

## SECTION 19

### SECURITY

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**1. MANDATE**

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- 1.1 The security committee is formed to address the mutual benefit to the CVECO membership of designing strategies of loss prevention and asset protection for the industries of Sarnia Lambton. It will explore policies, procedures and plans to enhance and promote security awareness through Site Watch. The committee stands ready to serve the Caer working group and the general committee in the creation of such materials and to consult on any security issue. The security committee acts as the steering committee for the Site Watch program and will continue to foster the growth and development of this important security association.
- 1.2 The membership of the Security Committee is composed of representatives of all law enforcement agencies as well as volunteers involved in private security for local industry. The committee will maintain an internal electronic network, meet quarterly and report through an elected Chair to both the CVECO General and Working Group. In the event that their activities warrant an opportunity to address the General membership or it is decided that a presentation would benefit the larger organization, the committee will arrange for time and opportunity through the Caer administrator to be placed on the appropriate meeting agenda.
- 1.3 Policies, procedures arising from the efforts of the committee upon approval by the CVECO General Committee will be placed in Section 19 of the revised CVECO Manual. These items will be reviewed by the security committee on an annual basis for relevance and modification where needed. These policies and suggested procedures will be attributed to the Site Watch program and are intended to offer a uniform standard for participating members of Caer and CVECO in addressing our mutual concerns.
- 1.4 The security committee will also continue to issue Site Watch bulletins on matters related to the security of our area and activity. These will be communicated through e-mail and when feasible through a link within the CAER web-site at [www.caer.ca](http://www.caer.ca)

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## **2. SITE WATCH - SECURITY INFORMATION POLICY**

### **2.1 Purpose:**

In recognition of our long-standing association to coordinate emergency response within our industrial community, it is important to re-enforce the integrity of our information sharing. As a non-competitive aspect of our site operations, we have developed a mutual trust that allows for frank discussion and information sharing that has created an enviable standard of cooperation. However, there are also inherent dangers if the information is not safeguarded. This policy creates a security responsibility for our membership.

### **2.2 Scope:**

Having regard for our responsibility to the community and recognizing the need to promote community awareness, there are aspects of our association that should be held in confidence. Site-specific information about the layout of our sites, road and rail usage, staging areas and collection points for our people should be held in confidence. Aerial photographs, shared by our membership, are another aspect of our preparedness that must be protected.

### **2.3 In consideration of threats that may arise from terrorists and other persons seeking to disrupt and harm our companies and employees, CVECO members must agree to commit to this policy. The organization requires that all members sharing information act responsibly in controlling the specific details of the site layout and procedures, including aerial photographs in a manner consistent with their own policies for safeguarding proprietary information with appropriate document tracking procedures**

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### **3. SITE WATCH -CVECO SECURITY AWARENESS NOTIFICATION**

#### **3.1 Purpose:**

To establish a procedure for industry and local law enforcement to communicate and verify threats received from inside or outside the community.

#### **3.2 Threat Potential:**

- All threats received should be communicated to members and taken seriously.
- Threats must be evaluated based on their nature. A threat to a local site has implications to all. A threat to a certain corporation with holdings in many locations does not preclude the possibility of the trouble being here and causing collateral damage. A threat that lacks a specific target must be addressed by all.

#### **3.3 Expectations:**

The participating sites and local police expect the earliest disclosure of information that may effect the safety of the community. The holder of the information is expected to provide full disclosure including the sources where possible.

#### **3.4 Protocol:**

- All communications are to be conducted by fax to the main gates or designated numbers, of participating sites.
- A corporation receiving a threat is to forward the information to the Sarnia Communications Center
- The Sarnia Communications Center will complete the top portion of the notification form and fax all members and police agencies. They will use the CVECO radio system to ask all members to check their fax machines
- Members of the participating police agencies will attempt to verify the threat through their intelligence network as soon as possible. Where possible/feasible they will communicate the result of their investigation by completing the second part of the notification and following the fax procedure.
- Each corporation will decide their own action through internal discussions with leadership.

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#### **4. SITE WATCH - NOTIFICATION AND REPORTING PROCESS FOR LOW FLYING AIRCRAFT**

##### **4.1 Purpose:**

Low flying aircraft pose a significant danger to plant facilities as well as disrupt safe operations. There is a further concern that such flights may be conducted to obtain information enabling a group to harm a specific facility or may constitute a terrorist act against the property.

##### **4.2 Scope:**

The scope of this policy is twofold. As circumstance may demand, a member of the organization may have need to contract the services of a fixed wing or rotary aircraft to conduct survey flights over the area. This policy creates a responsibility for notification of particulars (flight path and duration) to the Sarnia Communications Center. The Center will alert local industry through the CVECO Communication network and will be prepared for calls from the general public that they might receive.

##### **4.3 Procedure:**

Any flight of a fixed wing aircraft under the 1000 feet ceiling requires prior authorization from the Transportation Enforcement Branch. Rotary aircraft have different restrictions but also require prior authorization.