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# The Vital Points Manual

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1991

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# The Vital Points Manual

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# RECORD OF AMENDMENTS

Amendment Nº	Date	Done by	Date entered	Initials

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## FOREWORD

This manual is a policy document as well as a guide to the Vital Points Program<sup>1</sup>. It is produced by Emergency Preparedness Canada and will be reviewed periodically by the Advisory Committee on Vital Points. Comments on the manual or the Program should be directed to the Advisory Committee on Vital Points at the address below.

Examples used in this manual are hypothetical, and are for illustration only. The principles of the program are equally applicable to any vital point in federal, provincial, territorial, regional, municipal or industrial programs.

This revision of the Vital Points Manual supersedes the manual EPC 26/87. The revision became necessary in order to reflect policy changes dealing with the security consultation of vital points. The overwhelming number of vital points and the amount of detail required made it impossible to meet the reporting schedules. One of the principal aims of the current revision is to condense the information gleaned from the security consultations and to record the necessary data on computerized forms. A significant change in the consultation report involves dispensing with narratives and capturing the needed data in a printed/computerized form. By reducing requirements it is hoped that the security consultations backlog may be reduced.

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<sup>1</sup> **Distribution**

Although this manual is unclassified, distribution is to be restricted within the federal, provincial and municipal governments and industry on a need-to-know basis for vital point program planning. Publication of this manual, in whole or in part, is prohibited without the written permission of Emergency Preparedness Canada.

**CHAPTER 1****INTRODUCTION****General**

1. The objective of the Vital Points Program is to ensure that in the event of peacetime or war emergencies, facilities and services vital to the country, province, territory, region or municipality have been identified and their security requirements have been determined.
2. A vital point is defined as a facility, a resource, or a service considered essential to the security<sup>2</sup> and continued efficient functioning of the country, province/territory and which therefore warrants extra security precautions to protect it from disruption, destruction, or disclosure. Several other definitions of terms which apply to vital points are included in the manual.
3. The significance of a vital point is generally determined by applying the following factors during the assessment of the designated vital point (See Annex C for more details):
  - the strategic importance
  - the availability of substitutes
  - the impact on public morale
  - replacement and start-up cost
  - replacement and start-up time
  - dependence of other vital points or industries
  - dependence of public
4. A scoring system based on these assessment factors grades each vital point.

**Historical**

5. The federal Vital Points (War) Program began in 1938 when Cabinet decided it was necessary to identify and protect facilities, manufacturing plants and services critical to a nationwide war effort. Following the October Crisis of 1970, a Vital Points (Peace) Program was also implemented.

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<sup>2</sup> National security concerns also include the security of those vital points in Canada which are critical to our allies. Vital points important to our allies will be classified, listed and managed in the same way as are other federal vital points (see Chapter III, Paragraph 25).



6. In 1978, after a comprehensive review, the Interdepartmental Committee on Emergency Planning (ICEP)<sup>3</sup> approved a paper entitled, "The Canadian Government Program for the Protection of Vital Points," which recommended that:

- the Vital Points (War) Program and the Vital Points (Peace) Program be combined and known as the Vital Points Program;
- Emergency Planning Canada<sup>4</sup> be responsible for advising ICEP on the identification of specific vital points, for maintaining a list of vital points categorized by their nature and their degree of importance and for recommending desirable means of protecting each vital point;
- an advisory committee be established, under the chairmanship of Emergency Planning Canada, consisting of representatives of the Department of National Defence, the Royal Canadian Mounted Police (RCMP), the Department of Supply and Services, the Department of Communications, the National Energy Board and any other departments and agencies that may be required from time to time, to provide guidance in identifying vital points;
- the RCMP be responsible for assessing the security of vital points;
- Emergency Planning Canada arrange for the co-operation of provincial authorities in assembling and maintaining a list of vital points;
- the general list be incorporated into a computerized data base operated by the RCMP to provide the information required of the Program in any crisis that may arise.

7. Within a year of its formation, the Advisory Committee on Vital Points recommended the following changes as the basis for a new Vital Points Program:

- that the concept of separate wartime and peacetime lists be discarded;
- that the Vital Points Program comprise:
  - . a federal list composed of vital points of direct concern to the nation; and
  - . provincial/territorial lists composed of vital points of direct concern to provinces/territories but not to the entire nation;

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<sup>3</sup> ICEP has been reconfigured and re-named the Minister's Advisory Committee on Emergency Planning (MACEP).

<sup>4</sup> Emergency Preparedness Canada was for a time named Emergency Planning Canada.

- that the federal list be administered by the federal Advisory Committee on Vital Points; and
- that provincial lists be administered by provincial or territorial vital points committees co-chaired by Emergency Planning Canada regional directors and appointed provincial officials, and submitted to the Advisory Committee on Vital Points for inclusion in the computerized master list, known as the Vital Points Ledger.

8. These recommendations were adopted and form the basis of existing arrangements.

### **National Defence**

9. The Department of National Defence maintains a Military Vital Points list and a Vital Material Contractors list outside the realm of the Vital Points Program. Military Vital Points are located, by definition, on property under the jurisdiction of the Department of National Defence. The security of Military Vital Points is the responsibility of the Canadian Forces. Vital Material Contractors are producers of goods or services essential to the Department of National Defence. These contractors are responsible for the security of their own facilities. Some vital material contractors may also be listed in the Vital Points Ledger as federal or provincial vital points. If so, they are noted in the Ledger to indicate that they appear on more than one list.

### **1989 Review**

10. In the course of the 1989 review of the Vital Points Program the RCMP introduced a computerized vital points security consultation report format in order to achieve and maintain more currency on security needs in less time. Because of the versatility of the computer, the amount of information required for that purpose for all vital points category was also reduced. During the review, it was decided that the sponsoring federal department would be more directly involved with the vital point owners/managers. It was also decided that sponsors should receive vital points security assessment reports, one copy of which would be transmitted to the vital point owner/manager (see Paragraphs 17 and 23 of Chapter III).

**CHAPTER 2****VITAL POINTS COMMITTEES****General**

1. Vital points committees, whether federal, provincial/territorial, regional or municipal, should be composed of nominated officials of government departments participating in the program. Each vital points committee administers its own program, and authorizes vital points for inclusion in its own vital points list. These committees may make recommendations to their governing bodies on the security of these vital points.
2. Vital points committees meet regularly, generally monthly, or as often as required. Minutes of their meetings are given wide, but controlled, circulation to ensure co-ordination and to advise all relevant governmental agencies of proposals or actions that may affect them.
3. Not all government agencies are represented on a vital points committee; however, a diverse but manageable number of representatives must retain permanent membership. Generally, each committee member represents a specific area of interest or expertise such as manufacturing, defence or medical facilities. As required, members may be added to or deleted from the committee. From time to time, guest speakers or specialists may be asked to attend meetings to provide expert advice or a general briefing.
4. Vital points may be proposed by any individual, organization or group. A proposed vital point will be considered, and as necessary sponsored, by the appropriate committee member.

**The Federal Advisory Committee on Vital Points**

5. The Advisory Committee on Vital Points administers the federal Vital Points Program, co-ordinates the provincial vital points lists and manages the Vital Points Ledger. Committee members sponsor federal vital points and the Committee approves or rejects their inclusion in the list. Provincial/territorial committees forward their vital points lists to the Advisory Committee on Vital Points for co-ordination and inclusion in the Vital Points Ledger. The chairperson of the Advisory Committee on Vital Points informs and advises the chairperson of the Minister's Advisory Committee on Emergency Preparedness on matters relating to the Vital Point Program.

6. The Advisory Committee on Vital Points is composed of representatives of the following federal government departments:

- Agriculture Canada
- Communications Canada
- Emergency Preparedness Canada<sup>5</sup>
- Employment and Immigration Canada
- Energy, Mines and Resources Canada<sup>6</sup>
- Environment Canada
- Fisheries and Oceans
- Health and Welfare Canada
- Industry, Science and Technology Canada<sup>7</sup>
- National Defence
- Public Works Canada
- Royal Canadian Mounted Police
- Solicitor General
- Supply and Services Canada
- Transport Canada

#### **Provincial/Territorial Vital Point Committees**

7. Provinces and territories create committees to manage their own vital points programs. Each province or territory appoints an official to co-chair the committee with the regional director of Emergency Preparedness Canada.

8. Forwarding provincial or territorial vital points lists to the Advisory Committee on Vital Points for co-ordination and inclusion in the Vital Points Ledger is essential to avoid duplication. A vital point's unco-ordinated appearance on two or more lists will lead to wasted security consultative resources and confusion in time of crisis.

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<sup>5</sup> EPC provides the Chairperson and the Secretary.

<sup>6</sup> EMR also represents the Atomic Energy Control Board and the National Energy Board.

<sup>7</sup> EMR sponsors energy related vital points while ISTC sponsors vital points related to the extraction and initial production of minerals and other resource-based industries.

## **Regional/Municipal/Industrial Vital Points Committees**

9. All levels of government as well as industry are encouraged to establish vital points committees to identify critical facilities within their areas of responsibility. As some of the facilities may appear on several vital points lists, including the Vital Points Ledger, committees must ensure co-ordination between all lists.

10. Some industries such as the electrical, communications, petroleum and pipeline industries, have representative bodies which, among other duties, may act as vital points committees. These advisory bodies identify vital points and other areas critical to the continuing functioning of that industry. Representative industrial and service organizations, able to speak for a significant portion of their group, are encouraged to establish their own standards. Depending on the industry, the standards these organizations adopt to identify and define their vital points may be accepted in their entirety rather than the more general standards described in Chapter III.

### **Composition of a Vital Points Committee**

11. The following categories suggest the functions that might be represented by the members of a typical vital points committee:

- engineering, public works, utilities
- emergency services (fire, police, radiological)
- electronic data processing, communications
- medical, hospital
- energy (electrical, gas, oil, coal)
- food, feeding
- transportation
- vital materials and equipment

### **Year-End Accounting of Vital Points Committees**

12. At the end of each calender year the Advisory Committee on Vital Points will ask each sponsoring federal department to provide an accounting of its annual activities on the Vital Points Program, using the form provided at Annex A. The Provincial Committees will also be requested, by the Advisory Committee on Vital Points, to summarize their annual vital point activity using the form provided at Annex B.

