



GREATER COLUMBUS  
CONVENTION CENTER



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# **SECURITY AND FIRE CODES**

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**We always want to play it safe!**

### **Firearms**

Concealed firearms are prohibited in our facility. Pursuant to the Ohio Revised Code, no person, including anyone licensed to carry a concealed handgun, shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance onto our property, unless otherwise authorized by law.

### **Homeland Security**

The Greater Columbus Convention Center follows the nation's guidelines of readiness. In addition, we are able to maintain a level of Orange at all times without hindering our client's activities. Your Event Coordinator will keep you updated on the nation's current level and any additional precautions necessary to ensure you have a quality event.

### **Medical, Emergency Response Stations (ERS), First Aid, and AEDs (Automated External Defibrillators)**

The Greater Columbus Convention Center Security department works hand-in-hand with the Columbus Fire Department to assist with medical emergencies. In the event of a medical or other emergency where you would normally dial 9-1-1, please do the following instead. From any in-house phone dial "HELP" (4357). This will put you into contact with our security department, which is on duty 24 hours a day, 365 days a year. Our security officers will take the necessary information regarding your emergency, notify emergency services, meet emergency services upon their arrival, and escort them directly to the location of the emergency. At the same time another of our officers will immediately go to the area of the emergency to provide first response. This method of emergency response has proven to be most beneficial, especially in a facility as large as ours. We have pre-established Emergency Response Stations (ERS) with the Columbus Fire Department to ensure they go to the exact area. Dialing 9-1-1 yourself could delay the arrival of emergency personnel since it may be confusing where to direct help.

Also, all of our security team plus many members of the Greater Columbus Convention Center staff are trained both in first aid and the use of AEDs

(Automated External Defibrillators). When our security staff arrives on the scene of an emergency they always bring a first aid kit, an AED, and oxygen.

### **Fire Emergencies**

The Greater Columbus Convention Center is equipped with the latest fire detection system. Our Security department monitors this equipment 24 hours a day, 365 days a year. In case of fire, the fire alarm evacuation system will sound with verbal instructions on what procedures to take. In addition, fire strobes and sirens will activate. These evacuation systems are designed to activate only at the direction of security personnel. Should they be activated, please instruct your event attendees to calmly exit the facility by the nearest exit. As always, it is important to familiarize your attendees and yourself of the nearest exit should it become necessary to evacuate the facility. Should an evacuation become necessary, Security and Event Coordination personnel will be on hand to assist with the evacuation.

Contractors may not, or permit exhibitors to, obstruct or obscure any marked fire exit, hose/extinguisher cabinet, or pull station.

### **Weather Related Emergencies**

During severe weather it may become necessary to relocate to safer areas of the building designed to withstand winds higher than normal, such as a tornado. If a tornado warning is issued for our area, Security and Event Coordination personnel will be on hand to notify and direct your event attendees to safer areas of the facility. Areas such as restrooms, stairways, and inside meeting rooms that contain no glass are considered safe during a tornado warning. Attendees should be reminded to stay out of large areas, such as exhibit halls or areas that contain glass walls or glass ceilings during these emergencies.

### **Power Failures**

While a power failure is highly unlikely to occur, we still want you to know what to do in case of a partial or total loss. Power failures can occur due to a number of causes. Severe weather and/or power interruptions from our main distribution source would be the main causes. Our building is equipped with an emergency power generator, designed to restore power to key areas of the facility within seconds of a major power failure. Emergency power would be restored to the exits, concourses, and service halls. During a power failure it is not necessary to evacuate the facility. To the contrary, it is important to remain where you are and wait for further instructions. As with other emergencies,

Security and Event Coordination personnel will be on hand to pass on any information available.

### **Keys & Door Locks**

At your request our facility will provide keys to your contracted meeting spaces. You have two options. The first is to use our in-house keys. As long as these keys are returned there is no additional charge. The second is to have your meeting space re-keyed and taken off of our building master lock. Your Event Coordinator can inform you of the charge per lock. For either option we will provide the amount of keys needed for your staff. Please designate a single member of your staff to receive all keys for your event, and coordinate their distribution to your designees. This person will also be responsible for the return of all keys. All keys must be returned immediately at the close of your event before you leave the building. For each key that is not returned, a non-returned key fee will be placed on your master bill. Your Event Coordinator can provide you with more details on this cost.

### **Lost and Found**

Lost and found is located in our security base. They can be reached at 614-827-2547. All lost items are turned into security where they are logged in and maintained for a period of 30 days. Items not claimed within the 30 day time period are customarily discarded. It is fine if you choose to set up your own lost and found during the duration of your event. However at the conclusion please contact our security base so that the remaining items can be picked up and properly logged.

