



E C O S

## SECURITY PROTOCOL FOR ECOS MEETINGS

Finalized April 28, 2017

1. We follow a “see something, say something” policy to ensure the safety and well-being of our attendees. Any activity that appears out of the ordinary, of concern, or suspicious should be immediately reported to ECOS staff. A reminder of our policy is incorporated into the announcements at the opening of each day and in the online meeting information.
2. We create unique name badge designs to match the theme of each meeting to ensure event-specific badges are clearly identifiable and not easily replicable. Badges must be worn by all registered attendees for all ECOS meeting events and by all meeting guests, including guests of attendees or speakers.
3. We assign staff to stand by meeting room entrances and to walk around each meeting session to visually verify that attendees are familiar and wearing appropriate name badges.
4. We post “ECOS Meeting Registrants Only” signs on meeting doors.
5. We speak in advance of our events to each meeting venue about their onsite security protocols and provide a copy of this protocol.
6. For any special speakers, we provide our security protocol, connect them with the venue’s security team, and work with relevant advance teams.
7. We follow up with non-federal and non-state registrants with whom ECOS staff are unfamiliar to discern their interest in attending the meeting and verify registration details.
8. On-site registrations require a form of identification and business card.