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Ministry of Justice
Corporate Security Office

CIVIL FORFEITURE OFFICE

s.15

Security and Safety Assessment

Assessment Date	February 20 2012
Facility	Civil Forfeiture Office s.15
Address	
Contact	

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Assessment Team

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☒ This is an initial assessment ☐ This is a follow-up inspection

Date:	February 20 2012
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MINISTRY OF JUSTICE

To strengthen the reform agenda of the Justice Sector, the former Ministry of Attorney General and Ministry of Public Safety and Solicitor General have been joined under the organizational umbrella of a single ministry, the Ministry of Justice. This new structure formalizes the existing collaborative approach to modernizing the justice and public safety sector and ensures the best use of the ministry's collective resources.

MANDATE - BC Civil Forfeitures Offices

British Columbia is one of two provinces that pioneered the use of civil forfeiture in Canada to deter unlawful activity by taking away instruments and proceeds of it. Today, seven provinces have civil forfeiture programs.

Since 2006, B.C.'s Civil Forfeiture Office has operated under the authority of the Civil Forfeiture Act. The Civil Forfeiture Act and Regulation allows the Director of Civil Forfeiture to initiate civil court proceedings against property believed to be the instruments or proceeds of unlawful activity.

Vulnerability Assessments

While the study of hazards, risks, and probability of loss is an important component of vulnerability, alone it does not provide the information necessary to prioritize mitigation alternatives or measure improvements in mitigation. In order to enhance protection and make efficient use of mitigation resources, it is not enough to know if, when, or even where a hazard event may occur. One needs to know where the vulnerabilities are so any pre-event planning efforts can be maximized. The most common approach, however, to reducing the likelihood of a successful criminal act is identifying and increasing protective measures against likely attack scenarios. This is a living document involving a dynamic process that, in all likelihood will require amendment as circumstances and situations change.

Scope of the Report

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This report to address the following areas:

1. Physical Security of the CFO s.15
2. Security and Safety policy and procedure for CFO staff
3. File Threat Assessment Triage
4. Information Security

CIVIL FORFEITURE OFFICE

Area Characterization

Location

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Site Footprint

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Safety versus Security

Safety represents the operation of systems in an abnormal environment, such as floods, fire, earthquake and accidents. Security refers to systems and processes used to prevent or detect an attack by a malevolent human adversary. It is important to note that in the event of a safety critical event, such as a fire, security personnel should have a defined role in assisting, without compromising the security readiness of the facility.

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Building Exterior

A full building security review was completed in

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Medical Emergencies

First Aid services are governed by the site safety plan.

Emergencies

At present, there is a site safety plan in place for the Ministry of Justice employees located at s.15 which addresses emergency evacuation. There is a building Joint Occupational Safety and Health (JOSH) committee that meets regularly and a building emergency response team (BERT) that conducts evacuation drills. s.15

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s.15 written procedures in place for all emergencies including:

Medical Emergency	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Fire	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Bomb Threat (evacuation and search)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
General Evacuation	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Natural Disaster	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Power/utility failure	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Health and Safety

Exit / Emergency Egress

<input checked="" type="checkbox"/> Exits are sufficient in number and size to meet escape needs of people in the building.
<input checked="" type="checkbox"/> Exits are well marked and lighted.
<input checked="" type="checkbox"/> Exit signs are legible. Letters are min. 10" high, 3/4 " wide and lighted at all times.
<input checked="" type="checkbox"/> Exits are unobstructed.
<input checked="" type="checkbox"/> Doors swing in an outward direction
<input checked="" type="checkbox"/> Doors are not chained, padlocked, or in any other way prevented from opening
<input checked="" type="checkbox"/> When exit doors are open, they do not block other exits or passage ways.
<input checked="" type="checkbox"/> Exits are not more than 100 feet from any point in the building (150 feet if the building is "sprinkled").
<input checked="" type="checkbox"/> Fire alarms are adequate, well marked, functional.
<input checked="" type="checkbox"/> Fire enclosure doors are designed to prevent spread of fire.
<input checked="" type="checkbox"/> Emergency plans are adequate and posted.
<input checked="" type="checkbox"/> Workers are trained and informed of emergency plans

Illumination

<input checked="" type="checkbox"/>	Recommended levels of illumination for activities (walking, working) and locations (hallways, offices) are being used.
<input checked="" type="checkbox"/>	Temporary lights are equipped with guards.
<input checked="" type="checkbox"/>	Lighting units are cleaned and maintained.

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Fire Suppression Equipment

<input checked="" type="checkbox"/> Portable fire extinguishers are adequate in class and capacity for fire suppression needs.
<input checked="" type="checkbox"/> Extinguishers are checked yearly, fully charged, and in operable condition.
<input checked="" type="checkbox"/> Extinguishers are located not more than 5 feet above the floor and properly installed.
<input checked="" type="checkbox"/> Extinguishers are conspicuously located, accessible, and labeled with simple directions
<input checked="" type="checkbox"/> Extinguishers are protected from temperature extremes.
<input checked="" type="checkbox"/> More extinguishers are located in high risk areas. Rooms, work areas, and functions are graded according to <u>potential hazard</u> . Extinguishers adequate to potential hazard (in number, class, type, size) and located in these areas.
<input checked="" type="checkbox"/> Extinguishers are inspected monthly on the safety inspection tour for location, damage, and discharge. (Extinguishers are often tampered with; tampering may cause diminished effectiveness).
<input checked="" type="checkbox"/> Extinguishers have tags with inspection dates listed.
<input checked="" type="checkbox"/> Locations of hose outlets are accessible.
<input checked="" type="checkbox"/> Workers receive instruction in how and when to use extinguishers.
<input checked="" type="checkbox"/> Extinguishers get a hydrostatic test at regular intervals.
<input checked="" type="checkbox"/> Active Floor Warden program

