

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.

## SERVICES AGREEMENT

This Services Agreement ("Agreement") is entered into by and between the NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT 225, (hereinafter referred to as the "DISTRICT") and MULTI SYSTEM MANAGEMENT INC (hereinafter referred to as "CONTRACTOR"). For and in consideration of the mutual promises hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the DISTRICT and CONTRACTOR agree as follows:

### 1. Contract Documents

The Contract Documents shall consist of this Agreement and the Form Contract/Proposal submitted by CONTRACTOR (Form Contract/Proposals attached hereto as Exhibit A and incorporated herein by reference).

### 2. Precedence/Interpretation of Contract Documents

The terms of this Agreement shall take precedence and control in all respects over the Form Contract/Proposal. It is anticipated by the Parties hereto that the Form Contract/Proposal will have some provisions covering the same provision contained in this Agreement; in such event, the terms of this Agreement shall control in all respects. For purposes of interpretation, the priority of documents shall be in the following order: 1) This Agreement and 2) Form Contract/Proposal. Further, any inconsistency, ambiguity or discrepancy between this Agreement and the Form Contract/Proposal shall be resolved in favor of this Agreement and in accordance with the foregoing sequence.

### 3. Term

This contract shall begin on May 1, 2017 and terminate on April 30, 2019.

### 4. Representations and Warranties

In executing this Agreement, CONTRACTOR represents and warrants as follows:

a) CONTRACTOR is solely responsible for payment, according to law, of all income taxes and other required withholding for CONTRACTOR and his/her/its employees;

b) No workers' compensation insurance or unemployment insurance shall be obtained by the DISTRICT concerning the CONTRACTOR, or employees of the CONTRACTOR. Said coverage, to the extent required by law, shall be provided by the CONTRACTOR.

c) CONTRACTOR has complied with all federal, state, and local laws regarding business permits, certificates, taxes, and licenses that may be required to carry out the work to be performed under this Agreement. It is expressly understood that the DISTRICT enters this Agreement on the express understanding that the CONTRACTOR possesses and will maintain throughout the term of this Agreement the certificate(s) and/or appropriate professional credentials required of the service to be performed hereunder. Proof of required certifications will be provided to the DISTRICT upon request. Failure to have or maintain the certificate(s) required hereunder is cause for immediate termination;

d) Upon execution of this Agreement, the CONTRACTOR will provide the DISTRICT with permission from his/her/its employees for the DISTRICT to perform Illinois State Police Criminal History Background Investigations on all persons who will have direct contact with students and staff. Unless waived by the DISTRICT, the CONTRACTOR shall reimburse the DISTRICT for the costs of the criminal background investigation;

e) CONTRACTOR is in full compliance with the Illinois Preference Act and the Illinois Prevailing Wage Act, where applicable;

f) CONTRACTOR (employing 25 or more employees) is in full compliance with the Illinois Drug Free Workplace Act, as applicable;

g) CONTRACTOR shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, national origin, ancestry, citizenship status, age, sex, marital status, order of protection status, disability, or military services; and

h) CONTRACTOR has a written sexual harassment policy in compliance with the requirements of the Illinois Human Rights Act (775 ILCS 5/2-105(A)), if applicable.

#### **5. Payments to Contractor**

CONTRACTOR shall invoice the DISTRICT monthly. All invoiced amounts are due and payable by the DISTRICT in accordance with the Local Governmental Prompt Payment Act, 50 ILCS 505/1 et seq.

#### **6. Taxes and Withholdings**

The CONTRACTOR is solely responsible for payment, according to law, of all federal, state or local income taxes and other required withholdings for CONTRACTOR'S employees.

#### **7. Termination**

This Agreement may be terminated by either party if the other party is in breach of any material provisions of this Agreement, but only after written notice of default and an opportunity to cure said default has been provided. A party shall have fourteen (14) days after receiving written notification of default in which to cure the identified default.

Either party may terminate this Agreement, without cause, upon 30-day prior written notice to the other party of the intent to terminate without cause. The parties shall deal with each other in good faith during the (30) day notice period.

In the event this Agreement is terminated, the DISTRICT shall pay CONTRACTOR for all mutually agreed upon services provided up to the date of termination.

In the event of a dispute between the respective parties hereto which results in litigation relating to this Agreement, the losing party shall pay all costs, expenses and reasonable attorneys' fees incurred by the prevailing party in the said litigation.

THE RESPECTIVE PARTIES HERETO IRREVOCABLY WAIVE ANY RIGHT TO TRIAL BY JURY IN ANY ACTION OR PROCEEDING RELATING TO THIS AGREEMENT OR ARISING FROM ANY DISPUTE OR CONTROVERSY IN CONNECTION WITH OR RELATED TO THIS AGREEMENT, AND AGREE THAT ANY SUCH ACTION OR PROCEEDING SHALL BE TRIED BEFORE A COURT AND NOT BEFORE A JURY.

**8. Notices**

Any notices required to be given pursuant to this Agreement shall be addressed to the following and sent via first class United States mail, return receipt requested, or via facsimile:

<b>To the DISTRICT:</b>  Raoul J. Gravel III, Ed. D. Asst. Sup. for Business Services/CSBO Glenbrook High School District 225 3801 West Lake Avenue Glenview, IL 60026 Phone Number: (847) 486-4745 Fax: (847) 486-4734 Email: rgravel@glenbrook225.org	<b>To the CONTRACTOR:</b>  Name: Kathy Wiszowaty Position: Sales Representative Address: 1900 East Golf Road Suite 950 City: Schaumburg, IL 60173 State/Zip: IL, 60559 Phone Number: 224-330-9892 Fax Number: N/A Email: kathy.wiszowaty@gmail.com
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**9. Non-Assignability**

CONTRACTOR may not assign this Agreement without prior written agreement by the DISTRICT.

**10. Indemnification**

Contractor shall indemnify, defend and hold District 225 and its employees, and Board members from and against any and all damages, losses, claims, suits, demands, actions, causes of action, setoffs, liens, attachments, debts, judgments, liabilities or expenses including, attorneys' fees and costs by reason of any claim, demand, suit, or judgment arising out of or alleged to have arisen out of or in any way relating to this Agreement.

**11. Modification**

This Agreement may be amended or modified only by a written instrument signed by both parties.

**12. Governing Law/Venue**

This Agreement shall be governed by, and construed exclusively in accordance with, the laws of the State of Illinois. In the event of legal action brought to enforce the terms of this Agreement, venue shall only be proper in the Circuit Court of Cook County or the United States District Court for the Northern District of Illinois, Eastern Division.

**13. Integration**

This Agreement supersedes all prior negotiations, understandings, and agreements between the Parties hereto and constitutes the final and complete understanding of the Parties regarding the subject matter hereof. Both Parties acknowledge and agree that

neither Party has relied on any representations or promises in connection with this Agreement not contained herein.

**14. Compliance with Law**

In addition to the laws specifically mentioned in this Agreement, Contractor shall at all times comply with any and all other applicable federal, state and local laws, including Title III of the Americans with Disabilities Act (ADA).

**15. Waiver**

Waiver by either Party of any default, breach or provision will not be construed as a waiver of any other default, breach or provision under this Agreement.

**16. Time of the Essence**

Time is of the essence in the performance of this Agreement.

**17. Severability**

If any provision of this Agreement is held invalid or unenforceable, its invalidity or unenforceability shall not affect any other provision of this Agreement, the remainder of this Agreement shall remain in full force and affect and will be construed and enforced as if such provision had not been included herein.

**18. Authority to Execute**

The individuals signing on behalf of the Parties to this Agreement hereby represent and warrant that they have full and absolute legal authority to execute this Agreement.

**19. Insurance**

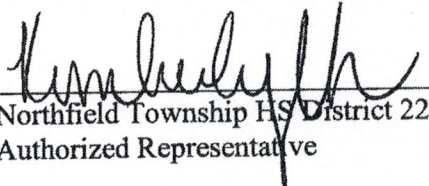
Prior to commencing any services under this Agreement and as a condition precedent to the District's obligation to perform under this Agreement, CONTRACTOR shall provide DISTRICT with proof of insurance in such amounts and for such coverages as the District deems necessary (coverage requirements are collectively referred to as Insurance Documents and are attached hereto as Group Exhibit B and incorporated herein by reference).

**20. Effective Date**

The effective date of this Agreement shall be the later of the execution dates below.

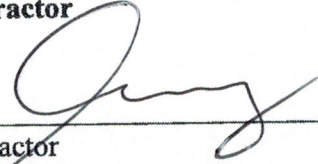
IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names on the day and year first above written.

**Northfield Township HS District 225**

  
\_\_\_\_\_  
Northfield Township HS District 225  
Authorized Representative

Date: 4/11/17

**Contractor**

  
\_\_\_\_\_  
Contractor  
Authorized Representative

Date: 4/14/17

## Glenbrook High Schools District 225

3801 W. Lake Ave., 3rd Floor • Glenview, IL 60026 • (847)486-4722 • Fax: (847)486-4734

### STANDARD BID PACKAGE

Date: Thursday, November 13, 2014

Item(s): Custodial Cleaning Services

Date & time of acceptance of bid: December 1, 2014 – 10:30 a.m.

Location of acceptance of bid: Glenbrook High School District 225  
District Office  
3801 W. Lake Ave., 3rd Floor  
Glenview, IL 60026

Direct questions to: Kimberly L. Ptak  
(847)486-4722

Direct sealed bids to: Ms. Kimberly L. Ptak  
Glenbrook High Schools  
3801 W. Lake Ave., 3rd Floor  
Glenview, IL 60026

The Board of Education reserves the right to award separate items in the bid, to reject any or all bids, to waive all technicalities, and to award the bid(s) in the best interest of the school district.

Sincerely,

Kimberly L. Ptak  
Director of Purchasing & Operations

**INFORMATION FOR BIDDERS**

1. Glenbrook High School District 225 is seeking sealed bids on a Custodial Cleaning Services according to the enclosed specifications.
2. Contractor is required to list three references on the enclosed forms.
3. Contractor is required to meet Glenbrook insurance requirements as listed on attachment "C" and maintain this required level prior to any services on the property and remain for the period of the contract and any extensions. **Glenbrook District 225 should be referred to as Northfield Township High School District 225 on all insurance documents.**
4. All items must be bid on. It is the intent to award bid to one vendor.
5. The Custodial Cleaning Services are to be performed at:

Glenbrook High School District 225 3801 W. Lake Avenue Glenview, Illinois 60026	Glenbrook Off-Campus & Evening School 1835 Landwehr Glenview, Illinois 60026
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6. Sealed proposals for the Custodial Cleaning Services are outlined on the attached listing for School District #225, shall be received on the 3<sup>rd</sup> floor at the District Office on or before 10:30 a.m. on Monday, December 1, 2014. Faxed bids are not acceptable.
7. Signature page must accompany the bid document.
8. Bids shall be valid for 90 days from the due date to allow time for review by Board of Education and District.
9. **TRIAL PERIOD** – A one month trial period of services shall start on Monday, January 5, 2015 and go through Friday, January 30, 2015. During this time, the District will evaluate quality of services and a decision to award the contract will be made by January 30, 2015. The vendor will be paid according to the price bid for this period. An approved Certificate of Insurance will be required prior to the trial period.
10. **CONTRACT** – Term of this first year contract is from February 1, 2015 through January 31, 2015. One contract will be issued on a district-wide basis to include the two locations as stipulated. The District shall have the right to renew the contract for up to (4) four additional (1) one year terms.

11. Glenbrook High School District 225 reserves the right to reject any and all bids, to accept bids either in whole or in part, and to waive any irregularities or defects in any proposal should it be deemed to be in the best interest of the School District to do so. The contract will be awarded, if at all, to the lowest responsible bidder meeting the specifications as determined by the Board of Education. In determining same, the actual dollar cost of the proposal as submitted by each bidder may not be the sole criterion.

The Board of education will also consider the following criteria in awarding the contract:

- References
- Training Programs
- Contractor must be free of financial obligations

A contract will be awarded with the understanding that the contractor will comply with all applicable laws governing the issuance of contracts in the State of Illinois, including the Rules and Regulations of the Illinois Fair Employment Practices Act, Illinois Human Rights Act, as amended effective June 1, 1995 as well as applicable local regulations and laws.

12. **PREVAILING RATE OF WAGES** – Prevailing rate of wages for Cook County will be enforced. All contracts for work here in are subject to the provisions of the Prevailing Wage Act, Illinois Compiled Statutes Chapter 820, Section 130/1 through 130/12. Providing for the payment of prevailing rate of wages to all laborers, workmen, and mechanics engaged on the work, which such provisions shall be applicable to all subcontractors and material men as well as the prime contractor. The Owner's resolution establishing prevailing wages is available for inspection at the Northfield Township High School District #225 Administration Offices. The Owner may at any time inquire of the contractor as to rates of wages being paid to employees of the contractors, any subcontractor or material men, where upon such information shall be promptly provided to the owner.



**SCHEDULE OF EVENTS**

1. Bid due date is Monday, December 1, 2014 - 10:30 a.m.
2. Evaluation of bids and notice of trial period Friday, December 5, 2014
3. Trial Period – January 5, 2015 through January 30, 2015
4. Evaluation of service and formal recommendation to the Board of Education is scheduled for Monday, January 26, 2015.
5. Award of contract, based on Board approval, shall be Tuesday, January 27, 2015.
6. 1 Year Service to begin Monday, February 2, 2015

Pursuant to and in compliance with the specifications provided by the Owner, the undersigned having become familiar with the specifications and having satisfied all questions concerning such specifications by contacting the Owner, hereby agrees to provide all items called for in the attached specifications.

Proposal item: **Custodial Cleaning Services**  
Due Date: **10:30 a.m. - December 1, 2014**

SIGNATURE *John Paluch*  
Officer of the Company

SIGNATURE *Kay*  
Sales Representative

COMPANY MULTISYSTEM MANAGEMENT COMPANY

ADDRESS 1900 E GOLF RD., SUITE 950  
SCHAUMBURG, IL 60173

PHONE NO 817-592-6330 DATE 11/26/14

**Certification**

The bidder hereby certifies that the bidder (contractor) is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

*Kay* / ACCOUNT MANAGER  
Signature and title

**Sexual Harassment Clause**

Each bidder must certify that he has complied with the requirements of Sec 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

The District 225 Board of Education states that Glenbrook is in compliance with said law.

*Kay* / ACCOUNT MANAGER  
Signature and title

REFERENCES

Name:	<u>WILL COUNTY HEALTH DEP.</u>
Address:	<u>SDI ELLA AVE</u>
City, State, Zip:	<u>JOLIET, IL</u>
Contact:	<u>PAT THORNS</u>
Phone:	<u>815-740-8998</u>

Name:	<u>FIRST TRANSIT</u>
Address:	<u>799 W. ROOSEVELT RD.</u>
City, State, Zip:	<u>GUEN ELLYN</u>
Contact:	<u>LINDA ZORNILLA</u>
Phone:	<u>630-873-1344</u>

Name:	<u>COOK COUNTY SHERIFF'S OFFICE</u>
Address:	<u>3600 S. CALIFORNIA</u>
City, State, Zip:	<u>CHICAGO, IL</u>
Contact:	<u>EDUARDO BIANCHI</u>
Phone:	<u>312-882-8732</u>

**BID FORM**

**Glenbrook High School District 225**

The Board of Education reserves the right to reject any and all bids.

