

Subscribing & Unsubscribing to Facilities Management (FM) Significant Event Notifications

FM Significant event notifications are general messages sent from the Systems Control Center (SCC.) These messages notify subscribers that a significant facility related event has occurred on Grounds.

These notifications include but are not limited to:

- Power Events to include outages and interruptions.
- Domestic Water issues
- Natural Gas Events
- Steam Outages
- Flood related issues
- IT related issues that affect the SCC's ability to remotely monitor building systems.

To prevent duplicate efforts and avoid confusion, Significant Event notifications are not typically sent for issues identified by a UVA Alert Notification. FM works closely with UVA Emergency Management, Police/Fire Departments, and other members of the Universities Critical Incident Management Team (CIMT.) For more information about UVA Alert notifications on the [Home | Emergency Management \(virginia.edu\)](http://www.virginia.edu) website.

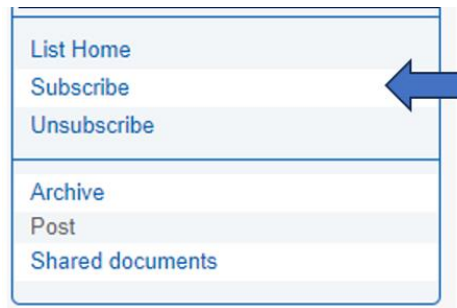
All UVA faculty and staff should have the ability receive Significant Event notifications by self-subscribing to the email list. They should also have the ability to unsubscribe as well.

To receive Significant Event Notifications subscribe by:

- Navigating to the [fm-significant-event-list - Significant Event List - \(virginia.edu\)](http://fm-significant-event-list - Significant Event List - (virginia.edu))
- Close the red box on the screen by clicking the "x" in the right corner.



- On the left-side of the screen, under the “List Options” menu, select the “Subscribe” option.



- Provide your email address and name when prompted.
- Click the “I subscribe...” button.

fm-significant-event-list@virginia.edu

Subject: Significant Event List

You've made a subscription request to fm-significant-event-list. To confirm your request, please click the button below:

Your e-mail address:

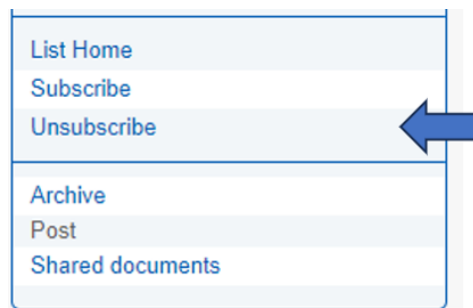
Name:

I subscribe to list fm-significant-event-list

A screenshot of a confirmation form. It has two text input fields labeled 'Your e-mail address:' and 'Name:'. Below these is a blue button with the text 'I subscribe to list fm-significant-event-list'. Blue arrows point to each of the three elements from the right.

To unsubscribe:

- Follow the same 4 steps previously outlined.
- On the left-side of the screen, under the “List Options” menu, select the “Unsubscribe” option.



- Provide your email address when prompted.
- Click the “I unsubscribe...” button.

fm-significant-event-list@virginia.edu

Subject: Significant Event List

You asked to be unsubscribed from list fm-significant-event-list

To confirm your request, please click the button below:

Your e-mail address:



Provide your email address

I unsubscribe from list fm-significant-event-list



Select the "I unsubscribe..." button

Please contact Dan Shantler (des5nw@virgina.edu) the FM Systems Control Manager if you experience any issues subscribing/unsubscribing to the email list or if you have any questions or concerns.