



NORTON, KANSAS

**Emergency Response Plan
(ERP)**

Version 2.5

Updated April 23, 2019

Kansas – 28 – Prairie Land
Charles W. Look, CEO

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**Updated by: Prairie Land Electric Cooperative, Inc.
Norton, KS**

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VERSION CONTROL

The cooperative is responsible for maintaining this page. This table shows, at a glance, what changes have been made to the plan and when. Each time this document is revised – in any way – the person making the revisions should:

- Complete a line on the chart below.
- Assign a new version number to the document. Use sequential numbers (e.g., 1.1, 1.2, 1.3) for minor revisions. Use a full number change (e.g., 1.0, 2.0, 3.0) for major revisions.
- Update the version number and date on the cover and relevant pages, too.
- Ensure that all plan holders have a copy of the latest version.

Date	Description of Changes Made	Approved By	Version Number
12/13/05	Initial Draft	Allan Miller	1.0
12/18/2007	Updates and Revisions	Allan Miller	2.0
08/20/2009	Updates	Allan Miller	2.1
12/05/2011	Updates and FEMA Fact Sheet	Allan Miller	2.2
02/26/2013	Updates	Allan Miller	2.3
05/28/2014	Updates	Allan Miller	2.4
4/23/2019	Updates	Charles Look	2.5

I. Overview

An emergency is any unplanned event with the potential for significant injuries or death to employees, customers or the public; or that can disrupt operations, cause physical or environmental damage, or threaten the facility's financial standing or public image. Obviously, numerous events can be categorized as "emergencies," **Table 1** lists several emergencies and identifies the possible consequences for each.

Table 1

Emergency Type	Possible Consequences
Fire	personnel injuries, property damage, chemical releases, chemical spills, and equipment damage
Inclement Weather	property damage, fire, personnel injuries, chemical releases, chemical spills, and electrical outage
Bomb Threat	Personnel injuries and property damage
Terroristic Threat	Personnel injuries and property damage
Disgruntled Employee	Personnel injuries and property damage
Robbery	Personnel injuries and financial loss
Active Shooter	Personnel injuries and property damage
Chemical Spill	personnel injuries, fire, product contamination, and equipment damage
Oil Spill	environmental damage
IT Problem	data loss and financial loss

The following Emergency Response Plan (ERP) is a collection of plans and procedures for responding to potential emergency situations that may occur during the course of business at Prairie Land Electric Cooperative. The purpose of this document is to inform and educate the cooperative staff about these potential emergency situations and the proper actions to effectively deal with an emergency. The goal of this document is to improve Prairie Land Electric Cooperative's preparations for an emergency. Being prepared for an emergency helps protect the safety of the employees as well as the public and reduces the time and effort required to restore normal business functions following an emergency. All employees have a responsibility to be familiar with these plans and follow these procedures in the event of a workplace emergency.

This plan is being implemented, not because we anticipate an emergency situation, but because Prairie Land recognizes that even in the safest of environments emergency situations arise. Prairie Land is concerned with the safety of its employees, visitors and the community, and therefore desires to minimize the effects of any emergency situation.

Electric Cooperatives have been dealing with most of the requirements of an ERP for nearly 50 years. The Rural Utilities Service (RUS) recently amended rule 7 CFR Part 1730 "Electric

System Operation and Maintenance,” to require that all RUS borrowers update or develop a written ERP. This rule requires that all borrowers complete a Vulnerability and Risk Assessment (VRA) of its entire business (physical and cyber) and utilize those results to create and maintain an ERP. Prairie Land completed a VRA in June of 2005. The results of Prairie Land’s VRA are incorporated into this ERP. The three most likely threats to the cooperative identified in the VRA were high winds, an ice storm, and a tornado. A response to these major threats will be incorporated into this ERP.

II. Recognition and Reporting

The first step in responding to any emergency situation is to recognize that an emergency situation exists or is eminent. The next step is to notify cooperative management and to use the List of Contacts included with this ERP to report the emergency to the proper authorities.

A. Recognition

The first step in responding to any emergency situation is to recognize that a potentially dangerous situation exists or is eminent. Your first warning might be an unusual sound, sight or smell. If you sense something unusual be sure to follow-up on it and discuss it with a co-worker or supervisor.

B. Reporting

Once you have identified an emergency it is essential that you warn anyone in harm's way as soon as practicable using any available means. After warning others try to assess the situation and gather as much information as possible while protecting your own health and safety. The potential consequences of a situation dictate the appropriate response. In some situations you may be able to safely resolve the situation yourself. Other situations may require the support of other staff members, the implementation of this ERP and/or the assistance of outside agencies. If the event is a significant incident or issue that threatens the safety, operational capabilities or reputation of the cooperative, the first designated cooperative contact notified should:

- Obtain basic information (see Table 2)
- Contact the Prairie Land Crisis Manager (see Table 3)

When an incident occurs, one of these designated contacts in **Table 3** must be informed immediately. If the incident is serious, do not rely on voice mail or e-mail. Work your way down the list until you have actually spoken with one of these contacts.

Table 2

The designated contact uses this checklist to collect the basic information needed to make decisions and to perform notification actions.

Designated Contact Name: _____ Title: _____

Date: _____ Time: _____ ☐ a.m. ☐ p.m.

ACTION	DONE
1. If you are the first one to be contacted, obtain basic information:	
a. What happened?	<input type="checkbox"/>
b. Has anyone been injured?	<input type="checkbox"/>
c. Where did it happen?	<input type="checkbox"/>
d. When did it happen?	<input type="checkbox"/>
e. Have emergency authorities been notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
2. If appropriate, call 911 and report the incident. Respond to questions accurately and calmly.	<input type="checkbox"/>
3. Contact the Crisis Manager	<input type="checkbox"/>

Table 3

Contact 1	Name: Chuck Look Title: CEO Office #: 785-877-3323 Cell#: 785-202-0689
Contact 2	Name: Dean Wiseman Title: Operations Manager Norton Office #: 785-877-3323 Cell #: 785-874-8414
Contact 3	Name: Jim Coash Title: Operations Manager Concordia Office #: 785-243-1750 Home #: 785-243-4631 Cell #: 785-874-8460
Contact 4	Name: Kirk Girard Title: Assistant CEO Office #: 785-877-3323 Home #: 785-973-2288 Cell #: 785-874-8436
Contact 5	Name: Alisha Stark Title: Director of Finance Office #: 785-877-3323 Home #: 785-877-3898 Cell #: 785-202-1450
Contact 6	Name: Jeff Hardiek Title: Director of Member Services Office #: 785-877-3323 Cell #: 785-421-8767

III. Organization and Management

It is extremely important in any emergency situation to be as organized as possible. It is necessary for someone from the cooperative to assume command during the disaster and to make the necessary decisions to coordinate the response effort. It is also necessary for other employees of the cooperative to assume roles to aid in the recovery.

A. Organization

The supervisor of any disaster shall be the highest-ranking employee on site. The supervisor will take control of any emergency situation, until the CEO arrives to take control. The supervisor or CEO shall hereafter be referred to as the crisis manager.

The crisis manager and the engineering officer shall evaluate the extent of the damage (if any) and determine when workers can return to work, or whether to send them home. All communications must go through the crisis manager before being disseminated to employees.

Accounting for all employees, visitors and contract personnel is of the utmost importance. Department Supervisors shall take a count of all employees and visitors as soon as possible after evacuation and report to the personnel officer.

Communication notes: If electrical power is down, transistor radios should be used and tuned to appropriate disaster channels for the area. If transistor radios are not available, and it is safe to do so, car radios may need to be used. If telephone communication is interrupted, a runner system must be implemented, including the use of C.B. radios if available. In a disaster, Prairie Land's telephone system should be able to handle all calls. If needed, cellular telephones should be used, as they do not go through the switchboard.

1. Crisis Management Team

The following persons make up the Cooperative Crisis Management Team. Their duties and responsibilities are found on the pages following this listing.

Position	Person	1 st Alt.	2 nd Alt.
Crisis Manager	Chuck Look	Kirk Girard	Alisha Stark
Communication Officer	Chuck Look	Kirk Girard	Alisha Stark
Public Relations Officer	Chuck Look	Kirk Girard	Alisha Stark
Engineering Officer by Division	Dean Wiseman (West) Jim Coash (East)	Chuck Look	Kirk Girard
Personnel Officer by Division	Dean Wiseman (West) Jim Coash (East)	Kirk Girard	April Karnopp
Site Safety Officer by Division	Dean Wiseman (West) Jim Coash (East)	Kirk Girard	Garrett Willour
Receptionist	Alesha Vahling	Stacy Whitney	Deb Lydic

2. Crisis Position Profiles

CRISIS MANAGER (Profile)

The Crisis Manager oversees the overall response during and after an emergency or crisis situation. The Crisis Manager must draw upon the team members to provide information on the various aspects and potential impact of any emergency situation. Team members should provide as much assistance as possible, but the ultimate decisions are left to the Crisis Manager. Basic duties of the Crisis Manager are to:

1. Oversee implementation of this ERP and employee training.
2. Assists in the selection of team members.
3. Take charge of the Command Center.
4. Obtains initial information and brief team members regarding the nature and status of an emergency.
5. Determine the need for emergency response.
6. Determine the need for search and/or rescue.
7. Determine what outside agencies should be notified.
8. Decides if evacuation or egress is in order.
9. Activate the crisis team and replace team members as required
10. Approve in-house response when appropriate.
11. Establishes initial interfaces with outside agencies.
12. Approve the content and timing of media releases.
13. Be a resource for employees regarding this ERP and their duties.

COMMUNICATIONS OFFICER (Profile)

This individual is responsible for keeping information flowing between emergency assistance, team members and the Crisis Manager. The following are the basic duties of the Communications Officer:

1. Call 911 to verify emergency has been reported.
2. Assure that communications and the appropriate communications systems are available and effective both on and off site.
3. During emergencies establish and maintain communications with appropriate persons on and off the facility site.
4. Works as a liaison between the Crisis Manager and other team members.

PUBLIC RELATIONS OFFICER (Profile)

This individual is responsible for media releases and for limiting, controlling and timing the release of information to the media during and after an emergency situation. The following are the basic responsibilities of the Public Relations Officer:

1. Prairie Land's sole communications representative to the media.
2. Prepare media releases for Radio and TV stations.
3. Setup periodic status announcements to be made during an emergency.
4. Establish a press headquarters in time of crisis.
5. Provide quick, factual information to the public, through the media.

ENGINEERING OFFICER (Profile)

This individual is responsible for control of contaminated areas and isolation of damage in order to maintain as much continuity of service as possible during a crisis situation. The following are the basic duties of the Engineering Officer:

1. Prepare plans to isolate damaged sections of the facility and maintain service if possible.
2. Determine what supplies are necessary to clean-up any hazardous material release or contain contamination.
3. Work with local companies to maintain utility services.
4. Control hazardous spills and contain run-off.
5. Organize and equip the Hazardous Response Team.
6. Initiate measures to decontaminate personnel or equipment.
7. Advise the Crisis Manager and Communication Officer on when and what to report to relevant government agencies.
8. Establish and maintain necessary facility and service drawings, diagrams and information for routine and emergency use.

PERSONNEL OFFICER (Profile)

This individual is responsible for selection of response teams and training of personnel. This individual controls access and maintains security to the facility. The following are the duties of the Personnel Officer:

1. Accounts for all employees, visitors and contract personnel and communicates to Communications Officer, upon evacuation.
2. Ensures that site personnel are trained to manage medical and hazardous release emergencies.
3. Ensures that personnel are trained on this ERP.
4. Supervise communications not associated with emergency response or media activities.
5. Maintains records of employee names and numbers so that family can be notified when necessary
6. Coordinates contact with families of injured, detained and deceased employees.

7. Arranges for medical care and transportation of injured personnel and persons.
8. Controls entry and exit of persons and vehicles from the site.
9. Contacts local Law Enforcement to control access of persons and vehicles and for traffic control measures.
10. Receives visitors such as the media and escorts them to proper locations.

SITE SAFETY OFFICER (Profile)

This individual is responsible for assisting the Personnel Officer in his or her duties before, during and after the crisis. The responsibilities of the Site Safety Officer other than those of the Personnel Officer are:

1. Assist Personnel Officer in accounting for all employees, visitors and contract personnel.
2. In an emergency situation, establish a Command Center.
3. Assist in evaluation of various aspects of the situation and make recommendations to the Crisis Manager and Communications Officer.

B. Training

All employees will have access to a copy of this ERP. All employees shall receive training to ensure they fully understand the policies and procedures contained herein. All new employees will receive training during an employee orientation at the time of hire and will be trained to ensure their ability to understand and carry out these instructions. Training of all employees and updating of the plan will be done as necessary.

IV. Loss of Power to Critical Facilities

An extended loss of power makes it difficult for Prairie Land to perform its basic purpose and complicates the response to an emergency. Therefore, it is extremely important to have a plan in place to deal with the loss of power.

A. Identification of Critical Facilities

Prairie Land Electric Cooperative has identified the following as critical facilities:

- **Norton Headquarters** — Office, Warehouse, and Pole Yard — Business and system operations and management; employee dispatch; vehicle housing; inventory storage; procurement and disbursement; customer billing, remittance processing, and other customer services; records storage and management; public, internal, and member communications; regulatory compliance, oversight and process; etc.
- **St. Francis Office** --- Office, Warehouse, and Pole Yard — Employee dispatch; vehicle housing; inventory storage; minimal customer service functions; non-essential records storage; etc
- **Concordia District Office**--- Office, Warehouse and Pole Yard—Employee dispatch, Vehicle housing, Inventory storage, basic customer service.
- **Phillipsburg Office/Warehouse**--- Pole yard, some inventory and vehicle housing.
- **Smith Center Office/Warehouse**---- Pole Yard, some inventory and vehicle housing.
- **88 Substations** — Central power to member load centers for life critical services.
- **Electrical Distribution System** — Distribution network and associated apparatus to deliver electrical power to approximately 24500 consumers for life critical services.
- **Maintenance Area Warehouses at Outposts** — Miscellaneous local inventory storage.
- **Radio Towers** — Five Radio Communication Repeater Towers for internal communications.
- **Prairie Land Work Vehicles** — Eight Digger Trucks, Seven Big Bucket Trucks, 18 Small Bucket Trucks, Misc. Pickups — Daily Work and Emergency Response Transportation
- **South Warehouse (Norton)** Non-critical inventory storage, PCB facility, miscellaneous equipment storage.

B. Normal and Alternative Sources of Power

The normal source of power for the Prairie Land Norton office comes from Prairie Land's own distribution system. The Norton office has a backup electric generator that can power the entire office during extended power outages. The Saint Francis office has a backup electric generator to power the entire building. The Concordia Office has a backup generator to power the entire building. The Smith Center Warehouse has a portable generator to power lighting and radio. The Phillipsburg Warehouse has portable generator.

Power is provided to Prairie Land's substations and meter points by KEPCo, Sunflower Electric and Mid-Kansas over facilities owned by Mid-Kansas Electric Company, LLC, Midwest Energy, and Sunflower.

C. Procedures

The following procedures are in place to minimize the effects of an extended outage to Prairie Land Electric Cooperative.

1. Delivery Point Outage

1. Determine that a delivery point (DP) outage has occurred by one of the following means.
 - a. KEPCo or Sunflower SCADA system
 - b. AMR System
 - c. Staff observation
 - d. Widespread outage calls
2. Notify the power supplier that a delivery point outage has occurred using the following numbers. Make sure a working call back number is given to the dispatch office.

Sunflower Electric Power Corporation (SEC) 620-272-5424
Midwest Energy (MIDW) 785-625-1481
Mid-Kansas Electric Company, LLC 800-354-3638

3. If necessary, dispatch service crew to the delivery point to verify.
4. Get an estimate on when power is expected to be returned.
5. If possible or necessary back-feed from another source to restore service as the distribution system allows.

2. Office Outage

Adequate fuel for the backup generator shall be maintained at all times and the generator shall be tested at regular intervals.

1. St. Francis Office: Verify the backup generation has engaged and check fuel supply.
2. St. Francis Office: Dispatch appropriate crews and restore service
3. Norton Office: Dispatch appropriate crews and restore service.
4. Norton office: Verify the backup generation has engaged and check fuel supply.
5. Concordia Office: Dispatch appropriate crews to restore service.
6. Concordia Office: Ensure generator has picked up building load and check fuel supply.
7. Smith Center Office: Set up and engage portable generator.

8. Continue to monitor fuel supplies to ensure backup generation will have sufficient fuel.
9. Consider shutting down non-essential loads to conserve fuel.

3. Main Headquarters (Norton Office) with Total Loss or Partial Loss

With the event of the Norton office having a total or partial building loss and was unable to act as the main Prairie Land Electric headquarters for dispatching, billing, taking payments and maintaining a business continuity these are alternate sites.

1. Phillipsburg Warehouse: This alternate site has an office and warehouse space. The site also has Nex-Tech internet service that already contains the sonic-wall internet security setup to provide a secure internet connection for our Main IP address. Our phones would also could be routed more quickly to this site.
2. Smith Center warehouse also uses Nex-Tech internet and could be used for a second alternate site.
3. Bring in shipping containers for warehouse supply storage, they could be drop off at any suitable site. (See contacts page for list of suppliers and phone numbers.)

4. Concordia Office Total Loss or Partial Loss

With the event of the Concordia office having a total or partial building loss and was unable to dispatch, take payments and maintaining a business continuity this is an alternate site.

1. Use Rolling Hills facilities in Beloit, KS

V. Business Continuity

The purpose of the business continuity section of the ERP is to maintain or re-establish business operations following an event that disrupts business systems. This ERP currently has plans for the following failures of critical systems; computer system, financial system, telecommunications, SCADA, and AMR. This list should be added to as determined by cooperative management.

A. Computer Systems

The most important step to take in the prevention of a major computer problem is to make daily backups of critical data. The backup media shall be stored offsite and tested regularly to ensure its ability to recover data. Tapes shall be rotated weekly to insure a recent history of backups is maintained. NISC maintains our disaster recovery backups for the Ivue server (CIS, ABS, OMS) for quick remote access. Our Unitrends backup appliance handles backup for all windows servers. The Unitrends appliance is replicated to Concordia, KS and external hard drives.

Prairie land Electric IT Staff is the first level of IT Support. They should attempt to fix the systems related problems first. If they are unable to fix the problem, the system issue should be escalated to the next tier of support. The following is a list of contacts in the event of a computer system issue:

- NISC for Billing, Accounting, GIS, OMS, App Suite, Remit, MDMS, IVR, Smarthub, Mosiac, and Field Edit Staking issues.
- Landis+Gyr for AMI/Command Center, and SCADA issues.
- Clevest for AVL/Mobile Service Orders (Work Space-Work Book Apps) issues.
- KEPCo or Sunflower for SCADA related issues.
- Cooperative Response Center (CRC) After hours call center issues.
- Unitrends Backup Appliance issues.
- Dell for Office 365 issues.
- Carbon Black for endpoint protection issues.
- Sonicwall for firewall issues.
- Secureworks for IDS/IPS Isensor issues.
- Astral Communications for Sierra wireless issues.
- Quest for KACE system issues.

1. Main Headquarters (Norton Office) Server Room Total Loss

- Contact NISC to setup disaster recovery IVUE server.
- Use computers at remote offices to connect to the IVUE server.
- Order replacement hardware including. (Servers, Switches, Routers, Computers, Printers, Copiers, Etc.) See cyber security assessment documentation completed at a later date.
- Restore main IP address to alternate site with help from Nex-Tech.
- Establish plan with Nex-Tech to restore phone service to alternate site.
- Restore main IVUE server (ABS, CIS, OMS)
- Restore IVUE Proxy server for cloud services.
- Restore file server
- Restore Mapwise server
- Restore Clevest servers (database and application server)
- Restore Remit server

- Restore Vault server
- Restore SCADA server
- Restore Call Capture server
- Restore additional servers as needed
- Setup computers for employees at alternate site.

B. Financial Systems

In the event of Prairie Land Electric Headquarters (Norton Office) having a total or partial building loss and couldn't provide financial operations that included accounting, payroll and billing. Prairie Land has developed the following procedures in the event of a building total or partial loss.

- Contact (CRC) Cooperative Response Center (See contact page for phone number.) They can handle payments and some dispatching. (Off-Site)
- Refer members to Smart Hub and Secure Payments IVR through NISC to make payments online or through NISC phone system. (Off-Site)
- Restore NISC main connection for IVUE Server at a secure alternate site mentioned above IV. Loss of Power to Critical Facilities Section 3.
- Install Windows PC and or PC's at a secure alternate site mentioned above IV. Loss of Power to Critical Facilities Section 3.
- Call Imaging Office Center for new Cannon check scanner. (See contact page for phone number.)
- Install Remit Software on PC at the alternate secure site.
- Have backup paper checks available.

In the event of a financial crisis, emergency funding may be needed and can be obtained from the following sources. (See contact page for phone numbers.)

- National Rural Utilities Cooperative Finance Corporation (NRUCFC)
- CoBank
- First State Bank

C. Communications

The three types of communications that Prairie Land uses are radio, phone and Internet. Prairie Land owns the radio tower and four repeater sites that are used to communicate with the line trucks. Prairie Land also has one repeater site that is leased on top of an elevator. Prairie Land also uses cell phones provided by Verizon and Nex-Tech as a backup to radio. Internet Service is provided by Nex-Tech, Nex-Tech Wireless, Cunningham Communications and Verizon.

Prairie Land has developed the following procedures in the event of a communications disruption.

1. Radio System Disruption

All the line crews carry cell phones to be used as a backup to radio. Cell phones shall be used while radio is not available. If cell phone service is not available a runner system will be implemented.

1. Prairie Land should attempt to isolate the problem with the radio system and remedy the situation if possible.
2. If the radio outage is due to a power loss the emergency generators shall be engaged at the radio tower sites.
3. If the problem is unable to be resolved by Prairie Land the appropriate contacts should be called to repair the radio system.

2. Phone Service Disruption

All offices use land line phone service provided by Nex-Tech. In the event of a phone outage Nex-Tech should be contacted by cell phone.

In the event of cellular outage contact Nex-Tech Wireless or Verizon should be contacted by phone, Internet or other communications.

AMI, Command Center, and OMS will be used to identify outages in the event consumers are unable to call in to the cooperative.

3. Internet Communications Disruption

Nex-Tech is the Internet provider for Norton, Smith Center, and Phillipsburg locations. Cunningham Communications is the Internet provider for Concordia with backup service through Nex-Tech Wireless. Nex-Tech Wireless is the Internet provider for Saint Francis with backup service through Verizon. The AMI collector sites use Verizon and Nex-Tech Wireless cellular communications. In the event of an Internet Outage the proper communications company should be contacted.

D. SCADA

Prairie Land is deploying our own SCADA system. System outages should be directed to IT or Engineering Department. All other SCADA is provided by Sunflower and KEPCo in the event of an outage they should be contacted.

E. Automated Metering Infrastructure (AMI)

Prairie Land operates a Landis+Gyr RF AMI system. The meters use RF communication to other meters and to RF routers to then report back to the RF collectors. The RF collectors use Verizon Wireless or Nex-Tech wireless communications back to Landis+Gyr data center.

1. AMI System

a. Server Failure

Landis+Gyr is responsible for all servers in their data center.

2. RF System

b. RF Collector\Router Equipment Failure

In the event of a RF collector failure, the RF routers and meters will redirect packets to a working collector automatically. The limitation is that a meter or router needs to be less than 40 devices away from another collector otherwise the packet will be lost. We do not have extra collectors in stock. In the event of a RF router failure, we have some in stock at the Norton office for replacement. Some impacts of poor communications might be not getting the readings for the exact date for billing, interval reads, outage notifications, not being able to reset demand, and not being able to connect/disconnect remote disconnect meters. There is a supply issue with RF Collectors and Routers and we can't get them very quickly if we lose very many at one time. In the event of an extend outage the meters could be read manually or estimated.

c. RF Communication Failure

There are a couple issues with RF communications. The RF collector's communications to the Landis+Gyr data center is a Verizon wireless or Nex-Tech wireless connection. This connection could fail. We would need to check our devices and contact service provider if needed. There is also the possibility of RF communications issues. We are using an unlicensed RF frequency that can be used by anyone. It is illegal for anyone to broadcast over 1 watt in power but, if someone would it could interfere with the RF signal. There is a small chance of this occurring and would only be in an isolated area. We could try to locate the source with Radio Shop on the metering laptops with their RF Radios.

VI. Event Response Procedures

These procedures are intended to serve as a set of actions to follow in the event of a specific emergency. These steps are thought out actions that should provide the most effective means of dealing with the emergency situation. These procedures should be reviewed annually to verify adequacy. The following list of emergencies may be added to as deemed necessary by cooperative management.

A. Evacuation Route General Requirements

1. All exit doorways shall remain unlocked and free of obstruction at all times when there are employees occupying the facility.
2. Each route of egress shall be continuously maintained free of obstruction.
3. Every exit shall be clearly visible or the route to reach it shall be conspicuously indicated in such a manner that every occupant will readily know the direction of escape from any point, and each path of escape, in its entirety. The route shall be so arranged or marked that the way to safety outside is unmistakable.
4. Exit signs shall have the word "EXIT" in letters six inches high and the strokes of the letters three-fourths inch wide.
5. All doorways and passages not constituting an exit or way to an exit shall be so arranged and marked to identify by a sign reading "Not an exit" or a sign indicating the actual character, such as Restroom, Closet, Storeroom, etc.
6. Adequate and reliable illumination shall be provided for all exit facilities.
7. Doors provided as a means of exit to the outside shall be of the side-hinged, swing type, swinging-outward.
8. Flammables, combustibles and oxidizers shall not be stored in egress aisles or adjacent to them.
9. Exit facilities shall be kept clear of snow and other impediments to egress.
10. Egress aisles shall be continuously maintained free of all impediments, which could cause slipping, tripping, falling, or injury to an employee while attempting to egress during an actual emergency.

B. Fire

Fire Evacuation procedures

1. Sound alarm using telephone paging system. Speak clearly and slowly and state: **"This is not a drill. There is a fire in the () area, evacuate the building immediately, I repeat, this is not a drill, there is a fire in the () area, evacuate the building immediately."**
2. Dial 911 to call emergency assistance. Stay on the line until all questions are answered unless the fire is endangering your life.
3. If you will not be endangered, check area for injured fellow employees
4. If you will not be endangered, shut down all machinery in your area.
5. Close all doors behind you as evacuating.
6. Evacuate the building via primary evacuation route as shown in Appendix C of this ERP unless this route is blocked by fire. When route is blocked use the secondary route of evacuation.
7. Proceed to the designated outside meeting area for your section.
8. Report to the Personnel Officer in charge for accounting of personnel.
9. Do not leave this area unless authorized to do so by the Personnel Officer.

The primary gathering point for assembly of all employees during an evacuation is:

- NORTON OFFICE – In front of the warehouse
- CONCORDIA OFFICE – In front of office, South Side.
- St. FRANCIS OFFICE-- West side of the office by County Road

The secondary gathering area for assembly of all employees during an evacuation is:

- NORTON OFFICE – North side of the office
- CONCORDIA OFFICE – North East side, Truck parking area
- St. FRANCIS OFFICE-- South side of building by field

Fire Prevention Policies

This facility has a non-smoking policy for all areas inside company facilities.

