

Miami County
Facilities

EMERGENCY
PLANNING

BUSINESS HOURS BY LOCATION

Phone Number

Miami County Administration Center

201 S. Pearl Paola, KS 66071

Administration	7:30 a.m. – 4:30 p.m.	913-294-9500
Appraisal – Reappraisal	7:30 a.m. – 4:30 p.m.	913-294-9311
Building Inspection	8:00 a.m. – 4:30 p.m.	913-294-4145
Facilities Maintenance	7:30 a.m. – 4:30 p.m.	913-294-9536
	Cell:	913-285-2001
County Clerk	7:30 a.m. – 4:30 p.m.	913-294-3976
County Commission.....	7:30 a.m. – 4:30 p.m.	913-294-5844
County Counselor	8:00 a.m. – 5:00 p.m.	913-294-3914
County Treasurer.....	8:00 a.m. – 4:30 p.m.	913-294-2353
Motor Vehicle	8:00 a.m. – 4:30 p.m.	913-294-4164
Economic Development.....	8:00 a.m. – 4:30 p.m.	913-294-4045
Engineering	8:00 a.m. – 4:30 p.m.	913-294-9533
Environmental Health	7:30 a.m. – 4:30 p.m.	913-294-4117
Human Resources	8:00 a.m. – 4:30 p.m.	913-294-9530
Information Services	8:00 a.m. – 4:30 p.m.	913-294-9535
LIMO	8:00 a.m. – 4:30 p.m.	913-294-9531
Planning & Zoning.....	8:00 a.m. – 4:30 p.m.	913-294-9553
Register of Deeds	8:00 a.m. – 4:30 p.m.	913-294-3716

Miami County Courthouse

120 S. Pearl Paola, KS 66071

County Attorney.....	8:00 a.m. – 4:30 p.m.	913-294-3181
District Court Clerk.....	8:00 a.m. – 4:30 p.m.	913-294-3326
Probation Counsel	8:00 a.m. – 4:30 p.m.	913-294-3151

Miami County Sheriff's Office

118 S. Pearl Paola, KS 66071

Emergency		913-294-3232
Administration	8:00 a.m. – 5:00 p.m.	913-294-4444

Miami County EMS

32765 Clover Drive Paola, KS 66071

Paola location.....		913-294-5010
Louisburg location		913-837-5801

Miami County Public Works327th & Hospital Drive Paola, KS 66071

Road & Bridge	7:30 a.m. – 4:00 p.m.	913-294-4377
Solid Waste	8:00 a.m. – 5:00 p.m (M-F)...	913-294-2674
	8:00 a.m. - 12:00 p.m. (Sat)	

Miami County Health Clinic

1201 Lakemary Drive Paola, KS 66071

Health Clinic	8:00 a.m. – 4:30 p.m.	913-294-2431
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EMERGENCY..... 9 – 911

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Suggested
Response Procedures
and Tips

INTRODUCTION

January 22, 2002

To All County Offices:

The purpose of this document is to provide county offices with information to assist in increasing the safety and well being of all employees and guests in the event of bomb threats, natural disasters, and people problems. It is intended to serve only as a guide.

It is the responsibility of each elected official /department head to insure that all departmental employees are familiar with this document, to inform new employees, and to periodically refresh and review procedures with current workers.

Any employee unfamiliar with the procedures should consult with their department head and/or supervisors.

Sincerely,

Alan Morris
County Administrator

If an accident or illness of an employee or citizen takes place in your office area...

1. When conditions warrant, call Public Safety Communications (Sheriff's Office) – Dial 9-911 and provide the following information:
 - ✓ Building Name
 - ✓ Building Address
 - ✓ Floor Number
 - ✓ Suite Name or Number
 - ✓ Details of Emergency

The 9-1-1 Operator will notify the emergency medical response personnel.

2. Do not move the injured or ill person. Try to make them comfortable.
3. Assign someone to meet the emergency response personnel at the elevator on your floor and in the building lobby.
4. Remain calm: help is on the way.

BOMB THREAT

The following security procedures include elements regarding the decision to evacuate, assignments of security tasks in the event of an evacuation, pre-evacuation phase, evacuation phase, and post evacuation phase and plan review.

DETERMINATION TO EVACUATE

Evacuation of the Administration Building and County Courthouse due to a bomb threat will be determined subject to information available, by the County Administrator, and/or County Counselor and/or County Attorney. If none of those three is available, the Senior Elected Official will make the determination.

At other County facilities, Health Clinic; EMS; Road & Bridge; Household Hazardous Waste, upon notice of a bomb threat the Department Head at the facility or the senior ranking official will make the evacuation determination. That determination shall be communicated immediately to the Sheriff's Office who shall advise the County Commissioners, County Administrator, County Counselor and County Attorney.

Subject to information provided, County offices may or may not be evacuated upon notice of a bomb threat. If evacuation is ordered, immediately evacuate the building using the stairways and assemble at the designated area.

Any employee concerned with the risk associated with a bomb threat / terrorist / hostage situation and a determination not to evacuate may, subject to supervisor notice, choose to take vacation leave and depart the premises.

NOTE: The Sheriff's Office shall be exempt from any countywide policy regarding a bomb threat / terrorist / hostage situation evacuation, as this is the emergency agency that will be responding to any threat.

TASK ASSIGNMENTS IN THE EVENT OF AN EVACUATION

Responders: If a bomb threat situation occurs at the Administration Building, Courthouse, or Sheriff's Office, officials will locate at a point outside a designated safety zone. For planning purposes, that point shall be the Gazebo in the Town Square or other point as established by the County Sheriff.

Miami County Sheriff's Office: Coordinates securing of affected structure or area; establishes vehicular traffic routing; building-grounds search; criminal investigations; will respond to all bomb threat / terrorist / hostage situations.

Paola City Police Department: Shall be notified of any bomb threat situation by Sheriff's Dispatch 911. They shall respond in accord with their operating procedures and in coordination with the Miami County Sheriff's Office.

BOMB THREAT**PRE-EVACUATION PHASE**

EACH DEPARTMENT/ DIVISION HEAD SHALL:

1. Establish evacuation procedures for each work area to be used if an evacuation is to take place. These procedures should include an evacuation route plan and instructions for your employees to follow before and after an evacuation.
2. Develop and maintain an employee roster. This roster must be immediately available in each respective office and a copy carried to your designated evacuation location.
3. Develop Standard Operating Procedures (SOP's) to include:
 - a) Office assignment of duties at the time of an actual evacuation.
 - b) Security of vital records, funds and personal property.
4. Inform your respective employees to:
 - a) Be aware of the plan.
 - b) Be alert to the presence of unclaimed / unattended / unusual packages – inform your supervisor.

Note: Suspicious mail or packages should be reported to emergency personnel. Note the location and immediately leave the area.