Physical Security

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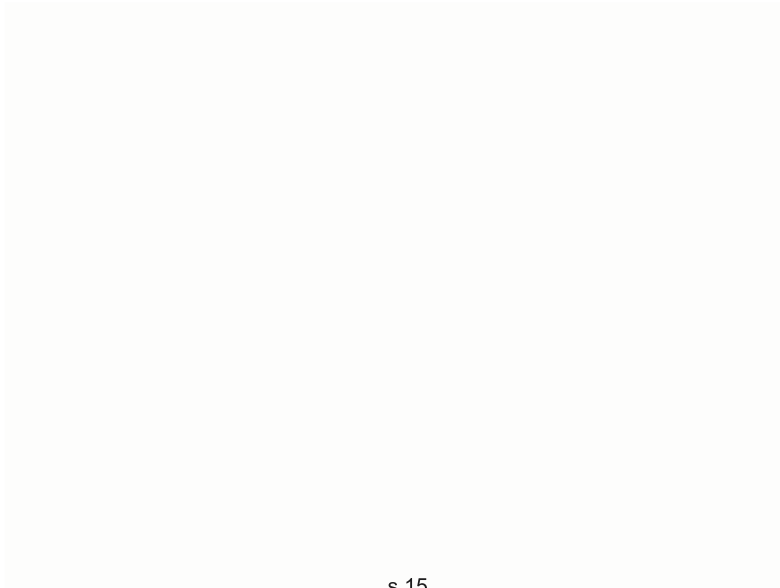
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File Threat Assessment

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File Threat Assessment Recommendations

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Information Security

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Information Security Recommendations

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Security and Safety Policy and Procedure

Refer to Ministry of Justice Personal Security Enhancement Program section of this Document and diagrams for the Building Emergency Plan.

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Security and Safety Policy and Procedure Recommendations

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Building Diagram

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Personal Security Enhancement Program

Threat Response and Management

The health, wellness and safety of all members of BC's Public Service are a priority for the Ministry of Justice.

BC's Public Service employees are entitled to a safe working environment. This Ministry of Justice contains inherent risk, best managed by a combination of a strong, proactive program of security education, resources and an effective process for managing specific threats.

Under the Ministry Corporate Security program, this responsibility extends to situations where employees are under threat of violence because of their duties or because of situations to which they are exposed as it relates to the work they perform.

The program consists of Executive Summary, Policy, Threat Assessment Procedures and Threat Management Procedures.

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Executive Summary

Core Policies 15.3.1 and 15.3.2 mandate that each Ministry be responsible for its own security program, and provide a safe and secure workplace for employees. Accordingly the Ministry Corporate Security Program is committed to the enhancement of personal security and safety.

By the nature of their work, Ministry employees may be exposed to threats and intimidation not only in their work environment, but also in their personal lives.

The goal of this program is to standardize the management process within the Ministry and provides managers with the resources to help enhance the security of Ministry employees and/or their families under threat.

Employees are required to report all forms of intimidation and/or threats.

Application

This program applies to all persons employed by the Ministry of Justice. The program will also be initiated for contractors who are carrying out activities on behalf of the Ministry.

Authorities

- Canada Labour Code
- British Columbia Workers Compensation Act
- Criminal Code of Canada

British Columbia Government Programs

- British Columbia Government Core Policy
- British Columbia Government Executive Protection Program
- Preventing Workplace Violence, A guide for the BC Public Service
- Workplace Violence Protection, A sample Guide 2004

Definitions

For the purpose of this program the following terms will be used:

- **Aggressor:** the person/group making or responsible for the threat.
- **Criminal Harassment:** persistent, malicious, unwanted surveillance.
- **Intimidation:** coercing a person by unlawful threats into doing or abstaining from doing something that they would otherwise do.
- **Perception:** awareness of the effects of single or multiple sensory stimuli.

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- **Target:** the employee and/or members of the employee's family.
- **Threat:** any direct or indirect act, or expression of intent to inflict physical or other harm against the target. A threat can be spoken, written or symbolic.
- **Violence:** means the attempted or actual exercise by a person, of any physical force so as to cause injury to a worker, and includes any threatening statement or behavior that gives a worker reasonable cause to believe the worker is at risk of injury.
- **Triage:** A process to review threats against employees based on known information until a detailed threat assessment can be completed. Can result in enhanced security requirements and/or law enforcement involvement.

Policy

The purpose of this policy is to ensure that all staff members understand their role and responsibility as it applies to threats and intimidation. It is also to ensure that risks of violence to staff are identified and appropriate prevention programs and/or practices are established that eliminate or minimize those risks, consistent with the requirement of the *Workers Compensation Act*. The first responsibility of all staff is to promote safety and guard against harm to themselves and other staff.

