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MAPQUEST

To Saint Luke's Hospital of Kansas City

Total Time: 2 minutes Total Distance: 0.56 miles

A: Hampton Inn: 4600 Summit St, Kansas City, MO 64112, (816) 448-4600



1: Start out going EAST on W 46TH ST toward JEFFERSON ST.

0.3 mi



2: Turn LEFT onto WORNALL RD.

0.2 mi



3: End at 4401 Wornall Rd Kansas City, MO 64111

B: St Lukes Hospital: 4401 Wornall Rd, Kansas City, MO 64111, (816) 932-2550

Total Time: 2 minutes Total Distance: 0.56 miles

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EVACUATION

In the event of a partial or total evacuation due to fire or other emergency situation, the following procedures will apply.

Upon being directed to do so associates will evacuate the building, using the nearest fire exit and proceed to the front of the hotel or to the parking area next door on Summit. Associates should stay with their department in order that a head count can be performed.

Guests are to be directed to go to the front of the hotel or next door on Summit to the parking area.

REMINDER: All inquiries from the media will be directed to the General Manager, or their designate. No information will be given out to the media from other associates unless directed by one of the above.

General evacuation guidelines:

- Begin the evacuation process upon hearing the general fire alarm or being given verbal instructions to evacuate.
- Use fire stairwells to evacuate - never use elevators.
- Walk, do not run.
- Stay calm.
- Always place your hand on the back of the door before opening the door. If it is hot, do not open the door; find an alternate route.
- If you enter a smoke filled area, seek another exit route if possible. If you must pass through an area congested by smoke, cover your mouth and nose with a towel or piece of clothing, dampened with water, if possible. Crawl low along the wall to the exit, using the walls and doorways as a guide in case you are unable to see due to smoke or power loss.
- Ensure that fire doors are not blocked open.
- Proceed to the designated evacuation assembly areas.
- Assist guests and other associates as needed.
- Report anyone stranded to the Fire Control Room, Emergency Response Team member or Fire Department personnel.
- In the event you are unable to evacuate due to a blocked exit or other barrier, try to enter a guestroom or other area free from fire and smoke. Immediately call the PBX Operator by dialing 0 and advise them of your situation and location.
- Once in the room, start to fill the bathtub with as much water as possible. Soak towels, sheets or other fabric in the water and place the wet fabric in the cracks between the door and the floor, frame, etc. Turn off the heat or air-conditioning unit. Cover the vent with wet towels or sheets. **Do not** open the window or try to break the glass unless directed by Fire Department personnel.

Hampton Inn & Suites
Emergency/Disaster Response Procedures

PBX

- Provide clear instructions to guests calling to inquire about the alarm or the verbal instructions over the public address system. Advise the guests to use only the stairwells, as the elevators will not respond.
- Direct guests to the guest assembly location.
- Notify the Emergency Response Team of any guest requiring special assistance in evacuating (e.g. due to disability, age, language barrier, etc.)
- Do not accept outside calls except the emergency phone.
- Be prepared to begin calling all guestrooms if needed.
- Be prepared to contact management staff if required.
- Attempt to keep phone lines open for emergency communication. Limit length of phone calls.
- Relay pertinent information received to the Emergency Response Team.
- Be prepared to evacuate the area if directed to do so by Fire Department personnel.

MOD

- Initiate evacuation procedures.
 - Ensure that appropriate announcements are made over the public address system (see sample announcements).
 - Assign staff to monitor exits and assist/direct guests and associates to the assembly locations.
 - Assign a manager to stay at the guest assembly area to talk with and assist guests.
 - Ensure complete evacuation of areas affected.
 - Check all accessible rooms to ensure that any disabled guests or guests requiring special attention have been evacuated.
 - Keep the Emergency Response Team advised, via radio, of current status.
 - Respond to calls for medical attention, advising the Fire Department of any medical emergency.
 - In the event of a total evacuation, ensure that all Cashiers secure their banks.
 - Be prepared to establish a Command Post.
 - Notify senior management if they are not on property.
 - ~~Assist Fire Department personnel as needed.~~
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SECURITY

- Proceed to the location affected and direct the evacuation of guests and associates.
 - Ensure that appropriate announcements are made over the public address system.
 - Escort Fire Department personnel.
 - Provide Fire Department personnel with occupancy lists, if necessary.
 - Advise Fire Department personnel of any disabled guests requiring special assistance in evacuating.
 - Advise Fire Department personnel of associates not accounted for.
 - Assist Fire Department personnel as needed.
 - Keep the Emergency Response Team advised, via radio, of current status.
 - At the conclusion, prepare the appropriate incident report.
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Hampton Inn & Suites
Emergency/Disaster Response Procedures

ENGINEERING

- Proceed to the location affected and direct the evacuation of guests and associates.
- Keep the Emergency Response Team advised, via radio, of current status.
- Assist Fire Department personnel as needed.

