



## SECURITY CHECKLIST & GUIDELINES

Event Organizers are responsible for the safety and security of attendees and exhibitors in licensed space, i.e. exhibit halls and meeting rooms. The Event Organizer is required to submit a comprehensive security plan, based on federal National Incident Management Systems (NIMS) guidelines forty-five (45) days prior to their event. To fulfill this responsibility an independent Event Security Contractor, approved to work at McCormick Place, should be hired by the Event Organizer to focus on the following:

- Control access into licensed exhibit halls, ballrooms and meeting rooms
- Security for event attendees and staff
- Security for show materials being moved in and out, as well as exhibitor booths
- Compliance with the regulations and policies of McCormick Place, City of Chicago, State of Illinois and the federal government

### REQUIRED SECURITY PLAN DOCUMENTS (45 days prior to event)

- Event Physical Security Plan Document
- NIMS Compliant Security Document-ICS 204
- Site Diagram
- Enhanced Security Measures including, but not limited to;
  - Off Duty Chicago Police (provided for all public shows)
  - K9 (Trained canine services)
  - Covert or Undercover Security
  - Armed Security Notification Letter from Event Organizer (example in security packet)
  - Magnetometers (locations identified on diagrams)
  - VIPs (coordinate with McCormick Place Security for movements)
  - Open Source Intelligence Monitoring
- Access Control Credential Document
  - Image of examples for all exhibitor badges, wristbands, buttons, etc., used by your event to gain access to your controlled spaces
- Event Physical Security Plan Document comprised of:
  - Emergency Notification Contact List
  - List of key personnel requiring notification in the event of an incident

- Emergency Response Plan
  - Factors to consider:
    - Conflict Management
    - Medical Emergency Response
    - Evacuation
    - Systems Failure
- Incident Reporting Procedures
- Lost and Found Procedures
- Other

## IMPORTANT DATES & DEADLINES

*All dates are prior to first move-in date*

### 6 Months or greater

- Review historical documents
  - Past show floorplans
  - Previous security plans
  - Incident Reports
- Internal Risk Management Team identified and begins determining event risks.
  - (Threat x Vulnerability x Consequences = Risk)

### 4 Months

- Conduct a walk-through of site
- Evaluate general site concerns

### 90 Days

- Event Organizer contacted by McCormick Place Security Event Coordinator with submission credentials

### 45 Days

- Submission of comprehensive security plan

### 30 Days

- McCormick Place Security will issue an approval/denial of security plan
- Final addendums to original plan are due, including service requests

### 14 Days

- Verification of Off Duty CPD staffing and K9 requests
- Preliminary Risk Assessment

### Pre-Event Meeting

- Show Security responsibilities
  - Brief Synopsis of event(s)
  - Guest Access (Credentials/tickets)
  - Office locations

- Security Assets (K9s, Magnetometers, etc.)
- McCormick Place Security responsibilities
  - Comprehensive Risk Assessment
  - Campus Security Initiatives (BEEP, CPD Bike Unit)
  - Staffing
  - Crisis Information

**Onsite for Event**

- Daily coordination meeting with McCormick Place Security
  - Intelligence Sharing
  - Incident Reporting
  - Lost & Found
  - Crisis Response