



National Gallery of Canada

## SECURITY POLICY

APPROVED BY THE BOARD OF TRUSTEES  
TUESDAY, 21 MARCH 2006

### 1. Objective

The objective of the National Gallery of Canada's Security Policy is to establish the principles within which the Gallery will ensure a safe and secure environment for the visiting public, staff, volunteers and contractors and for the physical assets of the Gallery.

(Note: The Gallery's Information Technology Security Plan and its Information Management Policy, both under development, will deal with the protection of intellectual property.)

### 2. Introduction

On July 1, 1990, by proclamation of the Museums Act, the National Gallery of Canada and its affiliated museum, the Canadian Museum of Contemporary Photography, were mandated to develop, maintain and make known, throughout Canada and internationally, a collection of works of art, both historic and contemporary, with special but not exclusive reference to Canada, and to further knowledge, understanding and enjoyment of art in general among all Canadians.

Under the Museums Act of 1990, the Gallery became a federal Crown corporation subject to a number of federal laws related to the protection of individuals and physical and intellectual assets. In 2004, under the Government's proposed National Strategy for Critical Infrastructure Protection, the Gallery was classified as a key national symbol. The Strategy recognizes the iconic status of certain national institutions and promotes the sharing of security information relating to threats to them.

To meet its mandate and its legal obligations, the Gallery must take appropriate security measures to safeguard the collection and works on loan to the Gallery while they are on exhibit, in storage or in transit and provide a safe environment for the visiting public, staff, volunteers and contractors. It must also take appropriate measures to safeguard intellectual property and associated assets and interests of the Gallery. This Policy covers the protection of human beings and the Gallery's physical assets.



## National Gallery of Canada

Security of individuals, the collections and works on loan to the Gallery and to other institutions is accomplished through a balance of physical presence (security guards), electronic surveillance (cameras, digital video recording) and equipment (such as delayed egress bars); adherence to legislation; promotion of security awareness; implementation of operating procedures; identification of threats, risks and their mitigation; and, crisis and business continuity planning.

### 2.1. Protection of People

The Gallery and CMCP facilities receive about 600,000 visitors on average each year including those who attend an estimated 250 or more special events. The two institutions employ approximately 300 full and part-time staff, 50 on-call staff, and a large but varying number of contract staff for security, building operations, food and cleaning services, etc. An additional 300 volunteers contribute to the Gallery's work.

### 2.2. Physical Assets

The National Gallery's property holdings consist of the main building located at 380 Sussex Drive in the heart of the city of Ottawa, the CMCP building leased from the National Capital Commission and located near the Rideau Canal, one off-site storage facility located in Ottawa, and the Canada Pavilion in Venice, Italy. This policy covers the properties located in Ottawa. The 380 Sussex Drive building comprises a gross area of 72,180 square metres and includes 111 exhibition spaces, a 400 seat auditorium, seminar and meeting rooms, educational studios, carpentry and packing workshops, conservation laboratories, twenty-four art storage areas, three loading docks, two food services areas, a retail outlet, a two-level indoor parking garage, staff offices and an exterior amphitheatre. The CMCP building has 361 square metres of flexible exhibition space, a 50-seat theatre, two collection storage areas, a workshop, a loading dock and staff offices.

The Gallery's collection includes over 36,000 works of art. Approximately 20% of its paintings and sculptures (1,200 to 1,500 works) are on public display at a given time. The CMCP collection consists of over 161,000 images by contemporary Canadian photographers (17,000 prints and 144,000 negatives and transparencies). Works in the print collection are featured in a program of rotating exhibitions at the CMCP facility. In addition to the works of art on display in Ottawa, approximately 800 to 1,200 works from the NGC and CMCP collections are on loan to other institutions as part of travelling exhibitions or as loans each year.



## National Gallery of Canada

### 3. Principles

The Gallery is committed to providing a secure environment for the visiting public, staff, volunteers, and contractors and for the assets and information entrusted to its care. This is attained through the following principles.

#### 3.1. Qualified Staff

The Gallery will have in place properly trained and equipped staff ready and capable of assisting in the case of emergencies, injury or sudden illness by:

- a. Maintaining First Responders among its Protection Services staff and contract security guard staff to respond quickly to life-threatening emergencies occurring on Gallery property. First Responders are required to intervene and give life saving procedures to individuals requiring such assistance.
- b. Requiring that all contract security personnel not designated as First Responders be trained in emergency first-aid.
- c. Maintaining a network of trained and equipped volunteer staff members to assist in building emergencies and evacuations.

#### 3.2. Occupational Health & Safety and Security Awareness

The Gallery will ensure the occupational health and safety of staff, volunteers and contractors in the workplace by:

- a. Abiding by all relevant Occupational Health & Safety legislation.
- b. Promoting management and employee awareness of their respective responsibilities for safety in the workplace and providing related training.
- c. Maintaining a Security Awareness Program that is aimed at educating staff, volunteers and contractors on the importance security has to play in their workplace environment and how they can assist.



## National Gallery of Canada

### 3.3. Threat and Risks

The Gallery is committed to protecting cultural property, which can take the form of the Gallery's permanent collection, borrowed works from other institutions or individual lenders by:

- a. Identifying threats and risks occurring at the Gallery and taking appropriate security counter measures.
- b. Identifying external threats and risks to the permanent collection while on loan and taking appropriate security counter measures. A facility report and physical security surveys will be used to gauge a borrowing institutions environmental controls and security capabilities.
- c. Ensuring physical security requirements identified in loan agreements with lending and borrowing institutions are met.
- d. Evaluating threats and taking specific security counter measures to protect works of art in the Gallery's collection and on loan from other intuitions or private individuals, while they are in transit.

