



Secretary's Department (SEC)

Business Continuity Plan ***(Prepare, Respond, Recover)***

December 4, 2017

PLEASE RETAIN A COPY OF THIS PLAN IN YOUR HOME AND OFFICE.

Confidential

Attention: Senior Security Managers (SSMs), Division Chiefs & Team Leads

Each Business Continuity Plan (BCP) is stored in a secure third party repository accessible at: <https://imf.mycoop6.com> then selecting the appropriate department tab. SSMs manage their department's access to this third party repository site through MyCoop@imf.org. This repository contains your Business Continuity Plan, five Annexes as well as any other information you may have chosen to store.

The **Vital Information Sheet**, the last two pages of this plan, contains necessary contacts, locations and responses that may be needed at the time an event occurs. This **should be kept current by the Department and distributed** to all personnel.

The most up to date personnel list from the HR system is included in **Annex 1**. This list should be used to **account for personnel during a drill or event**. **Print the full staff list in Annex 1** at least once per month and store it with the physical or electronic copies of this plan on and off site.

Table of Contents

| | |
|--|----|
| Introduction | 1 |
| Purpose..... | 1 |
| Roles and Responsibilities..... | 1 |
| Crisis Management Team | 3 |
| Fund Crisis Priorities | 4 |
| Preparing for an Event | 5 |
| Preparation | 5 |
| Working Remotely Requirements | 5 |
| Personal Preparedness | 5 |
| Responding to an Event | 8 |
| Response | 8 |
| Emergency Communications..... | 8 |
| Assignments..... | 9 |
| Business Process Recovery Teams | 10 |
| Recovering From an Event | 11 |
| IT Systems Recovery (Recovery of Systems and Applications) | 11 |
| Operational Recovery (Recovery of People) | 11 |
| Meeting and Voting Procedures..... | 19 |
| Board Meetings..... | 19 |
| Maintaining the Executive Board Quorum..... | 19 |
| Remote Board meetings conducted electronically | 21 |
| Vital Information | 31 |

Annexes

Several annexes supplement this Plan; they are stored separately in a secured third party repository accessible at: <https://imf.mycoop6.com>

| No. | Annex | Description |
|-----|--|--|
| 1 | Department Emergency Contact Information | List of contact information for personnel in each Department. |
| 2 | SSM (Senior Security Manager) and Office Liaison Emergency Contact Information | List of contact information for all assigned Department Senior Security Managers, OED BC Contacts and alternates. |
| 3 | Support Tools | Instructions for using GETS Cards, Conference Lines and Polycom Forms for Meeting Minutes, Phone Log and Status Updates |
| 4 | Fund Emergency Location Assignments for Washington D.C. | Evacuation Map Department assignments for Evacuation and Relocation Listing of Shelter in Place locations |
| 5 | Next of Kin Notification Procedures | Procedures to use in notifying next of kin in the event of injury or death. |

Introduction

The Deputy Managing Director/Chief Administrative Officer oversees and has primary responsibility for recovery of all Fund operations.

Purpose

The purpose of this Business Continuity Plan is to provide the tools and information necessary for your department to prepare, respond and recover from an event that impacts IMF business operations. This Plan is designed to ensure that the Fund can sustain the necessary resources to meet business priorities established by the Offices of the Managing Director, referred to as the **Fund Crisis Priorities** provided below.

Roles and Responsibilities¹

The **Plan Owner** is the Executive Director of each Office. They are accountable for ensuring compliance with the Security and Business Continuity Accountability Framework (SAF) and for obtaining appropriate advice to enable security and business continuity in all operations. Their responsibilities include:

| Plan Owner | |
|--|---|
| Oversee the Business continuity of the department | Allocate appropriate resources to prepare, respond and recover from events that impact IMF business operations. |
| Monitor and update security arrangements in overseas locations | Consult with the Crisis Management Team (CMT) and modify the operating status of overseas locations where necessary. |
| | Update the Emergency Action Plan (EAP) for countries where the Fund does not have a designated ResRep or Head of Overseas Office. |
| Manage the recovery after an event | Direct recovery efforts for your department. |
| | Select the personnel who are needed at an operational recovery site and those that will work remotely following an event. |

The **Senior Security Manager (SSM)** and alternate are assigned by the director. The list of current SSM's is provided in Annex 2. The SSM's key Business Continuity responsibilities include:

| SSM Prepare | |
|-----------------------------------|--|
| Represent the Department Director | Act as the security focal point for all security and business continuity related matters on behalf of the department director. |

¹ [Security and Business Continuity Accountability Framework, a Guide to Roles and Responsibilities for IMF Personnel \(Fourth Edition\)](#)

| | |
|---|---|
| Disseminate information regarding the Fund's safety and security program | <p>Make sure that all departmental personnel are aware of the key initiatives and developments in the Fund's Security and business continuity programs.</p> <p>Update the department's business continuity plan to reflect current processes, personnel, and organizational structure.</p> <p>Distribute the Vital Information Sheet to all department personnel and confirm all personnel are familiar with evacuation, relocation and shelter-in-place procedures.</p> |
| Ensure staff are aware of emergency and communication procedures | <p>Remind all departmental colleagues of the Fund's emergency communication procedures and response plans, including the appropriate course of action.</p> <p>Encourage the use of the department's communication tools: Government Emergency Telecommunications Service (GETS), conference lines, web meeting resources and the Fund Notification System (FNS) to maximize familiarity.</p> <p>Encourage personnel to maintain current emergency contact information in HRWeb</p> |
| Appoint Emergency Wardens | In coordination with the Fund's Life Safety Officer, appoint Emergency Wardens for your department. |
| Monitor training compliance | Coordinate the security and business continuity training requirements for the department and track completion. |
| Ensure staff compliance with Fund safety and security policies | Your departmental personnel must be aware of and comply with all the Fund security and business continuity policies, guidelines and procedures. |
| Coordinate safety and security briefings | For personnel deploying to High-Risk Locations, the SSM must ensure that security and business continuity briefings are factored into mission planning. |
| Facilitate Business Continuity planning | Facilitate the completion of department's Business Impact Analysis (BIA), plan and participate in the business continuity and remote work exercises. |
| SSM Respond | |
| Account for staff during drills and emergencies | SSMs will account for departmental personnel during drills and emergencies through roll call and communicate to the HR Crisis Team the results with the names of those that are missing and extra. (hrdcrisis@imf.org) |
| SSM Recover | |
| Recover normal work functions | <p>Identify who will need equipment to work remotely and provide a list of personnel to the Workstation Recovery Team (WKSRECOVERY@imf.org).</p> <p>Communicate the list of personnel who will be working in an operational recovery site to the Business Continuity Management Office (BCP@imf.org).</p> <p>Provide status updates and any additional requirements to the Business Continuity Management Office (BCP@imf.org)</p> |

Crisis Management Team

The crisis response and recovery of the Fund (operations and ITD) is managed by the **Crisis Management Team (CMT)**. The CMT is led by the Director of the Corporate Services and Facilities (CSF) Department and is supported by representatives from other key operational areas. The safety of Fund personnel and visitors is the CMT's highest priority. Additional responsibilities include evaluating the impact of the event, communicating and determining an appropriate response and guiding the institutional recovery.

