

**Kansas Corporation Commission**  
**Commission Meeting**  
**January 19, 2017**  
10:00 a.m. 1<sup>st</sup> floor hearing room  
KCC Offices, 1500 Arrowhead, Topeka, Kansas

**MINUTES**

The Commission convened the regularly scheduled open meeting of the Commission at 10:00 a.m. on January 19, 2017 in the 1<sup>st</sup> floor hearing room of the Kansas Corporation Commission, 1500 Arrowhead, Topeka, Kansas.

Present: Chairman Apple, Commissioner Albrecht and Commissioner Emler. The following were considered by the Commission:

1. **Consent Agenda:** Commissioner Albrecht moved for approval of the Items on the Consent Agenda dated January 19, 2017 containing pages one through eight pages and are attached to these Minutes. Commissioner Emler seconded the motion.

The motion was approved.

2. **Noticed:**

- A. **Docket No. 16-CONS-4105-CPEN: *In the matter of the failure of Jim Carter dba J Carter Oil ("Operator") to comply with K.A.R. 82-3-407 at the Mudd #1 in Russell County, Kansas.***

Commissioner Emler moved for approval of order #17-0125 - *Final Order* . Commissioner Albrecht seconded the motion.

The motion was approved.

- B. **Docket No. 16-TRAM-548-PEN: *In the Matter of the Investigation of Pine Landscape Center LLC of Lawrence, Kansas, Regarding the Violation(s) of the Motor Carrier Safety Statutes, Rules and Regulations and the Commission's Authority to Impose Penalties, Sanctions and/or the Revocation of Motor Carrier Authority.***

Commissioner Emler recused himself. Commissioner Albrecht moved for approval of order #17-0126 - *Penalty Order* following the 2016 Penalty Matrix. There was not a second.

Motion died.

Commissioner Apple moved for approval of order #17-0126 - *Penalty Order* following the 2017 Penalty Matrix. Commissioner Albrecht seconded the motion.

The motion was approved.

- C. **Docket No. 17-CONS-3403-CVAC: *In the matter of the application of Norstar Petroleum Inc., for authorization to impose a vacuum on its Hume Bros Lease located in the NW/4 of Section 34, Township 29 South, Range 41 West, Stanton County, Kansas.***

Commissioner Emler moved for approval of order # 17-0108 - *Order Designating Prehearing Officer and Setting Prehearing Conference*. Commissioner Albrecht seconded the motion.

The motion was approved.

- D. **Docket No. 17-SPPE-117-GIE: *In the Matter of a General Investigation for the Purpose of Investigating Whether Annual or Periodic Cost/Benefit Reporting by the SPP and Kansas Electric Utilities that Participate in SPP is in the Public Interest.***

Commissioner Emler moved for approval of order #16-4167 - *Order Opening General Investigation*. Commissioner Albrecht seconded the motion.

The motion was approved.

- E. **Docket No. 17-GIMT-008-GIT: *In the Matter of An Investigation to Determine the Assessment Rate and the Affordable Local Service Rate for Rate-of-Return Regulated Carriers for the Twenty-First Year of the Kansas Universal Service Fund, Effective March 1, 2017.***

Commissioner Emler moved for approval of order # 17-0136 - *Order Adopting KUSF Assessment and Affordable Local Service Rates*. Commissioner Albrecht seconded the motion.

The motion was approved.

3. **Discussion/Presentation Item(s):**

- A. ***Approval of KCC Emergency Policy Number 17-01.*** Michael Duenes, Assistant General Counsel presented. Commissioner Emler moved for approval of the Emergency Operations Plan – Topeka Office. Commissioner Albrecht seconded the motion.

The motion was approved.

- B. **Docket No. 16-GIME-258-GIE: *In the Matter of a General Investigation to Examine the Effect of Kansas Senate Bill No. 91 Regarding Renewable Energy Standards.*** Amber Smith, Chief Litigation presented.

Public Hearing on the matter started at 10:18 a.m. and closed at 10:27 a.m. No one from the public gave any comments.

