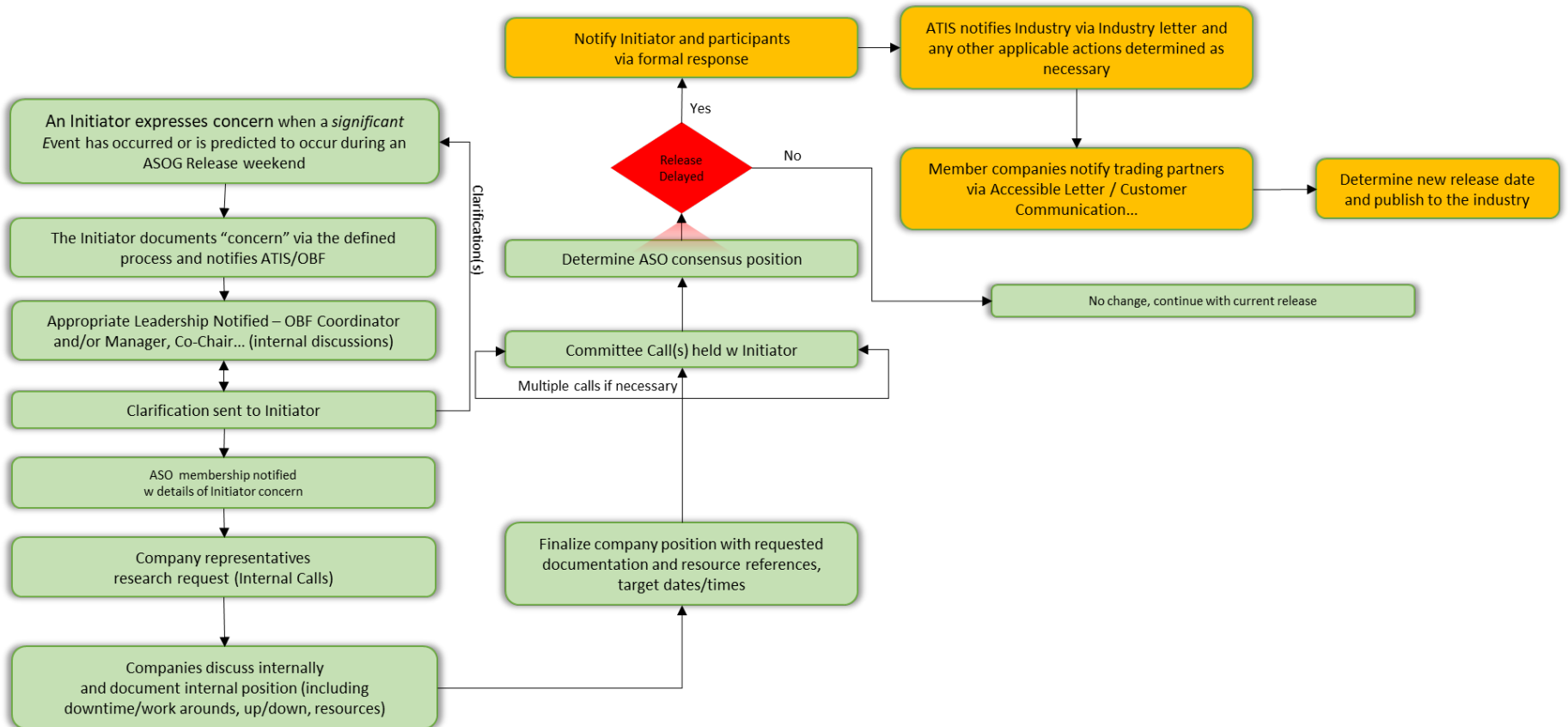
Each OBF Participant may utilize the request in order to explain what is being requested and garner a response from its respective company. OBF Participants should evaluate the Initiator's delay request, including the window/timeframe for the subsequent scheduled release. If a delay is not warranted, participants should provide documented emergency procedures. This template may be used for internal information gathering only, prior to an OBF meeting and is not intended to be sent back to the Initiator. ATIS will provide a combined OBF Participant formal response to the initiator.

#### **1.4 *Scheduled Meeting***

A meeting may be scheduled to allow interested parties to discuss the Initiator's request and express individual company positions. The ATIS consensus process shall be followed to resolve the request. In the event industry consensus is reached in favor of delaying the ASOG flash cut, representatives shall determine either the subsequent scheduled flash cut date or schedule additional meetings to discuss the release schedule.

## 2 Appendix A: NEPA Process

### National Emergency Procedures for Access Ordering Interface







## Provider Discussion Section



*The Response Section is intended for internal telco use only to gather responses to the Initiators request – internal to the company.*

Company/ Organization Name:

Primary Contact

Secondary Contact:

- Name:
- Phone:
- Cell:
- Fax:
- Email:

If delay were to be supported: Suggested Reschedule Release Date: Target Date 1  
 Target Date 2  
 Target Date 3

Responder’s Rational for Date Reschedule:

Provider should be prepared to provide the following information to ATIS regarding ASOG Delay Request:

Company Contact to address additional delay concerns:

Primary Contact

Secondary Contact:

- Name:
- Phone:
- Cell:
- Email:

If ASOG Release will not be delayed, provide:

TSP Resources - URL:

Flash Cut Details – URL:

Release Status Contacts:

Primary Contact

Secondary Contact:

- Name:
- Phone:
- Cell:
- Email: