

Time Line for Security:

<p>First month after previous Pittcon Expo/Conference</p>	<p>A. Get and pay balances due to vendors (SOA, Radio, Keys) ## This is done by the previous chair. Getting quotation, invoice, initial payments (based on the number of PTT/phone) are done in December by the new chair.</p> <p>B. Get SOA estimate (from John Theel) for the next Pittcon Expo/Conference and share it with chair-elect and President. Quotation from SOA is sent to Pittcon & the Security Chair in spring. We will revise it in August after the WU/KO meeting with the president, Rich Danchik and Greg Meisner, and then get approval by the President. Sign up and payment is done in December (typically 30 or 45 days before event).</p> <p>## Note that SOA will also prepare emergency plan, Paramedic Schedule, first aids, and other paper work needed to be submitted to the convention center.</p> <p>C. At the Wrap-up/Kick-Off. - Make sure the Expo/tech program starting date/time by communicating with the meeting coordinator (SOA will pick up keys from the convention center). - request Site-trip personal to check radio/phone signals (SOA was saying that there was no problem)</p> <p>D. Finalize communication options and arrangements (PTTs and cells)</p>
<p>By mid-August</p>	<p>Work with Office Staff (Tammy and Val) and SOA to update a Pittcon <u>Security Guard Order Form</u> and <u>Security Information Form</u> to put in the Exhibitor eManual by the end of August. – (Ref. Heather’s Exhibits 1 and 2) <u>deadline Sep 13 (check the deadline for 2021)</u></p> <p>Add lost and found information to Exhibitor eManual (if room assignments are complete).</p> <p>FURNITURE ORDER: See Meetings Coordinator for charges, e.g., tables, chairs, skirts, water coolers, extra easels (AV)</p> <p>LOCATION: Work with Meetings Coordinator to determine location of the guardroom and the guard break room. Security office has to be near Camp Pittcon, near bathrooms, and elevators that can handle scooters. Guard break room should be separated from Security Office. Security Office needs space to put 2-3 round tables, 3-4 side tables, 2-3 file cabinets, and room for 15-20 scooters with electrical hookups. Since Security is a drop-off/pick-up point for scooters it is good to have Security close to an entry point.</p> <p>Determine what special Security forms are required by the Hall and coordinate their submission(s) with SOA and the appropriate members of the Pittcon office staff and officers. (McCormick Place required special information for their own Security Plan)</p>

	Be ready to submit furniture and electrical layouts for the Security office. (See August row)
December	<p>Keep SOA abreast of room assignments, activities, special security needs, etc.</p> <p>Collect the forms of Key/Lock, PTT, and Special Security Needs requests and update as needed. Once you get all answers, send out for confirmation.</p> <p>Submit the <u>SOA Contract</u> to Greg Meisner, Rich Danchik, and the current Pittcon president for review.</p> <p>Submit warrant and invoice for 75% payment of estimate to SOA.</p> <p>Coordinate Badge Board design with Shelley Simpson-Forget. SOA should help determine the number of badge board signs and easels that are needed. McCormick place needs a complete security plan submission 45 days before. Typically 30 days in advance (SOA will submit)</p>
January	<p>Make sure badge board work with Shelley</p> <p>Final revision of PTT in early January. Order it in late January.</p> <p>Send SOA all key/lock, PTT, and special Security Needs request forms by the end of January. Do not forget contains requests from the contractors (see Aug and Oct)</p>
February	<p>Pack Pittcon Truck. (Badge board box; staff pins; stationary, coffee machine, water and snacks)</p> <p>Forward PTT information to Valarie. Security for the Event Memorandum, e.g., first aid locations and numbers</p> <p>Event Memo</p> <ul style="list-style-type: none"> - Lost and found - Personal cell phone
March	<p>On side work</p> <ul style="list-style-type: none"> - Scooter, PTT, Staff Pin, Key with SOA.

Security packet specific to the convention centers.

Convention Center	Requirement	Materials
McCormick Place (Chicago) 2020 – Jim Book	<p>Submit a security plan 45 days before</p> <p>Initially initiated by John Theel and we also receive the packet from the convention center.</p> <p>Support by Expo (# of attendees etc.)</p>	<p>SOA uses United Services companies</p> <p>Packet includes:</p> <ul style="list-style-type: none"> - Check list - Armed Security Notification - Event Physical Security Plan - ICS204-MCP - Hall Diagrams & Posts

	John Theel (guard plan; paramedic support plan) Registration (credential) who wrote ICS204.	- McP Services (First Aid; K9; Off Cury CPD) Badge Board design with Shelley Simpson-Forget is needed 45 days before the show. Submit together with the packet.
New Orleans 2021 – Rieko Ishima	Contact Hall to see if a Security Plan or anything comparable is required	
Atlanta 2022 – Andrew Hiser		SOA uses United Services companies
Philadelphia		PTT signaling was not great.
San Diego		
Boston		

Security Forms

Key/Lock Forms

In order to complete the Key/Lock Form preparation, do the following:

1. Call the Hall and find out when their standard morning unlock and evening lock times. These range from 6 am to 6 pm, 7 am to 6 pm, etc. This should be added to the form.
2. Ask the hall the maximum number of keys you can get per room and add them to the form.
3. Add the Pittcon Security Office and Hall information to the form.
4. You should ask the hall for the emergency number so it can go into the Event Memorandum.

