

Brunel University London

BUL Facilities Physical Security Assessment Form

An ISO/IEC 27001:2013: Aligned Document - Implementing Cyber and Information Security Best Practice

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Identification Details			
Survey Date		Surveyor	
Facility Details			
Site Name		Location	
Tier Data Centre? (1-4			
Uptime or SLA (%)			
Site Manager		Contact Details	
Security Manager		Contact Details	
Executive Summary			

Situation Outline			
Description of site:			
No Employees:			
Operating Hours:	Weekdays	Saturdays	Sundays
Opens:			
Closes:			
Special Openings / Restrictions:			
Perimeter			
Description:			
Type:			
Height:			
Distance from Building:			
Cleared Areas:			
Are any roofs or walls close to perimeter?			
Gateway / door construction:			
Number of exits:			
How are exits supervised / controlled?			

Are there any subterranean passages / overpasses?	
Comments	
Buildings	
Description:	
Type	
Height	
Distance from Building	
Cleared Areas:	
Roof or Walls close to perimeter	
Any materials stored outside the building?	
Are there any subterranean passages / overpasses?	
How many floors are there?	
Windows	
How many ground floor windows?	
How high are the windows?	
How high is the next layer of windows?	
Doors	
How are the doors constructed?	

Number of exits:	
How are exits supervised / controlled?	
Roof	
Any roof openings / entry points?	
Lighting	
Is perimeter lighting provided?	
Is perimeter lighting adequate for its task?	
Is there an emergency lighting system?	
Are all doorways sufficiently illuminated?	
Comments:	
Key Control and Locks	
Keylock systems	
What types of keylocks are in use?	
Are keys centrally held?	
Is a record of keys, key changes and faults maintained?	
How are keys secured when not in use?	
Is there a master key system?	
How many master keys are issued?	

Where are master keys secured?	
How frequently are key inventories conducted?	
Are locks changed when keys lost?	
Who is the facility locksmith?	
Combination lock systems	
How many combination locks are in use?	
What types of combination lock systems are used?	
Is a record kept of who has access to combinations?	
Do individuals have unique combinations to devices?	
How frequently are combinations changed?	
Is a record of changes maintained?	
Are combinations changed when a user no longer requires access?	
How are combination key-code copies stored?	
Is a record of access to copies maintained?	
Comments	
Surveillance Systems	
Alarms	
Does the facility have alarm systems?	

Are alarm systems centrally managed?	
Does the alarm system link to an outside service / police force?	
How are the alarms engaged / disengaged?	
Are all external doors covered by alarms?	
Are all ground floor windows covered by alarms?	
Are any internal doors covered by alarms?	
What is the procedure for reacting to alarm activations?	
Are the alarms linked to CCTV?	
CCTV	
Does the facility use CCTV cameras externally?	
If so, is relevant notification displayed?	
Do the cameras have low light capability?	
What frame rate do the cameras record at?	
Is recording continuous or event activated?	
Is CCTV footage archived?	
Is the camera feed live monitored and if so, where?	
Is monitoring continuous or event activated?	
What is the process for reacting to events shown on camera?	

What is the process for reviewing archive footage?	
Are cameras linked to the facility alarm system?	
Comments	
Guards / Reception Staff	
Does the facility have a manned guard force?	
Who provides the service?	
How many guards are on site?	
If externally provided, are the guards SIA licenced (if applicable)?	
Do the guards have a distinctive uniform?	
What site specific training do the guards receive?	
Do guards check employee ID?	
Do guards conduct entry and exit searches of personnel / vehicles?	
What are the guard patrol routes?	
How frequently do guards carry out patrols?	
Do guards have written instructions for their posts?	
What procedures are in place for reacting to intruders?	
Is the reception area guarded?	
Do visitors enter via a different route to employees?	

Is all visitor access via reception?			
Comments			
Access Control			
Is a register of visitors maintained?			
Are visitors prevented from moving around unescorted?			
Do employees display identification badges?			
Is there a visible distinction between employees and visitors?			
Are employees encouraged to challenge unescorted visitors in their area?			
Are visitors escorted?			
Are temporary workers employed?			
If so, how are these managed and accounted for?			
Do any 3rd party companies have access?	List of Company Names	Type of Service Performed	Number of Employees with Access
Comments			

Infrastructure	
Power	
Are multiple power feeds in operation?	
Is there a backup diesel generator(s)?	
Is UPS provision provided?	
Is power switch over automatic?	
Power supply configuration (e.g. N+1)	
Separate underground fuel storage tank?	
What capacity/duration do the backup power feeds provide?	
Environment	
Is there 18" access floor to provide for air flow and cable management?	
Computer rooms have air filtration?	
Height of ceilings to allow heat dispersal	
Environmental sensors Must log the temperature and humidity of the room	
Air Conditioning must maintain temperature between 13 and 54 degrees Centigrade and a humidity of between 20 and 80 percent.	
Environmental sensors should log the temperature and humidity of the room and report it to NOC	
Emergency power off switches inside each computer room.	
Fire suppression must be a Halon or other total flooding agent solution in place in each computer room.	