

## **Berea College Data Centers (IS&S and Stephenson) Access Procedure**

(Effective July 2017)

1. Berea College has two production data centers, the one in IS&S is considered a primary data center, and the one in Stephenson's hall is a backup data center, also known as "phone center". Access to these data centers is restricted to very selected employees, namely Facilities, Public Safety, and staff in IS&S. Physical access to these rooms are secured thru the door access control system maintained by Public Safety.
2. Both data centers are serviced by Berea city power and emergency generators, and have necessary UPS for all critical servers and infrastructure. Both data centers have necessary fire suppression systems that are maintained by Facilities.
3. In the primary data center (IS&S), the data center is secured by two other doors controlled by the door access control system and has its own access control. There are also security cameras covering entrances to both data centers (and Public Safety maintains and owns the safety cameras). There is a physical key to the IS&S data center door which is locked in a safe in the IS&S Customer Service area.
4. Only staff in IS&S with necessary job responsibilities are allowed accesses to the data centers. The CIO reviews and approves the access list.
5. All contractors must check with a member of the IS&S Network and Infrastructure Services team to gain access to either the data centers. Access to campus network closets may be arranged by contacting a member of the Network Services team.
6. If required, a temporary proximity card will be issues to one member of the contractor team that will grant access to the IS&S office area, but not to the data centers. Access to the data centers will only be available when accompanied by a member of the above mention teams. The temporary card must be returned prior to the end of the work day each day work will be conducted. The card will be re-issued the next day when the work involved being on-site multiple days.
7. Access to campus network and infrastructure facilities will be logged by IS&S staff and contractor staff must be accompanied by an IS&S staff member whenever the work requires being inside either of the data centers.