

**Procedure and instructions to gain access to a building for events for 20 or more people outside office hours.**

The below document is a supplement to the procedure for group events outside office hours, and only applies to events with 20 or more attendees.

The application to hold an event outside office hours must be submitted digitally by the person organizing the event (<https://www.utwente.nl/en/cfm/activities/organize-activity/notification-of-an-event/>).

The Events Office checks the application and either approves or rejects it.

To gain access to the building for group events for 20 or more people, the following actions must be taken beforehand:

- A. The necessary accommodation must have been reserved with the Booking Office.
- B. A digital notification of the event must have been submitted.
- C. The event in question must have been approved.

1. *Registration*

The emergency response personnel (BHV) report to the Security Service before the start of the event. If the BHV need certain materials in order to carry out emergency response activities (walkie-talkie, vest, building pass), they should report to security at the Spiegel building, where the necessary materials will be provided. If the BHV member does not need any materials, a report by telephone is sufficient. Every individual BHV team member must be reported, but this can be done in a single telephone call.

2. *Emergency materials*

Each building is equipped with a first-aid kit and/or AED. These are often located near to the building's Service Desk. If required, the online student BHV portal (<https://www.utwente.nl/nl/hr/vgm/veiligheid/intranet/student%20BHV/>) contains a list of all emergency materials and their location in the buildings.

BHV team members should familiarize themselves in advance with the available emergency materials and the escape routes.

3. *Accessibility*

It must be possible at all times for security personnel to contact all BHV personnel. If a BHV team member needs to remain in a place with limited or no reception in order to carry out his or her duties, he or she must go somewhere with better reception at regular intervals in order to check whether the Security Service has called. He or she must also inform the Security Service that it is difficult to contact him or her.

4. *Availability*

At all times, BHV personnel must be present at a location from which they have a good view of the event. If a BHV team member needs to leave this place temporarily, he or she must inform the event organizers.

5. *Emergency*

In case of emergency, the BHV should act in accordance with their training. The Security Service must always be informed of an emergency, if necessary by calling the emergency number. If BHV call in the emergency services by calling 112, the Security Service must also be informed. BHV team members' duties do not end once the emergency has passed, unless otherwise indicated by the Security Service. After an accident or emergency, the BHV must fill in the Accident Report form, available here:

[https://www.utwente.nl/nl/hr/formulieren\\_webapplicaties/ongevallenformulier/](https://www.utwente.nl/nl/hr/formulieren_webapplicaties/ongevallenformulier/)

6. *Evacuation*

If the BHV team members have to evacuate the area, they must evacuate the event attendees for whom they are responsible. They should lead the attendees to the meeting point and wait there for further instructions from the Security Service and/or emergency services personnel.

7. *Signing out*

If a BHV team member passes on any borrowed materials and/or his or her emergency response duties to another BHV team member, he or she must report this to the Security Service by telephone. When the BHV's duties are over, the BHV must return any borrowed materials to the Security Service, where they also sign out. If the BHV have not borrowed any materials, they can also sign out over the phone.