Fund Crisis Priorities

The following items have been approved by the Office of the Managing Director (OMD) as the priorities to be focused on during an incident or disaster.

| Business Driver | Operational Recovery Requirements | Information Technology (ITD) Requirements |
|--|---|--|
| <u>Priority 1</u> <ul style="list-style-type: none"> • Support Fund personnel • Communicate externally and internally (Heads of Departments, Management and the Board) • Restore external and critical administrative financial transactions • Manage headquarters facility restoration | <ul style="list-style-type: none"> • Human Resources • Emergency Communications • ITD Infrastructure • Facilities Restoration • Financial Transactions | Within 24 hours |
| <u>Priority 2</u> <ul style="list-style-type: none"> • Resume work on Use of Fund Resources cases • Conduct vital bilateral surveillance (data, tools, travel capacity, review arrangements, and safeguards work) | <ul style="list-style-type: none"> • Board Operations • Use of Fund Resources • Bilateral Surveillance • Legal | Within 2-14 days |
| <u>Priority 3</u> <ul style="list-style-type: none"> • Restore all activities including: <ul style="list-style-type: none"> ➢ Technical Assistance ➢ Publications (Global Financial Stability Report, Fiscal Monitor) ➢ Research and training | <ul style="list-style-type: none"> • All other functions including: Policy Work, Technical Assistance, Infrastructure and publications | Within 14 - 30 days (For all active applications) |

Revised: Spring 2015 – Risk Management Unit (RMU)

Preparing for an Event

Preparation

There are several steps that your department should take in preparation. Key actions include:

- ✓ Routinely validate and distribute the Vital Information Sheet, located in the back of this plan, to all personnel.
- ✓ Confirm that all personnel have up to date emergency contact details in the Human Resources system. This link provides the access for each individual to view and [Update personal contact information](#) or visit the HR Web.
- ✓ Comply with all international security training and travel requirements.
- ✓ Ensure all personnel can work remotely.
- ✓ Maintain the departmental 'to-go' bag outlined below.

Working Remotely Requirements

To access any of the Fund's remote work solutions, personnel must have an RSA SecurID token or the mobile phone RSA application, along with internet connectivity. Procedures to complete a SecurID request form can be found on the Fund intranet at <http://WorkingRemotely> or visit the ITD support desk. Further instructions and tools are available through the [working remotely website](#).

Personal Preparedness

Knowing what to do before, during and after an emergency is a critical part of being prepared. The following information can serve as a guide for both home and offices to prepare in advance.

Home Preparation

Everyone should have a family emergency plan. It is possible that families are not together when disaster strikes and it is important to create a plan in advance. It is also essential to have a disaster supply kit that includes basic items for your home and car that you may need in case of emergency. Your plan should include:

- How to get to a safe place
- How to contact each another
- How to get back together
- What to do in a variety of situations

Your emergency planning should also address the [care of pets](#) and [aiding family members with access and functional needs](#). You may also want to inquire about emergency plans at daycare and school.

Once you have collected this important information, gather your family members and discuss the information to put in the plan. Practice your plan at least twice a year and update it according to any issues that arise. Some helpful guides and web sites include:

[Family Communication Plan for Parents and Kids](#) (PDF - 1.2 Mb)
<http://ready.gov>
<http://www.dhs.gov/how-do-i/prepare-my-family-disaster>

Office Preparation

1. Develop an emergency office 'to-go' bag

For the department: Items to consider pre-packing:

- ✓ Vital Information Sheet
- ✓ Business Continuity Plan
- ✓ Umbrella & compact rain gear
- ✓ Basic first aid supplies, sunscreen & moist wipes
- ✓ Two way radio(s)²

For each individual consider pre-packing:

- ✓ Family emergency contact information
- ✓ Cash
- ✓ Battery operated cell phone charger
- ✓ Flashlight & dust masks
- ✓ Light jacket or sweater
- ✓ Athletic shoes and socks
- ✓ A sealed bottle of water and energy bars
- ✓ Medications

2. Additional resources and support tools are described in **Annex 3**.
3. Be familiar with the emergency locations identified in **Annex 4**, posted on the IMF Security Services Website and located in the third party repository.
4. Confirm all personal contact information is updated by staff visiting the [HR Web](#).
5. Save electronic documents on network drives that can be accessed remotely (avoid storing information on your local disk drive!).
6. Securely store passwords so that they are accessible remotely.

² Alternative Communication Methods: Should cell phone services become unavailable due to heavy demands on the internet, alternative means of communicating with lower internet availability include: text messaging (iMessage) or a two way radio services, now available through several iPhone applications. On the iPhone/iPad search in the applications store on "two way radios" and find the one that best suits your needs.

To plan for events where there will be no internet service available, consider investing in an inexpensive **Multi-Use Radio Service (MURS)** which is an unlicensed [two-way radio](#) service (a private, two-way, short-distance voice or data communications service for personal or business activities of the general public). Established by the [U.S. Federal Communications Commission](#), MURS created a radio service allowing for primarily unlicensed (Part 95) operation, with a power limit of 2 [watts](#). These can be purchased through a variety of manufacturers and are often advertised as Weather Alert, NOAA (North Atlantic Atmospheric Agency), or emergency radios with two way functions.

Travel Preparation

Security Services will provide every mission that intends to travel to a Fund-designated high risk location with a **Mission Security Assessment** (formerly referred to as Security Annex). The Mission Security Assessment will outline the security risks to Fund staff along with mitigation measures in place and recommendations on how to deal with any residual risks. When a mission proceeds to one of the designated [high-risk locations](#), Departments should attach the Mission Security Assessment as part of the mission brief to Management. Travelers should be aware that an oral security briefing with CSF Security may also be required.

List of countries that require mission security assessment are contained in the [country page](#) or this [list](#) of locations

To request a Mission Security Assessment, please click [here](#).