There being no further matters before the Commission, Commissioner Emler moved for adjournment of the Commission meeting. Commissioner Albrecht seconded the motion. The motion was approved. The Commission adjourned the January 19, 2017 Commission Meeting at 10:28 a.m.

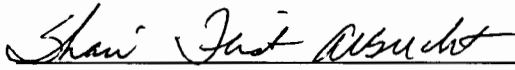
Respectfully submitted,



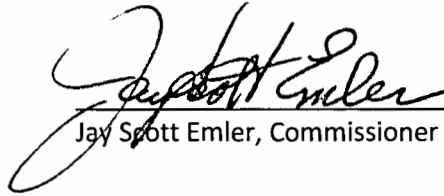
Amy L. Green  
Secretary to the Commission



Pat Apple, Chairman



Shari Feist Albrecht, Commissioner



Jay Scott Emler, Commissioner



# ITEMS OF Consent Agenda

Approval Date: Thursday, January 19, 2017

NOTICE TO THE PUBLIC: There will be no separate discussion of Consent Agenda items as they are considered to be routine by the Kansas Corporation Commission. Unless removed from the website's Consent Agenda, the orders appearing on the Consent Agenda will become the Order of the full Commission at the Commission's regularly scheduled Business Meeting. If Commission staff or a Commissioner requests an item be removed from the Consent Agenda, the affected item may be considered separately or placed on the earliest possible Business Meeting agenda for discussion.

## Consent Agenda

ITEM NO.	DESCRIPTION	DOCKET NUMBER	REMOVED
1	In the matter of an Order to Show Cause issued to George A. Barnard dba Barnard Wells Co. ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3151-CSHO	
2	In the matter of an Order to Show Cause issued to Fred L. Bellmyer ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3153-CSHO	
3	In the matter of an Order to Show Cause issued to Susie Glaze dba R.S. Glaze Drilling ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3184-CSHO	
4	In the matter of an Order to Show Cause issued to Hub Oil Co. ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3190-CSHO	

**Consent Agenda**

ITEM NO.	DESCRIPTION	DOCKET NUMBER	REMOVED
5	In the matter of an Order to Show Cause issued to Gary Johnson ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3193-CSHO	
6	In the matter of an Order to Show Cause issued to Howard Kennedy ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3196-CSHO	
7	In the matter of an Order to Show Cause issued to Don Knapp dba Don Knapp - Oil Production ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3198-CSHO	
8	In the matter of an Order to Show Cause issued to Larry Rose dba R5 Oil ("Operator") regarding responsibility under K.S.A. 55-17 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3217-CSHO	
9	In the matter of an Order to Show Cause issued to Don Sprowl ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3227-CSHO	
10	In the matter of an Order to Show Cause issued to Wi-Max Co. ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3243-CSHO	
11	In the matter of an Order to Show Cause issued to Yarnell Ditching ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3247-CSHO	
12	In the matter of an Order to Show Cause issued to Gary C. Adams Oil & Gas Investments ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3256-CSHO	
13	In the matter of an Order to Show Cause issued to Wiley R. Ash, Jr. ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3257-CSHO	
14	In the matter of an Order to Show Cause issued to Randy or Jeanne Bridgewater ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3261-CSHO	
15	In the matter of an Order to Show Cause issued to Edward Broyles dba Jenkins & Broyles Production Company ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3262-CSHO	

**Consent Agenda**

ITEM NO.	DESCRIPTION	DOCKET NUMBER	REMOVED
16	In the matter of an Order to Show Cause issued to Case Oil & Gas ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3266-CSHO	
17	In the matter of an Order to Show Cause issued to Bill Frew ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3274-CSHO	
18	In the matter of an Order to Show Cause issued to Fuller Oil ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3275-CSHO	
19	In the matter of an Order to Show Cause issued to John L. Handy ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3277-CSHO	
20	In the matter of an Order to Show Cause issued to Harold Production ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3278-CSHO	
21	In the matter of an Order to Show Cause issued to Heat Can ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3279-CSHO	
22	In the matter of an Order to Show Cause issued to J. A. Heit - Oil Operations ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3280-CSHO	
23	In the matter of an Order to Show Cause issued to R.L. Hrbek ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3282-CSHO	
24	In the matter of an Order to Show Cause issued to J.J. Holding ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3283-CSHO	
25	In the matter of an Order to Show Cause issued to Jonathan Oil ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3285-CSHO	
26	In the matter of an Order to Show Cause issued to J. L. King - Oil Operations ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3287-CSHO	