## CHAPTER 3

### VITAL POINTS

#### General

1. Vital points may be federal, provincial/territorial, regional or municipal and some may be of concern to more than one order of government. In such a case, the vital point will be under **dual** sponsorship, the primary sponsor being the one that has given it the highest score. A vital point recorded on several lists must be clearly cross-referenced.
2. The fact that a vital point appears on a list does not imply that its protection has been arranged, or even that a security assessment has been completed.

#### Sponsoring a Vital Point

3. Any governmental agency or non-governmental body may propose to any vital points committee that a facility or service be designated as vital. The proposal will be directed to the committee member with the appropriate expertise or interest, who will become its sponsor. First, the sponsor will establish that the facility is indeed a valid vital point. Then the sponsor will rate the vital point's relative importance. The rating guide found at Annex C is a useful aid in determining a facility or service's validity and its relative importance.
4. Some industries have representative bodies that set standards for their industry. A sponsor may accept an industry's standards in evaluating their vital points' validity and relative importance within the industry and with respect to the government's requirements.
5. When a facility meets the established prerequisites, the sponsor will submit it for consideration and acceptance to the appropriate vital points committee by tabling:
  - a Vital Points Program Management Form (EPC/PCC 014, Annex D)
  - a completed copy of the Vital Points Selection Criteria Rating Guide (Annex C) or an equivalent, approved, industry-wide scoring format (see also Chapter II, Paragraph 10).

#### Acceptance and Security Assessment of Vital Points

6. The appropriate Vital Points Committee will accept or reject a proposed vital point based on the written and verbal evidence presented by its sponsor. The Committee may request additional information, or may seek the opinion of an expert, before rendering a decision. On acceptance by a committee, a vital point will be included in the relevant vital points list and, in the case of provincial/territorial and federal lists, in the Vital Points Ledger. Specimen examples of the Vital Points Ledger entries can be found in Annex F

7. When a committee places a vital point on its vital points list it will normally be subject to a physical security assessment. However, when the owner/manager of the facility declines participation in the process, the facility is exempted from the security assessment. Such facilities will still be listed in the vital points ledger but indicators on the print-out will show their exemption from the security assessment process. For the other vital points, the purpose of the process is the identification of the existing and additional resources as well as the equipment required to efficiently protect the facility against sabotage by means of an attack by a single well armed adversary or a small similar group of 2 to 6 persons approaching from outside the facility.

#### **Vital Points Where RCMP Responsible For Security Assessment**

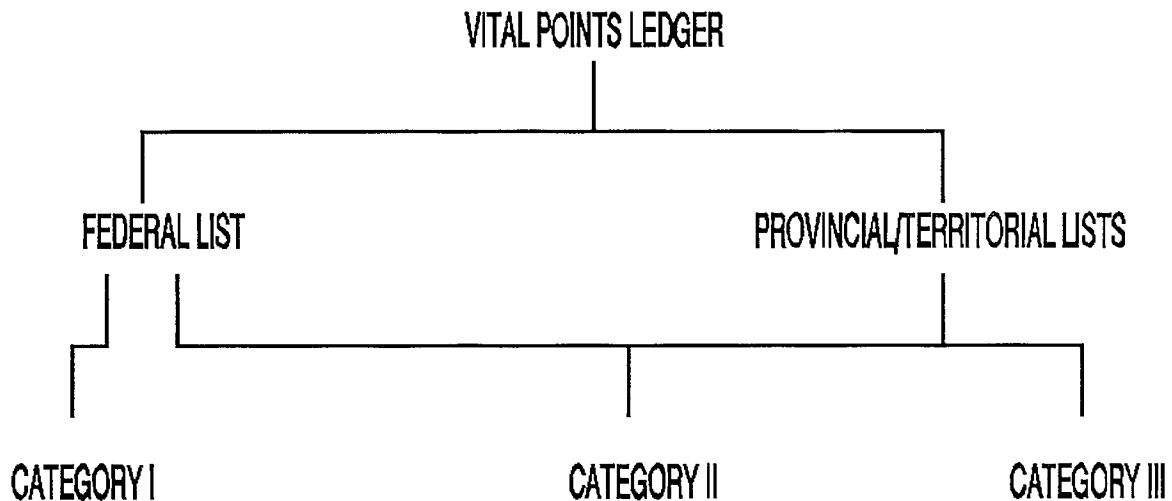
8. Although provincial/territorial vital points committee procedures vary slightly from province to province, their practices are generally similar to the federal procedure listed hereunder. When a committee agrees that a facility is a vital point, the sponsor will write to the owner/manager of the facility advising him of the program and that he can expect to be contacted by a security consultation team in the foreseeable future. The RCMP and the secretary of the committee shall be provided with copies of the sponsor's letter.

9. Acceptance of a vital point by a committee for inclusion in a list is subject to review by an appropriate security agency, usually the police. The RCMP is responsible for the security assessment of federal vital points while provincial police forces are responsible for the assessment of facilities on provincial/territorial lists. If, during a review or consultation, it is found that a facility does not meet the prerequisites of a vital point, the security agency shall recommend to the vital points committee that it be excluded from the vital points list. However, a vital point which is not sufficiently critical for one list may be considered vital by another order of government or another department.

10. Federal and provincial vital points will be reviewed every three years. At that time sponsors will confirm in writing to the vital points committee the information listed at Paragraph 5 above. This procedure will be accomplished by the RCMP initiating a Vital Points Program Management Form (EPC/PCC 014, Annex D) which will be revised by the sponsor.

## Rating Vital Points

11. Within the Vital Points Ledger, federal and provincial/territorial vital points are divided into three categories as depicted below:



12. A Category I vital point is a facility, resource or service the disruption of which would have a **disastrous effect** upon the security and continued efficient functioning of the country. The Category I facilities are limited in number and confined to federal vital points. Because they are unique, no point score is assigned to these facilities.

13. Category II facilities can be either federal or provincial. A Category II vital point is a facility, resource or service the disruption of which would **seriously affect** the security and the efficient functioning of the country and/or province to the extent that government should advise and encourage the provision of adequate security protection.

14. Category III facilities can be either federal or provincial. A Category III vital point is a resource or facility, the disruption of which would **adversely affect** the security and the efficient functioning of the country and/or province to the extent that government should advise and encourage the provision of adequate security protection.



15. Category II and III vital points are determined by the rating score accorded to them. See Annex C for further details of vital point scoring.

Category	Score
II	70 - 100
III (federal)	50 - 69
III (provincial)	35 - 69 <sup>8</sup>

16. As there are a great number of vital points to be evaluated with limited police resources, the following guidelines will govern the intensity/frequency of security assessment and their priority for the foreseeable future for federal vital points and those provincial vital points where the RCMP conduct the security assessment<sup>9</sup>:

- **All new vital points** will have an on-site assessment
- **Category I vital points** will receive a subsequent on-site assessment every three years
- **Category II vital points** will receive a subsequent on-site assessment every six years. There will be a review of Category II vital points security assessments every three years to validate information, however this will not normally involve an on-site visit
- **Category III vital points** will have security assessment reviews every three years to validate information. The three year reviews will not normally involve an on-site visit unless there is a change of location, a major renovation, etc.

### Security Assessment Reports (RCMP Jurisdiction)

17. A consultant, accompanied by a facility/owner representative, will conduct a security assessment and brief management on the security posture of the vital point. The consultant also will present the vital point management with an RCMP Security Awareness Publication advising of basic security practices for present day conditions. Following the assessment the security consultant will produce a report that evaluates the vital point security posture and outlines the guards and equipment requirements to efficiently protect the facility against sabotage by means of an attack as explained in paragraph 7. The report, normally using the Vital Points Security

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<sup>8</sup> Provincial vital points cannot obtain as high a score as federal vital points due to the scoring system established at Annex C. Thus the minimum score for provincial vital points was lowered to 35 so that vital points moderately important to a province could be incorporated in the provincial vital point list.

<sup>9</sup> See also chart following Paragraph 19 which explains assessment schedule.

Assessment Form (EPC/PCC 015) with appropriate attachments, will be forwarded to RCMP Headquarters for input into the computer data base. Copies of the report will be forwarded to the sponsor and the police agency. The vital point owner/manager normally will receive a copy of the report from the sponsor.

18. RCMP national and divisional Headquarters, the sponsor and the vital point owner/manager will retain a copy of the vital point security assessment report which is within their area of jurisdiction. Included at Annex E are the definitions for the use of the Vital Points Security Assessment Form (EPC/PCC 015).

19. Sponsors are required to confirm the status of vital points every three years as described in Paragraph 16 above. Following this confirmation, and in co-ordination with the security assessment organization, the sponsor will advise the owner/manager in writing that a security assessment can be expected in the near future (see Security Assessment Schedule Chart below). The object of the follow-up assessment is to confirm previously acquired data and verify that requirements are still valid. The distribution of the follow-up assessment report is identical to the original one.

#### Security assessment Schedule

Security Assessment visit/review schedule	Categories of Vital Points		
	I	II	III
Initial on site assessment visit	X	X	X
Every three years review of documentation	X	X	X
Every three years on site assessment visit	X		
Every six years on site assessment visit		X	
Subsequent on site visit, as required			X

#### Security Classification/Designation Considerations

20. Recent Treasury Board of Canada directives modifying the security classification and personnel clearance systems have had a considerable impact on the handling of vital point documentation. The description and charts given in the remainder of this Chapter reflect the new procedures.

21. The Vital Points Ledger, which combines all vital points lists, is secret as well as any page from the Ledger. Federal vital points lists as well as each page thereof are classified secret. Provincial lists are unclassified. Individual vital point listings are unclassified unless the originator of a document has cause to classify them.

22. Vital point security assessment reports (RCMP) may be designated/classified from protected to secret. A federal government facility security assessment report will normally be classified secret but at the discretion of the originator or the sponsor (with permission of the originator) it could conceivably be given any level of designation/classification, including unclassified. Provincial and private sector vital point security assessment reports are generally unclassified. Should an owner/manager of a private sector or a provincial vital point request that his/her security assessment report be designated protected (usually for reasons of industrial secrets), he/she will be advised of the administrative requirements associated with the "protected" category.

23. Private industry and provincial authorities may not be given classified vital point documents (secret and confidential) but they may receive similarly protected reports if they agree to, and fulfil, the necessary administrative requirements. Designated information is divided into three categories: Protected A, B and C. All personnel handling protected A material must first have a reliability check. Personnel handling protected B and C documents must have an enhanced reliability and a fingerprint check. Companies and provincial organizations receiving protected documents must undertake a memorandum of understanding with the federal government on safeguards (physical security requirements and personnel reliability checks) which will be required to be in place before the documents are released. As a result of special knowledge or judgment, a sponsor may upgrade the classification/designation of an RCMP security assessment report and thus may not forward it to the owner/manager of a vital point, or require that the necessary safeguards be put in place before forwarding the report.