Hampton Inn & Suites
Emergency/Disaster Response Procedures

FIRE

Reporting a fire:

Upon noticing a fire:

- Remain calm.
- Go to the nearest manual pull station and activate the device.
- If time permits, attempt to notify the PBX Operator by dialing 0 and give specific details about the fire.
- Extinguish the fire only if it is safe to do so and if you have been trained to do so. DO NOT ATTEMPT TO FIGHT A FIRE ALONE.
- Close any doors to slow the spread of smoke and fire.
- Assist guests and associates in evacuating the area.
- Exit the building using the nearest fire exit. DO NOT USE ELEVATORS.
- When exiting, feel the doors before opening. If it is hot, DO NOT OPEN; find another route to exit.
- Go to the front of the hotel and proceed to your designated area. Assist guests in going to the front lawn of the hotel.
- Do not re-enter the hotel until advised to do so by the Fire Department personnel or management staff.

Upon smelling smoke:

- Contact the PBX Operator by dialing 0 and give specific details.
- Be prepared to evacuate, assisting guests and associates (see above instructions).
- Be prepared to activate the nearest manual pull station.
- Find the nearest safe fire stairwell.

Whenever a fire detection device is activated in the hotel, the following events will take place:

(Insert the mechanical features when a fire detection device is activated - include any codes the hotel uses for announcing to the Emergency Response Team, a fire alarm, example: CODE 3 - fire in progress, CODE 70 - activation of a smoke detector, CODE 9 - manual pull station or sprinkler - audible alarms are sounding, CODE 70 - notification a guest room smoke detector is activated, CODE 10 SAHARA - trouble alert or smell of smoke).

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*Hampton Inn & Suites*Emergency/Disaster Response Procedures

PBX

- Call 9-1-1, stating the hotel address, location of activated alarm and any pertinent information you may have.
- Notify the Emergency Response Team via radio and pager. Example: *"Base to MOD, Security and Engineering. We have a Code 3 on the (floor designation).*
- Repeat this transmission and ensure that members of the Emergency Response Team have responded.
- Determine location of disabled guests or guests requiring special attention in case an evacuation is ordered. Provide this information to the Emergency Response Team.
- Maintain phone contact with 9-1-1 if required, advising them of status reports.
- Be prepared to contact department heads and senior management if necessary.
- Respond to guest inquiries.
- Attempt to keep phone lines open for emergency communication. Limit length of calls.
- Relay pertinent information received to the Emergency Response Team.

MOD

- Acknowledge radio transmission and proceed to the scene by the most direct route. If utilizing the elevators, stop on the floor below and walk to the alarmed floor. Notify the Emergency Response Team, via radio, when you arrive on the floor below the alarmed floor.
- Request that an announcement be made over the public address system for the floors affected by the alarm. (See sample announcements.)
- Upon arrival to the alarmed floor, notify the Emergency Response Team via radio, of your location and begin searching for evidence of fire, smoke or the activated device.
- Maintain constant contact with the Emergency Response Team via radio, advising them of the ongoing status.
- ~~If determined that smoke or fire did not cause the activated device, advise the Emergency Response Team and reset of the fire alarm system.~~
- Call ADT to let them know about false alarm and to stop the Fire Department from being dispatched.
- Request that appropriate announcements be made over the public address system.
- If a fire caused the activated device, notify the Emergency Response Team, via radio.
- Request that the evacuation announcement be made over the public address system.
- Request information on the location of any guests who may be disabled or require special assistance in evacuating.
- Initiate evacuation procedures.
- Assign associates at the fire exits leading outside the building to direct guests to the assembly area.

Hampton Inn & Suites
Emergency/Disaster Response Procedures

- Be prepared to establish a Command Post.
- Assist the responding Fire Department personnel as needed.
- Issue an "All Clear" at the conclusion.

SECURITY

- Acknowledge radio transmission and proceed to the fire control room.
- Notify the Emergency Response Team upon arrival to the fire control room.
- Make the appropriate announcements over the public address system as directed by the MOD.
- Monitor the fire alarm system, reporting any additional alarms that may be activated.
- Be prepared to make further announcements including evacuation if the situation warrants it.
- Meet with the responding Fire Department personnel and advise them of the status.
- Equip Fire Department personnel with necessary equipment they may need (e.g. fire phones, elevator keys, etc.)
- If more than one Security Officer is on duty, one should respond to the scene following the instructions as listed under MOD.
- Assist the Fire Department personnel as needed.
- At the conclusion, make the appropriate announcements and, upon receiving approval of the Fire Department, reset the fire alarm system.
- Prepare the appropriate incident report.

