

BISCMUN XIII – Safety & Emergency Manual

1. General Safety Principles

- The safety of all delegates, directors, teachers, staff, and guests is the **top priority** at BISCMUN XIII.
 - In **any emergency or unsafe situation**, the **Secretariat must be contacted immediately**.
 - Do **not** spread panic or make independent decisions that could endanger others.
 - Always follow instructions given by:
 - The BISCMUN Secretariat
 - School security
 - Emergency services
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2. Central Emergency Contact

In **all emergencies**, contact the Secretariat immediately:

Emergency Contact:
Abdallah El Dessouky
 **+201000959992**

If you are unsure whether a situation is serious, **contact the Secretariat anyway**.

3. Fire Emergency

If you **see fire, smoke, or smell burning**:

1. **Stay calm. Do not run.**
2. **Immediately inform the Secretariat** at +201000959992.
3. Follow evacuation instructions given by Secretariat members or school staff.
4. **Exit the building using the nearest safe exit.**
5. **Proceed directly to the designated field / open assembly area.**
6. Do **not** return inside the building under any circumstances.
7. If anyone is missing or injured, **inform the Secretariat immediately**.

 **If you are in immediate danger**, evacuate first, then contact the Secretariat.

4. Medical Emergency

If someone is injured, faints, or feels severely unwell:

1. **Do not move the person** unless they are in immediate danger.
 2. **Contact the Secretariat immediately.**
 3. If available, request first aid or medical assistance through the Secretariat.
 4. Keep the area clear and calm.
 5. Follow instructions from medical staff or school security.
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5. Missing Delegate / Lost Person

If a delegate or staff member is missing:

1. **Inform the Secretariat immediately.**
 2. Provide:
 - Full name
 - Committee / role
 - Last known location and time
 3. Do not organize independent searches unless instructed.
 4. Remain available for follow-up questions.
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6. Security Threat or Suspicious Behavior

If you notice:

- Suspicious individuals
 - Unauthorized access
 - Aggressive or threatening behavior
 - Any object or situation that feels unsafe
1. **Do not confront the individual or situation.**
 2. **Contact the Secretariat immediately.**
 3. Move yourself and others to a safe location if needed.
 4. Follow instructions given by the Secretariat or security.
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7. Evacuation for Any Reason

In the event of evacuation (fire, security threat, or other danger):

1. Stay calm and listen carefully to instructions.
 2. Leave all personal belongings behind if necessary.
 3. Move quickly but orderly to the **designated field / assembly point**.
 4. Stay with your committee or delegation.
 5. Await further instructions from the Secretariat.
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8. Natural Emergencies or Unexpected Situations

This includes:

- Power outages
 - Severe weather
 - Structural issues
 - Any unexpected hazard
1. **Immediately inform the Secretariat.**
 2. Follow official instructions.
 3. Do not spread rumors or unverified information.
 4. Remain in designated safe areas unless instructed otherwise.
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9. Role of Directors & Teachers

- Directors and teachers are responsible for the safety of their delegation.
 - Ensure delegates:
 - Know emergency exits
 - Know the assembly area (field)
 - Know to contact the Secretariat first
 - Assist Secretariat members when needed.
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10. Final Reminder

In every possible emergency or unsafe situation:

CONTACT THE SECRETARIAT IMMEDIATELY

 **Abdallah El Dessouky – +201000959992**

Your cooperation ensures a **safe, successful, and professional BISC MUN XIII** for everyone.

BISC MUN Secretariat