**BID SUBMISSION:**

Company: MULTISYSTEM MANAGEMENT COMPANY  
Address: 1900 E GOLF RD., SUITE 900  
City, State, Zip: SCHAUMBURG, IL 60173  
Phone: 847-592-6330  
Sales Rep: KATHY WISZOWATY ph#224-330-9892

***Please use:***

- Attachment "A" for Bid Specifications
- Attachment "B" for Bid Proposal Form
- Attachment "C" for Insurance Requirements

**CUSTODIAL CLEANING SPECIFICATIONS**

Cleaning Services will be performed at the following two locations at the times specified:

<b>Location #1</b>	<b>Location #2</b>
Glenbrook High School District #225 Off-Campus and Evening School 1835 Landwehr Road Glenview, IL 60026  Alternative education site Facility approximately 12,000 sq. feet -- 1 level 10 classrooms and office space	Glenbrook High School District #225 Administration Office 3801 W. Lake Ave. Glenview, IL 60026  Office Space – Elevator Building Facility approximately 15,000 sq. feet
<b><u>Job #1 – Approx. 244 Cleaning Days</u></b> Monday - Friday First Cleaning After Day School Cleaning can start as early as 3:45 but must be completed by 5:45 pm	
	<b><u>Job #2 – Approx. 250 Cleaning Days</u></b> Monday – Friday After 6:00 p.m.
<b><u>Job #3 – Approx. 134 Cleaning Days</u></b> Monday – Thursday* Second Cleaning After Night School Cleaning can start as early as 9:30 pm *no night school on Fridays	

Calendars for each job are attached. Days/Calendar is subject to change due to school schedule.

### July

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Independence Day

### August 2014

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21

### September

Su	Mo	Tu	We	Th	Fr	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				31

1 Labor Day  
7 Grandparent's Day

### October

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	23

31 Halloween

### November

Su	Mo	Tu	We	Th	Fr	Sa
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16

### December

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21	22	23	24	25	26	27
28	29	30	31			18

21 Winter Solstice  
25 Christmas  
31 New Year's Eve

- 2 Daylight Saving Time Ends
- 4 Election Day
- 11 Veteran's Day
- 27 Thanksgiving

## 2015

### January

Su	Mo	Tu	We	Th	Fr	Sa
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31						

1 New Year's Day  
19 Martin Luther King Jr. Day

### February

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

19

- 2 Groundhog Day
- 12 Lincoln's Birthday
- 14 St. Valentine's Day
- 16 President's Day
- 18 Ash Wednesday
- 22 Washington's Birthday

### March

Su	Mo	Tu	We	Th	Fr	Sa
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21	22	23	24	25	26	27
28	29	30	31			

21

- 8 Daylight Saving Time Begins
- 17 St. Patrick's Day
- 29 Palm Sunday

### April

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1 April Fool's Day  
3 Good Friday  
5 Easter

### May

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20

- 10 Mother's Day
- 31 Memorial Day

### June

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28	29	30				22

14 Flag Day  
21 Father's Day  
21 Summer Solstice

### July

Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	23

4 Independence Day

Job # 1

244  
Cleaning Days

1835 Landwehr  
Example of Calendar.  
Final School Calendar not released yet.  
Cleaned M-F.

2014

July

Su	Mo	Tu	We	Th	Fr	Sa
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27	28	29	30	31		

4 Independence Day

August

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31						

21

September

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21	22	23	24	25	26	27
28	29	30			21	

1 Labor Day  
7 Grandparent's Day

October

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	23

31 Halloween

November

Su	Mo	Tu	We	Th	Fr	Sa
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2 Daylight Saving Time Ends  
4 Election Day  
11 Veteran's Day  
27 Thanksgiving

December

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31		20	

21 Winter Solstice  
25 Christmas  
31 New Year's Eve

2015

January

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 New Year's Day 20  
19 Martin Luther King Jr. Day

February

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

2 Groundhog Day 17  
12 Lincoln's Birthday  
14 St. Valentine's Day  
16 President's Day  
18 Ash Wednesday  
22 Washington's Birthday

March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31		22		

8 Daylight Saving Time Begins  
17 St. Patrick's Day  
29 Palm Sunday

April

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	22	

1 April Fool's Day  
3 Good Friday  
5 Easter

May

Su	Mo	Tu	We	Th	Fr	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

10 Mother's Day  
25 Memorial Day

June

Su	Mo	Tu	We	Th	Fr	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	22			

14 Flag Day  
21 Father's Day  
21 Summer Solstice

July

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	22

4 Independence Day

Job #2

3801 W. Lake

8/1/2014-7/31/2015

250 Cleaning Co

**July**

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4 Independence Day

**August 2014**

Su	Mo	Tu	We	Th	Fr	Sa
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24	25	26	27	28	29	30
31						

**September**

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				13

1 Labor Day  
7 Grandparent's Day

**October**

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

31 Halloween 18

**November**

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

11

**December**

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

21 Winter Solstice  
25 Christmas  
31 New Year's Eve

- 2 Daylight Saving Time Ends
- 4 Election Day
- 11 Veteran's Day
- 27 Thanksgiving

**2015**

**January**

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 New Year's Day 12  
19 Martin Luther King Jr. Day

**February**

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

2 Groundhog Day 15  
12 Lincoln's Birthday  
14 St. Valentine's Day  
16 President's Day  
18 Ash Wednesday  
22 Washington's Birthday

**March**

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

8 Daylight Saving Time Begins  
17 St. Patrick's Day  
29 Palm Sunday

**April**

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 April Fool's Day  
3 Good Friday  
5 Easter

**May**

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

10 Mother's Day  
25 Memorial Day

**June**

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

14 Flag Day  
21 Father's Day  
21 Summer Solstice

**July**

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 Independence Day

Cleaning 134 bags Job #3 Example of Calendar  
Final School Calendar not release  
No Cleaning on Fridays.  
1835 Landwehr



## **CUSTODIAL CLEANING SPECIFICATIONS**

Office Cleaning Service for Office Campus Site, 1835 Landwehr Road, Glenview, IL 60026 and District 225 Administration Office, 3801 W. Lake Ave., Glenview, IL 60026

*The following is a list of expected areas to be cleaned. The list is not intended to be all inclusive as it is the expectation that the buildings are cleaned thoroughly each day.*

### **Scope of Work**

**Job #1 Monday-Friday, between 3:45 and 5:45 (after day-school) at 1835 Landwehr Road**

#### **EXTERIOR ENTRANCE**

##### ***Daily Services – Monday through Friday***

1. Clean and wash outside trash bin by the front door.
2. Wash all entrance door glass and frames.
3. Remove fingerprints from door frames.
4. Clean and polish door thresholds.
5. Clean entryway glass and side lights.
6. Remove trash from parking lot.

#### **COMMON AREA**

##### ***Daily Services – Monday through Friday***

1. Empty all trash containers, wipe clean and insert liners.
2. Clean and sanitize with germicidal disinfectant cleaner all drinking fountains.
3. Vacuum all entry mats, runners and carpeting.
4. Dust mop with treated mop to remove all dust and debris and damp mop hard surfaced floor and stairs with neutral cleaner.

#### **RESTROOMS**

##### ***Daily Services – Monday through Friday***

1. Clean and sanitize all surfaces in bathrooms (including floors).
2. Empty, clean and sanitize all trash, towel and sanitary disposal receptacles and insert liners.
3. Fill toilet tissue holders, soap and towel dispensers.
4. Remove fingerprints from doors, frames, light switches, kick and push plates.
5. Dust partitions.
6. Wet mop floors using a germicidal disinfectant detergent.

**KITCHEN, CAFETERIA AND COFFEE STATIONS**

*Daily Services – Monday through Friday*

1. Empty all trash containers, wipe clean, sanitize and insert liners.
2. Clean and sanitize all tables and chairs.
3. Clean and sanitize microwave ovens (inside and out).
4. Clean and polish outside of refrigerators.
5. Polish all stainless steel appliances and vending machines if applicable.
6. Wipe clean counters and cabinets fronts.
7. Clean sinks with germicidal disinfectant detergent and polish.
8. Spot clean and remove fingerprints from doors, door frames, light switches, table bases and pedestals.
9. Dust baseboards, chair rails, trim and pictures.
10. Spot clean interior partitions and door glass.
11. Dust mop with treated mop all hard floor surfaces and damp mop with neutral cleaner.

**CLASSROOMS**

*Daily Services – Monday through Friday*

1. Vacuum all carpeted areas, sweep, and mop and sanitize all floors.
2. Empty all trash and recycling containers, wipe clean, sanitize and insert liners.
3. Clean and sanitize all tables, chairs and light switches.
4. Dust shelves, cabinets, door frames.
5. Clean window sills and windows.

**Job #2 Monday-Friday - After 6:00 p.m. – 3801 W. Lake Avenue – Office Space**

**EXTERIOR ENTRANCE**

*Daily Services – Monday through Friday*

1. Clean and wash outside trash bin by the front door.
2. Wash all entrance door glass and frames.
3. Remove fingerprints from door frames.
4. Clean and polish door thresholds.
5. Remove trash from parking lot.

*Weekly Service*

1. Squeegee clean entryway's glass sidelights.

**LOBBY AND CORRIDOR**

*Daily Services – Monday through Friday*

1. Empty all trash containers, wipe clean and insert liners.
2. Clean metal bright work including baseboard heating unit, window frames, etc.
3. Dust and wipe clean all ledges and horizontal surfaces including baseboards, trim, moldings and pictures.
4. Clean fixtures, displays, mail depository and all other decorative metal.
5. Clean and sanitize with germicidal disinfectant cleaner all drinking fountains.
6. Spot clean and dust lobby and corridor walls up to six feet necessary to keep free of dust, fingerprints and smudges.
7. Clean building directory glass and frame.
8. Vacuum and spot clean as necessary all entry mats, runners and carpeting.

**LOBBY AND CORRIDOR (cont'd)*****Daily Services – Monday through Friday***

9. Dust mop with treated mop to remove all dust and debris and damp mop hard surfaced floor and stairs with neutral cleaner.
10. Wipe clean all hand rails.

***Weekly Services***

1. Clean lobby and corridor glass surfaces.
2. High dust ceiling corners and edges, lobby walls, all light fixtures, globes and vents in lobby and corridors.
3. Dust and wipe clean as necessary all suite signage.

***Monthly Services***

1. Dust all horizontal blinds.
2. Wash all entry glass below transoms.

**ELEVATORS*****Daily Services – Monday through Friday***

1. Clean all stainless steel and brass surfaces.
2. Clean/polish rail in elevator.
3. Clean elevator walls, panels and doors.
4. Clean elevator door tracks and saddles, frames, buttons and indicator panels.
5. Vacuum all elevator carpeting.

***Weekly Service***

1. Dust and vacuum ceiling and light fixtures.

**OFFICE, CONFERENCE AND MAIL/COPY ROOM AREAS*****Daily Services – Monday through Friday***

1. Empty all trash & recycling cans, remove to designated area, wipe clean as necessary and insert liners.
2. Clean furniture tops to remove smudges and coffee rings.
3. Wipe clean desk tops if reasonably cleared.
4. Spot clean all door entry glass and interior partition glass.
5. Polish table tops in conference rooms.
6. Dust baseboards, chair rails and partition legs and bases, trim, louvers, pictures, window sills, and bulletin boards.
7. Remove fingerprints from doors, door frames, light switches, door push plates, handles and railings as necessary.
8. Spot clean and vacuum all carpeted areas, moving light furniture as necessary.
9. Dust with treated mop and damp mop all hard floor surfaces.
10. Properly arrange furniture in office.
11. Wash, disinfect with germicidal disinfectant cleaner and polish all water fountains.
12. Leave only designated lights on after cleaning is completed.
13. Turn off lights in unoccupied areas.
14. Report to client representative any restroom fixtures or lights not working properly.
15. All exterior doors will be locked and the premises left in a secure condition each night.
16. Doors to designated offices shall be locked and all other office doors shall be closed after cleaning services are finished.

***Weekly Services***

1. Wipe clean and sanitize telephones using germicidal disinfectant detergent.
2. Dust and wipe clean desk equipment, telephones, computers, desks, chairs, tables, lamps and other office furniture with treated cloths.
3. Dust fronts and sides of desks and file cabinets.
4. Dust and wipe clean all ledges and other flat surfaces.
5. Dust all window sills, heating units and horizontal surfaces.

**RESTROOMS**

***Daily Services – Monday through Friday***

1. Clean and sanitize all surfaces in bathrooms (including floors).
2. Empty, clean and sanitize all trash, towel and sanitary disposal receptacles and insert liners.
3. Fill toilet tissue holders, soap and towel dispensers.
4. Remove fingerprints from doors, frames, light switches, kick and push plates.
5. Dust partitions.
6. Wet mop floors using a germicidal disinfectant detergent.

***Weekly Service***

1. Remove lime deposits as necessary.
2. Pour water down floor drains to prevent sewer odors.

***Monthly Services***

1. Wash and sanitize partitions and receptacles with germicidal disinfectant detergent.
2. Dust ceiling vents, light fixtures and diffusers.
3. High dust ceiling, walls, corners and edges.
4. High dust all horizontal surfaces.

**LUNCHROOMS**

***Daily Services – Monday through Friday***

1. Empty all trash containers, wipe clean, sanitize and insert liners.
2. Clean and sanitize microwave ovens (inside and out).
3. Clean and polish outside of refrigerators.
4. Polish all stainless steel appliances and vending machines.
5. Clean and sanitize tables and chairs.
6. Wipe clean counters and cabinets fronts.
7. Clean sinks with germicidal disinfectant detergent and polish.
8. Spot clean and remove fingerprints from doors, door frames, light switches, table bases and pedestals.

**LUNCHROOMS (cont'd)**

*Daily Services – Monday through Friday*

9. Dust baseboards, chair rails, trim and pictures.
10. Spot clean interior partitions and door glass.
11. Dust mop with treated mop all hard floor surfaces and damp mop with neutral cleaner.

*Weekly Services*

1. High dust all horizontal and vertical surfaces.
2. Wash and sanitize table tops, bases and pedestals.
3. Wash and sanitize chair rails, seats, backs and frames.

*Monthly Services*

1. Squeegee clean all interior glass and partitions.
2. Dust horizontal and vertical blinds.
3. Dust high partition ledges, moldings, picture frames, shelves, light fixtures, diffusers, ceiling corners and edges and walls.
4. Dust air vents and heating ducts.
5. Polish or clean door kick plates and thresholds.
6. Wipe out refrigerator.

**JANITOR CLOSETS**

*Daily Services – Monday through Friday*

1. Sweep and damp mop floor areas.
2. Clean slop sinks, floors and walls.
3. Equipment and supplies will be kept clean and stored in an orderly manner.

**CLOSING INSTRUCTIONS**

*Daily Services – Monday through Friday*

1. Turn off designated lights, 5 times per week.
2. Lock doors and windows, 5 times per week.

**Job #3 Monday-Thursday – After 9:30 p.m. – 1835 Landwehr Rd.- Evening School**

**COMMON AREA:**

*Daily Services – Monday through Thursday*

1. Clean metal bright work including baseboard heating unit, window frames, etc.
2. Dust and wipe clean all ledges and horizontal surfaces including baseboards, trim, moldings, pictures and wall hangings.
3. Clean fixtures, displays, mail depository and all other decorative metal.
4. Clean and sanitize with germicidal disinfectant cleaner all drinking fountains.
5. Spot clean and dust lobby and corridor walls up to six feet necessary to keep free of dust, fingerprints and smudges.
6. Vacuum and spot clean as necessary all entry mats, runners and carpeting.
7. Dust mop with treated mop to remove all dust and debris and damp mop hard surfaced floor and stairs with neutral cleaner. Includes back stairwell.
8. Wipe clean all hand rails where applicable.
9. Remove all cobwebs.

**COMMON AREA (cont'd)**

***Weekly Services***

1. Clean lobby and corridor glass surfaces.
2. High dust ceiling corners and edges, lobby walls, all light fixtures, globes, vents and registers in lobby and corridors.