If you have any questions, please email security@imf.org or CSFSESI@imf.org

Responding to an Event

Response

The three most common types of emergency response procedures are evacuation, shelter-in-place and relocation. Depending on the event, you may be instructed to take more specific or alternate action. Headquarters Emergency Location Assignments are located in **Annex 4**.

| Site Type | Definition |
|------------------|---|
| Evacuation | An external location where departments/offices gather after being instructed to leave their normal work site. |
| Shelter In Place | A location within the building that is away from external windows. |
| Relocation | Evacuate from one building into an alternative building. |

If feasible, take the following items with you:

- ✓ 'To-Go' Bag
- ✓ Fund ID
- ✓ Money/Cash
- ✓ Keys
- ✓ Laptop, iPad
- ✓ Cell phone, Charger
- ✓ Coat

Emergency Communications

During an event there are multiple methods of communicating that will be used to advise personnel of the situation as well as appropriate actions to take. The table below describes many of the communication channels.

| Channel | Description |
|---|--|
| Public Address System (PA) | Used for making quick, general broadcast announcements . All headquarter buildings are equipped with Public Address speakers. |
| Office Telephone Alert (OTA) | A message can be either an audible alert from a Fund desk phone or a text message display on your desk phone screen. |
| Alert Line - 202-623-9999 | This number provides updates during events . Anyone may call into this number to receive the latest information. |
| 24/7 Emergency Phone Line: 202-623-9911 (x39911) | Report all Fund related emergencies through this line. The Fund Global Security Operations Center (GSOC) will respond accordingly. The GSOC may also send messages as appropriate. |
| Fund Notification System | Used to push messages to personnel via email, text, Fund issued cell phone or personal phone . It is based on the information in HRWeb. It is the responsibility of each individual to update their emergency contact information. Contact Information |

Assignments

| Role | Assigned Staff | Key Responsibilities During and Recovering From an Event |
|-------------------------------|---------------------------------------|--|
| Plan Owner | Jianhai Lin | <ul style="list-style-type: none">• Oversee emergency response and recovery efforts of the Recovery Team(s) referenced in this Plan. |
| Senior Security Manager (SSM) | Craig Sevy (Lei Burgoyne) | <ul style="list-style-type: none">• Communicate to the HR Crisis Team the accounting for people results (HRDCRISIS@imf.org).• Communicate (forms can be found in Annex 3):<ul style="list-style-type: none">○ List of personnel who will require Operational Recovery Site or conference room space○ Status of departmental recovery activities.○ Changes in requirements/staffing or resources |
| Team Leader (Alternate) | Jianhai Lin (Patricia Alonso Gamo) | <ul style="list-style-type: none">• Account for staff• Select schedule of personnel who will be working in a Recovery Site and remotely• Direct recovery team efforts• Provide overall status updates to the SSM |

Staff that will be immediately activated to begin planning and executing recovery efforts are listed on the Vital Information Sheet located at the end of this document.

Business Process Recovery Teams

The following table lists the Recovery Teams and their designated Team Leaders and alternates.

| No. | Recovery Team | Team Leader (Alternate) |
|-----|-------------------------------|---|
| 1 | Immediate Office (SECAI) | Jianhai Lin (Alternate – Patricia Alonso-Gamo) |
| 2 | Membership Engagement (SECME) | Hassan Al-Atrash (Alternate – Kathy Fletcher) |
| 3 | Institutional Events (SECIE) | Craig Sevy (Alternate – Lei Burgoyne) |
| 4 | Operations (SECOP) | Ketil Hviding (Alternate – Sanjay Kalra) |

Recovering From an Event

When Fund operations are impacted at headquarters, there are two important components for recovery, IT systems recovery and operational recovery.

IT Systems Recovery (Recovery of Systems and Applications)

The CMT will activate the IT Disaster Recovery Plans as needed to enable continuity of critical application groups within 24 hours. The initial set of mission critical IT application groups that will support many essential operations include:

- Email Messaging Systems (Outlook, Exchange, Email Archive)
- IMF.org
- SWIFT
- WEO
- IMF Connect
- Financial Systems (iFIN)
- Financial Systems (PeopleSoft Financials)
- Human Resource Systems (PeopleSoft HRMS, *excluding HR Web*)
- Document Management (EDMS / DM5)
- Intranet
- File and Storage Management (Departmental File Shares, Backup)
- Remote Access (remote.imf.org, connect.imf.org, mail.imf.org)
- Core Network, user authentication, security components
- Mobile Device Management for iPads & iPhones

All other IT systems/applications will be recovered over time. Future plan includes the Locator and Board Calendar Management System.

Operational Recovery (Recovery of People)

Workstations are fully functional work areas with a computer, phone and internet access. At this time, the Fund has 30 recovery seats at remote recovery site with the option of adding a trailer configured with 48 additional workstations.

Availability- within two – four hours of activation

Personnel that require collaborative work space (i.e. conference room) but do not require individual work stations. Facilities has a list of local hotels and conference centers that lease conference rooms as needed.

Availability – time estimates will be provided as needed

Remote Work - The majority of staff are expected to work remotely for an extended period, should the facilities be unavailable.

Availability – immediate, assuming internet connectivity

Summary: Seats, Functions and Task List

Should IMF Headquarters buildings be inaccessible the majority of staff will be working remotely. Select personnel may be directed by their departments to work at a recovery site where workstations are available for immediate transactional type work. Others may be directed to work in a conference room, at a location to be determined at the time of the event. Personnel will be notified by their SSM if they are required to work at either a recovery site or in a conference room.

Operational Recovery: Recovery Workstations and Conference Rooms

The table below lists the department's request for workstations, conference rooms or working remotely. Personnel working in an operational recovery site (workstation) will receive a desk, desktop computer, telephone with international dialing access, and shared network printing, copying and fax.

| | Total Personnel | <24 Hours | 24-48 Hours | 48-72 Hours | 4-7 Days | 8-30 Days |
|---|----------------------------|-------------------------|------------------------|------------------------|---------------------|----------------------|
| Working in a Recovery site | 67 | 1 | 1 | 4 | 5 | 10 |
| Working Remotely | | 29 | 40 | 40 | 54 | 55 |
| Number of small conference rooms (seats 5 – 6) | | 0 | 0 | 1 | 1 | 1 |
| Number of medium conference rooms (seats up to 20) | | 0 | 0 | 1 | 1 | 1 |

Operational Recovery: Functions

The following list provides the department specific functions listed in order of recovery time.

| Div | Function | What is the maximum allowable downtime for this function? | What other internal groups are involved in this function? | What external (of the Fund) dependencies exist? |
|-----|---|---|---|---|
| AI | (WP) - Preparing, coordinating, and managing the work program of the Executive Board and the planning of its meetings. Communicating with the Board about the Board calendar. | <24 Hours | All Depts | WBG (WTO) |
| AI | Assisting the Chairman of the Executive Board in the conduct of the meetings, including drawing the sense of the discussion, preparing summings up, speaking notes and concluding remarks, and recording decisions. | <24 Hours | NA | NA |
| AI | Assisting management and the Chairman of the International Monetary and Finance Committee in developing the Committee's agenda, objectives, and procedures for meeting, and preparing the Committee's press communiqué. | <24 Hours | NA | NA |
| AI | Responding to requests from Executive Directors and management on a variety of policy and institutional issues. | <24 Hours | SPR, LEG | NA |
| AI | Liaison with Executive Directors; assisting the Executive Board in its ongoing review of work procedures. | <24 Hours | SPR, LEG | NA |
| AI | Manage the Annual Meetings, together with the Corporate Secretary of the World Bank Group. Collaborate with the World Bank Group secretariat on matters of joint responsibility. Liaison with the Executive Secretary of the Development Committee. | <24 Hours | CSF, HRD, COM, OMD | IMFC including observers |
| ME | Communications with the membership | <24 Hours | OED, OMD | |
| IE | Spring and annual meetings planning and management | <24 Hours | All Departments | WB, GW, OAS, DAR |
| IE | Board/Committee meeting arrangements | <24 Hours | OMD, OED | NA |
| IE | Information Technology Management | <24 Hours | CSF | Adobe, Amazon |
| IE | Business continuity plan/implementation, including for Executive Directors' offices and remote Board meetings | <24 Hours | CSF, OED | NA |
| ME | Board document issuance and system management | <24 hours | OMD, OED, All Departments | |
| ME | Voting by Board of Governors and elections of Executive Directors | <24 hours | OED | |
| ME | Human resources, budget and administration of Executive Directors' offices | <24 hours | OED, OBP, FIN, HRD, LEG | |

