

# COUNTY OF KANE

DEPARTMENT OF  
ENVIRONMENTAL & WATER RESOURCES  
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Manager, KCSSPD



County Government Center  
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[www.countyofkane.org](http://www.countyofkane.org)

## RECYCLING PROGRAMS OFFICE

Jennifer Jarland,  
Recycling Program Coordinator

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[www.countyofkane.org/Pages/facilities](http://www.countyofkane.org/Pages/facilities)

**Subject:** Volunteering for Kane County's 2014 Quarterly Document Shredding Events

**Dates:** Saturday, 3/8/14 ★ Saturday, 6/14/14 ★ Saturday, 9/13/14 ★ Saturday, 12/13/14

Thank you for volunteering for **one or more** of these Kane County events!

Please review information below and contact Jennifer at [recycle@countyofkane.org](mailto:recycle@countyofkane.org) or 630-208-3841 if you have questions.

**Event Organizer:** Jennifer Jarland – cell # 303-563-9409

**Location:** 540 S. Randall Rd., St. Charles, IL 60174.

**Time:** Please arrive and meet at the rear of the building (near the north east corner) at 7:30am.  
Plan to finish around 12:15pm. Thank you.

### Please bring:

- Dress in layers; expect any kind of weather.
- Rain coat – always a chance of rain, so be prepared for that!
- Hat and sunglasses
- Refillable water bottle

### What we will provide:

- Safety vests, gloves, name tags
- Sunscreen
- Donuts, Fruit, Coffee, tea, and water

### Job description/ safety:

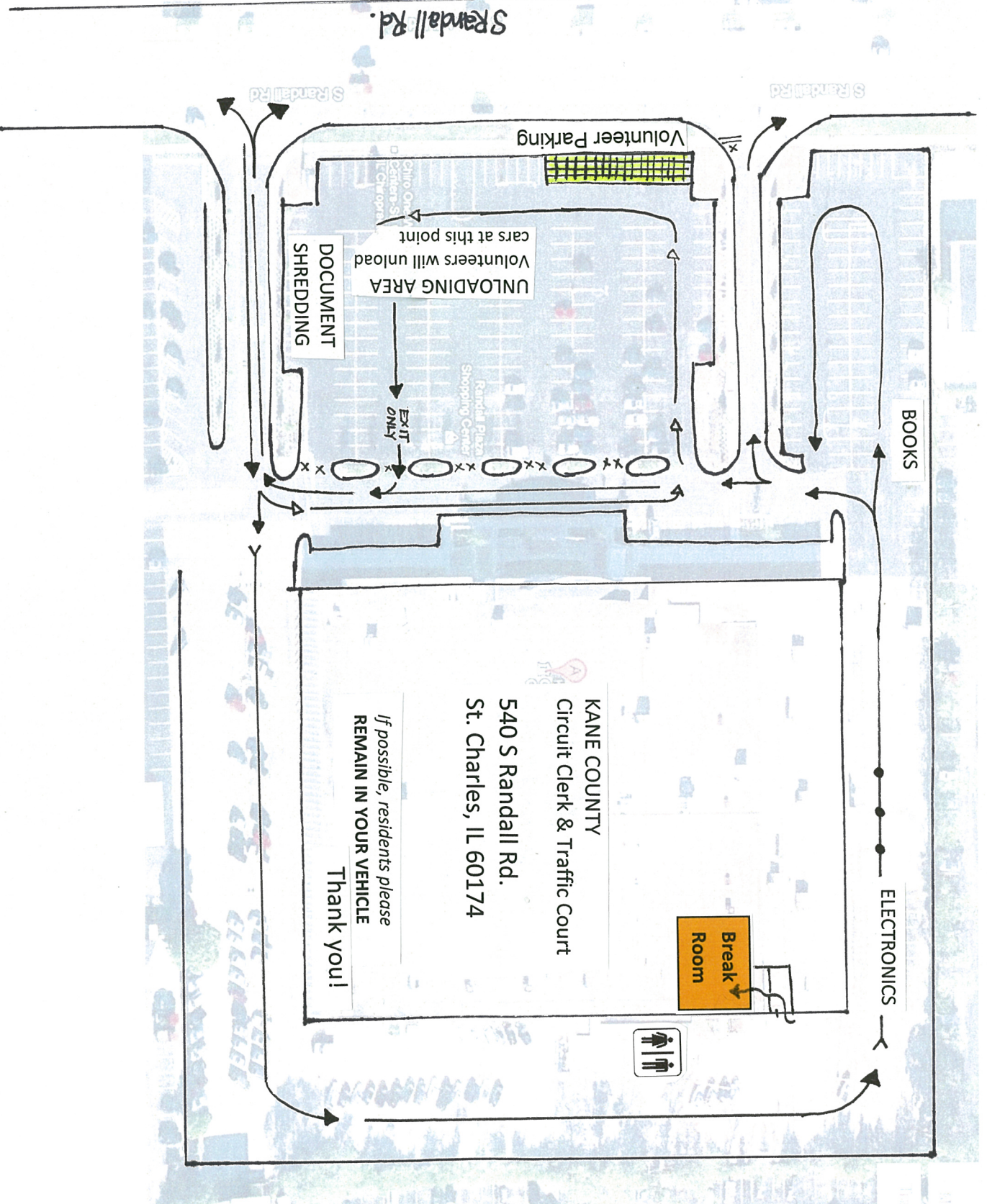
#### Lift carefully

You will be helping to unload resident's cars, so there will be some lifting involved. Please be careful while lifting; lift with your knees. Don't overdo it, please. Take a break when you need to! Let the site supervisor know immediately if you are injured.

#### Please review the attached Severe Weather Plan!

Be familiar with procedures so we can act quickly as needed.

**Optional:** People at these events always have a lot of questions about where to recycle different things. If you like, you can see our [website](http://www.countyofkane.org) to brush up on your Recycle-Know-How so you can answer questions that residents may ask.



# **Severe Weather Procedure Plan**

for Kane County events at 540 S Randall Rd.

## **Standard preparation**

- Make sure that all tents are securely weighted and secured in case of wind.
- Keep all materials secured and if possible, load Gaylords periodically into the trucks to keep the smallest amount exposed to the weather as possible.

## **Strong winds**

- Stay the course.
- Double check that any tents are securely weighted.
- Be ready for any indication of the following conditions, have radio at the ready.

## **Thunder and Lightening**

- Emergency Management will stop traffic at entrance. If OEM is not staffed at the event, send a staff to stop traffic at the entrance.
- All vendors are to notify the residents in the line (if possible) that we will be stopping service until the lightening passes. Ask them to stay in cars.
- All staff get in cars or trucks to await notification that lightening danger has passed (Be sure to park near your working area).

## **Tornado warning**

Hopefully with decent advance warning, we can do the following at a calm pace.

- Emergency Management will stop traffic at entrance and lead cars off the lot as quickly as possible.
- Stop serving the public immediately. Ask all cars to return home until tornado danger has passed.
- Secure recycle materials. Lock all vehicles and cover all materials to the most reasonable extent possible. Cintas will wheel locked document carts inside the building.
- Our main concern is getting all of the cars off of the County Property or we will have to get all of the residents inside the building!
- Once all public is out of your area, move to the break room inside the building, entering through the back (east) side of the building.
- Remain inside until the threat has abated.