



ABOUT THIS DOCUMENT

This handbook is to assist you in performing your security responsibilities as an employee of the Department of Foreign Affairs and International Trade (DFAIT).

From the marking, handling, storage, transmission and proper destruction of sensitive information to the use of secure equipment and access to restricted zones, security will be an important element of your day-to-day decisions. Your security responsibilities start the moment you arrive at work and continue even after your termination of employment.

Use the handbook as a reference document.

Some aspects of both the physical security and the emergency procedures provisions described in this handbook apply specifically to the Lester B. Pearson (LBP) Building in Ottawa. If you are working in other buildings in Ottawa or at locations elsewhere in Canada, including conference sites, you should be aware of the prevailing local security and emergency arrangements. Some of the information can also apply to missions abroad.

Since most of the information contained in this handbook pertains to Headquarters (the LBP Building), it is not intended to be a substitute for the more comprehensive security policy and instructions established by the Department. You are encouraged to make use of the complete set of policies, procedures, advice and guidance available to you. For more information, consult the Manual of Security Instructions (MSI), the appropriate Section in the Security and Intelligence Bureau (ISD), or the Security Operations Section (ISRG).

If the Handbook doesn't answer all of your questions, ISDT offers some courses and briefings that are scheduled on an as-required basis to people at the division, branch or bureau level. Contact the Security Education and Awareness Program (ISDT) at 992-6704 for its Calendar of Courses which describes available security briefing sessions.