| Div | Function | What is the maximum allowable downtime for this function? | What other internal groups are involved in this function? | What external (of the Fund) dependencies exist? |
|-----|---|---|---|---|
| ME | Recording of consents to quota increases and acceptances of Amendments to Articles of Agreement | 48-72 Hours | OMD, OED, FIN, LEG | |
| OP | Facilitate meetings of the Executive Board and Board Committees | 48-72 Hours | Management, All Departments, Executive Board | Verbatim Reporting |
| OP | Follow and analyze discussions of the Executive Board | 48-72 Hours | Management, All Departments, Executive Board | Verbatim Reporting |
| AI | Committee Secretary to the standing and ad hoc committees of the Executive Board. | 4-7 Days | SPR, LEG, OBP, FIN, HRD | IEO, External Auditors (EAC) |
| OP | Undertake ad hoc research and writing tasks, and assist in the biennial election of Executive Directors | 4-7 Days | All Departments, Executive Board | Member countries |
| AI | Contributing to the development of Fund policies and procedures, in particular from the perspective of the governing bodies of the Fund. | 8-30 Days | SPR, LEG | NA |
| OP | Review draft policy papers prepared by other departments, and respond to requests by Executive Directors, management, and staff for information on a variety of policy and procedural matters | 8-30 Days | Management, All Departments, Executive Board | Member countries |
| OP | Respond to general inquiries about membership in the Fund | 8-30 Days | Management, Area Departments, LEG, FIN, OEDs | Member countries |
| OP | Follow and analyze discussions by ministers and deputies of the International Monetary and Finance Committee, and prepare the records of proceedings of those discussions | Full Recovery | Management, All Departments, Executive Board | IMFC, Verbatim Reporting |
| OP | Serve as Secretary to the Committee on the Annual Report and Secretary of the Intergovernmental Group of Twenty-Four on International Monetary Affairs | Full Recovery | Management, All Departments, Executive Board | G24 |
| ME | Serve as Secretary to the Committee on Executive Board Administrative Matters | Full Recovery | Management, All Departments, Executive Board | |
| ME | Board Document Sharing with IFIs | Full Recovery | | WB, ECB, WTO, AsDB, IADB, EBRD, other IFIs |

Operational Recovery: Task List

The following task list should be used to respond to crisis events that impact Fund operations.

| Recovery Time Objective | Description | Done |
|-------------------------|--|------|
| <24 Hours | Verify safety and security of staff and families. | |
| | Managers meet and discuss next steps, and determine who will work from home and the recovery site. | |
| | Secretary Crisis Team Members report to the Crisis Management Team's chosen meeting site. | |
| | If a Board Meeting is scheduled for today, determine if it is to be postponed or moved. Notify Board immediately of any changes. | |
| | Support Management as needed. | |
| | Obtain status of Executive Board and Management from the HR Crisis Team. Provide this information to the ASD Division Chief. | |
| | If the disaster occurs during or shortly before the spring or annual meeting: <input type="checkbox"/> Determine whether to delay or cancel the upcoming meetings. If a cancellation is determined <input type="checkbox"/> Assess status of attendees. | |
| 24-48 Hours | Assumptions: <i>The FO would continue work to support Management and the Executive Board, as needed; plan for possibility to manage and modify the Calendar of Executive Board Meetings; communications may take place with the Board and Membership.</i> | |
| | Support Management, as needed; attend meeting of the CMT | |
| | In consultation with Management, coordinate and manage the work program for the Executive Board, and the planning and scheduling of their meetings, as necessary; communicate updates and changes to the Executive Board calendar. | |
| | Send emails to Executive Directors advising them of the status of the response and recovery, as it relates to the Board. | |
| | Respond to requests of Executive Directors on responsibilities of SEC. | |
| | Manage official communications with Governors and Members, as needed (outbound and inbound). | |
| | Obtain a copy of Adobe Standard PDF Creator software from local office supply store. If Fund standard Adobe is not available, SEC would need stand-alone software. | |

| Recovery Time Objective | Description | Done |
|-------------------------|--|------|
| 48-72 Hours | <p>Assumptions: Continue departmental activities taken up during previous timeframe (numbers 28-32); plan for a possible meeting of the Executive Board; provide limited administrative support to Offices of Executive Directors; manage other internal administrative issues.</p> | |
| | Determine if the Board should meet. If yes, then in consultation with the BCMO, determine if the meeting will be held remotely or at a designated location. | |
| | Announce a meeting of the Executive Board (remote or at a designated location) | |
| | If remote, set up a remote meeting of the Board, as needed. (Please see pages 19 – 26 for the procedures to be used when conducting remote Board meetings). | |
| | Register, review, and coordinate dissemination of Board and Committee documents; if under emergency situations, distribution via email and IMF Connect as available. | |
| | If determined as necessary, maintain Online Daily List of Documents, Agenda, LOT Registry, Statement Registry/Speakers Lists, and Institutional Repository. | |
| | Access tables presenting Executive Board Quorum and Executive Directors voting power. Utilize as necessary. | |
| | Access Board Seating charts; maintain/distribute Temp. Alt. information. Utilize as necessary. | |
| | Clarify, announce, and manage attendance of OED, Departments and external parties (e.g. at Board Meeting.) | |
| | Update SEC staff schedule (manually); prepare speaking notes, as needed. | |
| | Hold Board Meeting, either remotely or in person. (For remote meetings, we have prepared basic procedures for SEC and participants. These procedures can be found on pages 19-26 of this document.) | |
| | Assist the Chairman of the Board in the conduct of the meeting, including drawing the sense of the discussion, preparing summings up and concluding remarks, and recording decisions, as needed. | |
| | Follow and analyze discussions of the Executive Board, brief the Secretary on the positions taken by Executive Directors and on related background developments; assisting in the preparation of summings up and concluding remarks, recording decisions, as needed. | |
| | Manage automated Board reception and track Board attendance; provide administrative support for the operation of Executive Board and Executive Board Committee meetings (attendant, summing up, etc.). | |
| | Begin to provide transcripts and minutes of Board discussions and decisions. | |

