Correctional Service Canada
Technical Services Branch
Electronics Systems

March 9th, 2015

STATEMENT
OF
TECHNICAL REQUIREMENTS

INSTALLATION

of

CLOSED CIRCUIT TELEVISION CAMERAS

at

St. John Newfoundland Community Correctional Centre

AUTHORITY

This Statement of Technical Requirements is approved by the Correctional Service of Canada for the installation of CCTV cameras at St. John's Newfoundland & Labrador Community Correctional Centre.

Prepared by:

Regional Chief of Electronic Systems

Approved by:

Director,
Electronic Security Systems

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ABBREVIATIONS

The following abbreviations are used in this specification:

ATP	Acceptance Test Plan
CCTV	Closed Circuit Television
CPU	Central Processing Unit
CSC	Correctional Service Canada
DA	Design Authority
FOV	Field Of View
IP	Internet Protocol
NVR	Network Video Recorder
NVUS	Network Video User Station
PoE	Power over Ethernet
REPO	Regional Electronics Program Officer
STR	Statement of Technical Requirements
UPS	Uninterruptible Power Supply

DEFINITIONS

The following definitions are used throughout this specification:

Design Authority:	Director, Engineering Services, Correctional Service Canada (CSC)
Contract Authority:	Public Works & Government Services Canada
Contractor:	The Company selected as the successful bidder on the contract.

1.0 INTRODUCTION

1.1 General

CSC has a requirement to install an Internet Protocol (IP) network Closed Circuit Television (CCTV) systems, to provide video surveillance of the internal and external areas at the Newfoundland located in St John's, Newfoundland.

This Statement of Technical Requirements (STR) will cover the technical requirements for the required work, which will have to be accomplished with minimum disruption to the daily operation and security of the facility.

1.2 Scope

The contractor shall design, supply, install, test, and train operators on the installed equipment, as described in this STR. The contractor shall provide documentation for the operation of this equipment.

1.3 Requirement

The purpose of this STR is to define the technical aspects for the installation of new equipment.

This STR will indicate the extent to which both general and particular CSC specifications are applicable to the implementation of this requirement.

The primary purposes of the CCTV system are to provide video surveillance of the internal and external areas at the facility and to record the video for review and archiving.

2.0 APPLICABLE DOCUMENTS

2.1 Applicability

The provisions contained in the documents listed in the following paragraphs shall apply to all aspects of this requirement, unless these provisions have been exempted or modified by this STR.

2.2 Applicable Standards and Specifications

a. ES/SOW-0101 Electronics Engineering Statement of Work, Procurement and Installation of Electronic Security Systems

b. ES/SOW-0102 Electronics Engineering Statement of Work, Quality Control for Procurement and Installation of Electronic Security Systems

c. ES/SOW-0110 Electronics Engineering Statement of Work, Structured Cable Systems For Electronic Security Systems

d. ES/SPEC-0006 Electronics Engineering Specification, Conduit, Space and Power Requirements for Security Systems for use in Federal Correctional Institutions

e. ES/STD-0205 Electronic Engineering Standard – Fixed Outdoor Camera Enclosure

f. ES/STD-0221 Electronic Engineering Standard, Fixed Network Colour Closed Circuit Television Camera

g. ES/STD-0227 Electronics Engineering Standard, LCD Colour Computer Monitor, Closed Circuit Television

h. ES/STD-0228 Electronics Engineering Standard, Network Video User Station, Closed Circuit Television

i. ES/STD-0229 Electronics Engineering Standard, Network Video Recorder, Closed Circuit Television

j. ES/STD-0232 Electronics Engineering Standard, Outdoor Network Colour Dome, Closed Circuit Television Camera

k. ES/STD-0235 Electronics Engineering Standard, Indoor Network Colour Panoramic, Closed Circuit Television Camera

2.3 **Language**

The language at the Newfoundland is English; all display and control information shall be in English. The operator manuals shall be provided in English and French. As-built drawings shall be provided in English. Training and documentation shall be provided as per Paragraphs 5.1 through 5.4.

3.0 **OPERATIONAL CRITERIA**

3.1 **General**

The operational parameters of the installed equipment shall meet the performance and operational requirements in accordance with the Specifications and Standards listed in paragraph 2.2.