1. The designated areas for smoking are outside company facilities.
2. Dust shall be kept off all electrical boxes, equipment, and conduit.
3. Combustibles (paper, cardboard, rags, trash, etc.) shall be kept in proper receptacles and should be disposed of reasonably.
4. Solvents and paints shall be kept in their proper storage areas and not left where they could be exposed to flame, spills, etc.
5. All spills, leaks, or releases of flammables or combustibles shall be reported immediately and cleaned up in a safe manner.
6. Welding, cutting, brazing, and grinding of metals shall be done as prescribed by 29 CFR 1910.252 through 1910.255
 - a) No combustibles within 35 feet
 - b) If combustibles cannot be moved and hot work cannot be moved,
 - c) then guards and/or covers shall be placed over combustibles.
 - d) If combustibles are within 35 feet a fire watch shall be utilized during operations and for one half hour following operations. Fire watch personnel shall have received proper training in use of extinguishing medium they will be using, within the preceding 12 months.
7. Faulty, bare, and old electrical wiring shall be inspected for, reported, and replaced when found. As such, good housekeeping practices should be followed. Don't allow combustible and/or flammable products to accumulate.
8. Spark producing tools shall not be used in any area where flammable vapors or gases are likely to be present.
9. Listed below are the chemicals stored in the facility that are in sufficient quantities to be considered a fire or explosion hazards.
 - a) Gasoline
 - b) Paints
 - c) Paint reducers
 - d) Mineral Spirits
 - e) Propane
 - f) Natural gas

- g) Safety solvent
- h) Diesel fuel

NOTE: Report any suspected fire hazards to your supervisor immediately.

Fire Fighting Procedures

Fire extinguishers are located throughout the facility for controlling small fires and are only to be used for this purpose. Those who have been trained on their usage and who are able to distinguish when a fire is beyond control are the only employees authorized to use them. Employees are generally not trained to respond to a sizable fire. Do not attempt to put out or contain any sizable fire. All employees are to follow evacuation procedures. The local fire department will be notified for necessary response to any sizable fire.

C. Inclement Weather

A weather radio at each office is highly recommended. These radios can be set-up to warn you of severe weather in your area. In a severe weather situation monitor on-going conditions using the weather radio, an AM/FM radio, television or other means. In the event of a tornado warning or sighting:

1. Notify the Receptionist or sound an alarm on the facility wide paging system, speak clearly and calmly **“This is not a drill, this is a tornado warning, proceed to the nearest designated shelter immediately. I repeat this is not a drill, this is a tornado warning, please proceed to the nearest designated shelter immediately.**
2. When time is available, shut down and secure all equipment and machines in the area.
3. Notify personnel working away from the office using the radio system.
4. Proceed to the designated shelter area via your primary route. The **BASEMENT at the Norton Office and the SAFE ROOM at the St. Francis Office, Center Foreman’s Office in Concordia** have been designated as tornado shelters at these facilities based upon their ability to protect employees in the event of inclement weather.
5. The Personnel Officer should account for all personnel.
6. The Communication Officer should monitor the situation and listen for the all clear.
7. Do not return to work or leave the designated shelter area until advised by the Crisis Manager.

D. Bomb Threat

Any person receiving a bomb threat should attempt to obtain as much information about the threat as possible. The bomb threat questionnaire (below) provides guidance on the information sought if the threat is delivered by telephone. Threats on notes or similar "not live" communications should be preserved and forwarded to appropriate authorities. Threats will be evaluated based on their individual circumstances. The decision to evacuate will come after the nature of the threat is evaluated. All threats will be ultimately forwarded to the proper authorities for investigative purposes.

Bomb threats are a serious occurrence that may lead to destruction of property and loss of life. Bomb threats may just be threats that lead to disruption of scheduled activities. All bomb threats must be taken seriously. Each threat should be evaluated on its merit. This is why it is important for persons receiving bomb threats to accurately and completely relay any information about the threat to management. This information will help to determine whether an immediate evacuation is required or whether a quick search without evacuation might be appropriate.

As an example of merit, a bomb threat that is telephoned in with a description of the bomb, a description of the building, and an exact time of detonation is probably a real warning. Another example of merit may be a bomb threat scribbled on a bathroom wall, "a bomb is going to explode", has less probability of being real.

While on the phone, the receptionist shall attempt to gather the following information.

Questionnaire for Telephone Reception

1. In what building is the bomb located?
2. Where in the building is the bomb located?
3. When is the bomb going to explode?
4. What does the bomb look like?
5. What will make the bomb detonate?
6. Why did you plant the bomb?
7. What is your name?

Listen to background noises and accents or other characteristics of the caller's voice. These may provide clues to assist police investigations. Document these observations for Police information.

Bombs delivered in the mail are usually intended to inflict injury to a specific person. Be alert for:

1. Shifting of components usually make the package feel unusual or unbalanced;
2. Chemicals used may "sweat" that in turn stain the package wrapper;
3. If the bomb contains nitrogen based fertilizers there will be an odor that people can smell. The next time you fertilize your lawn or garden, smell the fertilizer. This is similar odor of nitrogen based bomb components;
4. Be suspicious of packages within packages, they are sometimes used to mask or hide the actual explosive device.
5. Items marked "to be opened only by" or one which carries a strange place of origin, script, disguised or unusual writing or type, obvious misspelling or altering of words in the address field, or the lack of a return address on the package.

Immediately following the receipt of a bomb threat or if a suspicious package is discovered the following steps shall be taken:

1. Notify the nearest Supervisor immediately.
2. Make sure all personnel stay clear of the package.
3. If a decision is made to evacuate the facility, the receptionist will be instructed to notify by page: **“This is not a drill, please proceed quietly and calmly to the designated meeting area. Do not disturb anything on your way. Please be advised to avoid () area. This is not a drill”**
4. Proceed via the primary route of evacuation unless this route has been cordoned off then use the secondary evacuation as shown in Appendix C.
5. Walk, do not run or panic and use handrails provided on stairways.
6. Report to the Personnel Officer in charge of accounting for all personnel.
7. Notify local Law Enforcement by calling 911 from another part of the building or using a Cell Phone; stay on the line until all information is complete.
8. Do not leave the meeting area until advised to do so by the Crisis Manager.

E. Terroristic Threat

NOTE: ALL THREAT TOWARDS THE COOPERATIVE SHOULD BE TAKEN SERIOUSLY.

1. Determine the nature of the threat and what is being threatened
2. Notify the nearest supervisor immediately.
3. If a decision is made to evacuate the facility, the receptionist will be instructed to notify by page: **“This is not a drill, please proceed quietly and calmly to the designated meeting area. Do not disturb anything on your way. Please be advised to avoid () area. This is not a drill.”**
4. Notify the local Law Enforcement by calling 911 stay on the line until all information is complete.
5. Follow any instructions that law enforcement gives.
6. Proceed via the primary route of evacuation as shown in Appendix C.
7. Walk, do not run or panic and use handrails provided on stairways.
8. Report to the Personnel Officer in charge of accounting for all personnel.
9. Do not leave the meeting area until advised to do so by the Crisis Manager

F. Disgruntled Employee or Member

1. Stay calm and do what the employee asks
2. Attempt to determine the employees intent
3. If possible, notify the nearest supervisor immediately.
4. Make deliberate moves and let the employee know what you are doing at all times.
5. If a decision is made to evacuate the facility, the receptionist will be instructed to notify by page: **“This is not a drill, please proceed quietly and calmly to the**

designated meeting area. Do not disturb anything on your way. Please be advised to avoid () area. This is not a drill.”

6. Notify the local Law Enforcement by calling 911 stay on the line until all information is complete.
7. Follow any instructions that law enforcement gives.
8. Proceed via the primary route of evacuation as shown in Appendix C.
9. Walk, do not run or panic and use handrails provided on stairways.
10. Report to the Personnel Officer in charge of accounting for all personnel.
11. Do not leave the meeting area until advised to do so by the Crisis Manager.

G. Robbery

It is important to comply completely with the robber. Steps should also be taken to try and minimize the potential for a robbery.

Robbery Procedures

In the event that a person or persons attempt to rob you in the facility or on the grounds:

1. Comply with the robber.
2. Try to remain calm.
3. Do not attempt to resist giving them what they want.
4. Try to remember the height, size, coloration and facial features. (Do not stare at the individual).
5. Try to get a description of the vehicle and license plate number.
6. Lock the doors.
7. Use 911 to notify the local Law Enforcement and report the incident.
8. Write down as much information as soon as possible after the incident as you can and fill out a Robbery Description Form.
9. Do not discuss what happened until a Robbery Description Form has been filled out.
10. Go to your Supervisor's office and wait for Law Enforcement; do not wait alone.
11. Determine what was stolen.

Robbery Prevention & Procedures

In order to reduce the likelihood of an event such as a robbery, reducing temptation and access to the potential robber is most important.

1. Keep cash out of sight from customers and visitors of the Cooperative, especially in the lobby area. Cash should be kept in cash drawer or in an inconspicuous location while preparing the daily banking and over-the-counter transactions with the customer
2. Entrances to office by non-cooperative employees should be minimized. Doors of the warehouse should be closed to non-cooperative personnel when there are no cooperative personnel working in the warehouse area.
3. The deposit facility should be the first stop an employee makes when leaving the office building with a bank deposit. Never take a bank deposit home with you at lunch or make other stops prior to depositing money in the bank.

4. Minimize exposing your daily routine to non-cooperative personnel. Occasionally the deposit should be delivered to bank by someone other than the routine person. Alternate the order of banks in which deposit is made first.
5. Mail should be delivered directly to Cooperative office in order to minimize potential theft of mail. The post office box must be in the locked position after mail is removed.
6. Be observant of suspicious visitors to the cooperative. Report suspicious behavior to your supervisor or in their absence to other cooperative personnel.
7. When a dispatcher or another employee is working alone avoid revealing the fact that you are alone to non-cooperative personnel.
8. Understand that the threat of robbery does exist. Do not become complacent. Know that it can happen to you

H. Active Shooter Event

An “active shooter” is an individual who is engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. You have three options:

1. **RUN:**
 - a. Have an escape route and plan in mind.
 - b. Leave your belongings behind.
 - c. Evacuate regardless of whether others agree to follow.
 - d. Help others escape, if possible.
 - e. Do not attempt to move wounded.
 - f. Prevent others from entering an area where the active shooter may be.
 - g. Keep your hands visible.
 - h. Call 911 when you are safe.
2. **HIDE:**
 - a. Hide in an area out of the shooter’s view.
 - b. Lock door or block entry to your hiding place.
 - c. Silence your cell phone (including vibrate mode) and remain quiet.
3. **FIGHT:**
 - a. Fight as a last resort and only when your life is in imminent danger.
 - b. Attempt to incapacitate the shooter.
 - c. Act with as much physical aggression as possible.
 - d. Improvise weapons or throw items at the active shooter.
 - e. Commit to your actions...your life depends on it.

When law enforcement arrives:

- a. Remain calm and follow instructions.
- b. Drop items in your hand (e.g., bags, jackets)
- c. Raise hands and spread fingers.

- d. Keep hands visible at all times.
- e. Avoid quick movements towards officers, such as holding on to them for safety.
- f. Avoid pointing, screaming or yelling.
- g. Do not ask questions when evacuating.

Information to provide to 911 operations:

- a. Location of the active shooter.
- b. Number of shooters.
- c. Physical description of the shooters
- d. Number and type of weapons shooter has.
- e. Number of potential victims at location.

I. Chemical Spill

SEE ALSO: Prairie Land Electric SPCC

In the event of a hazardous or non-hazardous chemical spill:

- 1. The individual should notify their supervisor immediately.
- 2. The supervisor and/or the Site Safety Officer should inspect the spill and determine if evacuation is necessary and what dangers are present,
- 3. If evacuation of the facility is deemed necessary, the Supervisor shall notify personnel by page. **“This is not a drill please proceed quietly and calmly to the designated meeting area. Please be advised to avoid the _____ area. This is not a drill.”**
- 4. Walk, do not run or panic.
- 5. Report to the Personnel Officer in charge of accounting for all personnel.
- 6. Do not leave the meeting area until advised to do so by the crisis manager.

J. Accident or Serious Injury to Employee

In the event an outside employee is involved in an accident or has a serious injury:

- 4. The office should be notified by radio as a MAY DAY call.
- 5. All necessary information should be relayed to the office:
 - a. Emergency Response required i.e. ambulance, fire department, sheriff department, additional crewmembers, and etc.
 - b. The exact location where Emergency Response is needed by map number (our system) and intersecting roads. Landmarks should not be used unless they are positively known by all parties.
 - c. If additional crew and equipment is required for rescue.
 - d. The number of people requiring assistance.
 - e. The vehicles involved.
 - f. If it is an accident involving equipment damage and no injuries were sustained, tell the office responder.
 - g. NO NAMES WILL BE USED TO IDENTIFY THE INJURED.

- h. NO MENTION OF ANYONE'S DEATH WILL BE RELAYED OVER THE RADIO.
3. The office will immediately notify the proper Emergency Response Personnel.
4. The office will then notify the Manager and Operations Manager after taking all pertinent information and notifying Emergency Response.
5. The office responder or their designate will remain on the radio and in contact with the crew throughout the emergency, in case of the need for any additional assistance.
6. Electrical Contact accidents will require notification to Federated Insurance and KCC.
7. In the event of an employee death OSHA must be notified.

K . Oil Spill

Refer to the cooperative's SPCC plan for all oil spill related situations.

VII. Electrical Distribution System Outage Plan

This outage plan shall be used to determine the cooperative's necessary response to electrical outages. The first step in restoring a distribution system outage is to determine the level of the outage that the cooperative has experienced. From there, the cooperative is to deploy the appropriate amount of manpower to efficiently restore power as soon as possible.

A. Recognizing Severity of Outage

1. Advance Notice

If advance notice is given for severe weather Prairie Land's employees may be put on standby in anticipation of upcoming outages as directed by management. This may require employees to report to the office prior to any outages or to give the supervisor contact information in the event they are required to report in.

2. Outage Categorization

All outages will be categorized into one of three levels depending upon the severity of the outage. The following information should be used to make a determination of the outage category.

- Local weather situations
- Number of outage calls coming in
- Damage reports from lineman
- Loss of substation transformer
- AMI status report (if available)
- OMS

Based upon the above information, a determination shall be made as to the amount of manpower and equipment needed and if needed, scouts may, be assigned to areas to assess damage to the electric system. The following categories shall be assigned to each outage based upon all available information.

Level One: Moderate Event

AMI meters are reporting off at a rate of less than 60 per hour, line section outages, main feeder outages and substation outages are limited to one area. Power is anticipated to be restored within an 8-hour period.

(This handles 90 % percent of the outages during a moderate event)

Level Two: Severe Event

AMI Meters are reporting off at a rate of 60 per hour, electrical system is experiencing county and area wide line section outages, main feeder outages and substation outages. Power is anticipated to be restored within an 8 to 24-hour period.

Level Three: Major Event

AMI Meters are reporting off at a rate of more than 60 per hour, power has been lost to 20 % or more of the members. Multiple county and area wide line section outages, main feeder outages and substation outages. It is anticipated that power cannot be restored in a 24-hour period.

Weather Alert:

Typical Conditions: (severe thunderstorm, tornado, high winds, or ice storm)

It has been determined via weather reports that outages are likely to occur. Office and line crews are put on alert and/or called in, in anticipation of outages to handle phone calls and restore service.

3. Outage Response

Level One:

Dispatch service truck or lineman on call with local in-house employees. Outages limited to one area and anticipate majority of meters to be restored within an 8-hour period.

(This handles 90 % percent of the outages during a moderate event)

After Hours Outage Assistance:

Once the description of the outage is given to the lineman he has the authority to instruct dispatcher to call in the necessary lineman and equipment he feels is needed to handle the outage. Lineman then proceeds to respond to outage location.

Anytime a consumer is knowingly going to be off 8 hours or more notify the appropriate Operations Manager.

Level Two:

Dispatch service trucks or linemen on call with local in-house employees and call for assistance from area wide inhouse employees as needed. Notify operations manager, Assistant CEO, and Member Services Director.

Phone lines are to be diverted to the office once staff is on board to handle calls. Power is anticipated to be restored within an 8 to 24-hour period.

Level Three:

Dispatch service trucks or linemen on call with local in-house employees and call for assistance from area wide inhouse employees and mutual aid or other sources. Notify Operations Manager, Assistant CEO, and Member Service Director. Phone lines are to be diverted to the office once staff is in place to handle calls. CEO will handle public communication and awareness. It is anticipated that power cannot be restored in a 24-hour period.

Level Two and Three Events may require activation of Section 8 FEMA of this ERP.

4. Personnel Duties during a Major Outage

General Manager

- Media Releases – Prepare and coordinate news releases for radio, TV and newspapers.
- Photo and Written Communications – Collect and file all newspaper articles and photographs. (Coordinate through the Operations Manager)

Operations Manager

- Crew Location – Responsible for keeping a system of locating each crew on a daily basis. Log daily activities of crewmembers, equipment, and work locations.
- Ordering Material – Coordinates the placing of emergency orders for material and poles with vendors.
- Securing Additional Manpower and Equipment – Contact the Kansas Electric Cooperative for immediate help. KEC personnel should be contacted in the following order: 1.) Loss Control and Safety, 2.) Director, Administrative and Government Relations, 3.) Regulatory Compliance Counsel, 4.) General Manager.
- Maps – Responsible for having extra up-to-date maps of the system for assisting all crews in their work areas.

- Damage Assessment – Prepare assessment reports of damage from line crew. Assist in the damage assessment and inform the Manager of all results and make recommendations as to Crew assignments based on those results.
- Assess damage and prioritize sections of the system as to order of restoration using data gathered.
- Power Sources – Responsible for making sure all crews are aware of all sources of power fed into the work area assigned. Prairie Land's crew will do switching at or in Substations if possible.
- Dispatch and Switching – Responsible for keeping a log and notifying any other affected crews of any line switching activities.
- Crew Assignment – Responsible for assigning work to all crews including crews from other systems and contractors. Responsible for assigning an employee to work with all outside crews. (It is strongly suggested that crews be kept together and assigned a part of the system and kept in that part until it is restored.) On long duration jobs, it is recommended to limit to a maximum of 16 consecutive hours the number of hours worked and release the crew for 6 consecutive hours for rest. An individual may be required to work longer but in no case should it extend over 20 consecutive hours. It should be noted that in the early stages of call outs, individuals number of hours worked would vary and have to be documented and computed so as not to extend anyone's work time to an unacceptable length.
- Meals – Establish a routine meal schedule for crews; coordinate with the Assistant CEO as to restaurants available in different sections of the system.
- Laundry – Arrange for laundry service for all assisting crews.
- Releasing Assisting Crews – When the situation warrants assisting crews and equipment are released, notify the Kansas Electric Cooperative and all assisting systems of the anticipated date and time the release will occur.
- Equipment Repair, Parts, and Towing – All repair shop, parts stores, and towing services used are listed under the Key Contacts sections of this document.
- Damage Reassessment – Make a new evaluation of damage.
- Field Materials – Coordinate delivery of needed materials to crew in the field.
- Restoration – Assist the crews in field restoration of service when possible.
- Fuel – Notify area Services Stations and make arrangements for charging of fuel, explain that all charges are to be signed by a Cooperative employee and include the system and truck number on the ticket.
- Generator Servicing – When the generator is in use for power to Headquarters systems; maintain oil and fuel levels.
- Oil Spills – Respond to the crews needs in connection with clean up materials and record keeping on any reported oil spill.

- Information – Monitor the progress of restoration through out the shift, with individuals dispatching.
- Inter-Office Communication - Update inter-office personnel as necessary to keep them informed so they can give appropriate responses to callers.

Line Personnel

- Repair and/or Rebuild System – Repair and/or rebuild the distribution and transmission system of the Cooperative as directed by the Operations Manager.
- Note: The information provided by those in the field is of the utmost value; Line Personnel are the eyes of the Cooperative. The accurate input of all Line Personnel will make the restoration go quicker, safer and smoother.
- Documentation of Time – All personnel are responsible for accurate time sheets turned in daily. Foremen are responsible for checking the accuracy of time sheets and see that they are turned in each shift.
- Oil Spill – Contain and clean oil spills from equipment; keep records of spill areas and inform Headquarters of possible need to inform KDHE.
- Outage Records – Maintain Outage Reports including but not limited to number of member services off, cause and duration.

Warehouseman

- Materials – Responsible for checking in and out all materials used by the line crews. Receives and verifies all materials from vendors. Keeps the Operations Manager informed of material levels and materials to be ordered. Responsible for maintaining all records and accounting of materials used for restoration.

Assistant CEO and Director of Finance

- Public Relations and Customer Inquires – Visit with those members who stop by the office or call with specific concerns. Such as advising or recommending for repairs of member owned services. (It is strongly recommended that the Operations Manager update the progress of restoration with the office staff several times daily in order to be knowledgeable of restored areas.)
- Lodging and Board – Responsible for securing lodging and maintaining a list of available lodging in and near the service area. Keep records of room assignments. Dispense maps of the area when needed to assist the mutual aid crews in locating their lodging, restaurants, etc.
- Meals – Notify all area restaurants and arrange for meals and the charging of the same.

- Medical Needs – Secure transportation to medical appointments when necessary.
- Lunch – Order supplies for lunches and breaks. Coordinate delivery and distribution to personnel answering the phone and dispatching. Coordination and distribution to outside crews may be necessary.
- Answering Phone Calls – Assist in answering the phones when office personnel are on break or eating meals. Assist in calling members to determine areas power has been restored.

5. Restoration Service Order

The following order shall be followed when restoring power.

1. Public Safety (All downed conductors over public roads shall be removed)
2. Transmission Line
3. Substation
4. Substation Feeders
5. Main Three Phase Feeders
6. Medical Emergency Members
7. Main Single Phase Feeders
8. All Single Phase Feeders
9. Residential Members
10. Oil Fields
11. All Primary Neutrals
12. Partial Power
13. Members Wiring

6. Substation Restoration Plan

1. This Plan will be completed at a late date.

VIII. FEMA Public Assistance Grant Program

A. Eligibility Plan

Staff of Prairie Land Electric Cooperative, Inc. will exercise due diligence to maintain eligibility for the FEMA Public Assistance Grant Program through the review of 7 CFR Part 1730, RUS Emergency Restoration Plan, 44 CFR Part 13.36, Procurement and DAP 9580.6, FEMA Disaster Assistance Fact Sheet. The 'fact sheet' is embedded within the Prairie Land Electric Emergency Response Plan (ERP) behind Tab VIII FEMA and will be reviewed at least annually; or, as often as the 'fact sheet' is updated.

Prairie Land executive staff will maintain an ongoing relationship with key personnel at the Kansas Department of Emergency Management through direct communication or by active participation at emergency response events hosted by Kansas Electric Cooperative.

Prairie Land Electric Cooperative personnel will continue to participate in or consult with the county Emergency Management and Mitigation Planning Committees in the eighteen (18) counties located in the Prairie Land Electric service territory. Staff will maintain a working relationship with area emergency response coordinators and will participate in planning meetings as called upon.

B. FEMA DISASTER ASSISTANCE FACT SHEET – DAP 9580.6

Overview

The purpose of this fact sheet is to establish criteria to determine eligibility for repair or replacement of disaster-damaged electric distribution and transmission systems under the authority of rural electric cooperatives (RECs), municipal electric utilities, public power districts, and other public entities following a major disaster or emergency declaration by the President. This fact sheet addresses appropriate contracting procedures, categories of work (that is, Category B or F), criteria for replacing conductors, hazard mitigation, Rural Utility Service (RUS) Bulletins, and collateral damage. The Federal Emergency Management Agency (FEMA) must inspect and validate all projects for which the owners are requesting replacement of conductors. The utility owners are responsible for the safety and reliability of their distribution and transmission systems.

Contracting

To be eligible for Federal funding, applicants must comply with federal procurement standards as outlined in the Title 44 Code of Federal Regulations (CFR), Part 13.36, Procurement. Essential elements of the procurement process include: competition; a clear and definitive scope of work, if possible; qualified bidders (documented by licenses, financial records, proof of insurance, and bonding, as applicable); a price analysis to demonstrate price reasonableness; compliance with all relevant local, State, and Federal requirements, laws and policies; and, clear documentation of the process/rationale followed in making procurement decisions. There is no

requirement to negotiate profit separately when applicants follow competitive procurement procedures. Profit is considered to be a component of the unit price.

Unacceptable Contracts: Cost Plus Percentage of Cost

Acceptable Contracts:

1. Lump Sum
2. Unit Price
3. Cost Plus Fixed Fee
4. Sole Source for Materials – in limited situations. RECs, municipal utilities, and public power districts may use noncompetitive procurements to procure materials, provided they meet the requirements of 44 CFR §13.36(d)(4), Methods of procurement to be followed, Procurement by noncompetitive proposals.
5. Time and Material (T&M) - applicants may use T&M contracts only when it has been determined that no other contract is suitable and the contract includes a ceiling price that the contractor exceeds at its own risk (44 CFR §13.36(b)(10), Procurement standards). Since RECs, municipal utilities, and public power districts generally provide the materials used in repairing their systems, these contracts are referred to as “time and equipment” (T&E) contracts. Due to the critical nature of restoring power to the electrical grid following a disaster and because exigent circumstances do not permit delays related to fully assessing the damages before repair work begins, RECs, municipal utilities, and public power districts commonly use T&E contracts for making disaster-related repairs.

The use of T&E contracts to repair disaster-related damages to electrical transmission and distribution systems may be eligible for Public Assistance (PA) funding provided the utility owner:

- (a) Documents the exigent circumstances that exist and explains why other types of contracts were not suitable;
- (b) Documents why a detailed scope of work could not be developed for the repairs;
- (c) Ensures that all T&E contracts contain a “ceiling price” that the contractor exceeds at its own risk, a “not to exceed” clause, or are otherwise limited by an applicant- issued task order;
- (d) Performs and documents a price analysis to demonstrate that the hourly rates are reasonable and justifiable under the disaster conditions;
- (e) Documents the terms of the contract (including mutual aid contracts); and
- (f) Monitors contractors and keeps good records of work performed.

Category of Work

FEMA characterizes work authorized under sections 403, Essential Assistance, and 407, Debris Removal, of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) as emergency work (Categories B and A, respectively) and under section 406, Repair, Restoration, and Replacement of Damaged Facilities, as permanent work (Categories C-G). Category F refers to the permanent repair of utility systems. RECs, municipal utilities, and public power districts work to restore power to customers as soon as possible following disasters. Most repairs are permanent in nature. FEMA categorizes electric utility restoration work as follows:

1. FEMA will characterize all temporary work that RECs, municipal utilities, and public power districts perform to restore power to all facilities capable of receiving it, as Category B, emergency work. In these situations, the RECs, municipal utilities, and public power districts make permanent repairs later to bring the damaged components into compliance with appropriate codes and standards.

2. FEMA will characterize work that RECs, municipal utilities, and public power districts perform to restore the damaged facilities to pre-disaster condition in accordance with applicable codes and standards as Category F, permanent work. RECs, municipal utilities, and public power districts can complete permanent repairs immediately after the disaster occurs or after temporary repairs are completed (see item 1 above).

Replacing Conductors

44 CFR §206.226, Restoration of damaged facilities, authorizes reimbursement for "... work to restore eligible facilities on the basis of the design of such facilities as they existed immediately prior to the disaster ..." in accordance with adopted codes and standards. FEMA recognizes local, state, and national codes (for example, the National Electrical Safety Code and RUS standards and specifications for materials, equipment, and construction, which are applicable regardless of funding source) as appropriate when determining eligible cost to repair or replace damaged electrical facilities.

