How are room security levels defined?

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Purpose: To identify rooms that require special protocol for access control.

Rooms designated “Most Sensitive / Restricted Access” and “High Security” shall be registered with the Police Department. Any special protocols must also be on file.

• Most Sensitive / Restricted Access – Facilities with this security level may have one or more of the following properties:
  • Unauthorized entry could pose a significant and immediate threat to the integrity of the facility or the research being conducted within.
  • May contain materials or equipment that could pose an immediate and significant threat to the health and safety of untrained personnel entering the facility.
  • May contain data or information of a highly sensitive and confidential nature.

Entry to these rooms would require advanced training, special authorization and close supervision. Examples included in this classification would be the restricted laboratories, campus server rooms, medical records storage and the pharmacy located in the Student Health Center. Any special hazards, biological and chemical, need to be registered with EH&S; special instructions and protocols need to be on file with the university police department.

Students would rarely, if ever, be granted access to these facilities. In addition, service personnel would rarely, if ever, enter these facilities, and only under the most unusual or extreme of circumstances. In case of an emergency, a person should be available on site to facilitate entry for *** appropriate personnel***. Very few operators may grant access to these facilities.

• High Security - Facilities with this security level may have one or more of the following properties:
  • Unauthorized entry could pose a threat to the integrity of the facility or the research being conducted within.
  • May contain materials or equipment that could pose a moderate threat to the health and safety of untrained personnel entering the facility.
  • May contain data or information of a sensitive nature.

Entry to these rooms would require training, authorization or supervision. Examples included in this classification would be the Vivarium in Woodward, chemistry equipment and material storage facilities, and laboratories where sensitive and ongoing research is being conducted. A relatively small number of students, with proper authorization and supervision, may be granted access to these facilities. Service personnel would rarely enter these facilities unless authorized, or under unusual or extreme circumstances. Few operators may grant access to these facilities.

• Medium Security – Facilities with this security level may have one or more of the following properties.
  • Unauthorized entry is unlikely to pose a threat to the integrity of the facility or the research being conducted within.
  • May contain materials or equipment of value, or equipment that may pose a low to moderate threat to untrained personnel if improperly operated.

Entry to these rooms would require special authorization or supervision. Examples included in this classification would be fabrication labs, equipment storage areas, specialized computer labs, etc. Students with proper authorization and supervision may routinely be granted access to these facilities. Service personnel could grant access to these facilities. Any rooms that need general facilities or ITS access should not be classified beyond medium security.

• Low Security / General Access – Rooms and facilities open to most faculty, staff and students. Examples would include exterior doors on most academic buildings, corridors containing offices, rooms reserved for general instructional purposes, and computer labs requiring basic card permissions. Most students, faculty and staff may access these facilities without prior authorization, and most system operators could grant access to these facilities.

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