



2018 NLC FCCLA Crisis Policy

Though the likelihood and impact of crisis varies from event to event, we know that, in today's world, the risk is always present.

The FCCLA Board of Directors believe that the following policy and procedures will make our participants safer and our staff better prepared so that everyone may have an enjoyable time at our national meetings and conferences.

Unfortunate events can occur quickly and without warning, so planning is a crucial first step toward a calm and effective response.

All meeting participants should use this document to be completely prepared should an emergency or crisis occur. Together, we'll continue to provide The Ultimate Leadership Experience.

Emergency Contact Plan

All meeting attendees are required to should submit emergency contact information as part of the meeting registration process. Conference personnel should have immediate access to this information as needed while on site and during the entire event.

Offsite Meeting Location

The offsite meeting location for evacuations from the Omni Atlanta and the GWCC will be across the street from the GWCC, Bldg B entrance. Follow the instructions from the hotel security if you are staying at the Atlanta Marriott Marquis, Hyatt Regency Atlanta, or the Westin at Peachtree Plaza.

Offsite Staff Operation Center

The offsite operation center will be located at the Atlanta Convention & Visitors Bureau office located at 233 Peachtree Street, 14th Floor Harris Tower, Atlanta, GA 30303.

Continuity of Leadership Should the Executive Director of FCCLA be unable to perform his/her duties under the guidelines of this plan, the following leadership succession is in place. Persons are listed in the order of succession with the first position listed being first in line, the second position listed being second in line, etc.

- FCCLA Board Chair
- Director of Operations
- Director of Conferences
- Director of Programs
- Director of Communications & Membership

State Association Primary and Secondary Emergency Contacts

Conference personnel should have on record a list of all primary and secondary emergency contacts for all state associations. This information should be requested and gathered from state associations as part of the meeting registration process. Conference personnel should have immediate access to this information as needed while on site and during the entire event.

Notifying Emergency Contacts

Emergency contacts should be notified immediately – as soon as the situation is safe – should an emergency or crisis occur. As part of the registration process, all registrants should submit accurate



emergency contact information. Conference personnel should have immediate access to contact information as needed while on site and during the entire event.

The Executive Director will guide the notification process, which could include phone calls, text messages, emails, information posted on the FCCLA website, or any other method of communication that he/she deems appropriate for the situation. All conference personnel should follow the directions of the Executive Director throughout the emergency notification process.

Sandy Spavone, Executive Director: (530) 512-0191
Marla Burk, Director of Conferences: (707) 94FCCLA

Click [here](#) to review FCCLA's complete crisis policy or click.

Georgia World Congress Center Emergency Plan

285 Andrew Young International Blvd., N.W.
Atlanta, Georgia 30313-1591
404.223.4000 (phone)
404.223.4011 (fax) TDD 404.223.4668
www.gwcc.com

Emergency Telephone Number

For all emergencies, it is requested that you contact the Georgia World Congress Center Police/Security Communications Center. The number (4911) can be dialed directly from a red courtesy phone located conveniently throughout the facility or from telephones located in your show office. If using a cell phone, dial 404-223-4911. We have found that emergencies are most effectively handled through in-house channels. Please provide the following information when you call:

- Type of emergency
- Number of people involved
- Location of emergency within the facility

General Information

The Georgia World Congress Center consists of Building A, Building B and Building C. These buildings are connected by the entrance concourse located at Andrew Young International Blvd., and two connector concourses that can be reached from the exhibit hall levels. The staff of the GWCC is trained to assist you through an emergency situation, but your cooperation is needed. Please remain calm and follow the directions given.

Emergency Procedures

In the event of an emergency, the Georgia World Congress Center Police/Security Department, under direction of the Emergency Control Officer (ECO), will assume responsibility for carrying out appropriate notifications to staff and guests. Although our staff is trained for emergency conditions, your cooperation will be vital.

Once the emergency has been declared, the facility will react progressively as follows until the situation is resolved.

1. Zone commanders will be asked to assemble at assigned locations.
2. Emergency notification will be made through the PA system by zone or building wide, based on the kind of emergency.

*** Please note that the zone commanders are staff who are required to know the facility's paths of egress, the location of events taking place, approximate number of attendees in the building, type and location of the emergency condition (this is communicated through the Emergency Control Officer) and places of refuge within the facility based on the emergency condition. As our client, we ask that you and your staff follow the directions given to you by the zone commander or other designated staff of GWCC.

Evacuations

Because of the unique design of the GWCC, total evacuation of the facility is seldom necessary, but it will depend on the declared emergency. In the event of evacuation, please follow these procedures:

1. Remain calm
2. Listen for specific instructions
3. Lend assistance to disabled and elderly persons
4. Exit the building completely –
Watch for emergency vehicles that may be arriving
5. Stay clear of the facility until told to return

To view the complete GWCC emergency plan click [here](#).