



Notes:

To KU Medical Center

Start: Hilton Garden Inn:
913-342-7900
520 Minnesota Ave, Kansas
City, KS 66101, US

**End: University of Kansas Med
Ctr: 913-588-5000**
3901 Rainbow Blvd, Kansas
City, KS 66160, US

Directions	Distance
Total Est. Time: 10 minutes Total Est. Distance: 4.97 miles	
1: Start out going EAST on MINNESOTA AVE toward N 5TH ST.	<0.1 miles
2: Turn RIGHT onto N 5TH ST.	<0.1 miles
3: Turn LEFT onto ARMSTRONG AVE.	0.2 miles
4: Merge onto I-70 W / US-169 S / US-40 W.	1.5 miles
5: Merge onto US-169 via EXIT 422B.	3.1 miles
6: End at University of Kansas Med Ctr: 3901 Rainbow Blvd, Kansas City, KS 66160, US	
Total Est. Time: 10 minutes Total Est. Distance: 4.97 miles	

All rights reserved. Use Subject to License/Copyright

These directions are informational only. No representation is made or warranty given as to their content, road conditions or route usability or expeditiousness. User assumes all risk of use. MapQuest and its suppliers assume no responsibility for any loss or delay resulting from such use.

EMERGENCY PLAN

In the event of an emergency, it is necessary to have a planned procedure to respond to the emergency so that employees and guests as well as property can be protected. All employees are to participate in these procedures as related to their departments and the areas that they work in. All managers, front desk personnel, security and maintenance personnel have specific leadership roles that they must assume in an emergency. The emergencies that are addressed in this plan are fire, tornado, earthquake, bomb threat, medical emergencies, robbery and disturbances in the workplace.

Roles and Responsibilities

Department Head, Managers and Supervisors

Responsible for knowledge of all elements of the Emergency Plan for the purpose of communicating this information to guests of other employees as appropriate.

Participates in CPR training, first aid and Fire Extinguisher courses.

Assures that all new employees are familiar with the evacuation routes for their work area.

Maintains awareness of any employees or guests that may have special needs in the event of an emergency.

Is familiar with the location of emergency equipment such as fire panels, sprinkler control valves and emergency exits.

All Employees

Be familiar with emergency exit routes from work area and post evacuation assembly area.

Immediately report emergency events as instructed.

Follow any emergency instructions received from management or emergency personnel.

Preparation

Department Heads, Managers, Supervisors, Security and Maintenance Personnel will Daily review their areas for hazards such as blocked exits, cluttered hallways or inoperative emergency hardware. Meet with all new employees during their first week in the work area. Walk the employee through the area identifying the evacuation routes, assembly locations and the location of emergency equipment such as extinguishers, pull stations and communication methods.

EVACUATION PROCEDURES

HOTEL

The Hilton Garden Inn has seven exits to be used in evacuation of the building. The Front and Rear Doors in the Lobby and Exit stairwell and doors on the West and East Ends of the buildings. The doors at the East and West ends are locked during normal day to day operations. When the fire alarm is activated these doors are automatically unlocked. There is an emergency exit in the service corridor leading to the elevator and two emergency exits located in the Eisenhower meeting rooms.

Guestroom Floors

In the event of an emergency evacuation the stairwells at the West and East ends of the building are to be used. **Housekeepers** are to place their cart to one side of the hallway or in the guest room they were working in. This will assure that the housekeeping cart will not hamper evacuation. Proceed to the nearest stairwell and exit down staying on the outside wall of the exit stairwell. This allows emergency personnel to go up into the building on the un hindered. Assist other employees and guests in this evacuation.

If smoke is present place towels or clothing over face to assist in breathing. If the fire is below your floor and exit is not possible remain on your floor at a widow so that emergency personnel can see you. Feel any door before you open it, if it is hot to the touch don not open it as fire may be present on the other side. Proceed to an alternate exit. The main thing is to remain calm. After leaving the building proceed to the lot across the street so that all personnel and guests can be accounted for.

Front Desk and Lobby

Front desk personnel serve a critical roll as this is the communications hub of the hotel. In the event of an evacuation if there is time it is critical to run a guest listing in System

21 so that we know which rooms are occupied. This list is to be given to emergency personnel upon their arrival along with the fire service key envelope that is located in the key box in the back office. Also noted should be any guests with special needs and their location so that assistance can be given for their evacuation. As long as it is safe to do so answer the phones to give evacuation instructions to the guest. Also place the front and rear lobby exits in the open position.

Kitchen and Laundry Areas

In the event of an evacuation shut off all cooking and laundry equipment. This is extremely important as this equipment unattended could result in a fire. After the equipment shut down proceed to the nearest clear exit and to the assembly area.

Security

In the event of evacuation proceed to the front desk for instructions. Makes sure to take with you the radio and the time cards of all on duty employees. These time cards will be used to account for all on duty employees at the assembly area.

REARDON CENTER EVACUATION

The Reardon Center has Four main emergency exits each of which have several sets of doors. The Main entrance on Minnesota Avenue would be the primary exit for the upper level. The lower level has Exits at the back dock on State Avenue, the East side on 5th street and an exit on the West side which goes to the walkway between the garage and the Reardon Center.

Reardon Kitchen

In the event of evacuation all gas equipment must be shut off when leaving. The closest exit would be the east exit directly outside the kitchen door. It is essential that any warmers, tables or other equipment in use be moved to the side as not to hamper evacuation of the public areas.

Banquet Areas

Banquet employees are to assist all guests and fellow employees to the closest exit to the event area. It is essential to remain calm and in control to avoid panic with the large amounts of guests that may be in the building. Open all doors to assist in quick evacuation. Again the assembly areas are in the parking lot across the street on the south.

Assembly Location

In the event of an evacuation it is imperative that all employees and guests go to a pre-designated location so that all the building occupants can be accounted for. The designated area is the parking lot directly to the south of the Hotel and Reardon Center across Minnesota Ave. Here emergency personnel will take a head count. Any missing or injured persons should be reported to Emergency personnel.

Non Evacuation Procedures

There are emergencies in which the Building will not be evacuated and are included in the emergency plan. The emergencies would include Severe Weather, Earthquakes and Power Failure.

In these situations guests would be instructed to stay in the rooms or gather in interior locations away from windows, skylights and exterior walls.

Interior locations are described as enclosed stairwells, closets, restrooms, and interior hallways. Guests in Reardon Center would be directed to the lower level foyer in the Southwest Corner.

Once in a core location guest and employees should attempt to protect themselves by keeping low to the floor, kneeling or crouching and covering their heads and necks with their arms.

When allowed to exit extreme care should be taken around potential dangerous debris and exposed utilities.

When these emergencies take place kitchen and laundry personnel must shut down all laundry and cooking equipment.

Fire Alarms

If the fire panel in either building location goes into the alarm mode immediately notify maintenance and security of the location so that they can respond to the area of the alarm and verify if it is a real situation or a false alarm. If the fire is verified the evacuation plan should immediately be implemented. If the alarm is false follow the procedures to inform the alarm company. These are located on each fire panel.

FIRE

If you detect a fire prior to the automatic alarm you should send out notification in the following manor.

1. Call the front desk so that 911 can be immediately called.
2. Pull the nearest pull station.
3. Begin evacuation procedures