Recovering from an Event

| Recovery Time Objective | Description | Done |
|-------------------------|---|------|
| | Access and utilize official records of Executive Directors, as needed, including personnel information, their respective member officials, and economic institutions and other primary country information. | |
| | Providing limited administrative support to Offices of Executive Directors, as needed. In particular, assess any needs of ED staff who are traveling or scheduled to travel. | |
| 4-7 Days | Assumptions: Continue departmental activities taken up during previous timeframe (numbers 28-32); plan for a possible vote of Governors; manage other internal administrative issues. | |
| | Provide periodic calendar projections to Management. | |
| | Manage votes without meeting of the Board of Governors. | |
| | Manage regular and by-elections of Executive Directors | |
| | Begin to manage budgetary and resource allocation issues throughout the Department. | |
| 8-14 Days | Assumptions: Continue Activities taken up during previous timeframe; Recover additional activities of Administrative Services Division and Operations Division. | |
| | Recover additional activities within the Administrative Services Division, as agreed with the Front Office. (All essential systems are active). | |
| | Recover additional activities within the Operations Division, as agreed with the Front Office (All essential systems are active). | |
| 15-30 Days | If the disaster does not occur during or shortly before the spring or annual meeting, begin preparations for the upcoming meeting. | |
| Full Recovery | Resume full operations. | |

Board Meeting Task List

Use the following task list if it is determined that a Board meeting must be conducted within the next few days during a disaster or crisis event.

| Task | Task Descriptions | Done |
|------|---|------|
| 1 | Determine location for the Board meeting. Please note that the Board can meet remotely. To secure a room in a World Bank facility, contact either Gary Wackernah (during annual and Spring meetings) or Joseph Saburi (any other time). Refer to the Memorandum of Understand (MOU) in the third party repository. The MOU contains: <ul style="list-style-type: none"> • Appendix #1: World Bank Board Room Business Continuity Requirements • Appendix #2: IMF Meeting Space Requirements for the Executive Board | |
| 2 | Set up and facilitate a remote meeting of the Board as needed. Please note that this may require a person trained on G2J. http://www.g2j.com/solutions | |
| 3 | Schedule Executive Board discussions, seminars, informal seminars and briefings. | |
| 4 | Assist the Chairman of the Board in the conduct of the meeting, including drawing the sense of the discussion, preparing summings up and concluding remarks, and recording decisions. | |
| 5 | Register, review for conformity with Fund presentation standards, and coordinate dissemination of Board and Committee documents. | |
| 6 | Provide administrative support for the operation of Executive Board and Executive Board Committee meetings. | |
| 7 | Facilitate meetings of the Executive Board and Board Committees, including: <ol style="list-style-type: none"> a. Brief the Secretary on the positions taken by Executive Directors and on related background developments; b. Prepare verbatim record of the discussion in real time, assists the Secretary in tallying votes and positions, and assists in preparing summings up and concluding remarks; c. Finalize and obtains clearance of the summings up for issuance, prepares the text of decisions adopted by the Board, and notifies Fund members of decisions affecting that member's relations with the Fund. | |
| 8 | Begin to provide transcripts and minutes of Board discussions and decisions. | |

Note: A checklist for setting up alternate Board Room space is stored with a copy of this Plan (see front cover for location). Space diagrams are stored with the checklist as well.

Meeting and Voting Procedures

Board Meetings

In the event of an emergency, Executive Board meetings can be convened physically at one the designated recovery sites (HQ2, the World Bank Board room, a local hotel or conference center space, or the Bretton Woods Clubhouse) or they can be conducted remotely (via telephone or video conference). In each case, these meetings will follow the standard procedures for Board meetings, as described in the Compendium of Executive Board Procedures.

Maintaining the Executive Board Quorum

In light of logistical difficulties that may be posed by inclement weather (for instance the 2010 snowstorms) or unforeseen events (the 2011 earthquake) in Washington, D.C., that can potentially interrupt the Fund's normal working hours and /or prevent Directors and Fund staff from physically attending a meeting, staff has had reason to consider a potential scenario where no physical location can be immediately accessed for use to convene a meeting of the Executive Board.

The Fund's Rules and Regulations have therefore been amended to provide the Executive Board with general authority to (i) convene meetings by way of telecommunications and (ii) allow Executive Directors to participate by means of telecommunications equipment in the context of such meetings. Second, for the Executive Board to authorize the Managing Director to choose the location of meetings convened under the Business Continuity Plan.

Accordingly, the following decisions have been adopted by the Executive Board.

Rule C-12 of the Fund's By-Laws, Rules and Regulations is amended to read as follows:

"No Executive Director may vote at any meeting by any other method than in person unless the Executive Board decides otherwise in the context of a Board meeting convened by way of telecommunication. No Executive Director may vote at any meeting by proxy."

Decision No. A/12281 is revised to read as follows:

"The Managing Director, or the Managing Director's designate, is authorized to convene emergency meetings of the Executive Board at a location of the Managing Director's choosing, including, if necessary, a location outside the principal offices of the Fund in Washington, D.C., or by means of telecommunication, in the event of an emergency situation resulting in implementation of the Fund's Business continuity Plan. For purposes of a meeting by means of telecommunication that is held pursuant to this decision, Executive Directors may participate and vote by means of telecommunication."

Physical Board Meetings at alternative locations

If the event affects HQ2 but NOT HQ1, the Board will continue meeting in the Executive Board Room (HQ1-12-120A) and SEC office staff will continue working in their normal office space.

If the event affects HQ1 but NOT HQ2, the Board will be assigned to meet in HQ2-01-280 and SEC office staff will be assigned conference room space in HQ2 in the areas identified on the Vital Information Sheet.

If the event affects BOTH HQ1 and HQ2, the Board, SEC, OMD and OED office staff will relocate to meet and work in one of the following locations:

1. World Bank conference space
2. Local hotel space
3. Bretton Woods Recreation Center Clubhouse

Requirements for a Physical Board Meetings

1. Board Meeting Space:
 - a. Large table for 32 people
 - b. Room for additional seats behind the large table (75 seats)
 - c. Projector and screen
 - d. Microphones for each of the seats at the table
 - e. Amplification for each of the seats at the table and the VRO
 - f. Two laptops (one for projector and a backup) (provided by IMF)
 - g. Table behind head table for Board Operations Officer (seats 2 people) with power, Internet connections, one laptop (laptop provided by IMF)
 - h. Headset with audio feed from microphones for the VRO
2. Reception Area:
 - a. One desk and two chairs
 - b. Standing / seating area for 20 people (those waiting to join the meeting – should not be in lobby)
 - c. Two phones
 - d. Two laptops (provided by the IMF)
 - e. Power to support these needs and internet access
3. Back Office Secretariat:
 - a. Laptop (provided by the IMF)
 - b. Copier
 - c. Printer
 - d. Room should be contiguous with the Board room
4. Additional small meeting space for SEC meetings – capacity for 10 people

If the Board is unable to physically meet, the Secretary's Department may be asked by Management to call a Remote Board Meeting.

