

2016 Downtown Attractions Emergency Response Plan:

Event Description:

Downtown Attractions (DTA) is a committee of the Calgary Exhibition and Stampede. It consists of 15 sub-committees that collectively contribute to the creation of a free breakfast and entertainment show focused on Western values and themes, and is held around Rope Square & Stephen Avenue mall.

Rope Square is an outdoor event held annually at Olympic Plaza, (address of 228 8th Ave. SE Calgary AB., T2N 1J9) and runs annually from the first Thursday following Canada Day (July 1) and concludes eleven days later. Set up of Rope Square is a two day initiative; it begins at Noon on the first Wednesday, running subsequently through Thursday, and up until Noon on Friday, at which point, Rope Square opens to the public.

Rope Square holds a kick off concert following the parade on the first Friday. Rope Square breakfast and entertainment starts daily at 8:00 am on the first Saturday and runs inclusive up to the second Saturday of the 11 day event, with the exception that Rope Square does NOT operate its public events on Sunday. Tear down occurs over a two day span, beginning at the conclusion of the Rope Square show on the second Saturday and running through to the following Sunday at 4:00 pm. The Rope Square show begins at 8am Monday through Saturday, and runs approximately until 1:15 pm Monday to Friday and 12:45 pm on the two Saturdays.

Rope Square on a daily basis attracts between 3000 and 5000 attendees of all ages, including Calgary locals, residents of Alberta, as well as tourists from the rest of Canada, and a wide and mixed group from around the world. The free breakfast consists of a traditional pancake and bacon strip. No alcohol is served at this event, and the breakfast portion of the festivities concludes at approximately 10:00 am. Food Trucks will be utilized during the lunch time portion of the shows. Public transportation via the LRT is the easiest way to reach Rope Square; just disembark at City Hall and walk across the street.

Plan Scope & Administration:

This Emergency Response Plan (ERP) is for the annual DTA Rope Square event held each July. This plan is maintained by the Permits volunteer responsible for Planning/Parking/Permits for Rope Square within DTA on an annual basis. This volunteer updates and communicates/distributes this ERP plan to the City Liaison assigned yearly to this event after approval of the ERP from those represented at the DTA executive meetings; including the Chair and two Vice Chairs of DTA and the Chairs and Vice Chairs of the sub-committees of DTA.

Hazard Identification and Mitigation:

We serve food, following Alberta Health Services guide lines to ensure that public safety is maintained to the highest level possible in the preparation and distribution of food served at DTA events.

We make use of ropes and volunteers to ensure a clear and safe path are provided between the public and livestock which make daily appearances at Rope Square in either our “Old Time Rigs” or “First Nations” parades or Show Riders Horses.

All of the entertainment that uses firearms is required to follow all City/Provincial/Federal guidelines.

A lost child/persons procedure is followed at our Rope Square location, following the guidelines & training provided to the DTA executive, a sign is posted at our information booth in the Southwest corner of Rope Square denoting Rope Square “lost child/persons” command post.

All weather cancellation calls are made by the Chair of DTA and then the information is fanned out through to the two Vice Chairs who are then responsible to notify each of their respective sub-committees; each sub-committee chair then passes the information down to their specific volunteers. In the case of the public, an announcement is made via the P.A. system at Rope Square by the MC or executive of the DTA.

Roles and Responsibilities & External Resources & Communication Plan:

The DTA Chair will be the key decision maker and representative during an emergency or disaster. We can engage EMS, Fire and/or Police via 911. The DTA Chair in the event of an emergency will assign one or two DTA volunteers to be a direct liaison with the agency in command of the incident (Fire, Police, EMS, etc). The chain of command will flow down and out through the two DTA Vice Chairs. Each Vice Chair will in turn report/direct their respective sub-committee Chairs to drive out any actions required or pass information on to the 300 + DTA volunteer base. In the event that any individual in the chain is unable or unavailable the next ranking person will step up and take over the vacant position and assign a volunteer to backfill their vacated spot. Please see the Contact List for all key DTA positions and external group contacts. All media enquires can be directed to the Calgary Stampede public relations.

Site Plan:

Propane is used at each wagon and smokie for cooking purposes. No onsite chemicals or other hazards are used in the Rope Square general setup. The emergency evacuation plan is to have the public exit via the safest/closest path, either the NE or NW or SW or SE corners of Olympic Plaza Park. They will be informed via the public address system or via word of mouth from the DTA volunteers. No onsite alarm system or muster points for the general public exist but the 4 exits of the park are identified on the site map that has been reviewed at the DTA executive meetings. For DTA volunteers the hospitality suite at the second floor of the legion, which is one block west on Seventh Avenue, will be the muster point. We

will defer to the local authorities (Police, Fire and EMS) to increase the degree/extent of areas to be evacuated beyond Rope Square if the emergency situation escalates. Please see our site diagram for details.

