Designated Security Authority Procedure

<table>
<thead>
<tr>
<th>Office of Administrative Responsibility:</th>
<th>Office of the Dean, Faculty of Medicine &amp; Dentistry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver:</td>
<td>Dean of the Faculty of Medicine &amp; Dentistry (or designate)</td>
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<td>Scope:</td>
<td>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 &amp; Dentistry</td>
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Purpose

This procedure describes the delegation of authority and responsibility within the Faculty for implementation and enforcement of the physical security policy and procedures.

PROCEDURE

1. DESIGNATED AUTHORITY
   a. Dean of the Faculty (or designate) is the ultimate authority.
   b. Authority for implementation and enforcement for all physical security policy and procedures is designated to:
      i. Department Chairs.
      ii. Facility Directors.
      iii. Institute Directors.
      iv. Divisional Directors.
   c. Authority for review and approval of key and card access privileges is designated to the Security, Health & Safety Advisor and unit administrators.
   d. Ongoing review of Policy and Procedures
      i. At minimum every two years the Dean (or designate) will schedule a review of the policies and procedures to ensure that they remain up-to-date and relevant to legislative, security and privacy standards. Policies and procedures may be reviewed on an ad hoc basis when an amendment must take place prior to the scheduled annual review.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended faculty-
Unit administrator

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.

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 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