

TO: Dr. Mike Riggle

FROM: Rosanne Williamson

RE: FOIA Requests

**FOIA Response:**

Please see the attached email response. Responsive documents can be found online at <http://il.glenbrook.schoolboard.net/board>. (Responsive documents will not be attached to the all documents pdf, but can be found under the FOIA agenda item.)

**Background:**

The Freedom of Information Act (FOIA - 5 ILCS 140/1 et seq.) is a state statute that provides the public the right to access government documents and records. A person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure (for example: records containing information concerning student records or personal privacy).

A public body must respond to a FOIA request within 5 business days after the public body receives the request or 21 business days if the request is for commercial purpose. That time period may be extended for an additional 5 business days from the date of the original due date if:

- The requested information is stored at a different location;
- The request requires the collection of a substantial number of documents;
- The request requires an extensive search;
- The requested records have not been located and require additional effort to find;
- The requested records need to be reviewed by staff who can determine whether they are exempt from FOIA;
- The requested records cannot be produced without unduly burdening the public body or interfering with its operations; or
- The request requires the public body to consult with another public body who has substantial interest in the subject matter of the request.

If additional time is needed, the public body must notify the requester in writing within 5 business days after the receipt of the request of the statutory reasons for the extension and when the requested information will be produced.

LAW OFFICES

**CORBOY & DEMETRIO**  
A PROFESSIONAL CORPORATION

20TH FLOOR  
33 NORTH DEARBORN STREET  
CHICAGO, ILLINOIS 60602

PHILIP HARNETT CORBOY, JR.  
fhc@corboydemetrio.com

TELEPHONE  
(312) 346-3191

FAX  
(312) 346-5562  
corboydemetrio.com

March 8, 2019

Dr. John Finan  
Principal  
Glenbrook North High School  
2300 Shermer Road  
Northbrook, Illinois 60062

**Re: Matthew Gordon , a minor**  
Our File No.: 2019N-0053

Dr. Finan,

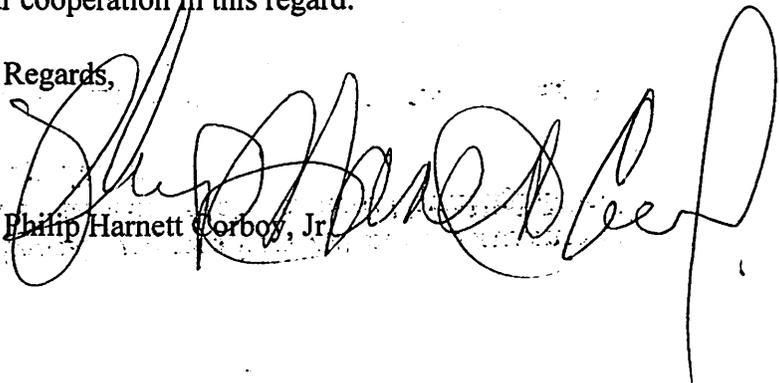
We represent the above-named individual who was involved in an occurrence on February 14, 2019, at approximately 2:15 p.m. on the premises of Glenbrook North High School, 2300 Shermer Road, Northbrook, Cook County, Illinois.

Pursuant to the provisions of the Freedom of Information Act, 5 ILCS 140/1, we ask that you provide us with a copy of any and all still photographs, digital photographs, and digital video/camera/surveillance recordings depicting the incident in question; all records maintained by Glenbrook High School District 225 at the above-referenced location on February 14, 2019.

I understand that the Act, pursuant to 5 ILCS 140/6, permits a public body to charge a reasonable copying fee not to exceed the actual cost of reproduction and not including the costs of any search or review of the records, and agree to pay any statutory costs for providing these documents.

I look forward to hearing from you in writing within seven working days, as required by the Act (5 ILCS 140/3). Please contact me or my legal assistant, Karen Cozen, directly, if you need further information. Thank you for your cooperation in this regard.