## Consent Agenda

ITEM NO.	DESCRIPTION	DOCKET NUMBER	REMOVED
27	In the matter of an Order to Show Cause issued to Jerry R. Kiser dba Independent Petroleum Land Services ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3288-CSHO	
28	In the matter of an Order to Show Cause issued to B.W. Klippel, Jr. ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3289-CSHO	
29	In the matter of an Order to Show Cause issued to Krehbiel Oil Co. ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3290-CSHO	
30	In the matter of an Order to Show Cause issued to M and M Producing Co. ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3293-CSHO	
31	In the matter of an Order to Show Cause issued to M H Oil & Gas ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3294-CSHO	
32	In the matter of an Order to Show Cause issued to Wm. R. McRae ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3295-CSHO	
33	In the matter of an Order to Show Cause issued to Jeff Miller ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3296-CSHO	
34	In the matter of an Order to Show Cause issued to Ralph A. Mills ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3297-CSHO	
35	In the matter of an Order to Show Cause issued to Wyatt B. Mitchell, Jr. ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3298-CSHO	
36	In the matter of an Order to Show Cause issued to Benton L. Nitcher ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3300-CSHO	
37	In the matter of an Order to Show Cause issued to Rodney Noe dba R-Jann-N Oil ("Operator") regarding responsibility under K.S. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3301-CSHO	

**Consent Agenda**

ITEM NO.	DESCRIPTION	DOCKET NUMBER	REMOVED
38	In the matter of an Order to Show Cause issued to John D. Nummeley, Jr. ("Operator") regarding responsibility under K.S.A. 55-1 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3302-CSHO	
39	In the matter of an Order to Show Cause issued to Petrik Oil ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3303-CSHO	
40	In the matter of an Order to Show Cause issued to Plains Oil Company ("Operator") regarding responsibility under K.S.A. 55-179 unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3304-CSHO	
41	In the matter of an Order to Show Cause issued to Wayne D. & Barbara Powell ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3305-CSHO	
42	In the matter of an Order to Show Cause issued to R & M Oil Co. ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3308-CSHO	
43	In the matter of an Order to Show Cause issued to Rader Exploration Co. ("Operator") regarding responsibility under K.S.A. 55-17 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3310-CSHO	
44	In the matter of an Order to Show Cause issued to Terry Reilly ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3312-CSHO	
45	In the matter of an Order to Show Cause issued to Sterling Exploration ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3315-CSHO	
46	In the matter of an Order to Show Cause issued to Ralph Eugene Stevenson ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3316-CSHO	
47	In the matter of an Order to Show Cause issued to Larry A. Sutherland dba Sutherland Enterprises ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3317-CSHO	
48	In the matter of an Order to Show Cause issued to Frankie Tidd ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b><i>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</i></b>	17-CONS-3318-CSHO	



