

The role of an Awareness Person in Off-Screen

This document explains the necessity of an awareness person within the association. It further details the function and responsibilities of such a role. Additionally, it presents multiple step-by-step instructions on de-escalation and other methods to prevent potential violence.

1. Why

As a study association, Off-Screen hosts social events for a large group of people, ranging anywhere from 20 to 150 attendees. A multitude of undesirable things can happen when hosting such events, such as (sexual) harassment or fighting. As Off-Screen cannot always prevent these situations from happening, the organization needs to be prepared to intervene.

An 'Awareness Person' would make parties and events a safe(r) space by being a clear and easy point of contact. Their main purpose is to look after the general safety of a social event, a person, or a group of people.

2. What

This is a list of tasks occupied by the Awareness Person.

- a. The Awareness Person will always be present at events organized by the Social Activities Committee (parties, borrels, etc).
- b. The Awareness Person is easily reachable; either physically or through digital means (text, call).
- c. The Awareness Person works with the Board to ensure public recognition of the role. This can include promotional work or a speech.

The role of an 'Awareness Person' is not to be mistaken for security, as the position highlights prevention over neutralization.

Plan of action within Off-Screen

Highlighted below are a few scenarios that could happen at Off-Screen events. The Awareness Person will use these step-by-step instructions as a guide to prevent a situation from escalating further.

Scenario: Sexual assault

1. Remove an actor from the situation (most likely the victim). **Separate both parties.**
2. Have an extra (organizer, venue staff, security) keep an eye on the person you left behind. This is to ensure the situation does not escalate further.
3. Enter into a conversation with both individuals. Try to get an understanding of the situation (provide mental support if visually distraught) by asking general questions. If you feel you are taking it a step too far, put the questioning on pause. The Awareness Person, first and foremost, offers support.
4. Calmly approach the perpetrator. Explain why what they did was wrong. Make it clear that this behavior is not appreciated within the association. **Keep level-headed; pick your wording carefully.**
5. If you suspect some form of false accusations, you might still need to separate both parties. This ensures de-escalation. In this case, talk to the falsely accused and explain why they still have to leave the gathering. **This makes it easier to reach the victim.**
6. Determine the severity of the situation. If needed, deny access to the event to the perpetrator. **Make sure to ask for help. Approach this as calmly and discreetly as possible. Never put yourself in danger.**

Scenario: Overconsumption (alcohol, drugs, weed)

1. Separate the individual from the event and make sure they are conscious. **If not, call the emergency services.**
2. Fetch water for the individual.
3. Inform yourself. **Who is this person? Who are their friends? Where do they live?**
4. Sort out the individual's trip home (preferably through a taxi service). **Ensure the individual leaves the function with either a friend or a sober volunteer.**

Scenario: Nonconsensual consumption (spiking)

1. Separate the victim from the crowd.
2. Warn the bar (and other important parties such as the Board and the committee).
3. Fetch water for the individual.

4. Call the emergency services if the victim is losing consciousness, hallucinating, vomiting without induction, or feeling sleepy. **Medical aid is necessary.** If the victim falls asleep, make sure their head either faces to the side of their body or towards the floor. **This prevents the victim from choking while vomiting.**
5. If medical aid is not necessary, ensure someone (preferably a friend) stays with the victim. **Keep checking in on the victim. Encourage the victim to hydrate.**
6. Sort out the individual's trip home (preferably through a taxi service). **Ensure the individual leaves the function with either a friend or a sober volunteer.**

Emergency contact information

To ensure proper medical aid, find the contact information for the Dutch authorities below.

Emergency number: 112

1. When to call?
 - a. You should call 112 for urgent assistance in life-threatening situations or when witnessing a crime. This number can be used to report emergencies of various types, such as a road accident, a fire, or an intruder. The toll-free emergency number can be used in all EU member states. The operator will immediately alert the appropriate emergency service: the fire brigade, police, or ambulance service.

Non-emergencies: 0900 8844

1. When to call?
 - a. You should call 0900 8844 when you need help without a life-threatening situation. There is no *immediate* emergency but you still require assistance.

Deaf/Hard of hearing: 0800 8112

1. When to use?
 - a. You should **text** 0800 8112 if you are deaf or hard of hearing for urgent assistance in life-threatening situations or when witnessing a crime. This number can be used to report emergencies of various types, such as a road accident, a fire, or an intruder. The toll-free emergency number can be used in all EU member states. The operator will immediately alert the appropriate emergency service: the fire brigade, police, or ambulance service.