Establishing Pre-Disaster Condition

Applicants should provide the following information to establish pre-disaster condition of their facilities:

1. Certification of the pre-disaster condition and capacity of the conductor from a licensed professional engineer who has direct experience with the damaged electrical transmission or distribution system. Records providing satisfactory evidence of the condition and capacity of the conductor as it existed prior to the disaster. The certification may be supplemented by a professional engineering evaluation.

2. If available, copies of construction work plans demonstrating the utility's past practices and current/future projects.

3. If required by RUS, a copy of any corrective action plans submitted to RUS in compliance with

7 CFR §1730.25, Corrective action (RUS borrowers only).

Criteria for Conductor Replacement

Determining the disaster-related damages to some components (for example, poles, guys, and cross-arms) of an electrical transmission or distribution system can usually be accomplished by

visual inspection. However, determining the full extent of disaster-related damages to conductors, and the appropriate method to repair the damages, is more challenging, particularly with older systems. FEMA considers a conductor eligible for replacement when it is stretched beyond the point where it can be effectively repaired and re-sagged through predictable modeling to meet appropriate clearances, sag and tension, and to meet pre-disaster reliability. A conductor is beyond the point where it can be effectively repaired when one or more of the following criteria exist within a line section:

1. 25% or more of the conductor spans are damaged. Damage is defined as broken conductors, broken strands, the existence of new (disaster-related) splices, and/or if the conductor is severely pitted, burned, kinked, or damaged in other ways.
2. 30% or more of the line spans are visibly out of sag or do not meet clearances (for example, the conductor does not meet clearance requirements for conductor-to-conductor or conductor-to-ground).
3. 40% or more of the poles were replaced or need to be replaced or plumbed (straightened) due to the disaster.
4. 40% or more of the supporting structures have a disaster-related damaged component (for example, x-arms, braces, pin, ties, insulators, guys/anchors, or poles).
5. The sum of the percentages of the above criteria is 65% or more.
6. Other additional compelling information provided by a licensed professional engineer.

Replacement Conductor

FEMA will fund eligible work in accordance with 44 CFR §206.226, Restoration of damaged facilities. The use of #2 Aluminum Conductor Steel Reinforced (ACSR), however, is considered the lower cost equivalent to replace conductor with equal or lesser amperage capacity, such as copper weld conductor (CWC), hard and soft drawn copper wire, smaller ACSR, and Amerdutor. When such conductor is replaced with #2 ACSR, FEMA will fund adjustments of span lengths and pole heights to meet appropriate design requirements.

If FEMA determines that the conductor is eligible for replacement, FEMA will fund the use of #2 ACSR as the lower cost equivalent replacement of conductor with equal or lesser amp capacity (for example, copper weld conductor (CWC), hard and soft drawn copper wire, and smaller ACSR, and Amerdutor). If the existing spacing of poles exceeds the spacing required for the new conductor, FEMA will fund the installation of additional poles and components as required to meet appropriate design requirements.

If disaster damaged conductor does not qualify for replacement, the damaged line section is eligible for repair only.

Hazard Mitigation

FEMA provides hazard mitigation funding under Section 404, Hazard Mitigation, and Section 406, Repair, Restoration, and Replacement of Damaged Facilities, of the Stafford Act. The State manages the Section 404 Hazard Mitigation Grant Program and establishes the funding priorities for the program. FEMA will evaluate and fund Section 406 hazard mitigation projects to protect

disaster-damaged components of facilities. FEMA supports funding cost-effective hazard mitigation measures for electrical transmission and distribution facilities. In order to be eligible, hazard mitigation measures under Section 406 of the Stafford Act:

1. Must be appropriate to the disaster damage and must prevent future damage similar to that caused by the declared event.
2. Must be applied only to the damaged element(s) of a facility. This criterion is particularly important when conducting repairs to a portion of a system.
3. Cannot increase risks or cause adverse effects to the facility or to other property.
4. Must consist of work that is above and beyond the eligible work required to return the damaged facility to its pre-disaster design. Upgrades required to meet current codes and standards, however, are not considered hazard mitigation measures for purposes of the PA Program and have different eligibility criteria.

FEMA staff must review and approve hazard mitigation measures prior to implementation to ensure eligibility, technical feasibility, environmental and historic preservation compliance, and cost effectiveness. FEMA may fund the use of “wind-motion resistant conductor” as effective hazard mitigation, when conductor segments qualify for replacement.

Code or standard upgrades that FEMA determines do not meet the five criteria listed in 44 CFR §206.226(d), Restoration of damaged facilities, Standards, but which will enhance a facility’s ability to resist similar damage in a future disaster, may be eligible for funding under Section 406 hazard mitigation (see FEMA Disaster Assistance Policy DAP9526.1, Hazard Mitigation Funding under Section 406 of the Stafford Act). For example, increasing the size or changing the type of conductor for hazard mitigation purposes may be eligible for FEMA reimbursement provided it is both viable and cost-effective.

Cost effectiveness is defined as:

1. Up to 15% of the total eligible cost of eligible repairs; or
2. Up to 100% of eligible repair costs for measures listed in Appendix A of DAP9526.1; or
3. A benefit-cost ratio of 1 or greater.

A non-exhaustive list of typical hazard mitigation measures for electrical systems includes the following:

Sample Mitigation Measure

Justification

Installing additional poles to support transformers

100%, listed in Appendix A of DAP9526.1

Installing guy-wires

100%, listed in Appendix A of DAP9526.1

Providing looped distribution service or other redundancies to critical facilities

100%, listed in Appendix A of DAP9526.1

Elevating pad-mounted transformers above BFE (or ABFE where applicable)

100%, listed in Appendix A of DAP9526.1

Replacing damaged poles with higher-rated poles of the same or different material
100%, listed in Appendix A of DAP9526.1
Cross bracing on H Frame Poles
100%, listed in Appendix A of DAP9526.1
Removing large diameter communication lines
100%, listed in Appendix A of DAP9526.1
Upgrade conductor to Wind-Motion Resistant Conductor (e.g., T2 ACSR)
15% of the total eligible cost of eligible repairs
Mid span poles (not specified by code)
15% of the total eligible cost of eligible repairs

Rural Utility Service (RUS) Bulletins

In order for the costs of Federal, State, and local repair or replacement standards which change the pre-disaster construction of a facility to be eligible, 44 CFR §206.226(d), Restoration of damaged facilities, Standards, requires that the standards must:

1. Apply to the type of repair or restoration required;
2. Be appropriate to the pre-disaster use of the facility;
3. Be found reasonable, in writing, and formally adopted and implemented by the State or local government on or before the disaster declaration date, or be a legal Federal requirement applicable to the type of restoration;
4. Apply uniformly to all similar types of facilities within the jurisdiction of the owner of the facility; and
5. For any standard in effect at the time of a disaster, it must have been enforced during the time it was in effect.

Under the authority of the Rural Electrification Act of 1936, the United States Department of Agriculture RUS, Electric Programs Division, makes direct loans and guarantees loans to electric utilities to serve customers in rural areas. Rural electric cooperatives use the loans and loan guarantees to finance construction of electric distribution, transmission, and generation facilities. Through these loans, the Federal government is the majority note-holder for approximately 700 electric systems in 46 states. In accordance with 7 CFR 1724.1(b), Electrical Engineering, Architectural Services and Design Policies and Procedures, all borrowers, regardless of funding sources, are required to comply with RUS requirements for new construction design standards, and the use of RUS accepted material on electric systems.

On July 1, 2005, RUS published Bulletin 1742D-106, Considerations for Replacing Storm-Damaged Conductors, The bulletin provides guidelines to assist rural electric cooperatives in making expedient decisions on whether to repair or replace damaged conductors after disasters. FEMA has reviewed this bulletin and determined that it does not meet the definition of a code or standard as described in 44 CFR §206.226(d). Therefore, FEMA will not accept RUS Bulletin 1742D-106 as a basis for replacing damaged conductors.

To date, rural electric cooperatives have not cited other RUS Bulletins to support their requests for the replacement of conductors. FEMA will evaluate other RUS Bulletins on a case-by-case basis.

Repair of Collateral Damage

The repair of damage to eligible facilities caused during the performance of eligible work is reimbursable under the Public Assistance Program. If rural electric cooperatives, municipal utilities, or public power districts damage their own or other public property while performing emergency repairs to their facilities, the cost to repair the damage may be eligible (see DAP9525.8, Damage to Applicant-Owned Equipment). Rural electric cooperatives often obtain easements from private landowners to access and maintain their transmission and distribution facilities. If private property easements are damaged while making repairs to the disaster-damaged facilities (for example, ruts on the property), the repair of the damage to the private property is eligible for FEMA Public Assistance reimbursement. Applicants shall demonstrate legal responsibility for the repair in the form of a written or statutory easement with an express legal responsibility to repair the damage.

Alex Amparo
Assistant Administrator
Disaster Assistance Directorate

Date

Conductor Replacement Criteria Frequently Asked Questions

1. What is a span?

A span is the distance between two poles.

2. What is a line section?

A line section is a group of contiguous spans selected for evaluation. The applicant has flexibility in defining a line section. A line section could be a single span, all the spans between two dead-end structures, all the spans on a feeder, all the spans on a tap or any other group of contiguous spans that are evaluated together.

3. What is Criterion 1 and how is it applied?

This criterion relates to visible damage to the conductor in a line section. A conductor span with damage such as broken strands, splices or sleeves (installed as a result of the disaster), bird-caging, severe pitting, burns, kinks or other visible conductor damage is counted in this criterion. The number of conductor spans is calculated by multiplying the number of conductors per span by the number of spans. For example a three phase line section with three spans has 12 conductor spans (4 conductors x 3 spans = 12). If a single conductor span has damage in more than one location it still only counts as one damaged conductor span. If 25% or more of the of the total conductor spans in a line section have visible damage as a direct result of the disaster, then the conductors of that line section are considered eligible for replacement.

4. What is Criterion 2 and how is it applied?

This criterion relates to conductor elongation or stretch in a line section. Any conductors in a span that are out of sag or do not meet clearance requirements as a direct result of the disaster are counted in this criterion. If more than one conductor in a span is out of sag or does not meet clearance requirements it still counts as just one span. This evaluation does not require precise measurement of the conductor temperature or actual sag or clearances. This determination is to be made using the good judgment of a qualified electrical inspector. If 30% or more of the total spans in a line section are visibly out of sag or do not meet clearance requirements as a direct result of the disaster, then the conductors of that line section are considered eligible for replacement.

5. What is Criterion 3 and how is it applied?

This criterion is related to damage to the poles supporting the conductor in a line section. If a pole was replaced, is in need of replacement or is in need of plumbing (straightening) as a direct result of the disaster, then it counts in this criterion. A pole is considered to be in need of straightening if it is leaning such that it is unsafe to climb. If 40% or more of the total poles in a line section meet this criterion then the conductors in that line section are considered eligible for replacement.

6. What is Criterion 4 and how is it applied?

This criterion relates to damage to the supporting structure other than the poles. If the supporting structure has damage such as a broken crossarm, broken support brace, bent pin, broken tie, broken insulator, broken guy or pulled anchor as a direct result of the disaster then that support structure is counted in this criterion. If more than one element of the support structure is damaged it still only counts as one damaged support structure. If a pole is counted under criterion 3 then the supporting structure should not be counted under criterion 4. If 40% or more of the total number of support structures in a line section are damaged as a direct result of the storm then the conductors of that line section are considered eligible for replacement.

7. What is Criterion 5 and how is it applied?

This criterion relates to the total damage to a line section. If the sum of the percentages calculated for criteria 1 through 4 is 65% or more then the conductors of that line section are considered eligible for replacement. It is possible that the sum of the percentages for criteria 1 through 4 could be more than 100%.

8. What is Criterion 6 and how is it applied?

This criterion is included to account for other methods of demonstrating that the conductor in a line section is damaged beyond repair. If this criterion is applied then supporting evidence must be documented to clearly describe the basis for the conclusion that the conductor in this line section was damaged as a direct result of the disaster and is not suitable for continued service. FEMA will make the final determination on a case-by-case basis.

DISASTER ASSISTANCE FACT SHEET DAP9580.6
ELECTRIC UTILITY REPAIR

Appendix A - List of Emergency Contacts

A. Appropriate Cooperative Personnel

NAME	TITLE	CITY	WORK PHONE	WORK CELL/ PERSONAL CELL
DEAN WISEMAN	OPERATIONS MANAGER	NORTON, KS	785-877-3323	785-874-8414
DAVE NEWELL	CONSTRUCTION FOREMAN	NORTON, KS	785-877-3323 800-577-3323	785-874-8408
DENNIS THOMAS	AREA FOREMAN	OBERLIN, KS	785-877-3323 785-577-3323	785-874-8402
BRIAN MCKENNA	AREA FOREMAN	NORTON, KS	785-877-3323 800-577-3323	785-874-8403
LEROY HAYS	AREA FOREMAN	PHILLIPSBURG, KS	785-877-3323 800-577-3323	785-874-8441 P-785-543-7152
JAROD ROHR	AREA FOREMAN	HILL CITY, KS	785-877-3323 800-577-3323	785-874-8405 P-785-839-8043
SHAWN MILLER	CREW FOREMAN	NORTON, KS	785-877-3323 800-577-3323	785-874-8410 P-785-871-2393
GARY BEIKMAN	CREW FOREMAN	NORTON, KS	785-877-3323 800-577-3323	785-874-8411 P-785-871-1601
KEATH CHRISTY	APPARATUS / METER TECH.	NORTON	785-877-3323 800-577-3323	P-785-543-7669
GREG COOPER	AREA FOREMAN	ST. FRANCIS	785-332-2295	785-874-8420 P-785-332-0141
DAVID TIEMEYER	AREA FOREMAN	ST. FRANCIS	785-332-2295	785-874-8429 P-785-332-6425
MARSHALL HESPE	CREW FOREMAN	ST. FRANCIS	785-332-2295	785-874-8423 P-785-332-0163
JIM COASH	OPERATIONS MANAGER	CONCORDIA	785-243-1750	785-874-8460
BRANDON BLUE	AREA FOREMAN	SMITH CENTER	785-686-4094	785-874-8451 P-785-531-1355
ANDY GILSDORF	AREA FOREMAN	CONCORDIA	785-243-1750	785-874-8461 P-785-282-0119
WAYLON LAWSON	AREA FOREMAN	CONCORDIA	785-243-1750	785-874-8471 P-785-614-2744

COOPERATIVE RESPONSE CENTER (CRC) After Hours Call Center
PHONE NUMBER: 866-897-7249 or 800-892-1578

B. Local Law Enforcement and Fire Departments

CHEYENNE COUNTY

CHEYENNE COUNTY SHERIFF	212 WASHINGTON SAINT FRANCIS, KS 67756	785-332-8880
ST. FRANCIS POLICE DEPT	209 E. WASHINGTON SAINT FRANCIS, KS 67756	785-332-3385
BIRD CITY FIRE DEPARTMENT	111 E BRESSLER BIRD CITY, KS 67731	785-734-2323

COLBY

COLBY POLICE DEPARTMENT	360 N. FRANKLIN AVENUE COLBY, KS 67701	785-460-4460
COLBY FIRE DEPARTMENT	1125 S. COUNTRY CLUB DR COLBY, KS 67701	785-462-4454
THOMAS COUNTY SHERIFF	225 N. Court COLBY, KS 67701	785-460-4570

CLOUD COUNTY

CLOUD COUNTY SHERIFF	2090 FORT KEARNEY RD. CONCORDIA, KS 66901	785-243-3636
CONCORDIA POLICE DEPT.	401 W 6 TH CONCORDIA, KS 66901	785-243-3131
CLOUD COUNTY EMERGENCY PREPAREDNESS	910 W. 11 TH STREET CONCORDIA, KS 66901	785-614-4614 ERIC VOSS
CONCORDIA CITY FIRE DEPT.	701 WASHINGTON CONCORDIA, KS 66901-2808	785-243-4411
AURORA VOLUNTEER FIRE DEPARTMENT	201 E MAIN AURORA, KS 67417-0099	785-464-3359
GLASCO FIRE DEPT.	206 E. MAIN STREET GLASCO, KS 67445	785-568-2705

Local Law Enforcement and Fire Departments (Cont'd)

DECATUR COUNTY

DECATUR COUNTY SHERIFF	120 E HALL OBERLIN, KS 67749	785-475-8100
OBERLIN POLICE DEPARTMENT	107 W. COMMERCIAL ST. OBERLIN, KS 67749	785-475-2622
OBERLIN FIRE DEPARTMENT	120 E. HALL ST. #4 OBERLIN, KS 67749	785-475-8100

GOODLAND

GOODLAND POLICE DEPT	204 W 11 GOODLAND, KS 67735	785-890-4570
GOODLAND FIRE DEPT. FIRE CHIEF'S OFFICE	1010 CENTER ST GOODLAND, KS 67735	785-890-4545
SHERMAN COUNTY SHERIFF	813 ½ BROADWAY	785-890-4835

GRAHAM COUNTY

GRAHAM COUNTY SHERIFF	410 N POMEROY HILL CITY, KS 67642	785-421-2107
HILL CITY POLCE DEPT	915 W MAIN HILL CITY, KS 67642	785-421-2244
HILL CITY FIRE DEPT	722 E MAIN HILL CITY, KS 67642	785-421-3455

JEWELL COUNTY

JEWELL COUNTY SHERIFF	307 N. COMMERCIAL, MANKATO, KS 66956	785-378-3194
JEWELL CO FIRE DISTRICT #6 -	107 MAIN FORMOSO, KS 66942	785-794-2374
RANDALL RURAL FIRE DEPARTMENT	107 MAIN ST RANDALL, KS 66963	785-739-2380
JEWELL COUNTY RURAL FIRE DISTRICT #5	140 STATE STREET PO BOX 305, BURR OAK, KS 66936	785-647-351

Local Law Enforcement and Fire Departments (Cont'd)

MITCHELL COUNTY

MITCHELL COUNTY RURAL FIRE DIST. #1	3883 L ROAD, BELOIT, KS 67420	785-593-6658
MITCHELL COUNTY SHERIFF	1716 N. HERSEY AVENUE, BELOIT, KS 67420	785-738-3523
TIPTON FIRE DEPARTMENT	608 MAIN STREET TIPTON, KS 67485	785-373-4555
GLEN ELDER FIRE DEPARTMENT	213 S. MARKET STREET GLEN ELDER, KS 67446	785-545-3322

NORTON COUNTY

NORTON COUNTY SHERIFF	105 S KANSAS NORTON, KS 67654	785-877-5780
NORTON CITY POLICE DEPT	301 E WASHINGTON NORTON, KS 67654	785-877-5010
NORTON CITY FIRE DEPT	301 E WASHINGTON NORTON, KS 67654	785-877-5015
ALMENA FIRE DEPT	522 MAIN ST ALMENA, KS 67622	785-664-4030

OSBORNE COUNTY

OSBORNE CITY FIRE DEPARTMENT	128 N. 1 ST STREET OSBORNE, KS. 67473	785- 346-2001
OSBORNE CO. SHERIFF	104 S 5TH ST, OSBORNE, KS. 67473	785-346-2001
DOWNS FIRE DEPARTMENT	815 BEALE STREET DOWNS, KS 67437	785- 454-6622

Local Law Enforcement and Fire Departments (Cont'd)

PHILLIPS COUNTY

PHILLIPS COUNTY SHERIFF	301 STATE ST PHILLIPSBURG, KS 67661	785-543-6885
PHILLIPSBURG POLICE DEPT	425 F STREET PHILLIPSBURG, KS 67661	785-543-6885
PHILLIPSBURG FIRE DEPT.	409 E STREET #1 PHILLIPSBURG, KS 67661	785-543-5317

RAWLINS COUNTY

RAWLINS COUNTY SHERIFF	607 MAIN ST. G ATWOOD, KS 67730	785-626-3865
ATWOOD POLICE DEPT	106 S 3RD ST ATWOOD, KS 67730	785-626-3833
ATWOOD FIRE DEPT - FIREHOUSE	95 MAIN ST ATWOOD, KS 67730	785-626-3897
MC DONALD FIRE DEPARTMENT ADMIN.	202 RAWLINS AVENUE MC DONALD, KS 67745	785-538-2528
BIRD CITY FIRE DEPT.	PO BOX 194 BIRD CITY, KS 67731	785-734-2323

REPUBLIC COUNTY

REPUBLIC CO. SHERIFF	1815 M ST, BELLEVILLE, KS 66935	785-527-5658
CUBA FIRE DEPARTMENT #4	402 LYNN ST, CUBA, KS 66940	785- 729-3822
SCANDIA FIRE DEPARTMENT #10	200 N CLOUD ST, SCANDIA, KS 66966	785- 335-2551

Local Law Enforcement and Fire Departments (Cont'd)

ROOKS COUNTY

ROOKS COUNTY SHERIFF	803 S. ELM STOCKTON, KS 67669	785-425-6312
STOCKTON POLICE DEPT	115 S WALNUT STOCKTON, KS 67669	785-425-6220
STOCKTON FIRE DEPT	115 N WALNUT STOCKTON, KS 67669	785-425-6863
PLAINVILLE POLICE DEPT	222 W MILL PLAINVILLE, KS 67663	785-434-2222
PLAINVILLE FIRE DEPT	416 W MILL PLAINVILLE, KS 67663	785-434-2331
PALCO FIRE ADMINISTRATIVE	508 MAIN ST. PALCO, KS 67657	785-737-4285

SHERIDAN COUNTY

SHERIDAN COUNTY SHERIFF	940 8 TH ST. HOXIE, KS 67740	785-675-3481
HOXIE POLICE DEPARTMENT	(administrative) 1024 ROYAL DR HOXIE, KS 67740	785-675-3291
SHERIDAN COUNTY RURAL FIRE DEPT	(Administrative) 801 9 TH STREET P.O. Box 975 Hoxie, KS. 67740	785-675-3773

SMITH

SMITH COUNTY SHERIFF	217 S JEFFERSON SMITH CENTER, KS 66967	785-282-5180
SMITH CENTER POLICE DEPT	119 W COURT SMITH CENTER, KS 66967	785-282-6555
SMITH CENTER FIRE DEPT ADMINISTRATIVE	216 S WASHINGTON SMITH CENTER	785-282-3271
GAYLORD FIRE EMERGENCY	MAIN ST. GAYLORD, KS. 67638	785-697-2600
KENSINGTON RURAL FIRE DISTRICT #1	KENSINGTON, KS 66951	785-476-2432
ATHOL FIRE DEPARTMENT	205 RAILWAY ATHOL, KS 66932	785-695-2300

Local Law Enforcement and Fire Departments (Cont'd)

WASHINGTON COUNTY

WASHINGTON COUNTY SHERIFF	301 B ST. WASHINGTON, KS. 66968	785-325-2293
WASHINGTON COUNTY EMERGENCY	301 B ST. WASHINGTON, KS. 66968	785-325-2134
LINN CITY FIRE	104 5 TH ST. LINN, KS. 66953	785-348-5373
WASHINGTON COUNTY RURAL FIRE DIST. #8	111 MAIN ST. MORROWVILLE, KS. 66958	785-265-3359

C. Local Power Supply Contacts

SUNFLOWER ELECTRIC POWER CORPORATION	2075 W. ST. JOHN ST. GARDEN CITY KS. 67846-1649	620-275-0161
KANSAS ELECTRIC POWER COOPERATIVE INC. (KEPCO)	600 S.W. CORPORATE VIEW TOPEKA, KS 66615	785-273-7010 800-659-1152
MIDWEST ENERGY INC	1330 CANTERBURY RD HAYS, KS 67601	785-625-3437 AFTER HOURS 800-222-3121
MID-KANSAS ELECTRIC COMPANY, LLC	PO BOX 980 HAYS, KS 67601	800-354-3638

D. Mutual Aid Contacts (Kansas Electric Cooperatives)

KEC Office During Normal Business Hours 785-478-4554 (no toll free)

Larry Detwiler – Director, Loss Control, Safety, and Compliance (no home phone)

Office 785-228-4621

Mobile 785-640-3965

ldetwiler@kec.org

Stacey Marston – Instructor, Loss Control, Safety, and Compliance (no office phone)

Mobile 785-640-3966

Home 785-286-0847

smarston@kec.org

Bruce McAntee- Instructor, Loss Control, Safety and Compliance

Mobile 785-633-3712

Home 620-397-3113

bmcantee@kec.org

NEBRASKA COOPERATIVES

MUST CONTACT DIRECTLY FOR MUTUAL AID

MCCOOK PUBLIC POWER DISTRICT	1510 US 83 BOX 1147 MCCOOK, NE 69001	308-345-2500
SOUTHWEST PUBLIC POWER DISTRICT	221 NORTH MAIN STREET, BOX 289 PALISADE, NE 69040	308-285-3295
TWIN VALLEYS PUBLIC POWER DISTRICT	1125 NASBY STREET BOX 160 CAMBRIDGE, NE 69022	308-697-3315

E. Government Contacts

KDHE (normal business hours) 785-296-1500
KDHE Emergency Response Line (after hours) 785-296-0614
KDHE Northwest District Office, Hays, Kansas 785-261-6100
National Response Center – Environmental Protection Agency 1-888-424-8802
Federal Bureau of Investigation Kansas City Office 816-512-8200
Kansas Bureau of Investigation 800-572-7463 or Topeka Office 785-296-8200
Department of Homeland Security-NIPC 202-282-8000
State of Kansas Division of Emergency Management
Normal phone number 785-646-1399
Emergency phone number 785-291-3333
Federal Emergency Management Agency
Register for disaster assistance 1-800-621-FEMA
Kansas City Region VII Office 816-283-7061
National Electric Reliability Council – ESISAC 609-452-8060
ATLANTA 404-446-2560 OR WASHINGTON, DC 202-400-3000

F. System Engineer Contacts

AL TAMIMI SUNFLOWER ELECTRIC POWER CORPORATION	301 W. 13 TH STREET HAYS, KS	785-623-3336
COREY LINVILLE SUNFLOWER ELECTRIC POWER CORPORATION	2075 W. ST. JOHN ST. GARDEN CITY, KS	620-277-4517

G. Hospital Contacts

CHEYENNE COUNTY HOSPITAL	210 W 1ST ST SAINT FRANCIS, KS 67756	785-332-2104
CLOUD COUNTY HEALTH CENTER	1100 HIGHLAND DR CONCORDIA, KS 66901	785-243-1234
CITIZENS MEDICAL CENTER	100 E COLLEGE DR COLBY, KS 67701	785-462-7511
DECATUR COUNTY HOSPITAL	810 W COLUMBIA OBERLIN, KS 67749	785-475-2208
GOODLAND REGIONAL MEDICAL CENTER	220 W 2 ND ST GOODLAND, KS 67735	785-890-3625
GRAHAM COUNTY HOSPITAL	304 W PROUT HILL CITY, KS 67642	785-421-2121
JEWELL COUNTY HOSPITAL	100 CRESTVUE AVE, MANKATO, KS 66956	785-378-3137
MITCHELL COUNTY HOSPITAL	400 W 8TH ST, BELOIT, KS	785-738-2266
NORTON COUNTY HOSPITAL	102 E HOLME NORTON, KS 67654	785-877-3351
OSBORNE COUNTY HOSPITAL	424 W NEW HAMPSHIRE ST, OSBORNE, KS 67473	785-346-2121
PHILLIPS COUNTY HOSPITAL	1150 STATE STREET PHILLIPSBURG, KS 67661	785-543-5226
RAWLINS COUNTY HEALTH CENTER	707 GRANT ST ATWOOD, KS 67730	785-626-3211
REPUBLIC COUNTY HOSPITAL	2420 G ST, BELLEVILLE, KS 66935	785-527-2254
ROOKS COUNTY HEALTH CENTER	1210 N. WASHINGTON ST. PLAINVILLE, KS 67663	785-434-4553
SHERIDAN COUNTY HOSPITAL	826 18TH ST HOXIE, KS 67740	785-675-3281
SMITH COUNTY MEMORIAL HOSPITAL	921 E. HIGHWAY 36 SMITH CENTER	785-282-6845
WASHINGTON COUNTY HOSPITAL	304 E. 3RD STREET WASHINGTON, KS 66968	785-325-2211

