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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 Assessment 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 process for requesting a security assessment.

PROCEDURE

1. REQUESTING A SECURITY ASSESSMENT

    a. A security assessment may be requested by a unit either proactively in anticipation of a risk or threat or reactively following a security incident.
    b. The request is to be submitted to the Security, Health & Safety Advisor via email (mark.noble@ualberta.ca). The email will include information regarding the nature, scope and impact of the security issue requiring assessment.
    c. The Security, Health & Safety Advisor will review the request and in consultation with Protective Services will make a decision as to whether a security assessment is warranted. A security assessment may not be undertaken if the type of anticipated threat or actual incident has already been identified in the Faculty's Security Master Plan and a mitigation strategy has been identified. A security assessment may be undertaken and/or mitigation strategies revisited if the type of anticipated threat or actual incident is new or is occurring at an increased level or frequency.
    d. The Security, Health & Safety Advisor will coordinate the assessment with Protective Services and will work with the requesting unit to understand the outcome and recommendations of the assessment.

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 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