

Physical Security at HQ

Physical security includes all measures taken to ensure the safety of personnel and to safeguard information and assets, including:

- daily monitoring of the flow of people into restricted zones;
- identification (ID) cards/building passes;
- closed circuit television surveillance of some entry and exit points;
- locker safes and other approved cabinets;
- vaulted registries;
- approved paper shredders;
- alarm systems and associated equipment;
- mail x-ray, and;
- intrusion detection and access control systems, and building public, reception, operations, security and high-security zones.

Zones

All the premises occupied in part or in whole by the Department are divided into zones. This is to control access, ensure the safety of personnel and safeguard all government assets including information.

Public Zone

This zone surrounds or forms part of the facility. Examples include cafeterias, banks and lobbies.

Reception Zone

Located at the entrance to the building, this zone is defined as the area where initial contact occurs between the public and the Department. It is further defined as the area where services are provided, where information is exchanged, and where access to restricted zones is controlled. An example of this type of zone is the Services Centre (SERV) in the LBP Building.

Operations Zone

Access to this zone is limited to personnel and to visitors who are escorted by employees with a valid security clearance. This includes all the towers and pavilions.

Security Zone

This zone limits access to authorized personnel and visitors who are escorted by employees with a valid security clearance. These zones are monitored at all times by security staff, by other personnel or by electronic means.