**ACCIDENT (INCIDENT) and/or OUTAGE EVENT NOTIFICATION RECORD**

**ELECTRIC – TELECOM - WATER**

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| Notification Received by: |  | Date:  | Time:  |
| **Utility/Operator Type:** [ ]  Electric; [x]  Telecom; [ ]  Water |
| **Utility/Operator Name:**  |
| **Name of Caller:** | Job Title:  | Telephone #:  |
| **Follow-up Contact Name:** | Job Title:  | Telephone #:  |
| **Type of Event** | **Reporting Criteria** |
| [ ]  **Accident (Incident)** | [ ]  **Death**; [ ]  **Injury** requiring inpatient hospitalization; [ ]  $50,000 or more in Estimated **Property Damage** |
| [ ]  **Electric** **Outage** | [ ]  A **Forced Outage** of at least **3,000 customer-hours**.[ ]  An **Outage** lasting more than **10 hours** and that affects at least **50 customers**. |
| [ ]  **Telecom** **Outage – Population of 20,000 or more** | [ ]  **Outage** of **900,000 or more user-minutes** in a city with population of **20,000 or more people**[ ]  **Outage** that affects at least **677 OC3 minutes** [ ]  **Outage** that affects **any special offices and facilities** (e.g., a military base)[ ]  **Outage** that affects a **911** special facility  |
| [ ]  **Telecom** **Outage – Population less than 20,000** | [ ]  **Outage** of **30,000 or more user-minutes** in city or county with population **less than 20,000 people**[ ]  **Outage** that affects at least **250 OC3 minutes** [ ]  **Outage** that affects **any special offices and facilities** (e.g., a military base)[ ]  **Outage** that affects a **911** special facility  |
| [ ]  **Water** **Outage** | [ ]  An **unscheduled outage** resulting in **water pressure of less than 5 psig** in any water distribution main that affects **50 or more customers** or lasts more than **6 hours**. |
| [ ] **Courtesy** | [ ]  Death (Not arising from or connected with the maintenance or operation of the premises, plant,  instrumentality or facilities of the operator, e.g., a fatal car crash involving a utility employee)[ ]  Fire Dept or Police Dept Response; [ ]  Minor Outage (below Reportable threshold);[ ]  **Significant media coverage** of an event that does not satisfy any Reportable criteria[ ]  Other:  |
| Start Date of **Event**:  & Approx. Time:   | Date of **Discovery** :  & Approx. Time:   |
| Description of **Accident (Incident)** and/or **Outage** and the Effects:       |
| Approximate Location of **Accident (Incident)**:       |
| Preliminary Indication of **Cause**: | [ ]  Excavation Damage; [ ]  Leak/Short; [ ]  Rupture/Degradation; [ ]  Equipment Malfunction; [ ]  Operator Error; [ ]  Natural Forces Damage; [ ]  Customer Owned; [ ]  Vehicular Impact; [ ]  Unknown/Other:  |
| If **Death**(s) are Indicated, what is the Approximate Number of **Fatalities**: | Utility: (); Utility Contractor: (); Other (Public, 3rd Party Excavator, etc): () |
| If **Injuries** are Indicated, what is the Approximate Number of Injured parties requiring **Inpatient Hospitalization**: | Utility: (); Utility Contractor: (); Other (Public, 3rd Party Excavator, etc): () |
| If **Injuries** are Indicated, what is the Approximate Number of Injured parties **Not** requiring **Inpatient Hospitalization**: | Utility: (); Utility Contractor: (); Other (Public, 3rd Party Excavator, etc): () |
| If **$50,000 or more in Damage** is Indicated, what are the primary cost factors? (Select all that apply): | [ ]  Structural Damage/Repairs; [ ]  Facility Damage/Repairs; [ ]  Commodity Loss; [ ]  Injuries/Medical Treatment; [ ]  Outage/Restoration; [ ]  Paving Repair |
| If Customer **Outage** made this Reportable or an Outage was associated with a Reportable Accident (Incident), approx. how many customers are effected: ( ); and what is projected duration until service is restored: () Hours |
| Approximate Geographical Area affected by **Outage**:       |
| Description of steps being taken or contemplated by the utility to prevent further property damage or personal injury from occurring:       |

02/26/2020