



AACTE 2018 ANNUAL MEETING EMERGENCY RESPONSE PLAN

Name of Meeting: 70th AACTE Annual Meeting; March 1-3, 2018
Location: **Hilton Baltimore, 401 West Pratt Street, Baltimore, MD, 21201**
Baltimore Convention Center, 1 West Pratt Street, Baltimore, MD, 21201

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 conference or institute. This plan is to prepare you to function safely and efficiently, and 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, Renee A. Middleton, Matthew Wales, Gail Bozeman, Mary Nassar (Hilton Baltimore Convention Services Manager), Tyler DeBella (Baltimore Convention Center Convention Services Manager)

Make key decisions regarding implementing procedures, evacuation of hotel, cancellation of meeting, communication messages

Communications Team

Rod Lucero, Jerrica Thurman

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

Operations Team

Matthew Wales, Christine Tambini, Steve Clark (SAGE Convention Sales)

AACTE-Based Team

Andrea Smith, Sandy Monroe, Sabrina Merritt

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, Chair of the Board Renee A. Middleton will fill this role. If both are unavailable, Chief of Staff Gail Bozeman will serve as spokesperson.

Hilton Baltimore and Baltimore Convention Center EMERGENCY PROCEDURES

The following procedures and telephone numbers are recommended for the most immediate response in case of an emergency:

Baltimore Convention Center: Dial “5046” from any in-house phone

Hilton Baltimore: Dial “65” from any in-house phone

Nearest Hospital

- University of Maryland Hospital, 22 South Green Street, Baltimore, MD 21201

Nearest Police Station

- Central Police District, 500 East Baltimore Street, Baltimore, MD 21202

Nearest Pharmacies

- CVS, 400 East Pratt Street, Baltimore, MD 21202
- Rite Aid, 125 East Baltimore Street, Baltimore, MD 21202

Venue Emergency Plan

Please evacuate the building if the alarm goes off and the announcement says to evacuate. The designated area for safe assembly outside the building is the Babe Ruth Birthplace and Museum (216 Emory Street, Baltimore, MD). For safety reasons, everyone must remain outside the building until the “All Clear” has been given.

First Aid/CPR

The Hilton Baltimore will have qualified first aiders and CPR trained personnel on duty 24 hours a day during the Annual Meeting.

Security

Baltimore Convention Center (BCC) Security Command is available 24 hours a day to assist with your security needs. Security Command can be reached at 410-649-7160. They can answer any security questions. Report suspicious behavior or activities to BCC Security Command. 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.