24. The vital point manual security instructions are in keeping with Treasury Board policy. For specific details of the policy quoted herein, see the Treasury Board Secretariat Security Policy and Standards, December 1989. Treasury Board policy takes into account the appropriate directives contained in the Access to Information and the Privacy Acts. Under these Acts, vital point data and reports may be subject to mandatory exemption from release. If access is requested under that legislation, vital point consultation reports should not be released without prior consultation with the sponsor, taking into consideration the wishes of the owner of the facility.

### **Vital Points and International Agreements**

25. Certain vital points are of concern to both Canada and the U.S. For example some American manufacturers are dependent upon Canadian energy sources and U.S. authorities have requested that specific vital points in Canada be identified as such. Upon request of a departmental sponsor, on behalf of the American Government, the Advisory Committee on Vital Points will consider the inclusion of U.S. related vital points in Canada, if they are not already

listed in the Ledger. When a U.S. requested vital point is placed on a Canadian list it is scored according to the standards employed in this manual, as if it were a typical Canadian vital point, and treated accordingly.

26. Conversely, the same bilateral agreements permit Canada to nominate vital points in the U.S. which are of concern to Canada. In this case U.S. standards will be employed to rate the Canadian vital point. If the vital point meets U.S. standards it will be placed on the American equivalent of a vital points list.

27. Several departments, such as the Department of National Defence, Energy, Mines and Resources Canada and Transport Canada, have bilateral agreements on vital points with their counterpart departments in the U.S. These agreements are one venue for exchanging information on cross-border vital points. In Canada the Advisory Committee on Vital Points is the forum where information on cross-border vital points is co-ordinated. In the U.S. both the Federal Emergency Management Agency and the Department of Defence co-ordinate cross-border vital points. For the foreseeable future a bilateral defence committee, the Canada-U.S. (CANUS) Land Operation Planner's Conference, will co-ordinate cross-border vital points which are not the subject of existing bilateral/international/departmental agreements.

#### Vital Point Security Assessment Reports Classification/Designation

	Security Classification			
	Secret	Confidential	Protected (A, B or C)	Unclassified
Federal facility vital point report	X	May be	May be	
Provincial vital point report			May be	X
Private industry vital point report			May be	X

**Vital Points, Ledgers and Lists  
Classification/Designation**

	Security Classification			
	Secret	Confidential	Protected	Unclassified
Ledger	X			
Ledger Page	X			
Federal List	X			
Federal list & Page	X			
Provincial List			May be	X
Provincial List and Page			May be	X
Individual vital point listing (all)			May be	X

**CHAPTER 4****THE VITAL POINTS LEDGER****General**

1. The Vital Points Ledger is a computerized data printout of the federal vital points list as well as of the individual provincial/territorial lists. Regional and municipal vital points lists are not included in the Vital Points Ledger. The Ledger also excludes Military Vital Points and most of the Vital Material Contractors of the Department of National Defence. However, some vital points critical to the federal or provincial governments may also be reflected on other vital points lists. Double listing of vital points is noted in the Ledger and should also be indicated on other lists.

**The Advisory Committee on Vital Points**

2. The Advisory Committee on Vital Points, as administrator of the Vital Points Program, oversees the preparation, publication, amendment and distribution of the Ledger. The portion of the Ledger that lists federal vital points is directly controlled by the Advisory Committee on Vital Points, while the provincial or territorial lists are simply co-ordinated by the Committee.

**Royal Canadian Mounted Police Responsibilities**

3. The RCMP manages the Ledger on behalf of the Advisory Committee on Vital Points. Vital Point Program Management Forms (EPC/PCC 014, see Annex D) are channelled by various vital points committees through the Advisory Committee on Vital Points to the RCMP. The principal details of vital points are published by the RCMP in the Ledger (see example at Annex F).

**Security Classification**

4. The complete Ledger and each page is classified **secret**. However, with very few exceptions, information on individual vital points is unclassified. For more detail on classified/designated information on vital points lists see the last chart of Chapter III. Vital point information should always be limited to a "need-to-know" basis. Thus, to the degree possible, committees should restrict the distribution of and access to their lists to those with a definite requirement to know.

**Ledger Distribution**

5. For security reasons, distribution of the Vital Points Ledger is kept to a minimum, based on the need-to-know principle. Provincial vital points committees and federal government departments are issued with only those parts of the Ledger for which they are sponsors. Master

lists are retained by Emergency Preparedness Canada, the RCMP, Supply and Services Canada and the Department of National Defence. Emergency Preparedness Canada regional directors, RCMP divisions and Canadian Forces Region Commanders are provided lists which include all the vital points within their areas of responsibility. As required and upon justification, other departments may view specific portions of the master list.

#### **Amendments**

6. The Ledger is reprinted semi-annually. Amendments are avoided, but if necessary, replacement pages are issued as needed.

#### **The Ledger Printout**

7. The Vital Points Ledger is published in various formats to meet users' needs. When a reprint is issued, users will obtain what they require on a need-to-know basis.

**CHAPTER 5****Protection of Vital Points**

1. The defined threat of sabotage by means of an attack by a single, well-armed adversary, or a similar group of 2 to 6 persons, approaching from "outside" constitutes an extraordinary threat and therefore most facilities would not offer adequate protection against it.
2. In order to face such a situation, each facility should in fact dispose of an appropriate number of guards, deployed strategically, properly equipped and assisted by electronic security equipment, in order to either, delay access to the facility and provide sufficient time for a response force to repel or destroy the attacking force, or to counteract or destroy the attacking force by a guard force sufficiently powerful. Strategic deployment in such case includes the protection of critical assets of the facility which are the essential elements, usually located within the installations, without which the vital point could not function or would seriously limit or impair its operation.
3. Under the circumstances outlined above, the guard force required would be greater in number than the one normally in place, if any. As a result of the mandate of this guard force, provisions for additional resources both in human resources and equipment warrants planning ahead and making special arrangements. Most facilities, however do not have such plans and arrangements and because the threat would most likely materialize during international and war emergencies, the owners/managers of facilities would rather rely on government direct involvement for adequate protection.
4. The responsibility to make plans and arrangements to provide physical protection to vital points rests primarily with the respective owners/managers of the facilities. Costs associated with the implementation of the plan are also borne by vital points owners/managers. As with civilian vital points, the Vital Material Contractors are responsible for the protection of their respective facilities.
5. The Canadian Forces are responsible for the protection of the military vital points only. They have no operational responsibilities for the protection or the defence of canadian civil vital points and there are no planned provisions to modify the responsibilities in this regard.
6. The federal government will nevertheless assume direct responsibility for ensuring adequate protection of Category I Vital Points, but only in declared national emergency situations. On the direction of the Governor-in-Council, the Solicitor General of Canada would mandate the RCMP to provide physical protection to Category I Vital Points. It would appear, however, that until the emergency is officially declared the responsibility for ensuring the physical protection rests with the owner/manager of the facility.



7. In the absence of additional provisions to assist private owners/managers in the protection of their facilities, the role of the Vital Points Program remains an essential and important effort by the federal and participating provincial/territorial/municipal governments in assessing the overall requirements and advising private owners/managers of their specific needs. The information obtained in the process would also be used in due time by the governments to define the extent of involvement in each specific situation threatening vital points individually or collectively.

8. It should also be noted that although the defined threat is very specific, most of the information gathered for the purpose of the program could otherwise be used in any situation threatening vital point(s).

9. In any case, a threat based on actual intelligence would dictate a revision of the recorded information in order to prepare adapted operational plans which would lead to the revision of guard force requirements. The threat notification produced by Canadian intelligence authorities could include a general threat to Vital Points or ideally to specific threats to specific Vital Points. The threat notification is to be further disseminated by the Police of local jurisdiction which is usually also the first response force to the facility.

Classification/Designation

Annex A

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**Year-End Accounting  
of Federal Departmental Vital Point Activities**

From 1 Jan \_\_\_\_\_ to 31 Dec \_\_\_\_\_

Department \_\_\_\_\_

Department Representative on ACVP \_\_\_\_\_

Total VPs at beginning of year \_\_\_\_\_

Total VPs at end of year \_\_\_\_\_

Number of VPs reviewed \_\_\_\_\_

Number of VPs where data has changed because of  
review \_\_\_\_\_

Number of new VPs \_\_\_\_\_

Number of VPs deleted \_\_\_\_\_

**REMARKS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Classification/Designation

Annex B

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**Year-End Accounting  
of Provincial Vital Point Committees**

From 1 Jan \_\_\_\_\_ to 31 Dec \_\_\_\_\_

Province \_\_\_\_\_

Total VPs beginning of year \_\_\_\_\_

Total VPs at end of year \_\_\_\_\_

Number of VPs reviewed \_\_\_\_\_

Number of VPs where data has changed because of  
review \_\_\_\_\_

Number of new VPs \_\_\_\_\_

Number of VPs deleted \_\_\_\_\_

**REMARKS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## VITAL POINTS SELECTION CRITERIA

### RATING GUIDE

There are many measurable aspects of vital points by which they can be compared to one another quantitatively, as well as to determine their importance<sup>10</sup>. For the purposes of the Vital Points Manual three have been chosen: political, economic and inter-dependence. These three aspects are not mutually exclusive and there is considerable overlap but they have been separately identified for ease of scoring. It should be recalled that category I vital points are federal vital points which are unique or are so critical that they are simply declared category I and do not need to be scored. However they must be justified to, and approved by, the Advisory Committee on Vital Points.

Taking the three factors into consideration and giving each the appropriate weighted percentage, calculate "how critical" the vital point is and to which order of government.

#### Political Impact

The object here is to determine how important the product or service is to the nation (including commitments to allies), to the province/territory or to the community? Are there any substitutes in Canada for the product or service; outside Canada? What would the public perception be if this facility was incapacitated or the service was no longer available? Would a successful attack on the vital point undermine the "government"?

Public reaction may take many forms, from a negative attitude to a loss of confidence which might even lead to anti-government demonstrations. Depending on the reaction of the public, varying degrees of pressure may be applied on the appropriate order of government. Government will react to self-evident human suffering resulting from causes such as an energy shortage in winter, but government may also come under intense pressure when there is a perceived threat to a local facility such as a nuclear power plant or a dam which, if attacked, could flood inhabited areas.