Regards,

  
Philip Harnett Corboy, Jr.

klc  
**Via Certified Mail**



Elaine Geallis &lt;egeallis@glenbrook225.org&gt;

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**Re: FOIA Request - File #2019N-0053**

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Tue, Mar 19, 2019 at 2:25 PM

To: fhc@corboydemetrio.com, kcozen@corboydemtrio.com

Bcc: egeallis@glenbrook225.org

Dear Mr. Gordon,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 3/13/19 we received your request for the following information:

- a copy of any and all still photographs, digital photographs, and digital video/camera/surveillance recordings depicting the incident in question; all records maintained by Glenbrook High School District 225 at the above-referenced location (Glenbrook North High School, [2300 Shermer Road, Northbrook, Cook County, Illinois](#)) on February 14, 2019

**District Response:**

Your request is denied pursuant as it seeks the disclosure of confidential student record information and therefore is exempt from disclosure pursuant to 5 ILCS 140/7(1)(a) and 7.5(r) and 105 ILCS 10/6(a) and 20 U.S.C. § 1232g. Should you believe that this response is an unlawful denial of your request, you may file a request for review with the Public Access Counselor (“PAC”) pursuant to §9.5 of *FOIA*. You can file your Request for Review with the PAC at the Office of the Attorney General, 500 South 2<sup>nd</sup> Street, Springfield, IL 62706 or by calling 1-877-299-FOIA. You also have the right to seek judicial review of your denial by filing a lawsuit in the Circuit Court pursuant to §11 of *FOIA*.”

Sincerely,

Rosanne Williamson Ed.D.  
Assistant Superintendent for Educational Services  
Glenbrook H.S. District 225  
[3801 West Lake Ave.](#)  
[Glenview, IL 60026](#)  
847-486-4701

**Written Request for District Public Records**

All requests to inspect and/or to obtain a copy of a District record must be made in writing. This form is provided for convenience – its use is not required. Please submit all requests to the District’s Freedom of Information Officer. Copying fees, if any, must be paid before copies will be provided. The Freedom of Information Officer can give you an estimate of the copying fees, if any.

<u>Nicholas Stenger</u> <i>Nicholas Stenger</i>			<u>nicholas.stenger@morganstanley.com</u>
Name of individual(s) requesting District records			Email address
<u>2211 York Road #100</u>			<u>1-630-573-9708</u>
Address			Telephone number
<u>Oak Brook</u>	<u>IL</u>	<u>60523</u>	<u>3/20/2019</u>
City	State	Zip	Date of request

Please check if this request of records is being made for a commercial purpose. Section 2 of the Freedom of Information Act states: “*Commercial purpose* means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education. Section 3.1 states: “It is a violation of this Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body.”

Please check if a fee waiver or reduction is being requested. Section 6 of the Freedom of Information Act states: “Documents shall be furnished without charge or at a reduced charge, as determined by the public body, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.”

Please indicate your reason for requesting a fee waiver: \_\_\_\_\_

\_\_\_\_\_

*Check if you are requesting:*

<b>Record description (Please be specific)</b>	<b>Electronic Copy</b>	<b>Inspection</b>	<b>Copy</b>
A list of all faculty members/teachers retiring at the end of the 2018-2019 school year.	✓		



Elaine Geallis &lt;egeallis@glenbrook225.org&gt;

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**Re: FOIA Request**

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>  
To: "Stenger, Nicholas" <Nicholas.Stenger@morganstanley.com>  
Bcc: egeallis@glenbrook225.org

Tue, Apr 2, 2019 at 8:33 AM

Dear Mr. Stenger,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 3/21/19 we received your request for the following information:

- A list of all faculty members/teachers retiring at the end of the 2018-2019 school year.

**District Response:****Faculty Members/Teachers Retiring at the end of the 2018-2019 School Year**

Richard Chapman

Kris Frandson

Scott Matthews

Kathleen Mitchem

Steven Weissenstein

Jon Robin Walker

Frank Whalen

Sincerely,

Rosanne Williamson Ed.D.  
Assistant Superintendent for Educational Services  
Glenbrook H.S. District 225  
[3801 West Lake Ave.](#)  
[Glenview, IL 60026](#)  
847-486-4701

On Wed, Mar 20, 2019 at 3:30 PM Stenger, Nicholas <[Nicholas.Stenger@morganstanley.com](mailto:Nicholas.Stenger@morganstanley.com)> wrote:

Please see attached.

