



Notes:

To Truman Medical Center - West

Start: Fairfield Inn: 816-931-5700
3001 Main St, Kansas City,
MO 64108, US

**End: Truman Medical
Center-West:** 816-404-1000
2301 Holmes St, Kansas City,
MO 64108, US

Directions	Distance
Total Est. Time: 4 minutes Total Est. Distance: 1.34 miles	
1: Start out going NORTH on MAIN ST toward E 30TH ST.	0.3 miles
2: Turn RIGHT onto E 27TH ST.	0.4 miles
3: Turn LEFT onto HOLMES ST.	0.5 miles
4: End at Truman Medical Center-West: 2301 Holmes St, Kansas City, MO 64108, US	
Total Est. Time: 4 minutes Total Est. Distance: 1.34 miles	

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FIRE EVACUATION PLAN

If an alarm goes off find out what section of the building was tripped and proceed with caution to that area. NEVER TAKE THE ELEVATOR. Put your hand on all doors before you open them. If you verify that there is a fire proceed back to the front desk (if it is safe to do so) if not proceed to designate re-grouping area. Once back to desk get your in house guest list and call as many guests as possible and tell them to remain calm and to proceed to the nearest exit via the stairs.

The designated re-grouping area is on the front side of the building in front of the trash dumpsters.

When you evacuate the building be sure to bring your in-house guest report and a pen to get an accurate assessment of the people who have successfully evacuated the premises.

***This list will assist the Fire Fighters in the event that a guest becomes trapped in the building.**

***Be sure to make note of guests with specials needs.**

NEVER ATTEMPT TO PUT A LARGE FIRE OUT YOURSELF.

TORNADO SAFTEY INSTRUCTIONS

The difference between a TORNADO WATCH and a TORNADO WARNING

TORNADO WATCH: This means that conditions are favorable for tornado development. Watch local television or listen to local radio for the latest information.

TORNADO WARNING: this means that a tornado has been sighted or indicated by radar. People in the path of the storm should take cover immediately.

WHERE TO GO IN CASE OF A TORNADO WARNING

Take the stairs to the basement (floor 1). Never take the elevator in case of a power outage. Stand in hall in front of pool and exercise room.

*** It is the responsibility of the front desk to ensure that all in-house guests evacuate to the designated area.**

*** See map for evacuation location**

***All definitions taken from the National Weather Service web page.**

NALO Shelter-In-Place Procedures

Fairfield Inn – Kansas City/Union Hill

Shelter Area: Breakfast, Meeting Room and Lobby (Depending on size needs)

Direction of Associates and Guests: Management or appointed staff will direct all guests to vacate their guests rooms and move to the designated shelter area in the event of a terrorist incident or airborne chemical exposure, biological or nuclear agents.

Steps to be taken:

1. Shut off all HVAC units located in these areas
 - Unplug wall units and turn off all central air thermostats. Turn off HVAC power in the electrical room.
2. Lock all entrance/exit doors (double dip) and remove lock face to insure no return guests can enter once the shelter area is secured.
3. Place all water and snacks in the shelter area for guest/associate consumption (must suffice for 72 hours).
 - Additional water and snacks are located in the meeting room cabinets.
4. Seal the shelter area with plastic sheeting and duct tape, located in the emergency tub in the maintenance office. Hand held walkie-talkie radios, batteries and flashlights will be found in the tub as well.