Workplace violence can be internal and can occur between employees, which includes supervisors and/or managers. Although this is a separate requirement in the Occupational Health and Safety Regulations, the same violence prevention initiatives should be applied.

It is the Ministry policy to:

- Promote a violence-free workplace for all staff;
- Respect and protect the health, safety and dignity of all staff;
- Empower staff to make and act on decisions regarding risk of violence;
- Ensure staff are aware of and follow safety practices to prevent and respond to violent incidents;
- Establish written practices to identify and address risks for each local worksite using input from all worksite staff;
- Offer critical incident debriefing and/or other support, including authorization for leave from work to consult with a physician of their choice for treatment or referral, to staff directly affected by workplace violence;
- At a minimum, comply with the WorkSafeBC standards, acts and regulations and applicable collective agreements;
- Allow the employee to remove him/herself from the risk environment, when a Ministry employee believes that there is a risk of violence.

Risk Assessment

The Corporate Security Program will recommend that risk assessments are conducted at the local level and develop and implement a violence prevention action plan appropriate for both physical and verbal types of conflict to be updated annually and monitored to prevent loss through personal injury or verbal threats. Education and training will be identified and provided for as necessary.

Incident Reporting, Investigation and Follow-up

Employees are required to report any act or threatening statement of violence arising out of their employment. Any time a Ministry employee feels threatened, it is a requirement for the employee to report said incident using the reporting mechanism located on the Corporate Security homepage at <http://corporatesecurity.ag.gov.bc.ca>

Ministry Responsibility

- Ensure there is a Ministry wide statement of the aims and responsibilities for the worksite;
- Ensure that the above statement is communicated to all employees in the Ministry;
- Establish and measure appropriate performance standards pertaining to a Violence Prevention Action Plan.

Executive Director, Corporate Security

- Ensure the process for reporting, investigating and documenting of incidents of violence are established and are in place in accordance with Worksafe BC regulations and Ministry reporting procedures;
- Ensure a worksite violence prevention action plan is prepared and updated as per regulations;
- Ensure risk assessments are undertaken;
- Inform staff of the nature and extent of the risk of violence;
- Take corrective action and monitor the program for effectiveness;
- Ensure regular evaluation of the workplace violence prevention program (annual);
- Establish and maintain a list of preferred security vendors in conjunction with the Manager of procurement;
- Ensure summaries of threat incidents are reported to the BC Sheriff Services Integrated Threat Assessment Unit for cross referencing to ongoing ITAU work;
- Provide a monthly report to the Deputy Minister.

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Branch Management Teams' Responsibility

- Comply with reporting, investigation and documenting procedures;
- Facilitate ongoing discussion with staff on workplace violence issues, as required;
- Ensure that appropriate training and education in violence prevention procedures and response procedures are provided to staff;
- Provide input into risk assessments;
- Assist in development and updating of the workplace violence prevention program;
- Instruct staff on procedures for prevention of violence;
- Promote and encourage reporting of violent incidents;
- Advise staff of available medical services including referrals.

Staff Responsibility

- Provide input into risk assessments;
- Attend education and training sessions when requested and/or required;
- Provide input into development of the workplace violence prevention action plan;
- Follow established procedures for the prevention and reporting of incidents of violence;
- Report incidents of violence;
- Provide input into incident investigations.

Integrated Threat Assessment Unit

Core provider of threat assessment of significant incidents for the Ministry is the BC Sheriff Services Integrated Threat Assessment Unit:

- Provide education and awareness as requested;
- Complete threat assessment of significant incidents in a timely manner;
- Ensure file information and threatened employee information is protected and not released unless authorized by the threatened employee.

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Policing and Community Safety Branch

Branch tasked with the liaison between government agencies and police forces. Any threat or alleged threat against a government employee that can result in criminal charges needs to be investigated by the local police agency within the geographical area that the threat occurred. The Assistant Deputy Minister for Policing and Community Safety Branch is to be briefed any time charges are laid against an individual for threats against a government employee within the justice system.

Threat Assessment

Expectations

Even though it is understood that some adverse behaviours are part of the work environment, there are times when the level and type of threat may exceed the work-related norms. Dealing successfully with such incidents requires timely reporting, threat assessment and appropriate management.

Reporting

If you or your family member is in imminent danger contact your local police authority through 911. Once your immediate safety has been addressed contact your Regional Manager. If you cannot reach your Regional Manager contact the Executive Director, Corporate Security at (250) 995 9798. If you are still at your office, complete the Security Incident Report at the Corporate Security Website (<http://corporatesecurity.ag.gov.bc.ca>) as this will activate an immediate notice that is sent to the Executive Director, Corporate Security, your Regional Manager and the ITAU.

Threat Triage

A threat triage will be completed by your Regional Manager. If requested, the Executive Director, Corporate Security and member on-call from the Integrate Threat Assessment Unit can assist with this process. Based on the known information, a protection program shall be implemented until a detailed threat assessment is completed. If the threat appears to be imminent and/or could lead to criminal charges, immediate law enforcement intervention is required.

Threat Assessment

The ITAU is tasked as the core provider for threat assessments for the Ministry. Any threat assessment that requires a review by the Behavioral Sciences Group (BSG) of the RCMP is to be sent to the ITAU to present to BSG.

