

1. Introduction

This handbook is published by the Departmental Security Officer (ISS).

The handbook summarizes and explains the main provisions of the Departmental Security Policies which are applicable at Headquarters. It contains only highlights and should not be read as a substitute for the policies. For further information, consult the *Manual of Security Instructions* or the appropriate ISS Section which in most cases will be ISSG.

Certain aspects of the Physical Security provisions and the Emergency Procedures provisions apply specifically to the Lester B. Pearson Building. Departmental employees and contractor staff working in other buildings in Ottawa or at locations elsewhere in Canada, including conference sites, must adhere to the specific security and emergency arrangements which prevail.