

## **SRSU Policy: Physical and Environmental Protection Policy**

**SRSU Policy ID: APM 7.32**

**Policy Reviewed by: Office of Information Technology**

**Approval Authority: Executive Cabinet**

**Approval Date: May 14, 2024**

**Next Review Date: May 14, 2029**

- Purpose:** The purpose of this policy is to define information security controls around physical and environmental protection.
- Scope:** This policy applies to Sul Ross State University. All users are responsible for understanding and observing these and all other applicable policies, regulations, and laws in connection with their use of the institution's information resources.
- Application:** The statements in this document meet the minimum requirements established for the Texas State University System and its component institutions. At the discretion of Sul Ross State University, more stringent, restrictive, or enhanced requirements may be established.
- Review:** This policy will be reviewed at minimum every five years, or more frequently as needed, by the Sul Ross State University information security officer and appropriate Office of Information Technology staff.

### **POLICY/PROCEDURE**

#### **1. Policy Statements**

- 1.1 Physical and environmental protection controls implemented by Sul Ross State University must comply with applicable federal or state laws, Executive Orders, directives, regulations, policies, standards, and guidance.
- 1.2 Physical and environmental protection controls found in this policy apply to facilities under the custodianship of Sul Ross State University that house information systems.

#### **2. Definitions**

- 2.1 Sul Ross State University defines technical policy terms in the information technology glossary.

#### **3. Physical and Environmental Protection Policy**

**Authority - DIR Controls Catalog (CC): PE-1**

- 3.1 Sul Ross State University must:
  - 3.1.1 Develop procedures to facilitate the implementation of the Physical and Environmental Protection policy and associated physical and environmental controls; and

- 3.1.2 Review and update physical and environmental protection procedures at an institution-defined frequency.

#### **4. Physical Access Authorizations**

Authority - DIR CC: PE-2

4.1 Sul Ross State University must:

- 4.1.1 Develop, approve, and maintain a list of individuals with authorized access to the facility where the information system resides;
- 4.1.2 Issue authorization credentials for facility access;
- 4.1.3 Review the access list detailing authorized facility access by individuals at an institution-defined frequency; and
- 4.1.4 Remove individuals from the facility access list when access is no longer required.

#### **5. Physical Access Control**

Authority - DIR CC: PE-3

5.1 Sul Ross State University must:

- 5.1.1 Enforce physical access authorizations at institution-defined entry and exit points to the facility where the information system resides by:
  - 5.1.1.1 Verifying individual access authorizations before granting access to the facility; and
  - 5.1.1.2 Controlling ingress to the facility using institution-defined physical access control systems;
- 5.1.2 Maintain physical access audit logs for institution-defined entry and exit points;
- 5.1.3 Provide institution-defined security safeguards to control access to areas within the facility officially designated as publicly accessible;
- 5.1.4 Escort visitors and monitor visitor activity based on institution-defined requirements;
- 5.1.5 Secure keys, combinations, and other physical access devices;
- 5.1.6 Inventories institution-defined physical access devices on an institution-defined frequency; and
- 5.1.7 Change combinations and keys on an institution-defined frequency and/or when keys are lost, combinations are compromised, or when individuals possessing the keys or combinations are transferred or terminated.

## **6. Monitoring Physical Access**

Authority - DIR CC: PE-6

6.1 Sul Ross State University must:

- 6.1.1 Monitor physical access to the facility where the information system resides to detect and respond to physical security incidents;
- 6.1.2 Review physical access logs on an institution-defined frequency and upon occurrence of institution-defined events or potential indications of events; and
- 6.1.3 Coordinate results of reviews and investigations with the institutional incident response capability.

## **7. Visitor Access Records**

Authority - DIR CC: PE-8

7.1 Sul Ross State University must:

- 7.1.1 Maintain visitor access records to the facility where the information system resides for an institution-defined period; and
- 7.1.2 Review visitor access records on an institution-defined frequency.

## **8. Emergency Lighting**

Authority - DIR CC: PE-12

8.1 Sul Ross State University must employ and maintain automatic emergency lighting that activates in the event of a power outage or disruption and that covers emergency exits and evacuation routes within the facility.

## **9. Fire Protection**

Authority - DIR CC: PE-13

9.1 Sul Ross State University must employ and maintain fire suppression and detection devices/systems for the information system that are supported by an independent energy source.

## **10. Temperature and Humidity Controls**

Authority - DIR CC: PE-14

10.1 Sul Ross State University must:

- 10.1.1 Maintain temperature and humidity levels within the facility where the information system resides at institution-defined acceptable levels; and
- 10.1.2 Monitor temperature and humidity levels at an institution-defined frequency.

## **11. Water Damage Protection**

Authority - DIR CC: PE-15

11.1 Sul Ross State University must protect the information system from damage resulting from water leakage by providing master shutoff or isolation valves that are accessible, working properly, and known to key personnel.

## **12. Delivery and Removal**

**Authority - DIR CC: PE-16**

12.1 Sul Ross State University must authorize, monitor, and control institution-defined types of information system components entering and exiting the facility and maintain records of those items.