



East Bay Municipal Utility District

Business Continuity Plan

Engineering and Construction Department

**Includes: Engineering Administration, Water Distribution
Planning, Pipeline Infrastructure, Design,
Engineering Services and Construction**

FY18

Last Update FY16

The District-Wide Business Continuity Program Plan (BC Program Plan) contains sensitive information that has restrictions on its use. Distribution (in whole or part) must be in compliance with District Procedure 312.

When the District is responding to an emergency incident, the BC Program Plan can be released to outside official entities within the unified command structure. The Emergency Operations Director can direct the release of the BC Program Plan to outside official entities at any time.

TABLE OF CONTENTS

	<u>Page</u>
1.0 INTRODUCTION	1
2.0 PURPOSE AND OBJECTIVES	1
3.0 LIST OF ACRONYMS	2
4.0 BUSINESS CONTINUITY PROCESS AND DEFINITIONS	3
4.1 District Mission	3
4.2 Mission Essential Operations	3
4.3 Business Function Priorities and Recovery Time Objectives	5
5.0 DEPARTMENT INFORMATION	6
5.1 Department Mission	7
5.2 Department Priorities	7
6.0 PLAN MAINTENANCE AND DISTRIBUTION	8
7.0 PLAN ORGANIZATION	8
8.0 ATTACHMENTS	
A –STAFF ASSIGNMENTS AND RESPONSIBILITIES	11
B –COMMUNICATION PLAN	17
C –PHONE TREE	29
D –DEPLOYMENT, ALTERNATIVE WORK LOCATION, AND RELOCATION PLAN	31
E –VITAL DOCUMENT PLAN	37
F –SCENARIO PLANNING FRAMEWORK	53
G –MODIFIED MERCALLI INTENSITY (MMI) SCALE	55
TABS (PROVIDED AS SEPARATE EXCEL SPREADSHEETS)	
1 – DEPARTMENT BUSINESS CONTINUITY PLAN TEAM	
2 – ESSENTIAL BUSINESS FUNCTIONS, RECOVERY PRIORITY AND OBJECTIVES, AND RESOURCE NEEDS	
3 – SUCCESSION AND AUTHORITY DELEGATION	
4 – EMPLOYEE CONTACT LIST	
5 – EMPLOYEE STATUS DOCUMENTATION	
6 – DEDICATED EMERGENCY RESPONSE RESOURCES AND RESOURCES AVAILABLE	
7 – RESOURCES NEEDS FOR RESPONSE AND RECOVERY	
8 – CURRENT SHORTFALLS	


**ENGINEERING AND CONSTRUCTION
CURRENT SHORTFALL LIST**

Work Unit	Task to be Accomplished	Responsible Person or Position	Contact Number	Resources and Support Required	Estimated Cost	Expected Completion Date
	Conduct BCP Exercise	Christina Headley	510-287-1507	BCP Reps and Liaisons		6/15/2018
	Update BCP	Christina Headley	510-287-1507	Management Team		3/15/2018
	Orient and train Alternate EOT Marconi Operator	Christina Headley	510-287-1507	EOT		6/1/2018
	Orient and train BCP backup Coordinator	Christina Headley	510-287-1507	Manager of Business Continuity		8/1/2018
	Implement EOT Engineering Strike Evaluation Team training, starting with Structures Strike Team	Christina Headley	510-287-1507	Manager of Business Continuity, Engineering Services Division staff		3/1/2019
	Provide Marconi role-specific training to Engineering and Construction	Christina Headley	510-287-1507	Marconi, E&C staff		3/1/2019
	Review suggestions for go-kits and flash drives	Christina Headley	510-287-1507	E&C staff		3/1/2019
	Ensure maps are available offline -- confirm pertinent staff updates drawings on flash drives and that they retain hard copies of maps, atlases, and Thomas guides	Christina Headley	510-287-1507	E&C staff		3/1/2019









**EAST BAY MUNICIPAL UTILITY DISTRICT
BUSINESS CONTINUITY PLAN
FOR
ENGINEERING AND CONSTRUCTION DEPARTMENT
FY18**

Submitted by

	Position, Name	Signature	Classification	Budget Unit	Date
1	BCP Coordinator Christina J. Headley		Senior Administrative Clerk	563	3/15/18

The undersigned certify that they have read, and accept the attached document.

Approvals

	Position, Name	Signature	Classification	Budget Unit	Date
1	BCP Representative David J. Rehnstrom		Engineering Manager	520	3/15/18
2	BCP Representative Carlton D. Chan		Engineering Manager	530	3/15/18
3	BCP Representative Serge V. Terentieff		Engineering Manager	550	3/15/18
4	BCP Representative Elizabeth Z. Bialek		Engineering Manager	560	3.15.18
5	BCP Representative Olujimi O. Yoloje		Engineering Manager	570	3/15/18
6	Department Director Xavier J. Irias		Director of Engineering and Construction	502	3-15-18