

## OFFICE WINDOW & DOOR POLICY

Unless confidential information is being discussed, do not shut and/or lock one's office door while a student or employee is in the room with you. And if the situation warrants the door being shut, ensure that any windows on or near the office door are not covered. During a dangerous situation (lock down, active shooter, etc.) is when closed doors, window coverings, and locks should be used. This signals to emergency personnel that there could be someone inside.