[Minor revision: June 21, 2018]

Angelo State University
Operating Policy and Procedure

OP 44.13: Physical and Environmental Protection

DATE: June 21, 2018

PURPOSE: The purpose of this policy is to define information security controls around physical and environmental protection.

REVIEW: This OP will be reviewed in July every five years, or as needed, by the chief information officer and appropriate personnel with recommended revisions forwarded through the vice president for finance and administration to the president by August 15 of the same year.

POLICY/PROCEDURE

1. Definition

ASU defines technical policy terms in the information technology glossary.

2. Physical and Environmental Protection Policy and Procedures
Authority-DIR Controls Catalog (CC): PE-1

a. The university president or their designated representative must document and manage physical access to areas containing critical technology infrastructure.

b. ASU must ensure only authorized persons and equipment are provided access to areas containing critical technology infrastructure.

c. ASU must review physical security protecting critical systems on a schedule consistent with risk posture.

3. Physical Access Authorizations
Authority- DIR CC: PE-2

a. ASU must maintain and keep current a list of personnel with authorized access to areas containing critical technology infrastructure.

b. ASU must authorize access to areas containing critical infrastructure to only those individuals requiring access.

c. ASU must issue and recover credentials allowing access to areas containing critical technology infrastructure.

d. ASU must review access to areas containing critical technology infrastructure on a schedule consistent with the facility's risk posture.

4. Physical Access Control
Authority-DIR CC: PE-3

a. ASU must control physical access points to areas containing critical technology infrastructure.

b. ASU must verify individual authorization to critical technology infrastructure components prior to allowing entry.

c. ASU must secure access credentials (e.g., keys, access cards, etc.) to ensure accountability for access to areas containing critical technology infrastructure based on the facility's risk posture.

d. ASU must inventory access credentials to areas containing critical technology infrastructure based on the facility's risk posture.

e. ASU must change PINs/combinations on a schedule appropriate to the risk posture of the information system.

f. Where possible, ASU must retain logs of ingress and egress to areas containing critical technology infrastructure.

g. ASU must escort visitors to areas containing critical technology infrastructure based on the facility's risk posture.

5. Monitoring Physical Access
Authority-DIR CC: PE-6

a. ASU must monitor and review access to areas containing critical technology infrastructure on a schedule based on the facility's risk posture.

b. ASU must take corrective action when unauthorized access is detected.

6. Visitor Access Records
Authority-DIR CC: PE-8

a. Where possible, ASU must maintain and keep current visitor access logs to areas containing critical technology infrastructure.

b. ASU must monitor and review visitor access logs to areas containing critical technology infrastructure at least quarterly.

c. ASU must take corrective action when unauthorized access is detected.

7. Emergency Power
Authority-DIR CC: PE-11

a. ASU must provide short-term power via uninterrupted power supply (UPS) for facilities containing critical technology infrastructure.

b. ASU must provide temporary power via a generator to the university data center(s) when commercial power is unavailable.

8. Emergency Lighting
Authority-DIR CC: PE-12

a. Where possible, ASU must provide emergency lighting that activates in the event of a power outage or disruption to areas containing critical technology infrastructure and emergency exits from facilities.

9. Fire Protection
Authority-DIR CC: PE-13

a. ASU must protect critical information systems with fire suppression systems where possible.

b. ASU must train personnel to monitor environmental controls and respond in the case of imminent failure.

10. Temperature and Humidity Controls
Authority-DIR CC: PE-14

a. ASU must monitor and maintain humidity and temperature within acceptable levels for areas containing critical technology infrastructure based on the facility's risk posture.

11. Water Damage Protection
Authority-DIR CC: PE-15

a. ASU must prevent water damage to critical technology infrastructure.

b. ASU must provide an emergency water shutoff mechanism that is working properly, regularly tested and known to key personnel.

12. Delivery and Removal
Authority-DIR CC: PE-16

a. Where possible, ASU must authorize, monitor, document, and control entry and exit of hardware for areas containing critical technology infrastructure.