

## **UTILITY EMERGENCIES**

### **Power Outage**

1. Notify the O & M Team Leader at ext. 3754 or (618) 263-5515.
2. The O & M Team Leader will notify the President.
3. The O & M Team Leader will also notify Mt. Carmel Public Utility at (618) 262-5151.
4. Remain where you are.
5. If notified by the President, or designee, night classes may be cancelled, if the power outage lasts a long period of time. During day time hours, classes should continue as planned.

### **Natural Gas Leak**

1. Go to the nearest building.
2. Notify the O & M Team Leader at ext. 3754.
3. The O & M Team Leader will
  - notify the President,
  - notify Mt. Carmel Public Utility at (618) 262-5151,
  - evacuate the building immediately,
  - ensure that students and staff are a safe distance from the building,
  - will turn off the main gas valve.

### **Water Outage**

1. Notify the O & M Team Leader at **ext. 3754 or (618) 263-5515**.
2. The O & M Team Leader will
  - notify the President,
  - notify the City of Mt. Carmel at (618) 262-7461.
3. Students, faculty, and staff will be notified by the President, or designee, if the classes are cancelled.

### **Water Boil Order**

College will remain open. All faculty, staff, and students will be notified that the water is undrinkable.