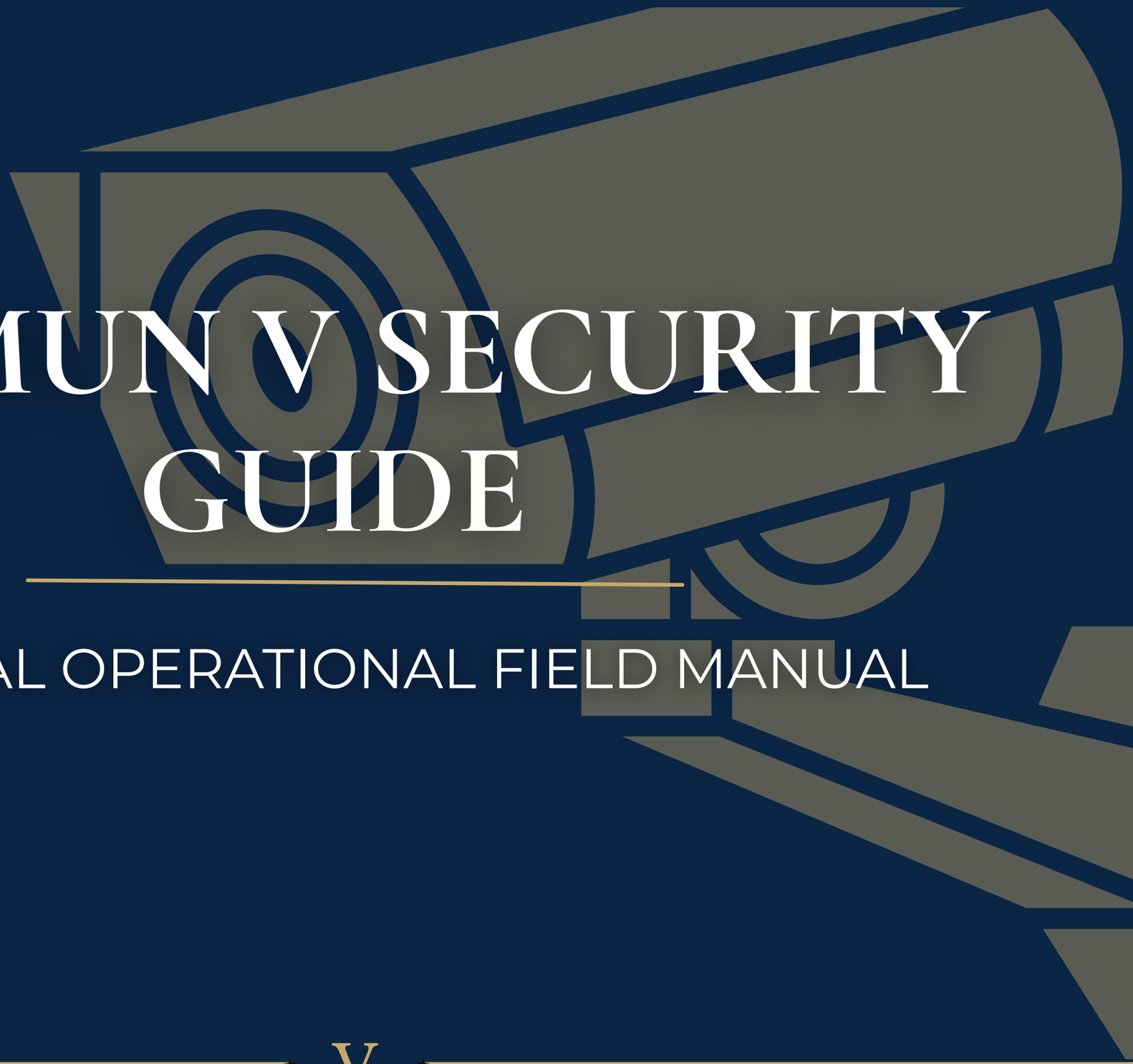


ISCMUN V SECURITY GUIDE

OFFICIAL OPERATIONAL FIELD MANUAL

V

WELCOME SECURITY TEAM!

WE ARE EXCITED TO HAVE YOU ON BOARD!

Welcome to the **ISCMUN V Security Team!** We are thrilled to have each and every one of you with us. As members of the security team, you are the backbone of the entire event-ensuring safety, managing the conference, enforcing rules & regulations, and attending to any disruptions promptly. We trust your dedication, vigilance, and teamwork to make ISCMUN V an outstanding success!

★ Professionalism ★ Vigilance ★ Respect & Teamwork

What we will be discussing today

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Role & Mandatory Rules of Security

What is Security?

The primary mandate of a Security Officer is to:

- **Ensure Safety:** Protect all delegates, chairs, guests, and staff across all venues.
- **Manage Conference Flow:** Maintain order in corridors, entrances, and council rooms.
- **Enforce Regulations:** Ensure strict adherence to dress code, conduct, and room rules.
- **Attend to Disruptions:** Respond instantly to any disturbance or conflict with composure.

Mandatory Rules for Officers:

- **No direct Clipping:** Regular security officers CANNOT clip anyone directly. Report infractions to Heads of Security.
- **Remain Calm:** Always maintain composure and NEVER raise your voice at delegates or staff.
- **Confidentiality:** You must NEVER exploit or share information regarding infractions or incidents.
- **Search Protocol:** ONLY designated Joker Security officers are authorized to conduct searches.

