

**Attachment W**  
**SMUD Business Technology Continuity Plan**  
**Table of Contents**

Sacramento Municipal Utility District (SMUD)	<b>CONFIDENTIAL</b>
Business Technology Continuity Plan	Table of Contents

Tab	Description
1	Overview
2	Communications Plan
3	Emergency and Evacuation Procedures
4	Plan Organizational Structure
5	Management Recovery Team
6	Administrative Recovery Team
7	Support Center Recovery Team
8	Systems Recovery Team
9	Communications Recovery Team
10	Applications Recovery Team
11	Plan Administration
12	Exhibit 1: Management Recovery Team Assignment Form Exhibit 2: Administrative Recovery Team Assignment Form Exhibit 3: Support Center Recovery Team Assignment Form Exhibit 4: Systems Recovery Team Assignment Form Exhibit 5: Communications Recovery Team Assignment Form Exhibit 6: Applications Recovery Team Assignment Form Exhibit 7: Team/Exhibit Cross Reference Form
13	Exhibit 9: Employee Calling List Exhibit 10: Vendor Calling List Exhibit 11: Emergency Contact List Exhibit 12: Incident Declaration Authorization Listing Exhibit 13: Recovery Services Contracts
14	Exhibit 15: Computer Hardware Listing Exhibit 16: Computer Software Listing Exhibit 17: Data Communications Inventory Exhibit 18: Voice Communications Inventory Exhibit 19: Resource Requirements Listing Exhibit 20: Office Space Configuration Exhibit 21: Office Area Support Requirements Exhibit 22: Off-Site Storage Inventory
15	Exhibit 24: Incident Assessment Report Exhibit 25: Office Damage Assessment Report

Sacramento Municipal Utility District (SMUD)	CONFIDENTIAL
Business Technology Continuity Plan	Table of Contents

	<p>Exhibit 26: Team Recovery Progress Report</p> <p>Exhibit 27: IT Command Center Locations</p> <p>Exhibit 28: IT Command Center Equipment and Supplies</p> <p>Exhibit 29: Expenditure Journal</p> <p>Exhibit 30: Alternate Position Listing</p> <p>Exhibit 31: Alternate Facilities Locations</p> <p>Exhibit 32: Application and System Recovery Priorities</p>
16	<p>Exhibit 34: Plan Update Request Form</p> <p>Exhibit 35: Plan Control List</p> <p>Exhibit 36: Plan Change Notice</p> <p>Exhibit 37: Plan Update Confirmation Memo</p> <p>Exhibit 38: Plan Maintenance Log</p>
17	<p>Applications/Infrastructure Recovery Procedures</p> <p>Exhibit 39: User Acceptance Test Checklist</p>

Sacramento Municipal Utility District (SMUD)	CONFIDENTIAL
Business Technology Continuity Plan	Table of Contents