### **Unattended Property**

For the safety of all of our attendees, any unattended bag, purse, briefcase, cooler, etc. is subject to removal from the property by our security department. No items of any value should be left in an area that is unsecured or unattended at any time. The Convention Center is not responsible or liable for any items left in the Convention Center.

### **Contract Security Providers**

The Convention Center is responsible for providing a secure building perimeter, routine patrols of parking facilities and public areas, and staffing a 24-hour control room where the emergency response system is monitored.

The Convention Center does not provide security services for your contracted spaces during overnights or other unattended periods. You are responsible for selecting a licensed, bonded, and insured contract security company that has been approved to work in our facilities to cover these times and areas if necessary. A list of these providers is included in this booklet. The contracted security company will provide security within these areas; which can include your exhibit hall, meeting rooms, food service areas, office, registration, and/or storage areas. The Convention Center maintains the right to mandate contract security for specific events.

### **Security Waiver**

Should you choose to not hire a contract security company, and the Convention Center approves this decision, you will be required to sign a Security Waiver. Please discuss this further with your Event Coordinator. He/she will provide the form for you.

### **Hazardous Materials**

All hazardous materials must be registered with the Convention Center. Please submit the OSHA Material Safety Data Sheet on your hazardous material to your Event Coordinator at least sixty days prior to your event. Hazardous materials (chemicals, gases, batteries, paints, oils, petroleum products, corrosives, solvents, and biological contaminants including blood, body fluids, organic matter, cadavers, used first aid supplies, and sharps) are the responsibility of you, your exhibitors, and your attendees. All of these items must be placed in clearly marked product-safe containers, safely stored and secured, and disposed of properly, according to local, state, and federal regulations. Items may not be left in our building for later pick-up, or disposed of in our building trash receptacles, floor pockets, or sewage systems. Any hazardous waste left in our facility will be disposed of immediately at your expense. This includes all charges associated with identification, containment, transportation, disposal, and the potential closure of our convention facilities or waste disposal sites due to contamination.

### **Propane Tanks**

All propane tanks must be removed before attendees can enter a room. All unused propane must be stored in a locked cage outside on our loading dock area.

**Flame Resistance**

All decorative materials used inside the building must be flame retardant. Proof that the item is fire retardant must be on-site at all times. Please bring all certifications with you. If you or one of your contractors has added a fire proofing material to an item, please bring the canister with the fire proofing material with you.

**Cut Trees and Bushes**

Cut bushes, trees, and shrubs are not allowed inside our facility. All bushes, trees, and shrubs must be live, in burlap balls, and kept wet at all times. Wood bark and chips used as decorative material must be kept wet. Also, bales of hay are not allowed in the facility.

**Open Flames**

Open flames are not permitted inside the building. Votive candles, in secured votive candleholders, are allowed. No other type of candle is permitted.

**Haze/Fog**

The use of haze/fog machines for enhancements must be requested in writing to your Event Coordinator at least thirty days prior to your event. All requests must include information of the type of material being used, quantity, general program dates, meeting locations, rehearsal times, and duration of use.

**Pyrotechnics**

The Convention Center is a public assembly building. Because of these we must adhere to all city codes. The City of Columbus Division of Fire strictly regulates the use of pyrotechnics within our facility. All rules and regulations are designed to ensure the safety of all of our guests and employees, as well as to protect the building. The guidelines for the use of pyrotechnics are described below:

- The pyrotechnics contractor must hold a valid federal license issued by the U.S. Department of the Treasury, Bureau of Alcohol, Tobacco, and Firearms for the use of "low explosives." A copy of this license must be provided to your Event Coordinator at least one month prior to the show date.
- The pyrotechnics contractor must apply for, and comply with, all permits and requirements of the City of Columbus and must provide a copy of all approved permits to your Event Coordinator.

- The pyrotechnics contractor must prepare and submit to your Event Coordinator a complete description of the pyrotechnic activity. It should include:
  1. A plot showing the exact location, type, and number of devices.
  2. Protective materials and equipment for the activity.
  3. The location and number of fire extinguishers for the activity.
  4. The schedule of activities, number of certified pyrotechnic operators, and their locations.
  5. A schedule for pre-show pyrotechnic tests to be conducted in the presence of a City of Columbus Fire Inspector.
  
- The pyrotechnics contractor shall provide a current certificate of insurance to your Event Coordinator naming The Greater Columbus Convention Center, SMG, and the Franklin County Convention Facilities Authority as additional insured
  
- The pyrotechnics contractor must provide certifications on all materials and products used in the pyrotechnic activity, indicating that the materials contain no hazardous gases or materials, which would cause injury or harm to attendees, show contractors, or facility employees.
  
- Show management will be held directly responsible for all pyrotechnic activities.

Your Event Coordinator will notify you of any applicable charges or special insurance requirements.