

## WHAT IS THIS DOCUMENT?

This is a copy of the final event plan for delivering LOW PROFILE's project *PEOPLE (2022)*. This document has been written by Phil Rushworth who worked as lead Producer on this project as part of [Flock South West](#), a contemporary art production agency based in Plymouth.

This document outlines the information required to submit to Plymouth City Council in advance of the event to get permission to use the site to deliver this large-scale, participatory artwork in the public realm.

This document is shared to help share knowledge around the production of large scale, participatory artworks in the public realm. LOW PROFILE and Flock South West hope that this might be useful information for anyone planning their own art events and also to give an insight into the making and delivery of this artwork for those who want to know more!

[PEOPLE \(Plymouth\) 2022](#) was made possible thanks to funding from Arts Council England, supported by National Lottery Players, 154 crowdfunder backers, Plymouth City Council's City Change Fund, and The Gane Trust.

The project was produced by Flock South West CIC and supported by our partners POP (Plymouth Octopus Project), Our Plymouth, Plymouth Culture, Plymouth City Council, The Box, and Nudge Community Builders.

## HOW CAN I USE IT?

You are free to use this information to help you plan your own events - we just ask that you credit LOW PROFILE and Flock South West at appropriate points.

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<b>Event Location:</b>	Plymouth Hoe	<b>Event Date(s):</b>	3rd, 10th or 16th July 2022*
<b>Event Organiser:</b>	Flock South West CIC	<b>Event Plan Author:</b>	Phil Rushworth, Co-director Flock South West
<b>Version:</b>	3.1	*	Weather dependent and confirmed the week before.

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## Introduction and Key Details

Special one-off event celebrating Plymouth's volunteers, and creating a new temporary artwork on Plymouth Hoe with aerial photography.

PEOPLE will bring between 200 - 600 people together in a mass gathering of volunteers on Plymouth Hoe, standing in line to spell out the word PEOPLE, and to create a new commemorative photograph of this event. This will be a re-creation of a photograph taken in 1982 on The Hoe, at a Fun Day originally organised by Plymouth Guild of Community Service.

Prior to the event, between 200 and 600 Plymouth residents will be recruited to participate in PEOPLE. All participants will be people who give their time and energy for free in order to support their local communities, either formally or informally. On the day of the event, all participants will be invited to join LOW PROFILE on The Hoe where they will be grouped to stand in the shape of large letters to form the word 'PEOPLE', a photo of which will be taken from above via drone.

Due to the unpredictability of weather, particularly in relation to flying drones, this event plan is written with as much flexibility built in as possible. Using the model of 'flash-mobs' as a framework, this plan ensures that the final event date and timing decisions can be made several days in advance and the actual gathering of people takes as little time, and is as light touch as possible.

The project is funded by Arts Council England National Lottery Funding, the City Change Fund from Plymouth City Council, 140+ crowdfunder backers and The Gane Trust. It is supported by our partners POP (Plymouth Octopus Project), Our Plymouth, Plymouth Culture, Nudge Community Builders, The Box and Plymouth City Council.

### Key Dates

To ensure that we have flexibility to stage the event depending on weather, we are setting aside three dates in July, with corresponding set up the day before. The first available day with weather forecasts predicting a clear and dry window of time will be used and the exact time will be communicated to stake-holders (including members of Plymouth's safety team) and participants no later than the Wednesday preceding.

**2 July 2022:** PM: Pre-event set up for first potential date

**3 July 2022:** The event will go ahead on this date if the weather is dry

**9 July 2022:** Pre-event set up for second potential date

**10 July 2022:** The event will go ahead on this date if the weather is bad on the 3rd July

**15 July 2022:** Pre-event set up for third potential date

**16 July 2022:** The event will only go ahead on this date if the weather is bad on the first two dates

## Organisation

### Organisers

#### Flock South West CIC

Project Organisers and event management – responsible for managing the logistics of the event, crowd management, event team, health and safety, infrastructure and marketing.

Flock South West is a contemporary art production agency based in Plymouth, UK. Flock pools together the extensive collective experience of our directors and associates working in the city to provide production support for small and large creative projects. Together Flock have over 10 years experience of delivering high quality off-site arts projects across Devon and Cornwall, including coordinating and delivering Plymouth Art Weekender in 2019 and 2020. Prior to forming Flock, the directors worked on large scale public art projects such as The Atlantic Project and the River Tamar Project.

