



STATE OF WASHINGTON

UTILITIES AND TRANSPORTATION COMMISSION

1300 S. Evergreen Park Dr. S.W., P.O. Box 47250 • Olympia, Washington 98504-7250

(360) 664-1160 • TTY (360) 586-8203

November 6, 2017

Telecommunications companies

**RE: Docket UT-072149 - Action Required by December 31, 2017  
Annual Compliance with Washington Administrative Code 480-120-414**

Dear Service Provider:

Please provide your current emergency and non-emergency contact information to the Washington Utilities and Transportation Commission (UTC) staff in compliance with WAC 480-120-414. Please verify the UTC has accurate information by December 31, 2017. You may submit the information electronically to: [records@utc.wa.gov](mailto:records@utc.wa.gov) or by regular mail to the Executive Secretary, Washington Utilities and Transportation Commission, Docket UT-071249, attention Records Center, P.O. Box 47250, Olympia, WA 98504-7250.

Please see the attached information request matrix.

The UTC maintains a list of contacts for registered telecommunications providers in Washington. If you are a service provider and have customers in Washington State, the UTC must know how to reach the correct personnel in both the event of an emergency and non-emergency. The UTC and the Washington Military Department, Emergency Operations Center, maintain duplicate lists of contacts.

If you have inquiries about this matter, please contact Mr. Virgil Santos by telephone at 360.664.1280 or by email at [vsantos@utc.wa.gov](mailto:vsantos@utc.wa.gov)

1	Company name	
2	Services provided	
3	Emergency plan (Y/N)	
4	Emergency plan filed with the UTC (Y/N)	
5	Company network operations center (Y/N)	
6	Network operations center location	

		Name	24 Hour (Y/N)	Title	Address	Email	Tel	Mobile
7	Regulatory contact							
8	Primary emergency contact							
9	Alternate emergency contact							
10	Network operations center							
11	24-hour emergency contact							

**WAC-480-120-414 Emergency operation.**

- (1) Each company must maintain, revise and provide to the commission the following:
- (a) The titles and telephone numbers of the company's disaster services coordinator and alternates; and
  - (b) Upon request of the commission, the company's current plans for emergency operation, including current plans for recovery of service to governmental disaster recovery response agencies within the state of Washington.
- (2) For coordination of disaster response and recovery operations, each company must maintain on file with the Washington state emergency management division the titles and telephone numbers of the managers of the company's:
- (a) Local network operations center;
  - (b) Regional network operations center; or
  - (c) Emergency operations center.



STEVEN V. KING

Executive Director and Secretary