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<sup>10</sup> It should be noted that certain industries, such as telecommunications, have adopted their own specialised scoring system for vital points within their area of influence. Vital points committees are encouraged to accept industry-wide scoring systems as expert generated standards which may well be more applicable than the general guidelines suggested in this manual. Nevertheless each vital point submission to a committee must be accompanied by a completed Annex C form or in the case of an approved industry-wide scoring system, an analysis equivalent to Annex C. Sponsors must also submit the completed form at Annex D which rounds-out the data required in assessing each vital point.

Is the vital point (or the product or service it produces) of strategic importance to ...

the **Nation**  
 (including allied commitments)  
 maximum score (20) \_\_\_\_\_

or the **Province**  
 maximum score (10) \_\_\_\_\_

or the **Community**  
 maximum score (5) \_\_\_\_\_

---

Maximum Score (20)A \_\_\_\_\_

Are there any substitutes for the product or service provided by this vital point...

no substitutes  
 maximum score (20) \_\_\_\_\_

substitutes available overseas  
 maximum score (15) \_\_\_\_\_

substitutes available in US  
 maximum score (10) \_\_\_\_\_

within Canada  
 maximum score (5) \_\_\_\_\_

---

Maximum Score (20)B \_\_\_\_\_

Would public reaction affect the efficient function of the government, if the vital point was incapacitated or in some cases if there was a serious perceived threat...

at the **Federal** level  
 maximum score (10) \_\_\_\_\_

or at the **Provincial** level  
 maximum score (5) \_\_\_\_\_

or at the **Community** level  
 maximum score (3) \_\_\_\_\_

---

Maximum Score (10)C \_\_\_\_\_

**Economic Impact**

How long will it take to get production back on line or a return of the service if the facility is destroyed or seriously damaged? How much will the start-up cost be if the facility is destroyed or seriously damaged?

How much would the start up cost be if the vital point were destroyed or very seriously damaged...

less than \$30 million...  
score one point (1) \_\_\_\_\_

add one point for each additional ten million \$  
maximum score (6) \_\_\_\_\_

How long would it take the vital point to come back on line...

over a year  
score (18) \_\_\_\_\_

up to 1 year  
score (15) \_\_\_\_\_

up to 9 months  
score (12) \_\_\_\_\_

up to 6 months  
score (9) \_\_\_\_\_

up to 3 months  
score (6) \_\_\_\_\_

up to a month  
score (3) \_\_\_\_\_

less than a week  
score 0 \_\_\_\_\_

---

Maximum Score (7)D \_\_\_\_\_

---

Maximum Score (18)E \_\_\_\_\_

**Inter-dependence**

How dependent are other vital points on this facility? How dependent is the population and other industries on the product or service? Dependence on a service or product can be varied and can be extensive geographically, as in the case of petroleum product pipelines. Criticality may extend over a whole spectrum of users, as in the case of electrical supply, from industry to individuals in a rural setting.

Are other vital points or other critical industries dependent on this vital point...

at the national level  
maximum score (18) \_\_\_\_\_

at the provincial level  
maximum score (9) \_\_\_\_\_

at the community level  
maximum score (5) \_\_\_\_\_

---

Maximum Score (18)F \_\_\_\_\_

How dependent is the welfare of the public to the survival of this facility...

at the national level  
maximum score (7) \_\_\_\_\_

at the provincial level  
maximum score (4) \_\_\_\_\_

at the local level  
maximum score (2) \_\_\_\_\_

---

Maximum Score (7)G \_\_\_\_\_

The scores that have been determined above will be transcribed to the form Vital Points General Application Score Rating Form which is located at the back of the Vital Points Program Management Form EPC/PCC 014

# VITAL POINTS GENERAL APPLICATION SCORE RATING FORM/ GUIDE DE NOTATION GÉNÉRAL DES POINTS NÉVRALGIQUES

Name of facility / Nom de l'installation

## I — POLITICAL IMPACT/INCIDENCE POLITIQUE

**A — Strategic Importance/Importance stratégique (Max. 20)**

Nation ... (Max. 20)    Province ... (Max. 10)    Community/Municipalité ... (Max. 5)

I-A SUB-TOTAL/SOUS TOTAL \_\_\_\_\_

**B — Substitutes/Remplacements (Max. 20)**

None /Aucun ... (Max. 20)    Overseas/Outre-mer ... (Max. 15)  
USA/ÉUA ... (Max. 10)    Canada ... (Max. 5)

I-B SUB-TOTAL/SOUS TOTAL \_\_\_\_\_

**C — Public Reaction/Réaction de la population (Max. 10)**

Federal/Fédéral ... (Max. 10)    Province ... (Max. 5)    Community/Municipalité (Max. 3)

I-C SUB-TOTAL/SOUS TOTAL \_\_\_\_\_

**POLITICAL IMPACT/INCIDENCE POLITIQUE (MAX. 50)    TOTAL \_\_\_\_\_**

## II — ECONOMIC IMPACT/INCIDENCE ÉCONOMIQUE

**A — Start-up Cost/Coûts de remise en marche (Max. 7)**

Less than 30M\$. ... (Max. 1)    Each additional 10M\$ ... (Max. 6)/Moins de 30 millions de dollars ... (Max. 1)    Chaque 10 millions additionnels ... (Max. 6)

II-A SUB-TOTAL/SOUS TOTAL \_\_\_\_\_

**B — Start-up Time/Temps de remise en marche (Max. 18)**

Over one year/Plus de un an ... (Max. 18)  
Up to 9 months/Maximum de 9 mois ... (Max. 12)  
Up to 3 months/Maximum de 3 mois ... (Max. 6)  
Less than 1 week/Moins de une semaine ... (Max. 0)

Up to 1 year/Maximum de un an ... (Max. 15)  
Up to 6 months/Maximum de 6 mois ... (Max. 9)  
Up to 1 month/Maximum de 1 mois ... (Max. 3)

II-B SUB-TOTAL/SOUS TOTAL \_\_\_\_\_

**ECONOMIC IMPACT/INCIDENCE ÉCONOMIQUE (MAX. 25)    TOTAL \_\_\_\_\_**

## III — INTERDEPENDENCE/INTERDÉPENDANCE

**A — Facility and Other Vital Points or Critical Industries/Installations et autres points névralgiques ou industries critiques (Max. 18)**

Nation ... (Max. 18)    Province ... (Max. 9)    Community/Municipalité ... (Max. 5)

III-A SUB-TOTAL/SOUS TOTAL \_\_\_\_\_

**B — Facility and Public Welfare/Installation et bien-être de la population (Max. 7)**

Nation ... (Max. 7)    Province ... (Max. 4)    Community/Municipalité ... (Max. 2)

III-B SUB-TOTAL/SOUS TOTAL \_\_\_\_\_

**INTERDEPENDENCE/INTERDÉPENDANCE (MAX. 25)    TOTAL \_\_\_\_\_**

**GRAND TOTAL \_\_\_\_\_**



**Vital Points Program Management Form (EPC/PCC 014)****Definitions and Use****General**

1. The Program Management Form is designed for recording and updating the data essential to the identification of the facilities vital to the nation and/or provinces/territories. This data is entered into a computer in order to generate the Vital Points Ledger and information that may be required at the onset of an emergency.
2. The form itself is used by sponsors to add, delete or modify data on vital points while the RCMP will use the form to request the review of a vital point or to propose new vital points.

**Procedures**

3. Addition: As described in Chapter III, Para. 5. The sponsor will complete Fields N° 1, 2, and 7 to 42 of the form and transcribe the scores assigned to the vital point in Annex C, Vital Point Selection Criteria Rating Guide to the Vital Points General Application Score Rating Form on the back of the form. The Secretary of the Advisory Committee on Vital Points will complete Fields N° 43 to 46 and, if the vital point is approved by the Committee, forward the form to the RCMP Headquarters where it will be entered in the computer and thus be added to the Vital Points Ledger.
4. Deletion: Deletion of vital points from the Ledger can be recommended by the respective sponsor or RCMP Headquarters if the reasons for which the facility was vital no longer exist. In case of dual sponsorship, the second sponsor must be consulted and may assume responsibility for the vital point. The sponsor or RCMP must complete Fields N° 1 to 4, 15 to 20, and 38 to 42; the sponsor will forward the form to the Secretary and the RCMP will forward the form to the Secretary and to the sponsor. In either case, the Secretary will present the request for deletion to the Committee; he will then take the actions recommended by it by filling Fields N° 43 to 46 and send the form to RCMP Headquarters for disposition.
5. Modification: Sponsors will modify the data on their respective vital points when they become aware of the changes. Fields N° 1, 3, 15 to 19 and the fields that are being changed will be completed. If the modifications affect the status of the vital point, the back of the form will also have to be completed. The form will be sent to the Secretary who will forward it to RCMP Headquarters if the changes are of a minor nature or refer it to the Committee if not. Once the Committee has revised and approved the changes, the Secretary will then fill Fields N° 43 to 46 and forward the form to RCMP Headquarters for disposition.

6. Review Request: A review request will be initiated by the RCMP in two instances:
  - a. as part of the regular updating of information as described in Chapter III, Para. 16. In such a case, the sponsor will receive a copy of the last completed form submitted. The sponsor will review the information and notify the Secretary that there is no change or of the changes, if necessary. In such a case, the procedure in the previous paragraph will be followed.
  - b. because the security assessment consultant has noted changes that may affect the status of the vital point. The consultant will complete Fields N<sup>o</sup> 1 to 6, 15 to 20, and 38 to 40 and send it to RCMP Headquarters who will send a copy of the form to the sponsor and one to the Secretary and change the status of the vital point in the database to "under review"; this means that the vital point will be removed from the security assessment process until the sponsor has reviewed the information. The sponsor will then confirm with the Secretary the revised status of the vital point and submit a request for deletion or modification, if necessary. The Secretary will advise RCMP Headquarters.
7. New Proposal by RCMP. New vital points are occasionally channelled through RCMP field personnel. In such a case, the Program Management Form will be submitted to RCMP Headquarters with as many fields as possible completed. RCMP Headquarters will send the form to the Secretary who will contact the appropriate sponsor who will undertake the study of the vital point and submit the documents necessary for the addition of a vital point if the proposal warrants it.