An Assistant Deputy Minister and/or Assistant Deputy Attorney General can contract a private agency or others to complete a threat assessment if they deem it appropriate.

An Assistant Deputy Minister and/or Assistant Deputy Attorney General can request a file risk assessment be completed by the police file officers attached to the file.

An Assistant Deputy Minister and/or an Assistant Deputy Attorney General can request that the PSA Target Threat Management Team complete a threat assessment.

The ITAU is governed by federal and provincial legislation and policy that can restrict and limit the information that the Unit can release. Information provided to the Unit from other law enforcement agencies will form part of the assessment; however this information may or may not be included in the assessment.

The ITAU will ensure that the requested assessment is completed in a timely manner. On the completion of the assessment, a written report shall be submitted to the Regional Manager and if required or requested, the Executive Director of Corporate Security. The report shall include the level of risk and recommendations for protective measures.

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Levels of Risk

Low – a threat that poses minimal risk to the individual and others in his/her environment. The threat is vague and/or indirect; information contained within the threat is inconsistent, implausible or lacks detail/realism; and/or the content of the threat suggests the aggressor is unlikely to carry it out.

Medium – although it may not appear entirely realistic, the threat is more direct and concrete than a low-level threat. Wording suggests that the aggressor has given some thought as to how the act will be carried out. There may be a general indication of a possible place and time and there may be some veiled reference to the possibility of violence.

High – a threat that poses a serious danger to the safety of the target. The threat is direct, specific and plausible and/or suggests concrete steps have been taken towards carrying out the threat. Information contained within the threat suggests the aggressor has motivation and possible means of carrying out the threat. Some form of indication that the aggressor knows the target and their schedule and is prepared to act upon the threat.

Threat Management and Protective Measures

The responsibility of the threat management and protective program shall remain with the Branch that the threatened employee works for. The ITAU shall make recommendations for the management process however shall only act in a consulting capacity. The Executive Director, Corporate Security will assist the Branch Management team in implementing the protection program.

The protective process can include but is not limited to:

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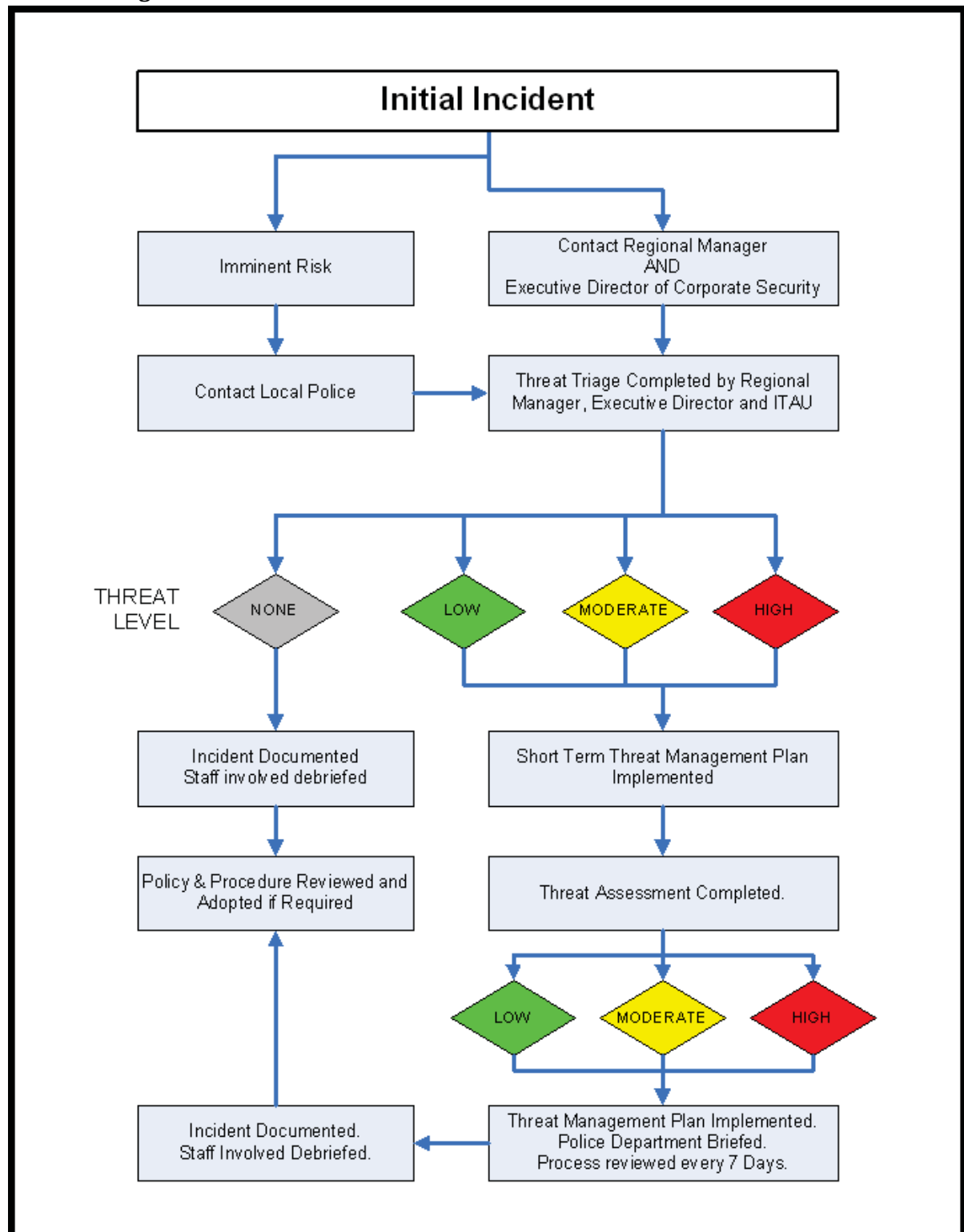
File Management

The ITAU is tasked with threat file management and threat re-assessment as required or requested. The Branch is tasked with file management as it applies to the Threat Management and Protective Measures.