ENGINEERING

- Acknowledge radio transmission and proceed to the scene by the most direct route. Take appropriate tools (e.g. fire extinguisher, bolt cutters, etc.). If utilizing the elevators, stop on the floor below and walk to the alarmed floor. Notify the Emergency Response Team, via radio, when you arrive on the floor below the alarmed floor.
- Upon arrival to the alarmed floor, notify the Emergency Response Team via radio, of your location and begin searching for evidence of fire, smoke or the activated device.
- Maintain constant contact with the Emergency Response Team via radio, advising them of the ongoing status.
- Following instructions as directed by the MOD.
- Assist the Fire Department personnel as needed.

NOTE: Emergency Response Team members should coordinate efforts to get team members to the scene using as few elevators as possible.

Hampton Inn & Suites
Emergency/Disaster Response Procedures

TORNADO

Unlike a hurricane, tornadoes may occur with little or no warning. Once the Weather Service has issued a Tornado warning, emergency procedures should begin immediately. If time permits, refer to Hurricane procedures.

Definitions of weather terms:

- ★ Tornado Watch - Conditions are right for the formation of a tornado.
- ★ Tornado Warning - A tornado is on a path moving toward the general area.

The safest areas in the hotel are the areas below ground level, the inside guest floor corridors or guest bathrooms (with the door closed). Under no circumstances should anyone remain in front of or near windows or exterior walls.

In the event of a power failure, refer to Power Failure procedures.

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MOD

- Be prepared to contact management staff by phone.
- Be prepared to contact 9-1-1 to report injuries or damages.
- Be prepared to answer incoming calls from individuals, providing information as to whether the hotel is under a "watch or warning". If the hotel is under a Tornado Warning, instruct callers to listen for public address announcements and to stay away from windows and doorways.
- Attempt to keep phone lines open for emergency communication. Limit length of calls.
- Relay all information on injuries, property damage and elevator status to the Emergency Response Team or Command Post, if established.

*Hampton Inn & Suites*Emergency/Disaster Response Procedures

MOD

- Establish a Command Post if time permits.
- If time permits, assign Housekeeping to remove all moveable objects from the exposed areas of the hotel.
- Monitor news stations for updated warnings.
- If it appears the tornado will impact the hotel, notify the guests and associates via the public address system. Example announcement: *"Ladies and gentlemen, your attention please. We have been informed that a tornado has been spotted in the area. Please stay away from windows and exterior walls. Take shelter in the bathroom with the door closed. All guests and associates in the public areas must proceed to the nearest interior meeting room. Stay away from doors and windows. Please listen for further announcements"*. Make status announcements as needed.
- Request that all Cashiers secure their banks if a tornado has been spotted in the area.
- Be prepared to evacuate the guest room floors if necessary. Follow evacuation procedures, evacuating guests and associates to the lower level floors.
- If a tornado hits the hotel, assess the damage and advise all department heads to track expenses, including labor isolated to the potential loss.
- Assign Emergency Response Team members to guide guests to appropriate shelter.
- When the danger has passed, notify the guests and associates via the public address system. Example announcement: *"Ladies and gentlemen, your attention please. We have been advised there is no longer a threat of a tornado, and the tornado warning has been canceled. I repeat; the tornado warning has been canceled. We apologize for any inconvenience. Thank you for your cooperation"*.

SECURITY

- Secure all exterior doors except one on the lobby level. Ensure that the exits to the roof are secured.
- Make sure that all emergency supplies are ready for use, if needed.
- Be prepared to establish a first-aid room.
- Assist in the possible evacuation of guests and associates to lower levels.
- When the danger has passed, assess the damage and prepare the appropriate incident report.

ENGINEERING

- Ensure that all emergency equipment is operative.
- Refer to Hurricane procedures for tasks to be completed in the event of a Tornado.
- Be prepared to shut off gas and other critical equipment in the event of structural damage.
- Assist the Emergency Response Team as needed.
- When the danger has passed, assess the damage and begin necessary repairs.

Hampton Inn & Suites
Emergency/Disaster Response Procedures

RECOMMENDED AREAS OF SHELTER:

Lower Lobby Service Area

Employee Service Area

Fire Exit Stairwells (North & South)

Guest Corridors

P3 parking area