



SAN DIEGO SUPERCOMPUTER CENTER - Enterprise Network Services

San Diego Network Access Point (SDNAP) Policy

Emilio Valente April 20, 2004 version 1.1

Introduction

The SDSC Networking group, Enterprise Network Services (ENS), along with Datacenter Operations, monitors:

- Physical equipment security
- Physical access to authorized technicians
- Data Link connectivity
- Power and redundant connectivity
- Safety procedures
- All other aspects related to the health of SDNAP environment.

Everyone who accesses the SDNAP should be aware of the following policies related to safety and security of the SDNAP area.

The Datacenter Operations, located one floor above the SDNAP, adjacent to the main SDSC's lobby, is staffed 24 hours a day, 7 days a week, 12 months per year. Datacenter Operations is charged with ensuring safe and secure operation of the SDNAP, the Machine Room and other aspects of SDSC's infrastructure.

Datacenter Operations info	SDSC/ENS contacts	Phone	Email
Phone 858-534-5090	Jay Dombrowski	858-534-5023	jdombrowski@sdsc.edu
	Emilio Valente	858-831-1124	evalente@sdsc.edu
	Lyle Carlson	858-822-3613	lcarlson@sdsc.edu

Policy

1. Use an orange cone combined with a warning sign if you have to leave any SDNAP area with exposed obstacles that constitute a safety hazard. Do not put others at risk of walking into equipment that is out of place or in walking aisles.
2. Avoid running cables along the floor. Cables, wires and cords running along the SDNAP floor present a serious safety concern. If you are running cables, please find an alternative route, such as the provided cable trays. Use caution when working near cables. Avoid tripping.
3. Materials such as boxes, chairs, tables or equipment are never to be left in front of any electrical panel.
4. All new equipment placed in the SDNAP area and any equipment moved from one location to another within the SDSC infrastructure must be given advance approval by Jay Dombrowski.
5. Persons who enter the SDNAP area are required to wear footwear.
6. All accidents, which result in injury, must be reported **immediately** on the Datacenter Operations' Incident Log and to Jay Dombrowski.
7. No construction work is permitted in the SDNAP without prior approval by Jay Dombrowski.
8. Everyone who accesses to the SDNAP area must use common sense safety procedures for moving or installing equipment. Equipment carts and dollies are available for moving heavy equipment.
9. Only authorizing Member Technicians are allowed to be escorted to access into SDNAP area.

Please refer any other questions with regard to the SDNAP to one of the SDSC/ENS group contacts listed above.

SDNAP CHECK-LIST :

- Datacenter Operators will make one visit to SDNAP area for each turn and check for alarms or emergency situations (air conditioning leaking, fire. etc.)
- If no alarms are found the operator will take a note of the time he visited the area in the shift book
- If alarm is found the operator will establish the nature of alarm or emergencies:

1. CODE "RED":

- Power failure for equipment (critical red lights);
- Facilities (air conditioning leaking, fire, earthquake);
- Unauthorized person who comes to SDSC and asks to access the SDNAP area in the office off hours (5pm to 8 am) and nobody from ENS group had previously advised the operator about him/her.

In the case of alarm or emergency CODE "RED" and in case of accident sub 6) previous page (in this last case Jay Dombrowski is the first person to be contacted), the operator will:

a) Immediately contact ENS personnel in this order:

Emilio Valente 858-5881458 (home) 858-615-3350 (pager) 54678 (office) evalente@sdsc.edu

Jay Dombrowski 858-518-0375 (cell) 45023 (office) jdombrowski@sdsc.edu

Lyle Carlson 858-204-7858 (cell) 23613 (office) lcarlson@sdsc.edu

- b) Send an email to noc@sdsc.edu and describe the alarm, emergency detected or info about the person injured for case sub 6) previous page.
- c) Take a note in the shift book and in the "SDNAP AREA INCIDENTS REPORT" logs.

2. CODE "ORANGE":

- Door unlocked or left open with nobody working in the SDNAP area.
- Network connectivity loss for equipment (data connectivity red lights).
- Unauthorized person who call and would like to come and access the SDNAP area in the next future during office or off hours without any previously advise from ENS group to the operator.

In the case of alarm or emergency type "ORANGE" the operator will:

a) Send an email to noc@sdsc.edu and describe the alarm or emergency detected.

b) Take a note in the shift book and in the "SDNAP AREA INCIDENTS REPORT" logs.

Revision

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