

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
D	(a) Emergency Evacuation Drills and Staff Training		SEP 24		N/A		Retained at mission.
D	(b) Fire Reports	E-mail			SRSF	PM 17 CD 4/84 3/2/84	Ad hoc. Detailed report within 7 days.
	Security						
D	(a) Combinations - Lock	Letter			ISR	SI 4.9	Every 6 months, or as required. Annually at small missions. Send to appropriate section within ISR.
C	(b) Head Guard's or Security Manager's Report		SEP 24 DEC 21 MAR 24 JUN 23	OCT 8 JAN 7 APR 7 JUL 7	ISR	SI 6	Quarterly. Send to ISR.
A	(c) Local Standing Security Orders	Document			ISR		Annually or as required.
D	(d) Password & Access Code Changes - IDACS					SI 4.9	Every 6 months, or as required. Annually at small missions. Retain at mission.
D	(e) Personal Safety Contingency Plan	Document	JUN 15	JUN 30	ISR	SI 5.2	Annual or as required. Send to appropriate section within ISR.

Types of reports: **A** = As required reports
C = Reports that small missions are **NOT** expected to complete

B = Reports that **ALL** missions must provide on a regular basis
D = Reports to be completed by the Hub