**PROTOCOL FOR POWER/UTILITY OUTAGE**

Steps to take in loss of power, heat or water.

Loss of power:

1. Call CMP. The number is 9-1-800-696-1000.
2. Call Manager/Supervisor.
3. Parents will be notified as needed.

Loss of heat:

1. Call Manager/Supervisor.
2. If heat can’t be restored in a timely manner a decision will be made by staff and supervisor as to next steps.
3. Parents will be notified as needed.

Loss of water:

1. Call Public Works Department.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City Phone #

1. Notify Manager/Supervisor.
2. If problem continues and normal functions are affected, a decision will be made by staff and supervisor as to next steps.
3. Parents will be notified as needed.

\*Note\* When we lose power staff will need to plug in the extra phone.