H. Air Ambulance and Burn Centers

AIR MED CARE NETWORK	WEST PLAINS, MO	866-991-1310
EAGLE MED	6601 W PUEBLO DRIVE WICHITA, KS 67209	800-525-5220
KU BURNETT BURN CENTER	3901 RAINBOW BLVD. KANSAS CITY, KS. 66160	913-588-6540
VIA CHRISTI MEDICAL CENTER BURN CENTER	929 N. ST. FRANCIS AVE. WICHITA, KS 67214	316-268-5388

I. Telecommunications and IT Contacts

RURAL TELEPHONE SERVICE/	145 MAIN ST LENORA, KS 67645	785-567-4281
NEX-TECH WIRELESS	117 N. NORTON NORTON, KS 67654	785-877-4135
VERIZON	1711 VINE ST. HAYS, KS 67601	785-301-2763
EAGLE COMMUNICATIONS	1007 W. 27 TH STREET HAYS, KS.	877-613-2453
KEPCo OFFICE	600 SW CORPORATE VIEW TOPEKA, KS 66615	785-273-7010 800-659-1152
NISC	ONE INNOVATION CIRCLE LAKE ST. LOUIS, MO 63367	866-999-6472
HUNT TECHNOLOGIES LANDIS-GYR	6436 COUNTY ROAD 11 PEQUOT LAKES, MN 56472	218-562-4877
SUNFLOWER ELECTRIC POWER CORPORATION	301 WEST 13TH STREET HAYS, KANSAS 67601	785-628-2845
IMAGING OFFICE SYSTEMS,INC (Check Scanner)	7222 W NORTHWIND WITCHITA, KS 67205	316-448-3343

J. Housing Contacts

CHEYENNE COUNTY

THE SPENCER HOUSE B&B	110 E. SPENCER ST SAINT FRANCIS, KS 67756	785-332-2513
HOMESTEADER MOTEL & RV TRAILER	410 HIGHWAY 36 SAINT FRANCIS, KS 67756	785-332-2168

Housing Contacts (Cont'd)

COLBY

BUDGET INN & SUITES	1745 S. RANGE AVE COLBY, KS 67701	785-462-3338
MOTEL 6	1985 S. RANGE AVE. COLBY, KS 67701	785-462-8201
COMFORT INN	2225 S RANGE AVE COLBY, KS 67701	785-462-3833
COUNTRY CLUB DRIVE MOTEL	460 N COUNTRY CLUB DR COLBY, KS 67701	785-462-7568
DAYS INN	1925 S RANGE AVE COLBY, KS 67701	785-462-8691
HOLIDAY INN	645 W WILLOW COLBY, KS 67701	785-462-8787
HAMPTON INN	1000 WILLOW COLBY, KS 67701	785-460-2333
SUPER 8 MOTEL	1040 ZELFER AVE COLBY, KS 67701	785-269-9110
QUALITY INN	1950 S. RANGE AVE COLBY, KS 67701	785-462-3933
AMERICAN INN	2320 S. RANGE AVE COLBY, KS 67701	785-462-3943
BLAKESLEY INN	360W 4TH ST COLBY, KS 67701	785-462-3251

CLOUD COUNTY

ROADWAY INN	89 LINCOLN STREET CONCORDIA, KS. 66901	785-243-4545
SUPER 8	1320 LINCOLN (HWY 81) CONCORDIA, KS. 66901	785-243-4200
HOLIDAY INN EXPRESS	2175 LINCOLN (S. HWY 81) CONCORDIA, KS. 66901	785-243-2700
KANSAS CREEK INN	1330 UNION RD. CONCORDIA, KS 66901	785-243-9988
THE CLYDE HOTEL	422 WASHINGTON ST. CLYDE, KS 66938	785-446-2231

Housing Contacts (Cont'd)

DECATUR COUNTY

FRONTIER MOTEL	207 E. FRONTIER PKWY OBERLIN, KS 67749	785-475-2203
LANDMARK INN	189 S PENN AVE OBERLIN, KS 67749	785-475-2340
OBERLIN INN & RV PARK	402 W FRONTIER PKWY OBERLIN, KS 67749	785-475-8951
COBBLESTONE INN/SUITES	507 W ELM ST. OBERLIN, KS 67749	785-475-1100

GOODLAND

GOODLAND KOA JOURNEY	1114 EAST US-24 GOODLAND, KS 67735	785-790-5701
HOLIDAY INN EXPRESS	2631 ENTERPRISE RD GOODLAND, KS 67735	785-890-9060
COMFORT INN	2519 ENTERPRISE RD GOODLAND, KS 67735	785-899-7181
ECONO-LODGE	2218 COMMERCE RD GOODLAND, KS 67735	785-890-3644
MOTEL 6	2420 COMMERCE RD GOODLAND, KS 67735	785-890-5672
SUPER 8 MOTEL	2520 COMMERCE RD GOODLAND, KS 67735	785-890-7566
AMERICA'S BEST VALUE INN	830 WEST US-24 GOODLAND, KS 67735	785-890-3621
MID-AMERICA CAMP INN	2802 COMMERCE RD GOODLAND, KS 67735	785-899-5431

GRAHAM COUNTY

SCHWEITZER HOTEL	224 W MAIN ST HILL CITY, KS 67642	785-421-2098
WESTERN HILLS MOTEL	802 W MAIN STREET HILL CITY, KS 67642	785-421-2141
PHEASANT INN B&B	609 N. 4TH AVENUE HILL CITY, KS 67642	785-421-2955

Housing Contacts (Cont'd)

JEWELL COUNTY

CREST-VUE MOTEL	724 E. SOUTH STREET MANKATO, KS, 66956	785-378-3515
DREAMLINER MOTEL	1002 W. SOUTH STREET MANKATO, KS, 66956	785-378-3107
JEWELL INN	218 DELAWARE STREET JEWELL, KS 66949	785-428-3564

MITCHELL COUNTY

SUPER 8	3018 US-24 BELOIT, KS 67420	785- 738-4300
BACKYARD LODGE MOTEL	2988 US-24 BELOIT, KS 67420	785-534-1777
RADER LODGE	2174 KS-128 GLEN ELDER, KS 67446	785-545-3476
FIN & FEATHER LODGE	200 E. KANSAS ST GLEN ELDER, KS 67446	308-390-9370
MNM LODGING	906 ELM STREET CAWKER CITY, KS 67430	785-781-4482

NORTON COUNTY

BROOKS MOTEL	900 N STATE NORTON, KS 67654	785-877-3381
HILLCREST MOTEL	606 W. HOLME NORTON, KS 67654	785-877-3343
SLEEP INN	201 E HOLME ST NORTON, KS 67654	785-874-5151
PRAIRIE INN AT LATHROP HOUSE	602 N. FIRST AVENUE NORTON, KS 67654	785-877-2758
ROSE OF SHARON INN	603 E. MAIN STREET NORTON, KS 67654	785-877-3010
BARBEAU HOUSE	210 E. WASHINGTON LENORA, KS 67745	785-567-4886

Housing Contacts (Cont'd)

OSBORNE COUNTY

CROSSROADS INN	933 N. 1ST OSBORNE, KS 67437	785-346-5217
HOWELL HOUSE	701 BLUNT STREET DOWNS, KS 67437	785-454-3888
SHADY GROVE CABINS	1319 KANSAS STREET DOWNS, KS 67437	785-454-6367
WESTLAKE INN	259 W. US-24 DOWNS, KS 67437	785-454-3345
LOCK N LOAD LODGING	269 US-24 DOWNS, KS 67437	785-545-6762

PHILLIPS COUNTY

COTTONWOOD INN	1200 STATE ST PHILLIPSBURG, KS 67661	785-543-2125
ECONOLODGE	320 W STATE ST PHILLIPSBURG, KS 67661	785-543-5223
RODEWAY INN & SUITES	130 E. HWY 36 PHILLIPSBURG, KS 67661	844-867-1026

PLAINVILLE

EVERGREEN MOTEL	110 NW 4 TH ST PLAINVILLE, KS 67663	785-434-4515
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RAWLINS COUNTY

IT'LL DO MOTEL	205 GRANT ST ATWOOD, KS 67730	785-626-9615
BEAVER CREEK GAMEBIRDS	103 N. 3RD ATWOOD, KS 67730	785-626-8001 800-250-5999

Housing Contacts (Cont'd)

REPUBLIC COUNTY

PLAZA MOTEL	K STREET & 36 HWY. BELLEVILLE KS 66935	785-527-2228
SUPER 8	1410 28TH STREET BELLEVILLE, KS 66935	785-527-2112
S & H MOTEL	1415 28TH STREET, BELLEVILLE, KS 66935	785-527-2408
AMERICA'S BEST VALUE INN	1616 US HWY 36 BELLEVILLE, KS 66935	785-527-2231
HERMAN HOUSE	1040 UNION RD. SCANDIA, KS 66966	785-335-2247

ROOKS COUNTY

AMERICANA HOTEL	521 N 1 ST ST STOCKTON, KS 67669	785-425-6772
MIDWEST MOTEL	1401 MAIN ST STOCKTON, KS 67669	785-425-6706
UNDER THE SON'S B&B	1440 18 TERRACE STOCKTON, KS 67669	785-205-9004

SHERIDAN COUNTY

CRESS'VUE MOTEL	1101 OAK AVE HOXIE, KS 67740	785-675-3279
HOXIE MOTEL	1132 E 17 TH ST HOXIE, KS 67740	785-675-3055
MIDWAY MOTEL & CAFÉ	205 N NEBRASKA AVE SELDEN, KS 67757	785-386-4545
CRESSLER CREEK LOG CABIN	RD. 80 E HOXIE, KS 67740	785-675-1295
HISTORIC PHILIP HOUSTON B&B	340 KANSAS AVE REXFORD, KS 67753	785-687-2565

Housing Contacts (Cont'd)

SMITH COUNTY

BUCK SHOT INN	117 W HIGHWAY 36 SMITH CENTER, KS 66967	785-282-6644
PRAIRIE WINDS MOTEL	740 US HIGHWAY 36 SMITH CENTER, KS 66967	785-282-6608
US CTR & LONGTERM STAY APARTMENTS	116 E HIGHWAY 36 SMITH CENTER, KS 66967	785-282-6611
FERGUSON LODGE	RR 1 BOX 152 KENSINGTON, KS 66951	785-476-2416
INGLEBORO MANSION B&B	319 N. MAIN STREET SMITH CENTER, KS 66967	785-282-3798

WASHINGTON COUNTY

WASHINGTON MOTEL	310 W. 7th STREET WASHINGTON, KS 66968	785-325-2281
K-MOTEL	120 W. 7TH STREET WASHINGTON, KS 66968	785-325-2100
SUNFLOWER INN	102 CLIFTON STREET CLIFTON, KS 66937	785-455-3770
ROSE GARDEN RV PARK	127 E. 9TH STREET WASHINGTON, KS 66968	785-325-2411

K. Restaurant Contacts

CHEYENNE COUNTY

BIG ED'S	104 W BRESSLER BIRD CITY, KS 67731	785-734-2475
PARK HILL RESTAURANT	426 E. HWY 36 SAINT FRANCIS, KS 67756	785-332-2255
HILLTOP DINER	707 S. BENTON STREET SAINT FRANCIS, KS 67756	785-772-1536
PIZZA HUT	700 WEST HIGHWAY 36 SAINT FRANCIS, KS 67756	785-332-2601
DAILY BREAD FAMILY RESTAURANT	2845 W. HWY 36 BIRD CITY, KS 67731	785-734-2780

Restaurant Contacts (Cont'd)

CHEYENNE COUNTY (Cont'd)

CADDY SHACK AT RIVERSIDE	HWY US-36 SAINT FRANCIS, KS 67756	785-332-3401
FRESH SEVEN COFFEE	312 WASHINGTON STREET SAINT FRANCIS, KS 67756	785-772-0823
SUBWAY	510 US-36 SAINT FRANCIS, KS 67756	785-332-2905

COLBY

SONIC DRIVE-IN	1835 S. RANGE COLBY, KS 67701	785-462-7138
TACO JOHNS	625 W. WILLOW ST COLBY, KS 67701	785-460-8226
CITY LIMITS	2227 S RANGE AVE COLBY, KS 67701	785-462-6565
GAMBINOS OF COLBY	1100 W 4 TH ST COLBY, KS 67701	785-462-9977
EL DOS De OROS	1950 S RANGE AVE COLBY, KS 67701	785-460-5816
CHINA BUFFET	1933 S. RANGE AVENUE COLBY, KS 67701	785-462-6368
PIZZA HUT	980 S RANGE AVE COLBY, KS 67701	785-462-8206
VILLAGE INN RESTAURANT	2215 S RANGE AVE COLBY, KS 67701	785-460-6683
TWISTER'S	735 E. COLLEGE DR. COLBY, KS 67701	785-460-7888
B-HIVE	170 W. 4TH STREET COLBY, KS 67701	785-460-8813
SUBWAY	1970 S. RANGE AVENUE COLBY, KS 67701	785-462-2022
ARBY'S	2005 S. RANGE AVENUE COLBY, KS 67701	785-462-6460
QDOBA	700 W. HORTON COLBY, KS 67701	785-460-0041
BURGER KING	1945 S. RANGE AVENUE COLBY, KS 67701	785-371-3012
CASEY'S GENERAL STORE	1615 W. 4 TH STREET COLBY, KS 67701	785-462-2972
MCDONALDS	2000 S. RANGE AVENUE COLBY, KS 67701	785-462-8159

Restaurant Contacts (Cont'd)

JIMMY JOHN'S	615 W. WILLOW ST. COLBY, KS 67701	785460-3278
QUIZNOS-OASIS TRAVEL CENTER	700 E. HORTON AVENUE COLBY, KS 67701	785-460-0023
GODFATHER'S PIZZA EXPRESS	265 W. 4TH STREET COLBY, KS 67701	785-462-7339

CLOUD COUNTY

EASY G SPORTS GRILL	107 W. 6 th STREET CONCORDIA, KS 66901	785-262-4099
EL PUERTO	217 W. 6 th CONCORDIA, KS 66901	785-243-6165
PIZZA HUT	2112 LINCOLN ST. CONCORDIA, KS 66901	785-243-2400
SUBWAY	1511 LINCOLN ST. CONCORDIA, KS 66901	785-243-2555
HEAVY'S BBQ	103 W 7 TH CONCORDIA, KS 66901	785-262-4132
GAMBINO'S PIZZA	130 W. 6 TH CONCORDIA, KS 66901	785-243-4600
CASEY'S GENERAL STORE	1315 LINCOLN ST. CONCORDIA, KS 66901	785-243-3900
NEW DRAGON HOUSE	1560 LINCOLN STREET CONCORDIA, KS 66901	785-243-9800
TACO JOHN'S	2122 LINCOLN STREET CONCORDIA, KS 66901	785-243-4335
DAIRY QUEEN	1005 LINCOLN STREET CONCORDIA, KS 67701	785-243-3275
ARBY'S	1707 LINCOLN STREET CONCORDIA, KS 66901	785-243-4299
JITTERS COFFEE HOUSE	221 W. 6 TH STREET CONCORDIA, KS 66901	785-243-4630
SONIC	1302 LINCOLN STREET CONCORDIA, KS 66901	785-243-7766
MCDONALDS	1420 LINCOLN STREET CONCORDIA, KS 66901	785-243-1426
COUNTRY HONKY TONK	418 BROADWAY CONCORDIA, KS 66901	785-243-9840
RICARDO'S MEXICAN RESTAURANT	1802 LINCOLN STREET CONCORDIA, KS 66901	785-262-4393
THE BARNYARD BAR & GRILL	325 WASHINGTON STREET CLYDE, KS 66938	785-446-2007

Restaurant Contacts (Cont'd)

DECATUR COUNTY

FRONTIER RESTAURANTS	209 E FRONTIER PKWY OBERLIN, KS 67749	785-475-3429
RE-LOAD	133 S. PENN OBERLIN, KS 67749	785-475-2421
HOT STUFF FOODS	602 W FRONTIER PKWY OBERLIN, KS 67749	785-475-1080
PIZZA HUT	101 W FRONTIER PKWY OBERLIN, KS 67749	785-475-3638
SUBWAY	409 W. FRONTIER PKWY OBERLIN, KS 67749	785-475-1515
GODFATHER'S PIZZA	409 W. FRONTIRE PKWY OBERLIN, KS 67749	785-475-2609

GOODLAND

CHINA GARDENS	1108 MAIN ST GOODLAND, KS 67735	785-899-3345
CRAZY RS BAR & GRILL	1618 MAIN ST GOODLAND, KS 67735	785-890-3430
GAMBINOS PIZZA	402 E 17 TH ST GOODLAND, KS 67735	785-890-5988
TEQUILA'S MEXICAN GRILL	118 E.17th GOODLAND, KS 67735	785-899-2400
PIZZA HUT	1803 CHERRY ST GOODLAND, KS 67735	785-899-3661
L & T FAMILY RESTAURANT	1016 MAIN STREET GOODLAND, KS 67735	785-890-3710
MARIA'S RESTAURANT & BUFFET	2215 ENTERPRISE RD. GOODLAND, KS 67735	785-890-3100
SHIRAZ	824 W. US HIGHWAY 24 GOODLAND, KS	785-890-4130

Restaurant Contacts (Cont'd)

GOODLAND (Cont'd)

THE BRICKS BY MEG	1530 MAIN STREET GOODLAND, KS 67735	785-890-3020
CASEY'S GENERAL STORE	320 E. 8TH STREET GOODLAND, KS 67735	785-899-7107
TACO JOHN'S	2304 COMMERCE RD GOODLAND, KS 67735	785-890-8226
SONIC	2219 ENTERPRISE RD GOODLAND, KS 67735	785-890-3186
ARBY'S	2515 ENTERPRISE RD GOODLAND, KS 67735	785-890-6106
MCDONALDS	2325 ENTERPRISE RD GOODLAND, KS 67735	785-899-7371
SUBWAY	24221 ENTERPRISE RD GOODLAND, KS 67735	785-899-5245
KING AIR CAFÉ	596 AIRPORT RD STE. E GOODLAND, KS 67735	785-890-5464
GOOD GROUND COFFEE & BISTRO	2402 COMMERCE RD GOODLAND, KS 67735	785-821-2564
KANGAROO EXPRESS	2510 COMMERCE RD. GOODLAND, KS 67735	785-899-7527
STEAK & SHAKE	2629 ENTERPRISE RD GOODLAND, KS 67735	785-890-6757

GRAHAM COUNTY

PIZZA HUT	721 US HIGHWAY 24 HILL CITY, KS 67642	785-421-3691
LAS CANTERAS MEXICAN GRILL	415 W MAIN ST HILL CITY, KS 67642	785-421-5674
PRAIRIE JUNCTION	516 W. MAIN ST. MORLAND, KS 67650	785-627-5355
SUB STATION	602 W. MAIN ST HILL CITY, KS 67642	785-421-3433
CASEY'S GENERAL STORE	516 W. MAIN STREET HILL CITY, KS 67642	785-421-6460
J BARS	203 W MAIN STREET HILL CITY, KS 67642	785-421-3333

Restaurant Contacts (Cont'd)

JEWELL COUNTY

BUFFALO ROAM STEAK HOUSE	740 E SOUTH HIGHWAY 36 MANKATO, KS 66956	785- 378-3971
SWEDEN CREAM	610 E. SOUTH STREET MANKATO, KS 66956	785-378-8600
COW BELL CAFE	810 N. COMMERCIAL MANKATO, KS 66956	785-201-5541
RED ROOSTER	US HIGHWAY 36 MANKATO, KS 66956	785-378-3735
THE BARN	502 PATTERSON AVENUE FORMOSO, KS 66942	785-794-2262

MITCHELL COUNTY

BANNER RESTAURANT	720 N. BELL BELOIT, KS 67420	785-738-5751
PIZZA HUT	3001 US-24 BELOIT, KS 67420	785-738-5706
SONIC DRIVE-IN	3041 US-24 BELOIT, KS 67420	785-534-1467
TEJAVAN	2991 US-24 BELOIT, KS 67420	785-534-1717
RAY'S APPLE MARKET	1010 N. INDEPENDENCE AVE. BELOIT, KS 67420	785-593-6678
EL PUERTOS	2986 US-24 BELOIT, KS 67420	785-738-3773
SUBWAY	509 W. 8TH STREET BELOIT, KS 67420	785-738-4100
CASEY'S GENERAL STORE	806 N. INDEPENDENCE AVE. BELOIT, KS 67420	785-738-4117
KETTLE	204 S. MILL STREET BELOIT, KS 67420	785-534-1971
PLUM CREEK RESTAURANT	121 W. COURT BELOIT, KS 67420	785-738-3893
DAIRY QUEEN	3053 US-24 BELOIT, KS 67420	785-738-5092
CHINA HOUSE	502 E. US-24 BELOIT, KS 67420	785-738-4444
BUBBA'S Q	121 W. MAIN STREET BELOIT, KS 67420	785-534-1300

Restaurant Contacts (Cont'd)

MITCHELL COUNTY (Cont'd)

F & K SNACKS	732 E. 2ND STREET BELOIT, KS 67420	785-738-3118
HUNTER CAFÉ	109 1ST STREET HUNTER, KS 67452	785-529-3325
CORNER BAR & GRILL	804 OAK STREET CAWKER CITY, KS 67430	785-781-4940
PRAIRIE LIGHTS CAFÉ & BAR	506 MAIN STREET TIPTON, KS 67485	785-373-7111
TRAPPER JOE'S	304 S. ELKHORN STREET SIMPSON, KS 67478	785-593-6678

NORTON COUNTY

PFON'Z GRILL & PUB	402 S STATE STREET NORTON, KS 67654	785-874-4384
CHINA KITCHEN	118 S STATE STREET NORTON, KS 67654	785-874-4848
PIZZA HUT	609 W HOLME STREET NORTON, KS 67654	785-877-3359
LAS CANTERAS	203 W. WASHINGTON ST. NORTON, KS 67654	785-874-4074
TOWN & COUNTRY KITCHEN	419 E. HOLME STREET NORTON, KS 67654	785-877-3511
SUBWAY	207 W. HOLME STREET NORTON, KS 67654	785-877-2020
SONIC DRIVE-IN	211 W. HOLME STREET NORTON, KS 67654	785-874-2034
DESTINATION KITCHEN	115 W. MAIN STREET NORTON, KS 67654	785-877-2911
DAIRY QUEEN	501 W. HOLME STREET NORTON, KS 67654	785-874-4242
CHESTER'S CHICKEN & GODFATHERS PIZZA @ LOVES	417 W. HOLME STREET NORTON, KS 67654	785-877-5494
110 BAR & GRILL	110 S. STATE STREET NORTON, KS 67654	785-877-4110

Restaurant Contacts (Cont'd)

OSBORNE COUNTY

PIZZA HUT	918 N. 2ND STREET OSBORNE, KS. 67473	785-346-2006
CIRCLE INN	1106 W US HIGHWAY 24 OSBORNE, KS 67473	785-346-9444
YOPOS MEXICAN RESTAURANT	119 1ST STREET OSBORNE, KS 67473	785-346-5880
THAI CUISINE	214 W. MAIN STREET OSBORNE, KS 67473	785-345-4065
SUBWAY	110 E. MAIN STREET OSBORNE, KS 67473	785-345-4100
CHAMPS CHICKEN	200 S. 1ST STREET OSBORNE, KS 67473	785-346-2929
DOWNS BAR & GRILL	618 MORGAN AVENUE DOWNS, KS 67437	785-454-3630
EL RANCHERO #2	812 MORGAN AVENUE DOWNS, KS 67437	785-454-3304

PHILLIPS COUNTY

BRANDING IRON	1310 STATE ST PHILLIPSBURG, KS 67661	785-543-2863
ORIENTAL & AMERICAN RESTAURANT	498 STATE ST PHILLIPSBURG, KS 67661	785-543-2707
PIZZA HUT	950 STATE ST PHILLIPSBURG, KS 67661	785-543-2139
SHELLY ANNS	210 STATE ST PHILLIPSBURG, KS 67661	785-543-5386
WILLER'S CASUAL DINING	859 3RD STREET PHILLIPSBURG, KS 67661	785-543-1893
THE SAND TRAP	1045 STATE STREET PHILLIPSBURG, KS 67661	785-540-4200
EL AS DOS OROS	609 3RD ST PHILLIPSBURG, KS 67661	785-540-4399
SUBWAY	400 STATE ST PHILLIPSBURG, KS 67661	785-543-5299
SONIC	128 US-36 PHILLIPSBURG, KS 67661	785-540-4282
MAMA'S KITCHEN	107 W. MAIN LOGAN, KS 67646	785-689-4274

Restaurant Contacts (Cont'd)

PHILLIPS COUNTY (Cont'd)

GODFATHER'S PIZZA EXPRESS @ LOVES	709 E. STATE STREET PHILLIPSBURG, KS 67661	785-543-5813
THE SUNDOWNER BAR	W 500 ROAD PHILLIPSBURG, KS 67661	785-302-8058
CHUBBY PICKLE	603 STATE ST. PHILLIPSBURG, KS 67661	785-543-6474
CHY'S BAR & GRILL	207 W. MAIN LOGAN, KS 67646	785-689-4838
MAIN STREET PIZZA	221 W MAIN LOGAN, KS 67646	785-689-7510
TRIPLE C CAFÉ	471 CENTRAL ST GLADE, KS 67639	785-543-6257
THE SOLID ROCK	HWY 9/ E. 1100 ROAD KIRWIN, KS 67644	785-259-0098
HAMMOND HUT	US-383 LONG ISLAND, KS 67647	785-854-8333

PLAINVILLE

PIZZA HUT	611 S WASHINGTON ST PLAINVILLE, KS 67663	785-434-7232
EL AS DE OROS	711 S. WASHINGTON ST. PLAINVILLE, KS 67663	785-688-4255
CARDINAL DRIVE-INN	400 N. BROADWAY PLAINVILLE, KS 67663	785-434-2513
B&B'S	105 E. MAIN STREET PLAINVILLE, KS 67663	785-203-5020
SALE BARN CAFÉ	1669 KS-18 PLAINVILLE, KS 67663	785-688-4164
DAIRY QUEEN	201 3 RD STREET NW PLAINVILLE, KS 67663	785-434-7242
PLAINVILLE SHORT STOP	601 S WAHINGTON ST PLAINVILLE, KS 67663	785-434-2312

RAWLINS COUNTY

MY PLACE	305 GRANT ST ATWOOD, KS 67730	785-626-9677
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Restaurant Contacts (Cont'd)

RAWLINS COUNTY Cont'd

4TH STREET GRILL & CANTINA	116 S 4TH ST ATWOOD, KS 67730	785-513-1013
PIZZA HUT	508 MAIN ST ATWOOD, KS 67730	785-626-3141
LEGENDS	202 STATE STREET ATWOOD, KS 67730	785-626-8157
CASEY'S GENERAL STORE	310 GRANT STREET ATWOOD, KS 67730	785-626-3710
MOJO ESPRESSO & BISTRO	113 S. 4 TH STREET ATWOOD, KS 67730	785-626-9011
MCDONALD GROCERY & RESTAURANT	202 RAWLINS AVENUE MCDONALD, KS 67745	785-538-2528