### Field Definitions and Use

8. Field N<sup>o</sup> 1: The purpose for the use of the form is indicated by marking the appropriate box with an X.
9. Field N<sup>o</sup> 2: Refers to the appropriate classification/designation of the information contained in the completed form and attachment, if any, in compliance with Government Security Policy. When completed by provincial/territorial authorities, a local classification/designation system can be used.
10. Field N<sup>o</sup> 3: Refers to the individual number assigned to a facility when added to the Vital Points Ledger. All correspondence following the addition should indicate the vital point number in order to avoid confusion.
11. Field N<sup>o</sup> 4: Refers to RCMP Headquarters file number for hard copy documents. The number will not normally change over the years and should be indicated in correspondence with RCMP Headquarters to avoid confusion.

12. Field N° 5: Refers to RCMP Division responsible for the security assessment of the facility identified on the form.
13. Field N° 6: Refers to the RCMP Division file number for hard copy document. The division file number may change over the years and is necessary only in correspondence with Division personnel.
14. Field N° 7: Refers to the total of points assigned to the facility; it appears at the bottom of the Vital Points General Application Score Rating Form on the reverse side of the Program Management Form or on other form used for score rating of the facility.
15. Field N° 8: Refers to the Category of Vital Points assigned to the facility following the Score Rating or as decided by ACVP. (See Chapter III, para. 15)
16. Field N° 9: Refers to the Vital Points, identified by their number, which are dependent on the output of the considered vital point for their operation. Vital points that are so close to the facility that they would create only one target in the context of the defined threat should also be identified in this field. Only vital points directly dependent should be identified. The use of this field allows an evaluation of the impact of loss of a given vital point as well as its relative strategic importance.
17. Field N° 10: Indicates that the facility is or is not on the Vital Material Contractors List. The purpose of the field is to have the facilities that are Vital Material Contractors identified in the Vital Points Ledger. (See Chapter I, Para. 9)
18. Fields N° 11 & 12: Refers to the program under which the facility identified on the form will be listed in the Vital Points Ledger. Field N° 11 is used to indicate that the vital point is federally sponsored. Field N° 12 is used to indicate that the vital point is listed under a provincial/territorial program.
19. Field N° 13: Refers to identifiers attributed to types of facilities in order to group them. Usually only one type identifier is used for each facility. The list of type identifiers is found in Annex G.
20. Field N° 14: Refers to identifiers attributed to the kind of facilities but in a more restrictive way than type identifiers. Up to 10 codes could be attributed to a given facility. This field will allow the identification of potential targets using generic terms. The list of code identifiers is found at Annex H.
21. Field N° 15: Refers to the usual name by which a facility is identified. Sometimes the name includes a plant's name and the owner's name. The name referred here should be accurate enough to provide positive identification and easy retrieval from the computer when querying by name.

22. Fields N° 16, 17, 18 and 19: Refer to actual geographical location of the facility and not the postal address. The indications should be sufficient and accurate enough for an individual not familiar with the area surrounding the facility to reach the place. The postal code should refer to the street address of the facility and not the one identifying the location where correspondence are forwarded to. The purpose of the postal code is to facilitate identifying groupings of vital points in densely populated areas.

23. Field N° 20: Refers to the name of the primary sponsor and in the case of a provincial/territorial program, the name of the province or territory responsible for the program under which the vital point is sponsored.

24. Field N° 21: Indicates the name of a second sponsor that would be concerned with the identification of the facility as a vital point. This field appears in the Vital Points Ledger.

25. Field N° 22: Indicates the nationality of the legal or perceived owner of the facility. For Canadian and American owners, the appropriate box will be marked with an X. For owners of other foreign origins, the nationality should be specified. This field is used when the nationality of the owner is a consideration in the threat evaluation.

26. Field N° 23: Indicates the name of the legal owner of the facility. This field indicates who has the responsibility for providing physical security for the facility. It may also be a consideration in the threat evaluation.

27. Field N° 24: Indicates the name of the parent company of the facility, if any. The field should be left blank if the facility is wholly owned by one owner or corporation without any "parent" company. The use is the same as Field N° 23.

28. Field N° 25: Indicates the name of the company or agent operating the facility. In the case where the owner operates the facility, the field should be left blank. The use is the same as Field N° 23.

29. Fields N° 26, 27, 28, 29, 30 and 31: Indicates the name, position title and telephone numbers of the person designated by the management of the facility for the purpose of the program.

30. Fields N° 32, 33, 34, 35, 36 and 37: Indicates the person to be contacted during an emergency. If the person is the same as the one indicated as the Program Resource Person (Fields N° 26 to 31), the information should be repeated.

31. Field N° 38: Depending on the purpose of the form as indicated in Field N° 1, the following information will be placed in this field:

- a. Addition: The field will contain a short general statement indicating why the facility is vital to the nation or province/territory. The critical assets as defined in Chapter V

will be identified, if known; if not known, a statement to that effect is necessary.

b. Deletion: The field will contain a general statement supporting the deletion (See Para. 4 above).

c. Modification : The field will contain a general statement indicating the reason for the modification and the list of field numbers that are modified (see Para. 5 above).

d. Review Request: The field will contain a statement indicating why the vital point should be reviewed. (See Para. 6 above).

e. New V.P. Proposal: The field will contain a statement explaining why the facility is recommended to become a vital point. The statement should give an overall direction to the potential sponsor but does not need to be comprehensive. In some instances a copy of the latest annual report of the facility would help.

32. Fields N<sup>o</sup> 39 and 40: Refers to the name of the person completing the document and his/her telephone number.

33. Fields N<sup>o</sup> 41 and 42: Refers to the name and signature of the sponsor or the RCMP representative authorizing the submission of the form and his/her phone number. In the case of a submission by RCMP field personnel, the RCMP representative authorizing the submission of the form should be a member of Headquarters personnel who will research the subject matter before the form is forwarded to the Secretary for action.

34. Fields N<sup>o</sup> 43, 44 and 45: These fields are used by the Secretary to record the decisions of the Committee. Field N<sup>o</sup> 43 indicates whether the Committee has approved or rejected the procedure indicated in Field N<sup>o</sup> 1; if modifications are recommended by the Committee, this will be indicated in Field N<sup>o</sup> 44 along with the field numbers of the fields which are modified. Field N<sup>o</sup> 45 indicates the date that the actions in the previous two fields were recommended.

35. Field N<sup>o</sup> 46: This field will contain the Secretary's name and signature, as well as additional comments that may be required.



# VITAL POINTS PROGRAM MANAGEMENT FORM

# POINTS NÉVRAIGIQUES GESTION DU PROGRAMME

1 SPONSORS USE ONLY PARRAIN SEUL		RCMP USE ONLY GRC SEUL	
ADDITION	<input type="checkbox"/>	REVIEW REQUEST DEMANDE DE REVUE	<input type="checkbox"/>
DELETION RATURE	<input type="checkbox"/>	NEW V.P. PROPOSAL PROPOS D'UN NOUVEAU P.N.	<input type="checkbox"/>
MODIFICATION	<input type="checkbox"/>		

2. Classification - Designation/Classification - Désignation					
3. V.P. No./N° du p.n.		4. HQ File No./N° du dossier de la d.g.		5. Division	6. Division File No./N° du dossier divisionnaire
7. Point Score/ Points total	8. Category/ Catégorie	9. Interdependent V.P./P.n. interdépendants			10. On Vital Material Contractors List/ Fournisseurs de mat. névr. Yes/oui <input type="checkbox"/> No/non <input type="checkbox"/>
11. Federal Input/ P.n. fédéral	12. Prov.-Terr. Input/ P.n. prov.-terr.	13. Type	14. V.P. Code/Code du p.n.		
15. Name of facility/Nom de l'installation					
16. Address (No. and Street)/Adresse (N° et rue)					
17. City/Ville		18. Province-Territory/Province-Territoire		19. Postal Code/Code postal	
20. Sponsor Complete Name/Nom complet du parrain			21. Secondary Sponsor/Deuxième parrain		
22. Legal Ownership/Propriété légitime de		Canadian/Canadiens <input type="checkbox"/>	United States/Américains <input type="checkbox"/>	Specify Other Foreign Country/Étrangers — Spécifier	
23. Owner's Name/Propriétaire					
24. Subsidiary of/Filiale de			25. Operated by/Exploité par		
26. Program Resource Person/Première personne-ressource			27. Position Title/Position du titulaire		
28. Office Telephone No./N° de téléphone au bureau ( )			29. Alternative No./Autre N° ( )		
30. Residential Telephone No./N° de téléphone à la résidence ( )			31. Alternative No./Autre N° ( )		
32. Emergency Resource Person/Deuxième personne-ressource			33. Position Title/Position du titulaire		
34. Office Telephone No./N° de téléphone au bureau ( )			35. Alternative No./Autre N° ( )		
36. Residential Telephone No./N° de téléphone à la résidence ( )			37. Alternative No./Autre N° ( )		
38. SPONSORS: ADDITION: Rationale for Being Vital to Nation-Province and Identification of Critical Assets; DELETION: Reason(s) to Support; MODIFICATION: Reason(s) to Support and List of Field Numbers to be modified; RCMP: REVIEW REQUEST: Reason(s) to Support; NEW V.P. PROPOSAL: Rationale to Support.			PARRAIN: ADDITION: Raisons qui le font un point névraigique et identification des éléments critiques; RATURE: Raisons; MODIFICATION: Raisons et N° des items à changer; GRC: REVUE: Raisons; PROPOS D'UN NOUVEAU P.N.: Raisons.		
39. Prepared By/Préparé par				40. Telephone No./N° de téléphone	
41. Sponsoring Authority-RCMP Signature/Signature du parrain-GRC				42. Telephone No./N° de téléphone	
43. ACVP Approved Approuvé CCPN Yes/oui <input type="checkbox"/> No/non <input type="checkbox"/>		44. With Modifications/Avec modifications <input type="checkbox"/>		45. Date	
46. ACVP Secretary Secrétaire du CCPN					

**Vital Points Security Assessment Form (EPC/PCC 015)****Definitions and Use****General**

1. The Security Assessment form is designed for recording and updating the essential data related to the protection of the facility in the event that the defined threat materializes. (See Chapter 5, Para. 1)
2. The form has two purposes. First, it is to advise the respective sponsors and, through them, the owners/managers of the facilities, about the estimated guard force and related equipment requirements for the protection of their facilities; this is done by the dissemination of the completed form itself. Second, it is to advise government about the overall requirements for the protection of the facilities vital to the nation or provinces/territories, individually or collectively.

