

**Hamilton Port
Authority
Security
Guidelines**

2009

Document Date: January 2009

Overview

The Hamilton Port Authority (HPA) will be implementing electric gate activation, via proximity card readers at port entrance points whereby gates will be open between 6:00 am and 10:00 pm, 7 days per week and closed from 10:00 pm to 6:00 am, 7 days per week. When gates are closed, access is granted via use of HPA issued proximity card and reader device located at each gate. In the longer term, HPA envisions a gates-closed scenario due to increasing regulations for marine security.

These security guidelines provide information concerning HPA's electric gate operating hours, security card application process, as well as other pertinent Port Security details.

Gate Closing Schedule

Gate closures will be phased in according to the following schedule:

Pier 24 Gateway (2 gates)	February 2, 2009
Pier 11, Victoria Ave. North (1 gate)	February 9, 2009
Pier 25/26 (2 gates)	February 16, 2009
Pier 23, Strathearne Avenue (1 gate)	February 23, 2009
Pier 12, Flank Road (1 gate)	March 2, 2009
Pier 15, Sherman Avenue North (1 gate)	March 9, 2009

1.0 Port Security Access Card ("PSAC")

The **PSAC** is a plastic identification card with name, facility name, access permission information, physical statistics and photograph; together with a proximity microchip which will allow the card readers at gates to verify information and automatically open gates for access. The **PSAC** does not need to be 'swiped', merely held in front of the card reader.

Only persons having need and right to access port property will be allowed entry into the port. Marine facilities and other HPA customers may obtain **PSACs** to allow access to the port for their employees.

There are four (4) types of **PSACs** available:

Name	Contractor Access	Limited Access	Restricted Access	TSC-R2 Access*
Colour	Yellow	Green	Red	Red with Blue Stripe
Permission	Non-Restricted areas** only (unless accompanied by a Restricted Access PSAC holder)	Non-Restricted areas** only (unless accompanied by a Restricted Access PSAC holder)	Restricted areas** (excluding R-2 Restricted areas)	R2-Restricted areas**
Expiration	3 years	5 years	5 years	5 years
Cost (incl. Tax)	\$30.00	\$30.00	\$30.00	\$30.00

* TSC-R2 Access Cards are only available to applicants applying for and passing Transport Canada background checks. Further information on this type of access is available at: www.tc.gc.ca/MarineSecurity/Regulatory/Initiatives/InfopackageMTSCP.htm

** Non-Restricted, Restricted and R2 Restricted Areas are areas defined by Transport Canada's Marine Transportation Security Regulations and individual facility security plans. Further information is available at:

www.laws.justice.gc.ca/en/showtdm/cr/SOR-2004-44//?showtoc=&instrumentnumber=SOR-2004-144

1.1 Application Process

A **PSAC** can be obtained by completing the application form attached (or online at <http://www.hamiltonport.ca/security/PSAC-Application.pdf>) and submitting to the HPA together with two (2) pieces of government issued photo ID (see Section 1.2 below) and signed endorsement of an HPA Marine Facility. A photograph will be taken by HPA and included on the **PSAC**.

The fee for each **PSAC** is \$30.00 Cdn. including applicable taxes, payable by debit, MasterCard or Visa.

If a **PSAC** is lost or stolen, it must be reported immediately to the Port Security Office at (905) 525-3412. Lost/stolen cards will be replaced at a cost of \$50.00 including applicable taxes, at the discretion of the HPA.

1.2 Acceptable Identification for PSAC Application

Valid, tamper-resistant government issued photo ID cards containing personal details such as name, description, address and other pertinent data are acceptable forms of identification when applying for a **PSAC**. These include:

1. Provincial driver's license with photograph
2. Canadian passport
3. Canadian citizenship card with photograph

4. Ontario Health card with photograph
5. Canadian Armed Forces identification card
6. LCBO BYID photo card
7. Photo ID Card issued by a government agency
8. Employee photo ID from another Canadian Port Authority

1.3 Identification of Personnel Entering Port

All personnel must carry a valid **PSAC**, such that it is visible, and shall be presented upon request to any Port Security Personnel or Transport Canada representative. While conducting roving patrols, Port Security Personnel may request any persons to identify themselves. Unauthorized persons will need to attend at the Port Security Centre at 450 Sherman Avenue for authorization prior to entry and may be requested to leave the port area.