***Monthly Services***

1. Dust all horizontal blinds.
2. Wash all entry glass below transoms.

**RESTROOMS**

***Daily Services – Monday through Thursday***

1. Clean and sanitize all surfaces in bathrooms (including floors).
2. Empty, clean and sanitize all trash, towel and sanitary disposal receptacles and insert liners.
3. Fill toilet tissue holders, soap and towel dispensers.
4. Remove fingerprints from doors, frames, light switches, kick and push plates.
5. Dust partitions.
6. Wet mop floors using a germicidal disinfectant detergent.

***Weekly Service***

1. Remove lime deposits as necessary.
2. Pour water down floor drains to prevent sewer odors.

***Monthly Services***

1. Wash and sanitize partitions and receptacles with germicidal disinfectant detergent.
2. Dust ceiling vents, light fixtures and diffusers.
3. High dust ceiling, walls, corners and edges.
4. High dust all horizontal surfaces.

**KITCHEN, CAFETERIA AND COFFEE STATIONS**

***Daily Services – Monday through Friday***

1. Empty all trash containers, wipe clean, sanitize and insert liners.
2. Clean and sanitize all tables and chairs.
3. Clean and sanitize microwave ovens (inside and out).
4. Clean and polish outside of refrigerators.
5. Polish all stainless steel appliances and vending machines if applicable.
6. Wipe clean counters and cabinets fronts.
7. Clean sinks with germicidal disinfectant detergent and polish.
8. Spot clean and remove fingerprints from doors, door frames, light switches, table bases and pedestals.
9. Dust baseboards, chair rails, trim and pictures.
10. Spot clean interior partitions and door glass.
11. Dust mop with treated mop all hard floor surfaces and damp mop with neutral cleaner.

**CLASSROOMS**

*Daily Services – Monday through Thursday*

1. Vacuum all carpeted areas, sweep, and mop and sanitize all floors.
2. Empty all trash and recycling containers, wipe clean, sanitize and insert liners.
3. Clean and sanitize all tables, chairs and light switches.
4. Dust shelves, cabinets, door frames.
5. Clean window sills and windows.

**OFFICE, CONFERENCE AND MAIL/COPY ROOM AREAS**

*Daily Services – Monday through Friday*

1. Empty all trash cans, remove to designated area, wipe clean as necessary & insert liners.
2. Clean furniture tops to remove smudges and coffee rings.
3. Wipe clean desk tops if reasonably cleared.
4. Spot clean all door entry glass and interior partition glass.
5. Polish table tops in conference rooms.
6. Dust baseboards, chair rails and partition legs and bases, trim, louvers, pictures, window sills, and bulletin boards.
7. Remove fingerprints from doors, door frames, light switches, door push plates, handles and railings as necessary.
8. Spot clean and vacuum all carpeted areas, moving light furniture as necessary.
9. Dust with treated mop and damp mop all hard floor surfaces.
10. Properly arrange furniture in office.
11. Wash, disinfect with germicidal disinfectant cleaner and polish all water fountains.
12. Leave only designated lights on after cleaning is completed.
13. Turn off lights in unoccupied areas.
14. Report to client representative any restroom fixtures or lights not working properly.
15. Dispose of all trash, boxes and items marked for disposal in designated area; flatten boxes and remove to designated area.
16. All exterior doors will be locked and the premises left in a secure condition each night.
17. Doors to designated offices shall be locked and all other office doors shall be closed after cleaning services are finished.

*Weekly Services*

1. Wipe clean and sanitize telephones using germicidal disinfectant detergent.
2. Dust and wipe clean desk equipment, telephones, computers, desks, chairs, tables, lamps and other office furniture with treated cloths.
3. Dust fronts and sides of desks and file cabinets.
4. Dust and wipe clean all ledges and other flat surfaces.
5. Dust all window sills, heating units and horizontal surfaces.

*Monthly Services*

KITCHEN – Wipe down interior of refrigerator.

BACK STAIRWELL – Vacuum, sweep and mop as needed.

**BID PROPOSAL FORM**

Company: MULTISYSTEM MANAGEMENT COMPANY  
 Address: 1900 E. GOLF RD., SUITE 950  
 City, State, Zip: SCHAUMBURG, IL 60173  
 Phone: 847-592-6330  
 Sales Rep: KATHY WISOWATY PH # 224-330-9892

	Price for Labor Only	Annual Price*
Job #1 - 1835 Landwehr, only between 3:45-5:45, Monday-Thursday 4x/week Approx. 244 Cleaning Days		2,900
Job #2 - 3801 W. Lake, after 6:00 pm, Monday-Friday 5x/week Approx. 250 Cleaning Days		14,400
Job #3 - 1835 Landwehr after 9:30 Monday-Friday 5x/week Approx. 134 Cleaning Days		7,300
	TOTAL	24,600

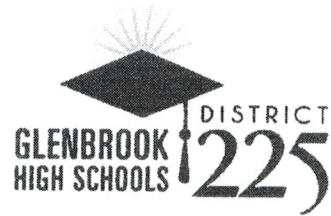
\*To be invoiced and paid in 12 equal installments. Job #1 and Job #3 will not be performed on days that students are not in attendance. Calendars with cleaning days are attached. These days off are subject to change as the school calendar is released.

- Years in service 5 years
- Does your company have a training program? Yes If yes, please provide a copy of the program.
- Proposed cleaning & labor schedule, (hours & number of cleaners)  
TOTAL 8 HRS / DAY 1 CLEANER
- Management contact information:  
GENERAL MANAGER ARTHUR MAGOLSKA 224-221-1745  
ACCOUNT MANAGER KATHY WISOWATY 224-330-9892
- Please provide a copy of your company's financial statement.





**FACILITY RENTAL  
REQUIREMENTS - TIER 1**



The following insurance requirements are compulsory for any organization renting or using District 225 facilities for a non-school sponsored event.

**CERTIFICATE HOLDER:** Northfield Township High School District 225  
 c/o Insurance Tracking Services, Inc. (ITS)  
 P.O. Box 20270  
 Long Beach, CA 90801  
 Email: [SSCRMP@instracking.com](mailto:SSCRMP@instracking.com)  
 Fax: (562) 435-2999

- Endorsements must be submitted with the certificate of insurance; Additional insured endorsement must conform to ISO form CG 20 10 and CG 20 37, listing all required additional insureds, job name and address.
- Insurance shall be written with a company having at least an "A" rating as listed in the latest edition of the A. M. Best Insurance Guide.
- Graduations - Description of operations on the certificate of insurance must state "graduation related activities"; certificates listing terms such as "graduation" or "reception" will be deemed unacceptable.
- Certificate of insurance will be rejected, and rental delayed, if:
  - A properly executed contract is not in place
  - Coverages and limits are not met per requirements
  - Endorsements are not provided for all policies

**LIMITS OF LIABILITY (Minimum Limits):**

<b>General Liability</b>		
(a) Bodily Injury	(i) Each Occurrence	\$1,000,000
	(ii) Annual Aggregate	\$2,000,000
(b) Property Damage	(i) Each Occurrence	\$1,000,000
	(ii) Annual Aggregate	\$2,000,000
(c) Personal Injury	Each Person Aggregate	\$1,000,000

Additional insured's must be listed on a primary & non-contributory basis; endorsement required.  
 Waiver of subrogation on general liability & corresponding endorsement required.

<b>Workers' Compensation</b>		
	(i) Per Accident	\$500,000
	(ii) Disease, policy limit	\$500,000
	(iii) Disease, each employee	\$500,000

Waiver of subrogation & corresponding endorsement required.



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: Sheila Shanafelt <Sheila.Shanafelt@rjb-properties.com>  
Bcc: egeallis@glenbrook225.org

Thu, Feb 8, 2018 at 12:05 PM

Dear Ms. Shanafelt,

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 2/8/18 we received your request for the following information:

- A copy of the most recently awarded contract for custodial/janitorial, or maintenance services

**District Response:**

Attached is the current Multi Systems contract for janitorial services, which covers the District Office and Off Campus/GBE Building at 1835 Landwehr Avenue.

Glenbrook North and South do not have any custodial/janitorial contracts to speak of, as their maintenance departments manage these needs on a daily basis.

On Tue, Feb 6, 2018 at 3:26 PM, Sheila Shanafelt <Sheila.Shanafelt@rjb-properties.com> wrote:

February 6, 2018

FOIA Officer

Dr. Rosanne Williamson

Glenbrook HS District #225

Dear Dr. Williamson/FOIA Officer:

This letter is a request under the Freedom of Information Act.

My name is Sheila Shanafelt. I am the Marketing Coordinator for RJB Properties, Inc. I am officially requesting a copy of the most recently awarded contract for custodial/janitorial, or maintenance services. The information will be used for commercial purposes.

Please send the information to me via e-mail at [sheila.shanafelt@rjb-properties.com](mailto:sheila.shanafelt@rjb-properties.com), or standard mail to:

Sheila Shanafelt

R.J.B. Properties, Inc.

[3357 S. Justine Street](#)

[Chicago, Illinois 60608](#)

Thank you in advance for your cooperation in this matter. Should you have any questions or comments, please do not hesitate to contact me at [312-898-4638](tel:312-898-4638).

Respectfully,

*Sheila Shanafelt*

Marketing Coordinator

[Sheila.Shanafelt@rjb-properties.com](mailto:Sheila.Shanafelt@rjb-properties.com)

RJB Properties, Inc.

[3357 S. Justine](#)

[Chicago, IL 60608](#)

Office - [312-931-5000](tel:312-931-5000)

Direct - [312-898-4638](tel:312-898-4638)

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



**Service Agreement Multi System Management Inc.pdf**  
18824K

**Glenbrook North Safety Meetings -2014**

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Email</b>
Ahmed	Zia	Technology Services Manager	zahmed@glenbrook225.org
Catalano	John	Athletics Director	jcatalano@glenbrook225.org
Czajka	Frank	Security	Retired
Eike	Bill	Assistant Principal	weike@glenbrook225.org
Etherton	Eric	Assistant Principal Student Services	eetherton@glenbrook225.org
Finan	John	Associate Principal	jfinan@glenbrook225.org
Jordan	Jeff	Science Teacher	jkjordan@glenbrook225.org
Lee	Jim	Deans	Retired
Manso	Mary Beth	Health Office	mmanso@glenbrook225.org
Martin	Kathy	Nurse	Retired
Murdy	Brian	Plant Operations	bmurdy@glenbrook225.org
O'Connell	Tom	Head Trainer Athletics	oconnell@glenbrook225.org
Purdy	Matt	Assistant Athletic Director	mpurdy@glenbrook225.org
Salomon	Diane	SSCRMP Safety Director	dsalomon@ccmsi.com
Whisler	Dan	Plant Manager	dwhisler@glenbrook225.org

**Glenbrook South Safety Meetings -2014**

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Email</b>
Bachula	Chet	Maintenance	Retired
Catsaros	Tony	Athletic Trainer	acatsaros@glenbrook225.org
Durschlag	Dorothy	Social Studies	Retired
Freund	Gary	Associate Principal	gfreund@glenbrook225.org
Garrison	Sean	Associate Dean	sgarrison@glenbrook225.org
Krock	Dean	Operations Manager	Retired
Marzillo	Barb	Registered Nurse	Retired
Robinson	Brian	Athletics Trainer	Retired
Rockrohr	Steve	Athletics Director	srockrohr@glenbrook225.org
Rylander	Jeff	Instructional Supervisor Science	jrylander@glenbrook225.org
Salomon	Diane	SSCRMP Safety Director	dsalomon@ccmsi.com

**Glenbrook North Safety Meetings -2015**

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Email</b>
Catalano	John	Athletics Director	jcatalano@glenbrook225.org
Czajka	Frank	Dean's Office Security	Retired
Eike	Bill	Assistant Principal	weike@glenbrook225.org
Finan	John	Associate Principal	jfinan@glenbrook225.org
Frandsen	Kris	Associate Principal	kfrandsen@glenbrook225.org
Jordan	Jeff	Science Teacher	jkjordan@glenbrook225.org
Manso	Mary Beth	Health Office	mmanso@glenbrook225.org
Murdy	Brian	Plant Operations	bmurdy@glenbrook225.org
O'Connell	Tom	Head Trainer Athletics	oconnell@glenbrook225.org
Purdy	Matt	Assistant Athletic Director	mpurdy@glenbrook225.org
Salomon	Diane	SSCRMP Safety Director	dsalomon@ccmsi.com
Whisler	Dan	Plant Manager	dwhisler@glenbrook225.org

**Glenbrook South Safety Meetings -2015**

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Email</b>
Bachula	Chet	Maintenance	Retired
Catsaros	Tony	Athletic Trainer	acatsaros@glenbrook225.org
Freund	Gary	Associate Principal	gfreund@glenbrook225.org
Garrison	Sean	Associate Dean	sgarrison@glenbrook225.org
Haenisch	Julie	Registered Nurse	jhaenisch@glenbrook225.org
Marzillo	Barb	Registered Nurse	Retired
Rockrohr	Steve	Athletics Director	srockrohr@glenbrook225.org
Rylander	Jeff	Instructional Supervisor Science	jrylander@glenbrook225.org
Salomon	Diane	SSCRMP Safety Director	dsalomon@ccmsi.com

**Glenbrook North Safety Meetings -2016**

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Email</b>
Catalano	John	Athletics Director	jcatalano@glenbrook225.org
Eike	Bill	Assistant Principal	weike@glenbrook225.org
Finan	John	Associate Principal	jfinan@glenbrook225.org
Frandsen	Kris	Associate Principal	kfrandsen@glenbrook225.org
Gan	Alexandra	Operations Specialist	agan@glenbrook225.org
Jordan	Jeff	Science Teacher	jkjordan@glenbrook225.org
Matthieson	Jessica	Registered Nurse	jmatthiesen@glenbrook225.org
Murdy	Brian	Plant Operations	bmurdy@glenbrook225.org
Purdy	Matt	Assistant Athletic Director	mpurdy@glenbrook225.org
Raflores	Alice	Human Resources Director	araflores@glenbrook225.org
Salomon	Diane	SSCRMP Safety Director	dsalomon@ccmsi.com
Smith	Kristen	Dean's Office Security	kmsmith@glenbrook225.org
Whisler	Dan	Plant Manager	dwhisler@glenbrook225.org

**Glenbrook South Safety Meetings -2016**

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Email</b>
Bachula	Chet	Maintenance	Retired
Catsaros	Tony	Athletic Trainer	acatsaros@glenbrook225.org
Freund	Gary	Associate Principal	gfreund@glenbrook225.org
Gan	Alexandra	Operations Specialist	agan@glenbrook225.org
Garrison	Sean	Associate Dean	sgarrison@glenbrook225.org
Haenisch	Julie	Registered Nurse	jhaenisch@glenbrook225.org
Raflores	Alice	Human Resources Director	araflores@glenbrook225.org
Rockrohr	Steve	Athletics Director	srockrohr@glenbrook225.org
Rylander	Jeff	Instructional Supervisor Science	jrylander@glenbrook225.org
Salomon	Diane	SSCRMP Safety Director	dsalomon@ccmsi.com

**Glenbrook North Safety Meetings -2017**

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Email</b>
Catalano	John	Athletics Director	jcatalano@glenbrook225.org
Eike	Bill	Assistant Principal	weike@glenbrook225.org
Frandsen	Kris	Associate Principal	kfrandsen@glenbrook225.org
Gan	Alexandra	Operations Specialist	agan@glenbrook225.org
Jordan	Jeff	Science Teacher	jkjordan@glenbrook225.org
Matthieson	Jessica	Registered Nurse	jmatthiesen@glenbrook225.org
Murdy	Brian	Plant Operations	bmurdy@glenbrook225.org
O'Connell	Tom	Head Trainer Athletics	oconnell@glenbrook225.org
Purdy	Matt	Assistant Athletic Director	mpurdy@glenbrook225.org
Raflores	Alice	Human Resources Director	araflores@glenbrook225.org
Salomon	Diane	SSCRMP Safety Director	dsalomon@ccmsi.com
Whisler	Dan	Plant Manager	dwhisler@glenbrook225.org