REPUBLIC COUNTY

BEL VILLA FAMILY DINING	213 US HWY 36. BELLEVILLE, KS.	785-527-8111
LOS PRIMOS	2006 OLD US HWY 81 BELLEVILLE, KS 66935	785-527-8162
CASEY'S GENERAL STORE	1307 28 TH STREET BELLEVILLE, KS 66935	785-527-2345
DAIRY QUEEN	1310 28 TH STREET BELLEVILLE, KS 66935	785-527-2008
SUBWAY	1356 OLD US HWY 81 BELLEVILLE, KS 66935	785-527-2472
THE AFTER FIVE SPORTS BAR & GRILL	1826 M STREET BELLEVILLE, KS 66935	785-527-8182
CHAMPS CHICKEN	2311 M STREET BELLEVILLE, KS 66935	785-527-2464
BETTY'S DINNER BELL	1301 18 TH STREET BELLEVILLE, KS 66935	785-527-8335
TAGS GRILL & BAR	319 CLOUD STREET SCANDIA, KS 66966	785-335-2020
PINKY'S	428 MAIN STREET COURTLAND, KS 66939	785-374-4200

Restaurant Contacts (Cont'd)

ROOKS COUNTY

PIZZA HUT	309 MAIN ST STOCKTON, KS 67669	785-425-6461
WESTON'S	323 MAIN ST STOCKTON, KS 67669	785-415-2131
LOS ARCOS	1003 S. CEDAR STOCKTON, KS 67669	785-415-2222
PALCO GROCERY & DELI	404 MAIN ST #67 PALCO, KS 67657	785-737-5166
183 LANES	906 S CEDAR ST STOCKTON, KS 67669	785-425-6880
DADS PLACE/DAMAR CAFÉ	210 MAIN ST DAMAR, KS 67632	785-839-4025

SHERIDAN COUNTY

MIDWAY MOTEL & CAFÉ	202 NEBRASKA AVE SELDEN, KS 67757	785-386-4545
SOUTHWIND STEAKHOUSE & SALOON	115 N. KANSAS AVE. SELDEN, KS 67757	785-386-4400
THE SHORTSTOP	1017 SHERIDAN AVE HOXIE, KS 67740	785-675-2173
JD'S	744 MAIN ST HOXIE, KS 67740	785-675-3302
OSCARS OF HOXIE	845 MAIN STREET HOXIE, KS 67740	785-675-2022
THE HITCHING POST	901 MAIN STREET HOXIE, KS 67740	785-657-7711
THE ELEPHANT BAR & BISTRO	732 MAIN STREET HOXIE, KS 67740	785-677-3977
WHISTLE STOP CAFÉ	375 MAIN STREET REXFORD, KS 67753	785-687-2036

SMITH COUNTY

LAS CANTERAS	233 S MAIN ST SMITH CENTER, KS 66967	785-686-3074
JIFFY BURGER	815 US HIGHWAY 36 SMITH CENTER, KS 66967	785-282-6435
PAULS CAFÉ & DINING ROOM	114 E HIGHWAY 36 SMITH CENTER, KS 66967	785-282-6271
PIZZA HUT	120 W HIGHWAY 36 SMITH CENTER, KS 66967	785-282-3571
POOCHES	106 S MAIN ST SMITH CENTER, KS 66967	785-686-4195

Restaurant Contacts (Cont'd)

SMITH COUNTY Cont'd

SUBWAY	214 E. HWY 36 SMITH CENTER, KS 66967	785-686-3063
CENTER FIRE PIZZA	103 S. MAIN STREET SMITH CENTER, KS	785-686-3232
CASEY'S GENERAL STORE	205 US HIGHWAY 36 SMITH CENTER, KS 66967	785-282-3377
RUSTY TRACTOR	410 N. MAIN STREET KENSINGTON, KS 66951	785-476-2500

WASHINGTON COUNTY

GAMBINOS PIZZA	317 W. 7TH STREET WASHINGTON, KS 66968	785-454-3304
RICKY'S CAFÉ	323 W. NORTH STREET HANOVER, KS 66945	785-337-8903
CASEY'S GENERAL STORE	113 W. 7TH STREET WASHINGTON, KS 66968	785-325-2234
CHAMPS CHICKEN	200 E. 7TH STREET WASHINGTON, KS 66968	785-325-2150
GAME TIME SPORTS BAR & GRILL	123 E. 4TH STREET WASHINGTON, KS 66968	785-510-6060
HOMETOWN CAFÉ	11 N. CENTER STREET BARNES, KS 66933	785-763-4560
TAILGATERS STEAKHOUSE	410 W. PARALLEL STREET CLIFTON, KS 66937	785-455-3438
JUST LEFT INC.	311 5TH STREET LINN, KS 66953	785-348-5560
MISS MARIE'S DINER	101 W. PARALLEL STREET CLIFTON, KS 66937	785-455-2010
HADDAM CAFÉ	417 MAIN STREET HADDAM, KS 66944	785-778-3135
PALMER CAFÉ	203 N. INDIANA STREET PALMER, KS 66962	785-692-4354
COUGAR'S DEN & BAR	101 MAIN STREET MORROWVILLE, KS 66958	785-265-3001

L. Fuel Supply Contacts

CHEYENNE COUNTY

FRONTIER EQUITY EXCHANGE	209 CO. RD 36 BIRD CITY, KS 67731	785-734-2488
SAINT FRANCIS EQUITY	105 RIVER STREET SAINT FRANCIS, KS 67756	785-332-2421
MAJESTIC SERVICE	510 W. US-36 SAINT FRANCIS, KS 67756	785-332-2905
ST. FRANCIS TRUCK STOP	700 US-36 SAINT FRANCIS, KS 67756	NO PHONE
CRVS (EAGLE)	218 US-36 SAINT FRANCIS, KS 67756	785-332-3222

COLBY

24/7 TRAVEL STORE	1980 S RANGE AVENUE COLBY, KS 67701	785-462-7460
CASEY'S GENERAL STORE	1615 W 4TH ST COLBY, KS 67701	785-462-2972
HI-PLAINS COOP ASSN.	1105 S. COUNTRY CLUB DR COLBY, KS 67701	785-462-4900
OASIS TRAVEL CENTER	700 HORTON AVENUE COLBY, KS 67701	785-460-0044
DILLON'S FUEL CENTER	1605 S. RANGE AVENUE COLBY, KS 67701	785-462-1305
LOVES	265 W. 4 TH STREET COLBY, KS 67701	785-462-7339
CORNER PUMP	900 E. 4 TH STREET COLBY, KS 67701	785-462-0267
PILOT TRAVEL CENTER	1100 E. WILLOW COLBY, KS 67701	785-460-5832

Fuel Supply Contacts (Cont'd)

CLOUD COUNTY

CENTRAL VALLEY AG	315 BROADWAY CONCORDIA, KS	785-243-3394
SHORT STOP #10	1905 LINCOLN STREET CONCORDIA, KS 66901	785-243-4111
CENTRAL VALLEY AG	102 W. 5 TH STREET CONCORDIA, KS 66901	785-738-2241
SHORT STOP	1020 LINCOLN STREET CONCORDIA, KS 66901	785-243-3018

WOOD OIL	203 E. 6 TH STREET CONCORDIA, KS 66901	785-243-7520
CASEY'S GENERAL STORE	1315 LINCOLN STREET CONCORDIA, KS 66901	785-243-3900
CENEX	291 MAIN STREET AURORA, KS 67417	785-738-2241
DERUSSEAU FARM SERVICE	504 BALDWIN AVENUE CLYDE, KS 66938	785-446-3491
CENTRAL VALLEY AG	US-24 GLASCO, KS 67445	785-392-3031

DECATUR COUNTY

EAGLE TRAVEL STOP	405 W FRONTIER PKWY OBERLIN, KS 67749	785-475-3491
CROSSROADS EXPRESS	602 W FRONTIER PKWY OBERLIN, KS 67749	785-475-1075
DECATUR CO-OP ASSN	2422 KS-383 JENNINGS, KS 67643	785-678-2313
PHILLIPS 66	540 W. FRONTIER PKWY OBERLIN, KS 67749	785-475-1075
CENEX	409 W. FRONTIER PKWY OBERLIN, KS 67749	785-475-2609

Fuel Supply Contacts (Cont'd)

GOODLAND

TRAVEL SHOPPE	2423 ENTERPRISE RD GOODLAND, KS 67735	785-899-5451
COWBOY CORNER XPRESS	1631 MAIN ST GOODLAND, KS 67735	785-890-7728
CASEY'S GENERAL STORE	320 E 8 TH ST GOODLAND, KS 67735	785-899-7107
PHILLIPS 66	2510 COMMERCE RD GOODLAND, KS 67735	785-899-7527
24/7 TRAVEL STORE	2710 COMMERCE RD GOODLAND, KS 67735	785-899-7179

GRAHAM COUNTY

CAMERONS CORNER	405 W MAIN ST HILL CITY, KS 67642	785-421-2612
CASEY'S GENERAL STORE	516 W MAIN ST HILL CITY, KS 67642	785-421-6460
FRONTIER AG	2532 US-283 HILL CITY, KS 67642	785-421-2314

JEWELL COUNTY

STEVE'S TOTAL	210 MAIN ST. JEWELL, KS 66949	785-428-3328
MANKATO SERVICE	215 E. SOUTH STREET MANKATO, KS 66956	785-378-3023
MAC'S KWIK STOP	102 W. SOUTH STREET MANKATO, KS 66956	785-378-3229
SINCLAIR	205 W. SOUTH STREET MANKATO, KS 66956	785-378-3945
RANDALL STATION #2	101 WALNUT STREET RANDALL, KS 66963	785-739-2314
CENTRAL VALLEY AG	402 GRAND AVENUE ESBON, KS 66941	785-725-3073

Fuel Supply Contacts (Cont'd)

MITCHELL COUNTY

CENEX	219 S. HERSEY AVENUE BELOIT, KS 67420	785-738-3731
PUMP MART	120 W. 8TH STREET BELOIT, KS 67420	785-738-3061
CASEY'S GENERAL STORE	312 US-24 BELOIT, KS 67420	785-738-4000
CASEY'S GENERAL STORE	806 N. INDEPENDENCE BELOIT, KS 67420	785-738-4117
BOB'S FUEL	260 US-24 GLEN ELDER, KS 67446	785-545-5623
CENTRAL VALLEY AG	108 WASHINGTON STREET TIPTON, KS 67485	785-373-4185
CENTRAL VALLEY AG	2100A 190 ROAD GLEN ELDER, KS 67446	785-545-3150
CENTRAL VALLEY AG	111 GAYLORD STREET HUNTER, KS 67452	785-529-3655

NORTON COUNTY

AG VALLEY CO-OP	201 W LINCOLN NORTON, KS 67654	785-87-5188
LOVES COUNTRY STORE	W HIGHWAY 36 NORTON, KS 67654	785-877-5494
ALTA CONVENIENCE	812 N STATE ST NORTON, KS 67654	785-877-2534
TRAVEL SHOPPE	101 E HOLME ST NORTON, KS 67654	785-877-2356
ALMENA LUMBER & SUPPLY	611 MAIN ST ALMENA, KS 67622	785-669-2421
HIGH PLAINS COOP	110 S. MAIN STREET LENORA, KS 67645	785-567-4482

OSBORNE COUNTY

Fuel Supply Contacts (Cont'd)

PHILLIPS COUNTY

LOVES COUNTRY STORE #59	709 STATE ST PHILLIPSBURG, KS 67661	785-543-5813
ALTA CONVENIENCE	695 STATE ST PHILLIPSBURG, KS 67661	785-543-5121
MAC'S KWIK STOP	1390 STATE STREET KIRWIN, KS 67644	785-540-4100
RANGELAND COOP	788 2ND STREET PHILLIPSBURG, KS 67661	785-543-2114
PRODUCERS AGRICULTURE	222 NE 4TH STREET KIRWIN, KS 67644	785-543-5078

PLAINVILLE

PLAINVILLE SHORT STOP	601 S WASHINGTON PLAINVILLE, KS 67663	785-434-2909
ALTA CONVENIENCE	101 S WASHINGTON PLAINVILLE, KS 67663	785-434-2960
CENEX	105 N. WASHINGTON PLAINVILLE, KS 67663	785-434-4842
RUDER OIL CO.	300 3RD ST. NW PLAINVILLE, KS 67663	785-434-7104

RAWLINS COUNTY

ATWOOD CORNER	402 GRANT ST ATWOOD, KS 67730	785-626-9503
CASEY'S GENERAL STORE	310 GRANT ST ATWOOD, KS 67730	785-626-3710

REPUBLIC COUNTY

LOVES	1356 OLD US HIGHWAY 81 BELLEVILLE, KS 66935	785-527-5815
DUFFY'S 36 SERVICES	1421 28 TH STREET BELLEVILLE, KS 66935	785-527-2309
CASEY'S GENERAL STORE	1307 28 TH STREET BELLEVILLE, KS 66935	785-527-2345
PANTHER PAUSE	212 N. KANSAS AVENUE SCANDIA, KS 66966	785-335-2824
SINCLAIR	801 GRANT STREET COURTLAND, KS 66939	785-374-4425

Fuel Supply Contacts (Cont'd)

ROOKS COUNTY

J-MART	324 S 2 ND ST STOCKTON, KS 67669	785-425-7062
ALTA CONVENIENCE	204 S CEDAR ST STOCKTON, KS 67669	785-425-6049
CENEX	323 S CEDAR ST STOCKTON, KS 67669	785-425-6511
CONOCO	262 S. 2 ND STREET STOCKTON, KS 67669	785-425-7062

SHERIDAN COUNTY

TOWN & COUNTRY STORE CO	1117 OAK AVE HOXIE, KS 67740	785-675-3265
STOP 2 SHOP	1017 AK AVE HOXIE, KS 67740	785-675-3909
FRONTIER AG	798 S ROAD 145 E HOXIE, KS 67740	785-627-4315

SMITH COUNTY

CENEX	103 E HIGHWAY 36 SMITH CENTER, KS 66967	785-282-6813
ALTA CONVENIENCE	104 E HIGHWAY 36 SMITH CENTER, KS 66967	785-282-3346
COUNTRY CORNER	218 US-36 KENSINGTON, KS 66951	785-476-2282
MIDWAY CO-OP ASSN	110 ELM ST LEBANON, KS 66952	785-389-8561
CASEY'S GENERAL STORE	205 US-36 SMITH CENTER, KS 66967	785-282-3377
K-TOWN TRUCK/CAR PLAZA	415 US-36 KENSINGTON, KS 66951	785-476-3171

WASHINGTON COUNTY

CASEY'S GENERAL STORE	113 W. 7TH STREET WASHINGTON, KS 66968	785-325-2234
SHORT STOP #25	200 E 7TH STREET WASHINGTON, KS 66968	785-325-2150
DANNY'S SERVICE	201 W. PARALLEL STREET CLIFTON, KS 66937	785-455-2200

M. Mechanic Contacts

CHEYENNE COUNTY

BRICES AUTO REPAIR	515 W. HIGHWAY 36 SAINT FRANCIS, KS 67756	785-332-2261
ST FRANCIS TIRE & SERVICE	502 E. HIGHWAY 36 SAINT FRANCIS, KS 67756	785-332-3366
MORRIS OFF-ROAD/AUTO REPAIR	430 E US-36 SAINT FRANCIS, KS 67756	785-332-4450
SERVICE REPAIR	402 RICH AVENUE BIRD CITY, KS 67731	970-630-3684

COLBY

DENNY'S AUTO REPAIR	335 N LAKE AVE COLBY, KS 67701	785-460-0237
KANSAS QUICK LUBE	1927 S RANGE COLBY, KS 67701	785-460-5823
P & D AUTO REPAIR	1225 W. 4TH STREET COLBY, KS 67701	785-462-3181
RON'S AUTOMOTIVE	2337 US 24 COLBY, KS 67701	785-462-3567
S & M REPAIR/TOWING	400 E. HORTON COLBY, KS 67701	785-460-0054
T.O. HAAS TIRE/AUTO	910 S. RANGE AVENUE COLBY, KS 67701	785-462-3957
MC AUTO REPAIR	730 S. RANGE AVENUE COLBY, KS 67701	785-460-8473
CENTRAL POWER SYSTEMS/SERVICE	1920 THIELEN AVENUE COLBY, KS 67701	785-462-8211
WAGONER REPAIR/PERFORMANCE	1100 S. COUNTRY CLUB COLBY, KS 67701	785-460-1081
GREAT WESTERN TIRE	1170S. COUNTRY CLUB COLBY, KS 67701	785-462-2100
CUMMINS SALES/SERVICE	1880 S. RANGE AVENUE COLBY, KS 67701	785-462-3945
C & M TRUCK REPAIR LLC	100 STEPHENS AVENUE COLBY, KS 67701	785-460-6450
SERVICE OIL CO.	285 E. 4TH STREET COLBY, KS 67701	785-462-3441

Mechanic Contacts (Cont'd)

CLOUD COUNTY

FOLEY EQUIPMENT	1805 LINCOLN ST. CONCORDIA, KS 66901	785-243-1960
WOMACK SUNSHINE FORD	1510 E.6TH ST. CONCORDIA, KS 66901	785-243-1220
BUDREAU MUFFLER AUTOMOTIVE / TOWING	1908 LINCOLN STREET CONCORDIA, KS 67701	785-243-7508
MILLER'S AUTOMOTIVE	307 E. 18 TH STREET CONCORDIA, KS 66901	785-243-7233
KANSAS LAND TIRE & SERVICE	1721 LINCOLN STREET CONCORDIA, KS 66901	785-243-2706
CAIRNS REPAIR	311 OLIVE STREET CONCORDIA, KS 66901	785-243-7300
BAUMANN'S REPAIR	1401 L STREET CONCORDIA, KS 66901	785-243-1738
KURT'S AUTO REPAIR	1646 ROCK ROAD CONCORDIA, KS 66901	785-243-7663
CONCORDIA AUTO MART INC.	915 E 6 TH STREET CONCORDIA, KS 66901	785-243-3325
H & M AUTO SERVICES	701 LINCOLN STREET CONCORDIA, KS 66901	785-243-2406
DALE'S PUMP REPAIR	504 E. 17 TH STREET CONCORDIA, KS 66901	785-243-7781
DUGAS REPAIR	604 E. 5 TH STREET CONCORDIA, KS 66901	785-243-1667
DEMAR & SONS REPAIR	221 E. 13 TH STREET CONCORDIA, KS 66901	785-243-4043
JOHNSON AUTO	1210 E. 6 TH STREET CONCORDIA, KS 66901	785-243-4146
DEL RAY AUTOMOTIVE	103 E. 3 RD STREET GLASCO, KS 67445	785-568-2214
HIGLE REPAIR	407 E. ELM GLASCO, KS 67445	785-568-7012
TREMBLAY REPAIR	2806 NOBLE ROAD CLYDE, KS 66938	785-446-3310
NAPA AUTO PARTS CLYDE AUTO PARTS	231 WASHINGTON STREET CLYDE, KS 66938	785-446-3515
GODDARD REPAIR	306 E. POTTS STREET GLASCO, KS 67445	785-568-2571

Mechanic Contacts (Cont'd)

DECATUR COUNTY

LINCOLN REPAIR	602 E FRONTIER OBERLIN, KS 67749	785-475-3155
RON'S TIRE SERVICE	201 E. FRONTIER PKWY OBERLIN, KS 67749	785-475-3342

GOODLAND

ALEX'S RADIATOR & AUTO REPAIR	531 W 17 TH ST GOODLAND, KS 67735	785-899-1128
J RODS REPAIR	408 W US HWY 24 GOODLAND, KS 67735	785-899-5551
KANSASLAND TIRE/SERVICE	1402 MAIN ST GOODLAND, KS 67735	785-899-3689
S & M REPAIR & TOWING	1008 W 17 TH ST GOODLAND, KS 67735	785-899-5423
Mc B'S MOTOR REPAIR	421 E 17TH ST GOODLAND, KS 67735	785-899-7375
JG TIRE & AUTO	901 MAIN STREET GOODLAND, KS 67735	785-890-8473
TRUCK & TRACTOR REPAIR	714 E US-24 GOODLAND, KS 67735	785-899-2401

GRAHAM COUNTY

AUTO CARE & SALES	121 W MAIN ST HILL CITY, KS 67642	785-421-5667
JIM DINKEL REPAIR	607 6TH STREET MORLAND, KS 67650	785-627-4351
ALTERNATOR & STARTER SPECS	118 W MAIN ST MORLAND, KS 67650	785-627-4665
HILL CITY TIRE & ALIGNMENT	104 N 7 TH STREET HILL CITY, KS 67642	785-421-2217
B & B TIRE	619 W. MAIN STREET HILL CITY, KS 67642	785-421-2905
VINCENT OK TIRE CO. INC.	2748 US-24 HILL CITY, KS 67642	785-421-2188
RIEDEL REPAIR	1466 160TH AVENUE MORLAND, KS 67650	785-627-4735
MONEY CHEVROLET	221 W. MAIN STREET HILL CITY, KS 67642	800-823-2112
DON'S TRUCK SERVICE	610 5 TH STREET MORLAND, KS 67650	785-627-4161

Mechanic Contacts (Cont'd)

JEWELL COUNTY

LLOYD'S SINCLAIR SERVICES	205 W. SOUTH STREET MANKATO, KS 66956	785-378-3945
PIERCE TRUCK AND AUTO REPAIR	121 E. JEFFERSON STREET MANKATO, KS 6695	785-378-3949
PAUL'S REPAIR AND AUTO BODY	122 N. CENTER STREET MANKATO, KS 66956	785-378-3508
AMERICAN AG & AUTO	612 N. CENTER STREET GLEN ELDER, KS 67446	785-545-3266
MIDWAY CO-OP MR. TIRE	123 W. SOUTH STREET MANKATO, KS 66956	785-378-3233

NORTON COUNTY

ENGELS SALES & SERVICE CENTER	209 W LINCOLN ST NORTON, KS 67654	785-877-3391
KANSASLAND TIRE	11101 ROAD E1 NORTON, KS 67654	785-877-5181
WALTER MOTOR CO	124 S 2ND AVE NORTON, KS 67654	785-877-3112
NORTHWEST DIESEL REPAIR	16662 US-36 NORTON, KS 67654	785-877-2102
DOUG'S ALIGNMENT	209 W. LINCOLN STREET NORTON, KS 67654	785-877-5531
JERRY'S BODY SHOP	209 W. LINCOLN STREET NORTON, KS 67654	785-877-2170

OSBORNE COUNTY

GASPER REPAIR	1326 W. 160TH DRIVE OSBORNE, KS 67473	785-346-0101
DOWNS AUTO REPAIR	306 US-24 DOWNS, KS 67437	785-454-6273
MID TOWN SERVICES	DOWNS, KS 67437	785-454-6219
CANTU AUTO REPAIR	107 W. NEW HAMPSHIRE OSBORNE, KS 67473	785-345-4000
HERMAN COLLISION & REPAIR	134 N. LOCUST STREET OSBORNE, KS 67473	785-345-4001

Mechanic Contacts (Cont'd)

PHILLIPS COUNTY

CALHOON'S MACHINE & REPAIR	1819 CABLE RD PHILLIPSBURG, KS 67661	785-543-2904
LENKER REPAIR & RADIATOR SERVICE	1659 2ND ST PHILLIPSBURG, KS 67661	785-543-5916
MATTESON MOTORS INC	276 W STATE ST PHILLIPSBURG, KS 67661	785-543-2423
FRANK'S RADIATOR SERVICE	555 FRONTAGE RD AGRA, KS 67621	785-638-2460
MIDWEST ENGINE & WELDING	545 FRONTAGE ROAD AGRA, KS 67621	785-638-2870
DENNIE'S REPAIR	MAIN ST PRAIRIE VIEW, KS 67664	785-973-2310
C3 TIRE & AUTO	540 CENTRAL AVENUE GLADE, KS 67639	785-543-6318
WICK'S MUFFLER & AUTO REPAIR	848 STATE STREET PHILLIPSBURG, KS 67661	785-543-2147
KIBBEE'S REPAIR & TOWING	1538 US-183 PHILLIPSBURG, KS 67661	785-543-7689
RON'S RESTORATION	773 CENTRAL AVENUE GLADE, KS 67639	785-543-6769
GODDARD TIRE	109 MILL STREET LOGAN, KS 67646	785-689-4341
PABST AUTO	403 NORTH STREET LOGAN, KS 67646	785-689-4206
STAPEL TIRE & REPAIR	752 E. UNION RD PHILLIPSBURG, KS 67661	785-302-1115
S & M REPAIR	404 HOLLAND PRAIRIE VIEW, KS 67664	785-202-0016
DAVE'S 36 SERVICE STATION	503 STATE STREET PHILLIPSBURG, KS 67661	785-543-3100
COOMES INC. TRUCKING, REPAIR & TOWING	1697 E 250 LN PHILLIPSBURG, KS 67661	785-543-2759

Mechanic Contacts (Cont'd)

PLAINVILLE

DA MAR TRANSCO	111 S WASHINGTON ST PLAINVILLE, KS 67663	785-434-7593
J-J AUTO SALES SERVICE DEPT	310 N JEFFERSON ST PLAINVILLE, KS 67663	785-434-4728
TYLER'S AUTOMOTIVE	111 W. MILL STREET PLAINVILLE, KS 67663	785-688-4030
ARROW AUTOMOTIVE	606 S. WASHINGTON PLAINVILLE, KS	785-688-4195

RAWLINS COUNTY

CAR SPECIALISTS	209 GRANT ST ATWOOD, KS 67730	785-626-9288
BEAMGARD C W CO INC	210 STATE ST ATWOOD, KS 67730	785-626-3286
FRONTIER AG	203 STATE ST ATWOOD, KS 67730	785-626-9001
DAVE'S TRUCK & AUTO	4121 KS-117 HERNDON, KS 67739	785-322-5588

REPUBLIC COUNTY

RELIABLE AUTO SERVICE	1433 28 TH AVENUE BELLEVILLE, KS 66935	785-322-5588
DUFFY'S 36 SERVICES	1421 28 TH STREET BELLEVILLE, KS 66935	785-527-2309
MORRIS GARAGE	1608 N STREET BELLEVILLE, KS 66935	785-527-5540
ROCKING OZ TIRES LLC	1702 N STREET BELLEVILLE, KS 66935	785-527-2720
BACKROADS SALES LLC	1880 190 ROAD BELLEVILLE, KS 66935	785-527-0437
REPUBLIC OIL CO.	411 MAIN STREET REPUBLIC, KS 66964	785-361-2984
SCANDIA REPAIR & AUTO PARTS	200 4 TH STREET SCANDIA, KS 66966	785-335-2229

Mechanic Contacts (Cont'd)

REPUBLIC COUNTY Cont'd

DALE'S REPAIR SHOP	507 RAILROAD STREET AGENDA, KS 66930	785-732-6560
TOWN & COUNTRY SERVICES	300 BAIRD STREET CUBA, KS 66940	785-729-3665
GILE ALIGNMENT SERVICE	506 WASHINGTON STREET SCANDIA, KS 66966	785-335-2667
JENSEN TIRE & SERVICE	225 MAIN STREET COURTLAND, KS 66939	785-374-4315

