



EUROPEAN YOUTH PARLIAMENT THE NETHERLANDS

Emergency Readiness Plan

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RECIPIENTS *Head-Organisers, Organisers, Board Members, Certified Emergency Response Officers*



EMERGENCY RESPONSE OFFICERS (ERO) / BEDRIJFSHULPVERLENERS (BHV)

Several active Alumni of EYP the Netherlands should be qualified with a BHV-certification. This means that they are capable of handling several different types of emergencies and are the main contact point for emergency services, should a calamity arise at an EYP NL event.

A standard BHV-certificate is valid for one year. It is vital that at least two volunteers in the organisation are accredited with such a certificate or all venues are equipped with their own officer throughout the full duration of events. In case of the latter, disregard any procedures in this booklet and follow their procedures.

The active Emergency Response Officers are listed on the [website](#) of EYP the Netherlands, which is updated every Board term.

Acquiring a certificate

Acquiring a BHV certificate can be done through many different institutions (arbocentrum.nl; 101bhv.nl; becare.nl; bhv-cursus.nl; bhv.nl; Kompasveiligheidsgroep.nl) in different forms (online, physical, hybrid). Paying 200 EUR for one training course is a reasonable and usual amount. To avoid costs for the foundation, it's advisable to assign the ERO role to Board members who already acquired the certificate through their side job.

It is advisable for Board members who do not acquire the BHV certificate to follow a cheaper online training course and be briefed on basic safety rules by the Emergency Response Officer(s), or even do a practical walkthrough of emergency procedures and care operations.



PREPARATIONS BY ORGANISERS

Getting officers present

When undertaking an EYP NL event, whether it is a Regional Conference or an Alumni Weekend, it is advisable to have at least one of the EROs present. At a social event in a gastronomic environment (pub or restaurant), you will not have to take care of this, as most of these locations often have their own BHV officers or staff with medical training on sober-duty (required by law). However, when your event takes place in a park or a remote group location, having an officer present is highly advisable. This is also the case when participants sleep in a school building - as we are most likely the only tenants at that time.

Contact with venue

Large public venues such as university buildings, schools and offices often have a guard or front-desk attendant present during your stay who is most likely also a BHV-certified employee. It is advisable to notify the venue that we bring our own Emergency Responsible Officers, who they are and when they are present.

Organise a meetup with their BHV officers and our EROs. BHV officers will only be useful if they are aware of everything they need to know. Sometimes, a venue may prefer to have their own team take care of calamities and use our BHV team as a backup. It is also possible that due to the complex nature of a building or site, the venue prefers to only use their own BHV personnel. In that case, ignore any procedures in this booklet and follow their procedures.

Get emergency plans from the venue. This can range from a simple two-page file to a 60-page booklet containing all the possible scenarios. Although it is not necessary for BHV officers to know this by heart, it is useful for an indication of the proper procedures, as all locations are different. Put this in the ERO-folder (see page 4)

Make sure the emergency kit is present and complete

The inventory of EYP NL ('the stash') contains a first aid kit. This will also be checked by the EYP NL ERO when present, but it never hurts to check. Included with the box is a checklist of all the things that should be inside.

If the session will make use of walkie talkies, the communication channels for Board members, EROs, ESPs and Head-Organisers should be decided on together and coordinated clearly. A good practice is having a 'management' channel for Board members and Head-Organisers, and a 'welfare' channel for EROs and ESPs. If either of the parties urgently needs to contact one on the other channel, they can simply switch to the channel. In order for the walkie talkie system to work effectively, the devices need to be constantly charged at logical locations (e.g. teachers lounge, canteen, safety room), always turned on and never left unattended (so take them outside for General Teambuilding!).

Next to the emergency kit, three high-visibility vests with the text *BHV* should also be present. These must be distributed to the BHV'ers on location, to be able to wear it quickly and become recognisable in a calamity. Furthermore, the BHV-folder must also be present (see next subchapter).



The ERO-folder

For **every** event of EYP the Netherlands that provides overnight stay, an ERO-folder (BHV-map) must be present and sufficiently filled. This folder contains all the information necessary for emergency readiness at the event. This folder will be the main source of information when a calamity happens. It must contain:

- A spreadsheet with all emergency/allergy information (from participant registration form responses) with emergency contact details (A-Z on first name);

These are forms that should be filled in before the event or during check-in. It is **vital and mandatory** that this is complete for all Officials and delegates.

- Floorplans of the venues of the conference;

all floorplans provided must be included. The bare minimum is the floorplans of floors that will house people, but it is recommended to have copies of all plans and indicate on them where people will be staying or sleeping.

- An up-to-date attendance list of all expected participants at the event;
- Possible adjusted emergency procedures (e.g. when on a campus);
- A list of all necessary actions and entities and persons to warn in case of an emergency;
- A sheet to log all actions and messages during (the handling of) an emergency;
- A list or map with the closest general practice or hospital;