**Glenbrook South Safety Meetings -2017**

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Email</b>
Asquini	Mike	Plant Operations	Retired
Catsaros	Tony	Athletic Trainer	acatsaros@glenbrook225.org
Freund	Gary	Associate Principal	gfreund@glenbrook225.org
Gan	Alexandra	Operations Specialist	agan@glenbrook225.org
Garrison	Sean	Associate Dean	sgarrison@glenbrook225.org
Gravel	R.J.	Assistant Superintendent for Business	rgravel@glenbrook225.org
Haenisch	Julie	Registered Nurse	jhaenisch@glenbrook225.org
Hall	Dawn	Instructional Supervisor CTE	dhall@glenbrook225.org
Hayner	Jennifer	Science Teacher	jhayner@glenbrook225.org
Maranto	Mark	Instructional Supervisor Fine Arts	mmaranto@glenbrook225.org
Mietus	Tom	Athletics	tmietus@glenbrook225.org
Murdy	Brian	Plant Operations	bmurdy@glenbrook225.org
Ptak	Kim	Director of Operations	kptak@glenbrook225.org
Quinn	Jim	Plant Operations	Retired
Raflores	Alice	Human Resources Director	araflores@glenbrook225.org
Rockrohr	Steve	Athletics Director	srockrohr@glenbrook225.org
Rylander	Jeff	Instructional Supervisor Science	jrylander@glenbrook225.org
Salomon	Diane	SSCRMP Safety Director	dsalomon@ccmsi.com
Wright	Casey	Associate Principal	cwright@glenbrook225.org



**Glenbrook North Safety Meetings -2018**

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Email</b>
Catalano	John	Athletics Director	jcatalano@glenbrook225.org
Eike	Bill	Assistant Principal	weike@glenbrook225.org
Frandsen	Kris	Associate Principal	kfrandsen@glenbrook225.org
Jordan	Jeff	Science Teacher	jkjordan@glenbrook225.org
Matthieson	Jessica	Registered Nurse	jmatthiesen@glenbrook225.org
O'Connell	Tom	Head Trainer Athletics	oconnell@glenbrook225.org
Purdy	Matt	Assistant Athletic Director	mpurdy@glenbrook225.org
Raflores	Alice	Human Resources Director	araflores@glenbrook225.org
Salomon	Diane	SSCRMP Safety Director	dsalomon@ccmsi.com
Whisler	Dan	Plant Manager	dwhisler@glenbrook225.org

**Glenbrook South Safety Meetings -2018**

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Email</b>
Catsaros	Tony	Athletic Trainer	acatsaros@glenbrook225.org
Garrison	Sean	Associate Dean	sgarrison@glenbrook225.org
Haenisch	Julie	Registered Nurse	jhaenisch@glenbrook225.org
Maranto	Mark	Instructional Supervisor Fine Arts	mmaranto@glenbrook225.org
Murdy	Brian	Plant Manager	bmurdy@glenbrook225.org
Raflores	Alice	Human Resources Director	araflores@glenbrook225.org
Rockrohr	Steve	Athletics Director	srockrohr@glenbrook225.org
Salomon	Diane	SSCRMP Safety Director	dsalomon@ccmsi.com
Wright	Casey	Associate Principal	cwright@glenbrook225.org



## Secondary School Cooperative Risk Management Program

### *Glenbrook North Safety Committee Meeting*

**1/24/14**

***In Attendance*** Jim Lee (Deans Office), Kathy Martin (RN), John Finan (Associate Principal), Dan Whisler (Plant Operations), Matt Purdy (Athletics) John Catalano (Athletics), Bill Eike (Deans), Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there have been 4 reported claims with total incurred costs of \$860.52 and 2 reported incidents.

***OSHA Recordable Injuries/Rates/Lost Time*** Results for calendar year 2013 were shared with the committee. There were 6 recordable injuries for the year and 1 lost time injury. The injury rate was 1.92 in comparison to the national average rate of 5.2. Glenbrook North has successfully had an injury rate well below the national average over the past 4 calendar years.

***SSCRMP School Safety Newsletter*** The contents of the winter newsletter was shared with employees. The newsletter has since been sent out electronically to committee members and several copies were printed out and placed in the mail room.

### **Past Meeting Items**

***Athletics*** A flip chart is in creation for use in several athletic locations. Information contained in these charts includes emergency procedures, ambulance locations, contact information, etc. Locations that will have a flip chart include; 4 back gyms, pool field house, fitness center and main gym lobby. **This project is ongoing.**

The possible reconfiguration of the pathway to the stadium was briefly discussed. The area needs to be widened to easily allow for ambulance traffic. **A new entrance in the northwest corner of the stadium has been created along with the addition of rolling gates. It was stated that this reconfiguration worked well during games played during the fall season.**

**Parking (Outside Fitness Center/Athletic Entrance)** Ongoing issues with parking along the curb during sporting events was discussed. **The curb was painted and the area where parking was not allowed has been striped. This has helped to improve the ongoing parking issue when parents come to pick up students.**

**GCN Training** Specific modules were discussed to see if any additional safety modules have been made mandatory for employees to view. **The safety director will be sending out an email to the department heads of Science, Applied Technology, Art and Maintenance to ensure everyone has reviewed the Hazard Communication Module.**

**Shelter in Place Plan** Outside athletic groups (i.e. park district) will be informed that in the event of severe weather during non-school hours/weekends especially when the tornado alarm is sounded that access to Door O will be made available to shelter in place. **This information will be added to the parent/coaches handbook for the next school year. In addition, once in the field house specific areas (locker rooms/weight room, etc.) would be identified as severe weather 'safe locations'.**

## **New Meeting Items**

**Severe Weather Building Evacuation** A discussion was brought up regarding the evacuation of students during a fire drill specifically for those in swimming class or athletics that are not properly clothed. [REDACTED]

**Parking Lot- Cell Phone Free Zones** Signs have been posted in the parking lot and by pedestrian crossing areas notifying drivers the areas are cell phone free.

**Slip Prevention** The possibility of adding runners to the main entrance was discussed. The safety director will also be sending a link to maintenance with information about a product which is a warning cone/fan that could be purchased and used during inclement weather to help speed the drying of floors.

**Student Accident Reports** A new software program that creates PDFs and tracks student accident data was communicated with the Associate Principal. A time is being scheduled to run a demo of this product for further review.



## Secondary School Cooperative Risk Management Program

### ***Glenbrook South Safety Committee Meeting 1/24/14***

***In Attendance*** Dorothy Durchslay (Social Studies), Dean Krock (Operations Manager), Chet Bachula (Maintenance), Steve Rockrohr (Athletics), Gary Freund (Assistant Principal), Barb Marzillo (Nurse), Sean Garrison (Dean), Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there have been 8 reported claims with total incurred costs of \$32,066.77 and 4 reported incidents.

***OSHA Recordable Injuries/Rates/Lost Time*** Results for calendar year 2013 were shared with the committee. There were 12 recordable injuries for the year and 5 lost time injury. The injury rate was 4.0 in comparison to the national average rate of 5.2. The injury rate and lost time rate has increased since 2012. Efforts are ongoing to decrease these figures for calendar year 2014.

***SSCRMP School Safety Newsletter*** The contents of the winter newsletter was shared with employees. The newsletter will be sent out via email by the nurse to all employees.

### **Past Meeting Items**

***Securing Doors/Gates*** It was stated that the door by the fitness center/poolside is being propped open during the day. An email will be sent out reminding students/teachers to not proper open any doors during the school day. ***A door proposal that would include an electronic locking system and cameras is pending board approval. If successfully approved, these upgrades would be completed this summer.***

***CPR/AED Training*** 5 new individuals will be scheduled for training during an upcoming late arrival day. All other employees will be retrained next January. The transition from Red Cross to Citywide has gone well. ***Training for Athletics/Deans will be scheduled during the springtime.***

***Student street crossing incidents.*** Concerns were stated when 2 students were recently struck crossing the street. It was suggested that the SRO be notified of this situation to see if he can provide any assistance with directing traffic. ***There have been no new reported incidents. This issue was partially due to students parking across the street at Pioneer Press. Student would pay a fee to secure a spot. It has since communicated by Pioneer Press they would no longer be selling parking spots for the 2014/2015 school year.***

***Parking Issues (West Side of Building/Pool Entrance)*** It was noted that parents awaiting pickup in this area from 3:00-5:00 will not move their vehicle if asked. It was suggested that the SRO be notified of this situation to handle any parents that will not cooperate if asked to move their vehicles. ***This is still an ongoing issue. The adding of additional parks spots is pending approval. Student enrollment has significantly increased and will continue in***

*the upcoming 2014/2015 school year. Enrollment has gone from 2,700 to 2,900 and expected to be 3,200. The addition of spots would help to alleviate existing and future congestion issues.*

## **New Meeting Items**

***Emergency Communication with Nurse*** During the last meeting it was stated that teachers were informed they could dial 0 from their classroom in the event of an emergency to be connected to the switchboard operator. The switchboard operator would then notify the nurse via phone or radio. Since the last meeting, a new alert has been set up for teachers to communicate emergency situations via email. An email can now be sent to “GBS ICE” which will alert the nurse/deans/principal of an emergency situation.

***Slip Prevention*** The safety director will also be sending a link to maintenance and athletics with information about a product which is a warning cone/fan that could be purchased and used during inclement weather to help speed the drying of floors. It was stated this product could be beneficial in athletic areas.

***Student Accident Reports*** A new software program that creates PDFs and tracks student accident data was communicated with the Associate Principal. A time is being scheduled to run a demo of the software at Glenbrook North for further review. If the demo is successful, information will be shared with Glenbrook South.

***MSDS Online*** The safety director will be working with maintenance and other departments to help begin the transition of converting paper MSDSs to the online software program.

***Safety Training for Custodians/Maintenance*** On site fire extinguisher training will be scheduled this spring. The operations manager is reviewing the safety modules (back safety/ladder safety, etc.) with employees. Aerial lift training was conducted on 10/21 with all employees. Forklift training for select employees will be scheduled in the upcoming month.

***Student Injuries*** The number of student injuries have declined since last year. It was stated there were 46 concussions reported during the 1<sup>st</sup> Semester.

1<sup>st</sup> Semester 2014: 75 Student Injuries vs. 1<sup>st</sup> Semester 2013: 96 Student Injuries



## Secondary School Cooperative Risk Management Program

### ***Glenbrook North Safety Committee Meeting 5/9/14***

***In Attendance*** John Finan (Associate Principal), Dan Whisler (Plant Operations), Jeff Jordan (Science), Bill Eike (Deans), Zia Ahmed (Technology), Jim Lee (Deans), Mary Beth Marso (Health Office), Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there have been 5 reported claims with total incurred costs of \$3,248.57 and 1 reported incident.

***SSCRMP School Safety Newsletter*** The contents of the spring newsletter was shared with employees. The newsletter has since been sent out electronically to committee members and several copies were printed out and placed in the mail room.

### **Past Meeting Items**

***Athletics*** A flip chart is in creation for use in several athletic locations. Information contained in these charts includes emergency procedures, ambulance locations, contact information, etc. Locations that will have a flip chart include; 4 back gyms, pool field house, fitness center and main gym lobby. **This project is ongoing.**

***Slip Prevention*** The possibility of adding runners to the main entrance was discussed. The safety director will also be sending a link to maintenance with information about a product which is a warning cone/fan that could be purchased and used during inclement weather to help speed the drying of floors. **Purchase is pending approval.**

***Student Accident Reports*** A new software program that creates PDFs and tracks student accident data was communicated with the Associate Principal. A time is being scheduled to run a demo of this product for further review. **A demo will be conducted the week of 5/12 with the Nurses, Associate Principal and Athletics.**

### **New Meeting Items**

***Parking Lot- Cell Phone Free Zones*** Signs will be posted in the parking lot and by pedestrian crossing areas notifying drivers the areas are cell phone free.

***ROE Inspection*** The ROE inspection was conducted a few weeks ago and no major issue were noted. District sent out reminders to ensure employees completed select required GCN training modules to submit as proof during the inspection.

***911 Calls with IP based phone system*** There has been some recent confusion when a 911 call is placed due to the location where emergency response is needed shows up as the extension of the phone vs. the actual location. A test run call to 911 will be conducted to further analyze if alert notifications are going through.



## Secondary School Cooperative Risk Management Program

### ***Glenbrook South Safety Committee Meeting 5/9/14***

***In Attendance*** Dean Krock (Operations Manager), Steve Rockrohr (Athletics), Brian Robinson (Athletics), Barb Marzillo (Nurse), Sean Garrison (Dean), Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there have been 12 reported claims with total incurred costs of \$122,298.60 and 6 reported incidents.

***SSCRMP School Safety Newsletter*** The contents of the spring safety newsletter was shared with employees. The newsletter will be sent out via email by the nurse to all employees and several copies will be printed out and placed in employee areas.

### **Past/Present Meeting Items**

***Securing Doors/Gates*** It was stated that the door by the fitness center/poolside is being propped open during the day. An email will be sent out reminding students/teachers to not proper open any doors during the school day. ***A door proposal that includes an electronic locking system and cameras has been approved and the upgrades will be done this summer.***

***CPR/AED Training*** 5 new individuals will be scheduled for training during an upcoming late arrival day. All other employees will be retrained next January. The transition from Red Cross to Citywide has gone well. ***Training for Athletics/Deans still needs to be scheduled.***

***Parking Issues (West Side of Building/Pool Entrance)*** It was noted that parents awaiting pickup in this area from 3:00-5:00 will not move their vehicle if asked. It was suggested that the SRO be notified of this situation to handle any parents that will not cooperate if asked to move their vehicles. ***Parking lot expansion has been approved and work is set to begin this summer.***

***Emergency Communication with Nurse*** During the last meeting it was stated that teachers were informed they could dial 0 from their classroom in the event of an emergency to be connected to the switchboard operator. The switchboard operator would then notify the nurse via phone or radio. ***It was stated that the new procedure has worked well.***

***Slip Prevention*** The safety director will also be sending a link to maintenance and athletics with information about a product which is a warning cone/fan that could be purchased and used during inclement weather to help speed the drying of floors. It was stated this product could be beneficial in athletic areas. ***2 hurricones have been purchased and have been working very well.***

***Student Accident Reports*** A new software program that creates PDFs and tracks student accident data was communicated with the Associate Principal. ***A demo will be conducted with the nurse the week of May 12<sup>th</sup>.***

***MSDS Online*** The safety director will be working with maintenance and other departments to help begin the transition of converting paper MSDSs to the online software program. ***Follow up needed to determine who completed online training.***

***Safety Training for Custodians/Maintenance*** On site fire extinguisher training will be scheduled this spring. The operations manager is reviewing the safety modules (back safety/ladder safety, etc.) with employees. Forklift training for select employees will be scheduled during the summer.

