



**Determine preconditions for ER (Emergency Response) people at activities:
study associations and foundations**

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Emergencies

Need emergency assistance? Call 4444

If you require emergency assistance from the emergency services or the UU emergency response officers or first-aiders, this is what you should do:

- Call the emergency line **(030-253) 4444**. You will be connected to the FSC Security control room 24/7.
- State where you are, what is happening and what type of assistance is required.
- FSC Security will send the necessary help.
- You should then report the safety incident in [TOPdesk](#).

Guidelines to determine the amount of ER/FAFS officers at activities:

Number of ER people	Preconditions	Not if:
1 ER/FAFS officer	- up to 75 persons - group stays together - possible evacuation is easy (e.g. because room is next to escape door, guests are known in the buildings, no obstacles are placed in the rooms)	- more than 75 persons - group shares in, for example, sub rooms, different buildings - space contains many temporary obstacles such as poster boards, buffets, temporary planters (complicates evacuation)
2 ER/FAFS officers	- group larger than 75 persons but smaller than 200 persons - small group spread over several rooms - Evacuation does not succeed with 1 person, e.g. due to location on higher floor, many obstacles in the room	- group larger than 200 persons - complex combination of boundary conditions (e.g. larger group, spread over several rooms, with various temporary obstacles, on a higher floor)
3 ER/FAFS officers (or more)	Assessment always via Specialisations.	

Moving on to specialisations:

- If unusual equipment is present or if food is prepared indoors (outdoor kitchens).
- If larger than 200 people.
- If events are organised outside (except BBQ).
- When using tents for 50 persons or more (except party tents (all sides open)).
- If rooms are used otherwise than for which they are intended (e.g. garage agricultural pets used as party venue).
- When using (amplified) sound.

Important notes:

- The organisers of the event remain responsible for safe conduct *at all times*.
- The premises are all equipped with fire safety installations. These provide an important backstop for signalling emergencies.
- Receptionists and building supervisors do not count in the number of ER/FAFS officers.
- If the organisation cannot provide ER/FAFS officers from its own ranks, fire guards are deployed. Fire guards always go through Specialisations. So always forward these requests to Specialisations.
- If BBQ, then always follow the Baking & Broiling guideline (see appendix).
- Requests should be submitted at least 2 weeks in advance. If in-house ER/FAFS officers are deployed, this rule may be deviated from.



- Fire guards can be requested last-minute, however this is only in cases of force majeure.
- Flyering is not allowed, however, targeted distribution of information material/registration forms to interested parties is allowed. See [here](#) for the guidelines.
- When offering, selling or dispensing food for sale, you must comply with the provisions mentioned in the [Commodities Act Decree on Preparation and Handling of Foodstuffs](#), and the supplementary Commodities Act Regulation on Hygiene of Foodstuffs, the so-called HACCP rules of the Food and Consumer Product Safety Authority.
- Always use your CS (common sense).

If something is not clear or there are questions about something, Specialisations can always be contacted. Please note, a caller is faster!!!!!!

Patrick Kalverboer **1182 or 0651192732**
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Need more questions or information? Contact Jeroen.



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