

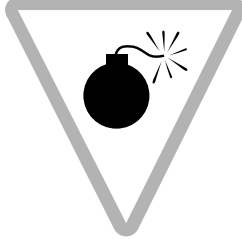



SECURING OUR COMMUNITY

- Review security needs with police & safety experts
- Conduct regular inspections of premises & security devices
- Implement guidelines for everyday, special events & emergencies
- Encourage everyone to be alert and report anything suspicious

			<p>911</p> 
<p>SUSPICIOUS PERSONS</p> <p><i>If in doubt lock them out</i></p>	<p>SUSPICIOUS MAIL OR PACKAGES</p> <p><i>If in doubt do not touch</i></p>	<p>BOMB THREATS</p> <p><i>If in doubt get everyone out</i></p>	<p>ASSAULT VANDALISM HARASSMENT</p> <p><i>If in doubt call for help</i></p>
<p>Control access to parking lot and throughout building.</p>	<p>Verify or refuse unexpected deliveries.</p>	<p>Try to get as much information as possible from caller: when, where, what type of device.</p>	<p>In case of physical assault or threat of imminent violence, call 911.</p>
<p>Assess profile and purpose of each visitor.</p>	<p>Look for suspicious signs: bulky, poorly wrapped with tape or string, incomplete or misspelled names or addresses, staining, discolouration etc.</p>	<p>Call 911 and follow instructions. Designate emergency contact to facilitate access by police.</p>	<p>In case of vandalism, isolate and preserve evidence. Repair only after police investigation.</p>
<p>Require visitors to show ID and wear badges.</p>	<p>Do not open or handle in any way.</p>	<p>Alert internal security. Follow bomb threat and evacuation procedures.</p>	<p>In case of verbal or written harassment, contact police to initiate hate crime investigation.</p>
<p>Inform security staff of all expected visitors, deliveries and events.</p>	<p>Call 911 and follow instructions. Designate emergency contact to meet police.</p>	<p>Each person to scan own immediate area and remove personal items.</p>	<p>Record details of incidents: time, location, license numbers, descriptions etc. Preserve all written material, photos or phone recordings.</p>
<p>Secure premises after each event according to established protocol.</p>	<p>If item has been opened and an unknown substance is found inside, isolate package and secure area.</p>	<p>Do not touch suspicious objects. Do not assume there is only one bomb.</p>	<p>Contact the League for Human Rights to receive victim assistance and referral.</p>

REPORT ALL INCIDENTS TO

B'nai Brith Canada's Anti-Hate Hotline

1-800-892-BNAI (2624)

STAFFED BY THE LEAGUE FOR HUMAN RIGHTS