In addition to C/CE on the form request list:

- SOA (4-5 master keys), depending on costs
- SmartSource, AVPG
- Camp Pittcon

SOA returns the keys, PTTs, and Staff Pins after last PIE pick-ups.

Push-To-Talk Forms

Check the hall uses 3G infrastructure or 4G LTE, and tell Action radio whichever the one needed.

- Get quotation (fall)
- Send the names plus three columns, (1) PTT, (2) PTT+Cell, and (3) Group call
- Get Invoice (January- Feb)
- A warrant can be completed for payment to Action Radio once they send the invoice.
- Ask Action Radio to ship the order to the SOA hotel (two or three days in advance).
- SOA will take care of on-site work of PTT (i.e., distribution, correction, and return on Sat).

So long as the information can be given by early February, you can consider giving the Push-to-Talk Programming to Pittcon staff for inclusion in the Event Memorandum. The items below are also typically put into the Event Memorandum: Typically, Keys, PTTs and Staff pins are Available: Thursday, 8:00 AM

Information to Complete Forms for Other Pittcon Committees

Meetings Coordination

- Landline phone (for Lost and Found) to the Security Office.
- Landline phone to Camp Pittcon

Furnitures:

- Two "4-drawer filing cabinet with lock" (one for lost/found and the other for staffs)
- One chair and one desk.
- Two round tables and 12 chairs (if not included as a default)
- 4 8'skirted tables (if not included as a default)
- (if not included in the default, please order Wastebaskets)
- CT – powers to charge scooters

Furniture for Camp Pittcon: Julie Theys will directly order but we coordinate when the request comes because she is not on the C/CE list. The same for CT request (camera is provided from SOA. The setting board etc. has to order to CT)

Guard Shack/Guard Breakroom:

- Four 8' banquet rounds (or a similar 8' tables)
- 30 Chairs
- Power to charge cell phones

In Chicago, power had to be ordered separately. If so, the guards need 3 power outlets for cell phone and miscellaneous charging.

Activities (or whoever will handle food orders with the cessation of this committee)

Check whether SOA plans to bring coffee maker or not. Depending on it, decide who will bring snacks.

CT

No computer is needed.. A landline is typically installed in the office.

A/V

Security typically has no need for AV equipment.

Camp Pittcon typically orders the following, that needs to be set up Sunday before Pittcon in the morning and will be used until Thursday early afternoon of Pittcon:

- DVD (not from Security)
- 42 flat video/Data Display (in Security CT order form)
- 54 cart w/skirt for video (not from Security)
- electrical cords with equipment(not from Security)

(security camera will be ordered by SOA).

I saw refrigerator, microwave etc. from PIE to PIE (but delivered to Camp Pittcon).

First Aid Room

It is Security's responsibility (SOA) to do the First Aid room(s).

Cost depends on location.

In-the Trenches Information (Before and at Pittcon)

Arrival and Departure – dates may be changed if expo is ended on Wed.

SOA comes on Tuesday for the same. SOA said it was ok to come Thursday afternoon, even as Chair, because they set up the room. SOA said it was ok to leave early Friday morning after Pittcon because people have until 5:00 pm on that Friday after to turn in phones, but most do it by Thursday night. SOA handles the shipment of the phone back to radio supply company.

Box Shipments and PIE

There is a box of miscellaneous items for Security that are stored in the Pittcon office. It says Security. They have staplers, pens binders, lost and found spreadsheet, file folders, etc. These should be included with the PIE shipment to the conference. SOA uses this for Lost and Found inventory and miscellaneous purposes.

Before Pittcon, Shelley Simpson will make badge boards and prepare the box for shipment. This should be included with your own shipment of goodies for the Security Team. The box looks like this:



Make sure you have or make return labels for getting stuff back to the office from PIE. Most people just scratch off the labels they wrote in the Pittcon office and just put Conference office on it. Packing tape can likely be borrowed from other committees.

PIE schedule earliest possible delivery for SOA.

Pittcon, mark the boxes like the above for PIE to come and pick up. Make sure you put '1 of 6, 2 of 6, etc.'). Pack your security boxes on Thursday afternoon after Pittcon, and you can either come back for PIE to pick them up on Friday after Pittcon or have SOA do it.

SOA will also want an unsealed box to put the remaining lost and found property into. This property goes back to the office.

Push-to-Talks

Put push-to-talk phones in alphabetical order for pickup. In the past, they had been by committee. If you arrive after SOA, you can relay this to SOA.

The entire Expo PTT's should all have the ability to initiate a group call.

The Radio One Folks should arrive and be here Friday-Sunday before the conference instead of at the beginning of the conference instead of Tuesday.