Remote Board meetings conducted electronically

Decision to conduct a remote meeting

In the event of a disruption that prevents the Board from meeting at Fund HQ, Management will decide if and when a remote Board meeting is necessary (e.g., UFR cases where a Fund disbursement is expected and cannot otherwise be concluded). To ensure the required quorum, such a decision must verify that a sufficient number of Executive Directors is able to participate.³

Any decision to have a remote Board meeting should be announced as soon as possible, with information clarifying the precise procedures for conducting the meeting. All necessary documents and supporting materials, including Directors' statements will be communicated electronically to participants ahead of the meeting according to the current practice. Attendance at the meeting will occur by invitation only. The Secretary will indicate if the attendance is restricted in advance of the meeting.

The Secretary will ask the Directors to indicate via the current Intranet process or e-mail if they would like to speak at the meeting. The order of speakers will be compiled into the Speakers List and e-mailed to OED. All necessary documents and supporting materials, including Agenda, Grays, and Speakers List, Speaking Notes, Summary of Grays, Staff Answers to OED Questions, will be issued and communicated to participants ahead of the meeting.

Systems to conduct a remote meeting

Currently, there are two systems in place to conduct a remote Board meeting: (i) an audio teleconferencing system (conducted via an existing Fund contract with AT&T); and (ii) a video conferencing system (conducted through Adobe Connect as an enterprise web conferencing solution). The Secretary's Department will identify the system to be used and detail the instructions for participating. Additional information for remote systems can be found in Appendix 1 (audio teleconferencing) and Appendix 2 (video conferencing). Appendix 3 provides a script to be used in conjunction with video conferencing.

The procedures for conducting a remote meeting are not expected to deviate substantially from existing standard practice: All necessary documents and supporting materials, including Agenda, Grays, and Speakers List, Speaking Notes, Summary of Grays, Staff Answers to OED Questions, will be issued and communicated to participants ahead of the meeting.

- Meeting begins with the Secretary confirming a quorum
 - Chairman makes opening remarks outlining the meeting procedures; addresses key substantive points
 - Staff makes any opening remarks (if applicable)
 - Chairman opens floor for interventions by Executive Directors
-

³ Article XII, Section 3(h) stipulates that a quorum shall be a majority of Executive Directors having not less than one half of the total voting power.

- Staff responds to any questions
- Any further interventions by Executive Directors
- Chairman concludes and confirms adoption of the proposed decision (if needed, the Chairman may call on each Executive Director to clarify whether they support, abstain, or object to the proposed decision)
- Chairman reads out brief summing up or indicates that the summing up will be circulated electronically
- Meeting concludes

Conference Calling and Web Meetings

A conference call only or both conference call and a web meeting can be deployed using these tools. The *Access Codes* and *Host Codes* for each Office are located in the OMD Office Vital Information sheet. It is important for the conference call lines to be used periodically (quarterly) to avoid deactivation.

To ensure confidentiality, each office has a separate assigned *Access* and *Host Code*. The conference call tool can be used in conjunction with the web meeting tool described below.

How to join an AT&T Conference Call –

No reservations are required and is available anytime.

1. Dial: 1-888-330-1716 or 1-713-353-7024 (if out of country add country code)
2. At the prompt, enter the Participant Access Code (located on your vital information Sheet) XXXXXX, followed by #
3. If you are the Host Press * (star key) when asked if you are the host
4. Enter your Host Code: (located on your vital information Sheet) XXXX and press the “#”
5. You will be brought into conference once the Conference Leader joins.

In addition to the conference call you may want to have a web meeting

How to join an AT&T Web Meeting

Before you join your first AT&T Web Meeting

In advance of joining this **Web Meeting** you may need to do the following which may require administrative rights:

1. Go to <http://www.webmeeting.att.com>
2. Click on “Downloads”
3. Download the Meeting Manager software for your browser (Internet Explorer or Netscape Navigator / Mozilla / Firefox)
4. Install the downloaded software

As a reminder, Web Meeting does not have audio. You will need to use a conference call for audio communication.

To join a web meeting

1. Go to <https://www.webmeeting.att.com>
2. Enter your Meeting Number: 8883301716
3. Enter your Participant Access Code XXXXXX (located on your vital information Sheet)
4. Enter your Email Address
5. Enter your Name
6. Click ‘Submit’
7. You will have an option to Click on ‘Participant’ or ‘Host’
8. If you are a Participant, click on Participant & follow the instructions on the screen to access your meeting
9. **If you are a Web Meeting Host (one person per meeting must Host):**
 - a. Follow the directions above except when given the option to join the meeting Click on ‘Host’
 - b. Enter your Host Code: (located on your vital information Sheet) XXXX and press “#”
 - c. Follow the instructions on the screen to access your meeting

Remote Board Meeting Procedure

Remote Board Meetings Process

OED and Staff participants begin logging onto the system and connecting via phone five minutes before the meeting. The participants do not turn on their cameras until asked to do so and do not use speakerphones of any kind.

- I. Meeting begins
 - Chairman and Secretary turn their cameras on
 - Secretary welcomes all participants and confirms the quorum (via participant list)
 - Checks to ensure that everyone can hear and respond, reminds all about technical details of the meeting
- II. Chairman Remarks
 - Chairman makes opening remarks and addresses key substantive points
- III. Staff Remarks
 - Staff turns his camera on and makes remarks, if applicable
 - When finished, staff turns off the camera
- IV. Chairman opens floor for interventions by Executive Directors
 - Chairman announces the Speakers List and calls on the each speaker in order
- V. ED Remarks
 - EDs using Adobe Connect (either via iPad or Laptop) press the broadcast button (to turn their cameras on) and make remarks. When finished they turn their cameras off.
 - EDs participating only by phone speak when called on by Secretary
 - The ED remarks continue until the speakers list is completed
- VI. Staff Responses
 - Chairman calls on staff to respond to any questions
 - Staff answer questions
- VII. Chairman opens floor to follow up interventions by Executive Directors
 - Chairman asks EDs to signal desire to speak by raising their hand (using the corresponding Adobe Connect button) or by verbally indicating their desire to speak if participating by phone only
 - Chairman then calls upon (in order) those EDs who have requested to speak
- VIII. ED Remarks
 - EDs go through their remarks as in point V above
- IX. Chairman summarizes the discussion and confirms adoption of proposed decisions (if any), asks participants to close their browsers and disconnect from the phones
- X. Meeting concludes

Remote Board Meeting Script

Meeting Begins

The Chairman turns her camera on (The Chairman's camera remains on throughout the Meeting)

As the attendees join the meeting the Secretary validates the quorum based on the participants list circulated prior to the meeting.

Once the quorum is reached the Secretary informs the Chairman and/or the attendees that the quorum is confirmed

Welcome Remarks By Chairman

Secretary: *I would like to welcome you all to the Remote Board Meeting. Let me briefly remind you of the technical details and protocols for our Remote Board meeting today.*

First, please do not use the speakerphone on your telephone as it may generate background noise in the meeting.