Regards,

Nicholas Stenger

*Financial Advisor*

NMLS#1667643

The Stenger Devermann Group  
at Morgan Stanley  
Drake Oak Brook Plaza  
2211 York Road, Suite 100  
Oak Brook, IL 60523

630.573.9708 (direct)

*Delivering Clarity & Confidence to Help Secure Your Financial Future*

**[Click here to download The Clarity and Confidence Guidebook](#)**

Visit our homepage: [The Stenger Devermann Group Website](#)



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Elaine Geallis <egeallis@glenbrook225.org>

**3.26.2019 FOIA request from NBC5 Chicago for story on school storm shelters**

1 message

**Deloian, Olivia (NBCUniversal)** <Olivia.Deloian@nbcuni.com>  
To: "foia@glenbrook225.org" <foia@glenbrook225.org>

Tue, Mar 26, 2019 at 12:19 PM

[454 North Columbus Drive](#)

[Chicago, IL 60611-5555](#)

312-836-5555

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[www.nbcchicago.com](http://www.nbcchicago.com)



March 26, 2019

Rosanne Williamson

Freedom of Information Officer

Glenbrook/Northfield Township High School District 225

[3801 West Lake Avenue](#)

[Glenview, IL 60026-1292](#)

Sent via e-mail to [foia@glenbrook225.org](mailto:foia@glenbrook225.org)

Dear Dr. Williamson:

This is a request under the Illinois Freedom of Information Act. I am making this request of more than 350 public school districts in twelve Illinois counties in the greater Chicago area, including Glenbrook/Northfield Township High School District 225, for a news story we are working on at NBC5 about school tornado preparedness.

Please provide me with documents showing which school buildings in your district each have a storm shelter that meets the minimum requirements of the ICC/NSSA Standard for the Design and Construction of Storm Shelters (ICC-500) [published jointly by the International Code Council and the National Storm Shelter Association and available at [https://codes.iccsafe.org/content/ICC5002014?site\\_type=public](https://codes.iccsafe.org/content/ICC5002014?site_type=public)], including the location of each shelter relative to its assigned school building.

For those school buildings in Glenbrook/Northfield Township High School District 225 that do not have a storm shelter that meets the minimum requirements described above, please provide me with documents showing how and where the children in each of those school buildings are to be sheltered, in case of a tornado emergency, including the location of each shelter relative to its assigned school building.

Please send all material to me at [olivia.deloian@nbcchicago](mailto:olivia.deloian@nbcchicago). If for some reason you cannot send these records electronically, please contact me so that I can make other arrangements to get these documents from you. And if there is any way at all that I can help you gather this material, I would be most happy to do so.

Because these records are in the public interest, I ask that you waive any reproduction fee. And if you deny this request, please tell me on what grounds, and to whom I should appeal.

If you have any questions concerning this request or need any additional information, please don't hesitate to contact me. Thank you so much for your time and consideration in this matter.

Sincerely,

Olivia Deloian

Researcher, NBC5 Investigates



Elaine Geallis &lt;egeallis@glenbrook225.org&gt;

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**Re: 3.26.2019 FOIA request from NBC5 Chicago for story on school storm shelters**

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>  
To: "Deloian, Olivia (NBCUniversal)" <Olivia.Deloian@nbcuni.com>  
Bcc: egeallis@glenbrook225.org

Tue, Apr 2, 2019 at 2:18 PM

Dear Ms. Deloian,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 3/26/19 we received your request for the following information:

- Documents showing which school buildings in your district each have a storm shelter that meets the minimum requirements of the ICC/NSSA Standard for the Design and Construction of Storm Shelters (ICC-500) [published jointly by the International Code Council and the National Storm Shelter Association and available at [https://codes.iccsafe.org/content/ICC5002014?site\\_type=public](https://codes.iccsafe.org/content/ICC5002014?site_type=public)], including the location of each shelter relative to its assigned school building

**District Response:** There are no parts of any of our facilities that contain storm shelters per the code referenced. That requirement was not adopted by Illinois, with Illinois Public Act 098-0883 (HB 2513) until January 1, 2015. So you are aware, the requirement is triggered only for the construction of a new school facility, or an addition to an existing school facility of over 50% of its existing size.

