

COGO Festival 2023

Show Stop Procedure

The Show Stop is a rapid and controlled performance intervention to either prevent further risk and resolve a problem, or to initiate an Evacuation.

Objectives

Key objectives are:

- Preservation of life due to emergency (fire, adverse weather, structure collapse, crowd issues or off-site events (Evacuation Show Stop initiated by Emergency Services)
- To halt the act to reduce immediate threats as outlined above
- Provide opportunity for medics or others to carry out urgent response
- Provide information to the audience e.g. to initiate dispersal in the event of an emergency
- To preserve and safeguard technical equipment

Key Personnel

Show Stop can only be initiated by one of the following people:-

- The Event Organiser Anna Plant, AMAAD
- The Event Production Manager Izzy Connell, Slammin Events
- The Event Silver Jim Goddard Event Safety Solutions (TBC)
- Event Incident Response Shirley Eden, SJ Events (TBC)
- Ingress/ egress Manager, Event Safety Solutions
- The Event Safety Advisor TBC
- The Event Stage Managers (Main Stage & Individual venues)
- The Artiste themselves or their Stage Manager via COGO Live Stage Manager

Co-operation

Show Stops are where an immediate response is required to protect public safety, therefore speed is essential. Before any act takes to the stage, the Stage Manager must discuss the procedure with the Artiste or their representative (Tour Manager/Security/Touring Stage Manager).

The Artiste must understand that if a Show Stop is called, the response must be immediate. There is no question of getting to the end of the number, or not wanting to stop because the show is going well.

It is normally preferable to use the Artiste to communicate with the audience. If for any reason the Artiste is unwilling or unable to carry out this role, the Stage Manager will undertake this role.

The Stage Manager shall be responsible for making any immediate public announcements a per the agreed scripts. Once an incident is cleared and event Control has agreed to continue the show, the Stage Manager will inform the artiste and/or representative that it is safe for the show to continue.

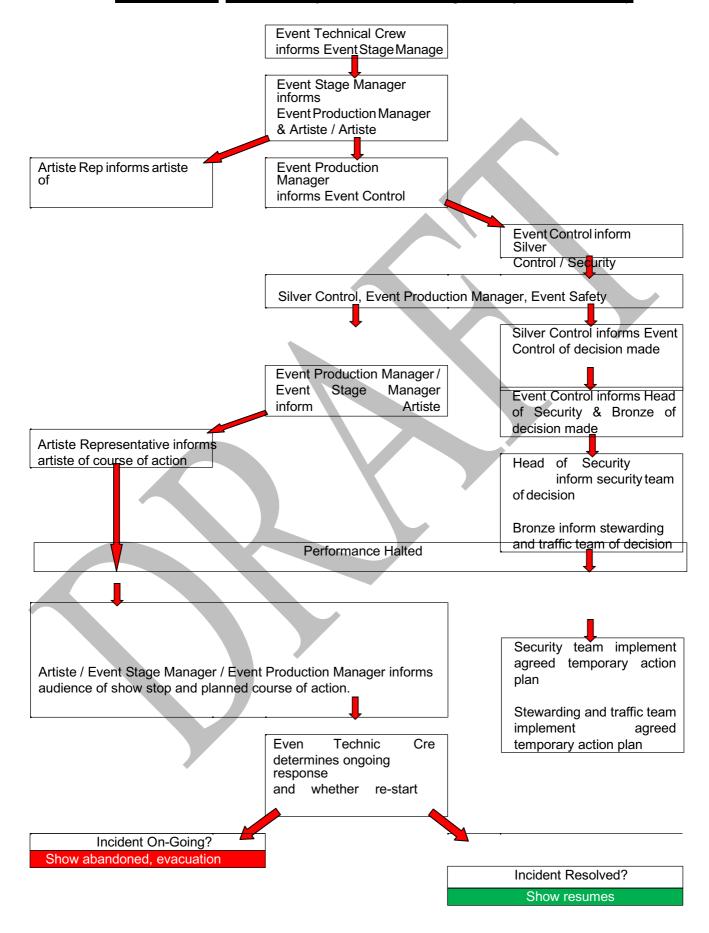
Procedure

In event of a situation requiring a Show Stop, below flow diagrams show the chain of command.

Incident: Artiste Issue on stage

Artiste informs Artiste Stage_Manager / on Artiste Stage Manager raises concerns with **Event Stage Manager** Event Stage Manager escalates issue to Event **Production Manager** Event Production Manager informs Event Control of incident Event Control inform Silver/Security Silver Control, Event Production Manager and Event Safety Advisor discuss and agree on best course of action Silver Control informs Event Event Production Manager Control of decision made informs Event Stage Manager Artiste Event Control informs Head of Artiste Representative Security & Bronze of decision made informs Head of Security inform security Artiste / Event Stage Manager / Production Manager team of decision and agreed action informs audience of show stop plan and planned course of action Bronze inform stewarding and Event Stage Manager informs traffic team of decision and agreed sound engineer/ lighting to stop action plan music / out on House lights if required Performance Halted Security team implement agreed Artiste / Artiste Representative temporary action plan determines ongoing response and whether re-start is possible Stewarding and traffic team implement agreed temporary action plan Incident On-Going? Incident Resolved? Show resumes Show abandoned, evacuation

Incident: Technical Issue on stage (assumption made technical difficulty cannot be quickly resolved)





Incident: Crowd / Off Stage Issue Event Control inform Event Production Manager, Head of Security, Bronze and Safety of incident / situation and required course of action Event Production Manager Security Head of informs **Event** Stage inform security team Manager of course of action of decision Bronze inform stewarding and traffic team of decision **Event Stage** Manager informs Artiste Representati of course of action and informs Sound / Artiste Representative Lighting Engineers to halt informs artiste of course of performance. Performance Halted Security team implement agreed temporary action plan Artiste / Event Stage Manager / Event Production Manager informs audience of show stop and planned course of action. Stewarding and traffic team implement agreed Silver Control determines ongoing response and Incident On-Going? Show abandoned, evacuation **Incident Resolved?** Show resumes

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Stage Manager Scripts for Show Stop Procedures

Weather (see also Appendix S Adverse Weather Policy)

1. Weather Pre-Warning

In the event of adverse weather today it may be necessary to temporarily stop the show. Please listen for further safety announcements

2. Show Stop due to Weather (anticipated as temporary only)

Ladies and Gentlemen, due to adverse weather today it has been necessary to temporarily stop the show. We hope to be able to return to live music as soon as possible and thank you in advance for your patience.

3. Show Stop due to Weather lifted

Ladies and Gentlemen, we are pleased to announce the event will now continue as planned.

4. Show Stop due to weather progresses to cancellation

Ladies and Gentlemen, due to adverse weather today it is not possible to continue with the event. Please leave the area quickly and calmly, using exists indicated by stewards.

Unforseen Circumstances Show Stop (anticipated as temporary only)

5. Show stop due to unforeseen circumstances (anticipated as temporary only)

Ladies and Gentlemen, due to unforeseen circumstances it has been necessary to temporarily stop the show. We hope to be able to return to live music as soon as possible and thank you in advance for your patience.

6. Show Stop lifted

Ladies and Gentlemen, we are pleased to announce the event will now continue as planned.

7. Show Stop progresses to cancellation

Ladies and Gentlemen, due to unforeseen circumstances it is not possible to continue with the event. Please leave the area quickly and calmly, using exists indicated by stewards.

Travel Information

8. External Travel Warning

Ladies and Gentlemen, due to (accident, train crash, road closure etc) please listen to travel advice from stewards for homeward travel.