Employee, Family Assistance Program

Regional Managers will ensure that any employee and/or family member who has received a work-related threat has access to Critical Incident Stress Debriefing and Post Traumatic Counseling.

Threat Management Process



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Building Emergency Procedures

EMERGENCY PHONE NUMBERS

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Police-Fire-Ambulance 9-911

Non-Emergency Police 9-250-995-7654

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Building Emergency Response Team (BERT)

For a complete listing of the current members of the BERT, please go to our Joint Occupational Safety & Health Committee website at:

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Emergency Evacuation Procedures

Are you prepared?



The purpose of this Emergency Evacuation Procedures booklet is to prepare all employees and contractors working at

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Although this booklet is designed for evacuation due to fire, the intent is generally to allow the procedures for other similar emergency situations such as earthquakes, bomb threats, etc.

The Chief Emergency Warden, Area and Floor Wardens are appointed to implement these established procedures to ensure that **everyone**, including visitors and clients that are in the building, are evacuated safely.

Remember that in an emergency situation, the greater number of people that are evacuated the less must be searched for and rescued. No employee should put themselves or others at risk in trying to deal with any emergency situation.

Management is responsible for ensuring that all staff members are aware of the Emergency Evacuation Procedures.

It is the responsibility of Supervisors in conjunction with BERT members to account for staff during any evacuation.

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Safety First

DURING ANY EMERGENCY, ALL PERSONNEL SHALL

- Lock your computer terminal (Ctrl-Alt-Delete keys, then Enter key) or disengage the ikey.
- Take your personal belongings – coats, purse if you are at your workstation.
- Leave the building immediately and report to the designated assembly point. Always treat the situation seriously.
- In the event of an earthquake, duck and hold until the shaking stops. Be continuously vigilant of any overhead hazard that may fall during any tremors or aftershocks.
- Observe the flow of traffic when crossing the streets and always use the sidewalks.
- Do not obstruct the Fire Lanes so Emergency Crews can use these areas to carry out their work.
- **Do not smoke.** We may be dealing with a natural gas, solvent or fuel leak.
- Stay within your working group in the Assembly area so that supervisors and Wardens can account for everyone. **This is not the time for an impromptu coffee break.**
- Re-entering the building is forbidden until the 'all clear' is issued by the Chief Emergency Warden.

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Exits and Evacuation

Exits

Be familiar with at least **two exits**. Throughout the building there are red lit signs denoting a way out.

Evacuation

EVERYONE SHALL EVACUATE THE BUILDING AND GO TO THE ASSEMBLY AREA.
The assembly area is s.15 Be sure not
to obstruct the flow of business in this area.

Fire

Manual Fire Pull Stations

These are coloured RED and are located at or near the entry of the Emergency Exits, hallway or other visible areas. To activate the fire alarm, PULL on the switch. This is a local alarm only and will affect the whole building. The fire department must still be notified by dialing 9-9-1-1 from your work station or 9-1-1 from a cell phone.

Fire Extinguishers

These are located throughout the building and work areas. The majority of them are located in the Fire Hose Cabinets or are secured to the wall. Fire extinguishers are to be used to fight a fire that is blocking your exit out. Fire fighting is for trained emergency fire crews.

Fire Prevention

Make a visual check of your work area and report immediately to your Supervisor and/or BERT member any faulty conditions:

- Fire doors wedged or blocked open
- Exit lights out
- Fire hoses or extinguishers that are obstructed or appear inoperative
- Fire hazards such as defective wiring and accumulation of combustibles
- Exit routes that are obstructed

If You Discover a Fire

Activate the nearest fire alarm, warn people and:

Dial 9-911, reporting briefly

- the emergency situation
- the exact location
- your name

When you hear the fire alarm

If you hear the Fire Alarm, walk promptly to the nearest exit route outside the building - to the designated assembly area s.15 leaving the fire lane and driveway clear for Emergency crews and their equipment.

Move away from exterior doorways and stairwells to allow the progress of others following and to keep access points free for Fire Department, ambulance or other emergency crew operations. Be aware of traffic in the area.

Do not use the ELEVATOR. If you are in the elevator, it will automatically go to level one. Upon exiting the elevator go to the nearest exit route and make your way to the assembly area outside the building.

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No one is allowed to re-enter the building without the permission of the Chief Warden.