***Student Injuries*** The number of student injuries have continued to decline since last year.

2<sup>nd</sup> Semester 2014: 39 Student Injuries vs. 2<sup>nd</sup> Semester 2013: 46 Student Injures



# Secondary School Cooperative Risk Management Program

## ***Glenbrook North Safety Committee Meeting 9/19/14***

***In Attendance*** John Finan (Associate Principal), Eric Etherton (Assistant Principal Student Services), Dan Whisler (Plant Operations), Brian Murdy (Plant Operations), Jeff Jordan (Science), Bill Eike (Deans), Tom O’Connell (Athletics), John Catalano (Athletic Director), Frank Czajka (Security), Mary Beth Marso (Health Office), Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there has been 1 reported incident that did not result in any medical treatment. The previous policy year had a total of 3 incidents and 5 claims with a total incurred cost of \$5,438.90

### **Past Meeting Items**

***Athletics*** A flip chart is in creation for use in several athletic locations. Information contained in these charts includes emergency procedures, ambulance locations, contact information, etc. Locations that will have a flip chart include; 4 back gyms, pool field house, fitness center and main gym lobby. ***This project is ongoing.***

***Slip Prevention*** The possibility of adding runners to the main entrance was discussed. The safety director will also be sending a link to maintenance with information about a product which is a warning cone/fan that could be purchased and used during inclement weather to help speed the drying of floors. ***Purchase is pending approval.***  
***The existing runners were recently rearranged to better help with slip prevention.***

***911 Calls with IP based phone system*** There has been some recent confusion when a 911 call is placed due to the location where emergency response is needed shows up as the extension of the phone vs. the actual location. A test run call to 911 will be conducted to further analyze if alert notifications are going through. ***New administrative procedures for 911 calls have since been drafted. The following is the updated information:*** When a 911 call is made from within the building, the 911 phone alarm will sound on the base units of the following administrators and staff: Catalano, Czajka, Eike, Etherton, Finan, Flannery-Day, Frandson, Jordan, Manso, Manusar, O’Connell, Peacock, Pieper, Pryma, Szymanski, Tarjan, Whisler:

The following procedure should be followed:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]





## New Meeting Items

**Athletics** A request was made to have 'outside' coaches added to the listing for completing required training on GCN. These coaches will need to acquire a Glenbrook email before this can be set up. A strength training rack will be added to the wrestling area. The rack will be padded and equipment will be taken off when not in use. The rack will be positioned against the wall that is furthest away from the practice area.

**Emergency Preparedness** All responding paramedics were recently trained at GBS to familiarize themselves with doors/entrance areas in the event of an emergency.

**Concussion Awareness Training** All coaches had to view concussion awareness video by 9/15 and pass a quiz to remain up to date with state requirements. In addition, a concussion video was shown to all students.

**Traffic Flow** Discussions are being held regarding the flow of traffic in the north end of the building. There may be the need for an additional person at the 4way stop areas to help direct traffic.



## Secondary School Cooperative Risk Management Program

### ***Glenbrook South Safety Committee Meeting 9/19/14***

***In Attendance*** Jeff Rylander (Science), Tony Catsaros (Athletics), Steve Rockrohr (Athletics), Gary Freund (Associate Principal), Barb Marzillo (Nurse), Chet Bachula (Maintenance), Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there have been 4 reported claims with total incurred costs of \$39,179.04. The previous policy year had a total of 17 reported claims with incurred costs of \$107,422.19

#### **Past/Present Meeting Items**

***Securing Doors/Gates*** It was stated that the door by the fitness center/poolside is being propped open during the day. An email will be sent out reminding students/teachers to not proper open any doors during the school day. ***Camera additions are still being finalized. The proposed e-locking doors are still pending.***

***CPR/AED Training*** 5 new individuals will be scheduled for training during an upcoming late arrival day. All other employees will be retrained next January. The transition from Red Cross to Citywide has gone well. ***Training is ongoing, follow-up needed to see who is current and needs retraining.***

***Parking Issues (West Side of Building/Pool Entrance)*** It was noted that parents awaiting pickup in this area from 3:00-5:00 will not move their vehicle if asked. It was suggested that the SRO be notified of this situation to handle any parents that will not cooperate if asked to move their vehicles. ***260 parking spots have been added which has eased some of the traffic congestion during pickup/drop-off. A sidewalk has been added to the west side of the building and has been well received.***

***Safety Training for Custodians/Maintenance*** On site fire extinguisher training will be scheduled using Cintas. The operations manager is reviewing the safety modules (back safety/ladder safety, etc.) with employees.

#### **New Meeting Items**

***MSDS Online*** The safety director will be working with maintenance and other departments to help begin the transition of converting paper MSDSs to the online software program. The MSDS Online link has been added to the school's internet site. Science is scheduled to view the training webinar next week.

***Student Injuries*** 8 injuries have been reported since the start of the school year. 3 were reported in 1 week from chemistry experiments using sodium hydroxide. The burners were set too high and the sodium hydroxide bubble over resulting in minor splashes to the students' arm/neck. It was determined that this was a result of failure to follow proper instruction. Overall there have been a reduction in student injuries since this time last year as 22 were previously reported up to this time last year.

***Nurse*** Epi-pen training is currently being conducted by the Nurse. In addition, bloodborne pathogen kits are being checked in all classrooms.

***Student Accident Reports*** Student accident tracking system (CareFlow) was discussed. Further discussion needed to determine software program that will be used to track student accidents and that can be connected to the student information software program.

***AEDs*** Batteries are set to expire soon, the necessary upgrades will be made in the near future.

***Maintenance*** A question regarding a chemical action plan for maintenance was discussed. It was determined that due to the quantity of chemicals stored and their hazard rating, standard emergency response procedures are to be followed in the event of an accidental spill.



## Secondary School Cooperative Risk Management Program

### ***Glenbrook North Safety Committee Meeting 1/29/15***

***In Attendance*** John Finan (Associate Principal), Matt Purdy (Athletics), Dan Whisler (Plant Operations), Jeff Jordan (Science), Bill Eike (Deans), Tom O'Connell (Athletics), John Catalano (Athletic Director), Frank Czajka (Security), Mary Beth Marso (Health Office), Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there has been 3 reported incidents that did not result in any medical treatment and 2 reported claims with a total incurred cost of \$30,086.48.

***OSHA Injury Rates*** Calendar year 2014 had a total of 5 recordable injuries and 0 lost time injuries resulting in an injury rate of 2.17 vs. the national average of 5.2.

### **Past Meeting Items**

***Athletics*** A flip chart is in creation for use in several athletic locations. Information contained in these charts includes emergency procedures, ambulance locations, contact information, etc. Locations that will have a flip chart include; 4 back gyms, pool field house, fitness center and main gym lobby. ***Select locations now have the flip charts mounted with a few more locations still needed their charts hung up.*** A request was made to have 'outside' coaches added to the listing for completing required training on GCN. These coaches will need to acquire a Glenbrook email before this can be set up. ***This item is still pending. Follow up is needed to ensure all employees are viewing their required GCN safety modules.***

***Slip Prevention*** The possibility of adding runners to the main entrance was discussed. The safety director will also be sending a link to maintenance with information about a product which is a warning cone/fan that could be purchased and used during inclement weather to help speed the drying of floors. ***Purchase is pending approval. The existing runners were recently rearranged to better help with slip prevention and there have been no new issues.***

***Traffic Flow*** Discussions are being held regarding the flow of traffic in the north end of the building. There may be the need for an additional person at the 4way stop areas to help direct traffic. ***This item is ongoing. Traffic flow is currently under control but will increase during the spring. This item will be continually monitored.***

### **New Meeting Items**

***Concussion Awareness*** A discussion was had regarding the possibility of having all non-athlete students baseline tested. It was stated that this testing would be very challenging to complete and that possibly in the future all students could be baseline tested by MDs. In regards to ensuring non athlete concussions abide by return to play

protocols in PE, a process could be implemented. Currently the nurse does the daily symptom check to track non athlete progress. All that needs to be added is having the student monitored in the return to play protocol in PE>

**Custodial Maintenance** A discussion was held regarding a recent employee injury during the setup of wrestling mats. 2x per year, wrestling mats are moved from the wrestling room to field house for tournaments. These mats are 12.5 feet wide and rolled to a location or placed on rollers. Due to the weight of these mats approximately 10 custodial employees are used in the setup process along with wrestlers. The recent injury occurred when the employee was pushing/rolling the mat into place. Further discussion are needed about who conducts the setup and the possible purchase off lighter weight mats. Dollamar wrestling mats are a new mat on the market that are lighter weight and would require less people to handle. There would be a total of 8 sections with 2 people being able to carry a section at a time. Substantial cost is associated with this purchase though so further discussions are needed to address the issue.

**Custodial Maintenance Set-Ups** It was stated that custodians are assigned to clean 30,000 sq. ft. per day per person. The industry average is 20,000-25,000. In addition to cleaning, custodians are assigned to do setups for afterschool functions which is in addition to daily cleaning tasks. This issue is universal at all SSCRMP locations. Further discussions regarding number of custodians assigned to complete specific daily tasks including setups would be beneficial to see if any improvements can be made.

**Student Injuries** Injuries are decreasing along with the number of reported concussions since the start of the school year. A recent student injury was discussed that occurred in the PE track unit. A student struck the edge of the high jump pole which resulted in a deep laceration. Due to 'High Jump Standards" the crossbar cannot be modified without changing the entire structure. The injury was a result of improper method/loss of balance rather than the structure contributing to the injury.



## Secondary School Cooperative Risk Management Program

### ***Glenbrook South Safety Committee Meeting 1/29/15***

***In Attendance*** Tony Catsaros (Athletics), Gary Freund (Associate Principal), Suzanne Shore (Nurse), Sean Garrison (Dean), Chet Bachula (Maintenance), Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there have been 7 reported claims with total incurred costs of \$51,419.14.

***OSHA Injury Rates*** Calendar year 2014 had a total of 13 recordable injuries and 3 lost time injuries which resulted in an injury rate of 4.69 vs. the national average of 5.2.

#### **Past Meeting Items**

***Securing Doors/Gates*** It was stated that the door by the fitness center/poolside is being propped open during the day. An email will be sent out reminding students/teachers to not proper open any doors during the school day. ***All cameras have been installed this past summer and are working well. The proposed e-locking doors are still pending.***

***Safety Training for Custodians/Maintenance*** On site fire extinguisher training will be scheduled using Cintas. It was stated that the Deans office would like be included in this training as well. The operations manager has completed reviewing the safety modules (back safety/ladder safety, etc.) with all employees.

***Student Accident Reports*** Student accident tracking system (CareFlow) was discussed. Further discussion needed to determine software program that will be used to track student accidents and that can be connected to the student information software program. ***The CareFlow quote to track student accidents was forwarded to the athletic director for review. Further review is needed by the District for final approval.***

#### **New Meeting Items**

***AEDs*** All batteries were checked last week and all are up to date and fully operational.

***CPR/AED Training*** Recertification training of the majority of coaches occurred last week. All non- coaches who express interest will be trained in the near future. CPR/AED training is being arranged. 66 employees are on the list to be trained which includes newer coaches/general building and staff employees. Another outdoor AED will be added to the north field tennis courts to meet coverage criteria.

***Traffic Flow*** A meeting was held with the village and county to analyze the traffic lights in the west parking lot. It was determined that between 3:15-3:30 the green light has been extended which has helped with the flow of traffic along with the removal of the speed bumps south of the guard shack .

***Athletics*** A question arose regarding access to Epi Pens for afterschool activities when the nurse is gone for the day. It was recommended that the Athletics Department has 2 readily accessible epi pens for use during after hour practices and games. An Emergency Action Plan was created for created for each athletic area. Final approval needed and once reviewed the action plans will be posted in select athletic areas.

***Custodial Maintenance*** A discussion was held regarding wrestling mat setups for tournaments/games. Coaches have assisted in the past but custodial employees are primarily responsible. Mats are moved from the wrestling room to the main gym 3x a year. In order to get to the main gym, there are 2 stairwells that are used to carry the mats up to the main level. Further discussions are needed how to best transport setup items up this stairwell. The addition of a ramp would help so that carts could be used. Currently there are no ramps in place that could be used to assist with the transport of chairs/tables/mats up this stairwell to the main gym area.

***GCN Safety Training*** A follow up email needs to be send out to ensure employees are completing the required online GCN safety modules.



## Secondary School Cooperative Risk Management Program

### ***Glenbrook North Safety Committee Meeting 5/7/15***

***In Attendance*** John Finan (Associate Principal), Kris Frandson (Associate Principal), Dan Whisler (Plant Operations), Jeff Jordan (Science), Bill Eike (Deans), Brian Murdy (Maintenance), Tom O'Connell (Athletics), Frank Czajka (Security), Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there has been 4 reported incidents that did not result in any medical treatment and 5 reported claims with a total incurred cost of \$36,686.48.

#### **Past Meeting Items**

***Athletics*** A flip chart is in creation for use in several athletic locations. Information contained in these charts includes emergency procedures, ambulance locations, contact information, etc. Locations that will have a flip chart include; 4 back gyms, pool field house, fitness center and main gym lobby. ***Select locations now have the flip charts mounted with a few more locations still needed their charts hung up.***

A request was made to have 'outside' coaches added to the listing for completing required training on GCN. These coaches will need to acquire a Glenbrook email before this can be set up. ***Head coaches have access but assistant coaches do not. It was stated that one training session could be set up for all to be a part of. Emails need to go out at the beginning of the year reminding employees of GCN required training modules.***

***Traffic Flow*** Discussions are being held regarding the flow of traffic in the north end of the building. There may be the need for an additional person at the 4way stop areas to help direct traffic. ***This item will be continually monitored.***

***Concussion Awareness*** A discussion was had regarding the possibility of having all non-athlete students baseline tested. It was stated that this testing would be very challenging to complete and that possibly in the future all students could be baseline tested by MDs. In regards to ensuring non athlete concussions abide by return to play protocols in PE, a process could be implemented. Currently the nurse does the daily symptom check to track non athlete progress. All that needs to be added is having the student monitored in the return to play protocol in PE. ***It was stated this new protocol could be implemented into the start of the new school year.***

**Custodial Maintenance** A discussion was held regarding a recent employee injury during the setup of wrestling mats. 2x per year, wrestling mats are moved from the wrestling room to field house for tournaments. These mats are 12.5 feet wide and rolled to a location or placed on rollers. Due to the weight of these mats approximately 10 custodial employees are used in the setup process along with wrestlers. The recent injury occurred when the employee was pushing/rolling the mat into place. Further discussion are needed about who conducts the setup and the possible purchase off lighter weight mats. Dollamar wrestling mats are a new mat on the market that are lighter weight and would require less people to handle. There would be a total of 8 sections with 2 people being able to carry a section at a time. Substantial cost is associated with this purchase though so further discussions are needed to address the issue. ***This item is still pending.***

**Custodial Maintenance Set-Ups** It was stated that custodians are assigned to clean 30,000 sq. ft. per day per person. The industry average is 20,000-25,000. In addition to cleaning, custodians are assigned to do setups for afterschool functions which is in addition to daily cleaning tasks. This issue is universal at all SSCRMP locations. Further discussions regarding number of custodians assigned to complete specific daily tasks including setups would be beneficial to see if any improvements can be made. ***This item is still pending.***

## **New Meeting Items**

**MSDS Online** The safety director will be working with the Science Department and Maintenance to determine if the labeling software available on MSDS online is sufficient or if a new labeling system will need to be purchased.

**Summer Projects** All parking lots are scheduled to be repaved/patched and repainted. The back gym hallway is being modified (offices being moved downstairs, female lockers are being renovated).



## Secondary School Cooperative Risk Management Program

### ***Glenbrook South Safety Committee Meeting 5/7/15***

***In Attendance*** Steve Rockrohr (Athletics), Sean Garrison (Deans Office), Barb Marzillo (Nurse), Jeff Rylander (Science), Tony Catsaros (Athletics), Gary Freund (Associate Principal), Chet Bachula (Maintenance), Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there have been 12 reported claims with total incurred costs of \$118,444.06 and 2 reported incidents that did not result in medical attention.

### **Past Meeting Items**

***Securing Doors/Gates*** It was stated that the door by the fitness center/poolside is being propped open during the day. An email will be sent out reminding students/teachers to not proper open any doors during the school day. ***The proposed e-locking doors are still pending.***

***Safety Training for Custodians/Maintenance*** Onsite fire extinguisher training will be scheduled using Cintas during the summer. It was stated that the Deans office would like be included in this training as well.