- For those school buildings in Glenbrook/Northfield Township High School District 225 that do not have a storm shelter that meets the minimum requirements described above, please provide me with documents showing how and where the children in each of those school buildings are to be sheltered, in case of a tornado emergency, including the location of each shelter relative to its assigned school building

**District Response: Please see attached.**

Sincerely,

Rosanne Williamson, Ed.D.  
Secretary, Board of Education  
Assistant Superintendent for Educational Services  
[Glenbrook High School District 225](#)  
3801 West Lake Avenue  
Glenview, IL 60026

On Tue, Mar 26, 2019 at 12:21 PM Deloian, Olivia (NBCUniversal) <[Olivia.Deloian@nbcuni.com](mailto:Olivia.Deloian@nbcuni.com)> wrote:

[454 North Columbus Drive](#)

[Chicago, IL 60611-5555](#)

312-836-5555

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[www.nbcchicago.com](http://www.nbcchicago.com)



March 26, 2019

Rosanne Williamson

Freedom of Information Officer

Glenbrook/Northfield Township High School District 225

[3801 West Lake Avenue](#)

[Glenview, IL 60026-1292](#)

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Because these records are in the public interest, I ask that you waive any reproduction fee. And if you deny this request, please tell me on what grounds, and to whom I should appeal.

If you have any questions concerning this request or need any additional information, please don't hesitate to contact me. Thank you so much for your time and consideration in this matter.

Sincerely,

Olivia Deloian

Researcher, NBC5 Investigates

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### 3 attachments



**GBS Relocation - Severe Weather.pdf**

99K



**GBN 2018 Relocation Plan.pdf**

97K



**GBS Map of Tornado Exit Plan.pdf**

360K

<b>A-WING</b>	<b>GO TO:</b>
A 100	Turn Left and go to A102
A 102	Remain in Room
A 103	Remain in Room
A 104	Remain in Room
A 105	Remain in Room
A 106	Remain in Room
A 107	Remain in Room
A108	Remain in Room
A 110	Remain in Room
A 112 ERC	Remain in Room
A-114/116	Remain in Room
A 120	Remain in Room
A122	Remain in Room
A 123	Interior Hallway by Vault
A 124	Remain in Room
A 126	Remain in Room
A 127	Interior Hallway by Vault
A 128	Remain in Room
A 129 (SCR)	Turn Left & go Across Hall to Room A126
A 130	Remain in Room
A 132	Remain in Room
A 134	Remain in Room
A 138 ARC	Remain in Room
A 142	Remain in Room
A 144	Remain in Room
A 146	Remain in Room
A148 IDEA	Remain in Room
A 150 (Library)	Relocate to Interior Offices or Computer Lab
A 200	Exit through Resource Center & Use Interior Stairs by World Language to Access ERC

A 202	Use Interior Stairs by World Language Offices to go to ERC
A 204	Turn Left and use Staircase 8 to go to Room A 105
A 206	Use Interior Stairs by World Language Offices to go to ERC
A 208	Use Staircase 8 Across the Hall & go to Room A 107
A 209	Turn Left & Use Staircase 6 to go to Room A114
A 210	Use Staircase 8 Across Hall & turn left at the bottom of the stairs to access back entrance to the Little Theater
A 211	Turn Left & Use Staircase 6 & go to Little Theater
A 212	Turn Right and use Staircase 6 to get to the Little Theater
A 213	Turn Left and go up ramp to use Staircase 8 to access the Hallway Outside of Room A114/A116
A 214	Turn Right and go up ramp to use Staircase 8 to access Room A114/A116
A 215	Turn Right and use Staircase 5 to get to Room A130
A 216	Turn Right out of room, go up Ramp to Access Staircase 8 and go to Hallway Outside of A105
A 217	Turn Right and Use Staircase 5 to get to Room A124
A 218	Turn Left and Use Staircase 5 to get to Room A128
A 220	Turn Left and Use Staircase 5 to get to Room A126
A 222	Turn Left and Use Staircase 5 to get to Room A122
A 224	Turn Left and Use Staircase 5 to get to Room A120
A 226	Use Staircase 2 Across the Hall to get to Room A 132
A 228	Use Staircase 2 Across the hall to get to Room A 134
A230	Use the interior staircase by the World Language Offices to Access the ERC
A 232	Turn right out of the room and use Staircase 2 to get to the ERC
A 234	Turn right out of the room and use Staircase 2 to get to the ERC