Medical, Safety and Security Plans:

St. John Ambulance is on site during the public portion of the Rope Square event. A security contractor has been hired and is providing 2 security guards during off hours of the 12 day Rope Square event. The Calgary Police Service has been requested to provide motorcycle escort to both our Old Time Rigs and First Nations parades.

Plan Activation and Response:

Under any emergency conditions, such as a bomb threat, gas leak, etc, the ERP will be activated by the DTA Chair or acting DTA Chair should the Chair be unable or unavailable. If an emergency occurs The City of Calgary Emergency Responders will take an incident command role and emergency response efforts will be directed by the incident commander.

The ERP Checklist:

- Identify the nature of the emergency & ascertain if there are casualties
- Locate the source, the area of immediate risk and the potential escalation
- Raise the alarm, alert emergency services and activate the appropriate warning system
- Mobilize the appropriate resources to isolate the hazard as far as possible and to implement first aid and remedial actions
- Arrange to account for personnel and to log events
- Activate emergency communications plan
- Liaise with emergency services personnel, and cooperate as required
- Call for further emergency assistance as may be necessary
- Monitor developments and ensure that the means of giving and receiving information, advice and assistance are functioning effectively, including that related to public relations
- Deactivation of the plan

VIP List and Coordination Plan:

A list of VIPs will be appended to the contact list during any given edition of Rope Square. When and if there are VIPs and security risks identified to any VIPs, this matter will be coordinated directly with the Calgary Police Service.

Vehicle and Pedestrian Traffic Plan:

The Rope Square sub-committee will monitor and control traffic along Stephen Avenue access into Rope Square. They will ensure unimpeded access for emergency services at all times of the Rope Square event and control parking on the avenue to maintain emergency access while providing support services for the Rope Square event and reasonable access for critical business requirements to the immediately adjacent establishments on the south side of Rope Square.

Education and Training:

Competency in responding to emergency incidents requires a complete understanding of the roles and duties as highlighted in this ERP plan. Review will take place at the DTA executive meetings with each sub-chair; and in turn each sub-chair will be responsible to review the basics of the plan and highlight any key areas that directly impact them with their direct reports. The purpose of this document is to familiarize all DTA volunteers with their responsibilities, and through practical discussion at executive and sub-committee meetings, evaluate the practicality of the DTA ERP and adjust & update the document with best practices as they are grown over the years.

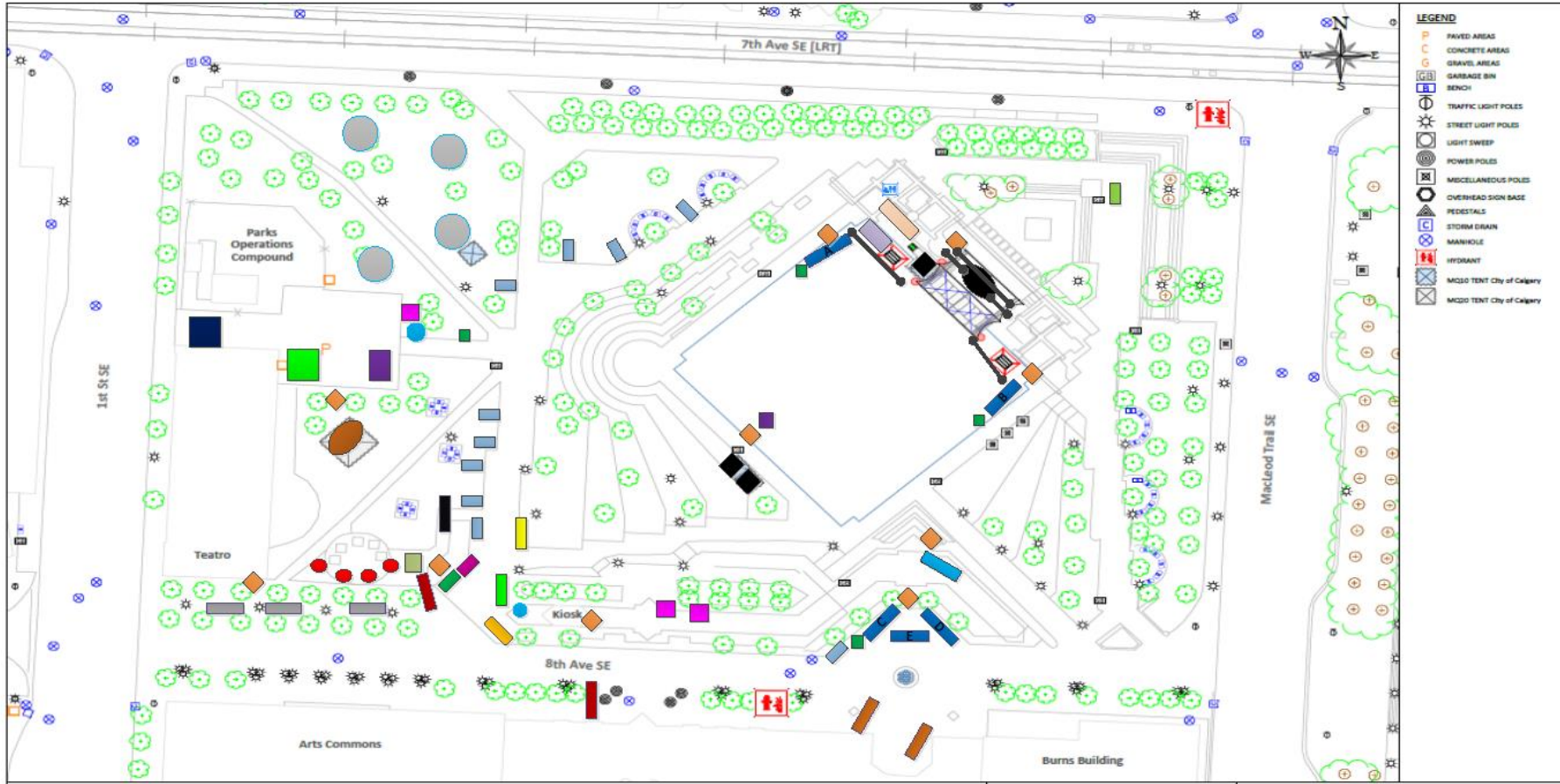
Appendix A: Emergency Response Plan Contact List

