



Protection of Equipment and Property

Policy No.:	7525
Category:	Safety, Security and Emergency Management
Approving Body:	Leadership Team
Executive Division:	Human Resources
Department Responsible:	Safety, Security and Emergency Management
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Policy Statement

BCIT takes appropriate measures to protect Institute assets, through programs established and maintained by the Safety, Security and Emergency Management Department.

All employees have a responsibility to protect BCIT assets and to encourage students to respect BCIT assets and this policy.

Purpose of This Policy

The purpose of this policy is to set forth the duties and responsibilities of departments, employees, and students concerning the protection of BCIT assets.

This policy applies to all BCIT employees and students.

Related Documents and Legislation

Security Operation Bulletin: Protection of Equipment and Property
Policy 3502, Information Security

Insurance

BCIT is self-insured through participation in the University, College and Institute Protection Program. Theft or damage to equipment or property costs BCIT a minimum deductible of \$3000. for each incident. Additional to this monetary loss is a loss in business continuity and the down time experienced by students and employees.

Duties and Responsibilities

BCIT Safety, Security and Emergency Management Department

The BCIT Safety, Security and Emergency Management department acts in an advisory and consulting capacity to determine protection systems that are available. This applies to existing installations, new installations, renovations, and temporary installations. In addition, Security is responsible for monitoring alarms, monitoring closed circuit television, responding to alarms, maintenance, and upkeep of protection systems and presenting preventative programs.

Safety, Security and Emergency Management Director

The Director of Safety, Security and Emergency Management is responsible for:

- Developing and managing a Security Matrix identifying a schematic process in security design for smart learning spaces and Institute assets.
- Developing and implementing the BCIT Security Plan, which includes the protection of assets.

Duties and Responsibilities

Departments and Schools

Departments and schools have the following responsibilities:

Working with the Safety, Security and Emergency Management Department

- Consulting the Safety, Security and Emergency Management Department for appropriate safety and security recommendations, for initial installations or significant additions of equipment.
- Following the Security Matrix, which sets out the levels of security required for information, equipment, and systems, according to their type, value, importance, or sensitivity. The Security Matrix is described in the Security Operation Bulletin "Protection of Equipment and Property." The bulletin is available from the Safety, Security and Emergency Management Department.
- Reviewing security measures in consultation with the Safety, Security and Emergency Management Department whenever a loss or security breach occurs or could occur, and correcting the weakness to reduce the likelihood of future occurrences.

Protecting property

- Protecting computers and components, high tech equipment, and other Institute assets assigned to their care and custody. Where equipment is placed in a common area, and not under a specific department, the Institute will determine which department or school is responsible.
- Protecting and maintaining equipment in a manner that is consistent with the value of the equipment, and that is cognizant of the degree of disruption that its loss or damage would bring to the department's or the Institute's operations.
- When receiving loaned equipment from donors, querying the donor as to insurance coverage, and if not available, arranging with the Director of Supply Management for insurance coverage. Cost will be a department or school responsibility.

Monitoring and reporting

- Having check procedures in place, to see that the protection systems are working and not bypassed. When repairs to the protection system are required, arrangements are to be made through the BCIT Safety, Security and Emergency Management Department.
- Having an adequate system to record property being removed and returned. Supply Management must be advised when BCIT property is being taken out of Canada or the continental USA.
- Reporting any loss of equipment or property to the Safety, Security and Emergency Management Department, at 604-451-6856. Security will report the loss to the RCMP and Supply Management.

Employees

Employees have the following responsibilities:

- Employees must not abuse BCIT property (grounds, buildings, facilities, equipment).
- Employees are not to remove BCIT assets from BCIT property without prior departmental or schools' approval in writing. (Departments and schools will have a system to record property being removed and returned.) Employees are expected to protect this property while it is in their personal care and custody.
- Employees with personal property on campus or BCIT-owned property in their homes

Duties and Responsibilities

should check their home insurance policy to determine coverage. Questions in this regard may be referred to the Director of Supply Management.

- Employees must report any loss of equipment or property to Security at 604-451-6856. Security will report the loss to the RCMP and Supply Management.

Students

Students must not abuse BCIT property (grounds, buildings, facilities, and equipment).

Procedures Associated With This Policy

None.

Forms Associated With This Policy

None

Amendment History

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| 1. Created | 1996 Nov 07 |
| 2. Revision 1 | 2002 May 09 |
| 3. Revision 2 | 2003 Jun 16 |
| 4. Revision 3 | 2005 May 20 |
| 5. Revision 4 | 2009 Jul 06 |
| 6. Revision 5 | 2010 Aug 06 |

Scheduled Review Date

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