**Extent of Security Assessment Report Coverage**

3. Because of the relatively high number of vital points and the limited resources available to carry out the security assessments, the extent of these assessments will not be the same for all vital points. The same form, the Vital Points Security Assessment Form, will be used for all categories of vital points; all the fields in the form will be completed for Category I and Category II vital points while Fields N<sup>o</sup> 1 to 50, 70, and 79 to 84 will be completed for Category III points.

**Field Definitions and Use**

4. Fields N<sup>o</sup> 1 to 36 on the Security Assessment Form are the same as the fields of the Program Management Form. The definition of these fields are repeated here.
5. Field N<sup>o</sup> 1: Refers to the appropriate classification/designation of the information contained in the completed form and attachment, if any, in compliance with Government Security Policy. When completed by provincial/territorial authorities, a local classification/designation system can be used.
6. Field N<sup>o</sup> 2: Refers to the individual number assigned to a facility when added to the Vital Points Ledger. All correspondence following the addition should indicate the vital point number in order to avoid confusion.

7. Field N° 3: Refers to RCMP Headquarters file number for hard copy documents. The number will not normally change over the years and should be indicated in correspondence with RCMP Headquarters to avoid confusion.
8. Field N° 4: Refers to RCMP Division responsible for the security assessment of the facility identified on the form.
9. Field N° 5: Refers to the RCMP Division file number for hard copy document. The division file number may change over the years and is necessary only in correspondence with Division personnel.
10. Field N° 6: Refers to the total of points assigned to the facility; it appears at the bottom of the Vital Points General Application Score Rating Form on the reverse side of the Program Management Form or on other form used for score rating of the facility.
11. Field N° 7: Refers to the Category of Vital Points assigned to the facility following the Score Rating or as decided by ACVP. (See Chapter 3, para. 15)
12. Field N° 8: Refers to the Vital Points, identified by their number, which are dependent on the output of the considered vital point for their operation. Vital points that are so close to the facility that they would create only one target in the context of the defined threat should also be identified in this field. Only vital points directly dependent should be identified. The use of this field allows an evaluation of the impact of loss of a given vital point as well as its relative strategic importance.
13. Field N° 9: Indicates that the facility is or is not on the Vital Material Contractors List. The purpose of the field is to have the facilities that are Vital Material Contractors identified in the Vital Points Ledger. (See Chapter 1, Para. 9)
14. Fields N° 10 & 11: Refers to the program under which the facility identified on the form will be listed in the Vital Points Ledger. Field N° 11 is used to indicate that the vital point is federally sponsored. Field N° 12 is used to indicate that the vital point is listed under a provincial/territorial program.
15. Field N° 12: Refers to identifiers attributed to types of facilities in order to group them. Usually only one type identifier is used for each facility. The list of type identifiers is found in Annex G.
16. Field N° 13: Refers to identifiers attributed to the kind of facilities but in a more restrictive way than type identifiers. Up to 10 codes could be attributed to a given facility. This field will allow the identification of potential targets using generic terms. The list of code identifiers is found at Annex H.



17. Field N° 14: Refers to the usual name by which a facility is identified. Sometimes the name includes a plant's name and the owner's name. The name referred here should be accurate enough to provide positive identification and easy retrieval from the computer when querying by name.

18. Fields N° 15, 16, 17 and 18: Refer to actual geographical location of the facility and not the postal address. The indications should be sufficient and accurate enough for an individual not familiar with the area surrounding the facility to reach the place. The postal code should refer to the street address of the facility and not the one identifying the location where correspondence are forwarded to. The purpose of the postal code is to facilitate identifying groupings of vital points in densely populated areas.

19. Field N° 19: Refers to the name of the primary sponsor and in the case of a provincial/territorial program, the name of the province or territory responsible for the program under which the vital point is sponsored.

20. Field N° 20: Indicates the name of a second sponsor that would be concerned with the identification of the facility as a vital point. This field appears in the Vital Points Ledger.

21. Field N° 21: Indicates the nationality of the legal owner of the facility. For Canadian and American owners, the appropriate box will be marked with an X. For owners of other foreign origins, the nationality should be specified. This field is used when the nationality of the owner is a consideration in the threat evaluation.

22. Field N° 22: Indicates the name of the legal owner of the facility. This field indicates who has the responsibility for providing physical security for the facility. It may also be a consideration in the threat evaluation.

23. Field N° 23: Indicates the name of the parent company of the facility, if any. The field should be left blank if the facility is wholly owned by one owner or corporation without any "parent" company. The use is the same as Field N° 22.

24. Field N° 24: Indicates the name of the company or agent operating the facility. In the case where the owner operates the facility, the field should be left blank. The use is the same as Field N° 22.

25. Fields N° 25, 26, 27, 28, 29 and 30: Indicates the name, position title and telephone numbers of the person designated by the management of the facility for the purpose of the program.

26. Fields N° 31, 32, 33, 34, 35 and 36: Indicates the person to be contacted during an emergency. If the person is the same as the one indicated as the Program Resource Person (Fields N° 26 to 31), the information should be repeated.

27. Fields N° 37, 38 and 39: The exact location of the facility can be reported either by using Universal Transverse Mercator (U.T.M.) coordinates or Latitude/longitude. In the case of U.T.M., the grid reference must contain 11 characters consisting of 2 numbers followed by 3 letters and 6 numbers; consequently, for the first two digits, if the figure is lower than ten, the first number would be 0. Enter latitude and longitude respectively by degree, minute and second. Only one type need be reported since the computer will produce the references in the other system automatically. The data from these fields are used to identify vital points located within a given distance from a given location when required.

28. Fields N° 40, 41, 42, 43, 44 and 45: Identifies to the name of the Police Force having Criminal Code enforcement jurisdiction (and as such being potentially the response force), their strength, telephone number, Canadian Police Information Centre (C.P.I.C.) Agency number, Fax number, as well as the minimum initial and Emergency Response Team (E.R.T.) response time indicated in minutes. The purpose of these fields is to identify the first response force as well as the means to reach them and the minimum time they would normally take to respond to a call without special arrangement. The information in this field assists the owner/manager of the facility and the security consultant in assessing the security requirements. The information can also be used for the purpose of threat dissemination.

29. Fields N° 46 and 47: Indicates the estimated number of employees on site during the stated period. Emergency conditions in this case means a situation where the defined threat is expected to or has materialized. The purpose of these fields is to give an idea of the size of the operations taking place as well as the impact of the defined threat on them in order to properly assess the security requirements. If there could be some instances where nobody is present in the facility, the minimum number of employee present for the related period is 0.

30. Field N° 48: Refers to the minimum and maximum number of guard(s) present at the facility at any given time during week-days and week-ends/holidays. If the facility is covered by outside random patrol where at any given time not one guard is present in the facility, the minimum number of guard for the corresponding period is 0. The purpose of this field is to determine the extent of the guard force that would be opposing the attacking force in present-day conditions if the defined threat would materialize. The number stated should include the personnel that are normally tasked with the protection of the facility and who are operating from the facility. It should include the supervisor(s), static, patrol and relief guard(s). This information is essential for assessing the guard force requirements.

31. Field N° 49: Refers to the estimated minimum number of guard(s) required to be present at the facility in order to efficiently delay the attacking force for the response force to repel/destroy it or counteract/destroy the attacking force by its own power. This figure is the total number of guards recommended to be on site at any time in existing conditions and not relying on the implementation of any technical requirements in support to the guard force; the changes in the guard force that may occur following the implementation of technical requirements would be determined in follow-up security assessments. The number of guards indicated in field 48 should include the supervisor(s), static, patrol and relief guard(s) functions

as required, for one complete shift only. The number of guards indicated should not take into account the number of persons required to fulfil the positions on a permanent basis. This information will be supplied via computer according to the duration of the guard deployment and other factors. For the purpose of the estimation it is also assumed that the same number of guards are present at all times for the duration of the national emergency. Note that the estimated number of guards is substantiated in field 70 of the form.

32. Field N° 50: Refers to the fact that the guard force will or will not require on-site food and lodging accommodations. If food and lodging are available on site, the box yes should be marked with an X. The purpose of this field is to identify vital points where food and lodging accommodations are definitely not available on site in normal time and must be planned for.

33. Physical Security Requirements: Fields N° 51 to 69 are required to be completed for Category I and Category II Vital Points only. They refer to security improvements that would directly or indirectly support the guard force action in detecting, delaying or repelling the attacking force. The improvements indirectly supporting the guard force would also normally be beneficial for the security of the facility in present day conditions.

34. Each field constitutes an element of physical security which could require improvement. However, only the ones presenting weaknesses, to the knowledge of the security consultant, will be completed with a brief description of the improvement required. The overall objective of the process is not to identify all elements of the security of the facility but the necessary improvements only. Improvements could be in the form of guards, procedures or material/equipment additions or modifications. Each field has room for two requirements (a and b) to which can be added two additional requirements (c and d) by completing one of the Further Recommendations fields (Fields N° 65 to 69).

a. Field N° 51: Indicates the additional requirements that need to be in place at the perimeter of the facility in order to control overall access to the facility.

b. Field N° 52: Refers to the additional requirements to effectively control access to the facility by employees where restrictions are necessary.

c. Field N° 53: Refers to the additional requirements for the effective control of visitors accessing the facility.

d. Field N° 54: Refers to the additional requirements for effective control of vehicle accessing the facility grounds.

e. Field N° 55: The data identified in this field is substantiated in Field N° 75:

(1) Interior/Exterior Detection Points: Refers to the number of locations where detection devices such as door and window switches and motion detectors are required, respectively for the interior and the exterior of the facility and should not be confused with the number of detectors to be installed.

(2) Interior/Exterior Assessment Points: Refers to the number of locations where C.C.T.V. cameras are required, respectively for the interior and the exterior of the facility and should not be confused with the number of cameras required.

(3) Perimeter Detection/Assessment Space Intervals: Refers to the number of space intervals in multiples of 25 meters where detection in parallel with C.C.T.V. is required. It is estimated that C.C.T.V. cannot assess effectively more than 25 meters space intervals at a time in outdoor applications, so the number indicated should represent the number of such intervals to be covered. It should also be remembered that effective exterior space detection requires assessment capability as well. The number indicated in this field should not be confused with the number of cameras coupled with detectors required.

The purpose of this field is to provide the requirements in a format computer retrievable as well as usable for the rough implementation cost estimates.

f. Field N° 56: Refers to the additional requirements for the doors considered as a barrier to effectively delay the attacking force.

g. Field N° 57: Refers to the additional requirements for the exterior walls and windows of the facility considered as a barrier to effectively delay the attacking force.

h. Field N° 58: Refers to the additional requirements for the coverage, intensity and type of exterior lighting at the facility to support the guards detecting, delaying and repelling/destroying the attacking force at night.

j. Field N° 59: Refers to the additional requirements for the key system of the facility as well as for its effective control considered as a barrier to effectively delay the attacking force.