 - c) Report suspicious activities or individuals to your supervisor.
 - d) Immediately report threats to the department or division head, or office supervisor.
5. File a copy of all plans and procedures with the Risk Management Division by May 1 of every year.

BOMB THREAT**EVACUATION PHASE****ACTION TO BE TAKEN IF A BOMB THREAT IS RECEIVED:**

Whoever receives a bomb threat call or in person, shall call 9-911; then notify your immediate supervisor. **911 should immediately notify the Sheriff's Office and the Paola City Police Department of the location.**

If evacuation notice has been given, employees, visitors, etc. shall evacuate to your designated safe location.

At the order to evacuate, all workstations or areas shall be checked for any unusual items, and if any are found, reported to emergency personnel.

If cash is handled, secure, close all doors, (leaving them unlocked), then depart the building.

Please make sure your employees are instructed to take all personal items, such as car keys, bags, purses, paper sacks, etc. with them at the time of evacuation. There will be no re-entry until the all clear is announced.

NOTE: Should there be damage to your building, no one will be allowed to reenter the building. Any clearance to do so will be given by the Sheriff's Office Incident Commander.

NOTE: DO NOT USE CELLULAR PHONES, PORTABLE PHONES OR TWO-WAY RADIO INSIDE OR NEAR COUNTY BUILDINGS DURING EVACUATION AS A RESULT OF A BOMB THREAT.

POST-EVACUATION PHASE

The all clear to return to your work building or area shall be issued only by the Sheriff's Office Incident Commander. If the building has not yet been cleared to return at a point in time after evacuation, employees may be ordered to go home. Anyone who will need to retrieve his or her vehicle, will do so only with the permission of the Sheriff's Office.

GENERAL INFORMATIONDRILLS

The building evacuation procedures shall be tested at least annually, combining this exercise with the fire drill during fire prevention week. All employees shall evacuate to their designated safe location.

BOMB THREAT

A. If you personally receive a bomb threat on the phone, respond as follows:

1. Keep caller on the line as long as possible.
2. Concentrate on voice characteristics, speech pattern, background noise.
3. Ask the following questions (note exact words of person placing call)
 - ✓ Where is the bomb?
 - ✓ When is it set to go off?
 - ✓ What does it look like?
 - ✓ What kind of bomb is it?
 - ✓ Who put it there?
 - ✓ Why was it put there?
4. Identify caller's characteristics and time threat was received.
5. Call 9-911
6. Complete the "Telephone Bomb Threat Checklist" and give to the Emergency Floor Monitor.

B. If a bomb threat is received, special instructions/ notification may be broadcast over the All Page feature on the phone system. If a decision is made to evacuate the building, the following action shall be taken:

1. Remain in the building until told to evacuate.
2. Turn off all radios.
3. Follow instructions of the Emergency Floor Monitor(s).
4. **Do not** touch or move any suspicious objects.
5. **Do not** react in a manner that may cause undue alarm and possible panic.

TELEPHONE BOMB THREAT CHECKLIST

KEEP CALM. Do not get excited or excite others.

TIME call received _____ call terminated _____

EXACT WORDS OF CALLER: _____

(Delay, ask caller to repeat) _____

QUESTIONS TO ASK

- a) Time bomb is set to explode? _____
- b) Where located? Floor? _____ Area? _____
- c) Kind of bomb? _____
- d) Description? _____
- e) Why kill or injure innocent people? _____

DESCRIPTION OF VOICE

Male _____ Female _____ Calm _____ Nervous _____ Young _____ Middle Aged _____ Old _____
 Rough _____ Refined _____ Accent _____ Speech Impediment _____ Describe _____

Unusual Phrases _____

Recognize voice? If so, who do you think it was? _____

BACKGROUND NOISE

Music _____ Running Motor _____ Traffic _____ Whistles _____ Bells _____ Horns _____
 Aircraft _____ Machinery _____ Tape Recorder _____ Other Noises _____

ADDITIONAL INFORMATION

Did the caller indicate knowledge of the building? If so, how? _____

On what line was the call received? _____

Is this a listed or unlisted number? _____

Is this a night number? If so, whose? _____

SIGNATURE: _____DATE: _____DEPARTMENT: _____**BUILDING EVACUATION**

The Administrative Center is equipped with a fire alarm system that encompasses the entire facility. An alarm will sound and emergency lights will flash in the event the emergency system has been activated. Exit the building immediately. Remember every alarm must be considered as a true emergency.

The following evacuation procedures have been adopted to maximize exiting efficiency and will be supervised by each Emergency Floor Monitor. Your attention to these procedures will minimize casualties.

1. Each area has a designated exit path and each employee should be familiar with such. Be familiar with the entire building and know alternative evacuation routes in the event you are out of your normal work area when the emergency system is in alarm.
2. Unless you are a designated Emergency Floor Monitor for your work group or assigned a specific task to assist in the evacuation of the building, EXIT the building immediately.
3. Capable workers for each work group should be assigned and prepared to assist physically disabled citizens and employees in exiting the building as may be required.
4. If you are with a non-employee, you should escort them out of the building.
5. Do not linger to collect personal belongings.
6. Remain calm and exit the building in an orderly manner.
7. Use stairwell exits only.
8. Report to the designated area outside of the building previously selected by your department. Remain in groups until notified by your Emergency Floor Monitor to return to the building.
9. Report any missing or injured employees and their last location to the designated Emergency Floor Monitor, or to any arriving fire department officer.
10. Do not attempt to move your vehicle unless requested by the fire department.

DESIGNATED ASSEMBLY AREA

DEFINITION: Designated Assembly Area is the area outside the building that is considered a safe place to stand during an emergency in the building.

PROCEDURE: Evacuate the building using the stairways and assemble in the area designated below. Be aware of the Emergency Floor Monitor for your area and identify yourself, since accounting of personnel is required. Re-enter the building only after the Emergency Floor Monitor has instructed you to do so.

BuildingAssembly Area

Administration Building
Courthouse

Park Square Gazebo
Park Square Gazebo

FIRE

Any employee observing fire or smoke or who believes they smell a smoke odor, no matter how small it appears to be, should IMMEDIATELY do the following:

1. Call Public Safety Communications – Dial 9-911
 - a) Give Building Name
 - b) Give Building Address
 - c) Give Floor Number
 - d) Give Suite Number
 - e) Give details of emergency (such as nature of the fire and any pertinent information as to the fire's origin, i.e., explosion, spill, injuries, etc.)
 - f) The 9-1-1 operator will notify the appropriate emergency response personnel
2. Activate a manual pull station (located in corridors) to sound the alarm. This will notify all individuals in the building to exit immediately.
3. When an evacuation is necessary follow the evacuation procedures in this manual.

