

Safety and Emergency Procedures

The safety of our guests is our number one priority. The Lansing Center utilizes state of the art equipment to ensure a safe and secure facility for all attendees. Licensee must, at all times, conduct its activities with full regard for public safety and observe and abide by all applicable regulations and requests of Licensor or duly authorized governmental agencies responsible for public safety. The licensee will familiarize themselves, their agents and employees with the safety procedures and regulations governing all parts of the Convention Center used by the Licensee. Licensee shall instruct their agents and employees about the Convention Center's evacuation plan in the event of fire or other disaster, and formulate a specific plan to evacuate any disabled persons among them.

Public Safety Requirements

Licensee is responsible for the character, acts and conduct of all persons admitted to the premises or any portion of a licensed area. Licensee agrees to have on hand, at all times, sufficient security personnel to maintain order and protect all persons and property.

No portion of the sidewalks, ramps, entries, doors, corridors, vestibules, hallways, lobbies, stairways, elevators, aisles or driveways shall be impeded by Licensee or its agents or used for any purpose other than ingress or egress from the Lansing Center. Access to public concession stand areas, utilities, fire suppression equipment, heating and air conditioning vents shall not be covered or obstructed at any time.

Exit doors must have a minimum clearance on both sides with no physical obstruction. Please ask the Event Coordinator for the required clearance on specific doors. The Lansing Center reserves the right to eject, or cause to be ejected, from the licensed area, any objectionable person or persons.

Licensee shall not admit to the licensed area a larger number of persons than can safely and freely move about in the licensed area, as approved by the Fire Marshal. The decision of your Event Coordinator in this respect shall be final.

All wires and cables must sufficiently taped down in a safe and secure manner. Your Event Coordinator can discuss appropriate methods of securing wires and cables.

Emergency Response Plan

The Lansing Center Emergency Response Plan was created in conjunction with the City of Lansing Emergency Management Office. These procedures will be implemented in case of fire or other major emergencies.

In the event of an emergency, please contact your Event Coordinator or notify any Lansing Center staff immediately. Most Lansing Center staff carries a two-way radio for quick

transmission of your emergency and will greatly minimize response time of emergency professionals. The Event Coordinator can quickly assess the situation, and bring emergency personnel directly to the individual in need, saving precious minutes. For this reason, the Lansing Center requests that our clients and guests NOT contact 911 directly unless it is a life or death situation. All incidents must be recorded, on a form provided by Lansing Center before the close of the event.

Emergency response plans are created for a variety of situations including medical emergencies, fire, natural disasters, and crowd control. For a complete review of the Emergency Preparedness Plan booklet, please contact your Event Coordinator. The most common emergency situations are listed below.

Medical Emergency

Depending on the type of event and number of attendees the Lansing Center may require certified medical personnel to be on site. A First Aid area can be staffed with medical professionals at the licensee's expense. The final staffing level is at the discretion of the Event Coordinator.

In the absence of on-site medical personnel, 911 will be called for medical emergencies. Our security personnel are trained in First Aid, CPR and the use of the Automatic External Defibrillator (AED).

Evacuation Plans

All Lansing Center staff is trained in how to handle evacuation of the facility, especially the security officers who are an integral part in implementing the plan. In the event that emergency evacuation procedures for the Lansing Center need to be implemented, facility users must be aware of the following:

- The decision for emergency evacuation of patrons and performers is to be made only by the Lansing Center's Emergency Response Team Leader.
- The Lansing Center Security Officer will make the emergency telephone call to fire and police agencies.
- The Audio Visual Technician will issue evacuation instructions over the intercom or sound system.
- After instructions have been stated over the intercom system, trained personnel will implement the instructions and guidelines found in the Lansing Center Emergency Procedures Manual.