

Old Dominion University
Technology Policies, Standards, Procedures and Guidelines

Compliance Procedure

Title: Monitoring & Auditing Physical Access
Reference Number: 7.2.4

Purpose

The purpose of this procedure is to define the process by which OCCS shall monitor physical access to facilities where hardware and network related equipment, wiring, and displays are housed.

Procedures & Related Information

All staff members have electronic access card entry keys to allow them to enter those areas where they have a legitimate business need, including the Open Office Area and Administration Area. Select employees, based on business need; also have access to the server room. Primarily, the Computer Operations staff and Network Support staff have a legitimate need to be in the server room. Most other business can be accomplished without physical entry into the room. Server room access is granted to only key individuals and management.

Operations staff members have a console view of all door access events to monitor alarms. Unsuccessful door entries are displayed in RED and should be reviewed.

Operations staff members have live video displays of specific essential entrances and areas so as to view actions and activities occurring in those areas. Such video surveillance features are important for after hours access and loading dock access and staff safety.

All video surveillance is captured and retained on hard disks associated with the server Bulldog for later review if required.

Duty staff operators shall periodically review the display screens to monitor status of building doors during their shift. Such monitoring is even more important to evening and non prime hours.

A daily report of door alarm activity shall be generated for review of supervision. Unusual activities shall be investigated, discussed with duty staff and shared with management.

Any issues relating to doors temporarily disabled shall be brought to the attention of security staff for door repair.

Last Review Date: February 27, 2007