- k. Fields N° 60, 61, 62, 63 and 64: Refers to the additional requirements for the protection of the services considered as critical assets to effectively support the guards against the attacking force (See Chapter V for the definition of Critical Asset). If the facility is not equipped with an auxiliary power supply and the acquisition would be required, this requirement would be indicated in Field N° 61. The form provides room in Fields N° 63 and 64 for listing requirements about two additional critical assets. If required, the security consultant will complete the field(s) with a description of the critical asset and the related requirements.
- l. Fields N° 65 to 69: When completed, refers to additional requirements applicable to the field indicated in the box located at the left of these fields; you must indicate the original field to which the additional requirements apply.
35. Attachments: Refers to documents attached to the form in order to complement the information about the facility. Each document attached should be properly identified by an alphabetic character appearing in the box located at the right of each field:
- a. Field N° 70: Refers to the description of the deployment of the guards indicated in Field N° 49 as well as their general respective duties. The deployment description should list the different functions and the number of guards assigned for each function such as supervision, static post(s), patrol (on foot or vehicle), relief and stand by. One relief guard per 8 guards on duty is usually assigned in order to cover the breaks, meals and other required short absences. Stand-by guards are representing the response force where required. For extensive guard force, the description may include a site and/or a floor plan to help visualize the deployment. The guard duties description refers to the general description of respective guard functions in order to have an overview of the guard force involvement. Both documents should substantiate the guard force requirements stated in Field N° 49.
- b. Field N° 71: Refers to attached photographs showing an overview of the facility and the critical assets. Photographs should be limited in number.
- c. Field N° 72: Refers to plan(s) showing an overview of the facility and the outside critical assets location and surroundings. The purpose is to visualize the surroundings as well as the outside perimeter and relate that to the security requirements and the guard force environment. In absence of an official plan, a sketch could be used.
- d. Field N° 73: Refers to layouts of all important floors of the facility. The purpose of these plans is to visualize the inside of the facility and critical assets location in order to relate that to security requirements as well as the guard force environment. In absence of official plans, sketches could be used.

e. Field N° 74: Refers to the specific points that need to be covered in owner/manager's contingency plans in order to ensure efficient use of guard force at the facility. According to specific conditions prevailing at the facility, the plan may include the need for arrangements for food and lodging, transportation, communication and other specific equipment for the guards such as night vision equipment, as well as for hiring guards. The purpose of this field is to remind the owner/manager of the requirements for specific planning.

f. Field N° 75: Refers to the identification of the locations as well as the purpose for detection/assessment equipment supporting the indications of Field N° 55 of the form, if any. The purpose of this field is to provide the detection/assessment requirements to the owner/manager in a format as short as possible for the records and still accurate enough for implementation. What is required in this field is indications such as that detection is required at the front door for after hours coverage by the guard in room A1234 or that assessment is required at door C for positive identification of visitors by the guard in room B5432 etc. These indications should be sufficient for the identification and installation of the appropriate equipment by trained personnel hired by the owner/manager.

36. Fields N° 76, 77 and 78: Refers to the availability of additional reference documents and whether they are attached or not. In the case where a document is attached, the alphabetic character used to identify the annex should appear in the appropriate box in the "Yes" column. If the document is not attached, an X should appear in the proper box in the "No" column and indication of whether or not it is available should appear in the "Availability" column. The identification of the document considered in Field N° 78 should be completed by the security consultant. The purpose of the Fields N° 76,77 and 78 is to allow quick access to documents that, in the opinion of the security consultant, would be helpful to the understanding of the overall use, protection and operation of the facility.

37. Fields N° 79, 80 and 81: Refers to the dates of the present, last and future consultations respectively. The purpose of these fields is related to the management of the vital Points Program. Field N° 79 is used to maintain the 3 year update schedule.

38. Fields N° 82, 83 and 84: Refers respectively to the name of the security consultant who completed the form, the date it was completed and the name of the superior who approved the report. These fields are helpful when additional information is required on the security assessment, especially in regards to the rationale supporting the security requirements.



## VITAL POINTS SECURITY ASSESSMENT FORM ÉVALUATION DE SÉCURITÉ DES POINTS NÉVRALGIQUES

1. Classification - Designation Classification - Désignation				
2. V.P. No. N° du p.n.		3. HQ File No. N° du dossier de la d.g		4. Division
5. Division File No. N° du dossier divisionnaire		6. Point Score Points total		
7. Category/ Catégorie	8. Interdependent V.P. P.n. interdépendants		9. On Vital Material Contractors List Fournisseurs de mat. névr Yes oui <input type="checkbox"/> No non <input type="checkbox"/>	
10. Federal Input/ P.n. fédéral	11. Prov.-Terr. Input. P.n. prov.-terr.	12. Type	13. V.P. Code Code du p.n.	
14. Name of facility/Nom de l'installation				
15. Address (No. and Street)/Adresse (N° et rue)				
16. City/Ville		17. Province-Territory Province-Territoire		18. Postal Code-Code postal
19. Sponsor Complete Name/Nom complet du parrain			20. Secondary Sponsor/Deuxième parrain	
21. Legal Ownership/Propriété légale de		Canadian/Canadiens <input type="checkbox"/>	United States/Américains <input type="checkbox"/>	Specify Other Foreign Country/Étrangers — Spécifier
22. Owner's Name/Propriétaire				
23. Subsidiary of/Filiale de			24. Operated by/Exploité par	
25. Program Resource Person/Première personne-ressource			26. Position Title/Position du titulaire	
27. Office Telephone No./N° de téléphone au bureau ( )			28. Alternative No./Autre N° ( )	
29. Residential Telephone No./N° de téléphone à la résidence ( )			30. Alternative No./Autre N° ( )	
31. Emergency Resource Person/Deuxième personne-ressource			32. Position Title/Position du titulaire	
33. Office Telephone No./N° de téléphone au bureau ( )			34. Alternative No./Autre N° ( )	
35. Residential Telephone No./N° de téléphone à la résidence ( )			36. Alternative No./Autre N° ( )	
37. U.T.M. Co-ordinate/Coordonnées UTM		38. Latitude		39. Longitude
N           W				
40. Police Jurisdiction/Juridiction policière				
41. Strength (total)/Effectif total		42. Telephone/Téléphone ( )		43. CPIC
				44. Fax/Bélino ( )
				45. Response (Min)/Réponse (Min) Initial/Initiale _____ E.R.T./G.T.I. _____
46. No. of Employee(s)/Nombre d'employés Normal Conditions/Conditions normales Min. Max. Week-Days/ Sur semaine Week-Ends Holidays/ Fin de semaine Jours fériés			47. No. of Employee(s)/Nombre d'employés Emergency Conditions/Cas d'urgence Min. Max. Week-Days/ Sur semaine Week-Ends Holidays/ Fin de semaine Jours fériés	
48. No. of Guard(s)/Nombre de gardes Normal Conditions/Conditions normales Min. Max. Week-Days/ Sur semaine Week-Ends Holidays/ Fin de semaine Jours fériés			49. No. of Guard(s)/Nombre de gardes Emergency Conditions Cas d'urgence Min.	
			50. On Site Food & Lodging Availability Nourriture & Logement disponible sur place Yes/oui <input type="checkbox"/> No/non <input type="checkbox"/>	

51 Perimeter Access Control/Contrôle d'accès du périmètre	
a	
b	
52. Employee Access Control/Contrôle d'accès des employés	
a	
b	
53 Visitor Access Control/Contrôle d'accès des visiteurs	
a.	
b	
54. Vehicle Access Control/Contrôle d'accès des véhicules	
a.	
b	
55 Summary of Basic Requirements For Intrusion Alarm & C.C.T.V. Systems/Sommaire des besoins de base pour alarme d'intrusion et télévision en circuit fermé	
Required number of/Nombre requis	
— Interior Detection Point(s)/ Point(s) de détection intérieur	<input style="width: 50px; height: 20px;" type="text"/>
— Interior Assessment Point(s)/ Point(s) d'évaluation intérieur	<input style="width: 50px; height: 20px;" type="text"/>
— Exterior Detection Point(s)/ Point(s) de détection extérieur	<input style="width: 50px; height: 20px;" type="text"/>
— Exterior Assessment Point(s)/ Point(s) d'évaluation extérieur	<input style="width: 50px; height: 20px;" type="text"/>
— Perimeter Detection-Assessment Périmètre de détection-évaluation	Space Interval(s)/ Intervalle(s) (Multiple(s) of 25 meters/ (Multiple(s) de 25 mètres) <input style="width: 50px; height: 20px;" type="text"/>
56. Perimeter Doors/Portes périmétriques	
a.	
b.	
57. Exterior Fabric And Windows Of The Facility/Recouvrement extérieur et fenêtres périmétriques	
a.	
b.	
58. Exterior Lighting/Éclairage extérieur	
a.	
b.	
59. Key System & Control/Contrôle des clés	
a.	
b.	
60. Protection Of Electrical Service/Protection de l'entrée électrique	
a.	
b.	
61. Protection Of Auxiliary Power Supply/Protection du réseau du pouvoir auxiliaire	
a.	
b.	
62. Protection Of Telecommunications/Protection du système des télécommunications	
a.	
b.	
63 Protection Of _____ (List Utility)/Protection de _____ (Nommez le service)	
a	
b	