***Student Accident Reports*** Student accident tracking system (CareFlow) was discussed. Further discussion needed to determine software program that will be used to track student accidents and that can be connected to the student information software program. ***The CareFlow quote to track student accidents was forwarded to the athletic director for review. Further review and the scheduling of Webinars is needed by the District for final approval.***

***AEDs*** A new AED was added to the outdoor North Field will be added to the North Field Tennis courts.

***CPR/AED Training*** 66 employees are on the list to be trained which includes newer coaches/general building and staff employees. ***Training is to be scheduled during finals and at the start of the 1<sup>st</sup> semester.***

***Athletics*** A question arose regarding access to Epi Pens for afterschool activities when the nurse is gone for the day. It was recommended that the Athletics Department has 2 readily accessible epi pens for use during after hour practices and games. ***2 Epi pens have been added for use in the athletic department.*** An Emergency Action Plan was created for created for each athletic area. Final approval needed and once reviewed the action plans will be posted in select athletic areas.

***Custodial Maintenance*** A discussion was held regarding wrestling mat setups for tournaments/games. Coaches have assisted in the past but custodial employees are primarily responsible. Mats are moved from the wrestling room to the main gym 3x a year. In order to get to the main gym, there are 2 stairwells that are used to carry the mats up to the main level. Further discussions are needed how to best transport setup items up this stairwell. The addition of a ramp would help so that carts could be used. Currently there are no ramps in place that could be used to assist with the transport of chairs/tables/mats up this stairwell to the main gym area. ***This item is still pending.***



***GCN Safety Training*** An email was sent out in February to ensure employees are completing the required online GCN safety modules.

## **New Meeting Items**

***Emergency Evacuation Plans*** Shelter in place guidelines in regards to inclement weather were discussed. Once a plan is in place it needs to be added to the emergency response plan. In addition, pool emergency response was discussed (chemical spill, shelter in place, head injury response, drowning response, etc.) Athletics will be drafting procedures that will be reviewed and added to the District's emergency response plan.

***Summer Projects*** North parking lot is scheduled to be repainted which will make parking spot areas more visible. Tennis courts are scheduled to be upgraded this summer.

***MSDS Online*** Electrical upload of MSDSs has been completed for Maintenance and Science. Training for the Science Department included chemical waste disposal, labeling and an update on MSDS Online. Pictogram stickers have been purchased from Flynn that will be placed on old labels. Maintenance has been getting pictogram sticker from existing vendors to replace outdated labels. CTE needs to begin the electrical upload of MSDSs.

***Personal Protective Equipment*** Hi Visible Gear was issued to maintenance and security personnel that work outside to assist with visibility during early morning/late hour.

***Mats for Pool Area*** The addition of matting between the new pool and old pool was discussed. Mats would be allowed if they do not pose as a trip hazard and are not capable of shifting easily on the pool deck.

***Wrestling Mats*** The transport of wrestling mats was discussed. Option to resolve the weight issue included the purchase of lighter weight mats. 2 currently exist that are the light weight style. 2 more would need to be purchased. Final approval needed by the District due to the purchasing price of these mats.



## Secondary School Cooperative Risk Management Program

### ***Glenbrook North Safety Committee Meeting 9/17/15***

***In Attendance*** John Catalano (Athletic Director), Kris Frandson (Associate Principal), Dan Whisler (Plant Operations), Jeff Jordan (Science), Bill Eike (Deans), Tom O'Connell (Athletics), Frank Czajka (Security), Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there has been 1 reported incident that did not result in any medical treatment and 1 reported claim with a total incurred cost of \$2,869.33.

#### **Past Meeting Items**

***Athletics*** A flip chart is in creation for use in several athletic locations. Information contained in these charts includes emergency procedures, ambulance locations, contact information, etc. Locations that will have a flip chart include; 4 back gyms, pool field house, fitness center and main gym lobby. ***All charts have been posted.***

A request was made to have 'outside' coaches added to the listing for completing required training on GCN. These coaches will need to acquire a Glenbrook email before this can be set up. ***Head coaches have access but assistant coaches do not. It was stated that one training session could be set up for all to be a part of. It was stated this request needs to be addressed by HR.***

***Traffic Flow*** Discussions are being held regarding the flow of traffic in the north end of the building. There may be the need for an additional person at the 4 way stop areas to help direct traffic. ***Directional arrows can now be seen in the parking lot. Instructional assistant is available in the AM to help direct traffic.***

***Concussion Awareness*** A discussion was had regarding the possibility of having all non-athlete students baseline tested. It was stated that this testing would be very challenging to complete and that possibly in the future all students could be baseline tested by MDs. In regards to ensuring non athlete concussions abide by return to play protocols in PE, a process could be implemented. Currently the nurse does the daily symptom check to track non athlete progress. All that needs to be added is having the student monitored in the return to play protocol in PE. Due to the new legislation, modifications are being made to the district's concussion protocol. Concussion teams are being identified/defined and forms that require modification are being implemented. ***Return to play protocol (Academic and PE) was implemented at the start of the school year. Will be implemented District wide as well.***

***Custodial Maintenance*** A discussion was held regarding a recent employee injury during the setup of wrestling mats. 2x per year, wrestling mats are moved from the wrestling room to field house for tournaments. These mats are 12.5 feet wide and rolled to a location or placed on rollers. Due to the weight of these mats approximately 10 custodial employees are used in the setup process along with wrestlers. The recent injury occurred when the employee was pushing/rolling the mat into place. Further discussion are needed about who conducts the setup and the possible purchase off lighter weight mats. Dollamar wrestling mats are a new mat on the market that are lighter weight and would require less people to handle. There would be a total of 8 sections with 2 people being able to carry a section at a time. Substantial cost is associated with this purchase though so further discussions are needed to address the issue. ***This item is still pending. The durability of these mats was talked about (cannot be repaired and there could be a storage issue). Another option could be to label the mats with (left/middle/right). This would help to better show the direction the mats need to be unrolled so that repositioning is not needed.***

**Summer Projects** All parking lots are scheduled to be repaved/patched and repainted. The back gym hallway is being modified (offices being moved downstairs, female lockers are being renovated. **These items have been completed.**

## **New Meeting Items**

**MSDS Online** The safety director will be working with the Science Department and Maintenance to determine if the labeling software available on MSDS online is sufficient or if a new labeling system will need to be purchased. There are 100 old chemicals that need to be labeled. The science department purchased pictogram stickers that will satisfy the labeling requirement.

**Custodial/Maintenance Set-Ups** It has been determined that 11/12 custodians will be assigned for cleaning. All other employees (8) will do a combo of setups and other tasks.

**Gym Bleachers** The latching device for the bleachers was discussed. A placard may need to be added to each section to remind custodians to properly latch the locking mechanism for each bleacher section to be secured in place.

**AEDs** 20 total AEDs need to be put on a schedule to have them replaced. Average shelf life of an AED is 8-10 years. Aging AEDs are averaging 14 years. 2-3 AEDs will be replaced yearly to satisfy the requirement.

**Athletics** The paramedics met with the athletic department before the start of the school year to discuss evacuation doors and spine board procedures.

**New Floor Wax Product** A new product has been added to the floor which may help to reduce slip/falls and does not require a stripper. Stripping/waxing will not be required anymore, thus the use of this product will result in a long term labor savings. One third of the process has been completed. The following areas have been completed (photo lab, cafeteria hallway, cafeteria, food rooms, and hallway-main gym lobby).



## Secondary School Cooperative Risk Management Program

### **Glenbrook South Safety Committee Meeting 9/17/15**

**In Attendance** Steve Rockrohr (Athletics), Sean Garrison (Deans Office), Julie Haenisch (Nurse), Jeff Rylander (Science), Tony Catsaros (Athletics), Gary Freund (Associate Principal), Chet Bachula (Maintenance), Diane Salomon (SSCRMP Safety Director)

**Claim Analysis** Since the start of the policy year there has been 1 reported claim with a total incurred cost of \$2,869 and 1 reported incident that did not result in medical attention.

#### **Past Meeting Items**

**Securing Doors/Gates** It was stated that the door by the fitness center/poolside is being propped open during the day. An email will be sent out reminding students/teachers to not proper open any doors during the school day. **The proposed e-locking doors are still pending. This is an ongoing issue in the pool/field house.**

**Safety Training for Custodians/Maintenance** Onsite fire extinguisher training will be scheduled using Cintas in October. It was stated that the Deans office would like be included in this training as well.

**Student Accident Reports** Student accident tracking system (CareFlow) was discussed. Further discussion needed to determine software program that will be used to track student accidents and that can be connected to the student information software program. **The CareFlow quote to track student accidents was forwarded to the athletic director for review. Further review and the scheduling of Webinars is needed by the District for final approval. The new nurse needs to be scheduled for a Webinar as well.**

**CPR/AED Training** 66 employees are on the list to be trained which includes newer coaches/general building and staff employees. **Training was completed at the end of the school year. Training is ongoing.**

**Custodial Maintenance** A discussion was held regarding wrestling mat setups for tournaments/games. Coaches have assisted in the past but custodial employees are primarily responsible. Mats are moved from the wrestling room to the main gym 3x a year. In order to get to the main gym, there are 2 stairwells that are used to carry the mats up to the main level. Further discussions are needed how to best transport setup items up this stairwell. The addition of a ramp would help so that carts could be used. Currently there are no ramps in place that could be used to assist with the transport of chairs/tables/mats up this stairwell to the main gym area. **This item is still pending. It was stated that the wrestling room is now located in the east gym. Transport to the main gym is now more challenging. There are 2 mats that are light weight, it was requested that 2 additional lightweight mats are purchased for easier transport.**

**GCN Safety Training** An email was sent out in February to ensure employees are completing the required online GCN safety modules. **An email from HR needs to be sent out to all employees reminding them of the required modules that need to be viewed.**

**Summer Projects** North parking lot is scheduled to be repainted which will make parking spot areas more visible. New tennis courts are scheduled to be upgraded this summer. **These items have been completed.**

**MSDS Online** Electrical upload of MSDSs has been completed for Maintenance and Science. Training for the Science Department included chemical waste disposal, labeling and an update on MSDS Online. Pictogram stickers have been purchased from Flynn that will be placed on old labels. Maintenance has been getting pictogram sticker from existing vendors to replace outdated labels. CTE needs to begin the electrical upload of MSDSs. **This process is ongoing. There are two employees in the science department who are safety officers assigned to work on this project.**

**Mats for Pool Area** The addition of matting between the new pool and old pool was discussed. Mats would be allowed if they do not pose as a trip hazard and are not capable of shifting easily on the pool deck. **Samples are being brought out to try in the pool deck area.**

**Wrestling Mats** The transport of wrestling mats was discussed. Option to resolve the weight issue included the purchase of lighter weight mats. 2 currently exist that are the light weight style. 2 more would need to be purchased. Final approval needed by the District due to the purchasing price of these mats. ***This item is still pending.***

## **New Items**

**Athletics** An Emergency Action Plan was created for created for each athletic area. Plans will be laminated and posted by the entrance areas.

**AEDs** Several AEDs need to be put on a schedule to be replaced. Average shelf life of an AED is 8-10 years. 9 AEDs are over 13 years old. Replacements will be phased in using life/safety funds. Pads are scheduled to be replaced as well.

**Concussion Legislation** Due to the new legislation, modifications are being made to the district's concussion protocol. Concussion teams are being identified/defined and forms that require modification are being implemented.

**Student Injuries** There have been 9 student injuries since the start of the school year. Three occurred over the summer. The average number of concussions is the same as last year at this time. A total of 22 concussions have been reported of which 19 are from athletics.



## Secondary School Cooperative Risk Management Program

### ***Glenbrook North Safety Committee Meeting 1/26/16***

***In Attendance*** John Catalano (Athletic Director), Kris Frandson (Associate Principal), Dan Whisler (Plant Operations), Kristin Smith (Deans/Security Supervisor), Jessica Matthiesen (Nurse), Jeff Jordan (Science), Bill Eike (Deans), John Finan (Principal), Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there have been 2 reported incident that did not result in any medical treatment and 5 reported claims with a total incurred cost of \$9,924.21.

#### **Past Meeting Items**

***Outside Coach Training*** A request was made to have 'outside' coaches added to the listing for completing required training on GCN. These coaches will need to acquire a Glenbrook email before this can be set up. ***It was stated that one training session could be set up for all to be a part of. This request needs to be addressed by HR and is still pending.***

***Custodial Maintenance*** A discussion was held regarding a recent employee injury during the setup of wrestling mats. 2x per year, wrestling mats are moved from the wrestling room to field house for tournaments. These mats are 12.5 feet wide and rolled to a location or placed on rollers. Due to the weight of these mats approximately 10 custodial employees are used in the setup process along with wrestlers. Dollamar wrestling mats are a new mat on the market that are lighter weight and would require less people to handle. There would be a total of 8 sections with 2 people being able to carry a section at a time. Substantial cost is associated with this purchase though so further discussions are needed to address the issue. ***This item is still pending. It was noted that athletes are helping to roll out the mats and storage could be an issue if replacement mats were purchased. In addition, if this specific style of matting is torn it cannot be repaired.***

***MSDS Online*** The science department purchased pictogram stickers that will satisfy the labeling requirement. AP chemistry students to complete the project of labeling chemicals.

***Gym Bleachers*** The latching device for the bleachers was discussed. A placard may need to be added to each section to remind custodians to properly latch the locking mechanism for each bleacher section to be secured in place. ***This item is pending. Efforts are being made during the annual bleacher inspection to see if any modification can be made to lock them into place automatically.***

***AEDs*** 20 total AEDs need to be put on a schedule to have them replaced. Average shelf life of an AED is 8-10 years. Aging AEDs are averaging 14 years. 2-3 AEDs will be replaced yearly to satisfy the requirement. ***8 new AEDs have been ordered. All AEDs will be updated this year.***

#### **New Meeting Items**

***Fire Blankets*** It was noted that select fire blankets will need to be tagged and employees trained on its use if blankets are to remain in select classrooms. GCN module (Fire Safety) will satisfy the training requirement.

***Concussion Awareness*** Concussion teams are in place. Annual concussion meeting to be attended by Tom O'Connell to obtain updated information. RTP protocol is changing in that light exercise is viewed as 'ok' by the experts. D225 will keep their existing RTP protocol as is.



## Secondary School Cooperative Risk Management Program

### ***Glenbrook South Safety Committee Meeting 1/26/16***

***In Attendance*** Steve Rockrohr (Athletics), Sean Garrison (Deans Office), Julie Haenisch (Nurse), Jeff Rylander (Science), Tony Catsaros (Athletics), Gary Freund (Associate Principal), Chet Bachula (Maintenance), Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there have been 5 reported claims with a total incurred cost of \$9,924.21 and 2 reported incident that did not result in medical attention.

#### **Past Meeting Items**

***Securing Doors/Gates*** It was stated that the door by the fitness center/poolside is being propped open during the day. An email will be sent out reminding students/teachers to not proper open any doors during the school day. ***The proposed e-locking doors are still pending. It was noted that this is no longer an issue.***

***Custodial Maintenance*** A discussion was held regarding wrestling mat setups for tournaments/games. Coaches have assisted in the past but custodial employees are primarily responsible. Mats are moved from the wrestling room to the main gym 3x a year. In order to get to the main gym, there are 2 stairwells that are used to carry the mats up to the main level. Further discussions are needed how to best transport setup items up this stairwell. The addition of a ramp would help so that carts could be used. Currently there are no ramps in place that could be used to assist with the transport of chairs/tables/mats up this stairwell to the main gym area. ***This item is still pending. It was stated that the wrestling room is now located in the east gym. Transport to the main gym is now more challenging. There are 2 mats that are light weight, it was requested that 2 additional lightweight mats are purchased for easier transport.***

***MSDS Online*** Electrical upload of MSDSs has been completed for Maintenance and Science. Training for the Science Department included chemical waste disposal, labeling and an update on MSDS Online. Pictogram stickers have been purchased from Flynn that will be placed on old labels. Maintenance has been getting pictogram sticker from existing vendors to replace outdated labels. CTE needs to begin the electrical upload of MSDSs.

