

After an event is over, all lost items are turned into Security Base 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.

PERSONAL SAFETY & SECURITY

While we strive to protect our clients, exhibitors, and guests at the Greater Columbus Convention Center, we put equal emphasis on asking that you, the event attendee, take as many proactive steps as possible to ensure your own personal safety & security.

Our facility is open to the public, which means members of the public, not associated with your event, pass through the open public areas freely on a daily basis. For this reason you should always:

- Secure your personal belongings, such as purses, laptops, coats, cameras, etc.
- Never leave your personal belongings out in the open, even inside a meeting room during breaks, etc.
- Storing personal items under tables is NOT considered a good security risk.

In addition, if an incident or accident occurs, please report it immediately to your Event Coordinator or Security for report purposes.

Lastly, it is always recommended that you lock your vehicle when parked in our surface lots or garages, and never leave

valuable belongings, such as CDs, cellular phones, etc., out in the open of a parked vehicle.

Generally, the “Out Of Sight, Out Of Mind” rule is always a good proactive security measure to follow.

PERSONAL CONTACT

Should you have any further questions, please direct them to your Event Coordinator.

The Greater Columbus Convention Center Security Department is dedicated to serving our convention clients, exhibitors, and guests.

SAFETY & SECURITY



400 North High Street
Columbus, Ohio 43215

Safety & Security for our clients, exhibitors, and guests at the Greater Columbus Convention Center is of the highest importance. It is our goal to ensure that your event is totally successful. For that very reason, this brochure on Safety & Security has been prepared with that goal in mind.

Please take a few minutes to read the information in this brochure. If you have any questions, you may direct them to your Event Coordinator.

MEDICAL & OTHER 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 into contact with our Security Department, on duty 24 hours a day, 365 days a year. 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. This method of emergency response has proven to be most beneficial, especially in a facility as large as the Greater Columbus Convention Center. Dialing 9-1-1 yourself could delay the arrival of emergency personnel since it may be confusing where to direct help.

FIRE EMERGENCY

The Greater Columbus Convention Center is equipped with the latest fire detection system. This equipment is monitored by

the Security Department 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.

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.

While the likelihood of such an event is remote, we feel you should know what to do in case of such an emergency.

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 havens during a tornado warning.

Event attendees are reminded to stay out of large areas, such as the Exhibit Halls, or areas that contain glass walls or glass ceilings during such an emergency.

POWER FAILURE

While this is highly unlikely to occur, we feel you should know what to do in case of a partial or total power failure.

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.

The Greater Columbus Convention Center 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 in the area you are currently at and wait for further instructions. As always, Security and Event Coordination personnel will be on hand to pass on any information available.

LOST & FOUND

A lost & found is located at Security Base, Ext 2547. If you have misplaced a belonging, please check with your event's registration area before calling Security Base. Chances are it has been found and is waiting for your return at the registration desk.