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This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.

## Requesting a Security System Procedure

<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

### Purpose

This procedure describes the process for requesting a security system.

### PROCEDURE

#### 1. REQUESTING A SECURITY SYSTEM

- a. Prior to requesting a security system, a unit will consult with the Security, Health & Safety Advisor to determine if the need for a security system for the unit is addressed within the overall faculty security master plan or if a security assessment is required.
- b. A request for a security system will only be considered if:
  - i. There is sufficient justification as outlined in the overall faculty security master plan, or
  - ii. A separate security assessment has been completed which includes a recommendation for a security system.
- c. The request for a security system is to be submitted to the Security, Health & Safety Advisor by email ([mark.noble@ualberta.ca](mailto:mark.noble@ualberta.ca)).
- d. The Security, Health & Safety Advisor will review the application and provide a recommendation to the Dean (or designate) for a decision.
- e. If the Security, Health & Safety Advisor will be supporting the application, the Advisor will contact Protective Services and Facilities & Operations to obtain preliminary budget pricing and a preliminary schedule to include in the recommendation to the Dean (or designate).
- f. The Dean (or designate) will advise the unit if their request for a security system has been approved.

### DEFINITIONS

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

There are no definitions for this procedure.

## **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 Physical Security Policy
- FoMD After Hours Access Procedure
- FoMD Designated Security Authority Procedure
- FoMD Security Plans for the Faculty Procedure
- FoMD Requesting a Security Assessment 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