### 3.4. Physical and Operational Measures

The Gallery will have appropriate physical security measures in place to delay and prevent unauthorized access to Gallery property and to provide a secure environment for visitors, staff, volunteers, contractors, the assets of the Gallery by:

- a. Using deterrents to crime, including appropriate signage, physical barriers, psychological barriers, exterior lighting, physical patrols, physical escorts, security hardware and software.
- b. Segregating designated areas within the Gallery's buildings as having public, limited or restricted access.
- c. Maintaining access control measures to grant or deny entrance into a given area using access control points staffed by guards in public areas, or hardware in limited or restricted areas.



## National Gallery of Canada

- d. Using high quality locking hardware and maintaining a sound key control system. Keys will be issued only to those persons having an operational need for them.
- e. Requiring that packages and personal belongings entering or leaving Gallery buildings be subject to search by security personnel having reasonable grounds to do so.
- f. Monitoring security, fire and environmental alarms systems in Gallery buildings and responding to alarm signals appropriately.
- g. Recognizing that the proper maintenance and upgrading of security, fire and environmental systems is critical to the proper functioning of the the security program.
- h. Recording all protection-related incidents with specific details and corrective actions noted. Significant incidents will be investigated separately and done so in a timely manner.
- i. Recognizing that to achieve proper security within a project, expansion or new building, security requirements and concerns must be considered from the early planning stages.
- j. Making adjustments to physical security safeguards to reflect changes in risk and take advantage of new cost-effective technologies.

### 3.5. Crisis Management

The Gallery will have in place an organization, resources and a disaster control plan to respond effectively to threats, protect life, reduce exposure of critical assets, control loss if assets are exposed and restore normal operations as quickly as possible by:

- a. Maintaining a disaster control plan entitled the Crisis Management Plan. This plan will identify threats and specify actions to be taken in the event a threat occurs.



## National Gallery of Canada

- b. Reviewing and updating the Crisis Management Plan on a regular basis by a designated committee made up of Senior Management, Responsibility Center Managers and Gallery staff.
- c. Taking on-going action to mitigate identified threats.
- d. Testing the Crisis Management Plan regularly and ensuring business resumption is attained within an acceptable time frame.
- e. Undertaking agreements with outside institutions, associations or individuals that can aid in dealing with such threats.
- f. Calling upon external emergency services to assist in the event they are required.
- g. Carrying out post-mortem investigations following crisis situations.

### 3.6. Security Screening

In accordance with the Government of Canada Security Policy, the Gallery will:

- a. Ensure that individuals seeking employment with the Gallery are reliable and trustworthy prior to hiring them by undertaking screening checks to verify personal data, educational and professional qualifications, data from previous employment, and personal references.
- b. Require a criminal records check and credit check for all employees, designated contractors and volunteers.
- c. Ensure that security clearance at the secret level is sought for all senior management and individuals requiring access to information classified as secret.
- d. Regularly update these clearances.



## National Gallery of Canada

### 3.7. Loss Prevention

The Gallery's assets and collection will be safeguarded and audited and its materials and equipment given appropriate physical protection. Procedures and preventive measures will be used to limit access and movement of such assets by:

- a. Maintaining inventory lists and labeling assets and the collection with identification numbers.
- b. Ensuring records requesting movement or removal of assets are signed only by individuals authorized to do so.
- c. Documenting the entry and removal of assets and the collection from Gallery buildings.
- d. Documenting the internal and external movements of all cultural property.
- e. Carrying out a yearly Collections Inventory Verification.

### 3.8. Information Technology Security

The Gallery will develop and implement a separate policy that will cover Information Technology Security.

### 3.9. Intellectual Property & Records

The Gallery will develop and implement a separate policy that will cover Information Management.

### 3.10. Fire Protection

- a. The Gallery will maintain an electronic fire alarm system capable of detection, warning and suppression. And will train individuals in its operation and monitor the system continually. The Gallery will also:
- b. Abide by all relevant fire protection standards in all its buildings and comply with any locally legislated fire regulations.
- c. Publish, implement and maintain fire evacuation plans that reflect the needs of visitors, staff, volunteers and contractors during fire emergencies.



## National Gallery of Canada

- d. Require that institutions borrowing works from the Gallery's collection submit a facility report, which will be used to gauge a borrowing institutions fire prevention capabilities.

#### 4. Legislated framework

Under the Financial Administration Act, the Board of Trustees has a fiduciary responsibility to ensure the assets of the National Gallery are safeguarded. While a number of federal, provincial and municipal laws impinge on the security area, including the Canada Labour Code, Official Secrets Act, Criminal Code, Access to Information and Privacy Act, Official Languages Act, National Building Code, and the National Fire Code, the National Gallery is not subject to the federal government's security policies and has considerable leeway in determining how best to protect its visitors, staff, volunteers, contractors, and physical assets. Nonetheless, the Gallery has chosen to abide by the "Security Screening" portion of the Government of Canada Security Policy to facilitate the proper accreditation of its employees, volunteers and contractors. The Gallery also reserves the right to adopt any other segment or segments of the Government of Canada Security Policy it deems appropriate to the protection of the Corporation's assets at any time in the future.

#### References

1. Access to Information and Privacy Act
2. Canada Labour Code
3. Criminal Code of Canada
4. Financial Administration Act
5. Government of Canada Security Policy
6. Museums Act
7. National Building Code
8. National Fire Code
9. Official Languages Act
- 10 Official Secrets Act