

H. emergency & safety

INFOSHEET

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how to use this form?

This form is about safety & emergency situations. The idea is that you describe all the activities that your organisation executes to ensure safety but also to deal with possible emergency situations. The idea is that you describe all the activities that your organisation executes to ensure safe circumstances and effective strategies when dealing with an emergency situation. You are asked not only to describe your activities, but also to attach all relevant documents that you use as part of the activities related to safety & emergency. You can think of safety protocols for working and living situations, and a roadmap for professionals and volunteers in case an emergency situation occurs. We identified three steps:

1. Safe living and working conditions: what do you do, what procedures are in place and what information do you provide to volunteers and (local) partners to ensure safe living and working conditions? Think for instance of the following subjects: having a cleaning plan, safe travel circumstances, and the availability of a fire extinguisher, a smoke detector, and an emergency exit in the house. Is there a protocol for using drugs and alcohol and smoking?
2. Emergency contact details: is it possible for the volunteer to get in touch with a representative of the hosting organization 24/7? How is this organized and communicated to the volunteer? Does the volunteer know how to get in touch with emergency services (hospital, police, fire department)? How is this information accessible for the volunteer? Are the contact emergency details of the volunteer available? For whom and how are these contact details available and accessible?
3. Is there a privacy protocol? Who is responsible for what?

how?

what?

who?

when?