4.0 TECHNICAL REQUIREMENTS

4.1 System Installation

The contractor shall provide, install and test a Genetec Omnicast IP Video Management System. The Video management system shall consisting of four (4) external cameras, three (3) fixed internal cameras, Three (3) Panoramic cameras, two (2) network video user station complete with two (2) monitors each, one (1) network video recorder and an Uninterruptible Power Supply (UPS) with a run time of one hour. The video from all of the cameras shall be connected to and recorded by the network video recorder for a minimum period of 720 hours assuming 3500 Kbits/sec per camera. Recording redundancy and failover capabilities are not required.All required licences shall be provided by the contractor and the contractor shall be Genetec Omnicast certified.

4.2 Camera Fields of View

The required Fields of View (FOV) are provided in Appendix A.

4.3 Cameras and Lenses

The contractor shall supply and install ten (10) IP cameras at the locations in Appendix B. All cameras supplied shall be identified as supported on the Genetec hardware list. All of the internal cameras shall be colour cameras and all external cameras shall be multi mode black/white and colour that switch automatically in low light conditions. All cameras shall be capable of simultaneous H.264 and MJPEG streams over IP with a minimum resolution (h x w) of 480,000 pixels, have remote focusing and be PoE or PoE+ powered. All cameras shall have weather-proof to IP65 or better and vandal-resistant castings and dome to IK10 or better.

The environmental, power, mechanical and technical requirements for the fixed cameras are specified in ES/STD-0221. The environmental, mechanical and technical requirements for the fixed lenses are specified in ES/STD-0204. **The lenses must be of the same manufacturer as the cameras, or approved by the camera manufacturer. Unproven third party lenses are not acceptable.** Vari-focal and fixed lens shall be selected and installed as required to provide the required FOV.

4.4 Monitors

The contractor shall supply and install two (2) monitors at each the NVUS locations. The monitors shall meet the environmental, power, mechanical and technical requirements as specified in ES/STD-0227. The monitors shall be 17", LCD type, complete with mounting swing arm brackets.

VESA standard monitor mounts and hardware shall be supplied and installed with each monitor. The mounts shall be designed and the monitor make and model selected so that the monitor is firmly secured to the mount and the mount firmly secured to the mounting surface. The mounts shall be designed and the monitor make and model selected so that the monitor can be tipped forward to the proper ergonomic viewing angle.

4.5 Network Video User Stations (NVUS)

One NVUS will be installed in room 115 and one NVUS will be installed in room 208 for a total of two NVUS. The NVUS in room 115 shall be configured to view cameras C2, C4, C5 and C6. The NVUS in room 208 shall be configured to view cameras C7, C8, C9 and C10. The NVUSs shall have full camera selection, full screen/quad view selection. All of these functions shall be accomplished with the use of a mouse. The "MANUAL IRIS", "MANUAL FOCUS" and "PRE-SET" functions shall be disabled at the new NVUS.

4.6 Video Recording

The contractor shall supply and install one (1) Network Video Recorder (NVR) required to provide 720 hours (minimum) storage of the video from the ten (10) new cameras based on H.264, thirty (30) frames per second at 800 x 600 pixels or better. The NVR shall include a DVD writer to allow copying selected video sequences to DVD for evidentiary use and distribution.

The NVR shall meet the environmental, power, mechanical and technical requirements as specified in ES/STD-0229.

4.7 Uninterruptible Power Supplies

The contractor shall provide and install UPS in sufficient capacity and quantity to provide a minimum of one (1) hour emergency backup power to all new equipment.

The UPS shall be installed in a free standing cabinet. The cabinet location will be indentified during the bidder’s meeting. TBD during bidder’s meeting.

4.8 Electronic Equipment Cabinets

The contractor shall provide one (1) cabinet necessary to house all of the new equipment. The floor mounted cabinets shall be supplied and fitted as follows.

