

COLLEGE POLICY

POLICY TYPE:	Administrative
POLICY TITLE:	Security
POLICY NO.:	ADMIN-212
RESPONSIBILITY:	Vice-President, Human Resources
POLICY APPROVED BY:	Durham College Leadership Team
EFFECTIVE DATE:	December 2012
REVISED:	
REVIEW DATE:	December 2015

Introduction

Durham College provides a welcoming learning environment at each of its campus locations while at the same time providing a safe, secure environment for all students, staff, faculty, guests and other visitors to the college.

Purpose

To provide a safe, secure, controlled access environment for all users of the college and to protect all college property and assets.

Definitions

Access refers to freedom of entry onto, into and use of college property, facilities and resources consistent with an individual's need and the college's need.

Asset refers to any college-owned or leased equipment, vehicle, machinery, supplies, tools, materials, furnishing, computers and any other items of a capital nature belonging to the college.

Facilities refers to any college-owned, leased, contracted or operated services, process or other means whereby the college serves its users.

Manager of Public Safety, Security and Emergency Management refers to the person employed by Durham College to co-ordinate all security aspects of Durham College.

Property refers to any owned or leased land, buildings or other physical assets allocated in law to Durham College.

Resources refer to any tangible asset owned or leased by the college.

Security refers to those measures necessary to protect persons or property from unsolicited willful acts intended to harm individuals or property.

Users refers to students, staff, contractors, guests, visitors and the public at large that wish to participate in a college-sanctioned activity on college-owned or leased property.

Policy statements

Durham College is committed to providing reasonable measures to ensure the safety and security of all users of the college and to protect its property and assets from illegal activity. Security at Durham College is comprised of several distinct functional elements, which provide for enhanced security of persons and property.

As such, the college can act as it deems appropriate in all of the following elements and the manager of Public Safety, Security and Emergency Management is designated to oversee and implement the following required services:

1. Procedures and guidelines to address incidents and emergency situations such as fire alarms, bomb threats, lockdowns, and weapons on campus.
2. Monitor and oversee contracted security services to ensure compliance with statutory requirements as set out by the Ontario Ministry of Community Safety and Correctional Services, to wit: Private Security and Investigative Services Act, 2005.
3. Any additional approved measures and/or procedures deemed necessary to further enhance personal safety on campus and security of property.

Accessibility for Ontarians with Disabilities Act (AODA) considerations

Durham College's commitment to accessibility and AODA standards has been considered in the development of this policy and it adheres to the principles outlined in the AODA standards and Durham College Accessibility Policy (ADMIN-203).

Roles and responsibilities

It is the responsibility of the director, Office of Campus Safety, or his or her designate to ensure that this policy is fully implemented.

Non-compliance implications

Failure to provide reasonable security measures could potentially place individuals and college property and assets at risk. At the extreme, failure to provide a safe, secure, controlled access environment could lead to the loss of life, significant financial loss, and damage the reputation of the college.

Related policies, procedures and directives

Durham College Emergency Preparedness Policy ADMIN-211 and Emergency Preparedness Plan

Durham College Students Rights and Responsibilities Policy ACAD-115 and Procedure ACAD-115.1

Emergency Guidelines:

Active threat
Bomb threat
Building failure
Criminal acts
Domestic violence

Evacuations
Explosion or downed aircraft
Fire and fire alarms
Gas leak
Hostage situation
Lockdown
Medical emergency
Psychological crisis
Secure and hold
Sexual assault
Vehicle accident
Weapon on campus
Inclement weather
Workplace violence