4. FIRE EXTINGUISHER AWARENESS

- a) Employees should be familiar with both the location and the operation of all fire protection equipment in the vicinity of their work areas.
- b) Multi-purpose “ABC” fire extinguishers are available throughout the County facilities.
- c) How to operate the “ABC” extinguisher:
 - φ Remove the extinguisher from the wall bracket
 - φ Pull the pin
 - φ Aim at the base of the fire
 - φ Squeeze the handle
 - φ Sweep from side to side

5. DO'S AND DON'TS

- a) Before attempting to extinguish a fire call 9-911 and sound the alarm.
- b) Do not use elevators; USE stairwell exits only.
- c) Close doors behind you. This will minimize the spread of fire and smoke.
- d) When exiting the building do not return for forgotten items or any other reason.
- e) If caught in heavy smoke, take short breaths, breathe through your nose, and crawl to escape. The air is better near the floor.

NOTE: Evacuation of the building when the fire alarm sounds is mandatory.

FIRE PREVENTION GUIDELINES

- ✓ In accordance with County Policy, the Administrative Center is considered a smoke free building. Therefore, smoking in the building is not permitted, with the exception of the designated smoking room adjacent to the 2nd floor Employee Lounge area.
- ✓ Electrical equipment that is not working properly or in need of repair must be unplugged and repaired or replaced. If there is a problem, please advise Facilities Maintenance.
- ✓ Do not overload wall outlets. Overloaded electrical circuits may cause over heating of the wiring systems and could be a fire hazard.
- ✓ Personal electric space heaters (ESH) in the Administrative Center are not to be used without approval of Facilities Maintenance. ESH can cause building power failure and over heating of wiring systems.
- ✓ Insure all appliances, computers, and ESH are turned off when leaving the building.
- ✓ Store and use flammable liquids according to container instructions, the OSHA standards, and City/Code regulations.
- ✓ Do not allow accumulation of trash or waste material that is flammable.

TENANT NOTIFICATION

During an Earthquake emergency, special instructions *may* be broadcast over the All Page feature on the Phone System.

There is no warning for an earthquake. If an earthquake is in progress:

DO

- ✓ Take cover under a desk, in a doorway or in the center of a building.
- ✓ Stay clear of bookcases, file cabinets, windows, and similar items.
- ✓ Follow instructions of the Fire Department and your own management.
- ✓ Keep calm.
- ✓ Turn off all electrical equipment.
- ✓ Wait for instructions from City Facility Management in the event of extended power failure.

DO NOT

- ✓ Use telephones.
- ✓ Use elevators.
- ✓ React in a manner that may cause undue alarm or panic.
- ✓ Stand near windows.
- ✓ Use matches if power fails.
- ✓ Panic in elevators. Emergency personnel will take action to remove passengers from inoperative elevators.

POWER FAILURE

- ✓ Keep at least one flashlight in use.
- ✓ Turn off electrical office machines and appliances.
- ✓ Remain at ease. Emergency back up systems will supply enough power for emergency lighting.

DISABLED PERSONNEL

Disabled personnel should be familiarized with the building department's emergency procedures plan for floor evacuation, use of exits, fire stairwells and any special arrangements relative to their safe egress from the building. The Emergency Floor Monitor (EFM) shall be

aware of all disabled employees and plan for their safe evacuation. One person should be designated to aid all handicapped people in the immediate area to safety.

A disabled employee is any employee that would need assistance to exit the building using the stairwells because he/she is handicapped, pregnant or temporarily disabled. They should indicate their presence to the EFM responsible for his/her floor. If at any time his/her condition should change, it's his/her responsibility to notify the EFM responsible for that floor that they are no longer to be considered disabled.

Should a building evacuation be necessary, the EFM will assist the disabled employee down the stairwell or designate a person to stay in an indicated area with the disabled employee until the Fire Department arrives.

The Emergency Floor Monitor will have a list of disabled employees and their floors and will provide the Fire Department with this information upon their arrival.

1. His / Her floor
2. The number of disabled employees waiting at the designated area
3. That all other employees have successfully evacuated the building

TORNADO

In the event of a tornado sighting anywhere in the vicinity of Paola, sirens are blown throughout the City of Paola. These sirens are controlled by the Paola Police Department.

TORNADO WATCH DEFINITION

A tornado watch means the conditions are right for a tornado, but none have been sighted. In the event of a tornado watch, personnel are to continue their work, for this is only a precautionary alert. The building is not necessarily in immediate danger.

TORNADO WARNING DEFINITION

A tornado warning means a condition in which a tornado has been sighted.

TENANT NOTIFICATION

The tornado warning will be established by the public warning siren. During a tornado emergency, special instructions may be broadcast through the All Page feature on the Phone System.

DO:

In the event of a **TORNADO WARNING**, Emergency Floor Monitors shall take charge of all personnel in their area. They will direct the personnel to move to a designated safe area. The following precautions should be taken:

- ✓ If there is time, close all drapes and blinds on the outside windows. Close all doors to outside offices.
- ✓ Move to a designated safe area, such as the interior rooms without glass.
- ✓ If there is time, use the stairwell to go down to the basement level.

DO NOT:

- ✓ **Do not attempt to leave the building.** You are much safer in one of the safe areas of the building than you would be in the street or in your car.
- ✓ **Do not get on an elevator.**
- ✓ **Do not get excited.** Remain calm and follow the directions of the EFM. They will keep you posted on any further information and instructions.

Tornadoes are unpredictable and this bulletin has been prepared to take precautions for your safety. The greatest danger to personnel would be flying glass and possibly some furniture being tossed around, if a tornado did hit directly. The construction of this building is very sound and it minimizes the chance of major structural damage, however, large areas of glass exist, so evacuation to the basement is strongly suggested.

POWER FAILURE

If there is a power failure at the Sheriff's facility, an emergency generator will automatically activate providing power for equipment and air conditioning in the communications area in the basement. In addition, the emergency generator will operate exit signs revealing the

location of the door exits as well as the emergency lighting system located in the stairwells and throughout the building. In the Courthouse and Administration Building the emergency lighting system will go on and the battery powered exit signs will operate for ninety minutes.

Actions to take:

1. Remain calm.
2. Contact Facilities Maintenance – Dennis O'Dell. Dial 9-294-9536, or ext. 256 internally. Cell Phone # 913-285-2001.
3. When evacuation is necessary, follow the evacuation procedures in this policy.

BUILDING SERVICES PROCEDURES:

1. Call KCP&L at 9-294-6200 and provide all necessary information.
2. Dispatch maintenance personnel to the building.

FIRE ALARMS

Progressive Electronics monitors the fire alarm system at the Courthouse and the Administration Building. A list of individuals has been provided to Progressive for contact if the alarms activate during non-working hours.

HAZ-MAT SPILL

In the event of a hazardous material release in the vicinity of the Administrative Center, the following procedure will be put into effect.

HAZARDOUS MATERIAL RELEASE DEFINITION

A hazardous material release is defined as any leak or spill in the area surrounding the Administrative Center, Courthouse, and/or Sheriff's Office, which poses a danger to personnel if they are exposed to the material.