A 238	Turn right and use Staircase 2 to get to Room A 138 (ARC)
A 240	Turn right and use Staircase 2 to get to Room A 138 (ARC)
A 241	Exit Room and use Staircase 1 on your left to get to Room A 110 (Broadcasting)
A 242	Turn right out of the room and use Staircase 1 to get to Room A148 (IDEA & Interior Rooms)
A 243	Turn left out of the room and use Staircase 1 to get to Room A148 (IDEA & Interior Rooms)
A 244	Turn right out of the room and use Staircase 1 to get to Room A 144
A 245	Turn Left out of the room and use Staircase 1 to get to Room A146
A 246	Turn Right out of the room and use Staircase 1 to get to Room A146
A 247	Turn right out of the room and use Staircase 9 to get to Room A102
A 248	Turn left out of the room and use Staircase 9 to get to Room A 106
A 249	Turn right out of the room and use Staircase 9 to get to Room A 104
A 250	Turn left out of the room and use Staircase 9 to access the back entrance to the Little Theater
A 251	Turn right out of the room and use Staircase 9 to get to Room A 108
A 253	Turn right out of the Room and use Staircase 9 to access the back entrance to the Little Theater
A 255	Exit room and use Staircase 9 on the right to access the back entrance to the Little Theater

<b>B-WING</b>	<b>GO TO:</b>
B 100	Relocate to Hallway outside B100
B 101	Relocate to Hallway outside B101
B 104	Relocate to Hallway outside B104
B 105	Relocate to Hallway outside B105
B 106	Relocate to Hallway outside B106
B 108	Go across the hall to Room B111
B 109	Turn Left out of Classroom and relocate to hallway outside of B105
B 110	Go across the hall to Room B111
B 111	Remain in Room
B 112	Turn left out of room and go to Room B 111
B 113	Relocate to Conference Rooms B115/B117
B 114	Turn Left into the hallway and go to Room B126
B 115	Remain in Room
B 116	Turn Left out of Room and go to Room B 128
B 117	Remain in Room
B 118	Turn Left Out of Room and go to Room B127
B 119	Remain in Room
B 120	Turn Left out of Room and go to Room B130
B 121	Use the prep room to cut through to B125
B 122	Turn Left and go to Room B131
B 125	Remain in Room
B 126	Remain in Room
B 127	Remain in Room
B 128	Remain in Room
B 130	Remain in Room
B 131	Remain in Room
B 132	Go to Room B 130

C-WING	GO TO:
C 100	Turn Left out of Room and go to Room C103
C 101	Turn Left out of Room and go to Room C103
C 102	Go to the Dark Room
C 103	Remain in Room
C 104	Turn Left out of room and go to hallway outside of B101
C 105 (Preschool)	Turn Left out of the Room and go to the Green & Gold Conference Room
C 106	Turn Left out of room and go to hallway outside of B101
C 107/109	Turn Right out of room and go to hallway outside of B101
C 108	Turn Left out of room and go to hallway outside of B101
C 110	Turn Right and go to a Locker Room
C 111	Go to the Little Theater
C 113 (SAC)	Turn Left and go to Room A114
C 120 A,B, C	Go to a Locker Room
C 200	Use Staircase 6 across the Hall to access the Little Theater
C 202	Turn Left and Use Staircase 6 to access The Little Theater
C 204	Turn Left and Use Staircase 6 to access The Little Theater
C 206	Turn Right and Use Staircase 7 to access The Little Theater
C 208	Exit area and use Staircase 7 to go to the Little Theater
C 209	Exit area and use Staircase 7 to go to the Little Theater
C 210	Exit area and use Staircase 7 to go to the Little Theater
C 211	Exit area and use Staircase 7 to go to the Little Theater
C 212	Exit area and use Staircase 7 to go to the Little Theater
C 213	Exit area and use Staircase 7 to go to the Little Theater
C 215	Exit area and use Staircase 7 to go to the Little Theater

