

1.0 Purpose

In order to provide safety to the community users, University students, staff and faculty while they are at the Penny building. Security Services will provide directions regarding access, safety and security, which contributes to their wellbeing. This procedure describes the correct methods for the community users and University students, staff and faculty who are arriving, working and departing the Dr. Foster James Penny Building, located at 324-5 Street, South Lethbridge, Ab.

2.0 Scope

This SOP identifies the steps to be taken to ensure personal safety and security of the community users and University employees at the Dr. Foster James Penny Building.

3.0 Responsibility

In the event of an incident which may compromise public safety on University of Lethbridge property, Community users and University employees are responsible for understanding and implementing this procedure. Security Management is responsible for any training.

4.0 Procedure

Regular Business Hours Access

4.1 During regular business day the front door is opened automatically by the card access system, between 0820 hrs or 8:20 A.M and 1625 hrs or 4:25 P.M, Monday to Friday excluding Holidays.

4.2 The parking area west back door is locked at all times and can only be opened with an authorized card access. It will not be propped open. If access to the building is required to unload a quantity of items the loading dock must be used. If there is only a few items then the back door may be used.

Parking Area

4.3 Occasionally this area is frequented by visitors that block the rear door for University employees arriving and leaving work. **If there is any concerns for your safety you must remove yourself from harm's way.**

4.4 If you encounter person(s) blocking the rear door way you can contact the following resources and the staff will attend and request they move away from the door or your vehicle. Contact:

- **Street Alives (ph# 403-320-1159 or 403-330-6035)** and request their staff attend and move the person(s) away from the area. Only between the hours of 830 am to 500 pm and 700 pm to 900 pm Monday to Friday, excluding Holidays.
- **Diversion Outreach Team DOT (ph# 403-892-3707)** between Monday to Saturday 9:00am to 9:00pm
- **University Security Services (ph# 403-329-2345).** DOT and Security response may not be immediate. Always Request an Estimated Response Time.

4.5 Any unlawful behavior such as a fight, threatening behaviour or drug use at any time immediately contact the Lethbridge Police Service LPS (ph# 403-328-4444 or 911). Contact Security and advise them of the incident. Police response may not be immediate. Always Request an Estimated Response Time.

After Hours Access

- 4.6 During after hour events, the access doors WILL NOT be propped open or left unlocked and unattended as this poses a risk and allows unauthorized person(s) to enter the building.
- 4.7 Card access rights are granted by various departments and organization to access the front door only.
- 4.8 When there are guest arriving that do not have access, the front door can be unlocked remotely by phoning Security (ph# 403-329-2345) and confirming that you are the authorized person. It is the responsibility of the person with authorized access to maintain a presence at the front door to screen attendees as long as the door is unlocked.
- 4.9 If there are any issues with unauthorized person(s) entering the building contact the Lethbridge Police Service immediately. Contact Security Services and advise them of the incident.
- 4.10 Security can be requested to lock the front door once all of the guests have arrived or the event is over.
- 4.11 The person who was authorized access must check to make sure the front door is locked or if unlocked, remain at the building and confirm with Security that the front door is closed and locked.