AACTE 2020 ANNUAL MEETING EMERGENCY RESPONSE PLAN

Name of Meeting: 72nd AACTE Annual Meeting; February 28 – March 1, 2020
Location: Atlanta Marriott Marquis, 265 Peachtree Center Drive, Atlanta, GA 30303

The safety and well-being of all AACTE meeting attendees and exhibitors, Board of Directors members, and staff are of paramount importance. While not likely to occur, there is always the possibility that an emergency situation or crisis could arise during our Annual Meeting or other programming. This plan is to prepare you to function safely and efficiently, to the extent possible, should an emergency disrupt normal operations.

EMERGENCY INFORMATION AT A GLANCE

AACTE Response Teams

On-Site Emergency Decision-Making Team

Lynn M. Gangone, Kim Metcalf*, Matthew Wales, Linda Minor (AACTE), Le'Nish Allen (Marriott)*
Make key decisions regarding implementing procedures, evacuation of hotel, cancellation of meeting, communication messages

Communications Team

Matthew Wales, Jerrica Thurman
Implement communication (written, electronic) with staff and attendees; home office staff; and external audiences, including press

Operations Team

Linda Minor*, Meghan Grenda (AACTE), Steve Clark (SAGE Convention Sales)*

AACTE-Based Team

Sandy Monroe, Paula James
Coordinate with on-site teams; implement plans or decisions as necessary from AACTE.

Association Emergency Spokesperson

In the event of a crisis during the Annual Meeting, the President/CEO Lynn M. Gangone will serve as the designated spokesperson. If this is not possible, Board Chair Kim Metcalf will fill this role. If both are unavailable, Vice President Matthew Wales will serve as spokesperson.

Atlanta Marriott Marquis EMERGENCY PROCEDURES

The following procedures and telephone numbers are recommended in case of an emergency:

In the event of any emergency, dial "911".

Nearest Hospital

- Emory Hospital, 550 Peachtree Street, NE, Atlanta, GA (404) 892-2239 – 6 blocks away
- Grady Memorial Hospital, 80 Jessie Hill Drive, SE, Atlanta, GA (404) 616-1000 – 8 blocks away
- Concentra Urgent Care (Walk-in Clinic), 688 Spring Street NW, Atlanta, GA (404) 881-1155 – 1.3 miles away
- Hotel Staff Doctor on Call, 24-hours, 7 days a week (404) 524-0024

Nearest Police Station

- Atlanta Police Department, 190 Marietta Street, NE, (404) 614-6544 - .7 miles away

Nearest Pharmacy

- CVS, 235 Peachtree Street, NE, Atlanta, GA (404) 577-4054 – open 24 hours

Venue Emergency Plan

Please evacuate the building if the alarm goes off and the announcement says to evacuate.
For an outside evacuation, the designated area for safe assembly is 201 Courtland Street (this is an uncovered parking lot).
For an inside evacuation, the designated area for safe assembly is the Hilton Hotel (located on the other side of Courtland Street).
For safety reasons, everyone must remain outside the building until the "All Clear" has been given.

First Aid/CPR

Safety and Loss Prevention Officers are available. These individuals are trained in CPR and First Aid practices, and may act as first responders to medical emergencies.

Security

The Atlanta Marriott Marquis Loss Prevention team patrols the sleeping room corridors 4 times in an 8 hour period. Report suspicious behavior or activities to the appropriate venue utilizing the above-listed contact information. If you "See Something, Say Something."

Active Shooter

Active shooter situations are unpredictable and evolve quickly. Remain calm. Be aware of your environment and escape routes, and get away from the location of the active shooter as quickly as possible. If possible, help lead others to safety, but take action immediately. Your three best options recommended by Homeland Security are: RUN, HIDE, FIGHT.