

The tasks of the BHV Lead/Head in-house Emergency Response Officer at each school are:

General	
	<ul style="list-style-type: none"> ● consultation with the principal/director and with members of staff with prevention tasks ● consultation with staff about the implementation of the in-house emergency response tasks ● collection and management of safety, health and welfare information that may be useful for the school and identifying safety, health and welfare risks ● answering safety, health and welfare questions within the school ● asking suppliers about health and safety aspects of products ● in the case of adjustments to accommodation, reviewing the safety, health and welfare aspects of the plans ● following the course each year ● being active in the exercise of the evacuation plan
Activities	
	<ul style="list-style-type: none"> ● planning of meetings to agree division of tasks of in-house emergency response officers ● formulating/adjusting the evacuation plan and the shelter plan ● communicating the evacuation plan to relevant parties ● planning, managing and evaluating the performance of the evacuation plan twice a year ● (organising the) provision of the necessary instructions in the school building with a view to evacuation ● checking and, if necessary, supplementing the contents of the first aid box ● arranging for a list in the school with up-to-date names and telephone numbers of emergency services, such as doctors, ambulance, fire brigade and police ● maintaining the accident register, reporting to the director
Miscellaneous	
	<ul style="list-style-type: none"> ● where necessary, maintaining contact with external organisations such as the fire brigade or ● the safety, health and welfare service

	<ul style="list-style-type: none">• monitoring the implementation of the maintenance contracts for in-house emergency• response equipment such as fire extinguishers
Accident	
	<ul style="list-style-type: none">• reporting an emergency situation and alerting the emergency services• evacuation of the school building• emptying the school building• providing assistance in the case of personal injury• controlling and fighting a starting fire