TENANT NOTIFICATION

During a Hazardous material release, special instructions may be broadcast over the All Page feature on the Phone System.

FACILITIES MAINTENANCE

At the direction of the County Administrator / designee, the facilities maintenance personnel will shut down all air supply systems which introduce outside air into the building. The air supply systems will be returned to normal operating status by the facilities maintenance personnel after the emergency is past and directed by the County Administrator / designee.

DO:

- ✓ Close all windows and doors.
- ✓ Stay in the building unless instructed otherwise.
- ✓ Remain in the building until total emergency has passed.

DO NOT:

- ✓ **Do not** leave the building, unless instructed to do so.
- ✓ **Do not** use the telephone, except for emergencies.
- ✓ **Do not get excited.** Remain calm and follow the directions of the EFM. They will keep you posted on any further information and instructions.

CHEMICAL ACCIDENT OR ATTACK

In the event of a chemical accident or attack in a public place or work area:

- Try to get away from the substance – avoid contact.

- Cover your mouth with a cloth.
- Try to stay upwind, uphill, upstream of any release.
- Don't try to help accident victims without proper protective gear, or until authorities tell you what you're dealing with.
- Once you're told it's okay to approach victims, move them to fresh air and, wearing gloves, remove any contaminated clothing and put it in a plastic bag.
- Cleanse victims with cold water over the skin and eyes for at least 15 minutes, unless authorities tell you not to use water because the chemical reacts with water.

If a biological attack is detected, follow instructions of local health and emergency management officials. Staying put until the exposure and pattern of distribution is understood will help everyone.

SUSPICIOUS LETTERS OR PACKAGES

A bomb now might be an explosive, a chemical or a biological agent. It can range in size from a cigarette package to a large parcel to a delivery truck.

Postal inspectors note that unlike explosive devices, other weapons of mass destruction are likely to be designed to be opened in order to disperse the dangerous material. Such a letter or parcel might have some of these characteristics:

- Suspicious origin, especially if the postmark or name of the sender is unusual, unknown or not given.
- Excessive or inadequate postage.
- Unusual weight or wrapping, lopsided packaging. Letters may be unusually thick.
- Strange smell or other suspicious odor.
- Mail bombs in particular may have protruding wires, aluminum foil, or oil stains.

If you are suspicious of a mailing and are unable to verify the contents with the address of sender:

- DO NOT OPEN
- Treat as suspect.
- Isolate it.
- Notify your Supervisor and call 9-911.
- Wash your hands with soap and water (no bleach!).

If you think you've opened a package that contains a dangerous substance:

- REMAIN CALM – DO NOT PANIC
- Do not clean the spill up – keep others away from it.
- Do not brush off your clothes.
- Evacuate the room/area and keep others from entering.
- Notify your Supervisor and call 9-911.
- Try to put the item inside double plastic bags, then leave the room/area.
- Take steps to seal off the door and have ventilation to the room shut down.
- Contact law enforcement and emergency medical personnel. Try to give them details on any note, the packaging, the smell and consistency of the material.
- Try to determine who else may have handled the letter or package – anyone that may have had contact with it.
- Wash your hands, take off clothing that may have been exposed to the material.
- Follow any instructions provided by Emergency Management Personnel.

WORKPLACE VIOLENCE POLICY

The safety and security of Miami County, Kansas employees and customers is of primary importance. Threats, threatening behavior, acts of violence, harassment, intimidation, misuse of power and/or authority, or any related conduct which disrupts another's work performance or the organization's ability to execute its mission will not be tolerated whether it be by an employee or citizen / customer.

If you have a threatening situation call the Sheriff's Office and request immediate assistance.

Examples

Disruptive Behavior disturbs, interferes with, or prevents normal work functions or activities. Disruptive behavior includes yelling, using profanity, waving arms or fists, or verbally abusing others; making inappropriate demands for time and attention; making unreasonable demands for action (demanding an immediate appointment or a response to a complaint on the spot); or refusing a reasonable request for identification.

Threatening Behavior includes physical actions short of actual contact / injury (e.g., moving closer aggressively), general oral or written threats to people or property ("you better watch your back" or "I'll get you") as well as implicit threats ("you'll be sorry" or "this isn't over").

Violent Behavior includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being violent (e.g., throwing things, pounding on a desk or door, or destroying property); and specific threats to inflict physical harm (e.g., a threat to shoot a named victim).

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on county owned or leased property is subject to removal from the premises by Sheriff's Officers. Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from county owned or leased premises, termination of business relationships with that individual and/or prosecution of the person(s) involved.

Threats, threatening behavior, or other acts of violence executed off county owned or leased property but directed at county employees or members of the public while conducting official county business will not be tolerated. Off-site threats include but are not limited to threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

WORKPLACE VIOLENCE POLICY

Employees are responsible for notifying their Department Head or designee of any threats which they have witnessed, received, or have been told that another person has witnessed or received.

Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on county owned or leased property or in connection with county employment.

- Miami County can best perform its mission of public service when staff and visitors share a climate that supports the free exchange of ideas and utilizes constructive methods of conflict management. Miami County is committed to creating and maintaining an environment that is free from disruptive, threatening, and violent behavior.
- Miami County will not ignore, condone, or tolerate disruptive, threatening, or violent behavior by any employee or authorized representative of Miami County or by unaffiliated visitors. Staff or authorized representatives engaged in such behavior will be subject to appropriate disciplinary action, up to and including dismissal, under the applicable policy or contracts.
- Some disruptive, threatening, or violent behavior is prohibited under criminal or civil law. When appropriate, Miami County will refer cases for civil action or criminal prosecution.
- An individual may be excluded from County premises for certain reasons, including disruptive, threatening, or violent behavior. Staff may be suspended or put on leave under applicable County policies.
- Department Heads and supervisors are responsible for (1) formulating and implementing the County's response to disruptive, threatening, or violent behavior, and/or (2) reporting such behavior through normal lines of administrative responsibility. Employees are also encouraged to report such behavior.

EMERGENCY FLOOR MONITORS RESPONSIBILITIES

It is the responsibility of each department head / supervisor to assign or appoint primary and alternative emergency floor monitors for each department for normal working hours and for after hour meetings or functions. The responsibilities of the Emergency Floor Monitors are as follows:

1. Attend training session provided by Risk Management (County Counselor) on emergency procedure's program.
2. Know locations of office exits.
3. Know locations of fire extinguishers and be trained in their use.
4. Know locations of all fire alarm manual pull stations.
5. Know other emergency floor monitors on sight.
6. Post in a central location a copy of the evacuation plan and maps.
7. Assign a primary and alternate person to assist any physically disabled person in a department.
8. Conduct periodical group meetings in your department to review procedure and maps.
9. Instruct all new employees.
10. Assign alternate employees for each duty assigned.
11. During alarm conditions, evacuate all non-employees and employees from your department / group area, meeting rooms and the nearest restrooms.
12. When everyone under your supervision has departed, exit the building using the stairs.
13. Report to the designated area outside of the building as previously selected by your department and account for all personnel to insure that no one is inside. If someone is reported missing, notify a fire official IMMEDIATELY. Do not re-enter the building.
14. Assure that no one attempts to re-enter the building until the "all clear" signal has been given by the fire department.