General

SOA books their hotel rooms directly. (Get a list of SOA personnel and email addresses. Housing, for one, needs this information.)

Make sure that SOA remembers to tell the security contract company that press people are allowed to come to the opening ceremony regardless of badge.

GES provides a large map of the hall. It can either be put on 2 easels or taped to the wall. Below is an example of what GES automatically sends to the hall.

There are 9 badge boards (**Exhibit 13**). These will need to be placed at access points where security are checking badges to get on the Expo floor. These also need stands/easels to set the boards on. Security is responsible for getting the stands/easels, placing the signs and removing them. SOA will get them and put them back into the Badge Board Box and ship them back to the conference office.

Make sure SOA, Registration and Security are on the same page with regard to hall accesses, wrist bands, and badges:

- Updates should be included in the Exhibitors' Manual and maybe even the Event Memorandum.

SOA hands out daily color-coded wrist bands for those who need to access the show floor early.

Security normally orders 3-5 scooters, 2-3 for SOA, 1 for Chair, 0-1 for Chair Elect. We had 1 completely extra scooter that was not touched all week, and two were there most of the week. Consider reducing the order. Ordering scooters has usually been handled by the Meetings Coordinator, but that responsibility may be transferred to Security since they handle distribution and charging.

Security usually attends Exhibitor/Expo/GES meetings at 10:00 or 11:00. It is in the Expo Management office. On Thursday, the day of the Exhibitor’s meeting, we have the meeting at 10:00 or 11:00 – check with Expo Chair.

SOA gets a box of souvenirs for their contractors/guards/themselves.

The SOA folks said they do not want the spreadsheet to include all the room numbers from Meetings Coordination Chair. Rather, they just want to have the list of rooms for which complete lock-out or lock changes were ordered.

SOA Suggestions (2019) and follow-ups (2020)

1. The need for a security guard at Camp Pittcon is questioned---no change. A guard was still requested. Maybe there is some liability issue....
2. Too many unused PTTs---the number of PTTs was reduced from 93 to 56.
3. Apple/Souvenir booths on the exhibit floor do not need a posted guard---No posted guards were requested and no problems were reported
4. Study Product Locator installation costs: higher rates for weekend installation vs. guard costs for any extra days--It is my understanding that CT took this under advisement and proceeded accordingly
5. Too many unused scooters---the ordering was handled by Mtg. Coord. I was not aware of any problems.
6. No need for Computer/Printer---none ordered
7. Reduce guard service at President’s Reception---NA No President’s Reception in 2020
8. No problem eliminating Committee Lunches for SOA personnel---other arrangements were made

Future Consideration

Communication Devices

The utilization of an app that will give personal cells a temporary number to be used during Pittcon only is being studied.

Exhibits (Outdated material but good examples---see reference files for more current material)

Exhibit 1	PITTCON-2015-Security-Guard-Order-Form
Exhibit 2	2015-Security-Information
Exhibit 3	Pittcon 2018 Recommended Key Lock Form for 2018 and Beyond
Exhibit 4	Suggested 2018 Radio (PTT) phone Form
Exhibit 5	2018 Security Needs Request Form
Exhibit 6	Pittcon Security Master Committee List - Checklist
Exhibit 7	RoomAssignments_2016_AsOf2015-12-11
Exhibit 8	Copy of Copy of 2017 Room List
Exhibit 9	Pittcon2017 contract Chicago
Exhibit 10	Kyocera DuraXV User Guide
Exhibit 11	Push To Talk Sign in and Out Sheet – Pages 1-5 as needed
Exhibit 12	Key Sign in and Out Sheet – Pages 1-4 as needed
Exhibit 13	2017BadgeBoard-Chicago

Positives	Appreciations
<p>Communication was generally improved</p> <ol style="list-style-type: none"> 1. Fewer PTTs were ordered/more personal cells were used 2. Contact directory was published in the Event Memorandum 	<p>To everyone who completed a communication survey and to everyone who gave some extra effort to make the PTTs work</p> <p>To Valarie for compiling and publishing the directory in the Event Memorandum</p>
<p>There were essentially no issues with the various request forms that were submitted. I would like to think that we clarified fees, limits, times, dates, etc.</p>	<p>To all of the Committee Chairs, Staff and Officers</p>
<p>There was a more efficient use of special security guards with no problems reported.</p>	<p>It seems like everyone was willing to make some adjustments---especially PIE and Expo</p>
<p>The Security chair and chair-elect worked cooperatively on each task rather than individually completing any particular tasks.</p>	<p>To Rieko Ishima for being such a talented, industrious, cooperative and perceptive Security chair-elect</p>

Problem(s)	Remedies
<p>The performance of the PTTs was below reasonable expectations. Many of the units did not hold charges. The replacement of chargers and batteries resulted in only temporary improvements.</p>	<p>Rely less on PTTs and more on cell phones. We have taken a significant step in that direction this year by including selected cell numbers in the Event Memorandum. The expectation for next year is that personal cell phones will be capable of using special numbers that will be published and active only during Pittcon.</p>

Submitted by Jim Bock, 2020 Security Chariman