ROOKS COUNTY

BRAD WALLER AUTOMOTIVE	1120 S CEDAR ST STOCKTON, KS 67669	785-425-6816
DON'S AUTO REPAIR	1665 US HWY 24 STOCKTON, KS 67669	785-425-7244
SHORTY'S SERVICE	1116 MAIN ST STOCKTON, KS 67669	785-425-6032
WESTHUSING'S INC.	1016 S. CEDAR STREET STOCKTON, KS 67669	785-425-6746
JOHN E. JONES OIL CO.	1016 S. CEDAR STREET STOCKTON, KS 67669	785-425-6746
EGA SERVICE CENTER	211 S. 1 ST STREET STOCKTON, KS 67669	785-415-2025
DNA TRANSMISSIONS	524 MAIN STREET STOCKTON, KS 67669	785-425-6777
HAHN TIRE	1135 S. HIGHWAY 83 STOCKTON, KS 67669	785-425-6638

SHERIDAN COUNTY

DON'S ALIGNMENT & BRAKE SERVICE	1133 MAIN ST HOXIE, KS 67740	785-675-3115
ALLIE REPAIR	1417 UTAH AVENUE HOXIE, KS 67740	785-675-3974
ZIMMERMAN REPAIR	1204 KS-23 HOXIE, KS 67740	785-675-3226
VITUS' SERVICE CENTER	1424 VALLEY AVENUE HOXIE, KS 67740	785-675-2223
WEIS TIRE	822 US-24 HOXIE, KS 67740	785-675-3142

Mechanic Contacts (Cont'd)

SMITH COUNTY

DALE'S SERVICE CENTER	417 E HIGHWAY 36 SMITH CENTER, KS 66967	785-282-3321
JIM'S ALINMENT	220 S. MAIN STREET SMITH CENTER, KS 66967	785-282-3724
VANDER GIESEN BROTHERS REPAIR	920 US-36 SMITH CENTER, KS 66967	785-282-6974
STEPHEN'S REPAIR	824 S. MAIN STREET KENSINGTON, KS 66951	785-476-2405

RICE BROTHERS SHOP	113 US-36 KENSINGTON, KS 66951	785-543-3103
GAYLORD SERVICE	MAIN STREET GAYLORD, KS 67638	785-697-2915
JOE'S SERVICE	102 MAIN STREET LEBANON, KS 66952	785-389-1761
CENTRAL PLAINS COOP	205 N. RAILWAY AVENUE ATHOL, KS 66932	785-695-2216

WASHINGTON COUNTY

CJ'S AUTO INC.	101 E. 7TH STREET WASHINGTON, KS 66968	785-325-3500
EATON RADIATOR & AUTO SALES	807 B STREET WASHINGTON, KS 66968	785-325-2717
STONE'S SOUTHSIDE SERVIE	1002 SOUTH B STREET WASHINGTON, KS 66968	785-325-2247
BARNES AUTOMOTIVE	502 E. PARALLEL STREET CLIFTON, KS 66937	785-455-3748
M & M TIRE LLC	100 E 7 TH STREET WASHINGTON, KS 66968	785-325-2207
FRYE MOTOR COMPANY	414 MAIN STREET HADDAM, KS 66944	785-778-2074
NORM'S FULL SERVICE	101 N ELM STREET LINN, KS 66953	785-348-5841
MAHASKA OIL	100 HIGHWAY AVENUE MAHASKA, KS 66955	785-245-3291

N. Auto Parts Contacts

CHEYENNE COUNTY

ST. FRANCIS AUTO PARTS	307 E JACKSON ST SAINT FRANCIS, KS 67756	785-332-2141
NAPA AUTO PARTS	100 E WASHINGTON SAINT FRANCIS, KS 67756	785-332-2138

COLBY

CARQUEST AUTO PARTS	509 N FRANKLIN AVE COLBY, KS 67701	785-462-3349
NAPA AUTO PARTS	425 N MARTIN AVE COLBY, KS 67701	785-462-6741
S & W SUPPLY CO INC	185 W 5TH ST COLBY, KS 67701	785-462-3373
TAYLOR MOTORS	1000 TAYLOR AVE COLBY, KS 67701	785-460-3317
WESTERN AUTO	165 W 4TH ST COLBY, KS 67701	785-460-2432
O'REILLY AUTO PARTS	1905 S. RANGE AVENUE COLBY, KS 67701	785-269-9111

CLOUD COUNTY

CONCORDIA CHEVY/BUICK PARTS	1201 E. 6TH STREET CONCORDIA, KS 66901	785-818-4137
BUMPER TO BUMPER AUTO PARTS OF CONCORDIA	403 W. 5 TH STREET CONCORDIA, KS 66901	785-243-7415
O'REILLY AUTO PARTS	1601 LINCOLN STREET CONCORDIA, KS 66901	785-243-4225
NAPA AUTO PARTS	231 WASHINGTON STREET CLYDE, KS 66938	785-446-3515

DECATUR COUNTY

NAPA AUTO PARTS	102 E FRONTIER PKWY OBERLIN, KS 67749	785-475-2278
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GOODLAND

CARQUEST AUTO PARTS	1202 W. HIGHWAY 24 GOODLAND, KS 67735	785-899-3681
NAPA AUTO PARTS	1615 MAIN ST GOODLAND, KS 67735	785-890-3647
O'REILLY AUTO PARTS	2158 COMMERCE RD. GOODLAND, KS 67735	785-728-4029

Auto Parts Contacts (Cont'd)

GRAHAM COUNTY

CARQUEST AUTO PARTS	504 W MAIN ST HILL CITY, KS 67642	785-421-2161
S & W SUPPLY	1027 W MAIN ST HILL CITY, KS 67642	785-421-2119
AAA AUTO DISCOUNT SUPPLY	2521 US-283 HILL CITY, KS 67642	785-421-2311

JEWELL COUNTY

NAPA AUTO PARTS	414 W. SOUTH STREET MANKATO, KS 66956	785-378-3187
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NORTON COUNTY

CARQUEST AUTO PARTS	102 S. 2ND AVE NORTON, KS 67654	785-877-3333
ENGEL'S SALES & SERVICE	209 W. LINCOLN STREET NORTON, KS 67654	785-877-5166
ROY'S SALES & SERVICE	E. HWY 36 NORTON, KS 67654	785-877-5824

OSBORNE COUNTY

NAPA AUTO PARTS	853 N. 2 ND STREET OSBORNE, KS 67473	785-345-4975
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PHILLIPS COUNTY

NAPA OF PHILLIPSBURG/ BIEKER AUTO PARTS	1704 US-183 PHILLIPSBURG, KS 67761	785-543-4290
SIDLES AUTOMOTIVE	460 STATE ST PHILLIPSBURG, KS 67661	785-543-5221

PLAINVILLE

S & W SUPPLY	400 N JEFFERSON ST PLAINVILLE, KS 67663	785-434-4583
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Auto Parts Contacts (Cont'd)

RAWLINS COUNTY

NAPA AUTO PARTS KIRK'S AUTO SUPPLY INC	507 N 4TH ST ATWOOD, KS 67730	785-626-3103
CAR SPECIALISTS	209 GRANT STREET ATWOOD, KS 67730	785-626-9288
DAVE'S TRUCK & AUTO	4121 KS-117 HERNDON, KS 67739	785-322-5588
CW BEAMGARD CO. INC.	ATWOOD, KS	785-626-3286

REPUBLIC COUNTY

CARQUEST AUTO PARTS	1206 19TH STREET BELLEVILLE, KS 66935	785-527-5607
MELTON MOTOR CO.	1836 US-81 BELLEVILLE, KS 66935	785-527-9740

ROOKS COUNTY

BRAD WALLER AUTOMOTIVE	1120 S. CEDAR STREET STOCKTON, KS 67669	785-425-6816
CARQUEST AUTO PARTS- STERLING SUPPLY	4065 1ST STREET STOCKTON, KS 67669	785-415-2200

SHERIDAN COUNTY

GREAT PLAINS AUTOMOTIVE SUPPLY	945 MAIN ST HOXIE, KS 67740	785-675-3274
D & L SERVICE INC.	1301 OAK AVENUE HOXIE, KS 67740	785-675-3972
HOXIE AG & RADIATOR LLC	1340 OAK AVENUE HOXIE, KS 67740	785-675-9912

SMITH COUNTY

CARQUEST AUTO PARTS	415 W HIGHWAY 36 SMITH CENTER, KS 66967	785-282-6667
COLE NAPA AUTO PARTS	720 N MAIN ST SMITH CENTER, KS 66967	785-686-2886
GREAT PLAINS MOTORS	115 W HIGHWAY 36 KENSINGTON, KS 66951	785-476-3250

WASHINGTON COUNTY

CARQUEST	113 E. 7TH STREET WASHINGTON, KS 66968	785-325-2295
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O. Dozer Service Contacts

MINDRUP TERRACING INC	27564 ROAD W5 LENORA, KS 67645	785-567-4559
WHITNEY CONSTRUCTION	9499 ROAD E3 NORTON, KS 67654	785-877-3745
BOHL CONSTRUCTION INC	120 7 TH ST PHILLIPSBURG, KS 67661	785-543-5944
PFEIFER SERVICE STATION LLC	217 S. PETER ROAD MORLAND, KS 67650	785-627-5711

P. Electrician Contacts

CHEYENNE COUNTY

LAMPE HARDWARE COMPANY	306 WASHINGTON STREET SAINT FRANCIS, KS 67756	785-332-3111
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COLBY

BICKNER ELECTRIC	1205 S COUNTRY CLUB DR COLBY, KS 67701	785-462-6692
DON'S ELECTRIC	160 W 4 TH ST COLBY, KS 67701	785-462-7654
JIM'S ELECTRIC	210 E 2 ND ST COLBY, KS 67701	785-462-2844

CLOUD COUNTY

NEWTON'S ELECTRIC	703 E. 11 th CONCORDIA, KS	785-243-2734
HOOD HEATING & AIR	2201 E. 6TH CONCORDIA, KS	785-243-1489
ROGER'S ELECTRIC & PLUMBING	602 W. 9 TH STREET CONCORDIA, KS 66901	785-243-7798
CENTRAL KANSAS ELECTRIC	1901 E 7 TH STREET CONCORDIA, KS 66901	785-243-7788

Electrician Contacts (Cont'd)

CLOUD COUNTY Cont'd

CARY J. STUPKA	1530 E. 6TH STREET CONCORDIA, KS 66901	785-243-3564
MARTIN'S ELECTRIC & PLUMBING	120 E MAIN STREET GLASCO, KS 67445	785-568-2244
HAMEL'S ELECTRIC	118 1 ST STREET CLYDE, KS 66938	785-446-2884
ZIMMER ELECTRIC	306 WALNUT STREET JAMESTOWN, KS 66948	785-439-6888

DECATUR COUNTY

AMSTAR ELECTRIC INC	ROAD L OBERLIN, KS 67749	785-470-4064
CIRCUITECH ELECTRIC	111 N INGALLS AVE OBERLIN, KS 67749	785-475-2930
SAPPA VALLEY CONSTRUCTION	1831 US-83 OBERLIN, KS 67749	785-475-3130
BAILEY ELECTRIC	304 E OPELIK NORCATUR, KS 67653	785-871-1967 785-693-4400

GOODLAND

B & B ELECTRIC SERVICE INC.	408 CALDWELL ST GOODLAND, KS 67735	785-899-3598
LOHR ELECTRIC	GOODLAND, KS 67735	785-772-6100

GRAHAM COUNTY

ELLIOTT PLUMBING, HEATING & AIR	406 E MAIN ST HILL CITY, KS 67642	785-421-2240
NORTHWEST T&T ELECTRIC INC	2795 US HIGHWAY 24 HILL CITY, KS 67642	785-421-5614
TONY'S ELECTRICAL SERVICE	205 E MAIN ST HILL CITY, KS 67642	785-421-2874

JEWELL

MANKATO PLUMBING & APPLIANCE	113 N. COMMERCIAL MANKATO, KS 66956	785-378-3541
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Electrician Contacts (Cont'd)

NORTON COUNTY

GARRETT PLUMBING, HEATING & ELECTRIC	112 N NORTON AVE NORTON, KS 67654	785-877-3442
HAWK'S ELECTRIC	612 BURTON ST ALMENA, KS 67622	785-669-2312
BEST ELECTRIC	410 E. PENN NORTON, KS	785-877-5658
MIDWEST CONTRACTORS	912 N. STATE STREET NORTON, KS 67654	785-877-3565

OSBORNE

DUBBERT PLUMBING AND HEATING	700 BLUNT STREET DOWNS, KS 67437	785-454-6600
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PHILLIPS COUNTY

INNES ELECTRIC	319 S MORSE DR PHILLIPSBURG, KS 67661	785-543-6160
J & L PLUMBING & ELECTRIC LLC	1669 W. 200 RD PHILLIPSBURG, KS 67661	785-543-6400
BIH PLUMBING & ELECTRIC	919 FRONTAGE ROAD AGRA, KS 67621	785-638-2335
MARK ELECTRIC	260 2ND STREET PHILLIPSBURG, KS 67661	785-543-9008

PLAINVILLE

STEVES ELECTRIC & ROUSTABOUT	1695 Y ROAD PLAINVILLE, KS 67663	785-434-7590
BLAINE'S ELECTRIC LLC	104 NW 6TH STREET PLAINVILLE, KS 67663	785-656-0611

RAWLINS COUNTY

WOLTER'S ELECTRICAL CONSTRUCTION	22672 ROAD Y LUDELL, KS 67744	785-626-2223
VAP CONSTRUCTION	605 N. 10 TH STREET ATWOOD, KS 67730	785-626-9400

REPUBLIC COUNTY

DIDDLE TV & ELECTRIC	2009 23RD STREET BELLEVILLE, KS 66935	785-527-5407
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Electrician Contacts (Cont'd)

ROOKS COUNTY

MCDOWELL ELECTRIC PLUMBING	1219 MAIN ST STOCKTON, KS 67669	785-425-6811
NEWELL PLUMBING & ELECTRIC	218 N MAPLE ST DAMAR, KS 67632	785-839-4220
7M INC	307 MAIN PALCO, KS 67657	785-737-5296
PAXSON ELECTRIC & IRRIGATION	2046 US-24 PENOKEE, KS 67659	785-421-2480
MARK'S LIGHTS ONLY	STOCKTON, KS	785-689-7432

SHERIDAN COUNTY

MEYER ELECTRIC	808 OAK AVE HOXIE, KS 67740	785-675-3331
SOLOMON VALLEY ELECTRICAL	14812 E ROAD 01 S. HOXIE, KS 67740	785-627-8047
CAMPBELL CONTRACT LLC	1353 US-24 HOXIE, KS 67740	785-675-3853

SMITH COUNTY

DAVE'S HEATING & COOLING & ELECTRIC LLC	166 E. KANSAS SMITH CENTER, KS 66967	785-282-6711
VOHS ELECTRIC	409 S MAIN ST SMITH CENTER, KS 66967	785-282-6620

WASHINGTON COUNTY

LITTLE BLUE ENTERPRISES	21 N CENTER STREET BARNES, KS 66933	785-763-4590
B & P ELECTRICAL & GENERAL CONSTRUCTION	321 BIRCHWOOD DRIVE CLIFTON, KS 66937	785-324-1528
PURE ENRGY PLUMBING & ELECTRIC	121 W. 7TH STREET WASHINGTON, KS 66968	785-325-2254

Q. Radio Service Contacts

PLATTE VALLEY COMMUNICATIONS	2215 I AVENUE KEARNEY, NE 68848	308-237-9512
PLATTE VALLEY COMM. CORPORATE OFFICE	211 E. 6 TH STREET LEXINGTON, NE	308-324-6556

R. Electrical Contractor Contacts

GALAXIE ELCTRIC.	840 SHOSHONE STREET STRASBURG, CO 80136	303-434-4560
IES INDUSTRIAL INC.	2219 PROSPECT DR NORTH PLATTE, NE 69101	308-534-0723
MID-PLAINS POWER LLC	3716 WEST OLD HWY 30 GRAND ISLAND, NE. 68803	308-389-3800
SCOBEE POWERLINE CONST LLC.	602 LANA DRIVE #E CAMERON, MO 64429	573-686-3727
MIDDLETON ELECTRIC INC.	2716 WEST HIGHWAY 30 GRAND ISLAND, NE 68803	308-382-2550
PLATTE VALLEY ELECTRIC	502 W. FRONT STREET NORTH PLATTE, NE 69103	308-532-7259

S. Tree Contractor Contacts

SOLIDA TREE SERVICE	95 E SANTA FE RD PHILLIPSBURG, KS 67661	785-543-2810 888-543-2810
ASPLUNDH TREE EXPERT	10575 WIDMER ROAD LENEXA, KS 66215	913-469-5440

T. Material Supply Contacts

HD SUPPLY	1120 SALINE STREET KANSAS CITY, MO 64116	800-431-3000
KRIZ-DAVIS CO.	232 N THIRD PO BOX 767 SALINA, KS 67402	785-827-4497
MCFARLAND CASCADE	201 NORTH WASHINGTON NEOSHO, MO 64850	417-455-2998

Material Supply Contacts (Cont'd)

SOLOMON CORPORATION	PO BOX 245 103 WEST MAIN SOLOMON, KS 67480	785-655-2191
STANION WHOLESALE	1206 E 22 ND STREET HAYS, KS 67601	620-792-2569 785-628-8722

U. Crane Services

GERALD TANK AND STEEL	1510 EAST 11ST CONCORDIA, KS 66901	JOE GERARD 785-243-3895 OFFICE 785-243-4839 CELL
REIF WELDING & CONSTRUCTION	2850 HWY 183 PO BOX J PLAINVILLE, KS 67663	MARK OR KENDALL 785-434-7120 http://reifwelding.com
HESS SERVICES	2670 E 9 TH HAYS, KS 67601	785-625-9295 785-621-4075
SCOTT EVANS CONSTRUCTION	18907 ROAD S NORTON, KS 67654	785-877-2965 785-871-0260 CELL

V. Shipping Containers

COOMES INC	1697 E 250 LANE PHILLIPSBURG, KS 67661	785-543-2759 800-428-8749 safety@coomesinc.com
CHUCK HENRY SALES	525 N POPLAR SOLOMON, KS 67480	785-655-9430

X. Utility Assistance Agency Contacts

KANSAS DIVISION OF EMERGENCY MANAGEMENT	2800 SW TOPEKA BLVD ROOM 17 TOPEKA, KS 66611 PUBLIC ASSISTANCE COORDINATOR UTILITIES – ROY HOISER 785-338-3224	785-646-1399 PUBLIC ASSISTANCE OFFICER – CHRISTINA FLYNTZ OFFICE 785-646-1977 CELL-785-221-7603
FEDERAL EMERGENCY MANAGEMENT AGENCY REGION VII	9221 WARD PARKWAY KANSAS CITY, MO 64114	816-283-7061-KC 1-877-336-2627-KC 202-646-2500-DC 800-621-3362-DC

Y. Consumer Assistance Agency Contacts

AMERICAN RED CROSS	1221 SW 17 TH ST TOPEKA, KS 66604	785-234-0568
SALVATION ARMY	3637 BROADWAY KANSAS CITY, MO 64111	816-756-1455

Z. Financial Contacts

Cooperative Finance Corporation
Aamer Ashad 800-424-2955

CoBank 800-828-7160

First State Bank
John Engelbert 785-877-3341

Federated Rural Electric Insurance
Rose Middleton 800-356-8360 ext 109

AA. Contractors

BUCKLEY POWERLINE, LLC	PO BOX 2 -WEST HIGHWAY 20 AINWORTH, NE 69210	SPENCER SCHENK 402-760-2555 CELL
GREAT PLAINS POWER	3716 WEST OLD HWY 30 GRAND ISLAND, NE 68803	TIM NEWELL 308-675-2627 308-379-4762 CELL

BB. Media Contacts

Newspapers

CHEYENNE COUNTY

St. Francis Herald – Karen Krien – weekly publication - Thursday

310 Washington Street

PO Box 1050

St. Francis, KS 67756

785-332-3162

karenk@nwkansas.com

sfherald@nwkansas.com

Bird City Times –

PO Box 220

Bird City, KS 67731

785-734-7031

bctimes@nwkansas.com

COLBY

Colby Free Press – Steve Haynes – published Monday, Wednesday, Thursday and Friday

155 W 5th St

Colby, KS 67701

785-462-3963

steve.haynes@nwkansas.com

CLOUD COUNTY

Concordia Blade-Empire – published Monday-Friday

510 Washington St

PO Box 309

Concordia, KS 66901

785-243-2424

bladeempire@nckcn.com

Clyde Republican – Margene Cash – weekly publication - Thursday

305 Washington St

Clyde, KS 66938

785-446-2201

clyderepublican@hotmail.com

Newspapers (Cont'd)

Glasco Sun / Delphos Republican – weekly publication - Thursday

PO Box 575

Glasco, KS 67445

785-568-2359

sunrepublican@twinvalley.net

DECATUR COUNTY

Oberlin Herald – weekly publication - Thursday

170 S Penn St.

Oberlin, KS 67749

785-475-2206

k.davis@nwkansas.com

GOODLAND

Goodland Star News – Tom Betz – published Tuesday and Friday

1205 Main St

Goodland, KS 67735

785-899-2338

kbottrell@nwkansas.com

GRAHAM COUNTY

Hill City Times – weekly publication - Thursday

110 N. Pomeroy

PO Box 308

Hill City, KS 67642

785-421-5700

times@ruraltel.net

JEWELL COUNTY

Jewell County Record – weekly publication - Thursday

111 East Main

PO Box 305

Mankato, KS 66956

378-3191

jcr@nckcn.com

Newspapers (Cont'd)

MITCHELL COUNTY

Beloit Call – published Monday, Wednesday and Friday

119 E Main St

Beloit, KS 67420

785-738-3537

beloitcall.@nckcn.com

Cawker City Ledger – weekly publication - Thursday

728 Wisconsin St

Cawker City, KS 67430

785-478-4831

NORTON COUNTY

Norton Telegram – published Tuesday and Friday

215 S. Kansas

Norton, KS 67654

785-877-3361

dpaxton@nwkanasas.com or nortontelegram@nwkanasas.com

OSBORNE COUNTY

Downs News and Times – weekly publication – Thursday

717 E. Railroad St

Downs, KS 67437

785-454-3514

downsnews@ruraltel.net

Osborne County Farmer – weekly publication – Thursday

210 W. Main St.

Osborne, KS 67473

785-346-5424

ospubco@ruraltel.net

Newspapers (Cont'd)

PHILLIPS COUNTY

Phillips County Review – weekly publication - Thursday

683 Third Street

PO Box 446

Phillipsburg, KS 67661

785-543-5242

news@phillipscountyreview.com

Logan Republican – weekly publication - Thursday

101 E Main

PO Box 97

Logan, KS 67646

785-689-4339

loganrep@ruraltel.net

RAWLINS COUNTY

Rawlins County Square Deal – weekly publication – Thursday

114 S 4th St.

PO Box 371

Atwood, KS 67730

785-626-3600

squaredeal114@sbcglobal.net

REPUBLIC COUNTY

Belleville Telescope – weekly publication – Thursday

1805 N Street

Belleville, KS 66935

785-527-2244

btelescope@nckcn.com

Courtland Journal – weekly publication – Thursday

PO Box 318

Courtland, KS 66939

785-374-4428

cjournal@courtland.net

Newspapers (Cont'd)

ROOKS COUNTY

Stockton Sentinel – weekly publication – Thursday

414 Main St.

PO Box 521

Stockton, KS 67669

785-425-6354

stkpaper@ruraltel.net

Plainville Times – weekly publication

400 W Mill

PO Box 40

Plainville, KS 67663

785-434-4525

pvtimes@ruraltel.net

SHERIDAN COUNTY

Sheridan Sentinel – weekly publication - Thursday

716 Main Street

PO Box 78

Hoxie, KS 67740

785-675-3321

sentinel@sheridansentinel.com

SMITH COUNTY

Smith County Pioneer – weekly publication – Thursday

201 S Main St

PO Box 266

Smith Center, KS 66967

785-282-3371

pioneer@ruraltel.net

Lebanon Times – weekly publication – Wednesday

409 Walnut St

PO Box 158

Lebanon, KS 66952

785-389-6631

dnt@nckcn.com

Newspapers (Cont'd)

WASHINGTON COUNTY

Washington County News – weekly publication – Thursday

323 C Street

Washington, KS 66968

785-325-2219

jen@bluevalley.net

Radio Stations

COLBY

KXXX AM / KQLS

1065 S. Range Ave

Colby, KS 67701

785-462-3305 Fax: 785-462-3307

sgardner@rockingmmedia.com

CLOUD COUNTY

Concordia – KNCK AM / KISS FM

PO Box 629

Concordia, KS 66901

785-243-1414 Fax: 785-243-1391

lindaknck@gmail.com

Clay Center – KFRM AM / KCLY FM

1815 Meadowlark Rd.

Clay Center, KS 67432

785-632-5661 Fax: 785-632-5662

DECATUR COUNTY

Oberlin – KFNF FM

PO Box 333 McCook, NE 69001

Oberlin, KS 67749

785-475-2225 Fax: 785-475-2510

holly@highplainsradio.net

Radio Stations (Cont'd)

GOODLAND

KLOE AM / KKCI FM / KWGB FM

3023 W. 31st Street

PO Box 569

Goodland, KS 67735

785-899-2309 Fax: 785-899-3062

MITCHELL COUNTY

Beloit – KVSF AM/FM

PO Box 7

Beloit, KS 67420

785-738-2206 Fax: 785-738-2208

sharon@kvsradio.com

Glen Elder – KDNS FM / KZDY FM

PO Box 88

Glen Elder, KS 67446

785-545-3220 Fax: 785-545-3191

kzdy@nckn.com

NORTON COUNTY

Norton – KQNK AM / FM

1530 KQNK Rd.

Norton, KS 67654

785-877-3378 Fax: 785-877-3379

kqnk@ruraltel.net

PHILLIPS COUNTY

Phillipsburg – KKAN AM / KQMA FM

PO Box 548

Phillipsburg, KS 67661

785-543-2151 Fax: 785-543-2152

bobyates@kkankqma.com

Radio Stations (Cont'd)

REPUBLIC COUNTY

Belleville – KREP FM

2307 US HWY 81

Belleville, KS 66935

785-527-2266 Fax: 785-527-5919

Kr92production@hotmail.com

MCCOOK

KIOD

106 W. 8th Street

PO Box 939

McCook, NE 69001

308-345-1981 Fax: 308-345-7202

KRVN

1007 Plumcreek Pkwy

Lexington, NE 68850

308-324-2371 Fax: 308-324-5786

Television Stations

ABC AFFILIATES – Kansas

Nebraska

KLBY 4 – Colby (satellite of KAKE-TV)

KAKE-TV 10 – Wichita

Contact Information:

KAKE TV

1500 N. West Street

Wichita, KS 67203

(316) 943-4221

800-853-6397

News Fax: 316-943-5374

ndavis@kake.com

ABC AFFILIATES -

KHGI – TV 13 - Kearney

Contact Information:

Nebraska TV

PO Box 220

Axtell, NE 68924

308-455-9900

308-743-2644

news@nebraska.tv

Television Stations (Cont'd)

CBS AFFILIATES – Kansas **Nebraska**

KBSL 10 – Goodland (satellite of KWCH)

KWCH 12 – Wichita

Contact information:

KWCH

2815 E. 37th Street North

Wichita, KS 67219

316-838-1212

888-K12-NEWS

news@kwch.com

CBS AFFILIATES -

KOLN 10 - Lincoln

Contact Information:

KOLN

840 N. 40th

Lincoln, NE 68503

402-467-4321

KGIN 11 – Grand Island

Contact Information:

KGIN

123 N. Locust St

Grand Island, NE 68802

308-382-6100

NBC AFFILIATES – Kansas **Nebraska**

KSNW 3 – Wichita

KSNK 9 – McCook (satellite of KSNW)

Contact Information

KSNW

833 N Main Street

Wichita, KS 67203

316-265-3333 – voice

316-292-1111 – newsroom

316-292-1195 – fax

news@ksn.com

NBC AFFILIATES –

Appendix B - KEC Mutual Aid Plan



Mutual Aid Plan

*“Working Together in the
Spirit of Cooperation”*

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Mutual Aid Plan

Revised September 24, 1993

Reprinted July 1998

Revised June 2001

Revised September 2006

Revised June 2008

Revised June 2010

Revised May 2018

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FOREWORD

Occasionally, and usually as the result of the elements, a cooperative may be confronted with destruction of its lines and equipment on a scale that overtaxes its manpower, equipment, and other facilities, resulting in a substantial breakdown of service.

