



This policy addresses measures to ensure the safety of occupants within the USTUR building and the integrity and privacy of USTUR files and records.

Safety is paramount

Human safety considerations are paramount and shall override all other considerations. No activities shall be performed that jeopardize the safety of personnel. All activities shall be conducted in full compliance with WSU Safety Policies and Procedures and applicable laws and regulations.

Sign out practices are used to track building occupancy

To ensure that the occupancy of the USTUR building is known in the event of a fire, earthquake, or other emergency situation, personnel assigned to the USTUR building (West Annex 104) shall sign in and out, as appropriate, on the board provided for that purpose by the egress door in the reception area of building West Annex 104.

Building security is maintained

USTUR building occupants are issued the combinations for the combination locks of the USTUR building (West Annex 104) and the file room as well as keys for their individual desks and other office furniture. A key for the adjacent building (West Annex 105), containing the restroom facilities, is also available to occupants of West Annex 104. Each occupant is responsible for maintaining the security of the combination locks and for the keys assigned to them. Keys shall not be duplicated. A duplicate set of keys will be maintained by WSU/TC physical plant in the event of emergency access needs or lost keys.

Files require specific practices to ensure Registrant privacy

All Registrant and other sensitive files containing personal identifiers shall be controlled and maintained under locked storage when not in use. Room 112 in the USTUR building has been designated as a secure file room and is equipped with a combination locking

door. Unrestricted access to the file room is limited to USTUR personnel. The File Room shall be kept locked at all times when the building is unoccupied. Registrant files are kept in designated fire resistant file cabinets in the File Room. When individual files are temporarily removed by faculty or staff, an appropriate "Out" card shall be used to replace each specific removed file. The "Out" card shall specify the identity of the file removed, who has custody, and the date the file was removed.

To ensure the integrity of the files and maintain the privacy of the Registrants, Registrant files removed from their normal storage locations should not be left unattended, nor should they be left outside the file room when the building is unoccupied. Files may be temporarily stored at locations other than the File Room, such as the desk of a staff member, if protected during such times as the building is unoccupied.

Upon exiting the USTUR building (West Annex 104), USTUR staff shall determine if any other persons are present in the building. If a staff member is the last to leave the building, that staff member is responsible for ensuring the following: 1) that the door to the adjacent building (West Annex 105) housing the restrooms is locked; 2) that the File Room door is locked; and 3) that both exterior doors to the USTUR building (West Annex 104) are locked. Non-Registries personnel shall not remain in building West Annex 104 unless a USTUR member is present in the building.