

### 3. TERRORISM

Before any reasonable security precautions can be taken, the risk must be assessed. Terrorism basically involves criminal acts such as bombings or kidnapping which are committed for political motives, often against innocent non-combatants. Canadians could also become involved when innocent bystanders are caught up in a terrorist incident against a third party. National identities can be confused. A risk exists.

Terrorists may act alone or in small groups. They may support a variety of extreme causes at either end of the political spectrum. Some are extreme nationalists or separatists. Others seek the overthrow of a particular government.

Terrorist targets often include innocent bystanders. Both government and private establishments associated with the terrorist's main target can be attacked. But in most cases, the terrorist seeks a target which will either attract attention to the terrorist cause, force a government to change its policies, or produce arms or funds for the terrorist cause.

Above all, in high-risk areas, repetitious day-to-day routines should be avoided. For example, do not leave home for the office at the same time every morning. Do not use the same route daily.

### 4. OFFICE SECURITY

Buildings and offices representing special status are often selected as sites for bombings, sabotage, kidnapping, assassinations and terrorist attacks. Reasonable security precautions can deter such incidents. Some precautions are common sense and cost little.

Come and go at different times. Use varying routes and entrances to the building when possible. Avoid working late on a routine basis and avoid routine trips to the office during hours when no one else is there. Be alert to anyone loitering near the office.

Chancery lay-out is designed to control access to classified and protected information and assets. By the same token, this lay-out provides added personal safety protection.

The Mission Local Standing Security Orders will provide you with policies and procedures regarding access control for visitors.

Offices located on the ground floor are especially vulnerable as these are most likely to be targeted by robbers, terrorists, kidnappers, etc.

Maintenance closets and telephone and electrical equipment rooms should be locked at all times. Keys should be issued on a very restricted and recorded basis controlled by the Mission Security Officer.

As required by the Government Security Policy, security and background checks must be conducted and a Reliability Status granted for all locally-engaged employees before an offer of employment is made.

All employees should be alert to unfamiliar objects, suspicious persons, especially in stairwells and washrooms.