C 217

Exit area and use Staircase 7 to go to the Little Theater

<b>D-WING</b>	<b>GO TO:</b>
D 100/101	Go to a Locker Room
D 102	Go to a Locker Room
D 103	Go to a Locker Room
D 104	Go to a Locker Room
D 105	Go to a Locker Room
D 106	Go to a Locker Room
D 107	Go to a Locker Room
D 108	Go to a Locker Room
D 109	Go to a Locker Room
D 111	Go to a Locker Room
D 115	Go to a Locker Room
D117	Go to a Locker Room
D 119	Go to a Locker Room
D 123	Go to a Locker Room
D 130	Go to a Locker Room
D 131	Go to a Locker Room
D 200	Go to a Locker Room
D 201	Go to a Locker Room
D 202	Go to a Locker Room
D 203	Go to a Locker Room
D 205	Go to a Locker Room
D 206	Go to a Locker Room

<b>E-WING</b>	<b>GO TO:</b>
E 100	Remain in Room
E 101	Exit Room and go to E 104 (Choir Room)
E 102	Remain in Room
E 103	Exit Room and go across Hall to Room E110 (Drama)
E 104	Remain in Room
E 106	Remain in Room
E 108	Remain in Room
E 110	Remain in Room
E 114	Remain in Room
E 118	Remain in Room
DIRECTIONS FOR CPA	
BACKSTAGE?	
LOBBY?	

<b>F-WING</b>	<b>GO TO:</b>
F 100	Relocate to Hallway Outside F100
F 101	Relocate to Hallway Outside F101
F 102	Relocate to Hallway Outside F102
F 103	Relocate to Hallway Outside F103
F 105	Relocate to Hallway Outside F105
F 106	Relocate to Hallway Outside F106
F 107	Relocate to Hallway Outside F107
F 108	Turn Right and go the CPA Back Hallway
F 109	Turn Left and go to the CPA Back Hallway
F 110	Turn Right and go to the CPA Back Hallway
F 111	Relocate to Hallway Outside F111
F 201	Turn Left and Use Staircase 4 to get to Wrestling Room
F 203	Turn Left and Use Staircase 4 to get to Wrestling Room
F 205	Turn Left and Use Staircase 4 to get to Wrestling Room
F 207	Turn Left and Use Staircase 4 to get to Wrestling Room
F 208	Turn Right and Use Staircase 4 to get to Wrestling Room
F 209	Turn Left and Use Staircase 4 to get to E114
F 210	Turn Right and Use Staircase 4 to get to Wrestling Room
F 211	Turn Left and Use Staircase 4 to get to E110 Hallway
F 213	Turn Left and Use Staircase 4 to get to E108 (Electronic Music Room)
F 214	Turn Right and Use Staircase 4 to get to Room E102 (across from Trainer)
F 215	Turn Left and Use Staircase 4 to get to Room E100 (Across from Trainer)
F 216	Turn Right and Use Staircase 4 to get to Room E102 (across from Trainer)

<b>S-WING</b>	
S 101	Go o the Little Theater
S 103	Relocate to an Interior office/Conf. Rm
NURSE	Relocate to an Interior Room

# Glenbrook South High School

## SECOND FLOOR

ROOM Green 224

### EMERGENCY NUMBERS

Dial 9 911

### CLOSEST 911 RESPONSE

Red "A"

### DEFIBRILLATOR

Shown as (AED)

### FIRE

Exit room right, turn left, proceed downstairs & out of the building.

### TORNADO (Shelter)

Exit room to the right, proceed down stairs to room 140 or between fire doors, if room is too crowded or to another internal classroom.

### TORNADO (No warning)

Remain in room.

