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.

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| **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 |