Title	Name	Phone	Email
EXECUTIVE			
DTA CHAIRMAN	Richard Seto	403-620-1780	rseto@stampede-downtownattractions.com
DTA VICE CHAIRMAN	Georgianne Dwyer	403-589-2735	gdwyer@stampede-downtownattractions.com
DTA VICE CHAIRMAN	Brian Reimer	C: 403-686-0889	breimer@stampede-downtownattractions.com
DTA VICE CHAIRMAN	Judy Collins	403 860 7696	judy.collins@cibc.ca
IMMEDIATE PAST CHAIRMAN	Gary Weiler	403-651-2623	gweiler@stampede-downtownattractions.com
DTA Staff Liaison	Allison Anhorn	403 261 0203	aanhorn@calgarystampede.com
DTA Director Liaison	Toni Dixon		
Breakfast			
Sub Committee Chair	Kelly J. Smith	403-816-5100	ksmith@calgary.ymca.ca
Sub Committee Vice Chair	Tiffany Wylie Ryan McCosh	403-999-3097 403-819-4403	twylie@boosterjuice.com ryanmccosh@gmail.com
Chuckwagons			
Sub Committee Chair	Kevin Taylor	403-863-4445	kevintayloryc@gmail.com
Sub Committee Vice Chair	Chris Wilcox Ryan Hansen	403-850-5320 403-461-9511	chriswilcox@shaw.ca ryan.hansen@sinopecdaylight.com
Clowns and Smokies			
Sub Committee Chair	Jo-Ann Buhler Low	403-990-0739	jo-ann@pivotalconcepts.ca
Sub Committee Vice Chair	Mac Hasnany	403-312-3687	mhasnany@telus.net
Communications			
Sub Committee Chair	Rebecca Yohemas	403-973-2315	ryoemas@hotmail.com
Sub Committee Vice Chair	Katie Findlay Darcie Erhardt	403-969-9394 403-645-5561	kateski14@hotmail.com darcie.erhardt@gmail.com
Coordination			
Sub Committee Chair	Larry Handy	403-899-6260	poppop@shaw.ca
Sub Committee Vice Chair	Reg McClellan	403-953-0224	Reginald.mcclellan@gmail.com

