SAIT Security Access Philosophy Overview

Security is of concern to everyone at SAIT Polytechnic. This document will provide an overview of Security Philosophy, defining the steps to safeguard SAIT's buildings and assets.

To align with the SAIT Procedure, **Access Control, AD 4.1.1.**, the following Philosophy overview has been developed. No changes shall be made to this Philosophy without first being approved in the SAIT Procedure, **Access Control, AD 4.1.1.**

Campus Security Space Classifications

The Manager of Security & Emergency Services, in consultation with Deans/Directors, is responsible for security the SAIT campus, and has classified its spaces as described below:

	Public Space	All areas open to the public requiring little or no access control, such as atriums, rotundas and building lobbies.
	General Instructional Space	All general instructional space requiring moderate access control.
	Shared Office Space	All open office space requiring moderate access control.
	Reserved Space	All areas that present significant risk associated with the storage of information or equipment. Reserved space may include exterior doors. closed offices and instructional space
	Controlled Space	All areas within the SAIT Campus requiring enhanced access authorization and/or heightened security.

Campus Security Access Controls

For the purpose of securing the Campus, SAIT's access points are categorized as follows:

Category 1	All **interior** doors equipped with a mechanical lock (keys, combination or punch pads).
Category 2	All doors (interior or exterior) equipped with an electro-magnetic/electronic lock but **NO** Access Card or I-Disk reader.

Category 3	All **exterior** doors equipped with an electro- magnetic/electronic lock AND an Access Card or I-Disk reader.
Category 4	All **interior** doors equipped with electro- magnetic/electronic lock AND an Access Card or I-Disk reader.
Category 5	All interior doors equipped with an electronic lock controlled by two stage access control (example: card reader and PIN pad).
Suffix I	All rooms with an intrusion alarm.
Suffix R	All rooms requiring an access card or iDisk to exit.
Suffix E	All rooms with a 'request to exit' device.

For the purpose of securing the Campus, individual areas are zoned as follows:

Zone 1	Open space
Zone 2	Classroom
Zone 3	Open Office
Zone 4	Closed Office
Zone 5	Storage
Zone 6	Mechanical / Electrical
Zone 7	Information Technology
Zone 8	Retail / Leased

For the purpose of securing the Campus, tenancy of space is sectioned as follows:

SAIT	SAIT utilized
Leased	Leased space

Campus Security Access Guidelines

As outlined in the SAIT Security Procedure, **Access Control, AD 4.1.1.**, during standard operating hours, the SAIT Campus will allow:

- Open access to all public space.

- Free movement within general space, stairways, escalators and elevators.

- Access to general instructional spaces as determined by the schools and/or departments.

- Access to administrative spaces as determined by the schools and/or departments.

- Limited access to non-general instructional space and offices as determined by the schools and/or departments.

- All electronic access doors will have a key override for use in case of emergency. These keys will be issued only to Security and Facilities Management.

SAIT Standard Operating Hours

Monday to Friday	0530 hours to 2300 hours
Saturday and Sunday	0530 hours to 1900 hours
Statutory Holidays	**Closed**
Christmas Leave	December 25th to January 1st Inclusive **Closed**

Access after-hours, Statutory Holidays and Christmas Leave:

- All exterior access doors to all SAIT buildings to be secured and controlled to limit and/or restrict access to buildings.

- Movement within buildings to be access controlled.

Exiting SAIT Campus

All access points and/or doors are to allow for immediate exit

Referenced Procedure

SAIT Security Procedure, Access Control, AD 4.1.1.