



AACTE 2022 ANNUAL MEETING EMERGENCY RESPONSE PLAN

Name of Meeting: 74th AACTE Annual Meeting; March 4-6, 2022
Locations: New Orleans Marriott, 555 Canal Street, New Orleans, LA, 70130
Sheraton New Orleans, 500 Canal Street, New Orleans, LA, 70130

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, Bob Floden, Matthew Wales, Jacqueline Rodriguez, Krislyn Mossman, Linda Minor (AACTE), **Danielle Bruhl** (Marriott), **Kristin Delaney** (Sheraton)

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

Communications Team

Matthew Wales, Christine Chirichella, Katrina Norfleet, Ana-Maria Gutierrez

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

Operations Team

Linda Minor, Krislyn Mossman, Gloriatine Jones, Janae Blanscet (AACTE), **Sajeevi Henry** (SAGE Convention Sales)

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 Bob Floden will fill this role. If both are unavailable, Vice President Matthew Wales will serve as spokesperson.

New Orleans Marriott EMERGENCY PROCEDURES

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

In the event of any emergency, dial “911”.

Nearest Hospitals

- University Medical Center, 2000 Canal Street, New Orleans, LA (504) 702-3000
- Tulane Medical Center, 1415 Tulane Avenue, New Orleans, LA (504) 988-5263

Nearest Urgent Cares

- Concentra Urgent Care, 318 Baronne Street, New Orleans, LA (504) 561-1051
- Ochsner Health Center and Urgent Care, 4100 Canal Street, New Orleans, LA (504) 218-4853

Nearest Police Station

- New Orleans Police Department, 334 Royal Street, New Orleans, LA (504) 658-6080

Nearest Pharmacies

- CVS, 800 Canal Street, New Orleans, LA (504) 528-7099
- Walgreens, 900 Canal Street, New Orleans, LA (504) 568-1271

Venue Emergency Plan

Please evacuate the building if the alarm goes off and the announcement says to evacuate.

The designated area for safe assembly is the Canal Place Shopping Mall at 333 Canal Street.

For safety reasons, everyone must remain outside of 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 New Orleans Marriott and Sheraton New Orleans Loss Prevention teams patrol the sleeping room corridors and hotel premises. Report suspicious behavior or activities to the appropriate. 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.