

# TEXAS DEPARTMENT OF PUBLIC SAFETY POWER OUTAGE ALERT REQUEST FORM (INTERIM)

Call (512) 424-7981 or (866) 786-5972 or Fax (512) 424-7418

**MAXIMUM ACTIVATION - 24 HOURS**

## Requesting Agency Information

\*Required Fields in red with an asterisk

INITIAL

UPDATE

\* Request

\* Date of Request

\* Name of Requesting Agency

\* Contact number for Requesting Agency

\* Fax number for Requesting Agency

\* Name/Title of Requesting Individual

\* Mobile number for Requesting Individual

\* Phone number for media inquiries

## Activation Criteria:

1. Power supply is inadequate to meet demand for the state or a region. *(Interim criteria until formal rules are adopted by the Texas Public Utility Commission)*

YES

NO

Authorized requesting entity:

Texas Public Utility Commission

Electric Reliability Council of Texas

Midwest Reliability Organization

Southeast Reliability Corporation

Western Electricity Coordinating Council

**Notice:** Requesting a Power Outage Alert will result in an an Emergency Alert System (EAS) message to the broadcasters in the alert area and nearby media markets (state or region).

❖ **IMPORTANT:** Agencies are responsible for accurately answering the above questions. The Department of Public Safety will verify circumstances of each request to ensure circumstances meet criteria. Do **NOT** send POWER OUTAGE ALERT requests if the answer is **NO** to **ANY** of these activation criteria. **If activated, the request is only valid for a period of 24 hours.** The Department of Public Safety will contact the requesting agency after 12 hours, 18 hours, and 23 hours for status updates. Any extension must be requested prior to or during the 23 hour contact from the Department of Public Safety. Contact (512) 424-7981 or (866) 786-5972 for all extension requests.

Type of Alert:            Statewide            Regional

If regional, what counties are impacted:

Public Reference URL:

Emergency Alert

Message:

**Send Request to DPS**

# Request Form Instructions

## Option 1:

### Submit Request via Email

1. This Power Outage Alert request form can be completed online using **Internet Explorer and Safari**. All other internet browsers will require the user to save the request form to the desktop and complete using **Adobe Reader**.  
**If the requesting agency does not have Adobe Reader**, they can get a free version [here](#).
2. Once the request form has been completed online or in Adobe Reader, save the final version to the desktop.
3. Select the "Send Request to DPS" button within the request form, launching an email addressed to [TXFC@dps.texas.gov](mailto:TXFC@dps.texas.gov). The email will contain the completed request form (as an attachment), and is now ready to be sent to the Department of Public Safety.  
**Note:** If the email fails to launch, you will need to manually create a new email message and attach the request form.
4. Contact the Department of Public Safety at (512) 424-7981 or (866) 786-5972 to verify receipt of the email request.

## Option 2:

### Submit Request via Fax

1. Save the request form to the desktop.
2. Complete the request form in Adobe Reader.  
  
**If you do not have Adobe Reader**, you can get a free version [here](#).
3. Save the final version of the request form to your desktop.
4. Print and fax the request form to the Department of Public Safety at (512) 424-7418.
5. Contact the Department of Public Safety at (512) 424-7981 or (866) 786-5972 to verify receipt of the faxed request.