

# Event Reporting Form Instructions

## GENERAL INSTRUCTIONS:

**EVENT REPORTING shall be one of your TOP PRIORITIES; not only to the Public Utility Commission (during SOC Events), but also to the Local Disaster Operation Centers. The SOC and Local Disaster Operation Centers use these Event Reports to Plan the need for Emergency Supplies and Personnel. These Reports also help in the Preliminary Assessment for Disaster Declarations for Counties.**

**The Public Utility Commission will have an Online Electronic Form for you to file your reports. Reporting will occur NO LESS THAN TWICE a day unless otherwise notified. The normal Reporting times will be no later than 9:00am and 3:00pm daily (unless otherwise notified) until ALL EVENT RELATED OUTAGES have been RESTORED. A copy of the Event Reporting Form will be attached to your email event notification to have on hand in case a problem exists in filing the form electronically. If internet problems exist, download the form, complete it on your local computer, and email it to [emergency@puc.state.tx.us](mailto:emergency@puc.state.tx.us) or fax it to the SOC at (512) 424-5890.**

**The Event Report shall be filled out COMPLETELY. ALLOT the required amount of time necessary to complete the Event Report and submit it by the established times. A delay in the Reporting causes a domino effect that affects everyone.**

## SPECIFIC INSTRUCTIONS:

1. **Event Name:** The SOC will establish an Event Name for each Event. Use the SOC established name when Reporting.
2. **Utility Name:** Name of Utility Reporting.
3. **Date of Report:** The Event Reporting Date.
4. **Time of Report:** Use the established times for reporting unless otherwise directed (9:00am and 3:00pm)
5. **Reporting Contact:** State the Name of the Person making the Report.
6. **Title:** State the Title/Position of the Person making the Report.
7. **Contact Number:** State the Current/Actual Phone Number of the Person making the Report, in case we need to follow up on the information in the Report.
8. **Counties Involved:** List the Counties within your Service Area that are Affected by the Event.

9. **Cities Involved:** List the Cities within your Service Area that are Affected by the Event.
10. **Customers Out of Service/Affected:** Provide the “best” estimate that you can for each Reporting period as you have the information. We realize that directly after the event has occurred that good estimates are not available. Do the best you can. “Any” number is better than “No” number. As you have better estimates, provide them with the next Reporting period.
11. **Total Customers on System by County:** These numbers will help us understand the magnitude of the Event on that particular County and give us an idea of what amount of Emergency provisions will be required.
12. **Estimated Restoration Date and Time:** This Restoration information is very important in assessing the need for Emergency supplies, so please give us your “best” estimated Date and Time of Restoration.
13. **Requests for Help:** Any Equipment needs or Personnel needs should be requested here. Also relay any requests for help that you are aware of with a brief explanation of the help being requested and a Contact name and number.
14. **Major Feeders, Substations, and Facilities Out of Service:** This information is needed between utilities to coordinate work efforts. Please include number of customers Affected and Estimated Time of Restoration.
15. **Area Affected – Explanation of Outages:** Use this as a Miscellaneous explanation area to give us detailed information (as you can) to WHAT is out (number of downed poles, feeders, Substations, central offices, etc.), WHERE it is out (cities, counties, etc.), REASON for outage (flooding, wind damage, debris, if known), the NUMBER of people affected (per circuit, feeder, etc.) and the estimated RESTORATION DATE (day and time, if known).