



Appendix O Show Stop Procedure

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Contents

Show Stop	Page 3
Temporary	Page 4
Permanent	Page 4
Procedures – Stage Manager	Page 5
Partial Evacuation	Page 5
Permanent Show Stop	Page 6
Procedure – House Engineer	Page 6

Show Stop

The following personnel will have the authority to call a 'show stop':

Ryan Esson	Event Manager	GoTo Live	Permanent
Chris Hill	Site & Production Manager	GoTo Live	Permanent
TBC	Head of Security	Showsec	Permanent
TBC	Stage Manager	GoTo Live	Temporary
TBC	Stage Manager	GoTo Live	Temporary
More to be added			

Any person above may call a temporary show stop. Upon the calling of a temporary show stop, the event manager, event safety advisor and head of security will make their way to the affected area/ incident and relay a dynamic assessment to event control.

In order for a permanent show stop to be called, **3** of the **X** listed permanent show stop pass holders above must be present at the location of the incident in order for this to take effect. This may also be called from event control if **2** of the **X** show stop card holders are present in the event control room.

The event controller has the power to remotely call a temporary show stop based on the intelligence that they are in possession of at the time. This show stop may be called to a security supervisor remotely from the event control room.

Show Stop Pass



Temporary

The show will be stopped temporarily because of crowd related issues. The security supervisor will make this request directly to the Stage Manager. Further instruction will be given by Event Control on whether or not the show is able to resume, and under what circumstances.

Examples of situations where a temporary stop may be implemented are:

Severe adverse weather

Crowd issues - in consultation with Security Supervisor and Stage Manager

Extreme pressure on the front of stage barrier

Crowd collapse

Extreme lateral sway

Excessive/dangerous 'pit' activity

Climbing of structures (artists or public)

Medical incident in the crowd

Structural failure

Technical failure causing risk to artist or public

Threat of terrorist activity - in consultation with event management

Fire (front or back of house)

Backstage security breach

Stage Managers note:

Some situations, as listed above, will require consultation with the security supervisor on your stage prior to calling a stop.

In general only situations where there is a severe and imminent risk to the safety of a person should the stop be implemented without consultation.

Permanent

The show will be stopped on request of the, Promoter, Event Manager, Event Safety Advisor, Head of Security, and Site & Production Manager because of issues such as structural collapse, off-site events, crowd issues, extreme weather conditions etc.

Specific instructions for the procedures to be followed as part of a show stop will be issued to relevant staff and details included in the stage managers briefing.

Procedures – Stage Manager:

It may be that the show has to be stopped for a short while.
If this happens Stage Managers are required to do the following:

- Escort the artist off stage
- Check with the Sound Engineer that the emergency channel is available and at full volume
- Make the following announcement using the lead vocal mic:

“Ladies and Gentlemen it is necessary to stop the show for a few minutes, we hope to be able to re-start very shortly”

Front of Stage – Crowd Congestion:

If the potential for crushing has been identified by the Stage Manager, Pit Manager or Spotter the following steps should be taken:

- Stop the music

With the assistance of the band/artist the following announcement should be made:

“Ladies and gentlemen, for the safety and comfort of those near the front of the stage, on the count of three can you please take three steps backwards. Thank you. 1, 2.. 3”

Partial Evacuation:

Partial evacuation will only be called when a senior member of the event management team has assessed the situation i.e. those who have the authority to call for a permanent stop.

If it is necessary to evacuate a stage or part of the site the Stage Manager will be requested to make the following announcement

“Ladies and Gentlemen, this is a safety message. Due to a reported emergency we need to ask you to leave this area. Stewards are on hand to direct you – please follow their instructions. Please leave in a calm and orderly manner. There is no need to leave the event itself, the event will resume as soon as possible. Thank you for your cooperation.”

Continue to make this announcement until the people have left the area.

Permanent Show Stop

In the event that we go to a full show stop stage managers will be asked to evacuate their area and direct people to leave the event itself (a Full Evacuation). If they are required to do that they will use the same procedure as above, using the following announcement:

“Ladies and Gentlemen, this is a safety message. Due to a reported emergency we have had to stop this event. Stewards are on hand to direct you to the nearest exit. Please leave in a calm and orderly manner. Once you have left the site you will be given further instructions. Thank you for your cooperation.”

Procedures - House Engineer

The Stage Manager or Production Manager will inform them that an evacuation is imminent, they will take control of the mixing desk from the guest engineer and ensure that the emergency channel on the desk is ready and that the lead vocal channel is available

Guest Engineers are instructed to hand over control of the desk immediately to the House Engineer.