

**Old Dominion University
Technology Policies, Standards, Procedures and Guidelines**

Procedure

Title: **Procedures for Access and Physical Security of OCCS Data Center**

Purpose

This procedure provides physical security requirements and guideline for the OCCS Data Center.

Physical Security

Due to the presence of critical data and resources, OCCS considers the fourth floor of the Engineering and Computational Sciences Building a controlled access environment. Access within the fourth floor location is controlled by proximity access card through an approval process. All OCCS employees are expected to respect and practice physical security measures. Other locations may also be designated as controlled environments as needed.

General Access

All employees are issued electronic access card entry keys to allow them to enter areas where they have a legitimate business need.

The OCCS card key entry system controls the automatic opening and locking of key doors to the facility. Such access is acquired when an employee begins work at OCCS. During normal work hours, all non employees wishing to enter the facilities must be routed through the front office staff for the issuance of temporary badges and check-in processing.

OCCS employees must to carry electronic card keys at all times. Employees are not to leave office doors propped open or cracked.

After Hours Access

Specific areas of OCCS are locked and only accessible using the card key system after normal business hours.

Computer operations staff in the facility during non-business hours are expected to make security/facility checks to ensure doors and offices are properly closed. Such environmental checks include documenting who is present in the facility. This includes documentation of visitors and employees on site in the operator log book. Strict accountability and attention to the overall safety of our facility is required. Environmental and security checks during each shift are mandatory.

Non-OCCS Employee Access

Housekeeping staff are allowed to pull trash in the computer room when accompanied by OCCS staff.

Vendors requiring admittance to the computer room for repair of computing equipment or environmental equipment must be escorted by and continually accompanied by a staff member. No equipment or software is to be taken out of service, modified, or moved without full knowledge and approval of management.

Any issues relating to attempts to gain access by unauthorized persons should be quickly relayed to Campus Security at 757-683-4000. Supervision should be alerted for any problem resolution purposes required