**Consent Agenda**

ITEM NO.	DESCRIPTION	DOCKET NUMBER	REMOVED
49	In the matter of an Order to Show Cause issued to Donnabeth Weider ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</b>	17-CONS-3319-CSHO	
50	In the matter of an Order to Show Cause issued to William East ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</b>	17-CONS-3321-CSHO	
51	In the matter of an Order to Show Cause issued to Williams Oil & Gas ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</b>	17-CONS-3322-CSHO	
52	In the matter of an Order to Show Cause issued to Steven W. Winder dba SW Oil and Cattle Co. ("Operator") regarding responsibility under K.S.A. 55-179 for unplugged wells on an expired license. <b>Order to Show Cause, Designating a Prehearing Officer, and Setting a Prehearing Conference</b>	17-CONS-3325-CSHO	
53	In the Matter of an Investigation to Determine the Assessment Rate for the Twentieth Year of the Kansas Universal Service Fund Effective March 1, 2016. <b>Order Approving Traffic Factor for Excellus Communications, LLC</b>	16-GIMT-067-GIT	
54	In the Matter of Total Call International Request of Total Call International to Cancel its Authority to Provide Interexchange Service and Any Existing Tariffs <b>Order Cancelling Certificate</b>	17-TOIC-267-CCS	
55	In the Matter of the Investigation of Flying J Trucking LLC of Thayer, Kansas, Regarding the Violation(s) of the Motor Carrier Safe Statutes, Rules and Regulations and the Commission's Authority to Impose Penalties, Sanctions and/or the Revocation of Motor Carrier Authority. <b>Order Reinstating Intrastate Motor Carrier Operations</b>	17-TRAM-168-PEN	
56	In the Matter of the Emergency Suspension of Operating Authority of Jacob Hefner, d/b/a Hefner Motorsports of Oakley, Kansas, Failure to Comply With New Entrant Safety Requirements as Required by Motor Carrier Safety Statutes, Rules and Regulations. <b>Order Reinstating Motor Carrier Operating Authority</b>	17-TRAM-240-OOS	
57	In the matter of the application of Hartman Oil Co., Inc. for an exception to the 10-year time limitation of K.A.R. 82-3-111 for its Tucker Adams 1 located in the NW/4 of Sec 4-T22S-R33W of Finney County, Kansas. <b>Order Granting Application</b>	17-CONS-3395-CEXC	
58	In the matter of the application of Berexco LLC for an exception to the 10-year time limitation of K.A.R. 82-3-111 for its Chrisler-Elliott #9 well located in the NW SW NE of Sec 7, T11S, R15W Russell County, Kansas. <b>Order Granting Application</b>	17-CONS-3426-CEXC	

**Consent Agenda**

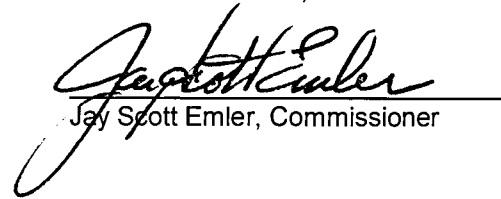
ITEM NO.	DESCRIPTION	DOCKET NUMBER	REMOVED
59	In the matter of the application of Berexco LLC for an exception to the 10-year time limitation of K.A.R. 82-3-111 for its Pfeifer B # well located in the S/2 NE NW of Sec 5, T14S, R17W Ellis County, Kansas. <i>Order Granting Application</i>	17-CONS-3427-CEXC	
60	In the matter of the failure of Butler Petroleum LLC ("Operator") to comply with K.A.R. 82-3-407 at the Voights #20 A, Burks #1 W, Andenberg-Skaggs #2-W and Andenberg-Skaggs #1-W in Johnson County, Kansas. <i>Penalty Order - Butler Petroleum LLC</i>	17-CONS-3442-CPEN	
61	In the Matter of the Application of Kansas City Power & Light Company Seeking Approval for a Property Tax Surcharge Adjustme for 2017, Per K.S.A. 66-117(f). <i>Order Approving Ad valorem Tax Surcharge Tariff</i>	17-KCPE-259-TAR	

The above-captioned matter(s) were approved by the Commission, unless noted as removed.

For the Commission :

  
Pat Apple, Chairman

  
Shari Feist Albrecht, Commissioner

  
Jay Scott Emler, Commissioner

Attest:

  
Amy L. Green  
Secretary to the Commission

**KANSAS CORPORATION COMMISSION  
EMERGENCY OPERATIONS PLAN – Topeka Office**

TITLE/Subject: Emergency Policy  
Policy Number: 17-01

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Approved: The Commission

Effective Date: January \_\_\_\_, 2017

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**Purpose:**

To ensure that all employees who work at the Topeka office comply with the Emergency Operations Plan (EOP) [REDACTED]

**Plan:**

All employees are responsible to follow the Commission's EOP and are required to participate both during drills and actual emergency alerts. The agency's designated Safety Officer is responsible for initiating an emergency response action to notifications of the emergency from the Capitol Police, National Weather Service, or other state, county or city authority.

Should an emergency notification from any of the above entities be received by an employee other than the Safety Officer, that employee shall immediately pass the notification on to the Safety Officer for initiation of emergency response action.

