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Confederation COLLEGE **COLLEGE POLICY**	Originator:	Public Safety
	Approved By:	Senior Team
	Replaces:	May 1999
	Effective Date:	April 12, 2013

ACCESS TO FACILITIES

1. PURPOSE

In support of the College's commitment to provide access to learning, to provide and sustain a safe and healthy learning community, and to safeguard its assets, this policy articulates the principles to optimize the balance between openness and accessibility, and safety and security in the management of access to College facilities.

2. DEFINITIONS

2.1 "Access Control" refers to the physical, electronic and administrative measures used to manage access to College facilities.

2.2 "Key and Lock Control" refers to the physical, electronic and administrative measures used to manage the physical and electronic keys and locks that give access to College facilities.

2.3 "Records Management" refers to the systems used by Public Safety and Infrastructure Services (Thunder Bay) and by regional managers (regional campuses and satellite offices), to document the disposition of keys/electronic keys, cores (as applicable) and locks: by date; by key/electronic key, core or lock number (respectively); by function; by department, school, or campus; by door; by authorizing party; and by key holder and/or by key ring. Records management also refers to the systems implemented by local managers to document the disposition of key rings within their department or school, by date; by time; by authorizing party; and by borrower.

2.4 "Key Holder" refers to the person to whom a key, key fob or key card is issued.

2.5 "Key Ring" refers to a set of keys issued to a local manager on behalf of a department or school. The key ring is intended to be borrowed within the department or school on a temporary basis, for periods of time of less than one day. Use of a key ring is under the authority of the local manager.

2.6 "Local Manager" refers to a manager who has authority, responsibility and accountability for a physical space, and for the management of access to that space.

2.7 "Building Closures" refers both to planned closures of College buildings (e.g. statutory holiday closures, closures for electrical maintenance, etc.) and to emergency closures (e.g. closures due to snowstorms; closures due to infrastructure failures; etc.).

2.8 "Normal Service Hours" refer to the hours during which College services are normally available: generally, Monday to Friday, 8:30 AM to 4:30 PM, local time.

2.9 "Open Building Hours" refers to the hours during which the doors to a College facility are open.

2.10 "Common Spaces" refer to those areas of College buildings and grounds in which all members of the College Community are welcome without invitation, including corridors, washrooms, atria, cafeterias, the Bookstore, sidewalks, pathways, roads, etc.

2.11 "Extended Service Hours" refers to the hours of operation outside normal business hours during which the services of a particular department, school, campus, office or service area are provided.

2.12 "Redundancy" refers to the measures used to improve the reliability and availability of a system.

3. SCOPE

This policy applies to all College campuses, offices and facilities. This policy does not address the withdrawal of access privileges through Notices of Trespass nor the monitoring of access through Video Surveillance.

4. PRINCIPLES

4.1 Right to Request Access.

Any member of the College Community may request access to any area of the College, at any time. Such requests will be approved when use of that space, at that time, is consistent with the mission, vision and values of the College, and when the attendant increases in risk to safety and/or security, if any, can be mitigated using existing access controls.

4.2 Right to Authorize Access.

Local Managers have a right to authorize requests for access from any member of the College Community to the physical areas over which they have authority, responsibility and accountability, provided that the access is consistent with the mission, vision and values of the College; and that the attendant increases in risk to safety and/or security, if any, can be mitigated using existing access controls.

4.3 Right of Access Commensurate with Roles.

Local Managers have a right of access to the physical areas over which they have authority, responsibility and accountability.

Employees have a right of access to the areas in which they normally work during their scheduled work days, or on an emergency basis, as well as to common spaces of the College during open building hours, unless that right has been withdrawn by their supervisor (or his/her delegate or alternate).

Learners have a right of access to the areas in which they normally study, live or receive services, during normal and extended service hours, as well as to common spaces of the College during open building hours, unless that right has been withdrawn by their Dean and/or by the local manager having authority.

Volunteers, contractors and clients/patrons have a right of access to those facilities specified in their agreements with the College, as well as to common spaces of the College during open building hours, unless that right has been withdrawn by the local manager having authority.

Members of the public have a right of access to common spaces of the College during open building hours, unless that right has been withdrawn further to a notice of trespass.

4.4   Resilience.

To safeguard the resilience of the College's operations, the College will ensure that the knowledge, skills and experience required to operate the key and lock control systems, including their associated records management systems, are not vested with a single individual.

4.5 Redundancy.

To safeguard the availability and reliability of systems and measures intended to physically secure College facilities, the College will plan for secondary, and when necessary, tertiary redundancy in the systems and measures.