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This document is the parent policy for any associated procedures or appendices. Questions regarding this policy should be addressed to the Office of Administrative Responsibility.

## Physical Security Policy

<b>Office of Accountability:</b>	Office of the Dean, Faculty of Medicine & Dentistry
<b>Office of Administrative Responsibility:</b>	Office of the Dean, Faculty of Medicine & Dentistry
<b>Approver:</b>	Dean of the Faculty of Medicine & Dentistry (or designate)
<b>Scope:</b>	Compliance with Faculty procedure extends to all members of the Faculty community and other members of the University community who are in facilities and buildings assigned to the Faculty of Medicine & Dentistry

### Overview

In an educational institution there is a need to balance the accessibility and use of facilities with the need to provide a safe and secure environment. Convenience can sometimes be compromised in order to maintain security. Each faculty member shares in the responsibility to assure security for all members and all property.

The Faculty works in conjunction with Facilities & Operations and Protective Services to provide mechanical and electronic access to Faculty facilities. This document defines the policies that govern key systems, intrusion detection systems and electronic access control systems for Faculty buildings and spaces.

### Purpose

The Faculty of Medicine & Dentistry is committed to ensuring the safety and security of persons and the property of the Faculty. This policy establishes the authorities, principles and procedures for the control of access to Faculty buildings and spaces. The purpose is to:

1. Provide a safe and secure learning environment, so as to safeguard students, staff and other users, while minimizing occurrences of theft or damage to equipment, assets, furnishings and other property.
2. Provide an appropriate level of security that does not impede regular teaching and research activities. Some activities within the Faculty may be assessed as being exposed to a higher level of risk than others, so a higher level of security is required to mitigate the risk to people, animals, facilities and other assets of the Faculty and the University.
3. Provide consistent application of physical and electronic access controls.
4. Provide guidelines for the use of security systems and the issuance and accountability of keys, cards and PIN numbers which control access to buildings and their contents.
5. Define the security role and responsibilities of the Security, Health & Safety Advisor.

## Scope

1. Applies to Faculty of Medicine & Dentistry staff, employees, researchers, students/trainees, volunteers, contractors, visitors, and any person acting within and/or on behalf of the Faculty.
2. Applies to the deployment and use of physical electronic security systems within the Faculty, specifically the **card access system** and **intrusion detection system**.
3. Applies to keys, mechanical locks and keying systems.

## Responsibilities

1. Faculty staff
  - a. Know and understand this policy so that they can provide explanation to other individuals as required.
  - b. Report suspected infractions.
2. Individuals covered by the policy
  - a. Responsible to meet the requirements of this policy and to report suspected infractions to management.
3. Supervisors
  - a. Ensure that all direct reports, contractors, vendors and other 3rd parties are aware of this policy and are compliant.

## POLICY

1. The Faculty of Medicine & Dentistry is committed to ensuring the safety and security of persons and the property of the Faculty.
2. The Faculty will maintain a current threat and risk assessment and overall Faculty security master plan.
3. The Faculty will implement, operate and maintain a set of physical security measures in accordance with the overall Faculty security master plan.
4. The Faculty will implement and maintain a security awareness program and provide instruction to the Faculty community on the use of security systems.
5. Persons who violate this policy or any subordinate documents made under the authority of this Policy may be disciplined under their collective agreement or the code of student behaviour.

## DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

<b>Card access system</b>	Computerized system which involves programming of access cards to allow access to specific doors during specific times by specific cardholders. The University operates a campus wide card access system.
<b>Access card</b>	Electronic card which identifies the cardholder to the card access system. The access card is programmed on the card access system to grant or deny entry to the cardholder at specific doors at specific times.

<b>Access privileges</b>	Permission to gain access to specific doors during specific times.
<b>Intrusion alarm system</b>	Electronic system which detects unauthorized intrusion into areas monitored by the system. System is enabled and disabled at a local keypad.
<b>Security, Health &amp; Safety Advisor</b>	Prime contact within the Faculty on issues related to physical security. Coordinates the design, installation, maintenance and programming of intrusion alarms systems and access control systems for Faculty buildings.
<b>Unit administrator</b>	A Faculty staff person in a given unit appointed by the unit head to be responsible for coordinating applications for keys, intrusion alarm PIN numbers, access control cards and access control privileges. In some units this may include programming of the card access database.
<b>Levels of security</b>	<p>The Faculty has adopted a system of designating whether a space is to be considered as:</p> <p>Low - implies that during normal hours of operation the general population can have or need to have access to the working area. Likely physical security measures for after hours would be regular keys with perhaps card access for convenience of use. This level would normally apply to interior faculty/department spaces and student spaces.</p> <p>Medium - implies that during normal hours of operation access by the general population is discouraged but not strictly enforced and/or that small groups or individuals can enter the area under some supervision. Likely physical security measures would be the area is generally accessible but with some key locked or card access control or intrusion alarmed areas during normal hours. After hours areas would be key locked or card access controlled or have intrusion alarm systems. This level would normally apply to interior faculty/department spaces.</p> <p>High - implies that access by authorized personnel only is strictly enforced and others (visitors/students/research subjects/contractors) are accompanied by someone in the unit/office. Likely physical security measures are card access control into all areas, with some higher security areas protected by card access or intrusion alarm requiring immediate response by Site Security. This level would normally apply to student service desks, animal areas, special offices, curatorial areas and some laboratories and research areas.</p> <p>Ultra - implies a higher level of security than High, with additional security measures. This level would normally apply to some biological containment areas.</p> <p>This approach is to be used as a guideline for the application of security systems.</p>

## **OTHER DOCUMENTS**

University of Alberta

Lands and Buildings Security 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

#### FoMD

FoMD After Hours Access Procedure  
FoMD Designated Security Authority Procedure  
FoMD Security Plans for the Faculty Procedure  
FoMD Requesting a Security Assessment Procedure  
FoMD Requesting a Security System Procedure  
FoMD Funding for Security Systems Procedure  
FoMD Operation and Maintenance of Security Systems Procedure  
FoMD Responsibilities of Key Holders, PIN Holders and Card Holders Procedure  
FoMD Responsibilities of the Supervisors of Key Holders, PIN Holders and Card Holders Procedure  
FoMD Responsibilities of the Unit Administrator Procedure