***Mats for Pool Area*** The addition of matting between the new pool and old pool was discussed. Mats would be allowed if they do not pose as a trip hazard and are not capable of shifting easily on the pool deck. ***Purchase has been made and is working well.***

***Athletics*** An Emergency Action Plan was created for created for each athletic area. ***Plans have been laminated and posted by the indoor entrance areas. Outdoor areas will have postings put up this spring.***

**AEDs** Several AEDs need to be put on a schedule to be replaced. Average shelf life of an AED is 8-10 years. 9 AEDs are over 13 years old. Replacements will be phased in using life/safety funds. Pads are scheduled to be replaced as well. **All 8 AED's have been replaced in addition to the pads.**

**Concussion Legislation** Due to the new legislation, modifications are being made to the district's concussion protocol. Concussion teams are being identified/defined and forms that require modification are being implemented. **District protocol was updated over the fall. Ongoing efforts to meet compliance with MD requirement as part of the concussion team is being addressed.**

## **New Safety Items**

**Safety Training for Custodians/Maintenance** Onsite fire extinguisher training was provided by Simplex Grinnell. In addition, forklift training was successfully conducted.

**Student Injuries** Concussions reported in October: 27 (3 from Gymnastics/PE), November: 15 and December: 8. One student injury reported in science due to the student not wearing safety glasses.

**Fire Blankets** Efforts will be made to look into the tagging of select fire blankets. In addition, select employees will need to view the GCN fire safety module to be trained on its use.

**Student Accident Reports** Student accident tracking system (CareFlow) was discussed. Further discussion needed to determine software program that will be used to track student accidents and that can be connected to the student information software program. **It was noted that Careflow was bought out by Magnus Health. As a result; the annual quote to track accidents via a software program went from \$3,600 to \$42,000. Further efforts are needed to identify a student accident tracking website.**





## Secondary School Cooperative Risk Management Program

### ***Glenbrook North Safety Committee Meeting 5/5/16***

***In Attendance*** Kris Frandson (Associate Principal), Brian Murdy (Maintenance), Alice Raflores (District HR), Jeff Jordan (Science), Bill Eike (Deans), Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there has been 1 reported incident that did not result in any medical treatment and 2 reported claims with a total incurred cost of \$4,250.

***OSHA Recordable Injuries*** Calendar year 2015 had a total of 6 recordable injuries and 2 lost time injuries. Injury rate was 2.47 vs the national average of 5.0.

#### **Past Meeting Items**

***Outside Coach Training*** A request was made to have 'outside' coaches added to the listing for completing required training on GCN. These coaches will need to acquire a Glenbrook email before this can be set up. ***This item is still pending.***

***Custodial Maintenance*** A discussion was held regarding a recent employee injury during the setup of wrestling mats. 2x per year, wrestling mats are moved from the wrestling room to field house for tournaments. These mats are 12.5 feet wide and rolled to a location or placed on rollers. Due to the weight of these mats approximately 10 custodial employees are used in the setup process along with wrestlers. ***Mats have been purchased. 2 employees can now lift the mat with no issue.***

***MSDS Online*** The science department purchased pictogram stickers that will satisfy the labeling requirement. AP chemistry students to complete the project of labeling chemicals. ***This item is ongoing.***

***Gym Bleachers*** The latching device for the bleachers was discussed. A placard may need to be added to each section to remind custodians to properly latch the locking mechanism for each bleacher section to be secured in place. ***Placards/Stickers have been ordered.***

***AEDs*** 20 total AEDs need to be put on a schedule to have them replaced. Average shelf life of an AED is 8-10 years. Aging AEDs are averaging 14 years. 2-3 AEDs will be replaced yearly to satisfy the requirement. ***8 new AEDs have been ordered. All AEDs will be updated this year.***

#### **New Meeting Items**

***Fire Blankets*** It was noted that select fire blankets will need to be tagged and employees trained on its use if blankets are to remain in select classrooms. GCN module (Fire Safety) will satisfy the training requirement. ***Follow up needed to determine training and tagging dates.***

***Concussion Awareness*** Concussion teams are in place. Annual concussion meeting to be attended by Tom O'Connell to obtain updated information. RTP protocol is changing in that light exercise is viewed as 'ok' by the experts. D225 will keep their existing RTP protocol as is. ***RTL training may be implemented for teachers at the start of the 2016/2017 school year.***

***Inspection Reports*** Safety reports were discussed (Athletic Fields-Baseball/Softball/Track) and Theater area.



## Secondary School Cooperative Risk Management Program

### ***Glenbrook South Safety Committee Meeting 5/5/16***

***In Attendance*** Alice Raflones (District HR), Steve Rockrohr (Athletics), Sean Garrison (Deans Office), Julie Haenisch (Nurse), Tony Catsaros (Athletics), Gary Freund (Associate Principal), Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there have been 8 reported claims with a total incurred cost of \$15,754 and 3 reported incident that did not result in medical attention.

***OSHA Recordable Injuries*** Calendar year 2015 had a total of 10 recordable injuries and 4 lost time injuries. Injury rate was 3.22 vs the national average of 5.0

#### **Past Meeting Items**

***Custodial Maintenance*** A discussion was held regarding wrestling mat setups for tournaments/games. Coaches have assisted in the past but custodial employees are primarily responsible. Mats are moved from the wrestling room to the main gym 3x a year. In order to get to the main gym, there are 2 stairwells that are used to carry the mats up to the main level. Further discussions are needed how to best transport setup items up this stairwell. The addition of a ramp would help so that carts could be used. Currently there are no ramps in place that could be used to assist with the transport of chairs/tables/mats up this stairwell to the main gym area. ***Mats have been approved for purchase and will be used at the start of the next school year.***

***MSDS Online*** Maintenance has been getting pictogram sticker from existing vendors to replace outdated labels. CTE needs to begin the electrical upload of MSDSs. ***Project is ongoing.***

***Athletics*** An Emergency Action Plan was created for each athletic area. Plans have been laminated and posted by the indoor entrance areas. Outdoor areas will have postings put up this spring. ***A binder has been added to the main ticket booth.***

***Concussion Legislation*** Due to the new legislation, modifications are being made to the district's concussion protocol. Concussion teams are being identified/defined and forms that require modification are being implemented. ***District protocol was updated over the fall. Minor language may be updated as time goes by. Looking into having an MD on the concussion team.***

#### **New Safety Items**

***Student Injuries*** 127 total concussions have been reported since the start of the school year. Of these, 60 were related to Athletics.

***Fire Blankets*** Efforts will be made to look into the tagging of select fire blankets. In addition, select employees will need to view the GCN fire safety module to be trained on its use. ***Item is pending.***

***Student Accident Reports*** It was noted that Careflow was bought out by Magnus Health. As a result; the annual quote to track accidents via a software program went from \$3,600 to \$42,000. ***Further efforts are needed to identify a student accident tracking website.***

***Inspection Reports*** Safety inspection reports were discussed and included findings for the following areas; athletic fields (baseball, softball and track) and theater area.

***Summer Construction Projects*** Parking lot to be redone. Modifications to the following; physics lab/prep room/new photo lab and project leed the way.



## Secondary School Cooperative Risk Management Program

### ***Glenbrook North Safety Committee Meeting 9/16/16***

***In Attendance*** Alexandra Gan (External Affairs Accounting Asst.), John Catalano (Athletic Director), Matt Purdy (PE), Dan Whisler (Plant Operations), Tom O'Connell (Athletic Trainer), Kristin Smith (Security Supervisor), Bill Eike (Dean), Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there has been 1 incident that did not result in any medical treatment and 2 reported claims with a total incurred cost of \$6,655. PY 15/16 had 3 claims with a total incurred cost of \$6,500.

#### **Past Meeting Items**

***Outside Coach Training*** A request was made to have 'outside' coaches added to the listing for completing required training on GCN. These coaches will need to acquire a Glenbrook email before this can be set up. ***Forms are being signed and outside coaches all completed concussion training. Further training on GCN will need to be determined.***

***Custodial Maintenance*** A discussion was held regarding a recent employee injury during the setup of wrestling mats. 2x per year, wrestling mats are moved from the wrestling room to field house for tournaments. These mats are 12.5 feet wide and rolled to a location or placed on rollers. Due to the weight of these mats approximately 10 custodial employees are used in the setup process along with wrestlers. ***Mats are in process of being purchased. Will be ready for use at the start of wrestling season 11/2017.***

***MSDS Online*** The science department purchased pictogram stickers that will satisfy the labeling requirement. AP chemistry students to complete the project of labeling chemicals. ***This item is ongoing.***

***Gym Bleachers*** The latching device for the bleachers was discussed. A placard may need to be added to each section to remind custodians to properly latch the locking mechanism for each bleacher section to be secured in place. ***Placards/Stickers have been affixed. Warning label instructs the latch to be secure.***

***Fire Blankets*** It was noted that select fire blankets will need to be tagged and employees trained on its use if blankets are to remain in select classrooms. GCN module (Fire Safety) will satisfy the training requirement. ***Follow up needed to determine if Fire Extinguisher Company can provide tag/inspection or if this task can be done in house.***

***Concussion Awareness*** Concussion teams are in place. Annual concussion meeting to be attended by Tom O'Connell to obtain updated information. RTP protocol is changing in that light exercise is viewed as 'ok' by the experts. D225 will keep their existing RTP protocol as is. ***RTL training in process of being implemented. All employees on the concussion oversight committee received concussion training.***

#### **New Meeting Items**

***Annual Safety Inspection (CTE/Athletic Areas)*** The results of the 9/12/16 safety walkthrough were discussed with the committee. Report in process of being completed.

***Traffic Flow*** Signage has been posted in parking lot areas. Additional staff have been assigned to help direct traffic in select areas. Athletic parking area has improved (signage/curb painted).

***Athletics*** A discussion regarding life/safety money used to buy helmets was brought up. The answer to this question is unknown. 20 helmets per year/school are replaced.



## Secondary School Cooperative Risk Management Program

### ***Glenbrook South Safety Committee Meeting 9/16/16***

***In Attendance*** Alice Raflones (District HR), Chet Bachula (Plant Operations), Jeff Rylander (Science), Steve Rockrohr (Athletics), Sean Garrison (Deans Office), Julie Haenisch (Nurse), Tony Catsaros (Athletics), Gary Freund (Associate Principal), Alexandra Gan (District Office), Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there have been 4 reported claims with a total incurred cost of \$18,875. PY 15/16 had 10 claims with a total incurred cost of \$35,503

#### **Past Meeting Items**

***Custodial Maintenance*** Mats are moved from the wrestling room to the main gym 3x a year. In order to get to the main gym, there are 2 stairwells that are used to carry the mats up to the main level. Further discussions are needed how to best transport setup items up this stairwell. The addition of a ramp would help so that carts could be used. Currently there are no ramps in place that could be used to assist with the transport of chairs/tables/mats up this stairwell to the main gym area. ***Mats have been approved for purchase and will be used at the start of the next school year.***

***MSDS Online*** Maintenance has been getting pictogram sticker from existing vendors to replace outdated labels. CTE needs to begin the electrical upload of MSDSs. ***Maintenance and Science have completed this project. F/U needed with Art and CTE to determine progress.***

***Concussion Legislation.*** District protocol in effect. Additional paperwork required at time of registration. Having a MD on the concussion team is still being considered.

***Fire Blankets*** Efforts will be made to look into the tagging of select fire blankets. In addition, select employees will need to view the GCN fire safety module to be trained on its use. ***Fire Extinguisher Company will tag blankets. GCN training still pending.***

#### **New Meeting Items**

***Student Injuries*** 6 total concussions (4 Athletes/2 Non Athletes) have been reported since the start of the school year. 23 concussion were reported at this time last year. Guidance counselors are updating teachers weekly via email regarding student concussion status. Athletics/Nurses communicate with teachers regularly as well.

***Student Accident Reports*** Further efforts are needed to identify a student accident tracking website.

***Safety Walkthrough*** Annual safety walkthrough of the CTE/Athletic areas was completed on 9/6/16. Report in process of completion.

***EKG Testing*** School wide voluntary EKG testing will be offered on 10/26 and 10/27.

***ROE Inspection-*** Scheduled for October. New ROE ruling requires Carbon Monoxide Detectors in areas where exposure to CO is present.

***Evacuation Chairs*** Training on evacuation chair use is scheduled for 10/19/16.

***Maintenance Training*** A request was made to see if GCN modules are available in Spanish/Polish. A few employee could benefit from this due to English being their second language. Retraining needed for employees that operate scissor lifts.

***Science*** Hazard Communication refresher training was requested for employees.

***Bleacher Requirements*** Any outdoor bleachers that are greater than 55" in height needs to meet guardrail requirements. At the time of the inspection bleachers averaged 48" so existing bleachers meet requirements.



## Secondary School Cooperative Risk Management Program

### ***Glenbrook North Safety Committee Meeting***

***1/27/17***

***In Attendance*** Kris Frandson (Main Office), Jeff Jordan (Science), John Catalano (Athletic Director), Matt Purdy (PE), Jess Matthiesen (Nurse), Tom O'Connell (Athletic Trainer), Alice Raflares (Director HR), Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there have been 2 incidents that did not result in any medical treatment and 2 reported claims with a total incurred cost of \$6,055.

***OSHA Recordable Injuries*** Calendar year 2016 had a total of 5 recordable injuries and 0 lost time injuries resulting in an injury rate of 2.05 vs the national average of 4.8.

#### **Past Meeting Items**

***Outside Coach Training*** A request was made to have 'outside' coaches added to the listing for completing required training on GCN. These coaches will need to acquire a Glenbrook email before this can be set up. ***Forms are being signed and outside coaches all completed concussion training. Further training on GCN will need to be determined. Alice to be following up with this request.***

***Custodial Maintenance*** A discussion was held regarding a recent employee injury during the setup of wrestling mats. 2x per year, wrestling mats are moved from the wrestling room to field house for tournaments. These mats are 12.5 feet wide and rolled to a location or placed on rollers. Due to the weight of these mats approximately 10 custodial employees are used in the setup process along with wrestlers. ***Mats purchased and in use. No safety issues reported.***

***Gym Bleachers*** The latching device for the bleachers was discussed. A placard may need to be added to each section to remind custodians to properly latch the locking mechanism for each bleacher section to be secured in place. ***Placards/Stickers have been affixed. Warning label instructs the latch to be secure.***

#### **New Meeting Items**

***Concussion Awareness*** All athletic injuries resulting in a concussion diagnosis are being entered into the IHSA website as required. Additional documents have been created for counselors to complete (check sheets), Step by step process created and implemented.

***Traffic Flow*** Signage has been posted in parking lot areas (North Lot). Additional staff have been assigned to help direct traffic in select areas. Athletic parking area has improved (signage/curb painted).

***Fire Safety Blankets*** Example of an 'inspection tag' was given to the committee. Safety checks may be done by maintenance. Science teachers all trained via the GCN training module. Ensure CTE/Art/Foods employees view training module as well.



## Secondary School Cooperative Risk Management Program

### **Glenbrook South Safety Committee Meeting 1/27/17**

**In Attendance** Alice Raflares (District HR), Jim Quinn (Plant Operations), Jeff Rylander (Science), Sean Garrison (Deans Office), Julie Haenisch (Nurse), Tony Catsaros (Athletics), Gary Freund (Associate Principal), Alexandra Gan (District Office), Diane Salomon (SSCRMP Safety Director)

**Claim Analysis** Since the start of the policy year there have been 12 reported claims with a total incurred cost of \$31,829. In addition there were 4 incidents reported to Medcor that did not result in any medical treatment.