64 Protection Of _____ (Other Critical Asset) Protection de _____ (Autre service critique)			
a			
b.			
65. Further Recommendation — State Item Number Autres recommandations — Indiquez le N° de l'item			
c			
d.			
66. Further Recommendation — State Item Number Autres recommandations — Indiquez le N° de l'item			
c.			
d.			
67. Further Recommendation — State Item Number/Autres recommandations — Indiquez le N° de l'item			
c.			
d.			
68. Further Recommendation — State Item Number/Autres recommandations — Indiquez le N° de l'item			
c.			
d.			
69. Further Recommendation — State Item Number/Autres recommandations — Indiquez le N° de l'item			
c.			
d.			
REQUIRED ATTACHMENT FOR ALL CATEGORIES OF VITAL POINTS/PIÈCES JOINTES REQUISES POUR TOUTES LES CATÉGORIES DE P.N.			Reference/Référence
70. Guard Deployment And Duties/Assignment des gardes et fonctions			
ADDITIONAL ATTACHMENTS REQUIRED FOR CATEGORY I AND CATEGORY II VITAL POINTS ONLY/PIÈCES JOINTES REQUISES POUR LES P.N. DE CATÉGORIE I ET II			Reference/Référence
71. Photos			
72. Site Plans/Plans du site			
73. Floor Plans/Plans des étages			
74. Contingency Plans/Plans d'urgence			
75. Intrusion Alarm & C.C.T.V. Systems Requirements Description Description des besoins des systèmes d'alarme d'intrusion et TVCF			
IDENTIFICATION OF OTHER REFERENCE DOCUMENTS/IDENTIFICATION DES AUTRES DOCUMENTS		Available/Disponible	Attached/Joint Y/O      N/N
76. Annual Report/Rapport annuel			
77. Fencing & Landscape Plans/Plans des clôtures et de l'architecture du paysage			
78. Other Attachments (Specify) _____ /Autres pièces jointes — Précisez _____			
79. Current Consultation Date/Date de la présente consultation			
80. Previous Consultation Oate/Oate de la consultation ultérieure			
81. Planned Update Consultation Date/Date projetée de la mise à jour			
82. Security Consultant/Conseiller en sécurité	83. Date	84. Approved By/Approuvé par	

(Will be published at a later date)

**TYPES OF VITAL POINTS**

<u>NAME</u>	<u>TYPE/ GENRE</u>	<u>SERVICE</u>
<b><u>GOVERNMENT</u></b>		
<b><u>GOUVERNEMENT</u></b>		
Federal	110	Fédéral
Provincial	120	Provincial
Municipal	130	Municipal
Foreign	140	Étranger
<b><u>MAJOR UTILITIES</u></b>		
<b><u>SERVICES ESSENTIELS</u></b>		
Electricity	210	Électricité
Natural Gas	220	Gaz naturel
Oil		Mazout
Sewer	230	Égouts
Water	240	Eau
Other	250	Autre
<b><u>POLICE &amp; FIRE</u></b>		
<b><u>POLICE et INCENDIES</u></b>		
R.C.M.P.	310	G.R.C.
Provincial	320	Police Provinciale
Municipal	330	Police Municipale
Other	340	Autre
Fire	350	Incendies

**TELECOMS &  
BROADCASTING**

Radio AM/FM	410
Telegraph	420
Telephone	430
Television	440
Teleprinter	450
Satellite	460
Cable Radio/TV	470
Other	480

**TRANSPORTATION**

Air	510
Highway	520
Marine	530
Rail	540
Other	550

**INDUSTRIAL**

Agriculture	610
Aircraft	620
Ammunition	630
Automobile	640
Chemical	650
Drug	660

**TÉLÉCOMMUNICATION et  
RADIODIFFUSION**

Radio AM/FM
Télégraphe
Téléphone
Télévision
Téléimprimeur
Satellite
Cablodiffusion
Autre

**TRANSPORTS**

Air
Route
Voie d'eau
Chemin de fer
Autre

**INDUSTRIES**

Agriculture
Aéronautique
Munitions
Automobile
Ind. chimique
Ind. pharmaceutique

Electronic Data Processing Facilities	670	Traitement informatique
Electronics	680	Électronique
Explosives	690	Explosifs
Financial Institutions	700	Finance
Fishing	710	Pêcherie
Food Processing	720	Transformation aliments
Forest	730	Foresterie
Manufacturing	740	Manufacture
Mining	750	Mines
Pipeline	760	Pipelines
- Natural Gas	761	- gaz naturel
- Oil	762	- mazout
- Water	763	- eau
- Other	764	- autre
<b><u>PETRO-CHEMICAL</u></b>	770	<b><u>PÉTROCHIMIE</u></b>
- Chemical	771	- chimie
- Natural Gas	772	- gaz naturel
- Oil	773	- mazout
Research	780	Recherche
Ship Building	790	Construction navale
Weapons	800	Armement

## VITAL POINTS CODE IDENTIFIERS

<u>NAME</u>	<u>CODE</u>
Airport	A010
- International	A011
- Municipal	A012
- Military	A013
- Other	A014
Airport Electrical Centre	A020
Airport Runway	A021
Airport Runway Facilities	A022
Administration	A030
Ambulance Dispatch Centre	A040
Animal Disease Facility	A050
Animal Quarantine Station	A051
Archive	A060
Armoury	A070
Atomic Energy Facility	A080
Aerospace Industry(ies)	
Aviation	
Barge Storage	B010
Barge (Terminal)	B011
Brewery	B030

Bridge	B040
- Highway	B041
- Floating	B042
- Lift	B043
- Railway	B044
- Swing	B045
Broadcasting Studio	B050
Broadcasting Studio (FM)	B051
Bulk Plant	B070
Building	B080
- Federal	B081
- Provincial	B082
- Municipal	B083
- Private	B084
- Other	B085
- Public Safety	B086
- Science	B087
- Medical	B088
Canal	C010
Control Structure (Canal)	C011
Central Analysis Office (Met)	C020
Cheque Issuing Office	C030
- Area Services Office	C031
- Regional Office	C032
City Hall	C040
Civil Defence Facility	C050
Cold Storage Plant	C060
Computer Facility (see E.D.P.)	C070
Computer Pay Centre	C071
Communications (See Telecommunications)	C080

- Natural Gas	C081
- Processing	C082
Concentrator	C090
Container Facilities (Rail & Port)	C100
Control Centre	C110
- Intrusion Alarm	C111
- Company	C112
- System	C113
- Marine Traffic	C114
- Pollution	C115
- River Flow	C116
- River Diversion	C117
- Other	C118
County Offices	C130
Court House	C140
Customs Facility	C150
Dam Facilities	D010
Depot	D020
Detachment (Police)	D030
- Municipal	D031
- Rural	D032
Dike	D040
Distillery	D050
Disposal Plant	D060
Distribution Component	D070
Distribution Centre or System	D071
Diplomatic Facility	D080
Dry Dock	D090



Educational Institution	E010
- University	E011
- College	E012
Electronic Data Processing Centre	E020
Electronic Data Processing Storage	E021
Elevator	E030
Embankment	E040
Employment Facility (See U.I.C.)	E050
Equipment Centre	E060
- Vital Equipment Room	E061
- Repair Centre	E062
Explosive(s) Manufac. Process Storage	
Electrical Generation, Transmission and Distribution	E100
- Converter Station (Hydro)	E101
- Dispatching Centre (Hydro)	E102
- Intakes (Hydro)	E103
- Load Dispatch Office (Hydro)	E104
- Penstocks (Hydro)	E105
- Terminal Station (Hydro)	E106
- Generating Station (Plant)	E110
- Hydraulic (Hydro)	F111
- Nuclear	E112
- Thermal	E113
- Auxiliary	E114
- Steam	E115
- Standby Diesel	E116
- Power and Light Facility	E120
- Power Supply Facility	E121
- Power Project	E122
- Power Plant	E123
- Power Line Carrier	E124
- Power Terminal	E125
- Switch Yard	E126

- Substation	EI27
- Transmission Line (Power)	EI30
- Transmission Towers	EI31
- Transmission Switching Station	EI32
- Transformers	EI33
- Urban Supply Point	EI34
Factory	F010
- Paint	F011
- Printing	F012
Ferry	F020
Field Electrical Centre (Air)	F030
Field Lighting Emergency Power Unit	F031
Financial Control Office	F040
Financial Institution	F050
- Bank	F051
- Credit Union	F052
- Treasury Branch	F053
- Other	B054
Food Processors	F060
Food Storage	F061
Gasoline	G010
Gas Processing Plant	G020
- High H2S	G021
- Natural	G022
Gathering System Site	G030
Government House	G040
Grain	G050
Guard House (Protection)	G060
Hangar	H010

- Flight Service	H011
- Other	H012
Harbour	H020
Headquarters	H030
- Division	H031
- Sub-Division	H032
- Zone Emergency Government	H033
- Regional Emergency Government	H034
- Municipal Emergency Government	H035
- Company	H036
- System	H037
Health Facilities	H040
Historic Site	H050
Income Security Office	I010
Information Centre	I020
Irrigation System	I030
Justice Building	J010
Laboratory	L010
- Crime Detection	L011
- Research	L012
- Other	L013
Land Titles Office & Registry	L020
Legal Services	L030
Legislative Assembly	L040
Library	L050
Line Links	L060
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- International Gateway Switch	T021
- Toll Switch Carrying Inter-provincial Traffic	T022
- Toll Switch Carrying Intra-provincial Traffic	T023
- Switch with High Performance Routing Feature	T024
- Toll Switch with Traffic Operator Position Service	T025
- Signalling Transfer Point Switch	T026
- Datapac Switch	T027
- Host Switch with or without Remotes	T028
- Host Switch Dedicated to Cellular Service	T029
- Host and/or Remote Switch Serving a Military Installation	T030
- Canadian Forces Switched Network Switch	T031



- Location serving: -Regional Office of Major Accounts
- Central Emergency Government Headquarters
- Regional Emergency Government Headquarters or
- Interim Regional Emergency Government Headquarters T032
- Location Performing Central Surveillance of the Provincial and/or National Network T033
- Location Receiving and Processing Trouble Reports T034
- Broadband Restoration Control Office T035
- Telecom Canada Member Company Emergency Operation Centre T036
- 911 Central Processor Location T037
- Computer Installation Supporting Network Operations T038
- Computer Installation Supporting a Corporate Information System T039
- Intersection Point of Major Broadband Transmission Routes T040
- Last Broadband Switch Office Access Location Prior to U.S. Border Crossing Interface, Overseas Cable Terminal or Earth Station Inter-working with an International Satellite T041
- Telecommunications Entity Deemed by reasons of its Unique Function to Warrant Inclusion as a V.P. T042

**CODES T043 TO T299 RESERVED**

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Training School (Police)	SEE POLICE	
Trucking	SEE ROAD TRANSPORTATION	
Tunnel	SEE UNDERGROUND PASSAGE	
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-Underground Passage		U050
-Underground Rail Facility		U011
Unemployment Insurance Commission Office		U020
Upper Air Station		U030

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- Sub	V012
- Building	V013
Vehicle Repair & Storage Centre	V020
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Warehouse	W010
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Waterworks	W021
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- Automatic Weather Station	W031
- Office	W032
- Radar Weather Facilities	W033
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- Deep Water	W051
- Water	W052
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