Sufficient dimensions so that doors can be easily closed without touching cables and wiring;
Front and rear door locks;
All door locks keyed alike;
Adjustable side rails for mounting equipment;
EIA standard 19" width;
One rack unit (1 3/4") minimum vertical space between heat producing equipment:
Power bars connected to UPS with receptacles to power all of the equipment listed in Section 4.15,

All power bars connected by twist-lock plugs to dedicated circuits;
Power bars installed in cabinet must be of the type designed specifically for electronic equipment cabinet. The power bars must be of the same manufacturer as the cabinet;
EMT and flexible conduit connected to the cabinets through knockouts on top of the cabinet;
No openings left in tops of cabinet.

4.9 Cables and Conduit

The contractor shall install Cat 6 cable in the walls and avoid, as much as possible, the use of

conduit in common accessible areas. The contractor shall utilize existing pipe chases, existing conduit in the walls, etc. In areas where this is not possible a cable strap must be installed to cover the exposed cables. All newly installed conduits carrying video for this project shall be identified, except in common accessible areas, by prominent labels with **BRIGHT GREEN** wording. These labels shall be located at each end of the conduit run, on both sides of any penetration of a wall, and at 3.5 metre points along its length.

Conduits must not be overfilled; the latest issue of TIA-569 (Commercial Building Standard for Telecommunications Pathways and Spaces) will apply.

All data cables and data jumper cables (minimum 23 gauge), jacks and connector boots installed As part of this project, whether CAT 6 or fibre optic shall be **BRIGHT GREEN** in colour. All cables shall be FT4 rated.

All patch cables are to be stranded cable with RJ45 connectors. RJ45 connectors are not to be attached to solid conductor cable.

All *installed runs of CAT6 cable are to be solid conductor cable and terminated into patch panels in equipment racks or faceplates in other locations.

* An installed cable is any cable that is run through a conduit, run from one area in a building to another area, any cable that travels farther than the adjacent equipment cabinet in a series of cabinets.

In locations subject to extreme temperature changes, and/or where conduit lengths are of non-standard size, the contractor shall make provisions for the inclusion of conduit expansion joints.

Outdoor conduit shall not be damaged by combinations of direct exposure to the sun, wind, rain, lightning, hail, snow and ice as may be expected to occur at each institution location.

Liquid-tight flexible metal conduits may be used where a flexible connection is required, i.e., cameras, microwave dishes, etc. In such applications, the length of "flex" conduit shall not exceed one (1) meter.

In addition to these requirements, the latest issue of applicable industrial standards applies, Including;
a. CSA Standard C22.2 - Rigid Metal Conduit
b. CSA Standard C22.2 - Flexible Metal Conduit

4.10 Equipment Mounting

Cable ties shall not be used to mount equipment or hardware. Equipment shall be mounted in cabinets, with the exception of monitors and mouse.

4.11 AC Circuits

The contractor shall supply and install sufficient 120 VAC circuits to power all of the new equipment. The contractor shall supply and install sufficient AC receptacles to accommodate all of the new equipment installed under this project, unless the use of existing circuits are approved by the Technical Authority. New equipment shall not be powered from existing receptacles and circuits. Home and office type power bars are not permitted.

All receptacles shall be labeled on the receptacle cover. The labels shall include the system identifier, panel number and the breaker number. All circuit breakers shall be identified on the breaker panel identification sheet with the same designation as the labels on the receptacles and the boxes.

The contractor shall co-ordinate any down time of electrical power circuits with the Technical Authority. The contractor shall follow all lock-out safety procedures.

The complete installation shall be done in accordance with the latest edition of CSA C22.1, Canadian Electrical Code Part 1 and ULC Standard ULC-S524-90. All electrical work must be carried out by a qualified electrician. All electrical equipment must be CSA approved.

4.12 Patch & Paint

The contractor shall patch and re-paint walls to match the existing walls where the walls have been damaged.

5.0 ADDITIONAL REQUIREMENTS

5.1 Operator Training

The contractor shall prepare and present a two-hour operator training session to individuals responsible for the operation of the equipment, in accordance with the specification ES/SOW-0101 Statement of Work. The course shall concentrate on the features and proper operation of the installed system.

5.2 Manuals

The contractor shall provide the operator manuals in accordance with the specification ES/SOW-0101 Statement of Work. The contractor shall provide three (3) paper copies and one (1) electronic copy of the operator manual in English and in French to the site. The contractor shall provide two (2) paper copies and one (1) electronic copy of the operator manual in English and in French to the Regional Electronics Program Officer (REPO).

