



## **VISITOR EMERGENCY RESPONSE PLAN STAMPEDE PARK**

This plan applies to all visitors, vendors, contractors, event participants, etc. on Stampede Park.

### **IN CASE OF EMERGENCY STAY CALM & FOLLOW INSTRUCTIONS**

#### **EMERGENCY CONTACT NUMBERS**

- Stampede Dispatch Non-Emergency: 403.261.0224
- Stampede Dispatch Emergency: 403.261.0595
- Stampede Dispatch will contact 911 and escort emergency responders if required

### **IN CASE OF FIRE**

- Activate fire alarm at a pull station if alarms are not already activated
- Call Stampede Dispatch
- Follow the instructions of Stampede employees and announcements
- Evacuate using the nearest exit (do NOT use elevators)
- Exit away from the building to a safe area and do not re-enter until you are instructed to do so

### **MEDICAL EMERGENCY**

- Call Stampede Dispatch and stay with the individual until help arrives
- Stampede Dispatch may direct you to the nearest first aid or medical room
- Assist First Aid responders who may need to call 911

### **SEVERE WEATHER**

- If outdoors, seek shelter at the nearest building
- Stay away from windows
- Wait for the all-clear

### **GENERAL INCIDENT**

- Call Stampede Dispatch and follow their instructions
- Stampede Dispatch will activate the correct incident response

### **HAZARDOUS MATERIAL SPILL**

- Move away and avoid contact, do not inhale vapors
- Contact Stampede Dispatch who will send a spill response team

### **BE PREPARED**

- Know your exits and read posted signs
- Listen to announcements and follow instructions of Stampede employees



### **BOOKING TIMES TO UNLOAD**

If you need to book a dock or require additional venue information, please email [Logistics@Calgarystampede.com](mailto:Logistics@Calgarystampede.com)

### **WHEN ONSITE IF YOU NEED SOME ASSISTANCE ON WHERE TO GO**

Please call our shipping and Receiving number 403-261-0180

### **DEAD CASE STORAGE OR OTHER ITEMS**

If you are storing items in the event space, all items must be at least 1/2 foot away from all walls. Any storage not in the event space EG: Back of House, requires approval in advance. This can be facilitated through the Event Manager

### **FREIGHT ELEVATOR USE**

All third-party personnel will be required to receive hands-on training before the use of the freight elevator is permitted. This can be arranged in advance by contacting [Logistics@calgarystampede.com](mailto:Logistics@calgarystampede.com)

### **ITEMS LEFT BEHIND**

All items left behind will be disposed of in 24 hours unless prior arrangements are made through the event manager

### **IF SECURITY IS NOT AROUND TO OPEN DOCK DOORS**

Please call our venue services department at 403-585-4083 or shipping and receiving number

### **WASHROOMS**

Washrooms are located on level 3 Back of House staff room behind Percheron Ballroom. They are also located Back of House behind Hall E by loading dock 21.

# FINDING YOUR WAY THROUGH STAMPEDE PARK



For more information on the Calgary Stampede please visit:  
[calgariystampede.com](http://calgariystampede.com)

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