**UNIVERSITY POLICY**

# UTILITY OUTAGE COMMUNICATIONS

**POLICY #F&P-4800-16**

## PURPOSE

To establish a uniform policy governing the solicitation of impacts and the communications of utility outages to the Slippery Rock University community.

## OBJECTIVE

* 1. To provide a consistent communication process to alert the Slippery Rock University community of utility outages.
  2. To provide a method to solicit feedback on the impacts of utility outages from effected parties.

## POLICY

The Department of Facilities and Planning will be responsible to identify the need for utility outages on the Slippery Rock University campus and arrange the outage to minimize impacts on the university community.

## PROCESS

* 1. The Assistant Vice President will notify the President, Vice Presidents and other known effected parties of a pending utility outage. The notice will identify the nature of the outage and its recommended date and duration. The notice will silicate feedback on impacts and alternates.
  2. Upon receipt of feedback the date and duration of the utility outage will be established. This information will be shared with the President, Vice Presidents and known effected parties and a campus wide notification provided.