*Keep your video cameras turned off until you are called on to speak. When speaking, please turn your camera on by pressing the **Camera button** on your iPad and selecting the **Broadcast** option. Once your remarks are concluded, please turn off your camera.*

*Should you get disconnected from this phone line, call **1-888-219-9332** to re-connect. With that I turn the floor to our Chairman.*

Chairman: *Now I would like to inform you of the order for today's meeting:*

- 1. First, we will have the staff provide an update on the issues at hand.*
- 2. After the staff update, we will open the floor to interventions by Executive Directors. Executive Directors will be called to speak in the order of the speaker's list.*
- 3. We will then ask the staff to respond to Executive Directors' questions.*
- 4. After the staff response, we will open the floor to follow up questions by the EDs. Those wishing to speak should press the Raised Hand button when connected through the Adobe Connect application or indicate their desire to speak verbally if connected by phone.*
- 5. At the conclusion of our meeting I will summarize its outcomes and decisions*

Staff Remarks

Chairman: *Mr. X, you have the floor for staff remarks. Please turn your camera on.*

Staff turns his/her camera on and speaks.

Chairman: *Thank you Mr. X, you may now turn your camera off.*

OED Interventions

Chairman: *We are now ready to open the floor for interventions by the Executive Directors according to the Speakers List. I call on Mr. Y to deliver his intervention. Mr. Y, you have the floor. Please turn your camera on.*

ED Y. turns his camera on and speaks.

Chairman: *Thank you Mr. Y, you may now turn your camera off.*

The ED intervention continues until the speakers list is complete.

Staff Responses

Chairman: *We are now ready to open the floor for staff responses. Mr. X, you have the floor for staff responses. Please turn your camera on.*

Staff answers questions

Chairman: *Thank you Mr. X, you can now turn your camera off.*

OED Follow Up Interventions

Chairman: *We are ready to open the floor for follow up interventions by the Executive Directors. I see that Mr. Y and Mr. E have their hands raised in Adobe Connect. I would like to ask the colleagues who are participating via a phone line to let me know verbally if you have follow up questions.*

Mr. D (on the phone only) says that he has two follow up questions.

Chairman: *Thank you Mr. D. Your request has been noted. We are ready to proceed with the follow up questions. First, we will hear from Mr. Y, followed by Mr. E and Mr.D.*

Mr. Y, you have the floor.

ED turns his camera on and speaks. The ED remarks continue until the speakers list is completed.

Chairman Summary

Chairman: *Thank you Mr. D. Let me summarize our discussion.*

Chairman: *I would like to thank you all for participating in the meeting. You may now close your browsers and disconnect from the phone lines.*

Meeting Ends

Process for requesting funds during an Event

The following provides the process for obtaining funding during a crisis event.

1. If the request is outside of the limit or policy for P-card, contact Procurement.
2. Procurement will either raise the P-card limit or submit to Finance for approval.

To process invoices electronically provide budget officers and FIN with the following information:

- Approval to Pay (Name and PO number):
- Invoice/Voucher Number: 3900.00.002-010
- Amount.

Invoice is approved for payment by (Name and extension)

Key Decision Points

- Establish that staff at headquarters are safe, and key communications devices in working order.
- Moving or rescheduling of Board Meeting
- Coordinate and manage the work program for the Executive Board and Board Calendar
- Spring or Annual Meeting preparation
- Support Management

Critical External Contact Information

Purpose

Provide a quick reference for critical external contacts including:

- Investment partners
- Other financial institutions, member countries, Central Banks, and business partners
- Experts
- Vendors

| Vendor | Contact | Phone | Email / Address |
|--|------------------------------|----------------|--|
| Novitex Confidential Offsite Printing*** Washington (Metro) 1901 I St NW Ground Floor 202-623-6919 | Thomas Matty Site Manager | T 202.623.6919 | tmatty@imf.org |

***Work through ITD – John Eddy to set up printing at time of disaster.

Plan Updates

This section logs the date any changes made to the plan and the associated page number(s).

| Page changed | Nature of change | Date changed | By whom |
|-------------------------|--|--------------|---------------------|
| All | Reformatted Business Continuity Plan | 4/24/15 | BCMO |
| All | Changed Attachment to Annex, other misc. updates | 7/27/2015 | BCMO |
| Throughout | Everything updated | 12/29/2015 | BCMO |
| Vital information sheet | Temporary evacuation map added | 04/11/2016 | BCMO |
| Vital Information Sheet | Restored Site 2 in evacuation map | 8/8/2016 | BCMO |
| Vital Information Sheet | Update relocation site | 9/14/2016 | BCMO |
| Pg.10 | Remove Parmeshwar Ramlogan and Thomas Rumbaugh, insert Ketil Hviding | 12/15/2016 | Elizabeth Estabrook |
| Vital Information Sheet | Added Elizabeth Estabrook and Gilles Bauche; alphabetized list. | 12/15/2016 | Elizabeth Estabrook |
| Vital Information Sheet | Updated conference line access and host codes now reflected. | 12/15/2016 | BCMO |
| Vital Information Sheet | Updated AT&T Conference lines | 12/4/2017 | Elisavet |

Page intentionally left blank

Vital Information

The two-sided Vital Information Sheet that follows contains a summary of key emergency response and business continuity instructions and should be provided to all department or office personnel.

The specific information includes:

- ✓ Evacuation, Relocation and Shelter-in-Place locations,
- ✓ Critical personnel's' contact information,
- ✓ Conference calling and web meeting codes,
- ✓ Emergency Fund contact information.

Secretary's Department (SEC) Vital Information

During a Washington, D.C. Headquarters Emergency

Follow the public address (PA) system, telephone alerts, text or e-mail instructions.

- Proceed to your evacuation, relocation, shelter-in-place assembly area.
- **Remember to take (if possible):** Fund ID, Money, Keys, Laptop, Coat, Cell phone, Business Continuity Plan, and Vital Information Sheet.
- At the meeting area, for accounting purposes, check in with your team leader/chief or **Senior Security Manager (SSM)**
- Account for any visitors that may be with you.
- The SSM reports missing personnel along with the names of people outside the department at your site to HRD at HRDCrisis@imf.org

Throughout the event:

- ✓ Monitor the health and safety of colleagues. Notify HRD if medical assistance is required.
- ✓ **Check the Alert Line 202-623-9999 for updates**
- ✓ Direct all **press inquiries** to media@imf.org.

