



STATE OF WISCONSIN

DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Kathy Blumenfeld, Secretary
Trina Zanow, Division Administrator
Effective Date: 08/01/2024

200 - Physical and Environment Protection Standard

Purpose

The purpose of the Physical and Environment Protection Standard is to set forth requirements and expectations related to and supporting the physical security of all State of Wisconsin facilities, technology, information systems and environments, and devices to ensure that the State of Wisconsin staff and business partners are well-informed of their responsibilities when accessing facilities and resources to store, process, and transmit State information.

Standard

Based on NIST SP 800-53 Rev. 5, DET's Standards address a diverse set of security and privacy requirements. As a currently established baseline for implementation, DOA utilizes all low level, and selected moderate level controls in support of its security posture initiatives. Agencies shall categorize their data and identify the potential impact (high, moderate, or low), and select controls appropriately as defined by Table 3-1 in NIST SP 800-53B for the allocated impact levels (high, moderate, low) of controls and control enhancements. Agencies shall update DET on the status of their baseline control implementation through the reporting and monitoring process.

Executive Branch Agencies shall develop policies, procedures, or processes for their own State information systems and system environments to protect State information, if applicable. **Note:** Some agencies will have specific regulatory requirements to follow that go above and beyond the requirements for other agencies. Implementation of the standard controls within this document can be (1) a common (inheritable) control, (2) a system-specific control, or (3) a hybrid control. The control implementation defines the scope of applicability for the control, the shared nature or inheritability of the control, and the responsibility for control development, implementation, assessment, and authorization.

This standard is divided into two sections of controls. **Section One** contains the minimum baseline controls that Executive Branch agencies shall implement. **Section Two** contains some of the common, regulatory controls agencies may be required to implement in addition to the baseline controls. Section Two is not all-inclusive. Each agency is responsible for identifying what other controls their agency may be required to implement beyond the scope of this standard.

SECTION ONE: BASELINE CONTROLS

Policy and Procedures (PE-1):

- Develop, document, and disseminate to appropriate agency personnel or roles:
 - A physical and environmental protection policy that:
 - Addresses purpose, scope, roles, responsibilities, management



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- commitment, coordination among agency entities, and compliance.
 - Is consistent with applicable laws, executive orders, directives, regulations, policies, standards, and guidelines.
 - Procedures to facilitate the implementation of the physical and environmental protection policy and the associated physical and environmental protection controls.
- Designate appropriate agency personnel to manage the development, documentation, and dissemination of the physical and environmental protection policy and procedures.
- Review and update the current physical and environmental protection:
 - Policy on an agency-defined frequency.
 - Procedures on an agency-defined frequency.

Physical Security Access Authorizations (PE-2):

- Develop, approve and maintain a list of individuals with authorized access to the facility, including areas where system and system components reside.
- Issue authorization credentials for facility access and require individuals to wear identification badges.
- Review the access list detailing authorized facility access by individuals monthly.
- Remove individuals from the facility access list when access is no longer required.

Physical Access Control (PE-3):

- Enforce physical access authorizations at entry and exit points to the facility where the system resides by:
 - Verifying individual access authorizations before granting access to the facility.
 - Controlling ingress and egress to the facility using agency-defined physical access control systems, devices, or guards.
- Maintain physical access audit logs for agency-defined entry or exit points.
- Control access to areas within the facility designated as publicly accessible by implementing agency-defined physical access controls.
- Define circumstances when requiring visitor escorts and control of visitor activity.
- Secure keys, combinations, and other physical access devices.
- Inventory physical access devices annually.
- Change combinations and keys annually and/or when keys are lost, combinations are compromised, or when individuals processing keys or combinations are transferred or terminated.

Access Control for Transmission (PE-4):

- Control physical access to information system distribution and transmission lines within agency facilities using physical security safeguards.



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Access Control for Output Devices (PE-5):

- Control physical access to output from output devices to prevent unauthorized individuals from obtaining the output (e.g., monitors, printers, scanners, audio devices, fax machines, and copiers).

Monitoring Physical Access (PE-6):

- Monitor physical access to the facility where systems reside to detect and respond to physical security incidents.
- Review physical access logs monthly and upon occurrence of potential indications of events.
- Coordinate results of reviews and investigations with the agency incident response capability.