Flock South West CIC has been contracted by LOW PROFILE to deliver PEOPLE as a live event.

#### LOW PROFILE

Artists – responsible for delivering the artistic content of the event, shaping the audience and participants experiences and ensuring the final photograph is of a high quality.

LOW PROFILE are Rachel Dobbs (IRL) and Hannah Rose (UK). They have been working together in collaboration as artists since 2003 and are based in Plymouth (UK). They regularly work with organisations across the UK, and on self-initiated artworks that shift in scale, format and medium depending on context.

LOW PROFILE are most interested in the connections between people, and creating new experiences that happen in people's real life. They use things like bold statements, text, badges, sound, temporary gatherings, and event-structures to help them do this. They make art that is designed to be encountered in social situations, public spaces and become part of people's everyday life. They work hard to make these encounters hopeful, engaging, joyful and thought-provoking.

They often bring people into their work as participants, collaborators & experts in their field, where their involvement is highly valued & carefully considered.

LOW PROFILE authored and developed PEOPLE, including resourcing funding and project partners.

## Partners

- POP (Plymouth Octopus Project) - volunteer recruitment & communications
- Our Plymouth - volunteer recruitment & communications
- Plymouth Culture - promotion & documentation
- The Box / Plymouth City Council - access & permissions (via Jodie Bishop / Public Art Officer)
- Nudge Community Builders - hosting a billboard version of the photograph taken at the event on The Millennium Building
- TBC / in conversation: Improving Lives Plymouth - historical link to Plymouth Guild of Community Service - volunteer recruitment & communications

## Event Team

All team members will have a high visibility vest marking them as a part of the event (with the exception of Press Liaison and Documentation roles) and paid team members will have a name badge/ lanyard to identify them.

Role	Person		Responsibilities
Event manager	Phil Rushworth	Flock South West CIC	Overall event oversight, Event Control, timekeeping, Health and Safety.
Artist	Rachel Dobbs	LOW PROFILE	Creating the artwork
Artist	Hannah Rose	LOW PROFILE	Creating the artwork
Deputy event manager	Lucy Elmes	Flock South West CIC	On the day POC for stewards and assuming Event Control if the Event Manager needs to respond to an incident or emergency.  First Aid
Drone photographer	Jay Stone		Piloting the drone, Drone safety, producing the final image.

Technicians	Ryan Curtis, Molly McCarthy and Llyr Davies or Victoria Hemminghaus	Flock South West CIC	Marking out letters the day before the event and placing crowd barriers on the day of event
Lead Steward	Carly Seller		Greeting and briefing participants and arranging into letters. Crowd control and leading evacuation in case of incident.
Stewards x 12 - 24 (depending on amount of participants booked; at least 1 steward to 25 participants)		Flock South West CIC & recruited	Greeting and briefing participants and arranging into letters. Crowd control and leading evacuation in case of incident.  Rhys Morgan First Aider
Press officer	Tilly Craig	Flock South West CIC	Liaise with press
Documentation (photo & film)	Dom Moore & Paul Burton	Freelance professional photographer & Plymouth Culture representative	Documenting the event.

## Event Control

The Event Manager will act as the Event Control for this event. Due to the nature of the event they will be mobile and reachable by radio by essential team members and by mobile phone for everyone else. The Event Manager will act as Event Control by keeping an eye on timings, issuing instructions to the wider team, problem solving and responding to emergencies. The Deputy Event Manager will assume control if the Event Manager is unable to respond for any reason (i.e, resolving an incident, incapacitated)

## Event Communication

x8 Mobile radios will be used for key communication between team members. They will be distributed as follows:

Radio	Team Member
1	Event Manager
2	Deputy Event Manager
3	Lead Technician
4	Lead Steward
5	First Aider steward
6	Drone Photographer (or steward with drone operator)
7	2 x stewards, also acting as artist contacts during 'speech'

Stewards without radios will be within close proximity to someone with a radio and will be provided with the project managers phone numbers, as will representatives of the partner organisations, the press officer and documentation team.

