UNIVERSITY OF ALBERTA

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Lands and Buildings Security Policy

Office of Accountability:	Vice-President (Facilities & Operations) Vice-President (Finance & Administration)
Office of Administrative Responsibility:	Operations & Maintenance – Facilities & Operations University of Alberta Protective Services – Risk Management Services
Approver:	Vice-President (Facilities & Operations) Vice-President (Finance & Administration)
Scope:	Compliance with this University policy extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories), undergraduate, graduate, Faculty of Extension students, emeriti, members of the Board of Governors, visitors to campus, visiting speakers and scholars, third party contactors and volunteers.

Overview

The University will take the necessary steps to provide a safe and secure working and learning environment. Efforts to provide an environment without threat to personal safety must strike a reasonable balance between the individual's privacy and the institutional duty to promote a safe and secure environment.

Video monitoring is used as a security measure. Personal information is collected under the authority of the *Freedom of Information and Protection of Privacy Act, Part 2 Protection of Privacy Division 1 Collection of Persona Information, section 33:*

- As expressly authorized by an enactment (i.e., a statute or law) of Alberta or Canada. For example, if a law on biological containment required collection of personal information about how the containment is conducted and by which individuals (section 33(a)), or

- For the purposes of law enforcement (section 33(b)), or

- As information that relates directly to and is necessary for an operating program or activity of the University (section 33(c)).

The University is subject to all federal and provincial legislation, regulations and guidelines that affect any security measures taken by the institution. In addition, the University complies with required security measures of oversight agencies such as the Canadian Council on Animal Care and the Canadian Nuclear Safety Commission.

Purpose

- Maximize the safety of the University community, and protect the assets of the institution, Manage the costs associated with safety and security measures.

POLICY

University owned, leased, rented, controlled lands, buildings, and residences are private property and the University grants, limits, and controls access to its properties accordingly. The University recognizes that **urban campus areas** are different in population, use and management than **University owned and leased rural lands.** . The management of safety and security on these properties may differ.

The responsibility to take reasonable steps to promote a safe and secure environment is shared on all University of Alberta campuses and properties by central administration, faculties, departments, units, staff, students, visitors, partners and contractors. In support of this shared responsibility, the University of Alberta will work to increase awareness of safety and security issues.

Areas of University lands, buildings and residences that are publicly accessible will be managed in such a way as to promote safety and security while encouraging use and interaction among staff, students, visitors, partners and contract staff. Options to promote safety and security while maintaining public access and use of University lands and buildings include emergency phones, video monitoring, and patrol monitoring by University of Alberta Protective Services.

University lands and buildings that are not publicly accessible will maintain an appropriate level of security through notification systems including but not limited to alarm systems, card access systems, emergency phones, video monitoring systems and physical barriers. Security assessments of urban campus areas is managed in accordance with the *Access Control/Security Systems on Urban Campus Areas Procedure.*

On University rural lands, the site's **land manager** is responsible for managing the assessment of security system needs, design, installation, maintenance, operation, monitoring and response to such systems. The land manager is responsible for consulting the University of Alberta Protective Services, and Facilities and Operations as appropriate. Costs for safety and security measures on University rural lands are the responsibility of the faculty, department or unit that has been assigned occupancy of the land.

Individuals granted access keys, cards and codes should not provide any access to unauthorized individuals. Granting access to individuals who are not authorized compromises the safety and security of that space.

The University has a duty of care to respond to all situations on all University property pertaining to all threats to personal safety. With the exception of Enterprise Square and University rural lands, the University provides first response in such situations and, depending on the nature of the incident, municipal or provincial police and emergency response services will respond. For Enterprise Square and University rural lands and in certain circumstances, police and other emergency services have jurisdictional authority to provide first response.

Failure to adhere to this policy and any associated procedure(s) could result in:

- Loss of privileges.

- The pursuit of remedies by the University under the applicable academic staff agreements, collective agreement, University policy or law.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. **[▲Top]**	
Urban campus areas	Urban campus areas include all University property located within a municipal zone (i.e.: Edmonton, Calgary, Camrose) and any land owned within one mile of a fringe area as defined in the Municipal policies for Edmonton, St. Albert, Morinville, Camrose, Calgary and other urban centres.
University owned and leased rural lands	University owned and leased rural lands are large rural land blocks owned or leased by the University. University rural lands follow the municipal zoning for agriculture use with a minimum clearance of 1 mile of a fringe area as defined in the Municipal policies for Edmonton, St Albert, Morinville, Camrose, Calgary and other urban centres.
Land Manager	Applies to rural land blocks managed by a faculty or department. The land manager is the Dean or Chair of the faculty responsible for the management of the land, or their designate. Normally there will be a resident on site who is responsible for managing access and use of the rural land block on behalf of the faculty or department. (Examples of rural land blocks that are applicable for use of this definition of land manager are the Kinsella Research Ranch and the Mattheis Research Ranch.)

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. **[▲Top]**

Canadian Council on Animal Care (CCAC)
Canadian Nuclear Safety Commission (Government of Canada)
Criminal Code of Canada (Department of Justice)
Freedom of Information and Protection of Privacy Act FS-25 RSA 2000 (Government of Alberta)
Gaming , Liquor and Cannabis Act (Government of Alberta)
Gaming , Liquor and Cannabis Regulation (Government of Alberta)
Guide to Using Surveillance Cameras in Public Areas (Government of Alberta)
Mental Health Act (Government of Alberta)
Occupational Health and Safety Code and Explanation Guide (Government of Alberta)
Post Secondary Learning Act P-19.5 2003 (Government of Alberta)
Petty Trespass Act (Government of Alberta)
Residential Tenancies Act (Government of Alberta)
Trespass to Premises Act (Government of Alberta)

PUBLISHED PROCEDURES OF THIS POLICY

Access Control/Security Systems on Urban Campus Areas Procedure
Building Hours of Operation Procedure
Control Centre Alarm Monitoring and Response Procedure
Lock Changes, Key Request and Key Control Procedure
Request for Access to Utility Service Corridors Procedure