To cope with emergencies of this nature, the participating cooperatives agree to a plan that is essentially a pledge and agreement to come to the aid and assistance of a stricken cooperative.

The term “cooperative” as used in this agreement shall include electric utilities owned or operated by an electric cooperative or a subsidiary of an electric cooperative.

This plan may be amended, added to, or deleted from at any time by majority agreement among the Kansas Managers Association.

The plan pledges the following from each cooperative to the other:

1. That during an emergency on any cooperative, the other cooperatives will, if need be, operate their own systems with a reduced force of personnel and equipment, and release upon request all other personnel and equipment to the system in need. The primary objective during such an emergency shall be to restore service, not to rebuild the damaged system. Temporary service restoration may be accomplished through temporary repairs; unless it is quicker to rebuild the system to specification. The restored system must be left in a safe condition.
2. That the cooperatives rendering assistance shall do so at net cost, per terms of the agreement.
3. That the cooperative receiving assistance obligates itself to pay all costs as per terms of this agreement.
4. That the cooperative receiving assistance shall release all borrowed personnel immediately after all service is restored, or sooner if it wishes to do so. The assisting co-op may recall its personnel if, in its judgment, it is necessary to do so.
5. That each cooperative obligates itself to comply with both the letter and spirit of the understandings reached herein.

AD HOC MUTUAL AID PROGRAM COMMITTEE

Steve Foss, Chairman, FreeState
Dale Short, Butler
Doug Jackson, Rolling Hills
Kathleen O'Brien, Nemaha-Marshall
Scott Whittington, Lyon-Coffey
Mark Scheibe, Heartland
Timothy Power, DS&O
Bruce Mueller, Wheatland

IF OBTAINING ASSISTANCE FROM KEC

KEC recommends cooperatives coordinate mutual aid services through KEC. In a recovery situation where damage is perceived to be isolated and a cooperative chooses to coordinate directly with another cooperative, please inform KEC of that action. This is recommended so that in the event that damage is more widespread than perceived or subsequent damage occurs, KEC can effectively coordinate statewide mutual aid.

In the event a cooperative experiences a storm or disaster and enlists KEC assistance, follow this procedure:

1. Advise KEC of the assistance needed, request equipment of proper size and scope, and personnel;
2. KEC staff will contact systems having appropriate resources for assistance;
3. Out-of-state assistance will be coordinated by KEC and the neighboring states' statewide association;
4. KEC shall provide liaison between the assisting cooperative and the cooperative receiving assistance.
5. Cooperatives receiving assistance should advise KEC when restoration efforts are completed before releasing crews.

SAFETY RULES AND ACCIDENT INVESTIGATION

All personnel providing assistance shall be guided by the current Safety Practices, Rules, and Regulations as adopted by their cooperative.

Any accident or near-miss (hereafter "incident") occurring while work is being performed under this mutual aid agreement shall be reported by all parties involved to the general manager of the host cooperative. The general manager of the cooperative receiving assistance shall be responsible for initiating an investigation process of the incident to ascertain the pertinent facts detailing the incident. The accident investigation shall be conducted by qualified person or persons selected by the general managers of each of the cooperatives providing or receiving mutual aid at the time of the incident, or, if those persons cannot agree on the person or persons to conduct the investigation, by a person or persons selected by the current officers of the Kansas Managers Association. Should the incident involve a cooperative(s) at which one of the officers is employed, then such officer(s) shall not appoint the investigator(s) and shall be replaced for this purpose by the immediate past president(s) of the Kansas Managers Association. An investigator(s) shall be named within 24 hours of the incident.

BILLING RESOLUTION COMMITTEE

Disputes between cooperatives concerning interpretations of this agreement in the billing of manpower, equipment, or both under this agreement shall be resolved between the cooperatives. If the dispute cannot be resolved, then the dispute shall be brought before the Kansas Managers Association Mutual Aid Plan Billing Resolution Committee, consisting of the current officers of the Kansas Managers Association, which shall render an opinion on the proper interpretation of the agreement. Should the dispute involve a cooperative(s) at which one of the officers is employed, then such officer(s) shall not serve on the committee and shall be replaced for the consideration of such dispute by the immediate past president(s) of the Kansas Managers Association.

MUTUAL AID PLAN - EMPLOYEE INFORMATION FORM

This sheet is to be filled out by each employee prior to beginning work for a host cooperative. This sheet is to be presented to the host cooperative. Each employee will give this sheet to the person in charge of the operations/line personnel before being sent out to perform assistance. This does not eliminate the need for the host cooperative personnel to inform incoming assistance of all necessary safety regulations and possible difference in procedure.

(Please Print)

Assisting Cooperative Name: _____
Address: _____
City/State/Zip Code: _____
Phone Number: _____
Employee Name: _____
Employee's Phone Number: _____
Job Classification/Title: _____
Allergic to What Medicines: _____
Miscellaneous Information: _____
Cooperative Radio Call Sign: _____
Emergency Contact: _____
Emergency Contact Phone #: _____
General Manager/CEO: _____
General Manager/CEO Phone #: _____
Immediate Supervisor: _____
Supervisor's Phone Number: _____
Alternate Cooperative Contact: _____
Alt. Contact's Phone Number: _____
Operations Manager: _____
Op Manager's Phone Number: _____

Authorization:

I hereby release and/or authorize _____ to release any of the

(INSERT REQUESTING COOPERATIVE NAME)

information above to health providers and/or medical personnel in the event of a medical emergency.

Employee Name (please print): _____

Employee Signature: _____ Date: _____

MUTUAL AID PLAN ELECTRIC COOPERATIVES OF KANSAS BILLING STATEMENT

Date _____

FROM:

TO:

LABOR:							
Name	Time	Hours	Rate	Total			
	Regular						
	Overtime						
	Regular						
	Overtime						
	Regular						
	Overtime						
	Regular						
	Overtime						
OVERHEADS:				Total			
INSURANCE P.W. & W.C.							
PENSION							
TAX, F.I.C.A							
MEDICAL & HEALTH INSURANCE							
VACATION & HOLIDAYS							
TRANSPORTATION							
Truck #	Truck Type	Rate	Hours	Total			
MATERIAL:							
No.	Unit		Total				
			Total:				

RESPONSIBILITIES OF COOPERATIVES RECEIVING ASSISTANCE

1. Plan the organization of all help and integrate all assistance with its own personnel and facilities.
2. Request, review and be familiar with assisting cooperatives work rules.
3. Provide each crew with a map of the system showing a) the area to which they have been assigned,
b) source of supply, c) direction of feed, and d) location of sectionalizing equipment.
4. Allow the assisting cooperative crew to work as a unit. Designate one person from the cooperative receiving assistance to serve as a liaison for each crew or group of units operating together. If system maps are not available, then this designation is required.
5. Provide procedures to properly account for a) materials used and retired, b) hours worked by employees, c) distribution of time charged to maintenance, operation, construction, etc., and d) transportation or other equipment.
6. Maintain contact with all units. All operations shall be directed by person or persons who are thoroughly acquainted with the system in the affected area.
7. Provide adequate liability insurance coverage insuring against accidents to third parties arising out of accidents of the assisting personnel and non-ownership coverage (on an excess basis) for accidents involving the assisting cooperative.
8. Establish a line of credit on behalf of assisting cooperatives at a service station to assure that fuel is available during periods when such facilities are normally closed.
9. The cooperative requesting assistance shall prescribe the number of hours to be worked; however, it is strongly recommended to limit the hours worked to no more than 16 hours in a 24-hour period. Under a prolonged duration, the assisting cooperative shall have the prerogative of cutting back hours of work if, in its judgment, it is necessary for the health, safety and welfare of its crew.
10. Set starting time.
11. Set quitting time.
12. Pay through lunch and up to an hour for the evening meal.
13. Pay travel time if lodging is located at a town other than where crew is reporting.
14. Provide and pay for lodging for assisting cooperative personnel. (Personnel may be required to share a motel room with two beds.) In all cases, provide each person his or her own bed.
15. Shall be prepared to cash personal checks of assisting cooperative personnel when necessary, and the assisting cooperative shall guarantee payment.
16. Shall pay the actual and reasonable cost of meals (alcoholic beverages excluded) and necessary incidental expenses. Itemized receipts are required.

RESPONSIBILITIES OF ASSISTING COOPERATIVES

1. Dispatch properly-trained and equipped personnel and equipment in good working condition.
2. Complete Employee Information Form for each assisting cooperative employee.
3. Inform its own personnel of all aspects of this agreement.
4. Provide workers compensation insurance coverage for injuries sustained by assisting cooperative personnel, wherever such injuries might occur.
5. Ensure that each cooperative employee leaving home to assist another cooperative has sufficient cash.
6. Bill the cooperative requesting assistance for the actual payroll cost. All hours worked shall be billed to the cooperative requesting assistance at the employee's current job classification and rate of pay and on the same basis as if the work had been performed at the assisting cooperative unless specified differently by contract.
7. Incentive pay shall be billed to the cooperative requesting assistance at \$2.00 per every regular hour worked and \$3.00 for every overtime hour worked.

Example: 40 regular hours x \$2.00 = \$80.00 and 20 overtime hours x \$3.00 = \$60.00

(Note: Overtime hours are any hours over regular hours regardless if overtime rate of pay is billed at 1.5, 2 or 3 times the assisting cooperative employee's current job classification and rate of pay.)
8. Bill for all applicable overheads, but no administrative costs. This will include such items of overhead that the cooperative normally spreads as part of payroll. A fixed percentage for payroll overhead shall not be used.
9. Billing Transportation and Other Equipment
 - Transportation and other equipment shall be supplied by the assisting cooperative only as requested.
 - All maintenance and repair costs shall be paid by the cooperative providing the vehicle.
 - In all cases, vehicles should be operated by only an employee of the cooperative providing the vehicle.
10. Send the following work rules to the general manager of cooperative receiving assistance:
 - Overtime/Straight Time Rules (i.e., 16-hour rule)
 - Holiday and Weekend Rules
 - Start and Stop Time Pay Rules
 - Rest Requirement Rules (i.e., 8-hour rest rule)

TRANSPORTATION AND OTHER EQUIPMENT

Transportation and other equipment shall be supplied by the assisting cooperative only as requested. All operating, maintenance, and repair costs are to be paid by the cooperative owning the vehicle.

In all cases, vehicles should be operated by only an employee of the cooperative owning the vehicle.

Transportation Reimbursement

- Pick-ups: \$12.00 per hour.
- Midsize 1 to under 2 ton trucks: \$35.00 per hour.
(This rate for small bucket trucks.)
- Large (2 ton or greater) trucks: \$55.00 per hour.
(This rate includes hydraulic, rotating boom, digger, and pole setting trucks and large bucket trucks.)
- Specially equipped vehicle or equipment not described: Actual cost of operation.
- Pole trailers: no charge.
- Actual cost for fuel and oil for vehicles.
Example: If a crew works ten hours, the truck will be billed:
 $10 \text{ (hours)} \times \$35.00 = \$350.00$.

MATERIALS

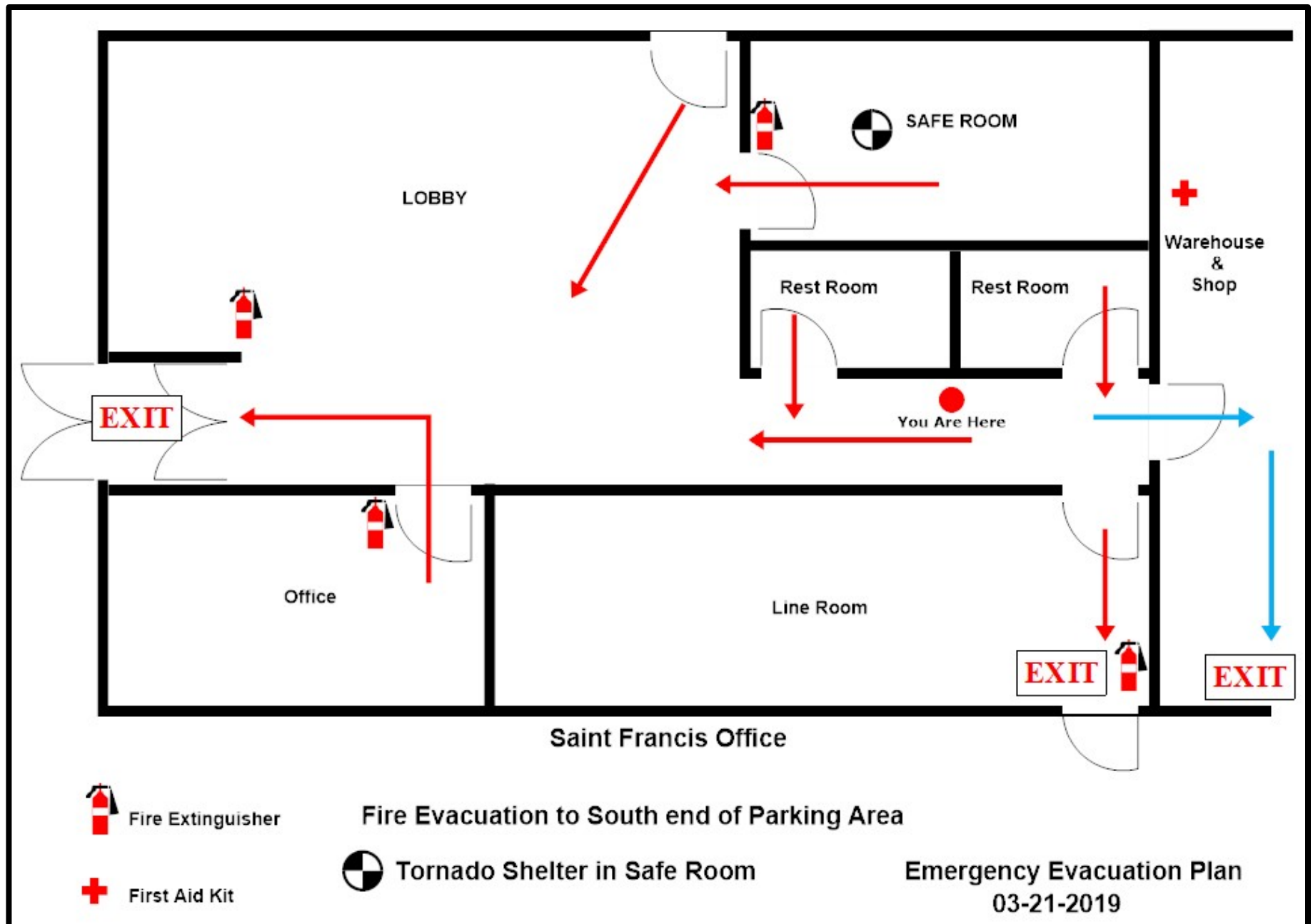
Major materials are to be supplied to the assisting cooperative only upon their request. Records on material supplied (both major and minor) are to be kept by the assisting cooperative, and the assisted cooperative may either return the borrowed materials or reimburse the assisting cooperative for its replacement.

OUT OF STATE

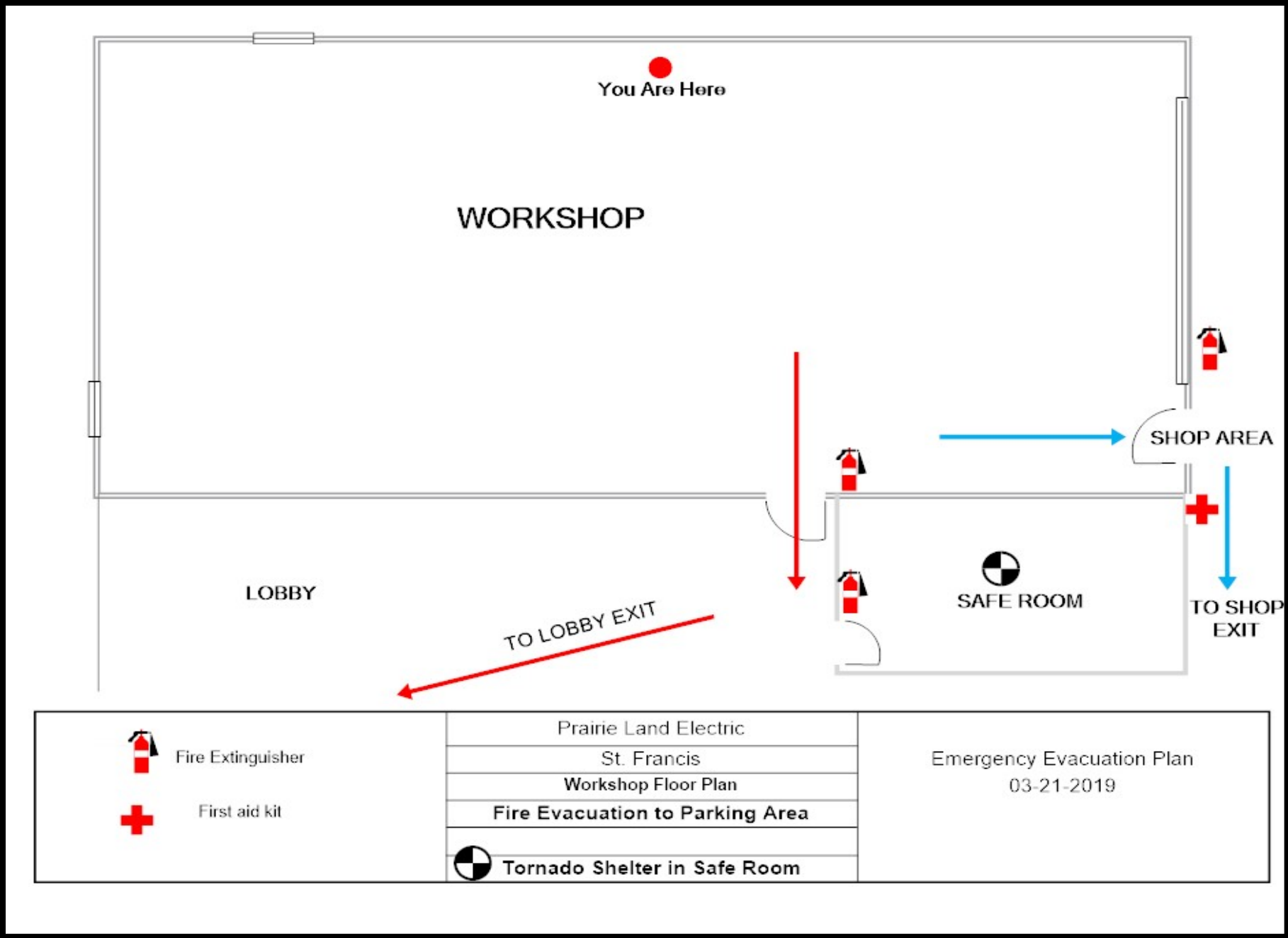
Cooperatives assisting cooperatives in other states shall follow the terms and conditions of this mutual aid agreement.

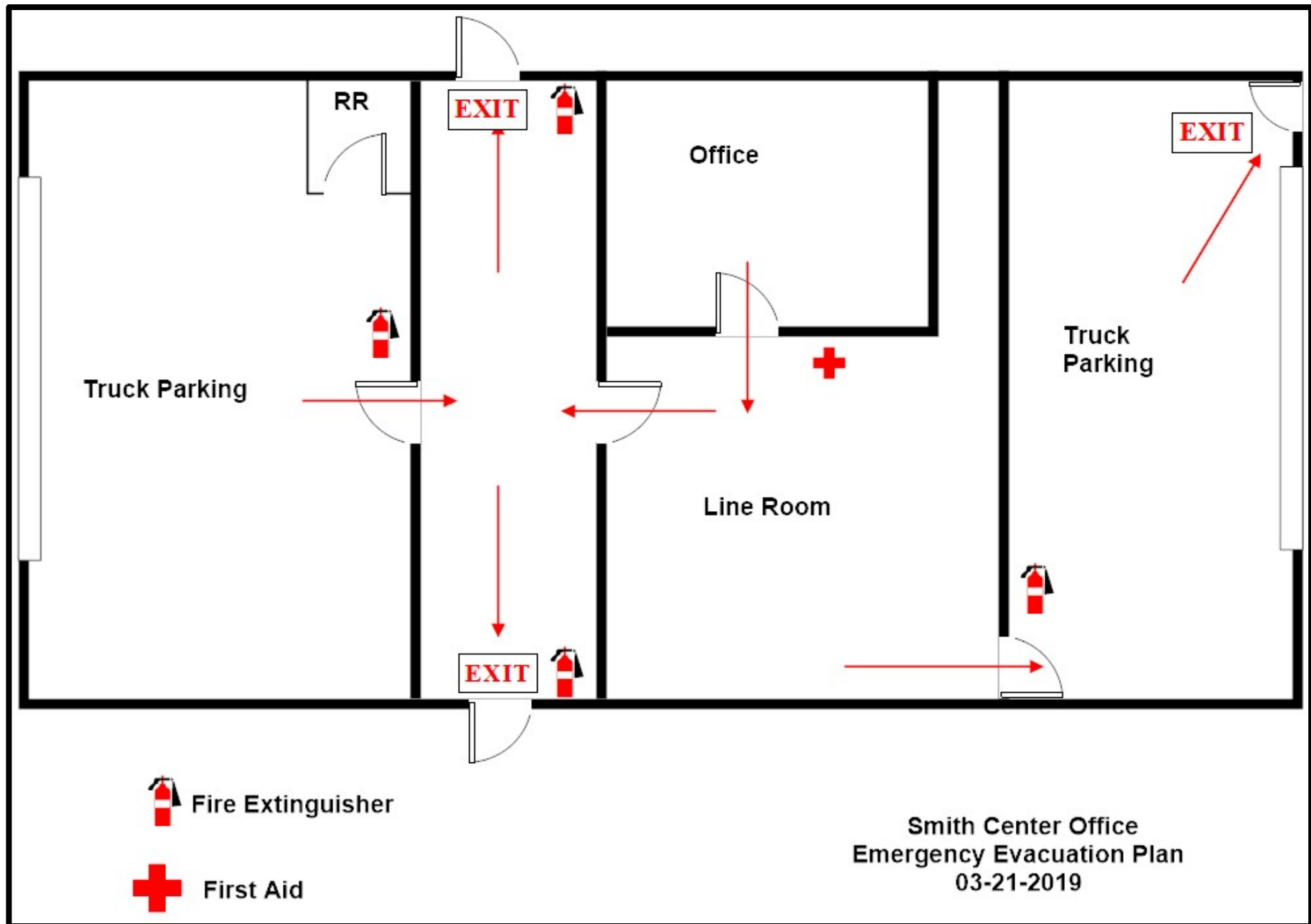
Appendix C - Evacuation Plans

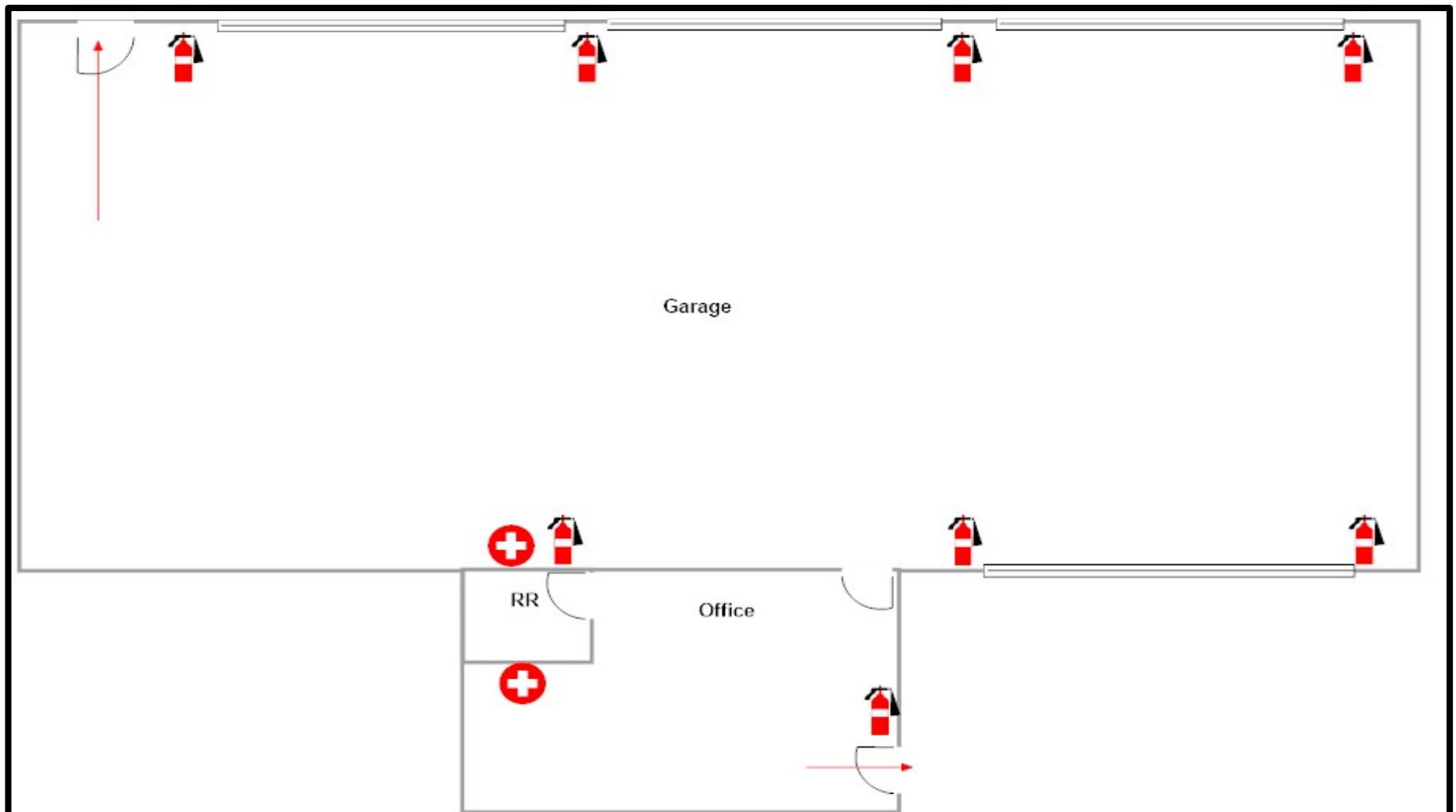
The following evacuations plans shall be kept up-to-date and reviewed annually.