## Detailed Schedule of event

### Pre-event Set Up

**2 July, 9 July or 15 July** (as dictated by first available clear day)

### Team onsite: Artists, Event Manager, Technicians

Time	Activity	Responsibility
3pm	Event Manager, Artists and technicians arrive on the Hoe	All
3pm - 6pm	Technicians and artists measure out the perimeter of the letters/ word with surveyors tape and mark at intervals with brightly coloured duct tape.  No structures or equipment will be required and this activity can be done around people walking on the Hoe.	Technicians.



6pm	Photos taken of marking as a reference, team vacate the Hoe.	All

### Day of event

3 July, 10 July or 16 July (*depending on the first available clear day for launching a drone*)  
Exact timings TBC, for a period of three hours between the hours of 8am and 7pm.

As exact timings are to be confirmed the week before and final days leading into the event (by the Wednesday at the latest), the times below are indicative with 'X' standing in for the start time. An example of timings if the event starts at e.g. 2pm, can be found in brackets for demonstrative purposes only.

The site will need to be booked from 8am to 7pm on all three dates to accommodate this flexibility.

Time	Activity	Responsibility
Xhr - X:30hr  (e.g 2pm - 2.30pm)	Artists, Event Manager, Deputy Event Manager, Technicians, Drone photographer and Lead Stewards arrive on site.  Team briefing and radio testing. High-vis and name tags given out.  Checking ground markers remain intact. Collect pedestrian barriers and unload participant packs, banners and footstools.	All  Event Manager & Artists  Artists and technicians
X:30hr - X+1.30hr  (e.g 2.30pm - 3.30pm)	Stewards arrive on site and are briefed.  Technicians replace any missing ground markers and set up pedestrian barriers and tape cordon, including 2 x spaced for egress and exit.  Drone photographer sets up and consults with artists and event manager  Documentary Photographer & Press Officer arrive	Deputy Event Manager.  Technicians  Artists and Drone Photographer  Documentary Photographer/ Press Officer

	<p>Stewards greet and talk to any participants that have arrived early</p> <p>Participant Goody bags are unloaded (stored in boxes for each letter) and placed by each letter</p>	<p>Stewards</p> <p>Technicians</p>
<p>X+1.30hr - X+2hr (e.g 3.30pm - 4pm)</p>	<p>Participants start to arrive. On arrival they are greeted/ briefed by stewards, enter the corderend off area, handed their Goody bag and lined up in place in their letter. This ensures that stewards &amp; participants know that anyone standing inside the barriered area and with a Goody Pack has been briefed and is ready to go. Anyone outside of the area has not been briefed.</p> <p>Any press scheduled to arrive and met by Press Officer.</p>	<p>Stewards, Event Manager</p> <p>Press Officer</p>
<p>X+2hr - X+2:20hr (e.g 4pm to 4.20pm)</p>	<p>Drone photographer launches drone to line up the shot and check placement of participants and any position changes are communicated to stewards via radio.</p> <p>Technicians remove barriers and tape</p>	<p>Drone Photographers, Artists, Event Manager</p> <p>Technicians</p>
<p>X+2:20hr - X+2:50hr (e.g 4:20pm - 4.50pm)</p>	<p>Once in position is agreed:</p> <p>Drone photographer launches second drone takes images</p> <p>Artists and stewards lead the participants in a communal speech</p>	<p>Drone Photographer</p> <p>Artists, Stewards</p>
<p>X+2:50hr - X+3hr (e.g 4.50pm - 5pm)</p>	<p>Artists thank participants and the crowd is encouraged to disperse.</p>	<p>Artists, Stewards</p>
<p>X+3hr - X+3.20hr (e.g 5pm - 5:20pm)</p>	<p>Technicians pack away barriers and tape cordon and remove tape</p>	<p>Technicians</p>

	Stewards check site for and pick up any discarded material from welcome packs	Stewards
X+3:20hr (e.g 5:20pm)	Team debrief and vacate area.	Event Manager, Deputy Event Manager, Artists

## Equipment and vehicles

### Equipment and structures on site

12 x Pedestrian Barriers  
 2 x long length of barrier tape  
 12 x vinyl banners to lag the barriers (wayfinding and information about photography)  
 1 - 2x drones (which will be the responsibility of the drone operators)  
 misc. coloured sticky tape for marking out guide marks for letters  
 Up to 600 participants packs (comprising of paper and badges)  
 12 lightweight plastic footstools  
 Hi-vis jackets and radios for team members  
 Chalk line, measuring tapes etc. for marking out space  
 First Aid Kit  
 Water, sun cream for welfare

### Vehicles

1 to 2 team vehicles will be used to transport the above kit and equipment. The vehicles will unload next to the disabled parking bays and once unloaded will be moved and parked in nearby public parking spaces. Vehicle passes will be applied for if needed for access.