Remember

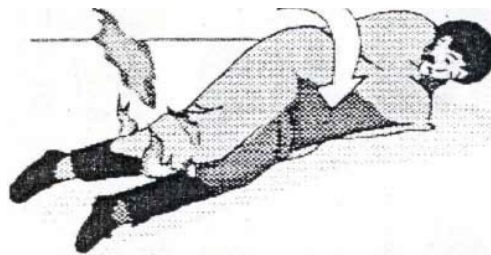
- More people die from smoke and toxic gas inhalation than from flames.
- Keep an open escape route between you and the fire.
- If your clothes are on fire, do not run.

You should: STOP.

DROP to the ground.

COVER your face

ROLL



Employees, including visitors and contractors MUST leave the building

Earthquake

BE INFORMED, BE WARNED, BE PREPARED BEFORE, DURING and AFTER an EARTHQUAKE

Because earthquakes strike with little warning, it is important to act now. **Knowing how to respond to an Earthquake and what to do could save your life.**

Movement of the ground is seldom the actual cause of death and injury. Most casualties result from partial building collapse and falling objects, or debris such as ceiling panels, light fixtures and heavy office equipment.

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Such as:

- Suspension joints for movement
- Earthquake proof glass (will shatter in cubes)
- Underground parking lot has extensive bracing to prevent collapsing and crumbling

BEFORE THE SHAKING STARTS - PREPARE YOURSELF

- a) Know the safe spots to take cover in each room of the building. i.e. against interior walls, under sturdy tables or desks.
- b) Remember your desk is equipped with a small emergency kit affixed to the underside of your desk to be used in the event of an earthquake.
- c) Know the danger spots in each room - near windows, hanging objects, near tall furniture such as bookcases or shelving, file cabinets and under light fixtures. Be aware of the potential danger of photocopiers and other heavy equipment when shaking occurs.
- d) Never stand by doorways - during the shaking doors will swing hard and can cause injury.
- e) Remember that power may be disrupted, water could be contaminated and phone lines could be damaged.
- f) Keep a list of emergency numbers. Remember that many others will be affected by an earthquake, including all emergency services. You may be on your own for quite some time before any official help can arrive to assist you.

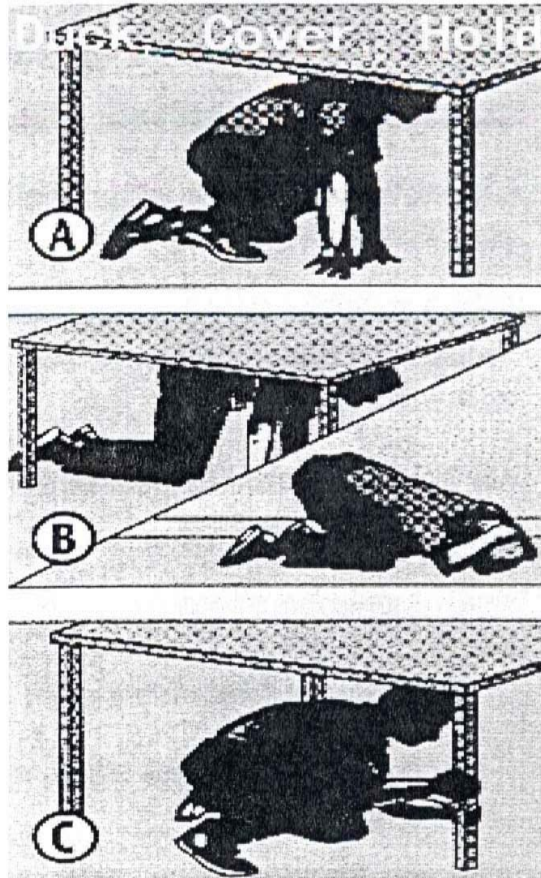
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DURING THE SHAKING – STAY SAFE, CALM & DON'T PANIC

Remember: DROP, DUCK, COVER, HOLD



Building evacuation may be required depending on the structural damage.

If Indoors

- Stay inside
- Move away from windows, shelves, heavy objects and furniture which may fall and cause injury.
- Take cover.
- Face away from windows and other glass areas.
- Assume “crash position on knees, head down, hands clasped on back of neck, arms shielding either side of head”
- Count aloud to 60 as an earthquake tremor rarely lasts longer than 60 seconds and counting is calming

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If in halls, stairways or other areas where no cover is available

- a) Kneel with back against the interior wall
- b) Make sure that there are no hanging or overhead objects that might fall on you
- c) Curl into a ball with head close to knees covering side of the head with elbows and clasp hands firmly behind neck

If outdoors

- a) Move to an open space away from buildings and overhead power lines.
- b) Lie down or crouch to the grounds
- c) Be aware of any possible danger of trees falling or other potential hazards in case of aftershock

If in a vehicle

- a) Stop quickly but keep away from power lines and buildings.
- b) Get off bridges and overpasses.
- c) It is safer to stay in your vehicle which will provide some protection from falling debris until the shaking stops.
- d) If a power line falls on the car, stay inside until a trained person removes the wire.
- e) Keep streets open for emergency vehicles. You will not be able to get too far if the roads are badly damaged or are obstructed

AFTER THE SHAKING – AFTERSHOCK

After earthquake shocks have abated, you will be advised whether evacuation is necessary. If evacuation is required, you will be advised by a BERT member to proceed to a designated area.

