

Public Safety & Fire Codes

Contract Security Providers

The GCCC is responsible for:

- Providing a secure building perimeter
- Routine patrols of parking facilities and public areas
- Staffing a 24-hour control room where the emergency response system is monitored.
- Loading dock monitoring for your event at a cost to your event.

The GCCC Public Safety Department can provide:

- Security services for your contracted spaces overnight or during other unattended periods at a cost to your event.
- If not choosing the GCCC, you are responsible for selecting a licensed, bonded, and insured contract security company that has been approved to work in our facility to cover these times and areas if necessary.
- The contracted security company can provide security within these areas, which can include your exhibit hall, meeting rooms, food service areas, offices, registration, and/or storage areas.
- The GCCC maintains the right to mandate contract security staffing levels for specific events.

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.
- Bales of hay are not allowed in the facility.
- All items must have approval prior to installation.

Fire Emergencies

- The GCCC is equipped with a fire-detection system monitored 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.
- Fire strobes and sirens will activate at the direction of Public Safety personnel.
- Should they be activated, please instruct your event attendees to calmly exit the facility by the nearest exit.
- Should an evacuation become necessary, Public Safety and Event Management will assist with the evacuation.
- Obstructing or obscuring of any marked fire exit, hose/extinguisher cabinet or pull station is prohibited by law.

Firearms

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.

Flame Resistance

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

Hazardous Materials

- All hazardous materials must be registered with the GCCC.
- Submit the OSHA Material Safety Data Sheet regarding your hazardous material to your Event Manager at least 60 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 hazardous items must be placed in clearly marked product-safe containers, safely stored and secured, and disposed of properly in accordance with local, state, and federal regulations.

- Items may not be left in our building for later retrieval, 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, including charges associated with identification, containment, transportation, disposal, and the potential closure of our convention facilities or waste disposal sites due to contamination.

Haze/Fog

Use of any oil-based haze/fog devices is strictly prohibited.

Requests to use of water-based haze/fog machines for enhancements must be submitted in writing to your Event Manager at least 30 days prior to your event and approved by the local Fire Marshal. All requests must include information:

- Type of material being used
- Quantity
- General program dates
- Event locations
- Rehearsal times
- Duration of use

Homeland Security

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

Key Card Access Control

At your request, our facility will provide key card access to your contracted meeting spaces.

- Our key card system locks your meeting rooms with a magnetic lock during prescribed times created by you.
- You will be issued key cards that will grant you access to your space during your designated times.
- The key cards can be designed to assign any rooms that you have contracted on one card.
- We still have several rooms that require keys. For those you may use our in-house keys. As long as these keys are returned, there is no additional charge. Or, you can have your event space re-keyed and removed from our building master lock.
- You can be informed of the charge per lock.
- We will provide the amount of keys needed for your staff.
- Designate one member of your staff to receive all keys for your event, and coordinate key distribution to your designees.
- This designated 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 or mag card that is not returned, a non-returned key fee will be placed on your master bill.

Lost & Found

Lost & Found is located in Public Safety, which can be reached at 614-827-2547.

- All lost items are turned into Public Safety 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 or donated to charity.
- You may set up your own Lost & Found during the duration of your event.
- At the conclusion of your event, contact Public Safety so that remaining items can be retrieved and logged.

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

The GCCC Public Safety Department works closely 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 in contact with our Public Safety Department, which is on duty 24 hours a day, 365 days a year.
- Our Public Safety staff 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.
- The GCCC Public Safety team and many members of the GCCC staff are trained both in First Aid and the use of AEDs (Automated External Defibrillators). **AEDs are located in the main concourse outside Exhibit Halls A, B and C.**
- Our Public Safety staff arrives on the scene of an emergency with a First Aid kit, an AED, and oxygen.

Open Flames

Open flames are not permitted inside the building. Approval must be obtained from the Columbus Division of Fire.

Power Failures

Power failures rarely occur, but may due to severe weather and/or power interruptions from our main distribution source.

- 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. It is important to remain where you are and wait for further instructions.
- Public Safety and Event Management will share any information available.

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.

Pyrotechnics

The GCCC is a public assembly building and the City of Columbus Division of Fire strictly regulates the use of pyrotechnics within our facility. 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 Manager 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 Manager.
- The pyrotechnics contractor must prepare and submit to your Event Manager 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. Location and number of fire extinguishers for the activity.
 4. Schedule of activities, number of certified pyrotechnic operators, and their locations.
 5. 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 Manager naming the GCCC, SMG, and the Franklin County Convention Facilities Authority as additional insured parties.
- The pyrotechnics contractor must provide certifications for 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.

Tents / Structures

All tents and structures brought into the facility must have prior approval.

- Tents must have the flame retardant tag attached.
- Any structure or tent that is larger than 400 square feet must have additional smoke detection inside the structure / tent.

- Enclosed structures that allow access above the structure may be required to submit structural plans and be approved by the City Building department.

Tent for Arnold Plaza

Space rental for the Arnold Plaza can include a 30' x 45' tent supplied by the GCCC. The space and tent can be contracted with your sales manager.

- If utilizing the tent, the diagram is attached as an addendum.
- Furniture may be utilized on the plaza. Cocktail tables or chairs must have plastic feet to protect from metal contact directly on the cement surface. An option would be to utilize show carpet to cover all the concrete for protection.
- Alcohol on the plaza is permitted, providing a barrier is placed between the street and the plaza, such as bicycle rack.
- Bars can be utilized on the plaza.
- A diagram with additional information about the tent appears in the resource sheet section at the end of this guide.

Unattended Property

For the safety of all of our attendees, any unattended bag, purse, briefcase, cooler, box, etc. is subject to removal from GCCC property, both inside and outside of the building, by our security department.

- No items of any value should be left in an area that is unsecured or unattended at any time.
- The GCCC is not responsible or liable for any items left inside the GCCC.

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, Public Safety and Event Management personnel will 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.