Monitoring Physical Access | Intrusion Alarms and Surveillance Equipment (PE-6(1)):

- Monitor physical access to the facility where the system resides using physical intrusion alarms and surveillance equipment.

Visitor Access Records (PE-8):

- Maintain visitor access records to the facility where the system resides for a minimum of 5 years.
- Review visitor access records monthly.
- Report anomalies in visitor access records to agency-defined personnel.

Visitor Access Records | Limit Personally Identifiable Information Elements (PE-8(3)):

- Limit personally identifiable information contained in visitor access records to elements identified in the privacy risk assessment.

Power Equipment and Cabling (PE-9):

- Protect power equipment and power cabling for the system from damage and destruction.

Emergency Shutoff (PE-10):

- Provide the capability of shutting off power to systems in emergency situations.
- Place emergency shutoff switches or devices within datacenters to facilitate access for authorized personnel.
- Protect emergency power shutoff capability from unauthorized activation.

Emergency Power (PE-11):

- Provide an uninterruptible power supply to facilitate an orderly shutdown of the system and/or transition of the system to long-term alternate power, in the event of a primary power source loss.

Emergency Lighting (PE-12):

- Employ and maintain automatic emergency lighting for the system that activates in the event of a power outage or disruption and that covers emergency exits and evacuation routes within the facility.



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Fire Protection (PE-13):

- Employ and maintain fire detection and suppression systems that are supported by an independent energy source.

Fire Protection | Detection Systems – Automatic Activation and Notification (PE-13(1))

- Employ fire detection systems that activate automatically and notify agency-defined personnel or roles and agency-defined emergency responders in the event of a fire.

Environmental Controls (PE-14):

- Maintain temperature and humidity controls in datacenters where State information systems and system environments reside.
- Monitor environmental control levels on an agency-defined frequency.

Water Damage Protection (PE-15):

- Protect the system from damage resulting from water leakage by providing master shutoff or isolation valves that are accessible, working properly, and known to key personnel.

Delivery and Removal (PE-16):

- Authorize and control physical and environmental equipment that enters and exits secure areas in the facility.
- Maintain records of the system components.

Alternate Work Site (PE-17):

- Determine and document the agency permitted alternate work sites allowed for use by employees.
- Employ information system security and privacy controls at alternate work sites.
- Assess the effectiveness of security and privacy controls at alternate work sites.
- Provide a means for employees to communicate with information security and privacy personnel in case of security or privacy incidents.

SECTION TWO: REGULATORY CONTROLS

Executive Branch agencies shall implement the baseline controls listed in the previous section of this standard. Executive Branch agencies throughout the State of Wisconsin may also be subject to additional Federal, State, and/or Inter-agency regulatory requirements. It is each agency's responsibility to research and implement additional controls needed to meet regulatory compliance requirements and expectations outside of the State of Wisconsin baseline of controls.

Physical Access Authorizations | Access by Position or Role (PE-2(1)):

- Authorize physical access to the facility where the system resides based on position or role.

Definitions



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Executive Branch Agency - State of Wisconsin legislatively defined Departments and all customers of DET services, equipment, and/or technologies. Agency or State Agency may be used interchangeably with Executive Branch Agency.

State information - Any information that is created, accessed, used, stored, or transmitted by an Executive Branch Agency.

State information systems and system environments - All equipment or services used to input, store, process, transmit, and output information, including, but not limited to network devices, servers, databases, printers, Internet, email, physical, virtual, cloud, and applications accessible to and/or managed the agency.

Surveillance Equipment – Examples include motion sensors, video cameras, and broken glass sensors.

Exception Process

Exceptions to any Executive Branch Agency's Security Policies or Standards shall follow the Executive Branch Risk Exception Procedure.

Document History/Owner

This standard was developed as required by the State of Wisconsin Information Technology Security Policy Handbook, under the authority of Wis. Stat. § 16.971.

This standard is effective upon approval and publication until retired. Revisions and updates continue the effective date by documenting required changes over time.

Ownership for this standard is assigned to DOA, DET Bureau of Security. As such, the DOA, DET Bureau of Security is responsible for the maintenance, update(s), and review of this document annually before the anniversary of the effective date.



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NOTE: Keep only the origination and the last 10 years of update information. Only notate prior three revisions. Include only interim/final revision statuses.				

Authorized and approved by:

Troy Stairwalt, State of Wisconsin Chief Information Security Officer

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Print/Type	Signature	Date
Title		