- a) It is important to realize that others will be affected by the earthquake including all emergency services such as police, fire and ambulance. You may be on your own for quite some time before any official help can arrive to assist you.
- b) Be aware of the potential hazards in the building like gas leaks, small fires, broken live electrical wires and water leaks from broken pipes. Especially broken glasses and weak structures, etc.
- c) **Do not** flush toilets due to possible damage to the sewage lines.

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- f) Check your resources. You may be on your own for at least 72 hours. Emergency water supply can be found in water heaters, toilet tanks, canned foods, etc.
- g) Hang up all dislodged telephones. Do not phone out! Keep phone lines available for emergency responders and call only on life threatening emergencies.

Bomb Threats

Although it is an unlikely occurrence, all staff should be aware of Bomb Threat Response Procedures. A comprehensive procedure is contained in the Emergency Warden Handbook and should be reviewed by **all personnel** at s.15

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Bomb threats are most likely to be received on a telephone with a front line phone number although any individual may be the recipient of a bomb threat. Therefore, all personnel should be prepared to take the appropriate action.

The following is the basic procedures that should be followed if you are the recipient of a bomb threat.

Bomb Threat via Telephone Call

If you receive a call

- a) Stay Calm
- b) Listen Carefully
- c) Do Not Interrupt the Caller

Attempt to get as much information about the bomb such as type, location, time of detonation. The caller will give the message only **ONCE** so it is very important that you try to write down and remember all the important details.

Attempt to get as much information about the caller such as vocal tone, gender, affiliation with any political group, etc.

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Immediately notify:

- a) Supervisor / Manager
- b) Police by Phoning **9-9-1-1**
- c) Area Emergency Warden

Bomb Threat via Letter or Package

Caution should be taken when opening letters or packages of a suspicious nature or an unfamiliar origin

Note: IF A SUSPECTED BOMB IS FOUND DO NOT ATTEMPT TO REMOVE IT OR DISTURB IT.

Bomb Threat Telephone Checklist

Note 1: Be Calm and courteous, LISTEN carefully.

Bomb Facts:

Type of Bomb _____ Location _____

Number _____ Building, Room, etc. _____

Time Set At _____

Caller's Identify:

☐ Male ☐ Female ☐ Adult

☐ Juvenile Estimated Age _____

Origin of call: ☐ Local ☐ Long Distance ☐ Booth

Call Display # _____

Note 2: Pretend difficulty with hearing. Keep caller talking

If caller is agreeable to further conversation, ask questions like:

- How do you know so much about the bomb? _____
- Why are you doing this? _____
- What is your name and address? _____

VOICE:

- | | | | | |
|-----------------------------------|--------------------------------------|-------------------------------------|-------------------------------|--------------------------------|
| <input type="checkbox"/> Loud | <input type="checkbox"/> Soft | <input type="checkbox"/> High Pitch | <input type="checkbox"/> Deep | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Pleasant | <input type="checkbox"/> Intoxicated | <input type="checkbox"/> Other | | |

Speech:

- | | | | | |
|--------------------------------|----------------------------------|-----------------------------------|------------------------------------|----------------------------------|
| <input type="checkbox"/> Fast | <input type="checkbox"/> Slow | <input type="checkbox"/> Distinct | <input type="checkbox"/> Distorted | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Nasal | <input type="checkbox"/> Slurred | <input type="checkbox"/> Lisp | <input type="checkbox"/> Other | |

Language:

- | | | | |
|------------------------------------|--------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Other | | |

Accent:

- | | | | | |
|--------------------------------|------------------------------------|----------------------------------|---------------------------------|-------------------------------|
| <input type="checkbox"/> Local | <input type="checkbox"/> Not Local | <input type="checkbox"/> Foreign | <input type="checkbox"/> Region | <input type="checkbox"/> Race |
|--------------------------------|------------------------------------|----------------------------------|---------------------------------|-------------------------------|

Manner:

- | | | | |
|------------------------------------|-----------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Rational | <input type="checkbox"/> Coherent | <input type="checkbox"/> Deliberate |
| <input type="checkbox"/> Righteous | <input type="checkbox"/> Angry | <input type="checkbox"/> Irrational | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Emotional | <input type="checkbox"/> Laughing | | |

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Background noises:

- | | | | |
|---|------------------------------------|---------------------------------|----------------------------------|
| <input type="checkbox"/> Factory machines | <input type="checkbox"/> Trains | <input type="checkbox"/> Bedlam | <input type="checkbox"/> Music |
| <input type="checkbox"/> Office machines | <input type="checkbox"/> Airplanes | <input type="checkbox"/> Quiet | <input type="checkbox"/> Party |
| <input type="checkbox"/> Traffic | <input type="checkbox"/> Mixed | <input type="checkbox"/> Voices | <input type="checkbox"/> Animals |

Note 3: Did the caller appear familiar with the building by his description and remarks?