Lower Level

North Parking Lot

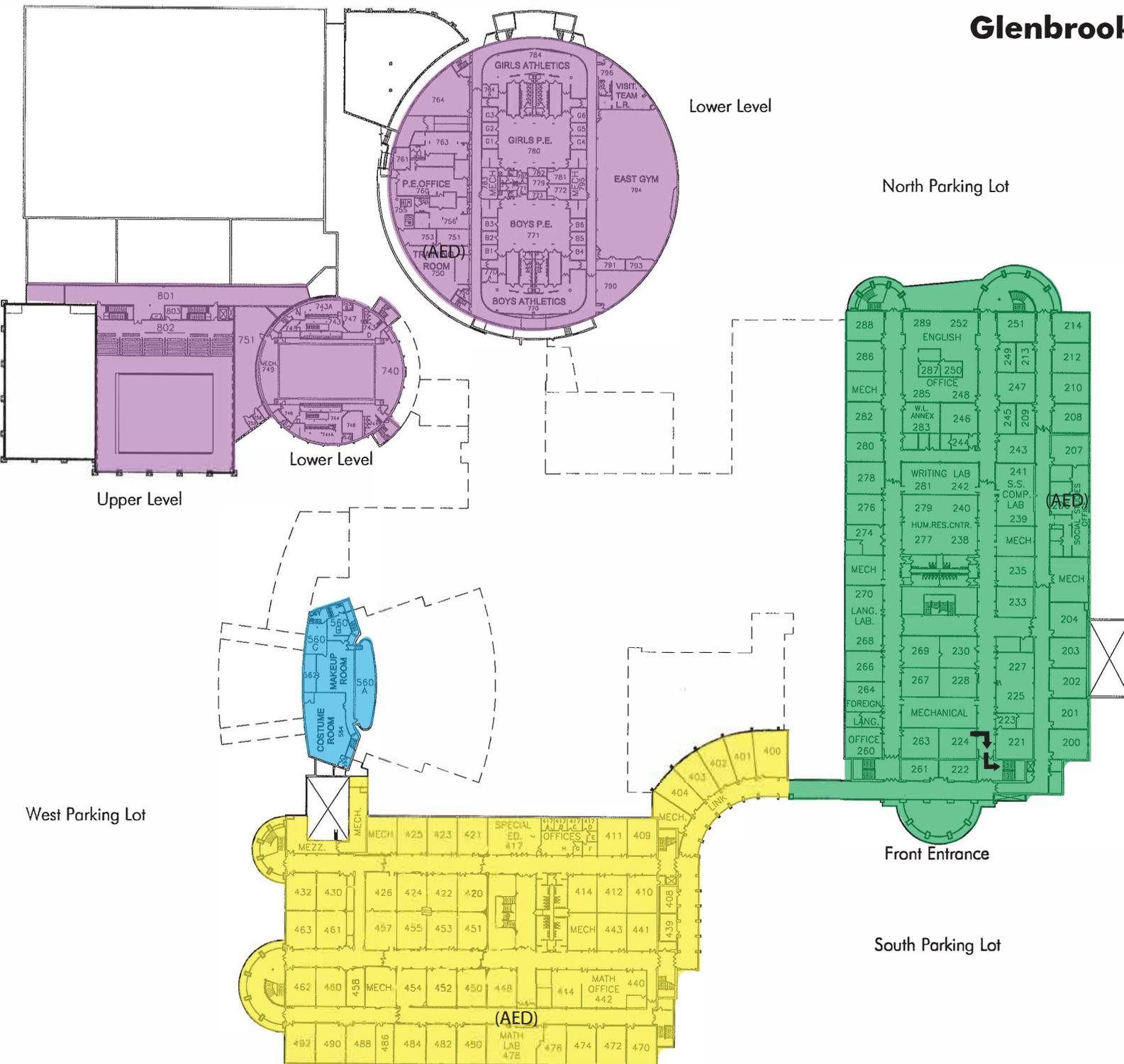
Lower Level

Upper Level

West Parking Lot

Front Entrance

South Parking Lot



## **GLENBROOK SOUTH HIGH SCHOOL EMERGENCY OPERATING PROCEDURES**

### **RELOCATION**

When severe weather is approaching, our main objective is to move everyone from the second floor to the first floor and to find a safe place to sit away from any glass. People must move to safe areas by following the information posted in their room. The following directions are for posts in the unscheduled areas:

#### **Administrative Council**

**Principal**—Act as administrator in charge and point of contact for all communication.

**Associate Principal - Curriculum and Instruction**—Be sure that staff and students within your area take appropriate cover as per directions on office Emergency Maps. Assist in clearing students out of the second floor Link Hallway.

**Associate Principal - Admin Services**—Communicate with maintenance on extent of emergency. Support the administrator in charge. Keep open radio contact for all to hear inside and outside the building.

**Assistant Principal - Student Services** —Be sure that staff and students in the Guidance Office and Deans' Office take appropriate cover as per direction on office Emergency Maps. Also, assist in clearing wandering students out of the first floor Link Hallway.

**Assistant Principal - Student Activities** —Be sure that staff and students within your area have taken the appropriate cover per directions on office Emergency Maps. Assist in clearing the Auditorium and dressing room area.