Conference Procedures & Shift Management

1. **Warning Tracking:** Keep strict track of every verbal warning you issue to delegates or attendees and immediately report them to a Head of Security.
2. **Medical Incidents:** Know basic response protocols for medical issues. If a delegate has a health problem, attend to them calmly and inform Security Leadership immediately.
3. **Shift Rotation During Breaks:** During break periods, assigned posts will rotate according to the shift schedule. Ensure seamless coverage at all designated posts.
4. **Restricted Zone Patrol:** Ensure strictly no unauthorized individuals enter restricted staff areas, administrative corridors, or empty rooms.
5. **Escort Operations with Runners:** Coordinate with assigned runners during lunch and assembly escorts to maintain tight line discipline.

Violations Watchlist & Field Actions

What to look out for & **Action Protocols**

- **Smoking Devices:** Vapes, e-cigarettes, cigarettes, lighters, and matchsticks.

→ ***Confiscate immediately and call a Head of Security.***

- **PDA (Public Display of Affection):** Inappropriate physical affection anywhere on venue grounds.

→ ***Issue a firm verbal warning for minor instances. If extreme, immediately contact a Head of Security.***

- **Sharp Objects & Weapons:** Knives, razors, blades, or metallic tools.

→ ***Confiscate immediately and report to a Head of Security***

- **Breach of Dress Code:** Casual attire, improper lengths, or open shoes.

→ ***Notify a Head of Security to handle dress code warnings.***

- **Fights & Conflicts:** Verbal arguments or physical altercations.

→ ***Intervene to stop the fight. If extreme, call a Head of Security and stay on scene until fully resolved.***

★ **MANDATORY:**

EVERY ITEM TAKEN AWAY MUST BE REPORTED IMMEDIATELY TO HEADS OF SECURITY!

Clipping & Disciplinary Protocol

Step 1 Identify & Report to Head of Security

Step 2 Head of Security Issues Clip & Informs Chair

Step 3 Escort Offender Out Quietly & Respectfully

1 clip infraction

➡ First Warning

A delegate or participant receiving their first clip faces immediate academic penalty:

- Participant becomes strictly ineligible for any conference awards.
- Incident is logged in the official Security Record.
- Council Chairs are formally notified.

CONFIDENTIAL: DETAILS MUST NEVER BE SHARED EXTERNALLY

3 clip infraction

➡ Immediate Removal

Accumulating three clips results in maximum escalation:

- Participant becomes strictly ineligible for any conference awards.
- Incident is logged in the official Security Record.
- Council Chairs are formally notified.

ABSOLUTE DISQUALIFICATION & VENUE REMOVAL

Dress Code

Female Dress Code

- **Attire:** Formal clothing mandatory at all times.
- **Skirts & Dresses:** Must extend strictly at or below the knee (no skirts above knees).
- **Fabric & Colors:** No transparent/sheer clothing, no flashy colors.
- **Footwear:** Formal flats or heels only. Strictly no open-toe flats or heels.
- **Heel Height:** Heels must not exceed 3 inches (7 cm).

Male Dress Code

- **Attire:** Formal suits ONLY.
- **Mandatory Items:** Formal tie and blazer/suit jacket required.
- **Footwear:** Formal dress shoes ONLY (strictly NO sneakers).
- **Restrictions:** Absolutely no jeans, t-shirts, or casual wear on duty, No Flashy Colors.

Communications & Emergency Protocols

1. **Immediate Guidance:** If you are confused or need assistance, immediately reach out to a Head of Security
2. **Active Network:** Maintain active communication across your security partner, room chairs, runners, and delegates.
3. **Escalation When Unreachable:** If the Head of Security is temporarily unreachable, do not act on your own. Contact the Big 3: Wafa Qadada, Ahmed Alabbasi, Salma Ali, or any nearby Head Team Member.

4 **Uncooperative Conduct:** Report any non-cooperative chairs, runners, co-security, or delegates directly to Security Leadership.

5 **First Aid Protocol:** First Aid kits are located in every corridor. If additional medical supplies are needed, inform Security Leadership.

Opening & Closing Ceremony Operations

Opening Ceremony

Main Door Deployment: 2 Security Officers posted directly at the main entrance doors.

Auditorium Floor Patrols: Remaining officers scattered across assigned seats to enforce silence and zero disruptions.

Classroom Escorts: After ceremony, lead councils to rooms with 1 officer at the front and 1 at the rear (+ runners).

Closing Ceremony

Arrival Escorts: Escort councils TO the auditorium using the same 1-front / 1-rear formation.

Interior Seating Security: Maintain scattered coverage inside seating areas. No door security downstairs needed.

Final Conclusion: NO escorting required once the Closing Ceremony formally concludes!

Lunch Break Management

1. **Council Escort:** Escort delegates council-by-council downstairs with 1 security officer at the front and 1 at the rear (plus runners).

2. **Joker & Sector Shifts:** Joker Security will take designated static sectors, while regular officers monitor their specific councils.

3. **Restricted Zones:** Strictly prevent delegates from wandering into forbidden or empty areas during break times.

4. **Re-Assembly & Return:** Hold a formal assembly at the end of lunch, verify attendance, and escort councils back upstairs in the same formation.

Friday Prayer
Logistics & Operations

Phase 1 WUDU ESCORT SWEEPS

Once Opening Ceremony concludes and councils settle in rooms, Joker Security will visit each council room-by-room to escort delegates needing Wudu directly to restrooms.

Phase 2 STRICT WUDU SCHEDULE ENFORCEMENT

Ensure all delegates complete Wudu promptly! Due to tight conference scheduling, NO Wudu trips are permitted once the official call to prayer begins.

Phase 3 45-60 MINS PRIOR TO PRAYER: PRAYER ROOM ESCORTS

Female Delegates:
Escorted room-by-room directly to the SLO Prayer Room.

Male Delegates: Escorted room-by-room directly to the Auditorium Main Area.



THANK YOU FOR YOUR TIME AND PATIENCE!

If you have any operational questions or require clarlification, please do not hesitate to ask the Head of Security

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