## Pre-event Communication

### Event Team

Everyone from the event team will be asked to reserve all three dates with the understanding that they may be working the event on any of the agreed days. The team will be updated on the likelihood of the event going ahead on the first date once a long range forecast has been checked on the week of the 20th of June, and regularly updated via email or text until a final decision is made by the 1st of July. An early indication of plans will be communicated on the 29th of June.

If the event cannot go ahead on the first proposed date (3rd of July) communication will stay open until the 1th of July, or until we can confirm the event can go ahead, whichever comes first.

### **Plymouth City Council, Event Safety team, partners and stakeholders**

We will notify Plymouth City Council, The Event safety team, organisation partners and external stakeholders by email of the likelihood of the event taking place on the 3rd of July at the beginning of the week beginning the 20th of June.

We will then send a follow up email with confirmation of plans (either a confirmed time for the 3rd of July or and confirmation the event will not go ahead on the 3rd and an update on the following week) no later than the 29th of June. If the forecast is unclear we may decide to plan to go ahead, with the option to cancel on Friday the 1st of July, when we will make a final call and confirm with all parties.

Should the 3rd of July not be a viable date, follow up confirmation/ update emails will be sent to all above no later than the 6th and 13th of July.

### **Participants**

Participants will be updated by their preferred mode of communication (email or text) with regular messages from the week beginning the 13th of June. Exact times and location for meeting will be sent to them on the Wednesday before the event, with a reminder message the Friday before..

### **Press**

A press release detailing the project and that it is happening will be issued in advance of the first event date, without specifying exact dates and times. Press that wish to come and report on the day will be invited to register their interest with the Press Officer, who will notify them of the confirmed date and time as soon as a decision has been made.

### **Crowd management**

**Cordons and stewards - all participants are already volunteers so used to following instructions**

**Communication by message - All participants will have signed up in advance to participate and will be regularly updated via their chosen means (email/phone). Only registered**

**participants will know about the full details of the event (eg start time, meeting point etc). All participants will be told what to expect, what to wear (weather dependent clothing), what to bring (water/sun cream etc).**

As the Hoe is a public space, and this will be a visible event we are expecting it to draw interest from members of the public not participating in the event.

We will have between 14 and 24 paid stewards to help manage crowds and provide information (depending on the amount of participants, but always at least 1 steward per 25 participants). Their role will be as much about assisting participants (help finding their way, briefing them on what will happen, answering questions etc.) as it will be letting curious members of the public know what is going on and asking them to stand aside when the letter formation and photo is being taken.

Prior to the photo we will erect a temporary crowd cordon around the area with tape and six pedestrian crowd barriers.

For protocols if members of the public cause disruption, create an unsafe environment or other incidents please see the Accidents and Incidents section on page 15.

### **Crowd dispersal after event**

Stewards & Event Team will encourage people away from the area - as public space they don't need to leave. Stewards will stay until the crowd is no longer congregating on mass.

### **Media and photography permissions**

All participants will agree to having their photo taken for the artwork and documentation as part of the online registration process. Should any participants show up on the day having not registered, they will be asked to give verbal consent to have their photo taken and given instructions as to how to register their information after the event. Participants will also be informed that press and partner organisations may be taking photos and videos on the day.

4 x large banners will be put on the cordons explaining to members of the public that photos are being taken, who by and for what purpose. This will also include contact details for anyone who wants to view images of themselves or have photos of themselves deleted.

Our press officer will liaise with any visiting press on the day and they will be asked to gain their own permissions for any participants they may interview.

## Environmental Health

### Waste Management

There will be no food or drinks catering on site nor other activity that will generate excess waste. Participants will be advised to dispose of their rubbish or take it home with them and stewards will check the area for rubbish after the event and will dispose of anything collected in nearby waste bins. Any unused or discarded participant information packs will be removed from the site after the event, as will any equipment.