**Athletic Director**—Assist in Athletics and P.E. areas. Be sure that staff and students within your area have taken the appropriate cover as per directions on office Emergency Maps.

#### **Instructional Supervisors**

Be sure that your entire staff and the students within your area have taken the appropriate cover as per directions on office Emergency Maps. Assist in closing all hallway doors.

**IS Special Ed / Admin Assts**—clear hallway 409-432 with New Pit Dean

**IS World Lang / Admin Asst** —clear hallway 251-289, Adams Resource Center with Old Pit Dean

**IS Math / Admin Asst**—clear hallways 440-483 & 470-482 with New Pit Dean

**IS Social Studies / Admin Asst**—clear hallways 200-213 & 221-251 with Old Pit Dean

**IS CTE / Admin Asst**—clear halls 162-199 & Woods/Autos/Photo/CAD with Old Pit Dean

**IS English/ELL / Admin Asst**—clear hallways 100-120 & 121-160 with Old Pit Dean

**IS Science / Admin Asst**—clear hallways 360-374 & 331-348

**Head Librarian/ TLC Coordinator**—clear Library. Be sure that staff and students within your area are in a protected area. Proceed to the west end of the building to maintain order.

**IS Fine Arts / Admin Asst**—clear Music catacombs and Band / Orchestra areas. Assist in clearing auditorium area. Coordinate with Rich Winship and radio Casey Wright when your area is cleared.

**Auditorium Manager**—clear auditorium and lower dressing room area

**IS PE/HE/DE / Admin Ass**—make radio contact with all outdoor classes. Clear all athletic areas with Steve Rockrohr. Grey track, locker rooms, gymnasiums, etc. Coordinate with Steve Rockrohr and radio Casey Wright when your area is cleared.

### **Deans**

**Assistant Dean**—clear Old Pit

**Assistant Dean**—clear New Pit

**Assistant Principal - Dean's Office**—clear New Pit

**Associate Dean**—clear Old Pit

**Student Resource Officer**—clear New Pit

### **Paraprofessionals**

All paraprofessionals should assist in positioning students in a safe position during Tornado Shelter Drills. Assist teachers supervising their class in the areas around your post. Most students will be under the direction of a teacher, except for students in the unscheduled areas.

**Checkpoint**—Alert students to enter the building to take cover.

**W. Café**—All students should be moved into the music catacombs, the Grey Track area and locker rooms.

**E. Café**—All students should be moved into Applied Tech hallway, SH Room 166, or the Testing Center.

**SAC Hall**—All students should be moved into Applied Tech hallway, SH Room 166, or Testing Center.

**Music**— All students should be moved into the music catacombs and the Auditorium hallway.

**Old Pit**—Assist teachers in Old Pit, bathrooms, and academic wing. Keep students from Pit Windows!

**Woods/Autos**—All students must be moved into interior classrooms, interior hallways, SH Room 166, or the Testing Center, 600.

**Concessions Area**—All students should be moved into the music catacombs, the Grey Track area and locker rooms.

**New Pit**—Clear New Pit, bathrooms, and academic wing. Keep students from Pit Windows

**Main Entrance**—Move individuals into the Principal's Office interior.

**State & Madison**—All students should be aligned down the auditorium hallway.

**LAC**—Remain in your classroom and take cover.

**Study Hall**—Remain in your classroom and take cover.

**Test Center**—Remain in your classroom and take cover.

**SSRT**—Remain in your classroom and take cover.

**SSRT**—Follow directions on emergency map.

**Bus Area**—Move students to core of building, preferably down Lyceum Hallway and Applied Tech Hall.

**Rove Red SS/TT**—Assist Old Pit area, bathrooms, and academic wing. Keep students from Pit Windows.

**Rove Orange H/I**—Assist New Pit, bathrooms, and academic wing. Keep students away Pit Windows.

**Ticketing, North Lot**— Supervise students as they enter the parking lots.

**Ticketing, West Lot**—Supervise students as they enter the parking lots.

**Traffic, West Lot**—Supervise students as they enter the parking lots.

**Traffic, South Lot**—Supervise students as they enter the parking lots.

**Traffic, North Lot**—Supervise students as they enter the parking lots.

**Deans' Front Office / Attendance Personnel**—Escort all students out of the Deans' Office area to exit RED A. Supervise your students while in the parking lot.