- All marine facilities are responsible to control access to their own facilities as required by their approved Transport Canada Security Plans and the Marine Transportation Security Regulations.
- Truck drivers - Each facility is responsible for access for persons, trucks and other vehicles that enter their facility as required by their Transport Canada Security Plans and the Marine Transportation Security Regulations. Truck drivers are required to apply for a **PSAC** to facilitate entry to port property.
- Visitors - Visitors that enter the facilities are subject to the access control measures outlined in the facility's Transport Canada Security Plans and the Marine Transportation Security Regulations. Visitors without a **PSAC** must be accompanied at all times by a person who has a valid **PSAC** and will take responsibility for the actions of the visitor while on port property.
- Vessel crew and passengers - Vessel crew and passengers' access control measures will be the responsibility of each facility as outlined in their Transport Canada Security Plans and the Marine Transportation Security Regulations.

1.4 Port Security Centre

450 Sherman Avenue is the location for the Port Security Centre. This site will be open as of March 9, 2009, will be staffed with port security personnel and will be the centre for various security related activities including issuance of **PSACs**. Application for a **PSAC** may be made at the Port Security Centre from 7:30 am until 7:00 pm Monday through Friday. Persons without a **PSAC** that need access to the port will have to proceed to the Port Security Centre to arrange access. The following link will provide directions to the Port Security Centre <http://www.hamiltonport.ca/security/PSC-Directions.pdf>.

The Port Security Centre is currently being renovated. Prior to the Port Security Centre opening on March 9, 2009, facilities, tenants and service providers thereto, will be notified of marine facility on-site

photo blitzes. During these blitzes HPA personnel will review fully completed applications from the facilities, check identification and take photos. **PSACs** will be delivered to the individual marine facilities for distribution.

Until the Port Security Centre is open, **PSAC** applications can be made, by appointment, at HPA's administration office (605 James Street North), Monday to Friday 9:00 am to 3:00 pm.

2.0 Hours of Gate Opening/Closures and Related Marsec Levels

2.1 Marsec Level 1 - Normal Operating Conditions

Definition: The minimum operating condition for the Port and Marine Facilities at all times unless a higher level is ordered.

Security Gates Open: 6:00 am to 10:00 pm

- Access to marine facilities is granted via the electric gates which are to remain open from 6:00 am to 10:00 pm 7 days per week.
- It is the responsibility of the marine facilities to implement their approved Transport Canada security plan at all times.
- All facility personnel to hold **PSACs**, which must be visible.
- All visitors to hold government issued photo identification, including drivers license, passport, and be escorted by valid **PSAC** holders
 - Visitors will be required to present such identification to Port Security Personnel or Marine Facilities.

Security Gates Closed - 10:00 pm to 6:00 am

- Access to port property is granted via **PSAC** card readers
- Non-**PSAC** holders are to go to the Port Security Centre for further information regarding entry

2.2 Marsec Level 2 - Increased Alert

Definition: The threat of an unlawful act is possible and intelligence indicates the terrorists are likely to be active within a specific area against a type of vessel or Marine Facility.

- Businesses operating on increased alert.
- It is the responsibility of the Marine Facilities to implement their appropriate Marsec 2 procedures.

- All electric gates are closed. Access is granted via **PSAC** and card reader.

2.3 Marsec Level 3 - High Alert

Definition: The threat of unlawful act is probable or imminent and intelligence indicates that terrorists have chosen specific targets.

- It is the responsibility of the Marine Facilities to implement their appropriate Marsec 3 procedures.
- All electric gates are closed.
- Any essential facility personnel will be escorted to desired site if deemed necessary.
- All vehicles entering or leaving the port may be subject to search.
- Non-essential activities should be rescheduled.

3.0 Security and Emergency Contact Information

All Emergency service personnel and vehicles such as Police, Fire and Ambulance will be provided with key fobs for opening gates during any emergency.

Port Security Office	(905) 525-3412	24 Hours
-----------------------------	-----------------------	-----------------

To report Marine/Rail Emergencies or to report suspicious activity call:

TRANSPORT CANADA MARINE/ RAIL DUTY INSPECTOR	1-800- 268-6060 Pager 91070	24 Hours
---	------------------------------------	-----------------

POLICE/ FIRE/ AMBULANCE-	911
---------------------------------	------------