

Section:	Administration (AD)
Subject:	Security
Legislation:	
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**APPROVED:** \_\_\_\_\_  
**President and CEO**

## POLICY

The policy of the Board of Governors is to maintain adequate access control of SAIT's facilities, in order to ensure the personal safety of members of the SAIT community and the physical security of SAIT's facilities.

## PROCEDURE

### DEFINITIONS

- Access instrument** An instrument used to gain access to a secured SAIT facility or room, such as an access card, S2 access card, I-disk, numeric, biometric and/or mobile device lock or key.
- Common area** An open study area, hall or lounge. It does not include instructional space or administrative space.
- Contractor** An individual or company contracted by SAIT to perform services or work for SAIT. For the purpose of this procedure, there are two types of contractors:
- Independent Contractor:** An individual contracted by SAIT under the individual's own company name and paid through Finance.

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**Service Contractor:** A member of a company that SAIT has contracted, and who is generally paid by that company.

**Facilities**

Any building, ground or area that SAIT owns, uses or occupies and that is under the jurisdiction of the Board of Governors.

**General access classroom list**

A list of instructional space identified as a classroom, e-learning room or meeting room and that is not considered a security risk, is used by more than one school/department and is accessible to all SAIT employees through an electronic access instrument (I-disk or access card).

**Global Facilities Management System (GMFS)**

Controls and provides access to various access instruments used by schools/departments. Using a combination of computer networking, hardware, software and Security Asset Management (SAM) boxes, the GMFS stores and tracks the access instruments.

**Leased space**

Any permanent or temporary SAIT space leased by third parties.

**SAIT community**

SAIT’s governors, employees, students, contractors, consultants, agents, and volunteers.

**SAIT space**

SAIT instructional and administrative space, whether SAIT owns it or leases it.

**Security Asset Management (SAM)**

Electronic lockboxes that store and track various access instruments on-site.

**Student**

For the purpose of this procedure, a student is a person who is currently enrolled in a SAIT program or course.

**GOVERNING PRINCIPLES**

1. Security is a concern of the SAIT community. An essential element of security is maintaining adequate access control of SAIT facilities.
2. SAIT is responsible for securing access control to its facilities and grounds. This process is facilitated by the Security department and is managed by the Facilities Management department and by Security.

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3. All access instruments are SAIT's property. All employees, contractors and students are responsible for the safekeeping of their access instruments, and understand that these instruments are issued solely for their use and may not be duplicated or shared with others.
4. All SAIT employees, contractors and students must present valid SAIT identification upon Security's request.
5. This procedure complies with SAIT's Security Access Philosophy Overview, as managed by Facilities Management and Security, and as approved by the Board of Governors. This is set out in Schedule A, an Associated Document to this procedure.

## PROCEDURE

### A. SAIT Facility Hours

1. SAIT's facility hours are set out in Schedule F, an Associated Document to this procedure.

### B. Exceptions to SAIT Facility Hours

1. The Campus Centre shall be open during the hours set by the Athletics and Recreation department, in consultation with the Commercial Services department, SAIT Students' Association (SAITSA) Executive and the manager of Security and Emergency Services. See Schedule F, an Associated Document to this procedure.
2. All satellite SAIT campuses shall be open during the hours set by the respective deans or directors in consultation with the manager of Security and Emergency Services. See Schedule F, an Associated Document to this procedure.
3. All SAIT leased space shall be open during the hours agreed upon under the applicable lease, in consultation with the manager of Security and Emergency Services.
4. To facilitate specific facility access, holiday hours may be adjusted at the request of a dean, director or designate, in consultation with the manager of Security and Emergency Services.
5. Facilities in which special functions are to be held under a Facilities License Agreement shall have the appropriate door(s) opened by Security. An email must be

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sent to Security 48 hours before the event detailing the date and time of the event, and the door(s) required to be opened.

## C. Control, Collection and Return of Access Instruments

### 1. Appointment of Access Administrators

- a) A dean or director shall appoint at least one, and no more than five, access administrators within the school/department to request and manage access instruments. These appointments shall be documented as per Schedule B, CS-01 School/Department Access Administrator Appointments, an Associated Document to this procedure.
- b) The dean or director must immediately inform Security of any additions, deletions or revisions to the list of appointed access administrators.
- c) Security will audit each school/department's list of appointed access administrators by sending the list to each dean or director on a quarterly basis and requesting the deans and directors to review and confirm those appointments. The dean or director will approve or amend the list and will return it to Security, within ten business days of receiving the list from Security.

### 2. Access for Employees, Contractors and Students

- a) The access administrator, in consultation with the dean or director, is responsible for managing and requesting access for employees, contractors and students. The access administrator must submit access requests using the forms set out in:
  - i) Schedule C, CS-02 Request for Access to SAIT – For Keys, Access Cards and/or I-Disks; and, where applicable,
  - ii) Schedule D, CS-04 Request for a Global Facilities Management System Key Ring.

These schedules are Associated Documents to this procedure. The access administrator may submit these forms either by email or by attaching the access administrator's signature.

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- b) The access administrator must immediately inform Security of any additions, deletions, transfers or revisions to access requirements within the school/department.
- c) The access administrator is responsible for managing the temporary access card inventory within the school/department.
- d) The school/department must annually provide Security with a list of all employees, contractors and students who have access to the rooms allocated to that school/department, excluding rooms on the General Access Classroom List.
- e) The access administrator shall assign and issue access instruments to contractors in consultation with the dean or director, and only to the extent necessary for the contractor to perform the specific contract.
- f) Each school/department is responsible for maintaining accurate and detailed records of its access requests and must be able to provide them for audit upon request.

