



Policy Name	Campus Security		
Policy #	CS 1.0	Category	Campus Security
Policy Owner	VP Administration and CFO	Effective Date	November 20, 2024
Policy Lead	AVP, Campus Services	Next Review Date	November 2029
Approved by	Executive Management Committee	Approval Date	November 20, 2024

1.0 Policy Statement

To ensure the safety and security of all members of the NAIT community, NAIT provides a secure environment through proactive measures, continuous monitoring, and prompt response to security concerns based on best practices, assessed risks, and available resources. NAIT prioritizes safety and security across all campus facilities and all members of the NAIT community are expected to actively participate in maintaining a safe environment.

2.0 Scope

This policy applies to the NAIT campus physical environment, ensuring the personal security and safety of all students, employees, contractors, volunteers, tenants, and visitors. The policy also covers the physical security of NAIT-owned or controlled property, including machinery, equipment, vehicles, and furniture. Individuals are responsible for the security of their personal belongings. NAIT's emergency response procedures and protocols are outside the scope of this policy.

3.0 Definitions

Term	Definition
Access Control Systems	Mechanisms that regulate entry to physical spaces ensuring that only authorized individuals can access them.
Assets	Refers to valuable resources owned by NAIT, including physical items (such as equipment, facilities, and vehicles) and intangible assets (such as intellectual property, data, and brand reputation).
Campus Physical Environment	Refers to all space at NAIT campuses, this includes outdoor areas like streets, and open spaces, as well as buildings and facilities.
NAIT Community	Refers to the Board of Governors, staff, students, contractors, vendors, volunteers, and visitors while on NAIT property.
Security Assessment	Evaluations of security measures, protocols, and vulnerabilities to identify areas for improvement and ensure ongoing effectiveness.
Surveillance Systems	Surveillance technologies (such as cameras, sensors, or analytics) that provide monitoring and threat detection capabilities.

4.0 Guiding Principles

- 4.1. Campus security is the shared responsibility of the entire NAIT community. This collective effort aims to achieve a safe and secure environment in which to learn and work. In achieving this, members of the NAIT community will be well-informed, responsible, and accountable for their conduct. Along this path must be a strong and sustained commitment to the principles of conduct that encompass safety consciousness, security awareness, and crime prevention, as well as to address the needs of all community members, particularly those from marginalized groups. This includes recognizing and respecting the diverse backgrounds, identities, and experiences of all individuals. Security practices will be designed and implemented in an inclusive, equitable, and sensitive manner to the unique needs of marginalized communities. By fostering an environment of inclusivity and diversity, NAIT aims to create a safe and welcoming campus for everyone.
- 4.2. NAIT commits to ensuring its security services strictly adhere to all relevant legislation and maintain all required licenses and certifications through continuous education, regular audits, and proactive engagement with regulatory bodies.
- 4.3. NAIT promotes a culture of security within the NAIT community using communication and training activities and will implement security measures based on efficiency standards that contribute to the performance of NAIT's business activities.
- 4.4. NAIT adopts a proactive preventative security strategy to minimize risk and allocate the resources required for implementation. NAIT will achieve this by:
 - 4.4.1. Security assessments and audits to identify potential vulnerabilities within the campus environment. Any identified risks will be addressed with corrective actions to ensure that security measures remain effective and up to date.
 - 4.4.2. NAIT will operate a 24/7 hotline and an online reporting system, ensuring that incidents are reported quickly and efficiently at any time.
 - 4.4.3. NAIT has implemented access control systems to restrict access to areas on campus. Access control systems are crucial for protecting property, infrastructure, and sensitive information.
 - 4.4.4. NAIT will inform the community about security measures, incidents, and safety tips. Updates will be provided through the staff and student portals, newsletters, and social media platforms. NAIT's mass notification system (NAIT Alert) will provide emergency and urgent communications.
 - 4.4.5. NAIT operates surveillance systems with cameras, motion detection, and real-time monitoring capabilities. These technologies provide better campus coverage and enable quicker detection of suspicious activities.

5.0 Roles and Responsibilities

- 5.1. All members of the NAIT community must do all that is reasonably practicable to ensure their actions or inactions do not create or increase risks to their safety or that of others. Cooperation with NAIT Protective Services is essential for maintaining a safe and secure campus environment. By working together and upholding these standards, members of the NAIT community can collectively ensure a secure and supportive environment for everyone at NAIT.

- 5.2. NAIT Protective Services is responsible for implementing this policy. They will work in close coordination with various NAIT departments to ensure comprehensive security coverage and effective risk management. Key responsibilities include:
- 5.2.1. Developing and implementing public safety programs, training, and education to further enhance the campus's safety and security.
 - 5.2.2. Delivering a 24/7 patrol, monitoring, response, and investigative security service to all NAIT campuses in the greater Edmonton area and operating a 24/7 communications centre that monitors security and life safety-related systems.
 - 5.2.3. Maintaining a visible and approachable presence on campus for all members of the NAIT community. The physical presence and timely response of NAIT Protective Services will serve to deter criminal activity, dissuade anti-social behaviour, and reinforce feelings of reassurance, well-being, and collective safety within the campus environment.
 - 5.2.4. Responding to concerning or suspicious incidents that threaten the safety and security of the NAIT community.
 - 5.2.5. Utilizing technology-based surveillance and monitoring systems (e.g., closed-circuit television (CCTV), access control) as part of the overall preventative and reactive security response.

6.0 Other Related Documents

- 6.1. EP 1.0 Emergency Management and Business Continuity Policy
- 6.2. GE 2.0 Code of Ethics and Conduct Policy
- 6.3. HR 6.0 Respectful Workplace Policy
- 6.4. RM 4.0 Enterprise Risk Management Policy
- 6.5. HS 1.0 Health, Safety and Environmental Policy
- 6.6. SR 1.0 Students Rights and Responsibilities Policy
- 6.7. Alberta Freedom of Information and Protection of Privacy Act (FOIP)
- 6.8. Alberta Post-Secondary Learning Act

Document History

<i>Date</i>	<i>Action/ Change</i>
November 22, 2024	Updated to incorporate NAIT Security Audit recommendations, align with current legislation and industry standards, and include a commitment to creating an inclusive and safe campus environment.