EMERGENCY FLOOR MONITORS

<u>Administrative Center</u>		<u>Courthouse</u>
Basement	Rich Larson / Desiree Garcia / Dennis O'Dell	George Hall
1 st floor	Kathy Peckman / Stephanie O'Dell / Gayla Shields	George Hall
2 nd floor	David Heger / Mike Davis / Deanna Hermreck	David Miller
3 rd floor		David Miller

Call 9-911 in an Emergency Situation

When placing a 911 call, be prepared to provide the following information:

- ✓ Name
- ✓ Location
- ✓ Telephone Number
- ✓ Type of Emergency
- ✓ Stay on the Phone until the Operator tells you to hang up

Miami County Business Hours are 7:30 a.m. – 4:30 p.m.

EMERGENCY CONTACT LIST

Sheriff's Office (non-emergency)	913-294-4444	
Paola Police Dept. (non-emergency)	913-294-4191	
Paola Fire Department (non-emergency)	913-294-3861	
EMS (non-emergency)	913-294-5010	
Miami County Medical Center	913-294-2327	
Facilities Maintenance	913-294-9536	Cell: 913-285-2001
Insurance Company / Agent Don Morris	913-294-2111	
Red Cross (Local Office)	913-294-9100	http://redcross.org
FEMA (Federal Emergency Management Agency)	1-800-480-2520	http://www.fema.gov
OSHA (Occupational Safety & Health Admin.)		http://www.osha.gov
CDC (Center for Disease Control)		http://www.cdc.gov
Poison Control Center	1-800-332-6633	
Toxic Chemical & Oil Spills	1-800-424-8802	

MEDIA INQUIRIES

All news media inquiries shall be referred to the Office of the County Administrator. The County Clerk's Office will serve as the liaison to issue statements from the Administrator


and/or Commission. Pursuant to State Statutes and Codes of Miami County, certain matters will be referred to the County Attorney, County Sheriff, and/or County Counselor.

PLAN REVIEW AND CHANGES:

Any changes to this plan shall be coordinated through Administration, the County Commission, Sheriff, County Officials and Department/Division Heads.

Dated: January 22, 2002

Updated: May 27, 2003

A handwritten signature in cursive script that reads "Alan Morris".

Alan Morris, County Administrator

Five Warning Signs of Escalating Behavior

Warning Signs	Possible Responses
CONFUSION	
Behavior characterized by bewilderment or distraction. Unsure or uncertain of the next course of action.	<ul style="list-style-type: none"> • Listen to their concerns. • Ask clarifying questions. • Give them factual information.
FRUSTRATION	
Behavior characterized by reaction or resistance to information. Impatience. Feeling a sense of defeat in the attempt of accomplishment. May try to bait you.	<ul style="list-style-type: none"> • See steps above. • Relocate to quiet location or setting. • Reassure them. • Make a sincere attempt to clarify concerns.
BLAME	
Placing responsibility for problems on everyone else. Accusing or holding you responsible. Finding fault or effort with the action of others. They may place blame directly on you. Crossing over to potentially hazardous behavior.	<ul style="list-style-type: none"> • See steps above. • Disengage and bring second party into the discussion. • Use teamwork approach. • Draw client back to facts. • Use probing questions. • Create "Yes" momentum.
ANGER - Judgment call required	
Characterized by a visible change in body posture and disposition. Actions include pounding fists, pointing fingers, shouting or screaming. This signals very risky behavior.	<ul style="list-style-type: none"> • Utilize venting techniques. • Don't offer solutions. • Don't argue with comments made. • Prepare to evacuate or isolate. • Contact supervisor and/or security.
HOSTILITY - Judgement call required	
Physical actions or threats which appear imminent. Acts of physical harm or property damage. Out-of-control behavior signals they have crossed over the line.	<ul style="list-style-type: none"> • Disengage and evacuate. • Attempt to isolate person if it can be done safely. • Alert supervisor and contact security immediately.

HOW TO RESPOND TO DISRUPTIVE, THREATENING, OR VIOLENT BEHAVIOR

Step 1: General response to disruptive behavior (no threats or weapons)

1. **Respond quietly and calmly.** Try to defuse the situation.
2. **Do not take the behavior personally.** Usually, the behavior has little to do with you, but you are used as a target in the situation.
3. **Ask questions.** Respectful concern and interest may demonstrate that aggression is not necessary.
4. **Consider offering an apology.** Even if you've done nothing wrong, an apology may calm the individual and encourage cooperation. *"I'm sorry that happened. What can we do now that will solve the problem?"*
5. **Summarize what you hear the individual saying.** Make sure you are communicating clearly. In crisis, a person feels humiliated and wants respect and attention. Your summary of the individual's concerns reflects your attention. **Focus on areas of agreement** to help resolve the concern.

If this approach does not stop the disruption, assess whether the individual seems dangerous. If in your best judgment he/she is upset but not a threat, set limits and seek assistance as necessary.

Step 2: Step 1 response ineffective, individual DOES NOT seem dangerous.

1. **Calmly and firmly set limits.** *"Please lower your voice. There will be no disruptions in this office." "Please be patient so that I can understand what you need and try to help you."*
2. **Ask the individual to stop the behavior and warn that official action may be taken.** *"Disruption is subject to County action. Stop or you may be reported."*
3. **If the disruption continues despite a warning,** tell the individual that he/she may be disciplined or prosecuted. State that the discussion is over and direct them to leave the office. *"Please leave now. If you do not leave, we will call the Police."*
4. **If the individual refuses to leave after being directed to do so,** state that this refusal is also a violation subject to discipline, exclusion from work, or arrest.

Step 3: Step 1 response ineffective and the individual SEEMS DANGEROUS

1. **If possible, find a quiet, safe place to talk, but do not isolate yourself** with an individual you believe may be dangerous. Maintain a safe distance, do not turn your back, and stay seated if possible. Leave the door open or open a closed door, and sit near the door. Be sure a coworker is near to help if needed.
2. **Use a calm, non-confrontational approach to defuse the situation.** Indicate your desire to listen and understand the problem. Allow the person to describe the problem.
3. **Never touch the individual yourself to try to remove him/her from the area.** Even a gentle push or holding the person's arm may be interpreted as an assault by an agitated individual who may respond with violence towards you or file a lawsuit later.
4. **Set limits to indicate the behavior needed to deal with the concern.** *"Please lower your voice." "Please stop shouting (or using profanity) or I'll have to ask you to leave."*

5. **Signal for assistance.** The individual may be antagonized if you call for assistance so use a prearranged "distress" signal to have another staff member check on you to determine how you are. If you need help, the co-worker should alert your supervisor and/or the police.
6. **Do not mention discipline or the police if you fear an angry or violent response.**
7. **If the situation escalates, find a way to excuse yourself, leave the room/area and get help.**
"You've raised some tough questions. I'll consult my supervisor to see what we can do."