### Noise monitoring

There will be no sound amplification used during the event and therefore noise levels are not anticipated to be a problem.

## Welfare and Accessibility

### Access and disability

The registration campaign process will communicate clearly that participants with disabilities and access issues will be welcome to take part in the photograph. The ground is level and accessible and adjacent to disabled parking bays. Carers and support workers will be welcome to accompany them.

We will make large format copies of the participant info pack available to those who require them and the communal recital words will be available in print for all participants.

Steward preparation will include briefing on how to approach any participants with disabilities or access issues.

### Children and vulnerable people

This event will be for participants of 16+ only, with the exception of families who need to bring their own children, and we therefore do not anticipate any issues with children or young people. Regardless team members are be briefed on basic child safeguarding as follows:

- No team member should be left alone with a person under 18, nor should they take any participants under 18 away from the site.
- Team members are not to talk to young people, children or vulnerable adults about inappropriate or adult topics.

- Team members are not to initiate or receive inappropriate physical contact with children, young people or adults.
- The Event Manager will be notified of any unaccompanied children trying to participate in the event.
- If any risks to young people or vulnerable adults are observed by or reported to stewards they will notify the Event Manager.

### **Lost child policy**

As there will be no children participating in the event a lost child incident is unlikely, but it is possible that with a large crowd of people a child could become separated from their parents and stewards of the event asked for assistance.

#### **If a child reports they are lost to a steward:**

1. The steward will immediately find a second steward and ensure that they and one other adult team member can accompany the child at all times until their parents can be located. If possible they will remain close to where the child was found, and note any nearby landmarks.
2. The steward will radio Event Control or ask the nearest steward with a radio to notify Event Control.
3. Event Control will alert all team members to the situation and location of the child so that they can direct any enquiring parent/s or guardian/s to the right place. The Event Manager or Deputy Event Manager will go to the location of the child and stewards to ensure the incident is managed correctly.
4. If the child is old enough to provide names or a description of the parent/s or guardian/s, this will be circulated by radio to all team members.
5. If the child has a phone number or other contact details for their parents this will be used to try and locate them.
6. When the parent/s or guardian/s identify themselves the Event Manager or Deputy Event Manager will make themselves satisfied that they are the correct parent/s guardian/s of the child before closing the incident. If there is any doubt, and the parent/s guardian/s are unable to provide proof the Event Manager should report to the authorities immediately. Team members will not have the power to detain the child and parents if they insist on leaving but can politely and kindly try to keep them there until this can be deferred to authorities.
7. The parents/ guardians will be asked to leave their details for an incident report.
8. Event Control will produce a report of the incident including times, team members involved and parents contact details, if they will provide them.

#### **If a parent or guardian reports a missing child:**

9. The steward will ask for a name and description of the child and radio Event Control or ask the nearest steward with a radio to notify Event Control.

10. Event Control will alert all team members to the situation and description of the child so that they can be on alert for the child
11. If the child is located by a team member they will immediately find another team member so that the child is accompanied by two adults, and radio Event Control or ask another team member with a radio to notify event control.
12. The Event Manager or Deputy Event Manager will make themselves satisfied that they are the correct parent/s guardian/s of the child before closing the incident. If there is any doubt, and the parent/s guardian/s are unable to provide proof the Event Manager should report to the authorities immediately. Team members will not have the power to detain the child and parents if they insist on leaving but can politely and kindly try to keep them there until this can be deferred to authorities.
13. Should any sightings be made of the child leaving the site with another adult or children, either by a team member or a member of the public and reported to a team member, they will immediately call the authorities (999) before notifying Event Control. Event Control should be notified as soon as possible afterwards, preferably the team member calling authorities will ask someone else to do this whilst they are on the call.
14. The parents/ guardians will be asked to leave their details for an incident report.
15. Event Control will produce a report of the incident including times, team members involved and parents contact details, if they will provide them.

### **Reports or complaints of risks to children or young people**

Any team member that observes or receives a report of any activity that poses a risk to a child or young person must immediately report this to Event Control. If the dangerous activity can be stopped or changed and the situation made safe, this will be the first priority, however no team member should put their own health and safety at risk to this end.

If there is an immediate and present danger, Event Control will contact the authorities, and whoever witnessed the incident will be asked to remain for witness testimony/ reporting.