5.3 As-Built Drawings

The contractor shall provide copies of the as-built drawings. Copies shall include all of the information found on the existing drawings and all of the information from this project. The contractor shall provide electronic and paper copies as-built drawings of the site installation in AutoCAD 2005 format and in accordance with specification ES/SOW Statement of Work. The contractor shall provide two copies of the as-built drawings to the site, two (2) to the REPO.

5.4 Testing

5.4.1 The contractor shall provide a detailed ATP to the TA, or his designated representative, by fax or email, for approval at least two (2) weeks prior to the start of installation of the CCTV equipment and system.

5.4.2 The contractor shall complete one hundred percent of the tests outlined in the ATP prior to the ATP testing being carried out by the REPO.

5.4.3 The contractor shall provide a fully completed and signed copy of the ATP to the DA, or his designated representative, by fax or email, at least two (2) working days prior to the start of the final ATP testing. This copy of the ATP shall include all of the results of the tests carried out in Section 5.4.2.

5.4.4 In the case where subcontractors have been used, the contractor shall provide written confirmation that the work of their subcontractor has been inspected and verified. This verification shall be sent to the DA or his designated representative, by fax or email, at least two (2) days prior to the start of the ATP.

5.4.5 Testing may be carried out by the DA, a designated representative or a third party contractor.

5.4.6 The DA may repeat all of the ATP tests done by the contractor or a percentage of them. If there is an unacceptable level of failed tests during the ATP testing by the DA; the ATP testing will be halted until the contractor has corrected these failures.

5.4.7 If the DA during the ATP testing finds a minor deficiency that does not affect the operational effectiveness of the CCTV equipment or system, the ATP testing may continue. Any minor deficiency should be rectified within 30 days; an extension may be approved by the DA and or the REPO. If a major deficiency is found during the ATP testing that does affect the operational effectiveness of the CCTV equipment or system; the testing must cease until the deficiency has been corrected.

5.4.8 ATP testing must be done during normal working hours, 08:00 to 16:00, Monday to Friday. ATP testing at other times will only be done in an emergency situation.

5.4.9 The DA or designated representative will sign-off on the ATP, upon the successful conclusion of the testing. Any minor deficiencies noted during the testing will be indicated on the ATP form. This signature indicates the Conditional Acceptance of the system.

5.4.10 The system will be subjected to operational testing for a period of two (2) weeks following the Conditional Acceptance of the system. CSC will formally accept the system from the Contractor at the end of this two (2) week period, but only if ALL deficiencies have been corrected.

5.4.11 Any deficiencies noted by CSC during this two (2) week operational testing period will be communicated to the Contractor, who will then be required to correct the deficiencies. The two (2) week operational testing period will begin again after all deficiencies have been cleared.

5.4.12 The equipment warranty period will start on the date the system is formally accepted.

5.5 Operational Down-Time

Equipment and systems operational down time shall be kept to a minimum. All down time will be coordinated with the site authority.

5.6 Institutional Operations

The contractor must take every precaution to minimize any disturbance to facility operations. The contractor and his staff on site shall cooperate fully with operational staff and conform to all security requirements.

5.7 Facility Address

Newfoundland & Labrador Community Correctional Centre
531 charter Avenue
St. John’s NFLD

5.8 Responsibility

The contractor is responsible for providing a fully functional system

5.9 Security

The Contractor must submit completed CPIC forms for all staff who will be working at the Institutions. The CPIC forms must be submitted to the CSC Project Manager, or his designate, ten (10) working days prior to the start-up date. The contractor and his staff on site must cooperate fully with operational staff and conform to all security requirements. (Form 1279-1 included in Appendix C).

5.10 Safety

The Contractor must comply with the document titled “Safety Regulations for Security Electronics Contractors Working at CSC Institutions” attached as Appendix D.

5.11 Drawings

Floor plan drawings of St. John Newfoundland Community Correctional Centre will be provided bidders site meeting. Correctional Service Canada will not be responsible for any errors or omissions in the drawings. It is the contractor's responsibility to take all of the measurements required to prepare his bid and to carry out the work.