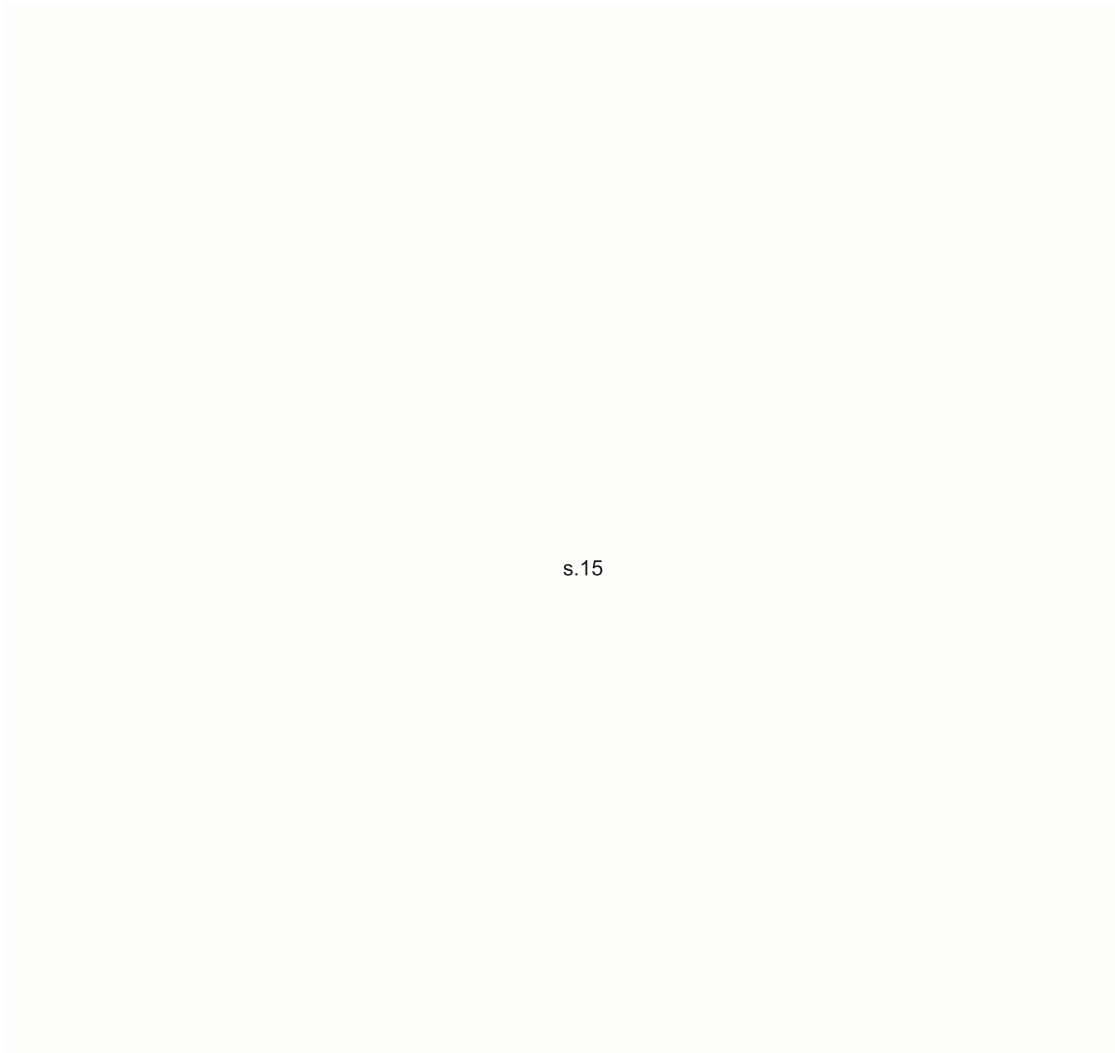
Note 4: IMMEDIATELY notify your supervisor. Treat the information discreetly.

DATE OF CALL _____ TIME OF CALL _____

YOUR NAME _____

Assembly Areas and Evacuation

Primary Assembly Area



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Alternate Assembly Area

As directed by BERT Member

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Remember

- a) Be aware of anything that looks out of place and report it to a BERT member
- b) Take all your personal belongings with you when you evacuate
- c) Help those that need assistance in evacuating
- d) Routes used to exit buildings need to be checked prior to evacuation
- e) Evacuate to designated safe areas in a calm, organized manner
- f) All employees have the right to know what risks they face
- g) Take note of anyone that may be missing

The decision to search or evacuate the building will be determined by the Police and/or the BERT Members in consultation with Managers.

Keep the situation as low key as possible. Panic among staff members or customers could interfere with search efforts and lead to unnecessary injuries.

If Evacuation is Warranted

- a) The Building Emergency Response Team members will check all exits and stairs prior to a full evacuation.
- b) If a suspicious object is found, **DO NOT TOUCH**. Advise a BERT member and the area will be cordoned off for the safety of staff and visitors.
- c) After all exit routes are declared **clear**, full evacuation will proceed in the same manner as a fire evacuation.
- d) Take all of your personal belongings with you – i.e. briefcase, purse, lunch bag, etc.
- e) Unlock drawers, file cabinets, before leaving your work area to allow the police of jurisdiction to conduct a search if necessary.

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- f) Manager/supervisors in conjunction with emergency wardens must account for all the staff members in their unit and should brief their staff on the nature of the risk associated with the threat.
- g) **ONCE THE BUILDING HAS BEEN DETERMINED FREE OF SUSPICIOUS PACKAGES OR MATERIALS BY POLICE AND THE CHIEF EMERGENCY WARDEN, AN “ALL CLEAR” WILL BE ANNOUNCED FOR AN ORDERLY RE-ENTRY OF THE BUILDING.**

Safety Plan Diagrams

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