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Applicability: All DDSN Employees

## **I. PURPOSE**

The purpose of the Physical Access and Security section is to establish controls to prevent unauthorized physical access to DDSN information assets to protect them from damage, interruption, misuse, destruction and/or theft.

## **II. PHYSICAL AND ENVIRONMENTAL PROTECTION POLICY AND PROCEDURES**

- DDSN shall establish formal, documented procedures to facilitate the implementation of the physical and environmental protection policy and associated physical and environmental protection controls.
- DDSN shall establish procedures to review and maintain current the physical and environmental protection policy and associated procedures.

### **Physical Access Authorizations**

- DDSN shall develop, approve, and maintain a list of personnel with authorized access to the facility where information systems are physically located.

#### **DISTRICT I**

P.O. Box 239  
Clinton, SC 29325-5328  
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500  
Whitten Center - Phone: 864/833-2733

9995 Miles Jamison Road  
Summerville, SC 29485  
Phone: 843/832-5576

#### **DISTRICT II**

Coastal Center - Phone: 843/873-5750  
Pee Dee Center - Phone: 843/664-2600  
Saleeby Center - Phone: 843/332-4104

- DDSN shall establish a process to review, approve, and issue credentials for facility access.
- DDSN shall remove individuals from the facility access list when access is no longer required.

#### Physical Access Control

- DDSN control entry to/exit from the data center(s) and/or sensitive facilities using physical access control devices (e.g., keycard or keys) and/ or security guard(s).
- DDSN shall maintain physical access audit logs for data center(s) and/or sensitive facilities entry/exit points.
- DDSN shall employ guards and/or alarms to monitor physical access points to the data center(s) where the information system resides 24 hours per day, 7 days per week.
- DDSN shall perform security assessments on an annual basis at the physical boundary of the data center(s) to check unauthorized exfiltration of information or removal of information system components.
- DDSN shall establish a process to escort visitors and monitor their activity within the data center(s) and/or sensitive facilities.
- DDSN shall change combinations and keys at defined intervals, and when keys are lost, combinations are compromised, or individuals are transferred or terminated.

#### Access Control for Transmission Medium

- DDSN shall control physical access to information system distribution and transmission lines within the data center(s) using physical access control devices (e.g., keycard or keys).

#### Access Control for Output Devices

- DDSN shall place output devices in secured areas and in locations that can be monitored by authorized personnel, and allow access to authorized individuals only.
- DDSN shall control physical access to information system output devices (e.g., printers, copiers, scanners, facsimile machines) to prevent unauthorized individuals from obtaining sensitive data.

### Monitoring Physical Access

- DDSN shall review physical access logs at a defined frequency and upon occurrence of security incidents.

### Visitor Access Records

- DDSN shall maintain visitor access records to the data center(s) and/or sensitive facilities for a minimum of one (1) year.

### Delivery and Removal

- DDSN shall establish processes to authorize, monitor, and control items entering and exiting the data center(s) and maintain records of those items.

## **III. ENVIRONMENTAL SECURITY**

The purpose of the Environmental Security section is to define controls to protect DDSN information assets from damage, destruction and/or interruption due to environmental factors such as fire, humidity, water, power outage, etc.

### Policy Power Equipment and Cabling

- DDSN shall place power equipment and cabling in safe locations to prevent environmental and/or man-made damage and destruction.

### Emergency Shutoff

- DDSN shall make available the capability of shutting off power to data center(s) during an incident.
- DDSN shall place emergency shutoff switches or devices at locations which can be safely and easily accessed by personnel during an incident.
- DDSN shall implement physical and logical controls to protect emergency power shutoff capability from unauthorized activation.

### Data Center Emergency Power

- DDSN shall implement uninterruptible power supply to facilitate transition to long-term alternate power in the event of a primary power source loss.

### Data Center Fire Protection

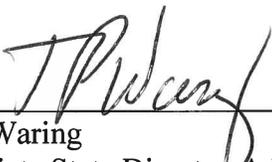
- DDSN shall install and maintain fire detection and suppression devices that are supported by an independent power source.
- DDSN shall employ fire detection devices/system that activate automatically and notify emergency personnel and defined emergency responder(s) in the event of a fire.
- DDSN shall employ an automatic fire suppression system if/when the data center(s) is not staffed on a continuous basis.

### Data Center Temperature and Humidity Controls

- DDSN shall employ automatic temperature and humidity controls in the data center(s) to prevent fluctuations potentially harmful to processing equipment.
- DDSN shall employ temperature and humidity monitoring that provides an alarm or notification of changes potentially harmful to personnel or equipment.

### Data Center Water Damage Protection

- DDSN shall protect processing equipment from damage resulting from water leakage.



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Tom Waring  
Associate State Director-Administration  
(Originator)



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Beverly A.H. Buscemi, Ph.D.  
State Director  
(Approved)

*Reference:*

- NIST SP 800-53 Revision 4: PE 1 Physical and Environmental Protection Policy and Procedures*
- NIST SP 800-53 Revision 4: PE 2 Physical Access Authorizations*
- NIST SP 800-53 Revision 4: PE 3 Physical Access Control*
- NIST SP 800-53 Revision 4: PE 4 Access Control for Transmission Medium*
- NIST SP 800-53 Revision 4: PE 5 Access Control for Output Devices*
- NIST SP 800-53 Revision 4: PE 6 Monitoring Physical Access*
- NIST SP 800-53 Revision 4: PE 8 Visitor Access Records*
- NIST SP 800-53 Revision 4: PE 9 Power Equipment and Cabling*
- NIST SP 800-53 Revision 4: PE 10 Emergency Shutoff*
- NIST SP 800-53 Revision 4: PE 11 Emergency Power*
- NIST SP 800-53 Revision 4: PE 13 Fire Protection*
- NIST SP 800-53 Revision 4: PE 14 Temperature and Humidity Controls*
- NIST SP 800-53 Revision 4: PE 15 Water Damage Protection*
- NIST SP 800-53 Revision 4: PE 16 Delivery and Removal*

**To access any Guidance references, please see the attached link at:**  
**<http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-53Ar4.pdf>**