



(Version: 2026)

Explanation of the ACII “Safety Plan 2026”

Any student organisation hosting an introduction camp, a multi-day introduction programme, or introduction activities may have its plans reviewed in advance by the ACII. For this purpose, the Safety Plan Template has been created, which includes the following sections:

General information

- A. Activity schedule
- B. Risk assessment and Health & Safety Policy
- C. Incident Protocol: Guidelines and Step-by-Step Plan
- D. Additional table schedule of activities

The purpose of this safety plan is to safeguard the health and safety of participants and supervisors and to ensure effective action in the event of incidents. The organisation’s board is responsible for compliance and adequate supervision.

Submission of the safety plan

Organisations must submit the safety plan, using the Safety Plan Template 2026, no later than Friday 5 June 2026 via email to acii@rug.nl.

A. Activity Schedule

The operations manual covers all aspects of the programme, including:

- Full explanation of the programme (appendix to the Safety Plan Template)
- Transport and movement between locations
- Supervision and responsibilities
- Food, rest, sleep, and hygiene

Explanation of A. Activity Schedule

1. Full explanation of the programme

The operations manual begins when participants gather and ends when participants are no longer under the organisation’s responsibility. It should describe:

- Activities, including duration and location
- Rest and meal breaks
- Clear explanations of games and activities where necessary

2. Transport and movement between locations

Specify:

- Which means of transport will be used
- The number of supervisors accompanying participants during travel
- That there are no restrictions on toilet visits

3. Supervision and responsibilities

The operations manual must include:

- A clear division of tasks
- Details of qualifications and authorisations (driving licence, first aid/emergency response certification)
- For introduction camps: at least two supervisors with a driving licence and access to a car

General supervision guidelines: Based on experiences from previous years, the ACII advises, as a general guideline, that a camp with two overnight stays and 30 first-year students should have at least 8 supervisors. For larger camps, one additional supervisor should be added for every 6 additional first-year students (formula: number of supervisors = 3 + number of first-year students / 6).

Qualified supervisors: The guideline for qualified staff is that a camp with 35 participants (first-year and senior students combined) should have 2 qualified supervisors present, with 1 additional qualified supervisor for every additional 35 participants (formula: number of qualified supervisors = 1 + total participants / 35). This guideline applies to each location of an introduction camp.

Student associations are responsible for the wellbeing of their fellow students. A carefully considered plan for deploying emergency response officers (BHV) and/or first aiders (EHBO) is therefore required, including familiarity with the relevant escalation procedures. The number of supervisors required depends on the nature of the activities.

The table below provides an indication of the recommended ratio between first-year students and supervisors according to this guideline. It is strongly recommended to include both BHV-trained staff and first aiders. It should also be noted that BHV-trained staff are broadly deployable.

Number of first-year students	Total number of supervisors	Of whom qualified
30	8	2
60	13	3
90	18	4
150	30	6
240	43	9
420	73	15
600	103	21

The total number of supervisors will further depend on:

- The number of participating first-year students
Point of attention: too many senior students/supervisors may be intimidating for first-year participants. A good balance should therefore be sought.

- The duration of the introduction camp (number of overnight stays)
- The location (e.g. multiple buildings/dormitories or frequent travel between locations)
- The expected response time of external emergency services (e.g. an activity in the city versus staying at a remote campsite)
- The intensity of the activity programme

If there are significant deviations from the guideline, the ACII expects the organisation concerned to provide justification (for example, if venue staff perform certain tasks).

Even for activities taking place in the city, it must be clear how many sober supervisors are present for the total group of participants and how many unique individuals hold BHV/EHBO qualifications.

Sober persons

All supervisors on duty must remain sober, i.e. not under the influence of alcohol or drugs.

4. Food, rest, sleep, and hygiene

- At least 6 hours of uninterrupted sleep per night, plus 30 minutes for personal hygiene
- Sufficient breaks and rest periods
- Adequate food and drinking water available, with sufficient opportunities to eat and drink

B. Risk Assessment and Health & Safety Policy

Health & Safety Policy

The safety plan must describe how participants with vulnerable health are monitored and supported.

Which preventative measures are taken to reduce health and safety risks?

Known risk factors include:

- Participants with health issues
- Alcohol consumption
- Drug use
- Sleep, rest, and hygiene
- Social safety
- Safety of accommodation
- Extreme weather conditions
- Waste/dishwashing/cleaning
- Other risks

Explanation of B. Risk Assessment and Health & Safety Policy

Participants with health conditions

- A mandatory intake form regarding medical conditions must be completed in advance. Reported health issues must always be taken seriously.
- Data must be destroyed after use.

- Describe which preventative measures or information are shared with participants to minimise health and safety risks.

Alcohol consumption

The alcohol policy must be explicitly specified and communicated to participants in advance. The safety plan must describe whether alcohol will be served and, if so, during which hours and by whom. Bartenders must remain sober while on duty.

In the event of alcohol consumption, it must be clearly explained how the “No alcohol under 18” policy is enforced.

