

## **Access and egress control**

### **Building passes**

Building passes are issued by ISSG for the purpose of controlling access to the four towers of the Lester B. Pearson building. Employees of the Department and other designated personnel are issued the passcard only after their security clearance is approved by ISSV. The passcard must be returned to ISSG upon transfer or termination of employment. The loss of a passcard should be reported at once to the Security Operations Officer.

### **Access during silent hours**

Employees must be in possession of a valid departmental building pass and sign the access and egress register in order to be granted access to departmental accommodation after normal working hours, i.e. after 18:00 hours on working days, all day Saturday, Sunday and holidays.

### **Parking permits**

Parking permits are issued by MFM and any questions concerning the issue of these permits should be directed to that division. ISSG, through a special arrangement with the RCMP, enforces the parking regulations established by the *Government Property Traffic Act*.

### **Canadian Corps of Commissionaires**

The Corps of Commissionaires controls the access to the building and provides an escort service for all non-departmental persons who visit departmental employees. Visitors are escorted to the employee they wish to see and it is that employee's responsibility to escort the visitor(s) back to the main lobby when the visitor's business is concluded.

### **Visitors - employee responsibilities**

Individuals who do not have passes must be escorted at all times while they are in the Sensitive Areas and Security Zones of the Lester B. Pearson Building. Visitors and equipment service personnel who have appointments with departmental employees are escorted by the ISS Visitors Escort Service or by an employee to the employee's office or place of work. During the course of and when business or work is finished, the visitor **must** be escorted until back in the main lobby. This security measure is required