

## Emergency Preparedness Guide for Attendees

The safety and protection of our attendees is always foremost in the minds of the ACCP leadership and staff. The same can be said for the staff at our meeting venues. By communicating our emergency procedures, we have taken the first step to reduce or eliminate the risk of life-threatening situations.

The 2024 Annual Meeting will be held at two facilities this year, the Sheraton Phoenix Downtown and the Phoenix Convention Center. Anyone witnessing a safety, security, or medical-related incident should contact the appropriate facility security number listed below. In the event you do not make immediately contact, call 911 from your cell phone and follow up with the venue security **and Lisa Miller at (913) 271-1283** as soon as you are able to. The security officers are trained to respond to medical emergencies and can provide minor first aid.

If you have any questions regarding emergency preparedness at the meeting, please contact Lisa Miller CMP, ACCP Meeting Planner, at [lmiller@accp.com](mailto:lmiller@accp.com).

### Location Information and Security Contacts:

#### Hotel:

Sheraton Phoenix Downtown | 340 N 3<sup>rd</sup> Street, Phoenix, AZ 85004 | (602) 262-2500  
Security Phone: (602) 817-5388 | Director of Security (602) 817-5387  
Any in-house hotel phone will contact the operator who will contact hotel security.

#### Convention Center:

Phoenix Convention Center | 100 N 3<sup>rd</sup> Street, Phoenix, AZ 85004 | (602) 262-6225  
Convention Center Operations Center: (602) 262-7271  
Dial 85 on any in-house city phone to reach the Operations Center.

### Evacuation Location / Designated Assembly Area:

**From Sheraton Phoenix Downtown:** Assemble at the northeast side of 3<sup>rd</sup> St adjacent to the AMC Theater. Across the street from the Sheraton hotel lobby.

**From Phoenix Convention Center:** Assemble at the northwest corner of 3<sup>rd</sup> St & Monroe in the grassy area of the Herberger Theater Ctr.

### Emergency Situations:

#### Fire Alarm

**Sheraton Phoenix Downtown:** If the fire alarm goes off in the building, stay calm and wait for the public address system announcement to determine whether you should evacuate. If an evacuation is required, please calmly exit using the closest stairway/door and make your way outside to the designated assembly area listed above.

**DO NOT TAKE THE ELEVATORS.** Police or Fire department personnel may direct you to another location once you exit the building. Under no circumstances will you be allowed re-entry once the building is evacuated. Re-entry will be allowed when the "All Clear" announcement has been given by security staff with amplified sound equipment. Team members trained in fire evacuation procedures are on duty 24/7.

**Phoenix Convention Center:** If the fire alarm goes off in the building, stay calm and wait for the public address system announcement to determine whether you should evacuate. If an evacuation is required, please calmly exit using the closest stairway/door and make your way outside to the designated assembly area listed above.

**DO NOT TAKE THE ELEVATORS.** Event and building security as well as government agencies such as Police or Fire department personnel may direct you to another location once you exit the building. Re-entry will be allowed when the "All Clear" announcement has been given by the Fire Department. Staff and Partners must be allowed to enter and prepare the building for reopening. Event related staff follows to prepare event for reopening. Lastly, delegates or attendees may be allowed in.

#### Medical Emergency:

**Sheraton Phoenix Downtown:** In case of a medical emergency, please go to the nearest in-house phone and contact the Hotel Operator (if the operator does not pick up, please call 911 directly). The Operator will dispatch Loss Prevention to the location. Hotel security will contact 911 immediately and provide the Paramedics/Fire

Department with an escort upon arrival. Stay with the affected party until the Hotel's Emergency Response Team (ERT) arrives on scene. The ERT's and Loss Prevention Officers are trained in AED/CPR and will respond to all emergencies.

**Phoenix Convention Center:** Medical emergencies should be reported directly to the Operations Center or to any security guard. You may also call 911 directly to report an emergency. If 911 is called, please let the Operations Center know to coordinate the arrival of emergency responders. All security guards are trained in First Aid and CPR. When reporting an emergency, attempt to stay calm and provide as many details as possible. When describing the location of the emergency, be as specific as possible including the name of building, room numbers, the ceiling beam grid line numbers (in exhibition halls) or commonly used location names.

### **Building Lockdown:**

**Sheraton Phoenix Downtown or Phoenix Convention Center:** If a lockdown occurs, an announcement will be made over the public address system. If you are in a hallway or public area, stay calm and move to the nearest room as quickly as possible. If you are already in a room, remain in place and secure the doors. All attendees and staff are to remain in safe locations until emergency personnel announce that the situation has been resolved. In case of a partial evacuation, please listen for overhead announcements for further instructions. If evacuated outside, meet at the designated assembly area listed above.

### **Active Shooter Situation:**

The Phoenix Convention Center prohibits the carrying of firearms by anyone other than on-duty law enforcement officers with jurisdiction. Armed persons not displaying a law enforcement badge, should be reported to security immediately.

In the event of an active shooter situation, one of the following actions is recommended:

1. EVACUATE (RUN)
  - a. Have an escape route and plan in mind (always take note of your surroundings).
  - b. Leave your belongings behind.
  - c. Keep your hands visible so that responding law enforcement can easily identify you as being unarmed.
2. HIDE OUT (HIDE)
  - a. Remain calm and be quiet.
  - b. Silence your cell phone.
  - c. Block entry to your hiding place and lock the doors.
3. TAKE ACTION (FIGHT)
  - a. This is the last-resort option and is only to be used if your life is in imminent danger.
  - b. Try to incapacitate the shooter.
  - c. Act with physical aggression and throw items at the shooter.

### **Nearest Hospitals:**

Banner University Medical Center (1.2 miles) | (602) 239-2222 | 1111 E McDowell Rd, Phoenix, AZ  
Phoenix Memorial Hospital (1.3 miles) | (602) 824-3220 | 1201 S. 7<sup>th</sup> Avenue, Phoenix, AZ

### **Nearest Urgent Care:**

Banner Urgent Care | 1 North Central Avenue Suite 105, Phoenix, AZ | (602) 255-7650  
NextCare Urgent Care | 1701 E Thomas Rd A-104, Phoenix, AZ | (602) 845-4445

### **Nearest Pharmacy:**

CVS (0.7 miles) | 50 W. Jefferson St, Phoenix, AZ | (602) 296-7611  
Walgreens (1 mile) | 705 E McDowell Rd, Phoenix, AZ | (602) 258-4865  
Walgreens-24 Hours (3 miles) | 1525 N. Central Ave, Phoenix, AZ | (602) 843-2305

### **Nearest Fire/Police Station:**

Phoenix Police Department (0.8 miles) | 620 W Washington St. Phoenix, AZ | (602) 262-6151  
Phoenix Fire Department Station 1 (0.7 miles) | 323 N 4<sup>th</sup> Ave, Phoenix, AZ | (602) 262-6297