Entertainment			
Sub Committee Chair	Magda Diep	403-617-2621	molszynski@yahoo.com
Sub Committee Vice Chair	Cory Royal Leigh Peters	403-874-8804 403-819-8736	cory@guardianprotective.com leigh@ljpeters.com
Hospitality			
Sub Committee Chair	Nicole Carr	403-860-0049	njcarr09@hotmail.com
Sub Committee Vice Chair	Allan Wright	403-923-9969	allen.wright@shaw.ca
Hotels			
Sub Committee Chair	Bryan Wright	403-560-0952	therevbv@gmail.com
Sub Committee Vice Chair	Shirley Mitchell	403-988-5844	svmitchell@shaw.ca
Information			
Sub Committee Chair	Judy Collins	403 860 7696	judy.collins@cibc.ca
Sub Committee Vice Chair	Maureen Petropoulos	403 585 7055	maureen.petrobopoulos@shaw.ca
Sub Committee Vice Chair	Krista Smart	403-804-5838	kristalsmart@hotmail.com
Mascots			
Sub Committee Chair	Steven Marinoske	403-813-0066	steven.marinoske@ihs.com
Sub Committee Vice Chair	Bob Farley Ryan Laidlaw	403-200-9045 403-999-3020	bobfarley@shaw.ca rlaidlaw13@gmail.com
Old Time Rigs			
Sub Committee Chair	Jane Newbold	403-710-2889	mjn@xplornet.com
Sub Committee Vice Chair	Heather Craig Wendy Davis	403 836 5867 403 860 0171	tibro@shaw.ca copperpenny92@gmail.com
Permits			
Sub Committee Chair	Mike McKey	403 585 2682	mmckey@aloria.ca
Sub Committee Vice Chair	Rick Bellamy	403-652-0423	rbellamy@shaw.ca
Rope Square			
Sub Committee Chair	Bill Mitchell	403-988-9364	svmitchell@shaw.ca
Sub Committee Vice Chair	Carl Ross	587 438 9501	crocrk5@msn.com

Square Dancing			
Sub Committee Chair	Jen Isotti	403-681-8436	jisotti@gmail.com
Sub Committee Vice Chair	Wilson Mitchell	403 863 1177	wrmitche@gmail.com
Stampede Park			
Park Emergency Numbers	Dispatch	403-261 0595 (C)	
Stampede Security Services Manager	Paul Burrows	403 585 4031 (C)	
Volunteers			
LIAISONS AND COORDINATORS EXECUTIVE	Judy Edge Darlene Hutchinson Leslie Schmeiler Shannon Scobie Esther Mitchell	403-660-7474 403 869 6746 403 464 1494 403 828 4143 403 973 2770	jledge@shaw.ca dhutchinson014@gmail.com peete@telusplanet.net shannon.scobie@gmail.com ermitchell@shaw.ca
City Licenses and Liaison			
CITY LIAISON	Michael McKey	403-585-2682 (C)	mmckey@stampede-downtownattractions.com
Sponsor			
FLUOR COORDINATOR	Kirsten Brown		kristen.brown@fluor.com
Stampede Liaison			
STAMPEDE STAFF LIAISON	Allison Anhorn	403-261-0203	AAnhorn@calgariystampede.com
Stampede Director			
STAMPEDE DIRECTOR LIAISON	Toni Dixson		
Warehouse	Fletcher Armstrong	403 828 4143	fka@abff.ca

2016 Downtown Attractions Emergency Response Plan



10 sources of Electrical panels for 19 (15 amp circuits), 4 (30 amp food truck circuits), 1 (50 amp video screen circuit)

DTA Rope Square 2016 Revision 7

Scale = 1:14
All dimensions displayed in meters except where noted. All dimensions rounded to nearest cm / inch.
Metric 0 2 4 8 12 16 20m

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| <ul style="list-style-type: none"> City Center Span Stage 30x20x20 3 City Tents (10x10x9) for Production Sound & Video DTA Information & Lost Persons Booth 10x3x7 - 2 - 15 amp DTA Information Booth 10x3x7 Fluor Information Booth 10x3x7 Video Screen 16x6x10
50 Amp - single Phase Electrical Service (Camlock Tie In) ST. JOHNS AMBULANCE 15x6x8 3 City Tents 4 sided (10x10x9) for Western Heritage & Culture 2 - 15 amp | <ul style="list-style-type: none"> DTA Vendors 3 - 15 amp 4 Stampede Show Rider Horses 10 Concert Benches 1x5 Radio PopUp Banner 10x20x9 2 - 15 amp & 1 Data connection 1 City Tent 3 sided (20x20x20) for Kids Stage 2 - 15amp Breakfast Trailer 16x6x10 3 - 15 amp City Water Spigot 2x2x2 | <ul style="list-style-type: none"> Wagons unload here 20x10x10 Mixing Area 8x8x8 1 - 15 amp 3 PopUp recycle Banner 8x8x8 Rotating Animal Pen 25 x 25 Incredipul Trailer 10 x 10 1 - 15 amp 1 Water Buggy 8x4x6 1 - 15 amp & 1 Water connection Portable Water Vac 1 - 15 amp | <ul style="list-style-type: none"> Chuck Wagons & Smokies 13x6x9 City displays Stampede Lottery Trailer 7x4x8 1 - 15 amp 2 Media Satellite Trucks Quebec Winter Carnival Ice Cream 1st Saturday only 10 x 20 Banner 4 FOOD TRUCKS Locations 25X12X12, 4 - 30amp |
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