Utility Failure Emergency Notification Sheet

Date/Time Reported:		
Reported By:		
Location/Building:		
Department:		
Nature of Utility Failure		
Utility Type	Description/Details	
Power/Electricity		
Water		
Gas		
Telephone/Internet		
Other		
Immediate Actions Taken		
Authorities/Personnel Notified		
Name/Organization	Time Notified	Contact Number
Additional Notes/Comments		