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**BellSouth Interconnection Services**

675 West Peachtree Street  
Atlanta, Georgia 30375

**Carrier Notification  
SN91082615**

Date: April 9, 2003

To: Competitive Local Exchange Carriers (CLECs)

Subject: CLECs – **REVISED to Include Measures That May be Taken With a Move to a Severe Threat Level** - Central Office Security Reminder (Originally posted September 19, 2001, and Revised on October 25, 2001)

On September 19, 2001, in response to the catastrophic events of September 11, 2001, BellSouth emphasized security procedures associated with entry to BellSouth's Central Offices.

BellSouth takes very seriously the security of its equipment and its employees, as well as that of the collocators' equipment and employees. As such, BellSouth aims to deploy the most practical security access methods in its central offices. Please refer to your company's Interconnection Agreement with BellSouth for details regarding security.

All BellSouth employees, contractors, vendors and collocation customer (CLEC) representatives will be allowed into the central offices subject to the following conditions:

- Each representative must have a valid access card or authorized access key. All personnel entering any central office must always complete the Sign-In-Log located in the central office regardless of the time of day.
- The representative must have a picture identification card including employee name and corporate identification or a BellSouth-issued identification card with a red strip.
- Valid identification must be displayed at all times by all personnel while on BellSouth premises.
- Packages, bags and briefcases are subject to search. When requested to do so, the representative will be required to cooperate with this type of search prior to entry into the central office. If for any reason the representative refuses, entry will be denied.
- CLECs, contractors and vendors are not allowed to admit anyone into a BellSouth building.

**In the event the Department of Homeland Security declares a Code Red - Severe Threat Level - BellSouth may institute some or all of the following measures in certain Central Offices and other premises:**

- **CLEC Card Access may be deactivated or locks may be re-keyed**

- **Vendor access may be denied**
- **Escort Services may be required for CLEC Technicians**
- **All construction work may be suspended**
- **Access may be restricted to a single entrance per building**
- **Guards may be posted at the entrance to the building and parking areas**
- **Packages and personal items may be subject to search**
- **Deliveries may not be allowed**
- **Food services, Janitorial services and similar services may be suspended**
- **Parking lots and parking areas around Company buildings may be blocked or restricted**
- **Other measures as determined by the local building manager**

**CLECs will be notified by BellSouth should it become necessary to move to the Severe Threat Level.**

In addition to the requirements above, BellSouth would also like to reemphasize the requirement that all CLECs, contractors and vendors notify the Network Reliability Center (NRC) upon entering BellSouth's central offices under certain conditions. The following procedures must be adhered to when entering BellSouth facilities:

- ♦ Manned Central Offices<sup>1</sup>

When entering a manned central office on holidays and outside of normal working hours, which are 8:00 AM - 5:00 PM local time, Monday through Friday, the CLEC, contractor or vendor employee is required to notify the NRC and log in and log out of the building. The employee must also provide the NRC with the employee name, the company name, a brief description of the work that will be performed, and the central office name and location that the employee will be entering.

- ♦ Unmanned Central Office<sup>2</sup>

Anytime a CLEC, contractor or vendor employee enters an unmanned central office, the employee is required to notify the NRC and log in and log out of the building. The employee must also provide the NRC with the employee name, the company name, a brief description of the work that will be performed, and the central office name and location that the employee will be entering.

BellSouth appreciates your company's cooperation. By working together, our companies will ensure the safety of our employees and our facilities. For your convenience, the telephone numbers to the NRCs for the BellSouth region are provided below:

- ◆ Alabama, Kentucky, Louisiana, Mississippi 557-2092 or 557-2074 and Tennessee (Select the "surveillance" option)
- ◆ Florida, Georgia, North Carolina and South Carolina 780-2092 or 780-2074 (Select the "surveillance" option)

If you have questions, please contact your BellSouth Regional Collocation Manager.

Sincerely,

**ORIGINAL SIGNED BY BETH SHIROISHI FOR JERRY HENDRIX**

Jerry Hendrix – Assistant Vice President  
BellSouth Interconnection Services

*1 A manned central office is a location where BellSouth employees are in attendance on a scheduled basis.*

*2 An unmanned central office is a location where BellSouth employees are not in attendance on a scheduled basis, but are dispatched to the central office for maintenance and repair purposes. If it cannot be determined whether the central office is unmanned, the CLEC, contractor or vendor should call the NRC for clarification.*