The alcohol policy must comply with the following points:

Alcohol

- An absolute ban on the use and distribution of spirits/high-alcohol beverages, including for all supervisors
- A ban on serving alcohol to anyone under the age of 18
- Active supervision to prevent alcohol consumption by under-18s
- Active supervision to prevent excessive alcohol consumption
- A defined period during the day when alcohol may be served to participants aged 18 and over
- Measures taken by the organisation if excessive alcohol use or alcohol consumption by under-18s is detected

Recommendation

Communicate the alcohol policy to participants prior to the introduction activities, including any measures that may be taken.

Drug use

The drugs policy must be explicitly specified and communicated to participants in advance. A zero-tolerance policy must be implemented regarding drug use.

Drug use – zero tolerance

The use and possession of soft and hard drugs (e.g. cannabis, nitrous oxide, XTC/MDMA, speed, cocaine, and designer drugs), as well as dealing drugs, are prohibited for both participants and supervisors.

The safety plan must include a description of the measures taken if drug use is detected.

Recommendation

Inform supervisors in advance about the zero-tolerance policy and provide education on why this is important, potentially with support from specialists such as addiction care organisations.

Sleep, rest, and hygiene

- At least 6.5 hours without activities each night
- Sufficient sanitary and washing facilities

Social safety

- Policy against sexual harassment, bullying, and exclusion
- Code of conduct for supervisors and participants

Safety of accommodation

- Fire safety checked
- Escape routes and emergency procedures clearly indicated

Extreme weather conditions

Are there additional risks in the event of extreme weather conditions?

- During hot weather, additional rest breaks and drinking pauses should be scheduled
- Is adequate heating available during low temperatures?
- Are strong winds and heavy rainfall considered risk factors?

Waste/dishwashing/cleaning

- Maintain cleanliness and follow hygiene measures.

Other risks

Any additional risks not listed above.

C. Incident Protocol: Guidelines and Step-by-Step Plan

What is an Incident?

According to the Code of Conduct for Boards of Student Organisations:

An incident is, in any case, a situation in which emergency services are involved: first aid/emergency response (EHBO/BHV), ambulance services, police, fire brigade, or security. Incidents relating to social safety must also be reported.

If there is any doubt about whether a situation should be reported, the rule is: always report it.

Please note: incidents must be reported by the responsible board, not by a confidential adviser or complaints committee/contact person.

Purpose of the Incident Protocol

An incident protocol helps everyone involved in organising the introduction activities to respond appropriately in crisis situations. The protocol not only describes the immediate steps to be taken in the event of an incident, but also helps organisations prepare in advance regarding contact persons, communication channels, and responsibilities.

A good incident protocol serves as guidance and support in stressful situations. Ensure that it is regularly evaluated and improved based on experiences from previous years. Discuss the protocol thoroughly within the organisation and inform all those involved of their roles and responsibilities beforehand.

In addition, it is crucial that all contact details (such as telephone numbers for emergency services, responsible persons, and communication contacts) are up to date and immediately available in the event of an incident.

C. Incident Protocol: Guidelines and Step-by-Step Plan

1. Crisis team roles

For an efficient crisis response, responsibilities must be clearly defined:

- Who is the crisis coordinator?
- Who is part of the crisis team?
- Which other individuals have specific roles (first aid/emergency response, driver, communications, etc.)?

Optional: create an organisational chart or visual overview to clarify the structure.

2. Step-by-step plan for incident handling

In the event of an incident, two things are essential:

- Providing immediate assistance and contacting external emergency services (if necessary)
- Preventing further escalation, while prioritising the safety and wellbeing of everyone present

The protocol must clearly describe the first steps to be taken immediately after an incident.

3. Communication

Good and timely communication is crucial:

- How are participants informed about an incident?
- Who decides whether part or all of the programme should be cancelled?
- Who contacts the board (if not present)?
- Who informs the parents/guardians of affected participants?

4. External communication

Major incidents may attract media attention. The following matters must therefore be established in advance:

- Who liaises with the spokespersons of the University of Groningen (RUG)/Hanze and the ACII?
- Who is responsible for media relations and official statements?

5. Follow-up after incidents

Aftercare is an important part of incident management and should focus on:

- The victim and their family
- Other participants and supervisors

Following an incident, an evaluation must take place in order to learn and improve:

- Could the incident have been prevented?
- Was the safety policy adequate?
- Did the incident protocol function as intended?
- What improvements are necessary for the future?

Practical implementation

All of the above components must be included in the Safety Plan Template 2026. Ensure that the protocol is practical and understandable for everyone within the organisation.

By regularly discussing and updating the protocol, the organisation remains prepared for possible incidents and can respond effectively in emergency situations.

Contact details during introduction camps/activities

Please also ensure that:

- The contact details of external individuals/agencies have been checked in relation to possible absence outside office hours, changes compared to previous years, or holiday periods
- All responsible supervisors possess all contact details and route descriptions

The following details must be included in the Safety Plan Template 2026:

- Location contact
- Nearest GP(s)
- Nearest hospital
- Police and fire brigade contact details

For the contact details of the ACII, organisations may use the information provided by the ACII on its website.

Contact details ACII and RUG/Hanze (acii@rug.nl)

- Chair of ACII (Erik Trip) – 050-5956 539 – e.trip@pl.hanze.nl
- Secretary of ACII (Klaas Wilts) – 06-3192 1503 – k.wilts@rug.nl
- RUG spokesperson (Sjoerd Bekius) – 06-3192 1490
- Hanze spokesperson (Evanya Breuer) – 06-3164 4502