5.12 Communication Responsibility

The contractor is responsible for briefing facility staff prior to leaving the work site for the day. The briefing shall be given to the site authority, and shall include, as a minimum:

a) Work performed that day
b) Operation status of the system, including any limitations in functionality or peculiarities
c) Contact name and number in the event of a system failure

List of Cameras to be installed

Parrtown Community Correctional Centre

Camera	Location	Camera Type	FOV	Enclosure Type
C1	Basement	Panoramic	Corridor area	Ceiling-mount
C2	Ceiling-mount	Fixed	Front Entrance	Wall Mount
C3	Ground Floor	Panoramic	Entrance 102	Ceiling-mount
C4	Ground Floor	Fixed	Side of Building	Wall Mount
C5	Ground Floor	Fixed	Side of Building	Wall Mount
C6	Ground Floor	Fixed	Side of Building	Wall Mount
C7	Second Floor	Panoramic	Games room 210	Ceiling-mount
C8	Second Floor	Fixed	Corridor 203	Ceiling-mount
C9	Second Floor	Fixed	Corridor 204	Ceiling-mount
C10	Second Floor	Fixed	Corridor 204	Ceiling-mount

Appendix B

List of NVUS to be provided

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Parrtown

NVUS	Location	Quantity of Monitors Required	Type of Monitor Mount
NVUS 1	Room 115	2	Wall-mount
NVUS 2	Room 210	2	Wall-mount

Drawing List

Newfoundland & Labrador Community Correctional centre

Main Building 01, Basement
Main Building 01, Ground
Main Building 01, Second

Correctional Service Canada | Service correctionnel Canada

PROTECTED B / PROTÉGÉ B — ONCE COMPLETED / UNE FOIS REMPLI

INSTITUTIONAL ACCESS CPIC CLEARANCE REQUEST

ACCÈS À UN ÉTABLISSEMENT DEMANDE DE VÉRIFICATION DU DOSSIER AU CIPC

PUT AWAY ON FILE – CLASSER AU DOSSIER
ADMINISTRATIVE OR OPERATIONAL FILE
DOSSIER ADMINISTRATIF OU OPÉRATIONNEL
▶ **Original =** 3170-12

▶ **PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES**

Institution – Établissement	**Request received / Demande reçue le** Date (YYAA-MM-DJ)	**PUT AWAY ON FILE / CLASSER AU DOSSIER** ▶ **3170-12**

A. PERSONAL INFORMATION – RENSEIGNEMENTS PERSONNELS

Surname / Nom de famille	Full name (no nicknames or initials) / Nom au complet (pas de surnoms ou d'initiales)	Maiden name (if applicable) / Nom de jeune fille (s'il y a lieu)

Date of birth / Date de naissance (YYAA-MM-DJ)	Place of birth – Lieu de naissance: City/Town – Ville ou municipalité	Province/State – Province ou état	Country – Pays

B. PHYSICAL DESCRIPTION – DESCRIPTION PHYSIQUE

☐ Male / Homme ☐ Female / Femme

Height – Grandeur	Weight – Poids	Eye color – Couleur des yeux	Hair color / Couleur des cheveux

C. ADDRESS – ADRESSE

Street – Rue	City/Town – Ville ou municipalité	Province	Postal Code - Code postal	Telephone number – Numéro de téléphone: Home – Domicile	Work – Bureau

Representing (name of company/organization) – Représente (nom de la compagnie ou de l'organisation)

D. GENERAL INFORMATION – RENSEIGNEMENTS GÉNÉRAUX

1.	Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked? / Avez-vous déjà été reconnu coupable d'une infraction criminelle pour laquelle on ne vous a pas octroyé un pardon ou d'une infraction pour laquelle on vous a octroyé un pardon qui a été révoqué?	☐ Yes / Oui	☐ No / Non
2.	Do you personally know of any person incarcerated in a correctional facility?: / Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel? If so, provide names - Si oui, fournir son nom :	☐ Yes / Oui	☐ No / Non
3.	Do you have any reason to believe coming into contact with this person could pose a risk to your or their personal safety? / Avez-vous des raisons de croire que le fait d'entrer en contact avec cette personne pourrait présenter un risque pour votre sécurité personnelle ou la sienne ?	☐ Yes / Oui	☐ No / Non
4.	Are you related/associated to an inmate or on an inmate's visiting list? / Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?	☐ Yes / Oui	☐ No / Non

If you have answered YES to any of the above, please explain below. – Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.

