



# PERSONAL PREPAREDNESS & RESPONSE GUIDE

## PREPAREDNESS AT WORK AND HOME



### HELP SECURITY HELP YOU

- Verify your personal information in myHR
- Report suspicious activity
- Take security training
- Obtain Country Clearance prior to travel



### KNOW YOUR CMT (CRISIS MANAGEMENT TEAM)

- Participate in all drills organized by the CMT
- Keep emergency numbers handy (<http://traveladvisory>)
- Follow all instructions issued by the CMT



### MAKE A PLAN

- Know alternate exits
- Identify safe locations to shelter
- Discuss the plan with family



### HAVE A KIT Recommended supplies:

- Water
- Non-perishable food
- Medications
- Flashlight and batteries
- First aid kit
- Copies of important documents
- Phone chargers
- Personal hygiene items
- Cash

## PROCEDURES

### SHELTER IN PLACE

- If the danger is greater outside than inside, shelter in place
- Follow instructions from authorities

### EVACUATIONS

#### Fire

- If you see the fire, alert others and evacuate
- When you hear the alarm, evacuate immediately
- Follow instructions from authorities
- Do not use elevators

### MEDICAL EMERGENCY

#### In Washington DC WBG offices:

- Contact the Security Operations Center (SOC) at +1 202-458-8888 (x88888 from a desk phone).

#### During Severe Weather

- Move to a windowless interior room
- Take cover
- Wait until all clear

#### Non-fire

- Leave the building immediately
- Follow instructions from authorities

#### In overseas locations:

- Call local resources and the Medical Emergency Response Coordinator (MERC) listed on the Travel Advisory
- If you cannot immediately reach the MERC, call the SOC

IF YOU OBSERVE AN INCIDENT, INFORM THE CMT, SOC, OR YOUR SECURITY SPECIALIST ONCE YOU ARE SAFE

## ACTIVE SHOOTER



### RUN

- Leave your belongings
- Escape, if possible
- Once safe, call Emergency Services



### HIDE

- Lock/barricade the door
- Turn out the lights
- Silence your phone
- Hide behind or under large objects
- Remain very quiet



### FIGHT

- Fight as a last resort and when your life is in danger
- Use any items available
- Commit to your actions

365/24/7 SECURITY OPERATIONS CENTER | SOC

- **EMERGENCY** +1 (202) 458 8888
- **NON-EMERGENCY** +1 (202) 473 3333
- **TEXT MESSAGES** +1 (202) 460 9244
- **EMAIL** [wbgsecurity@worldbank.org](mailto:wbgsecurity@worldbank.org)
- **INTRANET** <http://mysecurity>



CORPORATE SECURITY  
Security is a shared responsibility