DIFFUSING TENSION

- φ Maintain safe space. Stay at least two arm lengths away from a threatening person. From this distance, it takes two movements to reach you. Avoid being trapped. Keep obstacles between you and the aggressor.
- φ Maintain calm voice tone. Speak in an evenly paced cadence. A calm voice helps to de-escalate anger.
- φ Use the "I have a question" technique. To gain control of the verbally aggressive individual, say, "I have a question." What? "So I can help, I need to know exactly what you want or need to resolve this issue." Repeat the stated wants or needs. Promise to "look into" the person's concerns and get back to him or her at a designated time.
- φ Palms up signal "there is no fight here." Be calm; hold arms slightly out with palms up (so they are visible). An attack is more effectively blocked from this position.
- φ Hear and understand. Communication is vital; demonstrate that you hear and understand. Take interest in what your antagonist says.
- φ Verbally defuse the threat. Provide an "out": "We all say things we don't mean when we're upset; I'm sure you'll feel different later."
- φ Build self-esteem. Find something positive to say about the aggressive individual.
- φ Discuss losses of value. Without making threats, discuss what the aggressor risks losing by engaging in hostile behavior: "This situation isn't worth losing your freedom...money, job, etc."
- φ Go with the flow. Agreement disarms aggression. "I would be upset too if I felt unfairly treated."
- φ When possible, talk the situation over with others: as a general rule, don't deal with threats of violence alone. Consultation with the critical incident coordinator or a team can help develop better decisions and more defensible actions.

IN AN EMERGENCY

**For crimes in progress, violent incidents or specific threats of imminent violence,
 Call 9- 9-1-1**

If an individual

- **Makes threats of physical harm toward you, others, or him/herself;**
- **Has a weapon; or**
- **Behaves in a manner that causes you to fear for your own or another's safety**

Immediately call the Sheriff's Office or local Police Department. Use a phone that is out of sight / hearing of the individual. Law enforcement will respond and take appropriate action.

- 1. Do not attempt to intervene physically** or deal with the situation yourself. It is critical that law enforcement take charge of any incident that can or does involve physical harm.
- 2. Get yourself and others to safety** as quickly as possible.
- 3. If possible, keep a line open to police until they arrive.** If you cannot stay on the line, call 9-911 and the dispatcher will direct the police to you. The more information the police receive, the more likely they can bring a potentially violent situation to a safe conclusion.

Coping with Threats and Violence

For an angry or hostile customer or co-worker

- Stay calm. Listen attentively.
- Maintain eye contact.
- Be courteous. Be patient.
- Keep the situation in your control.

For a person shouting, swearing, and threatening

- Signal a co-worker, or supervisor, that you need help.
(Use a duress alarm system or prearranged code words.)
- Do not make any calls yourself.
- Have someone call the Sheriff's Office or local Police Department if warranted - or be prepared to do so if the situation escalates.

For someone threatening you with a gun, knife, or other weapon

- Stay calm. Quietly signal for help.
(Use a duress alarm or code words.)
- Maintain eye contact.
- Stall for time.
- Keep talking - but follow instructions from the person who has the weapon.
- Don't risk harm to yourself or others.
- Never try to grab a weapon.
- Watch for a safe chance to escape to a safe area.

Telephone Threats

- Keep calm. Keep talking.
- Don't hang up.
- Signal a co-worker to get on an extension if possible.
- Ask the caller to repeat the message and write it down.
- Repeat questions if necessary.
- For a bomb threat, ask where the bomb is and when it is set to go off.
- Listen for background noises and write down a description.
- Write down whether it's a man or a woman, pitch of voice, accent, anything else you hear.
- Try to get the person's name, exact location, and telephone number.
- Signal a co-worker to immediately call the Sheriff's Office or the local Police.
- Notify your immediate supervisor.

Personal Conduct to Minimize Violence

Follow these suggestions in your daily interactions with people to de-escalate potentially violent situations. If at any time a person's behavior starts to escalate beyond your comfort zone, disengage.

DO	DO NOT
<ul style="list-style-type: none"> • Project calmness, move and speak slowly, quietly and confidently. • Be an empathetic listener. Encourage the person to talk and listen patiently. • Focus your attention on the other person to let them know you are interested in what they have to say. • Maintain a relaxed yet attentive posture and position yourself at a right angle rather than directly in front of the other person. • Acknowledge the person's feelings. Indicate that you can see he/she is upset. • Ask for small, specific favors such as asking the person to move to a quieter area. • Establish ground rules if unreasonable behavior persists. Calmly describe the consequences of any violent behavior. • Use delaying tactics which will give the person time to calm down. For example, offer a drink of water (in a disposable cup). • Be reassuring and point out choices. Break big problems into smaller, more manageable problems. • Accept criticism in a positive way. When a complaint might be true, use statements like "You are probably right" or "It was my fault". If the criticism seems unwarranted, ask clarifying questions. • Ask for his/her recommendations. Repeat back to him/her what you feel he/she is requesting of you. • Arrange yourself so that a visitor cannot block your access to an exit. 	<ul style="list-style-type: none"> • Use styles of communication which generate hostility such as apathy, brush off, coldness, condescension, robotism, going strictly by the rules or giving the run-around. • Reject all of a client's / customer's demands from the start. • Pose in challenging stances such as standing directly opposite someone, hands on hips or crossing your arms. Avoid any physical contact, finger pointing or long periods of fixed eye contact. • Make sudden movements which can be seen as threatening. Notice the tone, volume and rate of your speech. • Challenge, threaten, or dare the individual. Never belittle the person or make him/her feel foolish. • Criticize or act impatiently toward the agitated individual. • Attempt to bargain with a threatening individual. • Try to make the situation seem less serious than it is. • Make false statements or promises you cannot keep. • Try to impart a lot of technical or complicated information when emotions are high. • Take sides or agree with distortions. • Invade the individual's personal space. Make sure there is a space of three feet to six feet between you and the person.

Receiving a Bomb Threat - Key Reminders

- **REMAIN CALM** - Your ability to effectively communicate with the caller is crucial in determining the validity of a bomb threat.
- **USE CHECKLIST** - Work from the checklist provided. This will help you concentrate and obtain important information which investigators will need.
- **KEEP NOTES** - Try to keep notes as the caller speaks. Note any accents, background noises, or unusual sounds. If you are unable to keep notes during the call, write them down as soon as possible. Remember that no detail is too small.
- **NEVER TRANSFER** - Don't transfer, put on hold, or refer the caller to someone else unless you are specifically asked to by the caller.
- **GET INFORMATION** - Try to gain as much information as possible, but don't challenge the caller. Keep the caller on the line as long as possible.
- **BE PROFESSIONAL** - Always take these calls seriously. Do not display a disrespectful attitude or express disbelief, saying such things as "You're kidding", or "this is not real".
- **GET LOCATION** - Try to get the exact location of the bomb - which building, floor or office.