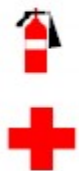
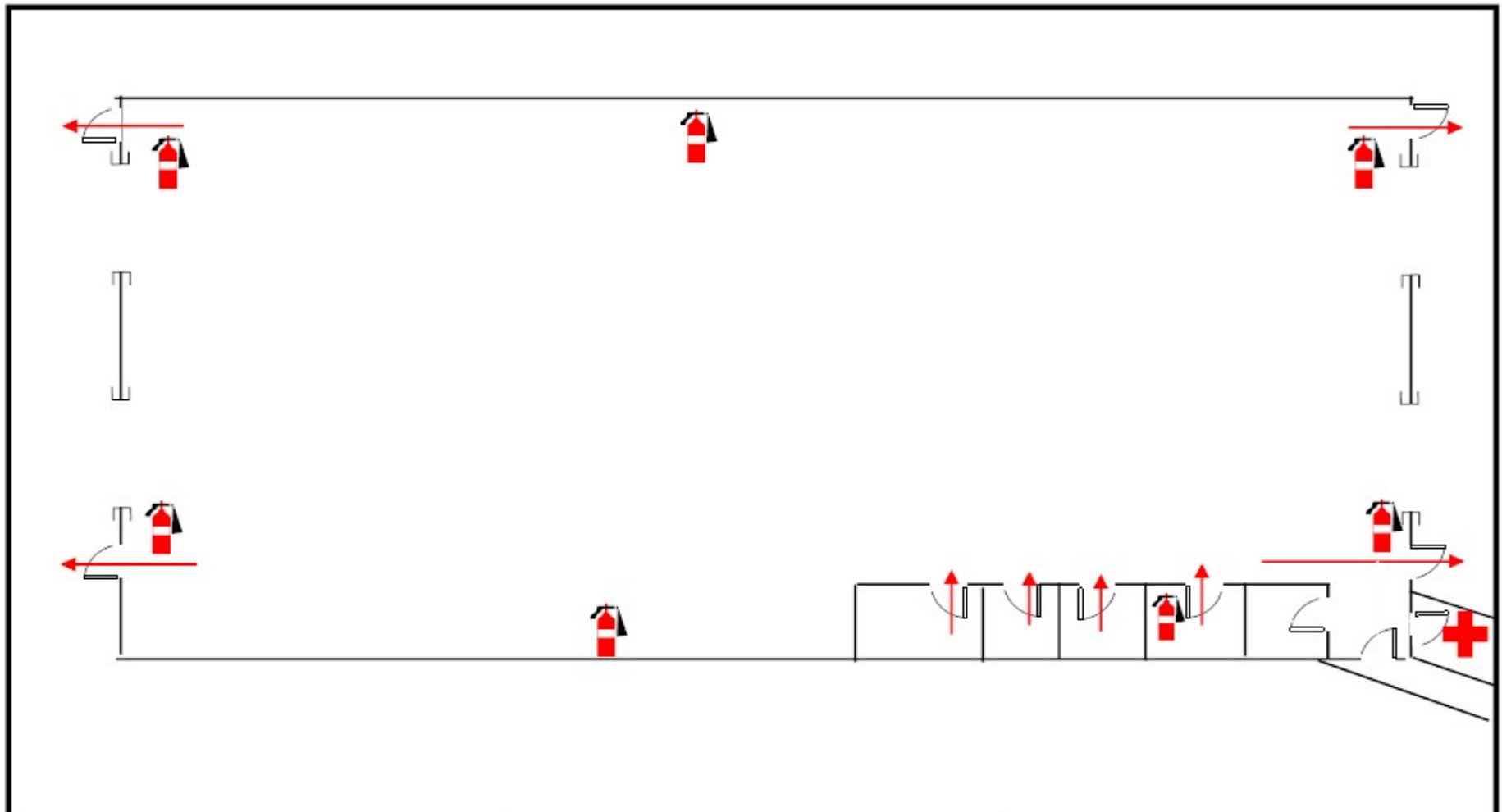








 Fire Extinguisher  First Aid	Prairie Land Electric	Emergency Evacuation Plan 03-21-2019
	Phillipsburg	
	Office- Warehouse	
	785-540-4014	



Fire Extinguisher

First Aid

Prairie Land Electric

Norton Office

Warehouse

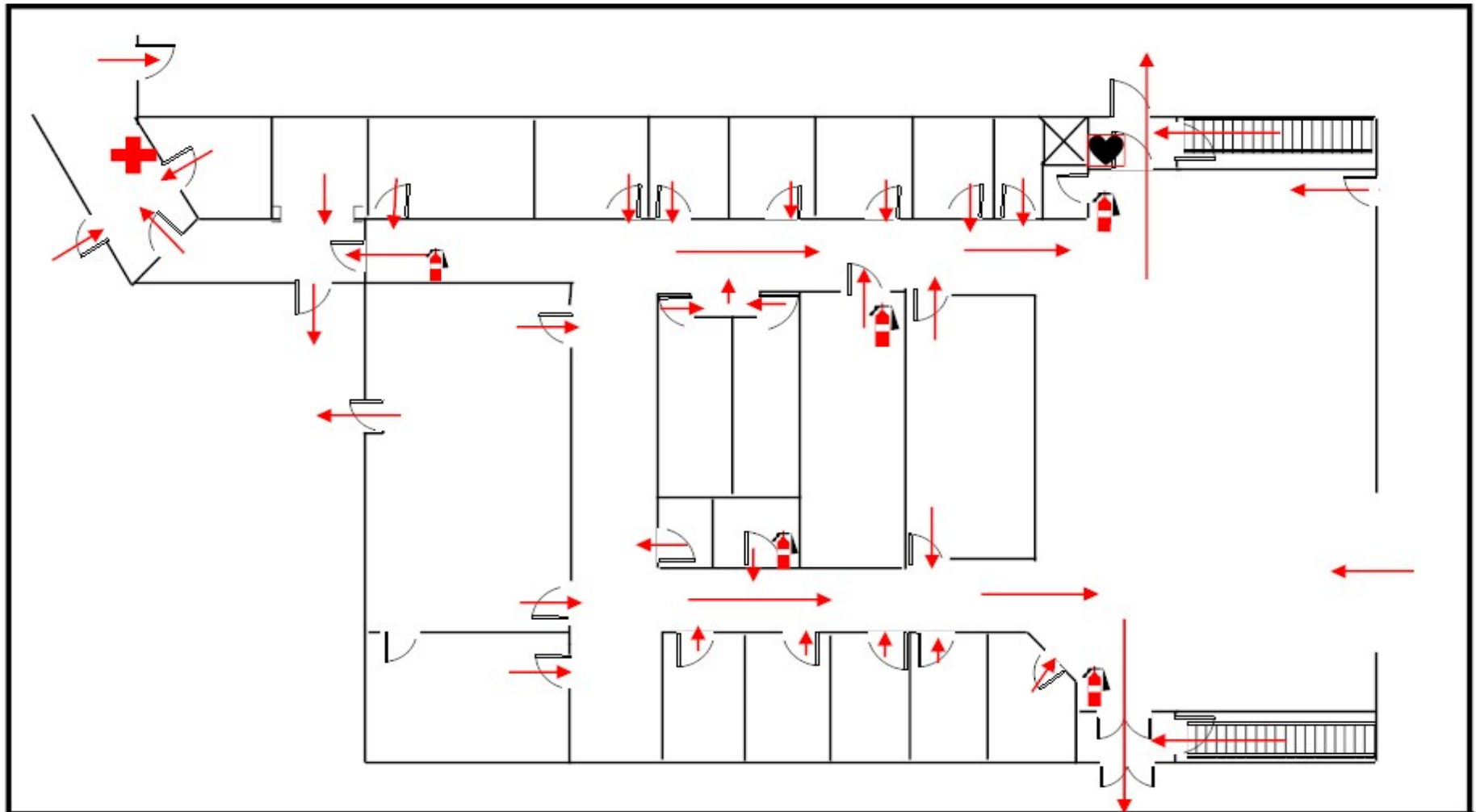
Tornado Shelter - BASEMENT


14935 US Hwy 36

785-877-3323

Emergency Evacuation Plan

03-21-2019



 Fire Extinguisher
 Defibrillator
Tornado Shelter - Basement
 First Aid

Prairie Land Electric

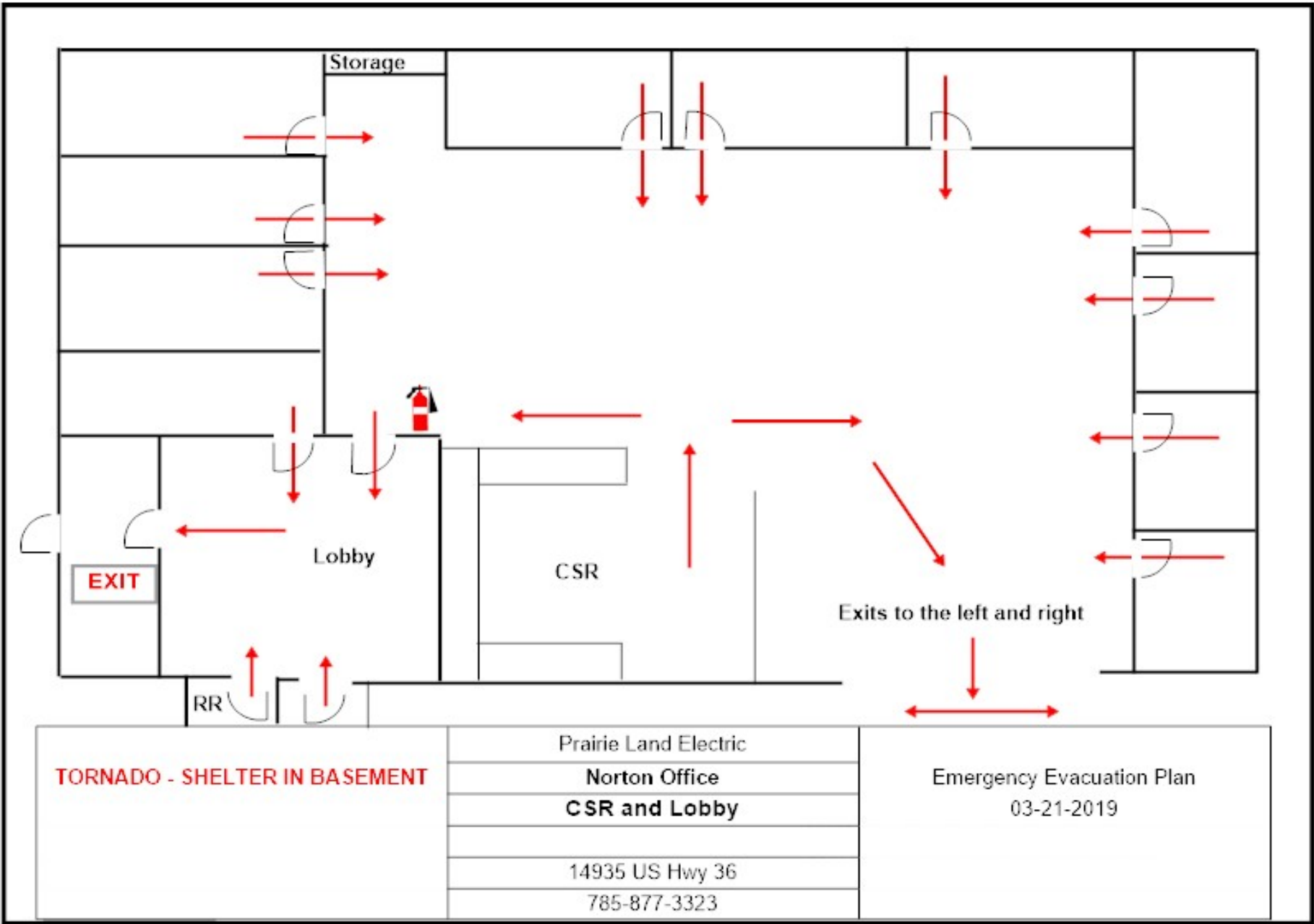
Norton Office

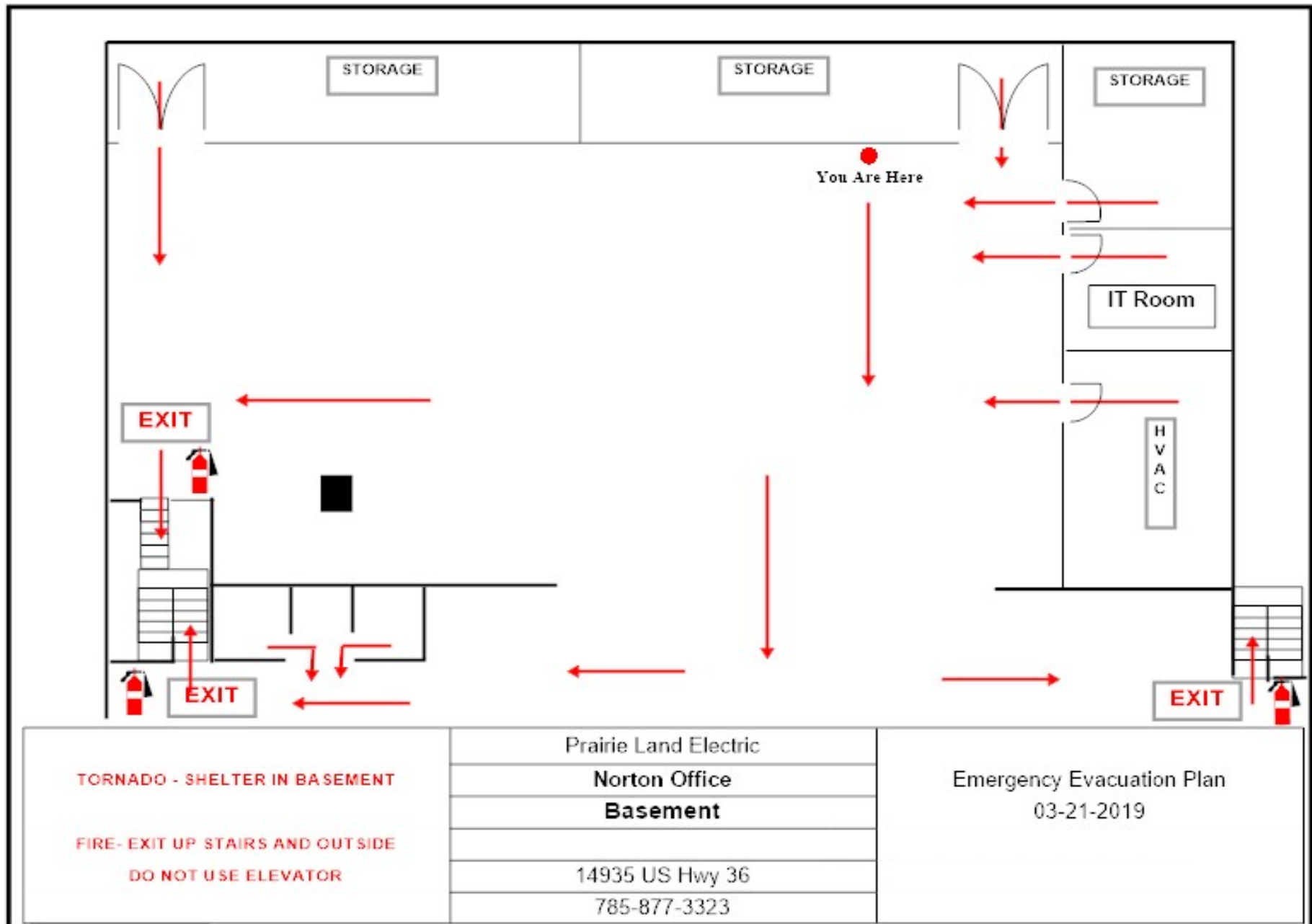
Grade level

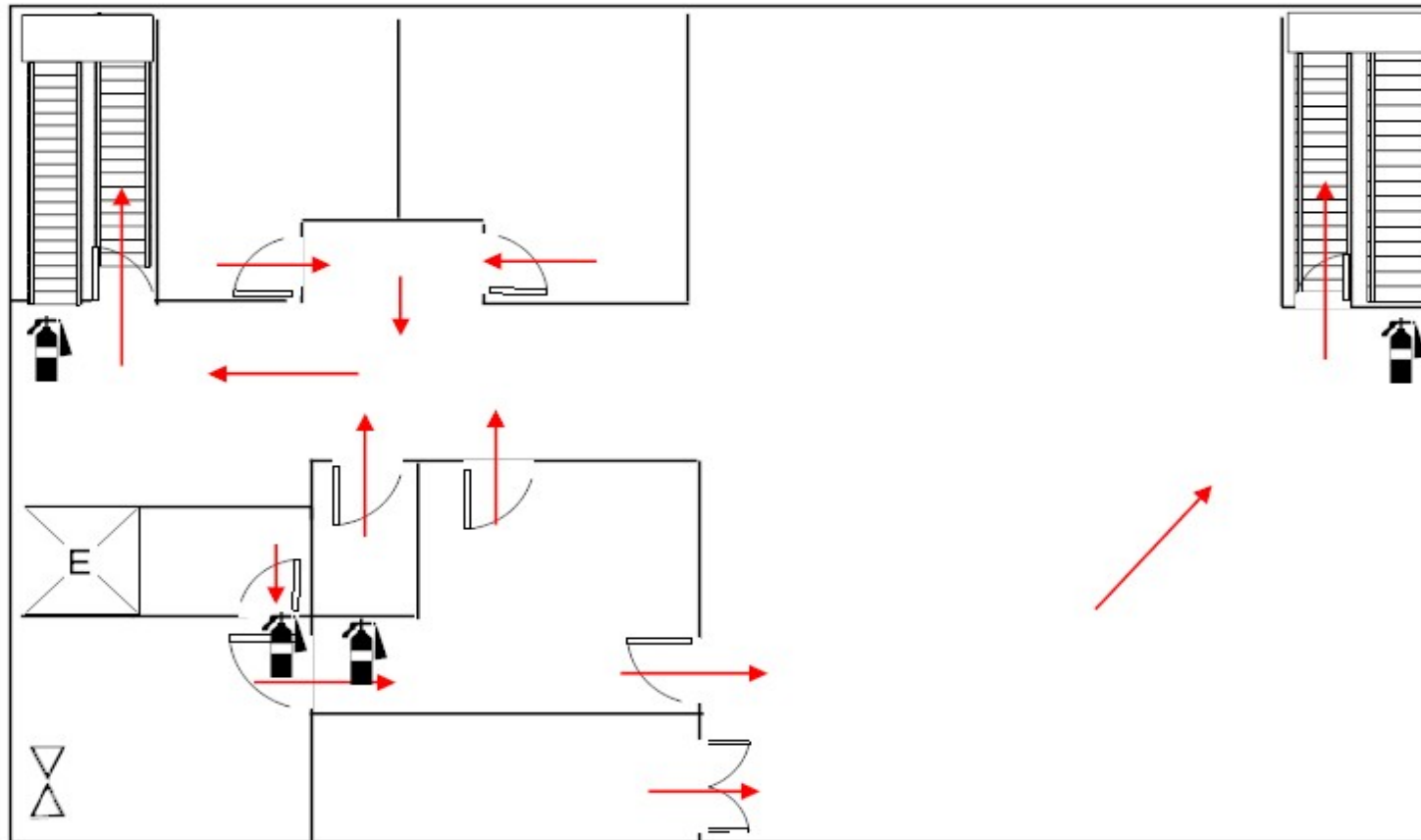
14935 US Hwy 36

785-877-3323

Emergency Evacuation Plan
03-21-2019







Fire Extinguisher



Fire Sprinkler Valve

Prairie Land Electric

Norton Office

Basement

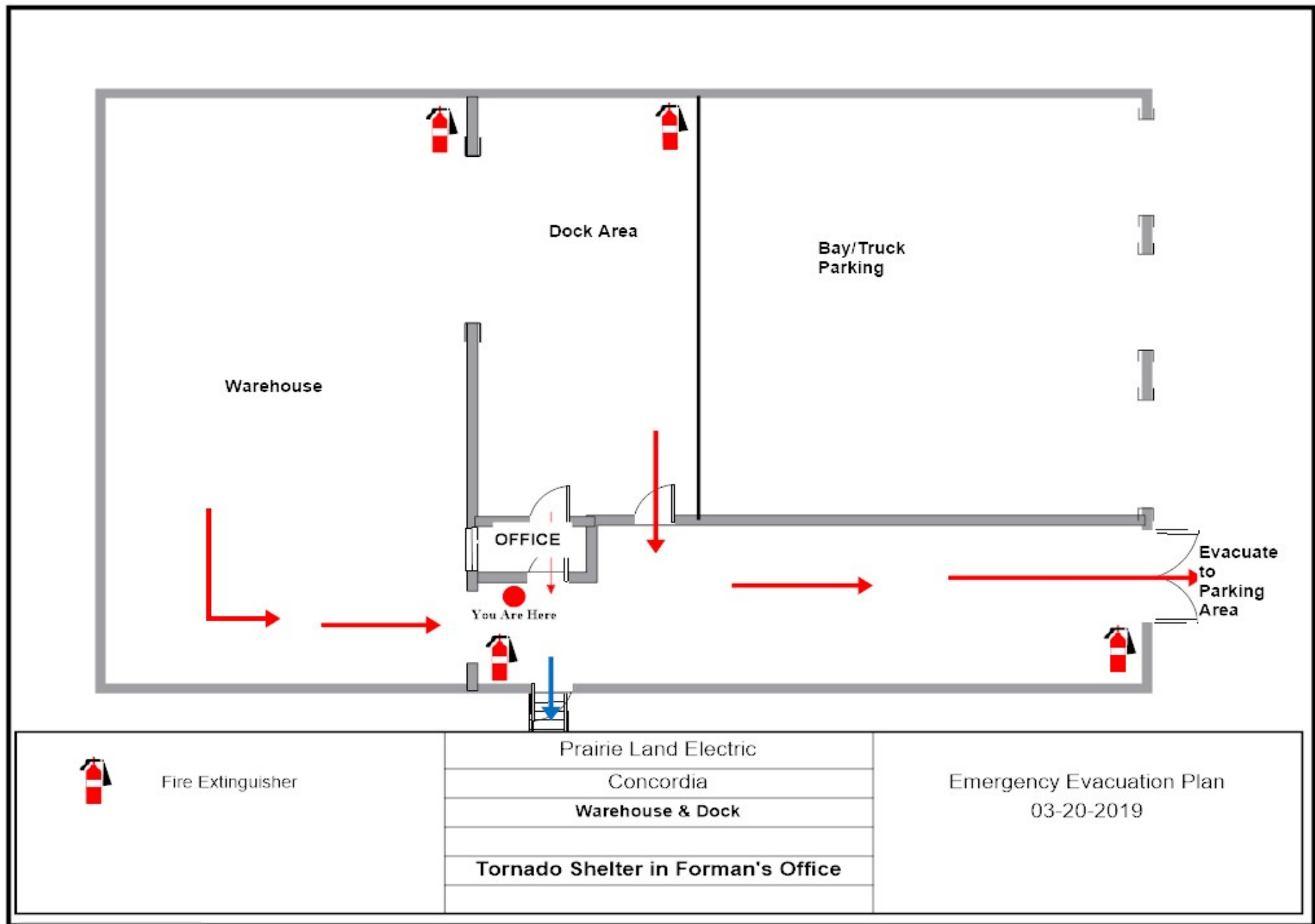
Tornado Shelter

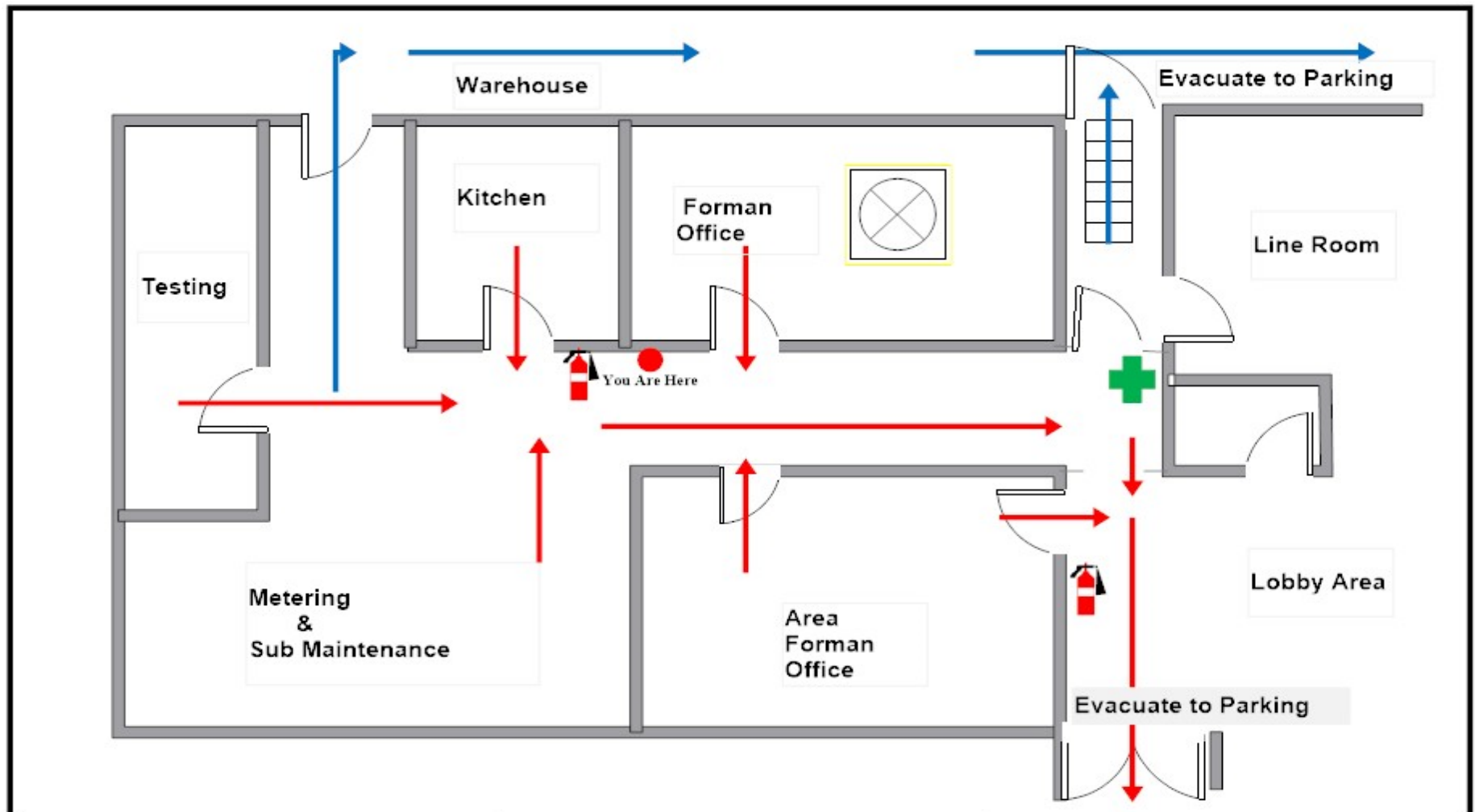
14935 US Hwy 36

785-877-3323

Emergency Evacuation Plan

03-21-2019





Prairie Land Electric
Concordia
Meter Shop, Supervisors Office,
Sub Maintenance, System Protection
Tornado Shelter in Forman's Office

Emergency Evacuation Plan
03-20-2019