Key Office Contact Information

| | Work | Cell Phone |
|------------------------------|--------|----------------|
| DIR: Jianhai Lin | 3-7299 | (202) 459-1073 |
| SSM: Craig Sevy | 3-4947 | (202) 460-5317 |
| Alt SSM: Lei Burgoyne | 3-9014 | (202) 640-9157 |
| BCLO: William Oliver | 3-4957 | (202) 677-9897 |
| Patricia Alonso Gamo | 3-8375 | (202) 345-8267 |
| Hassan Al- Atrash | 3-8432 | (202) 460-7974 |
| Gilles Bauche | 3-6764 | (202) 344-6406 |
| Patrick Cirillo | 3-6710 | (202) 345-8576 |
| Elizabeth Estabrook | 3-8636 | (202) 476-9586 |
| Ketil Hviding | 3-4544 | (202) 212-9766 |
| Calvin McDonald | 3-6893 | (202) 468-3580 |
| Celia Zufriategui | 3-5800 | (202) 413-5434 |

Important Contact Information

| <u>REPORT AN EMERGENCY</u> | <u>202-623-9911</u> | <u>N/A</u> |
|---|----------------------------------|--|
| Crisis Management Team Leader Chris Hemus | 202-623-8263 | Cell: 202-459-3165 |
| Deputy Managing Director/Chief Administrative Officer – Carlo Grasso | 202-623-4553 | |
| Security Operations (non-emergencies) | 202-623-6740 | security@imf.org |
| Health Services Medical Office After Hours: 4pm – 9am EST | 202-458-0822 202-623-9911 | hsd-imf@imf.org |
| Alert Line (updates) | 202-623-9999 | www.imf.org/alert |
| BCD Travel | (202) 623-5410 (210) 507-3320 | IMFTravel@bcdtravel.com IMF BCD Travel |
| Facilities Help Desk | 202-623-8741 | Facilities@imf.org |
| IT Help Desk | 202-623-6631 | Ithelpdesk@imf.org |
| HR Center | 202-623-7383 | HRD@imf.org |
| Business Continuity Management Office | 202-439-9341 (emergency) | bcp@imf.org |

Dedicated Confidential Conference Calling (AT&T)

(available continuously)

AT&T Dial 1-888-330-1716 or outside U.S. 1-713-353-7024

At the prompt, enter **Access Code** (see chart below)

If you are the host, enter the **Host Code** when prompted

| Line | Access Code | Host Code |
|------------------------------|-------------|-----------|
| SEC Crisis | 2961256 | 3914 |
| SEC | 9090520 | 5496 |
| ADMINISTRATIVE SERVICES | 6205467 | 3090 |
| BANK FUND CONFERENCES OFFICE | 8707280 | 3399 |
| IMMEDIATE OFFICE | 7204561 | 3339 |
| OPERATIONS | 5045839 | 3927 |

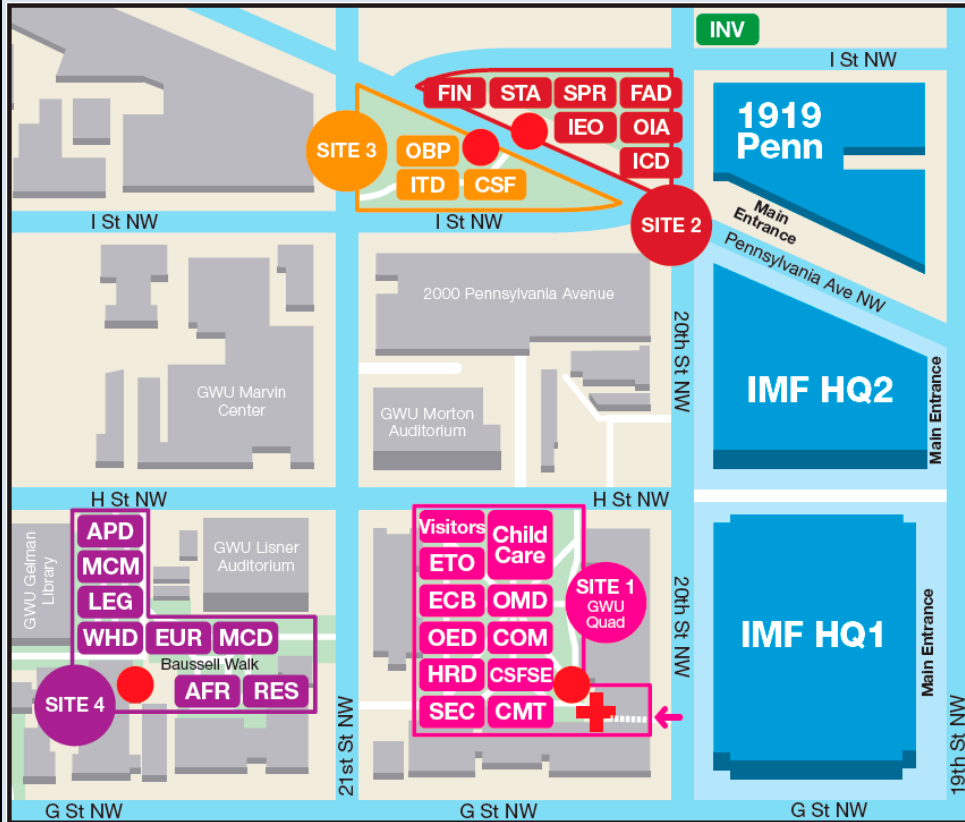
Web Meeting

Personnel can use:

- WebEx
- Polycom
- AT&T's web meeting services (using the conference line information in the section above)

Secretary's Department (SEC) Vital Information

IMF Headquarters Evacuation Sites



● HRD Crisis Team Locations + Mobility impaired and medical assistance

Remote Access Options:

- To access Outlook** (email, contacts, calendar) go to: <https://mail.imf.org>
 - Works on any computer and **does not** require a software download.
- To access most Fund applications**, use Windows Terminal Server, go to <https://remote.imf.org>
 - Works on any computer and **does** require a software download
- To access all Fund applications** using a Fund laptop through SSL/VPN (**except DM5 and share drives**), go to <https://connect.imf.org>
 - Works **only** on a Fund laptop

IMF Headquarters Emergency Location Assignments

It is vital to follow the public address (PA) system, telephone alerts, text or e-mail instructions during emergencies as they will be event specific, and may vary from the locations listed.

| Type | What to do | Where to go |
|----------------------|--|--|
| Evacuation Primary | Leave the building and assemble in assigned location | Site 1 – GW Quad (courtyard in the middle of the block bounded by 20 th , 21 st , G and H. Large groups of visitors |
| Evacuation Alternate | If assigned sites are unavailable, proceed to these alternate locations | E Street NW between 20 th and 21 st Streets. Childcare will proceed to Rawlins Park on E Street NW between 19 th and 20 th Streets |
| Relocation | Evacuate from one building into the other building. | HQ2-03, H St. Corridor |
| Shelter-In-Place | A location within the building and away from external windows | Proceed to the nearest marked shelter-in-place location |
| Team Meeting | Place where the team leaders can meet after being accounted for | Quigleys (G St. and 21st) |
| Board Recovery | Options for board meeting. <ul style="list-style-type: none"> If only your building is impacted: SEC Staff - To be determined by BCMO Board – HQ2 01-280 If both HQ1 and HQ2 are affected, Recovery is determined by facility availability: WB MC Boardroom, WB C Building Boardroom, Conference Facilities, and Bretton Woods Recreation Center. Should all facility access be limited: Work Remotely and use the Remote Board Meeting solution as required. | |

Be Prepared: Keep **your** emergency contact information updated through the IMF home page [My Personal Information](#).

Working Remotely Website: <http://WorkingRemotely>

Business Continuity Plans: Accessible through Senior Security Managers, Division/Deputy Division Chiefs and designated crisis response staff.