Upon receipt of a bomb threat, immediately contact 9-911. Remain at your office, as an investigator will want to contact you for further information.

BOMB THREAT CHECKLIST

- 1. When is the bomb going to explode?
- 2. Where is the bomb right now?
- 3. What does the bomb look like?
- 4. What kind of bomb is it?
- 5. What will cause the bomb to explode?
- 6. Did you place the bomb?
- 7. Why?
- 8. What is your address?
- 9. What is your name?

CALLER'S VOICE

- Calm Rapid Slow
- Soft Normal Crying
- Stutter Nasal Deep
- Excited Angry Distinct
- Laughter Loud Rasp
- Lisp Slurred Ragged
- Disguised Whispered Cracking Voice
- Accent Deep Breathing Clearing Throat
- Familiar If familiar, who did it sound like? _____

EXACT WORDING OF BOMB THREAT:

Sex of caller: _____ Race: _____ Age: _____

Length of call: _____

Telephone number at which call received: _____

Time & Date call received: _____

Your name

Your position

Your telephone number

Date checklist completed:

BACKGROUND SOUNDS:

- Street noises Factory machinery
- Voices Crockery
- Animal noises Clear
- PA System Static
- Music House noises
- Long distance Local
- Motor Office machinery
- Booth Other - Please specify

BOMB THREAT LANGUAGE:

- Well spoken (education) Foul
- Incoherent Taped
- Message read by threat maker Irrational

REMARKS: _____

SUSPICIOUS MAIL

What should make me suspect a piece of mail?

- It's unexpected or from someone you don't know.
- It's addressed to someone no longer at your address.
- It's handwritten and has no return address or bears one that you can't confirm is legitimate.
- It's lopsided or lumpy in appearance.
- It's sealed with excessive amounts of tape.
- It's marked with restrictive endorsements such as "Personal" or "Confidential".
- It has excessive postage.

What should I do with a suspicious piece of mail?

- Don't handle a letter or package that you suspect is contaminated.
- Don't shake it, bump it, or sniff it.
- Wash your hands thoroughly with soap and water.
- Notify local law enforcement authorities.

Severe Weather Awareness



Tornado Safety Tips

- IN HOMES OR SMALL BUILDINGS:** Go to the basement (if available) or to an interior room on the lowest floor, such as a closet or bathroom. Upper floors are unsafe. If there is no time to descend, go to a closet, a small room with strong walls, or an inside hallway. Wrap yourself in overcoats or blankets to protect yourself from flying debris.
- IN SCHOOLS, HOSPITALS, FACTORIES, OR SHOPPING CENTERS:** Go to interior rooms and halls on the lowest floor. Stay away from glass enclosed places or areas with wide-span roofs such as auditoriums and warehouses. Crouch down and cover your head. Don't take shelter in halls that open to the south or the west. Centrally located stairwells are good shelter.
- IN HIGH-RISE BUILDINGS:** Go to interior small rooms or halls. Stay away from exterior walls or glassy areas.
- IN CARS OR MOBILE HOMES: ABANDON THEM IMMEDIATELY!!!** Most deaths occur in cars and mobile homes. If you are in either of those locations, leave them and go to a substantial structure or designated tornado shelter.
- IF NO SUITABLE STRUCTURE IS NEARBY:** Lie flat in the nearest ditch or depression and use your hands to cover your head. Be alert for flash floods.
- DURING A TORNADO: Absolutely** avoid buildings with large free-span roofs. Stay away from west and south walls. Remember: lowest level, smallest room, center part.
- TO PREPARE FOR A TORNADO:** Store water in clean covered containers. You should keep disaster supplies in your home at all times (i.e. flashlight, candles, matches, etc.)

The key to tornado survival is to be prepared and take immediate action when a warning is issued or when you spot a tornado. Remember, the actions you take during a tornado event may save your life and the lives of your family.

STORM WATCH

A watch is issued when conditions are favorable for a potential severe storm to develop.

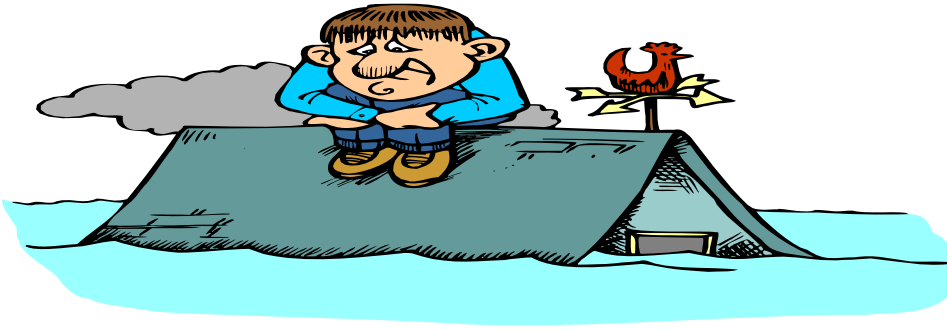
STORM WARNING

A warning is issued when conditions exist that will generate severe weather in the immediate future and/or a developed storm is entering the area.

Kansas Severe Weather Quiz

1. The most active month for severe thunderstorms in Kansas is:
 - a. June
 - b. May
 - c. March
 - d. October
2. The Kansas tornado producing the most fatalities this century occurred at:
 - a. Andover
 - b. Topeka
 - c. Salina
 - d. Udall
3. The phrase "tornado watch" means:
 - a. Tornadoes are possible
 - b. Large hail is possible
 - c. Strong and Damaging winds are possible
 - d. All of the above
4. Your best shelter from both tornadoes and severe thunderstorms is:
 - a. A basement
 - b. In a large truck
 - c. In a large mobile home that is tied down
 - d. Under a highway overpass
5. Tornadoes can occur at all hours of the day and night, but the peak time is:
 - a. 8 am to 4 pm
 - b. 5 pm to 10 pm
 - c. 3 pm to 9 pm
 - d. 1 pm to 6 pm
6. If you are on a golf course and hear thunder, your best action is:
 - a. Quickly play the round and move to the next green
 - b. Head for the club house
 - c. Ignore the storm and hope it will blow over
 - d. Get under a tree to stay dry
7. Your best source of instant local weather information is:
 - a. local newspaper
 - b. The Internet
 - c. NOAA Weather Radio
 - d. ESPN
8. During a local youth soccer game, you notice distant lightning flashes and hear low rumbles of thunder. You should:
 - a. Head to the concession stand before it gets busy
 - b. Get your umbrella ready in case it rains
 - c. Bring it to the referees attention and get in your car or go to a nearby building
 - d. Stand under a tree to keep dry in case it rains
9. If a flash flood warning is issued for your area, you should:
 - a. Keep alert to rising waters, and evacuate if necessary
 - b. Bring in outdoor furniture or other items that may get lost in high water
 - c. Avoid using your automobile unless it is to evacuate
 - d. Keep tuned to NOAA Weather Radio or local media for weather info
 - e. All of the above
10. Severe thunderstorms may produce
 - a. Winds higher than 59 mph
 - b. Damaging Hail larger than 3/4 inch
 - c. Torrential rainfall that may cause flash flooding
 - d. All of the above
11. True or False. Once a location has been hit by a tornado, it will never happen again.





