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

Security Plans Procedure

**Office of Administrative Responsibility:** Office of the Dean, Faculty of Medicine & Dentistry

**Approver:** Dean of the Faculty of Medicine & Dentistry (or designate)

**Scope:** 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 existence, use and updating of security plans for the Faculty.

**PROCEDURE**

1. **SECURITY PLANS FOR THE FACULTY**
   
a. A security master plan has been developed for Faculty facilities, based on a threat and risk assessment conducted in 2004.
   
b. The security master plan is to be referred to and considered in planning, budgeting and designing of Faculty renovations and new construction as well as in the planning, budgeting and design of security systems. This is the responsibility of
   
i. Director of Facilities Planning & Projects.
   
   
iii. Department chairs.
   
iv. Facility directors.
   
v. Institute directors.
   
vi. Divisional directors.
   
c. The threat and risk assessment and overall security system master plan is to be revisited, and adjusted if required:
   
i. At minimum every three years.
   
ii. Immediately following a significant security related event within the Faculty, on campus or elsewhere.
   
iii. At other times as may be so instructed by the Dean (or designate).
   
d. The Security, Health & Safety Advisor is responsible for maintaining an up to date record of the Faculty’s threat and risk assessment and security master plan.

**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 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