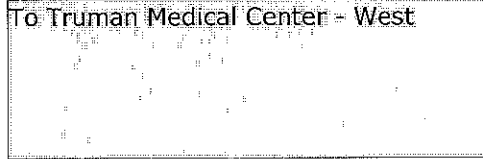




Notes:



Start: Holiday Inn Kansas City-Sports Complex:
 877-410-6681
 4011 Blueridge Cutoff,
 Kansas City, MO 64133, US

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

Directions	Distance
Total Est. Time: 13 minutes Total Est. Distance: 6.62 miles	
1: Start out going NORTHEAST on BLUE RIDGE CUT-OFF toward E 40TH TER.	0.1 miles
2: Merge onto I-70 W via the ramp on the LEFT.	3.3 miles
3: Take EXIT 5C toward JACKSON AVE.	0.1 miles
4: Stay STRAIGHT to go onto E 29TH ST.	<0.1 miles
5: E 29TH ST becomes MYRTLE AVE.	0.2 miles
6: Turn LEFT onto E 27TH ST.	2.1 miles
7: Turn RIGHT onto HOLMES ST.	0.5 miles
8: End at Truman Medical Center-West: 2301 Holmes St, Kansas City, MO 64108, US	
Total Est. Time: 13 minutes Total Est. Distance: 6.62 miles	

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HOLIDAY INN -- SPORTS COMPLEX EMERGENCY PREPAREDNESS PLAN

The Emergency Preparedness Plan is designed to explain step by step procedures to be taken in the event of an emergency. Each department should prepare its employees to implement the emergency plan at an instance notice. A critical part of an emergency plan is the preparation that should be made before an emergency occurs. Knowing what to do and who to call is essential.

While this manual covers basic emergency procedures, every emergency situation will be different, requiring employees to use their best judgement when making decisions and giving instructions.

Procedures for Specific Emergency Situations

1. Fire and Evacuation Procedures
2. Weather Alert System
3. Tornados
4. Earthquakes
5. Bomb Threats
6. Armed Robbery

This manual was prepared by Heather McCord, Controller at Holiday Inn Sports Complex, with the help of the Meristar Hotels & Resorts Loss Prevention Department, City of Kansas City, Missouri Office of Emergency Preparedness, National Weather Service, Federal Emergency Management Agency, Kansas City Missouri Police Department, Kansas City Missouri Fire Department.

Revised 03/2002

FIRE AND EVACUATION PROCEDURES
INSTRUCTIONS FOR REPORTING A FIRE

Remain calm but react quickly.

If the smoke detectors have not already activated the main alarm, immediately pull the nearest fire alarm available, then call the front desk. Describe to the operator the exact location of the fire.

Never yell "fire" or exhibit any action which might panic the guests.

Return to the fire with an extinguisher. Attempt to extinguish or contain the fire using this equipment.

This equipment should be used to fight a fire only when the fire department has been called, the fire is small (contained to its origin as in a mattress, waste basket, cushion or small appliance), when the equipment is in working order and the individual knows how to use it. The person using the equipment should fight the fire with his or her back to an exit.

This equipment should not be used to fight a fire when the fire is spreading rapidly beyond the point of origin, the fire could block the users exit or when the user is not sure how to operate the equipment.

If the fire cannot be extinguished or the smoke is too thick, evacuate the area. Close all doors and windows.

EVACUATION PROCEDURES

If the building, or an area of the building must be evacuated, instruct guests to use the nearest safe exit and exit the building. Do not use elevators. *** Instruct guests and employees to assemble on the grass between the hotel and United Missouri Bank. This will allow all guests and employees to be accounted for. Do not leave this area unless authorized by management. Assist guests as needed. Answer questions only with facts. Never include opinion, rumor or speculation. If information is requested from a member of the news media, refer them to the General Manager.

***Some departments evacuation procedures include other steps to be taken to secure company assets. See your departments fire procedures for more detailed information.

WEATHER ALERT RADIO

There is a **Weather Alert Radio** on the counter behind the Front Desk. The red indicator light should be on at all times. If severe weather is predicted for the area, a loud siren will sound from the unit. Press the weather button to silence the alarm and to hear the weather alert.

When there is a weather alert the Front Desk should contact the Manager On Duty, Maintenance and Security, so they can prepare for the storm. To reset the radio press the alert button and the red indicator light will come on.

National Weather Service tests the alarm system every Wednesday at 11:00 a.m.. The siren will sound at this time. Press the weather button to check the volume of the broadcast. There is a volume control on the bottom right side of the radio. Press the alert button to reset.

To hear the weather forecast from the National Weather Service at anytime, press the weather button. Press the alert button to reset.

TORNADOS

Know the difference between a **Tornado Watch** and a **Tornado Warning**.

Tornado Watch means that conditions are favorable for the formation of a tornado.

Tornado Warning is issued when a tornado has actually been sighted or is indicated on radar.

INSTRUCTIONS FOR A TORNADO WATCH:

When made aware of a **TORNADO WATCH**, the Manager On Duty should monitor or assign another person to monitor the weather alert radio for changes in current weather conditions. The Manager On Duty should advise the Front Desk to notify all Department Heads and Security that a **TORNADO WATCH** has been issued by the National Weather Service.

The hotel can continue normal operations until the National Weather Service lifts the watch or issues a **TORNADO WARNING** for the area.

INSTRUCTIONS FOR A TORNADO WARNING:

The Manager On Duty should instruct a Front Desk Employee to phone each guest room and provide the following information:

*"The hotel is under a **TORNADO WARNING**. Open the window in your room approximately 1/2 inch so that you will relieve any internal pressure in the room and lessen the possibility of injury should the tornado strike. If the tornado strikes, proceed to your bathroom and close the door."*

The Dining Room should be instructed to move guests away from the two window walls.

The Manager On Duty should notify the Maintenance Department of the **TORNADO WARNING** and instruct them to secure any outside equipment that could blow away and to park the hotel van in the garage away from any openings. The maintenance department should also be prepared to disconnect gas, water or electrical supplies after the tornado, if necessary.

If possible, the Manager On Duty should post a spotter at the kitchen back dock. That location gives him/her a view to the southwest, the direction from which tornados usually approach.

If the spotter sights a tornado, the spotter should notify the front desk immediately. The front desk should instruct all guests in the lobby to move away from any glass (door or

window) area. The front desk should notify all departments that a tornado has been spotted.

If a **TORNAO HAS BEEN SPOTTED OR IF TORNADO STRIKES**, the Manager On Duty should telephone 9-1-1 to notify them of the situation. If the hotel phone system is inoperative, try using pay phones. No coins are needed to call 9-1-1.

If a **TORNADO STRIKES**, shut off any utility service that is damaged by the high winds. Secure the property and all cash registers. Make guests as comfortable as possible. Follow directions given by the Manager and or emergency response personnel (Fire Department, Police, etc).

If the **TORNADO DOES NOT STRIKE**, all activities can return to normal after the National Weather Service announces the all clear. The front desk should contact rooms contacted earlier to inform the guests that the danger has passed and to please secure their open window.