If the issue is more about general safeguarding/ abuse/ incidents that have passed and do not need medical or police intervention then the Event Manager will make a police report, and ensure the details of whoever has reported are recorded.

Once the situation has resolved the Event Manager will complete an incident report.

### **Data Protection**

Data gathered from the online registration will be stored by the artists only for the time preceding the event, and will be deleted once the event has finished (and post-event communications have been sent out). Only information pertinent to delivering the activity will be shared with team members. Upon registering, participants will need to opt in to



receiving any future communication, or for their contact details to be shared with any partners for the same purposes.

Incident reports will be kept by Flock South West CIC for a period of five years and will only be shared with authorities if it qualifies as a reportable incident or for the purposes of, e.g, insurance claims. Contact information and personal data from incident reports will not be stored elsewhere or shared with any other individuals or organisations.

## **Accidents and Incidents**

### **First Aid Provision**

There will be two team members with first aid qualifications present at all times, and one of them will carry a first aid kit. These will be identified to all other team members on arrival.

In the event that a team member or participant is injured the nearest steward should radio for first aid support. If the casualty is mobile (i.e minor injury) they should be moved to the grass area for assessment and treatment. If they are not mobile (i.e. injury to feet/ legs or serious illness) first aiders should move to them and stewards should disperse crowds away from the area.

If there is a serious incident or illness (risk to life or serious injury to one or more people) the critical incident process (below) should be followed.

### **Accident and Incident reporting**

The Event Manager (or the Deputy Event Manager if they are not available) will be responsible for reporting on accidents and incidents.

A report will be made onsite as soon as the incident has been resolved and made safe. The incident report will be made on paper and include the details of the injured party, a description of the event and injuries and time of incident. The injured party will be asked to sign the report. If emergency services are called then details of this will also be recorded.

After the event the Event Manager will check if the incident needs to be reported as a workplace injury and if so follow the correct procedure. The report will be kept on file by Flock SW for five years.

### **Critical / Major Incidents and Decision making process**

In the event of a critical or major incident the Event Manager will take charge of the incident and be responsible for decision making. If the Event Manager is incapacitated then

responsibility will pass to the next responsible person (as listed below). However, if there is **an immediate risk to life or serious injury** then the first available and aware team member should call 999 before the Event Manager is contacted.

The below process should be followed in the event of a critical incident (fire/ risk to life or serious injury or ongoing dangerous or illegal activity):

1. Team members should contact 999 and the Event Manager as soon as they are aware of the incident (999 first if there is an immediate risk to life or serious injury).
2. First aider will be dispatched to the incident if required and it is safe to do so to assess and assist.
3. The event will be halted and the crowd dispersed from the area of the incident by stewards, onto the grass area to allow for emergency vehicle access. In the event of the fire, explosives etc. the crowd will be moved to the furthest side of the Hoe to the incident.
4. If safe to do so, technicians and team members will remove the temporary barriers to allow for emergency vehicle access.
5. Team members in immediate danger will remove themselves from the area of the incident and gather at a pre-arranged area. The Deputy Event Manager will check that everyone is present.
6. The Event Manager will assess whether the event needs to be cancelled and make this decision. If so participants and members of the public will be asked to vacate the area, unless they are required for immediate witness statements.
7. Upon the arrival of emergency services the Event Manager will wait to make any in person reports.
8. When the event has been resolved the Event Manager will make an incident report and arrange for the event to be resumed, if it has been deemed safe and appropriate to do so.

### **Hierarchy of responsibility in the event of incapacitation**

1. Event Manager
2. Deputy Event Manager
3. The artists
4. Lead technician
5. Lead steward

### **Emergency Routes**

The placement of the pedestrian barriers and cordon will be done leaving a 3.7 metre access route on the Smeaton's Tower side of the tarmac area.

In the event of an incident that requires the emergency services to attend, The Event Manager will instruct stewards to move the participants and any members of the public

away from the tarmac area onto the grass at the nearest opportunity. Technicians will also cut the taped barrier and move the pedestrian barriers to the side, in that order.

## COVID-19

It is expected that current COVID-19 guidelines that allow public gatherings will be in place for the foreseeable future. However in the months preceding the event, the Event Manager and the Artists will regularly review the situation and adjust plans where necessary, including postponing the event if it cannot be safely undertaken.

