

Emergency Plan *MASC Convention*

Ashore Resort and Beach Club
10100 Coastal Highway
Ocean City MD 21842
410-524-3535

Parent Communication:

- Parents/guardians may contact their children by first texting their cell phone or their attending advisor's cell phone. Delegates have a full agenda of activities and will be out of their rooms during the day. Parents should plan to leave a text message. Please clearly state if the message is an emergency so the student/advisor can excuse themselves from the activities to return the call.
- Students may bring cell phones to the conference; however, the cell phones will not be used during all general and workshop sessions. Students will only be able to use cell phones during meal, transition times, and recreation times.
- In case of emergency, parents/guardians should call the hotel at (410) 524-3535. State that you have a message for a student attending the MASC Conference, but indicate that the message is an emergency. Let the hotel know the name of the student's school and school advisor, and if known, regional advisor. This information will help expedite the delivery of the message.

Evacuation Procedures:

- If an evacuation is warranted, all students and advisors will immediately leave the building. Regional Orientation Leaders or Advisors should take their Regional Signs from their Regional Caucus Rooms or use the smaller regional sign provided by MASC.
- Students and advisors must turn off all cell phones immediately.
- Each region will have a designated meeting area in the parking lot of the hotel or the condominium parking lot next door (adjacent parking lots divided by a eight-inch curb. Regions will hold signs around which students and advisors will congregate.
- Regional Advisors will be responsible for taking attendance for the group. Once attendance is taken, the regional president/designee will bring the report to the MASC executive director, who will be stationed under the main entrance to the Conference Center (large ASHORE sign).

The report should be either "all present" or list the names of the students who are missing. **No advisor or student should go in search of any missing delegates. Their name and scheduled location will be given to the onsite security officers and authorities responding to the emergency and they will locate the student.**



- Regional presidents will return to their meeting location after delivering the attendance report.
- MASC Office Staff will deliver any necessary information verbally to each regional meeting location.
- Again, all cell phones are to remain off until an announcement is made reauthorizing their use.
- Once authorities reauthorize the use of cellular phones, regional advisors will call their county's Board of Education to determine next steps if needed.

Lockdown Procedures:

There are two different procedures in case a lock down is necessary. Please follow the procedure appropriate for the time of day as listed below.

Between the hours of 7:30 am and 11:00 pm:

- All students and advisors should immediately report to the Crystal (Atlantic) Ballroom.
- MASC Office Staff members will stand at the lobby door to the covered parking deck and the conference center lobby doors both leading to the parking deck and to the back parking lot to ensure that students do not exit outdoors to move to the Crystal Ballroom—all access must be gained through the second floor lobby area.
- Students should immediately be seated according to the regional signs posted in the ballroom.
- Students and advisors must turn off all cell phones immediately. Regional Advisors will be responsible for taking attendance for the group. Once attendance is taken, the regional president/designee will bring the report to the MASC executive director, who will be stationed next to the stage at the front of the ballroom. The report should be either “all present” or list the names of the students who are missing. **No advisor or student should go in search of any missing delegates. Their name and scheduled location will be given to the onsite security officers and authorities responding to the emergency and they will locate the student.**
- Regional presidents will return to their meeting location after delivering the attendance report.
- MASC Office Staff will deliver any necessary information verbally to each regional meeting location.
- Again, all cell phones are to remain off until an announcement is made reauthorizing their use.
- Once authorities reauthorize the use of cellular phones, regional advisors will call their county’s Board of Education to determine next steps if the situation deems it so.

Between the hours of 11:00 pm and 7:30 am – Ashore Resort and Beach Club

- All regional advisor rooms will be called to alert them to Lockdown Status.
- Regional advisors will call lead school advisor on each floor where that region’s students are housed to start evacuation.
- All students housed at the Ashore will be evacuated to the Crystal (Atlantic) Ballroom.
- Students must use stairs to move to the Crystal (Atlantic) Ballroom, unless otherwise directed by building security.
- The MASC executive director and hotel staff will be in contact with these rooms via phone to check attendance.
- MASC Office Staff members will stand at the lobby door to the covered parking deck and the conference center lobby doors both leading to the parking deck and to the back parking lot to ensure that students do not exit outdoors to move to the Crystal (Atlantic) Ballroom—all access must be gained through the second floor lobby area.
- Students should immediately be seated according to the regional signs posted in the ballroom.
- Students and advisors must turn off all cell phones immediately. Regional Advisors will be responsible for taking attendance for the group. Once attendance is taken, the regional president/designee will bring the report to Mrs. Crawford, who will be stationed next to the stage at the front of the ballroom. The report should be either “all present” or list the names of the students who are missing. **No advisor or student should go in search of any missing delegates. Their name and scheduled location will be given to the onsite security officers and authorities responding to the emergency and they will locate the student.**
- Regional presidents will return to their meeting location after delivering the attendance report.
- MASC Office Staff will deliver any necessary information verbally to each regional meeting location.

- Again, all cell phones are to remain off until an announcement is made reauthorizing their use.
- Once authorities reauthorize the use of cellular phones, regional advisors will call their county's Board of Education to determine next steps if deemed necessary.

Between the hours of 11:00 pm and 7:30 am: Princess Royale (overflow hotel)

9110 Coastal Hwy, Ocean City, MD 21842

- All regional advisor rooms will be called to alert them to Lockdown Status. Regional advisors will call lead school advisor on each floor where that region's students are housed to start evacuation or maintain a lockdown in rooms.
- If evacuation of the rooms is needed, students will be evacuated to the the Palmetto Promenade by Schooners Restaurant (If a total evacuation of the hotel is needed, students will report to their assigned area in the parking garage in front of the hotel. Follow the evacuation procedures listed above.)
- Students must use stairs (no elevators) unless otherwise directed by building security.
- The MASC Executive Director and hotel staff will be in contact with the regional advisors via phone to check attendance until the Executive Director or her designee is able to reach the hotel.
- Students and advisors (except for regional advisors) must turn off all cell phones immediately. Regional Advisors will be responsible for taking attendance for the group. Once attendance is taken, the Regional Advisor will report to the MASC Executive Director. The report should be either "all present" or list the names of the students who are missing. **No advisor or student should go in search of any missing delegates. Their name and scheduled location will be given to the onsite security officers and authorities responding to the emergency and they will locate the student.**
- MASC Office Staff will deliver any necessary information to the Regional Advisor in each regional meeting location.
- Again, all cell phones are to remain off until an announcement is made reauthorizing their use.
- Once authorities reauthorize the use of cellular phones, if warranted or needed regional advisors will call their county's Board of Education to determine next steps if deemed necessary.