

# Section 9:

## Public Safety

### A. HARASSMENT

At the Halifax Convention Centre we are committed to providing and maintaining a workplace that ensures all employees and clients are treated with dignity and respect, and are able to work and/or conduct business in an environment free from harassment and discrimination of any sort. Coarse language and abusive behaviour will not be tolerated. Refer to [Appendix N](#) for our full Code of Conduct.

### B. FIRST AID

The Halifax Convention Centre takes the health and well-being of our clients and colleagues seriously. Emergency and first aid supplies, including automated external defibrillators (AEDs) are maintained on-site. Clients with events requiring a greater degree of first aid and health and safety response are encouraged to arrange for additional emergency medical services coverage.

### C. FIRE SAFETY

Client event floor plans and exhibit layouts must be set in accordance with the Nova Scotia Fire Code. All emergency exits and equipment must be fully accessible, unobstructed and clearly visible at all times. Your Event Manager will create and approve all floor plans in cooperation with your planning team to ensure all accessibility requirements are met.

### D. POWER FAILURE

In the event of a power failure, generators will power all emergency lighting and other critical systems. Exit doors are clearly marked and illuminated. Exit stairwells contain emergency lighting and illuminated graphics for greater visibility and accessibility.

### E. GENERAL EMERGENCY PROCEDURES

#### 1. Communication

Halifax Convention Centre Security Services is staffed at all times during events and can be reached directly via any of the black house phones which are mounted in various public locations around the facility.

#### 2. Incident Command Team (ICT)

The Halifax Convention Centre employs the standardized Incident Command System, and there are ICT members onsite at all times during events. This team acts as primary responders during any emergency. ICT members are trained in standard first aid, CPR and AED use. Additionally, members take part in regular fire drills and ongoing emergency response training.

#### 3. Fire Procedure

The Halifax Convention Centre has a two-stage fire alarm process. The alarm will go into Stage 1 (slow alarm) to allow the ICT time to respond and investigate. If the problem cannot be resolved, the alarm will go into Stage 2 - Evacuation Mode (fast alarm).

Instruction will be provided via the P/A system within minutes of initial activation of the fire alarm. During the first stage of alarm, we ask that our guests prepare to evacuate, although evacuation will not be required during a first stage alarm.

Halifax Convention Centre ICT will be visible within minutes of alarm activation and will be able to provide direction and support to all occupants.

The Halifax Convention Centre conducts annual fire drills to test and refresh our training.

#### 4. Threat Response

The Halifax Convention Centre has a plan and response process for handling threats.

This program is managed by ICT in cooperation with local authorities. Please see [Appendix M](#) for General Emergency Procedures.

### F. EVENT-BASED SECURITY SERVICES

The Halifax Convention Centre provides general security services within the facility during events. This includes internal patrols, response to emergencies and alarms. This team is also the exclusive provider of safety and security services for all events hosted within the facility. Please refer to [Appendix G](#) for hourly rates.

Please work with your Event Manager to determine security requirements for specific event demands, such as: access control and credential checks, during-event and silent-hour coverage, high-valued product post assignment, crowd management, and/or concert security. Depending on the nature of the event, the Halifax Convention Centre may require you to provide enhanced security, which may include police officer presence.

## G. SECURING YOUR MEETING ROOMS

Electronic keycards are issued for the opening of secured meeting rooms. Halifax Convention Centre security personnel program each keycard to access the meeting room(s) you designate. Additional rooms can be added to specific cards without having to retrieve the card for reprogramming.

Your Event Manager will help you determine which rooms should be secured, based on your event requirements, and convey programmed keycards to you. At the conclusion of your event, keycards must be returned to your Event Manager or another member of our team. Please instruct your staff to bring their issued keycards with them each day. We will not unlock rooms for which keycards have been issued without authorization from show management.

## H. LOST AND FOUND

During an event, we recommend that you designate your office or your information/registration desk as the "lost and found." At the end of the event, any unclaimed items may be submitted to Halifax Convention Centre Security Services, which inventories and holds the items for 15 days. Please note that the Halifax Convention Centre is not responsible for lost or damaged items, and, after 15 days, will dispose of items.

## I. PROTESTS AND DEMONSTRATIONS

Halifax Convention Centre Security Services maintains relationships with local law enforcement and emergency response agencies, and will coordinate with the appropriate agencies to work with you and your security staff to create a plan to manage protests or demonstrations. Please let your Event Manager know if you anticipate protesters, demonstrations or other potentially disruptive activity during your event. The Halifax Convention Centre has a detailed internal plan and response to any type of civil disturbance. Procedures include: exterior and internal lockdowns, perimeter protection, staff assignments, police involvement, internal sheltering, alternate evacuation routes, HVAC shut down procedures, and more.

# Section 10:

## Fire and Safety Guidelines for Events

### A. ROOM SET-UP / DÉCOR

Stages, screens or structures may not block exit doors or surveillance equipment. Cables or cords are not permitted on the floor across doorways or entrance thresholds without the use of a cable management system. Any work performed above 10' will require fall arrest protection. All materials used for installation and decorating, including: drapes, curtains, table coverings, skirts, carpets, or any other materials or décor items, must be constructed of flameproof material. Pipe and drape installation that is higher than 16' will not be permitted due to safety concerns and must be rigged from the ceiling. All Pipe and drape installations must be weighted at the base.