## Weather monitoring

The flexible nature of this event means that the Event Manager and Artists will be monitoring the weather forecast regularly from the earliest opportunity (publication of the long range forecast) and the event will **only** go ahead if conditions are favourable. Though much of this decision process considers the conditions for flying the drone, they will also consider other factors, such as extreme heat waves, which may pose a risk to the welfare of the team members and participants.

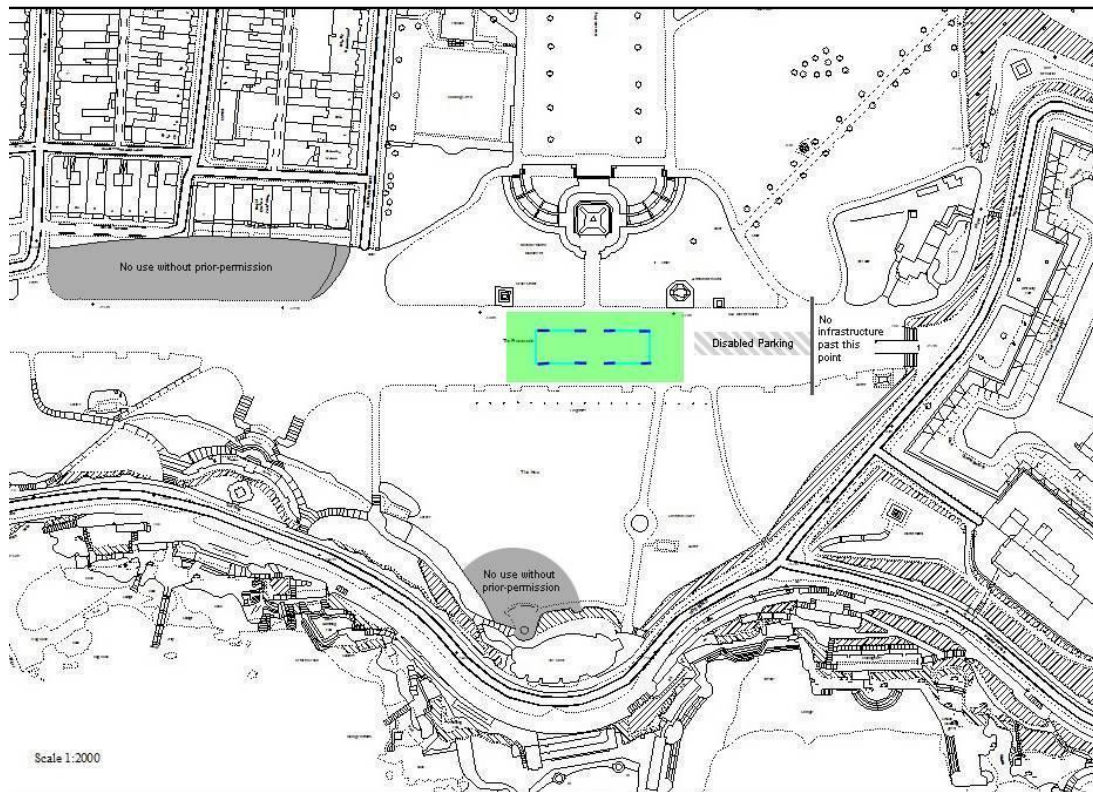
## Cancelling or Suspension

This event will only be confirmed to go ahead once the organisers are confident that weather conditions are suitable. Should no suitable windows of time be forecast ahead of the event then the event will not go ahead on any of the three available dates then the organisers will notify all parties and look to reschedule at a later date.

Should the the event be confirmed but there be a critical or emergency event immediately prior to the event that prevents it going ahead (i.e, an incident at the location, unexpected dangerous weather, national emergencies etc.) then all team members and participants will be notified by the most direct of their preferred means of communication. Should it be safe to do so, a small number of the event team will attend the location at the planned start time to re-direct any participants that did not get the communication.

## Site plans & Illustrations

### Indication of event site and placement of cordons



**KEY**  
■ event area  
- - - barrier/ cordon  
— pedestrian barriers

Original photo that will be recreated



An aerial view of the Fun Day on Plymouth Hoe organised by Plymouth Guild of Community Service to celebrate its 75th Anniversary on Saturday, 17th July, 1982.

Photograph: Devon & Cornwall Police