▶

E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the institution for approval.)

(Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)

In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service.
NOTE: Access may be denied for submitting false information. Passes may be issued for those receiving clearance and approval.

En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service.
NOTA : Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement. Un laissez-passez peut être émis aux demandeurs dont la demande d'accès est approuvée.

Applicant's signature – Signature du demandeur ▶ | Date (YYAA-MM-DJ)

F. FOR OFFICE USE ONLY – RÉSERVÉ AU SCC

Reason for clearance – Motif justifiant la demande d'accès

Department making the request (please print) / Unité qui soumet la demande (en lettres moulées s.v.p.)	Signature of Division Head / Signature du chef de la division ▶	Date (YYAA-MM-DJ)

☐ No criminal record / Aucun casier judiciaire ☐ A possible criminal record #: / Numéro du casier judiciaire possible : ▶ Last entry: / Dernière entrée : ▶

☐ An outstanding warrant/charge held by: / Auteur du mandat non exécuté/accusation en instance : ▶

SIGNATURES

▶ ☐ Approved / Approuvée ☐ Not approved / Non approuvée

The individual has been advised. – Le demandeur a été informé de la décision. ▶ ☐ Yes / Oui ☐ No / Non By: / Par :

Security Intelligence Officer / Agent de renseignements de sécurité ▶	Date (YYAA-MM-DJ)	Institutional Head / Directeur de l'établissement ▶	Date (YYAA-MM-DJ)	Visit Review Board / Comité des visites ▶	Date (YYAA-MM-DJ)

SAFETY REGULATIONS FOR SECURITY ELECTRONICS CONTRACTORS WORKING AT CSC INSTITUTIONS

1. Acts and Regulations

a. The contractor must, at all times, be in full compliance with the latest issue of the following Acts and Regulations:

1. The Occupational Health and Safety Act of the province where the work is being carried out,
2. The Canada Labour Code Part II,
3. The National Building Code Part VIII,
4. The Workers' Compensation Board regulations of the province where the work is being carried out,
5. Safety regulations and procedures prepared by the Institution where the work is being carried out,
6. All other safety regulations in effect at the work site.

b. In the event of conflict between any provisions of the above authorities the most stringent must apply.

2. Safety Plan

a. The contractor is responsible to ensure that a site specific Safety Plan has been completed and maintained on site. The contractor must provide the Safety Plan, when requested, to Institution Staff and the Safety Officers and Inspectors authorized by the Acts and Regulations listed in Paragraph 1.a. above. The Safety Plan must include a hazard assessment, controls, an emergency plan and a communications strategy.

b. The contractor must complete a hazard assessment. All critical tasks and the associated hazards must be identified.

c. Once hazards are identified, controls must be put in place to minimize the risks. The controls must include but not be limited to Safe Work Practices, Standard Operating Procedures and safety inspections.

d. An emergency plan must be prepared that takes into consideration all of the identified hazards and the potential problems that could arise during the project. The emergency plan must outline the emergency procedures to be taken in the event of an accident and must include the contact names and telephone numbers of emergency response persons and services. The list of emergency response persons and services should include but not be limited to the following:

Ambulance,
Fire Department,
Police Department,
Institutional Safety Officer.

e. A communications strategy must be put in place that will ensure that information concerning hazards, controls and the emergency plan is communicated to all of the contractor's staff, sub-contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies working at the institution.

f. The Safety Plan must address and confirm to the Acts and Regulations identified in Paragraph 1.a. above.

g. The submission of the Safety Plan to Correctional Service Canada must not relieve the Contractor of any legal obligations as specified by the Acts and Regulations listed in Paragraph 1.a. above.

3. Safety Training

All of the contractor's staff , sub-contractors, equipment operators, material suppliers, testing and inspection companies and regulatory agencies working at the institution must have received the required safety training as mandated in the Acts and Regulations listed in Paragraph 1.a. above.