Event Staffing Guidelines

The Greater Columbus Convention Center Department of Public Safety is committed to assisting and supporting all events at the Greater Columbus Convention Center and providing a safe and secure environment for all of our clients and guests. Our Public Safety Management Team will work directly with you to create a custom, event-specific Public Safety plan for you, and will serve as your one stop shop for all Public Safety staffing requests. Please see the general guidelines below in reference to various types of events that frequently occur in our facility, as well as a general timeline for all events from a Public Safety perspective. Please contact your Event Manager or any member of the Public Safety Management Team if you have any questions.

Security and Safety Planning Process

In today's day and age, the safety and security of events is of the utmost importance. For this reason, and in an effort to provide the best service possible, the Public Safety Management Team will review your Event Security plan to ensure it best serves you and your guests, as well as fall under Convention Center, local, state, and federal guidelines. In order to best serve you, please adhere to the following timeline of events:

At least 4 weeks to Event (more notice is preferrable)	The client (or their representative) will submit a comprehensive Security Plan to their Event Manager and Public Safety Management Team for review. This plan should include maps of the event, important contacts from the show, a staffing plan including times and position descriptions, a credential list, and any other requests or expectations.
3 Weeks to Event	Event Management and Public Safety Management will issue an approval to the Security Plan with any addendums or recommendations. If the event it utilizing contracted security services, a meeting will occur between this contractor and Public Safety Management to outline regulations and expectations.
1 Week to Event	Any and all staffing is confirmed in writing to client. No changes are made after this point
Day of Event	A walk through will occur with Event Management, Public Safety Management, and the client to reiterate expectations, policies, and to address any possible concerns or questions

Our highly trained and experienced Public Safety Management Team is available as a resource to you to assist in the creation and implementation of your Security Plan. Should you have any questions or require assistance, please contact your Event Manager at any time.

Staffing Services

At the Greater Columbus Convention Center, you are free to utilize our in-house Public Safety Special Event Team or a third-party contractor for your event staffing and security services. Regardless of the choice you make, please adhere to the following policies and procedures, broken down by event type.

Loading Dock Management (Load Ins and Load Outs)	The Greater Columbus Convention Center Department of Public Safety provides one (1) Public Safety Officer to control access to the Loading Dock at no cost to you. In addition to this position, it is required that at least one (1) Public Safety Special Event Team member is present on the apron and interior doors of the facility for traffic and vehicle management for the duration of all move-ins and move-outs. Due to the nature of this position, contractors are not permitted to fill this role. Furthermore, clients utilizing display vehicles will require at least one (1) additional Special Event Team member for vehicle inspections for the duration of the Load In.
Athletic Events	All athletic events at the Greater Columbus Convention Center will require at lead two (two) Special Event Team Members per contracted exhibit hall for crowd management and to maintain egress throughout the concourse and inside the event space.
Public Events	All events open to the public at the Greater Columbus Convention Center pose unique challenges when working to ensure the safety and security of the event. In consideration of this, the Department of Public Safety requires a ratio of one (1) Special Event Team member to one thousand (1,000) guests for the entrances to your event. Furthermore, should the estimated attendance be over two thousand (2,000), we would recommend at least two (2) additional Special Event Team members for crowd management.
Private Events and Trade Shows	Private Events and Trade Shows necessitate additional coverage due to the nature and style of these events. For any private event or trade show, the Department of Public Safety would require at least two (2) Special Event Team members per entrance to ensure those gaining access to your event are authorized, in addition to one (1) Special Event Team member per exit to direct guests to the entrance and prohibit unauthorized entry.

As a premier provider of event services, the Greater Columbus Convention Center Department of Public Safety can accommodate almost any request you may have, and has historically provided a variety of services, including badge checking, ticket taking, crowd management and overnight security, among many other roles.

Should you wish to utilize a contractor, some additional terms and conditions apply:

- The contracting company must be licensed and bonded to perform security functions in the State of Ohio. The Greater Columbus Convention Center Department of Public Safety must have a copy of this license and bond on record.
- Local contacts for the contractor, as well as positions and descriptions must be included in the Security Plan
- A representative from the contracting company will be contacted by a member of Public Safety Management to reiterate roles, responsibilities and duties in the event of an emergency, as well as building and department policies.
- A representative from the contracting company will check in with Public Safety at the beginning of each shift and will receive a radio to be in contact with the Convention Center at all times
- Contracting companies and their employees will be welcomed as a part of our team, and will be expected to behave as such, adhering to the same policies and procedures

If you have any questions on this policy or wish to utilize our services, please contact your Event Manager.

Medical Coverage
The Greater Columbus Convention Center Department of Public Safety has partnered with the Columbus Fire Department and Ohio Health to provide the highest level of coverage and service to you and your guests from a medical perspective. The Columbus Fire Department and Ohio Health provide highly trained and friendly Paramedics in order to serve you in the event of any type of medical emergency.

In an effort to ensure the safety of your guests, the Department of Public Safety has instituted a requirement for medical coverage based off of event attendance. Please reference the below chart for these requirements:

Estimated Attendance	Required Coverage
0 – 1500	Single Paramedic Services Team recommended
1500 – 3000	Single Paramedic Services Team required
3000 – 5000	Single Paramedic Team required
5000 – 7499	Two Paramedic Teams required
7500+	See Event Manager for creation of event-specific plan

Please note that these requirements are in place to ensure the safety of your guests and to provide the fastest possible response time in the event of an emergency. In addition to these requirements, please note that all athletic events are required to provide medical coverage for their guests in addition to their athletes. Please contact your Event Manager should you have any questions or wish to discuss utilizing these services.

Law Enforcement and Armed Security
All Law Enforcement personnel and armed security are staffed exclusively by the Columbus Police Department. The Greater Columbus Convention Center Department of Public Safety maintains an excellent relationship with the Police Department and can provide a variety of services for your event, including traffic management, cash escorts, protection details, and much more. Please contact your Event Manager should you have any questions or wish to utilize these services.

Billing Rates, Minimum Hours, and Staffing Ratios

	GCCC DPS Special Event Team	Columbus Fire Department Paramedics	Ohio Health Paramedics	Columbus Police Department
Staff Member Rate	$17.00/hour	$130.48/hr (Team of 2 and an Ambulance)	$70.00/hr (Team of 2)	$53.76/hr
Supervisor Rate	$19.00/hour	N/A	N/A	$63.28/hr
Minimum Hours	3 hours	4 hours	4 hours	3 hours
Staff to Supervisors	3:1	N/A	N/A	3:1

Disclaimer
Should the nature of the event, demographics of guests, or other circumstances dictate an alteration of these requirements, you will be notified appropriately. Thank you for your assistance in providing a safe and secure environment for all guests at the Greater Columbus Convention Center.