
SOUTHSIDE VIRGINIA COMMUNITY COLLEGE INFORMATION TECHNOLOGY SECURITY PLAN

Facilities Security – *Physical Security*

In accordance with the [COV ITRM 501-01](#) each agency must establish physical security safeguards to provide a first line of defense for information resources against physical damage, physical theft, unauthorized disclosure of information, loss of control over system integrity, and interruption to computer services.

The standards developed in this document define the minimum requirements and recommendations for safeguarding information resources residing in static facilities (such as buildings), mobile facilities (such as computers mounted in buildings), and portable facilities (such as mobile command centers) based on the risks related to geographic location, including natural threats (such as flooding), man-made threats (such as burglary or civil disorders), and threats from nearby activities (such as toxic chemical processing or electromagnetic interference). The standards will be reviewed as necessary to reflect changes in the use of technology, State and Federal Laws and State Policies, and Directives.

Requirement: Mission critical system facilities must be located in a secure location that is restricted to authorized personnel only and are secured in a manner that controls access by unauthorized personnel. SVCC has developed an Authorized Access Personnel List (Attachment G 1.1), which is updated annually and documented by the college ISO, to define the personnel who should be allowed access to mission critical system facilities. These facilities are defined as wiring closets, distribution facilities, Telecom PoP for the building, business office and admissions areas. This list is reviewed and updated as necessary annually before June 15 as part of the SVCC IT Disaster Recovery Plan review. The list will be updated and maintained by the college ISO as a part of said plan. SVCC also is implementing an electronic lock system for areas it has identified as critical physical security points with the capability to identify the user and timestamp ingress times. All computer classrooms will remain locked during times which they are not used for instructional purposes. SVCC President's Staff will determine access level of employees. SVCC President's Staff will also determine employees who will be given keys for room or building access in the event of a power outage or other event which would preclude the use of the electronic locking system. Distribution of keys and electronic fobs will be done in compliance with section 2.13, *Keys* of the SVCC Faculty / Staff Handbook. Buildings and Grounds Supervisors maintain lists of personnel to whom keys and electronic fobs have been distributed, including the access level associated therewith.

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Requirement: Access to critical computer hardware, wiring, displays, and networks must be controlled by the principle of least privilege (i.e. only up to the level needed to perform one's duties). SVCC allows access to the above as per the Personnel Security: *Access Determination and Control* and the Logical Access Control: *Account Management* standards. (Sections H1 and E1 respectively)

Requirement: Provide a system of monitoring and auditing physical access to critical and sensitive computer hardware, wiring, displays, and networks (e.g. badges, cameras, access logs). SVCC has in place a digital camera system with monitoring and recording capabilities in all computer labs, network facilities, and at strategic locations inside and outside of all buildings. In addition, all computer labs used for non instructional activities, are monitored by IT Staff. Students using the labs are required to have their SVCC ID card, and must complete a lab sign-in sheet with name of student, name of the lab assistant on duty, computer and software used, date, and time. Physical access to all facilities at SVCC by vendors, and 3rd parties, visitors and outside contractors will be controlled by the policy of least privilege as per requirement two of this standard. SVCC has signage at outside entrances instructing all visitors to check in with the receptionist upon arrival as per Faculty - Staff handbook section 2.20, *Public Visitation*. Access will be granted and documented using the Facilities Security: *Physical Security Visitor Registration form*. This form will be located at the receptionist desk at the colleges' main entrance. The college receptionist will maintain copies of the daily logs for audit purposes. Examples of these forms are located in Attachment G 1.1 of the SVCC Security Plan. All non-COV employees must be escorted at all times when working in wiring closets, phone, LAN or WAN equipment centers.

Requirement: Develop physical safeguards that provide appropriate levels of support facilities such as electric power, heating, and air-conditioning required by the IT resources. Renovation all electrical data infrastructure was completed in 2006 so as to comply with all applicable building code requirements. Documentation for the above requirements and below recommendations is maintained by the office of the V. P. of Finance and Administrative Services. SVCC also implements the following physical attributes:

- Physical Access
 - Use locked cabinets
- Power and Electricity
 - Uninterruptible Power Supply (UPS)
 - Emergency generator

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- Climate and Environment
 - Allow sufficient air flow
 - Guard against extreme heat or cold
 - Install heating and cooling systems with air filters to protect against dust
- Fire Safety
 - Building wire fire alarm and alert system.
 - Ensure adequate fire extinguishers are near critical equipment and that all personnel are properly trained.
- Water
 - Control humidity
- Emergency Evacuation
 - Have an evacuation plan clearly outlined and displayed and all personnel properly trained in the implementation of the plan.
Reference: SVCC Faculty / Staff Handbook, Section 2.9.1, and SVCC Crisis Management Plan
<http://www.sv.vccs.edu/info/safety/safetplan.htm>
(Attachment C 2.2).