

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 Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B) in addition to third party contractors, visiting speakers, volunteers, professors emeriti, undergraduate students, graduate students, post-doctoral fellows and visitors to campus.

Overview

The University will take reasonable steps to provide a safe, comfortable and secure work and learning environment for staff, students, visitors, partners and contract staff. Efforts to provide a work and learning 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 surveillance is sometimes used as a security measure. Personal information may be collected in this manner under the authority of the *Freedom of Information and Protection of Privacy Act* when it is collected:

- 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 or guidelines that impact any security measures taken by the institution. In addition, the University complies with security measures required by certain oversight agencies such as the Canadian Council on Animal Care and the Canadian Nuclear Safety Commission.

Purpose

- to protect the assets of the institution and to maximize the safety of the University community
- to manage the costs associated with safety and security measures

POLICY

University owned, leased, rented or 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 vastly different in population, use and management than **University owned and leased rural lands** (hereby referred to as University rural lands) and that the management of safety and security on these properties may differ.

The responsibility to take reasonable steps to promote a safe and secure environment on urban campus areas and rural lands is shared by the central administration, faculties, departments, units, staff, students, visitors, partners and contractors. In support of this shared responsibility the institution 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 these areas may include measures such as emergency phones, video surveillance, mobile and foot Protective Service patrols and a community policing model.

Areas of University lands, buildings and residences that are not publicly accessible will maintain an appropriate level of security through the use of a variety of security and notification systems including but not limited to alarm systems, card access systems, emergency phones and/or video surveillance systems.

On urban campus areas the assessment of security system needs, design, installation, maintenance, operation, monitoring and response to such systems and the distribution of the related costs are 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 has a responsibility to consult with University of Alberta Protective Services and Facilities & 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 are responsible for keeping their access keys, cards and codes secure and for maintaining the safety of secure areas by not providing access to unauthorized individuals (i.e.: allowing someone to enter behind you).

The University has a duty of care to respond to emergency and non-emergency situations on University property caused by threats to and acts against personal safety or property and violence directed at any member of the campus community. With the exception of Enterprise Square and University rural lands, the University generally provides first response in such situations and, depending on the nature of the incident, secondary response will be provided by municipal or provincial police and emergency response services. For Enterprise Square and University rural lands and in certain circumstances, police and other emergency services have jurisdictional authority to provide first response and will be supported by University personnel.

Failure to adhere to this policy and any associated procedure(s) constitutes misconduct and could result in: 1.) loss of privileges or 2.) 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 and Liquor Act](#) (Government of Alberta)
[Gaming and Liquor Regulation](#) (Government of Alberta)
[Guide to Using Surveillance Cameras in Public Areas](#) (Government of Alberta)
 Identity Policy (under development Provost & VP (Academic))
[Mental Health Act](#) (Government of Alberta)
[Occupational Health and Safety Code 2009](#) (Government of Alberta)
[Occupational Health and Safety Explanation Guide 2009](#) (Government of Alberta)
[Post Secondary Learning Act P-19.5 2003](#) (Government of Alberta)
[Petty Trespass Act](#) (Government of Alberta)
[Residential Tenancy 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](#)