### 3. Returning Access Instruments

- a) The access administrator, in consultation with the dean or director, will ensure that:
  - i) Contractors return all access instruments to the school/department on the last day of their contract.
  - ii) Employees return all access instruments to the school/department on their last working day of employment with SAIT or before moving to another school/department.
  - iii) Students return all access instruments to the school/department at the conclusion of their program.

Failure to collect these access instruments may result in the school/department being charged a replacement fee for each item not accounted for or returned.

- b) The access administrator will ensure that access instruments returned to the school/department are forwarded to Security, with the exception of access cards issued to temporary employees and contractors. Those cards must be returned to that school/department's temporary access card inventory.

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- c) Security and Emergency Services will annually audit each school/department to ensure that all access instruments are accounted for. Security and Emergency Services may invoice a school/department for each missing access instrument.

#### **D. Responsibilities of Employees, Contractors and Students**

1. Employees, contractors and students who have been assigned access instruments are responsible for:
  - a) Safekeeping their instruments, understanding that their access instruments are issued solely for their own use and cannot be duplicated or shared with others.
  - b) Reporting any lost, stolen or damaged access instruments to Security. Employees and contractors are subject to a personal replacement fee for that instrument.
  - c) Returning all access instruments to the school/department as set out in paragraph C.3 of this procedure.
  - d) Signing out the access instrument from and returning it to the assigned GFMS lockbox on a daily basis, in the case of an individual who has been assigned an access instrument to the GFMS lockbox. Only the individual who has been assigned the access instrument may return it: an individual may not return another person's access instrument.

#### **E. Access to Rooms**

1. If an employee, contractor or student requires short-term access to a room, the designated access administrator must send an email to Security ([campus.security@sait.ca](mailto:campus.security@sait.ca)) at least 48 hours in advance. The email must include:
  - a) A possible contact number for that individual;
  - b) The date and time of the required access;
  - c) The name of the employee, contractor or student; and
  - d) The room number for which access is required.

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2. If an employee, contractor or student requires six or more short-term access requests to a room during a term, a key should be ordered for that individual.
3. If an employee, contractor or student loses or misplaces that individual's access instrument and requires access to a room, that individual should contact Security, either by email at [campus.security@sait.ca](mailto:campus.security@sait.ca) or by phone at 403.284.8530 and shall provide:
  - a) The operational requirement for the access; and
  - b) Valid SAIT identification or Contract Company Identification.

Security will log and notify the appropriate dean or director of the request. Security may decline the request if it is not a legitimate operational requirement. Please note that requests of this nature are subject to the availability of Security personnel and access to the room may be delayed or postponed due to other incidents or emergencies on campus.

#### **F. Access to SAIT Facilities Outside of Facility Hours**

1. Access to SAIT's Main Campus
  - a) An employee, contractor or student who wishes to access SAIT's main campus before the facility hours set out in Schedule F, an Associated Document to this procedure, must:
    - i) Have the access administrator submit the form set out in Schedule E, CS-03 Authorized Access for Employees, Students and/or Contractors Outside of Operating Hours, an Associated Document to this procedure, to Security 72 hours prior to the individual's arrival; and
    - ii) Register with Security on arrival on campus, regardless of whether the arrival is planned or unplanned.
  - b) An employee or contractor who wishes to remain on SAIT's main campus after the facility hours set out in Section A of this procedure must advise Security by email of the following:
    - i) A contact number where that individual can be reached in the event of an emergency;

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- ii) The individual's intended departure time from the main campus;
  - iii) The facility in which the individual will work; and
  - iv) The room number(s) in which the individual will work.
- c) A student who wishes to study at SAIT after the facility hours set out in Schedule F, an Associated Document to this procedure can do so only in a common area. The student must advise Security by email of the following:
- i) A contact number where the student can be reached in the event of an emergency;
  - ii) The facility, and the location in the facility, where the student will study;
  - iii) The program or course in which the student is enrolled;
  - iv) The student's estimated time of departure from the main campus; and
  - v) The student's SAIT ID number.

Security will require a student who does not comply with these requirements to leave the facility.

## 2. Access to Satellite Campuses Outside of Facility Hours

- a) The manager of Security and Emergency Services will, in consultation with the applicable dean or director, review all requests by employees, contractors and students to access SAIT's satellite campuses outside of facility hours. Security will audit such requests as required.

## G. Employees on Leave Longer than Eight Weeks

1. Access administrators must advise Security by email of any employees who are on leave for longer than eight weeks.
2. Upon receipt of the email, Security will deactivate the access cards and I-disks until the employee's return and will request that all keys be stored with Security for the duration of the employee's leave.

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3. If the leave period is extended, the access administrator will inform Security immediately by email. Security will update its files to reflect the extension.
4. Upon the employee's return to work, the employee shall work with the employee's access administrator to reinstate the employee's access to SAIT facilities.

## ASSOCIATED DOCUMENTS

Schedule A	SAIT Security Access Philosophy
Schedule B	CS-01 School/Department Access Administrator Appointments
Schedule C	CS-02 Request for Access to SAIT – For Keys, Access Cards and/or I-Disks
Schedule D	CS-04 Request for a GMS Key Ring
Schedule E	CS-03 Authorized Access for Employees, Students and/or Contractors outside of Operating Hours
Schedule F	SAIT Building Hours

## POLICY/PROCEDURE REFERENCE

AD.4.1	Access Control policy
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