Use the following report to collect information and ensure proper communication of an emergency outage notice that involves loss of electrical, gas, steam, or water distribution service.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outage Type** | | | | |
| Electric .Gas  Steam  Domestic Water  Chilled Water  Heating Hot Water | | | | |
| **Outage Starts** | | | **Outage Ends** | |
| Date | | Time | Date | Time |
| **Buildings by Number & Name ... or Area(s) Affected** | | | | |
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| **Event Description** | | | | |
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| **Date** |  | **Contacts (email, fax, phone)** |
|  |  | Service2Facilities – 614-292-HELP |
|  |  | , Building Coordinators ([Building Coordinators list](http://fod-web-01.busfin.ohio-state.edu/buildingcoordinator/bc.aspx)) |
|  |  | , Zone Leaders ([Zone Leaders Org Chart](https://fod.osu.edu/sites/default/files/services.pdf)) |
|  |  | Utility Emergency Outage Notification List |
| **Date** |  | **Records** |
|  |  | Enter into the Utilities tracking database |