Flash Flooding is the # 1 Weather Related Killer in the United States

How do flash floods occur?

Several factors contribute to flash flooding. The two key elements are rainfall intensity and duration. Intensity is the rate of rainfall, and duration is how long the rain lasts. Topography, soil conditions, and ground cover also play an important role.

Flash floods occur within a few minutes or hours of excessive rainfall, a dam or levee failure, or a sudden release of water held by an ice jam. Flash floods can roll boulders, tear out trees, destroy buildings and bridges, and scour out new channels. Rapidly rising water can reach heights of 30 feet or more.

Most flash flooding is caused by slow moving thunderstorms or thunderstorms repeatedly moving over the same area.

The rule for being safe in a flooding situation is simple: **HEAD FOR HIGHER GROUND AND STAY AWAY FROM FLOOD WATERS!**

When a flash flood **WATCH** is issued be alert to signs of flash flooding and be ready to evacuate on a moment's notice.

When a flash flood **WARNING** is issued for your area, or the moment you realize that a flash flood is imminent, act quickly to save yourself. Immediately:

- ✘ Get out of areas subject to flooding. This includes dips, low spots, canyons, washes, etc.
- ✘ Avoid already flooded and high velocity flow areas. Do not attempt to cross flowing streams.
- ✘ If driving, be aware that the road bed may not be intact under flood waters. Turn around and go another way. NEVER drive through flooded roads or low water crossings!
- ✘ Be especially cautious at night when it is harder to recognize flood dangers.
- ✘ Choose camp sites along waterways with care. Remember that storms that are miles away may bring raging water your way.

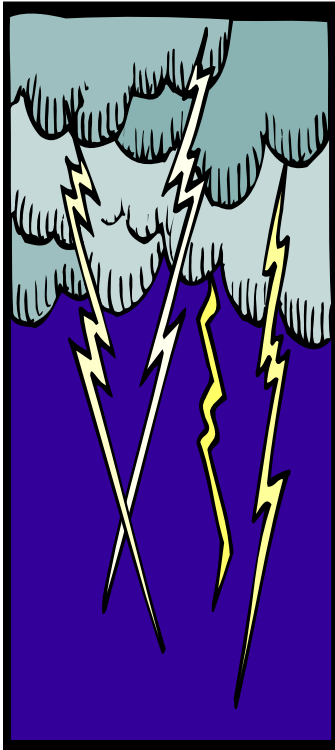
How can a foot or two of water cost you your life?

Water weighs 62.4 lbs. per cubic foot and typically flows downstream at 6 to 12 miles an hour. When a vehicle stalls in the water, the water's momentum is transferred to the car. For each foot the water rises, 500 lbs. of lateral force are applied to the car.

However, the biggest factor is buoyancy. For each foot the water rises up the side of the car, the car displaces 1,500 lbs. of water. In effect, the car weighs 1,500 lbs. less for each foot the water rises. Thus, two feet of water will carry away most automobiles.



Lightning Safety



Lightning is one of nature's most awe inspiring and dangerous phenomenon. The average lightning flash could light a 100-watt light bulb for more than 3 months! The temperature of a lightning bolt may reach 50,000 degrees Fahrenheit which is hotter than the surface of the sun!

On average, lightning kills one person in Kansas per year. In fact, lightning remains one of the most deadly weather phenomena in the United States, and it can occur almost anywhere throughout the entire year. Many people incur injuries or are killed due to misinformation and inappropriate behavior during thunderstorms. A few simple precautions can reduce many of the dangers posed by lightning.

- ✿ **AVOID BEING IN OR NEAR** High places and open fields, isolated trees, unprotected gazebos, rain or picnic shelters, baseball dugouts, communication towers, flagpoles, light poles, bleachers (metal or wood), metal fences, convertibles, golf carts, water (lakes, swimming pools, rivers, etc.).
- ✿ **WHEN INSIDE A BUILDING AVOID** use of the telephone or computer, taking a shower, washing your hands, doing dishes, or any contact with conductive surfaces with exposure to the outside such as metal door or window frames, electrical wiring, telephone wiring, cable TV wiring, plumbing, etc.
- ✿ **IF DRIVING** Stay in your automobile. An enclosed automobile offers reasonably good protection from lightning, as long as you don't touch metal.

Generally speaking, if an individual can hear thunder he/she is already at risk. Louder or more frequent thunder indicates that lightning activity is approaching, increasing the risk for lightning injury or death. If the time delay between seeing the flash (lightning) and hearing the bang (thunder) is less than 30 seconds, the individual should be in, or immediately seek a safer location.

Severe Weather Quiz Answers

1. B - May is the most active month for severe storms and tornadoes in Kansas, although they can occur on any day of the year.
2. D - Udall in south central Kansas saw 80 people die in a tornado on May 25, 1955.
3. D - All of the above. A tornado watch means tornadoes are possible in and close to the watch area. Severe thunderstorms that produce tornadoes will likely also produce large hail, strong and damaging winds and torrential rainfall.
4. A - A basement offers the best shelter from all severe weather hazards. If you don't have a basement, go to the middle part of a building on the lowest floor, preferably in a closet, hallway or bathroom, but stay away from windows.
5. C - 3 pm to 9 pm has the highest frequency of tornado formation due to daytime heating and the development of thunderstorms.
6. B- Head for the clubhouse. For your safety from lightning, get out of the weather quickly and into a building, or if not available into an automobile.
7. C - NOAA Weather Radio broadcasts originate from your local National Weather Service office; the official source of weather watches and warnings.
8. C - Bring it to the attention of the referee, or other game officials, and get in your car or a building. Don't take chances! Lightning can strike many miles ahead of the rain area.
9. E - All of the above. Flash flooding is the number one weather related killer in the nation.
10. D - All of the above. Severe storms can cause more damage, deaths and injuries than tornadoes. Don't ignore a severe thunderstorm warning.
11. False - In and very near Codell, Kansas a tornado occurred on May 20th in 1916, 1917, and 1918. The town took a direct hit in 1918.