



DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES

1. TITLE – TITRE

**2. IDENTIFICATION NUMBER - NUMÉRO
D'IDENTIFICATION**

SECURITY INCIDENT REPORT

DID 6.9.2.7.6

3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET

This report is to be included as part of the response by the Contractor in notifying the NWSO and 22 Wing Military Police of physical security incidents that are/have occurred at the NWS Sites upon notification of a condition that jeopardizes site preservation.

**4. APPROVAL DATE
DATE
D'APPROBATION**

**5. OFFICE OF PRIMARY INTEREST (OPI)
BUREAU DE PREMIERE RESPONSABILITÉ
(BPR)**

**6. GIDEP APPLICABLE
D'ÉCHANGE DE DONNÉES
PERTINENT**

NWSO Technical Authority (TA)

N/A

7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE

CDRL-NWS SOW Para 6.9.2.7 refer.

This DID contains the format and content preparation instructions for the data generated under the Work tasks described in the NWS O&M SOW.

8. ORIGINATOR - AUTEUR

9. APPLICABLE FORMS - FORMULES PERTINENTES

RCS&S 3-3-4-4

Security Incident Response Form (G)

10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES

10.1 Source Document
NWS SOW Para 6.9.2.7

10.2 Content and Format

10.2.1 The Security Incident Response Report must be prepared and available on-line in Contractor format. The Report must describe in detail, the Contractor's situational awareness upon notification of an incident occurring or has occurred at a NWS site or location. The report is to be submitted to the NWSO and a copy to the 22 Wing Military Police.

10.2.2 The Report must detail the incident which may include but must not be limited to:

- Security Designation of the Report (when completed);
- Type of Security Incident report, i.e. Initial, Follow-up and Final;
- Zone location of incident;
- Site location of incident;
- Date/time of the incident and particulars of who/how it was discovered;
- Date/time and particulars of person who submitted the report;
- Actions taken;
- Work order reference (if applicable);
- External agencies that were informed;
- Brief summary of the incident;
- Assessment of damage and/or impact, the consequences and effect of the security incident; and
- Include other relevant/pertinent information.

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| 10.2.3 | Conditions that jeopardizes site preservation that the Contractor initiates an immediate response includes, but not limited to: <ul style="list-style-type: none">a. Heat or power failure;b. Loss of power generating redundancy when the last remaining serviceable Diesel Electric Generator (DEG) is brought on line;c. Loss of remote monitoring and control capability, either directly or through the loss of communication to the site;d. Loss of structural integrity of sites which would expose equipment and facilities to damage;e. Fire alarms;f. Fuel spills, low fuel levels or suspected fuel leaks; andg. Detection of intrusion by intruders. |
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