I. PURPOSE

This standard reflects East Carolina University’s commitment to maintain a facility security plan for protecting its facilities and all healthcare computing systems contained within them.

II. AUTHORIZATION AND ENFORCEMENT

Health Care component management and/or administrator(s) are responsible for monitoring and enforcing this policy, in consultation with the ECU IT Security Officer, ECU HIPAA Security Officer, and ECU HIPAA Privacy Officer.

III. STANDARD

ECU Health Care Components must have a facility security plan that details how it will protect its facilities and the equipment therein, from unauthorized access, tampering, or theft of its healthcare computing systems.

IV. APPLICABILITY

This standard is applicable to all workforce members who are responsible for or otherwise administer a healthcare computing system. A healthcare computing system is defined as a device or group of devices that store EPHI which is shared across the network and accessed by healthcare workers.
V. PROCEDURE

The following safeguards must be implemented to satisfy the requirements of this standard:

1. ECU Health Care Components must maintain and regularly review a formal, documented facility security plan that describes how its facilities and equipment within them will be appropriately protected. The plan must be revised as necessary.

2. At a minimum, ECU Health Care Components’ facility security plan must address the following:

   - Identification of ECU healthcare computing systems to be protected from unauthorized physical access, tampering, and theft.
   - Identification of processes and controls used to protect ECU healthcare computing systems from unauthorized physical access, tampering, and theft.
   - Actions to be taken if unauthorized physical access, tampering, or theft attempts are made against ECU healthcare computing systems.
   - A maintenance schedule that specifies how and when the plan will be tested, as well as the process for maintaining the plan.

VI. COORDINATING INSTRUCTIONS

1. All section policies, standards and procedures will be reviewed annually. Every section policy, standard and procedure revision/replacement will be maintained for a minimum of six years from the date of its creation or when it was last in effect, whichever is later. Other East Carolina University, University of North Carolina system, or state of North Carolina requirements may stipulate a longer retention period.