Any exhibitors, suppliers, decorators or other service providers must bring their own equipment including ladders, tools and other items required for their build or production. When a ladder is forgotten and the event requirements are of a time sensitive nature, Halifax Convention Centre staff may perform the required service. Any Halifax Convention Centre Event Services labour incurred past 30 minutes will be billed back to the service provider. Our exclusive rigging partner, Encore, must be engaged to arrange for use of rigging points. Please note that these services are subject to applicable charges.

### B. OPEN FLAME/CANDLES

Open flame is strictly prohibited by fire code. Enclosed votive, tea light, and floating candles are acceptable, while pillar or taper flame candles must be enclosed in a hurricane glass or other approved enclosure. The use of candelabras, fireworks or large sparklers inside or outside the building is prohibited. Hand-held sparklers are permitted at events, pending approval from your Event Manager.

Lighted candles may be used at special events, such as banquets, and only under the following conditions:

- Candles must have a solid base, and flames must be enclosed in a fire resistant vessel. Votive candles and "hurricane lamp" candles are examples of acceptable candles.
- Candles must be placed on tables or other stable surfaces.
- Your Event Manager may request samples of all candles proposed for use.

### C. COMPRESSED GASES/FLAMMABLE LIQUIDS/AEROSOLS

Flammable, combustible, and compressed gases, including propane, may be used and displayed with the approval of the Halifax Convention Centre. Propane must have an approved restriction device and be a minimum of 20 lbs. Pressurized containers

(aerosols) not exceeding a 500 ml capacity are permitted. In the case of helium, all tanks brought into the facility for use are to be stored and secured in an upright position, and must be chained to a dolly prior to transporting within the building.

### D. COOKING IN EXHIBIT BOOTHS

Cooking is permitted in exhibit booths when food or food equipment products are featured in the event, and with advance written approval from the Halifax Convention Centre. Please note the following:

- Devices producing open flames are not permitted in the facility.
  - Acceptable cooking devices are: induction heaters, hot plates, element burners.
  - Fuel must be a contained propane/butane cylinder with auto shut off or device must be powered by electricity.
  - Deep fat fryers are prohibited.
  - Frying equipment (pans) must be equipped with a grease shield.
- A fire extinguisher with a minimum rating of 20 lbs, type ABC, must be displayed in each booth that features cooking.
- Only one (1) propane tank is permitted in a booth at a time. Additional tanks must go to a designated storage area.

Please note equipment that does not meet these standards will be removed from event space.

### E. ELECTRICAL EQUIPMENT

Electrical equipment must meet applicable local and national electrical codes. Electrical fixtures and fittings must be approved by the Canadian Standards Association. The use of 14-gauge wire or better is required for all connections. All extension cords must be 3-wire grounded. Only Halifax Convention Centre staff and authorized service partners are permitted to move Halifax Convention Centre owned electrical equipment. Utility panels and mechanical equipment rooms may not be blocked under any circumstances. Please contact your Event Manager with questions.

### F. EXITS

Exit doors may not be obstructed, locked or held open. Please review all room set-ups, including décor and drapery plans, carefully with your Event Manager.

### G. FIREFIGHTING AND EMERGENCY EQUIPMENT

Firefighting and emergency equipment may not be blocked or obstructed under any circumstances. This includes fire pull stations, extinguishers and strobe lights.

## H. FOG, SMOKE MACHINES, LASERS, AND PYROTECHNICS

Water-based chemical fog and smoke machines are permitted with advance approval from the Halifax Convention Centre in the Ballroom and Convention Hall spaces only. Oil-based machines are not permitted.

Fog and smoke machines may not be operated in common areas, as this may affect a space used by another client. A schedule (to include rehearsal and event times) for use of these machines must be submitted to your Event Manager in advance so that appropriate inspections and ventilation measures are taken.

The use of water-based fog and smoke machines requires fire watch services. Please contact your Event Manager to discuss applicable fees.

The use of pyrotechnics and lasers is not permitted.

## I. HAZARDOUS CHEMICALS AND MATERIALS

Hazardous chemicals and materials, including but not limited to pesticides, herbicides, poisons, and flammable and combustible liquids are generally prohibited inside the Halifax Convention Centre.

If approval of hazardous materials is granted, a Workplace Hazardous Materials Information System sheet must be provided to your Event Manager and approved by building services before any materials may be delivered, handled, stored, or used within the facility.

## J. HAZARDOUS WASTE

Clients are responsible for the removal of hazardous waste from the facility, and must comply with all applicable regulations. Hazardous waste includes, but is not limited to, materials that are ignitable, corrosive, reactive, toxic, or biohazardous. These products include: paint, ink, certain chemicals, particularly petroleum-based and ketone-based, and certain medical supplies. Any items left in the facility will be promptly removed and a separate charge will be applied. Please contact your Event Manager to discuss applicable fees.

## K. SMOKING AND ELECTRONIC VAPORISERS (EV)

In accordance with provincial regulations, the Halifax Convention Centre is a non-smoking and non-EV facility. We reserve the right to remove violators.

## L. SMUDGING CEREMONIES

Halifax Convention Centre realizes that a traditional smudging ceremony may be an important component to your event, and therefore, these ceremonies are permitted in the Ballroom and Convention Hall spaces only. Details must be submitted in advance to your Event Manager for approval.