

## SECURITY MEASURES AT HQ

The Headquarters Security Operations Section (SPAS) develops and implements all procedures, orders and instructions for any situation that may affect either the safety of personnel or the safeguarding of government assets including information at HQ.

### Building Emergency Procedures

Simple emergency procedures for the LBP Building and 111 Sussex\* are available in the *Manual of Security Instructions* and in the booklet *Emergency Procedures - Employee Handbook*. These procedures provide a prompt, coordinated and effective response to a wide variety of operational emergency situations, including a fire alert, a medical emergency or a significant building emergency.

*Please take the time to read the *Emergency Procedures - Employee Handbook* located at the entrance of every tower. It also can be found on the DFAIT Security website:*  
<http://intranet/dfait-maeci.gc.ca/department/security/guides/emergproc-e.asp>

\* NOTE: Separate Emergency Procedures are in effect for 111 Sussex.

### If Something is Stolen or Lost

Protect your personal property by keeping your purse, wallet, money and any items of sentimental value in your possession or secured at all times. Remember, desk drawers are not secure.

Please remember, as well, that it is your responsibility to safeguard Government property such as calculators, computer equipment (especially laptop/notebook computers), tape recorders, or cameras by placing such items in locked cabinets or rooms when not in use.

*If you experience a loss or theft, report it to the SPAS (Security Operations) at 944-0019. If government property is either lost or stolen, also report it to SRAA (Headquarters Facilities Management Section) at 996-6816 and to SMSP (Financial Planning and Reporting) at 944-1102.*