Safety personnel, including the Safety Officer, Floor Captains, Trained Responders and Section Supervisors are identified on **Exhibit A**.

Questions about the EOP should be directed to the Safety Officer or a Floor Captain.

Human Resources staff will ensure each employee receives a copy of the EOP and the Injury Accident Report policies during new employee orientation.

**Post-EOP Directives:**

Once the EOP is implemented, the Chair of the Commission or the Chair's designee, as well as the Division Directors, will determine further action and communication.

**Identification of Safety Personnel and Duties:**

**Safety Officer Duties:**

- 1) Initiate emergency response action when notifications are received from the Capitol Police, National Weather Service, or other state, county or city authority.
- 2) Keep Floor Captains advised of all emergency information, including warnings and "all-clear" announcements by relaying information.
- 3) Maintain emergency communication equipment in his/her office.

**Floor Captains and Trained Responder Duties:**

- 1) [REDACTED]
- 2) Assign person(s) to assist anyone who is physically disabled or injured.

- 3) Assist anyone who requires the use of a LifeSlider on the stairs.

Section Supervisor Duties:

- 2) [REDACTED]

**In the event of an emergency:**

Each Floor Captain or Trained Responder is required to take one of the following items:

- [REDACTED]
- [REDACTED]
- [REDACTED]

Each Floor Captain is to notify the Trained Responders of the emergency. Trained Responders are to notify everyone in their vicinity.

**MEDICAL EMERGENCY:**

The employee who initially sees the medial emergency shall announce to the area there is a medical emergency on the floor and identify the Division or section.

All CPR trained employees are identified on **Exhibit A**, [REDACTED]

If the subject is unconscious and not responding to their name, trained CPR employee shall designate someone to **“Call 911”** to request assistance and to **“Grab the AED”** from the bathroom corridor.

The individual who calls 911, or their designee, shall immediately go to the front desk and escort the emergency responders to the medical emergency location.

Any available employee trained in first aid should immediately go to the area and provide assistance. The Section Supervisor should go to the location and ensure all appropriate steps are taken and required notifications are made.

It is important all other employees not directly involved in providing or summoning assistance remain at their desks.

All accidents or medical emergencies must be reported to Human Resources (HR) Staff by filling out an 11-04 Injury Accident Report Form. The completed form should be given to HR within 10 days of the incident. The form can be found on the HR intranet site.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**THREATENING WEATHER: Do NOT use the elevators / Close all doors, if possible**

In case of severe weather or tornado warning, move far away from windows. When notified of severe weather, go to the first floor. See the floor emergency route maps in **Exhibit B**, safe rooms are shown in beige. Enter the designated safe rooms and close the door. If these are filled to capacity, use the first floor stairwells. Any employee unable to maneuver the stairs will be assisted down on a LifeSider by a Floor Captain or Trained Responder.

All employees must gather with their section so the Section Supervisor can make an accurate head count as soon as possible. The Supervisors shall notify the Safety Officer of any unaccounted for employee.

**Alternate plan:** If warning time is extremely short, you may not have time to take the stairs to the first floor areas. If your work area is on the **second floor**, close all doors and go to the areas designated in beige on the second floor map of **Exhibit B**. If your work area is on the **third floor**, close all doors and go to the areas designated in beige on the third floor map of **Exhibit B**.

If you see threatening weather before receiving a warning, call the Safety Officer immediately.

**Please**, only one battery-operated radio per room.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**POWER FAILURE:**            If possible, leave all doors open as you exit

Emergency lighting is designed to work for 90 minutes. Floor Captains should check all stairwell lighting to see if the lighting is working properly. If it is not, notify Building Repair and Maintenance at [building-topeka@kcc.ks.gov](mailto:building-topeka@kcc.ks.gov).

[REDACTED]



**Originated:** 03/09/92  
**Updated:** 2017

SECRET

CONFIDENTIAL



Exhibit A

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Exhibit B**

**First Floor  
Emergency  
Procedure Map**

# Second Floor Emergency Procedure Map

# Third Floor Emergency Procedure Map

Exhibit C