**OSHA Recordable Injuries** Calendar year 2016 had 15 recordable injuries and 0 lost time injuries resulting in an injury rate of 4.69 vs the national average of 4.8.

#### **Past Meeting Items**

**Custodial Maintenance** Mats are moved from the wrestling room to the main gym 3x a year. In order to get to the main gym, there are 2 stairwells that are used to carry the mats up to the main level. Further discussions are needed how to best transport setup items up this stairwell. The addition of a ramp would help so that carts could be used. Currently there are no ramps in place that could be used to assist with the transport of chairs/tables/mats up this stairwell to the main gym area. **Mats in use. No safety issues noted.**

**MSDS Online** Maintenance has been getting pictogram sticker from existing vendors to replace outdated labels. CTE needs to begin the electrical upload of MSDSs. **Maintenance and Science have completed this project. F/U needed with Art and CTE to determine progress.**

**Concussion Legislation.** District protocol in effect. Additional paperwork required at time of registration. Having a MD on the concussion team is still being considered. **It was noted that Dr Nicole Reams has been added to the oversight committee. Meeting will be held in spring to review protocol. Consensus committee meets every 4 years.**

**Fire Blankets** Efforts will be made to look into the tagging of select fire blankets. In addition, select employees will need to view the GCN fire safety module to be trained on its use. **Fire Extinguisher Company will tag blankets. GCN training still pending.**

**Student Accident Reports** Further efforts are needed to identify a student accident tracking website. **SIMS (Sports Injury Monitoring System) from Flantech.net was discussed. Approval needed from District for purchase.**

**CO Detectors-** New ROE ruling requires Carbon Monoxide Detectors in areas where exposure to CO is present. **Follow up needed; evacuation procedure due to CO alarm activation shall be written/implemented.**

**Maintenance Training** A request was made to see if GCN modules are available in Spanish/Polish. A few employee could benefit from this due to English being their second language. Retraining needed for employees that operate scissor lifts. **Modules not available in Polish/Spanish. Training material for scissor lift exists- need to schedule training date/time.**

#### **New Meeting Items**

**Student Injuries** 45 Athlete/Non Athlete concussion have been reported since the start of the school year. It was noted that concussions are down by 50% since the last school year

**Safety Walkthrough** Annual safety walkthrough of the Science/Art Departments was conducted on 1/17/17. Report in process of completion.

**CPR AED Training** Conducted for Athletic staff during the week of finals. PE staff to receive training at the end of the school year.



## Secondary School Cooperative Risk Management Program

### ***Glenbrook North Safety Committee Meeting***

***5/4/17***

***In Attendance*** Dan Whisler (Plant Operations), Kris Frandson (Associate Principal), Jeff Jordan (Science), John Catalano (Athletic Director), Matt Purdy (PE), Bill Eike (Dean of Students), Tom O'Connell (Athletic Trainer), Alice Raflares (Director HR), Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there have been 3 incidents that did not result in any medical treatment and 3 reported claims with a total incurred cost of \$3,540.27.

### **Meeting Items**

***Outside Coach Training*** A request was made to have 'outside' coaches added to the listing for completing required training on GCN. These coaches will need to acquire a Glenbrook email before this can be set up. ***On agenda to begin implementation for the 2017/2018 school year.***

***Concussion Awareness*** All athletic injuries resulting in a concussion diagnosis are being entered into the IHSA website as required. Additional documents have been created for counselors to complete (check sheets), Step by step process created and implemented. ***Concussion team is scheduled to meet to conduct a year end summary.***

***Traffic Flow*** Signage has been posted in parking lot areas (North Lot). Additional staff have been assigned to help direct traffic in select areas. Athletic parking area has improved (signage/curb painted). ***It was noted that there is a plan in place to have 1 or 2 people assigned to the lot to monitor. Issue with traffic flow mostly during after school dismissal.***

***Fire Safety Blankets*** Example of an 'inspection tag' was given to the committee at the last meeting, Safety checks may be done by maintenance. Science teachers all trained via the GCN training module. Ensure CTE/Art/Foods employees view training module as well. It was noted that fire blankets will be tagged in house. Alice to follow up to ensure select employees that are required to view module have access via GCN>

***Summer Construction Projects*** Asbestos abatement by auditorium, HVAC modification to the cafeteria and 2<sup>nd</sup> floor. Air Handling modification in Gym. Art Department modifications.

***Safety Inspection Report*** The results of the Science and Art safety walk through was presented and discussed with the committee.

***AED Announcements/Location*** Review of types of signage noting AED locations was discussed with the committee. In addition, the possibility of adding an announcement to events (plays/sporting events, etc.) stating the location of the closest AED was discussed.



## Secondary School Cooperative Risk Management Program

### ***Glenbrook South Safety Committee Meeting 5/4/17***

***In Attendance*** Alice Raflares (District HR), Mike Asquini (Plant Operations), Brian Murdy (Plant Operations), Dawn Hall (CTE), Jeff Rylander (Science), Sean Garrison (Deans Office), Julie Haenisch (Nurse), Mark Maranto (Fine Arts), Steve Rockrohr (Athletics), Tony Catsaros (Athletics), Gary Freund (Associate Principal), Alexandra Gan (District Office), RJ Gravel (Asst. Sup. Business), Kim Ptak (Director Of Operations) Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there have been 13 reported claims with a total incurred cost of \$29,609. In addition there were 5 incidents reported to Medcor that did not result in any medical treatment.

#### **Past Meeting Items**

***MSDS Online*** Follow up needed with Art and CTE to determine progress of chemical inventory input into MSDS Online.

***Concussion Protocol*** District protocol in effect. It was noted that Dr Nicole Reams has been added to the oversight committee. ***It was noted that the 'Berlin Guidelines' will be reviewed to see if any modifications need to be implemented in to the existing concussion protocol.***

***Fire Blankets*** Efforts will be made to look into the tagging of select fire blankets. In addition, select employees will need to view the GCN fire safety module to be trained on its use. ***Fire Extinguisher Company will tag blankets. Alice will follow up to get select employees required to view module on a listing for the new school year.***

***Student Accident Reports*** Further efforts are needed to identify a student accident tracking website. ***PowerSchool software was discussed along with its possible implementation in August. Follow up needed with RJ Gravel.***

***CO Detectors-*** New ROE ruling requires Carbon Monoxide Detectors in areas where exposure to CO is present. ***CO Detectors will be installed into the fire alarm system. CO alarm will strobe 'blue' and will tie in with the fire alarm system. Evacuation/CO response procedures are being written.***

***Maintenance Training*** Scissor Lift (Aerial Lift Training) has been requested.

#### **New Meeting Items**

***Student Injuries*** 72 Athlete/Non Athlete concussion have been reported since the start of the school year vs 126 at the same time last year. There was a noted increase in 911 calls related to PE/Track injuries.

***Safety Walkthrough*** Results of the safety walkthrough of the Science and Art Department was shared with the committee.

***CPR/AED Training*** Conducted for Athletic staff during the week of finals. Staff to receive training at the end of the school year.

***Science Green House*** PA system has been repaired in the green house. It was noted that during the lockdown drill, the system was inaudible. Fire alarm is to be installed in the green house as well.

***Theater*** Efforts are underway to locate a vendor that will flameproof/certify theater curtains. Existing vendor is no longer in business.





## Secondary School Cooperative Risk Management Program

### *Glenbrook North Safety Committee Meeting*

**9/14/17**

**In Attendance** Dan Whisler (Plant Operations), Kris Frandson (Associate Principal), Jeff Jordan (Science), John Catalano (Athletic Director), Matt Purdy (PE), Bill Eike (Dean of Students), Tom O'Connell (Athletic Trainer), Alice Ralfores (Director HR), Diane Salomon (SSCRMP Safety Director)

**Claim Analysis** Since the start of the policy year there has been 1 reported claim that resulted in medical treatment. The previous policy year had a total of 4 claims with incurred costs of \$9,111.23.

#### **Meeting Items**

**Outside Coach Training** A request was made to have 'outside' coaches added to the listing for completing required training on GCN. These coaches will need to acquire a Glenbrook email before this can be set up. On agenda to begin implementation for the 2017/2018 school year.

**Concussion Awareness** Protocol from last year is currently being followed. Students/Parents were shown concussion awareness presentations at the start of the school year. In addition, a video was shown to all Athletes.

**Traffic Flow** North lot still an issue. Personnel is moved around as needed. Parents requesting signage in the south lot ('No Backing into Parking Spots'). A review of all exterior signage will be conducted to see if any new signs need to be ordered.

**Fire Safety Blankets** Example of an 'inspection tag' was given to the committee at the last meeting, Safety checks may be done by maintenance. Science teachers all trained via the GCN training module. Ensure CTE/Art/Foods employees view training module as well. It was noted that fire blankets will be tagged in house. A listing of employees required to watch the GCN fire blanket module will be sent out via email. Science has completed tagging their own fire blankets. A Flynn tag will be distributed to all departments that are in need (CTE/Art/Foods).

**Summer Construction Projects** Asbestos abatement was completed throughout the building. Future abatement to be scheduled next year. Air Handling modification in the gym and art department modifications were completed as well.

**Safety Inspection Report** The results of the CTE/Athletic safety walkthrough was shared with the committee.

**AED Announcements/Location** Review of types of signage noting AED locations was discussed with the committee. In addition, the possibility of adding an announcement to events (plays/sporting events, etc.) stating the location of the closest AED was discussed. It was noted that a script will be created regarding emergency specific information announcements prior to an event.

**Maintenance** ROE Inspection is scheduled over the winter break.

**Emergency Evacuations** Fire Drill/Tornado Drill conducted on 8/29 and went well with no reported issues. Northbrook police department was present as well.

**Athletic Trainers** Training with the paramedics was conducted to increase awareness on spinal board use.

**Student Injury Reports** Efforts are ongoing regarding the possible purchase of software that will allow for electronic tracking of student accidents.



## Secondary School Cooperative Risk Management Program

### ***Glenbrook South Safety Committee Meeting 9/14/17***

***In Attendance*** Alice Raflares (District HR), Tom Mietus (Athletics), Brian Murdy (Plant Operations), Casey Wright (Associate Principal), Jennifer Hayner (Science Teacher), Sean Garrison (Deans Office), Julie Haenisch (Nurse), Steve Rockrohr (Athletics), Tony Catsaros (Athletics), Kim Ptak (Director Of Operations) Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there have been 0 incidents/claims reported. PY 16/17 had a total of 14 claims with an incurred cost of \$28,249. In addition there were 8 incidents reported to Medcor that did not result in medical treatment.

#### **Meeting Items**

***MSDS Online*** Follow up needed with Art and CTE to determine progress of chemical inventory input into MSDS Online. ***CTE has completed the project. Art is ongoing.***

***Concussion Protocol*** A meeting is scheduled for 10/10/17 with the concussion team to discuss any changes.

***Fire Blankets*** Efforts will be made to look into the tagging of select fire blankets. In addition, select employees will need to view the GCN fire safety module to be trained on its use. ***Fire Blanket Tag will be emailed to Brian Murdy to print out. Project will be completed 'in-house'.***

***Student Accident Reports*** Further efforts are needed to identify a student accident tracking website. ***This project is pending review in October.***

***CO Detectors-*** CO Detectors have been installed into the fire alarm system. CO alarm will strobe 'blue' and will tie in with the fire alarm system. ***Evacuation/CO response procedures are being written. It was recommended that the fire department is contacted to obtain their feedback on how to best evacuate certain areas that have high levels of CO.***

***Maintenance Training*** Scissor Lift (Aerial Lift Training) has been requested. Review training dates of previously scheduled training session and listing of employees that received training.

***Science Green House*** PA system has been repaired in the green house. It was noted that during the lockdown drill, the system was inaudible. Fire alarm is to be installed in the green house as well. ***Follow up needed to determine if PA system has been repaired.***

***Theater*** Efforts are underway to locate a vendor that will flameproof/certify theater curtains. Existing vendor is no longer in business. ***Follow up needed to determine which vendor has been selected.***

***Student Injuries*** Concussion numbers have reduced greatly from 2 years ago. Currently there are 10 reported concussions; 3 are from Athletics. Since the start of the school year; 3 injuries reported in PE and 4 in athletics. No classroom injuries have been reported.

***Safety Walkthrough*** Results of the safety walkthrough of the CTE and Athletic areas was shared with the committee.

***CPR/AED Training*** Staff to receive training during finals week (January 2018).

***Student use of Powered Equipment (Scissor Lifts)*** A request was made to look into age requirement for student use of motorized powered equipment. The Safety Director will be following up with this request.

***Art*** Housekeeping improvements were made in the Storage Room (108A).

***GNC Training*** It was noted that training information for coaches will be rolled out. Topics include; ADD/Concussion/First Aid/CPR/Epi Pens.



## Secondary School Cooperative Risk Management Program

### ***Glenbrook North Safety Committee Meeting 1/25/18***

***In Attendance*** Dan Whisler (Plant Operations), Jess Matthiesen (Nurse), Kris Frandson (Associate Principal), Jeff Jordan (Science), John Catalano (Athletic Director), Matt Purdy (PE), Bill Eike (Dean of Students), Tom O'Connell (Athletic Trainer), Alice Raflares (Director HR), Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there have been 3 reported claims with a total incurred cost of \$10,088. There was also 1 incident reported to Medcor that did not result in any medical treatment.

***OSHA Recordable Injuries*** Calendar year 2017 had a total of 4 recordable injuries resulting in an injury rate of 1.61 vs the national average of 3.8. OSHA recordable data was shared with the committee.

#### **Meeting Items**

***Outside Coach Training*** A request was made to have 'outside' coaches added to the listing for completing required training on GCN. ***This items has been completed. Outside coaches are completing required training topics and in addition the following are covered (Food Allergy/Asthma/Bloodborne Pathogens).***

***Concussion Awareness*** Students/Parents were shown concussion awareness presentations at the start of the school year and a video was shown to all Athletes. ***Nothing new has been added to the concussion protocol. It was stated that concussions are close to the same frequency as last year.***

***Traffic Flow*** North lot still an issue. Personnel is moved around as needed. Parents requesting signage in the south lot ('No Backing into Parking Spots"). A review of all exterior signage will be conducted to see if any new signs need to be ordered. ***Signs are available and will be put up in the spring time.***

***Fire Safety Blankets*** Science teachers all trained via the GCN training module. Ensure CTE/Art/Foods employees view training module as well. It was noted that fire blankets will be tagged in house. A listing of employees required to watch the GCN fire blanket module will be sent out via email. Science has completed tagging their own fire blankets. A Flynn tag will be distributed to all departments that are in need (CTE/Art/Foods). ***Tagging of blankets and the ordering of replacement blankets is ongoing. Training is made available to the required departments.***

***AED Announcements/Location*** Review of types of signage noting AED locations was discussed with the committee. In addition, the possibility of adding an announcement to events (plays/sporting events, etc.) stating the location of the closest AED was discussed. ***Announcements include contacting staff personnel in the event of medical emergencies. Location of AEDs not included in announcement.***

***Maintenance*** ROE inspection conducted over winter break. It was noted that plastic covers need to be in place on eyewash stations. Items stored near/by the stairwell for the TLS program was cited. Efforts are ongoing to relocate these items. CO Detectors in place where there is gas supply. CO evacuation/emergency procedures have been drafted.

***Emergency Evacuations*** Science experiment causing sprinkler activation on 1/22/18 was discussed at length. Efforts are in place to ensure another incident similar to this chemistry lab experiment does not set off sprinklers in the future.

***Student Injury Reports*** Efforts are ongoing regarding the possible purchase of software that will allow for electronic tracking of student accidents. ***This item is pending District approval.***

#### ***Gym Fire Evacuation Procedures***

Follow up with fire department for best practices.

***AEDs 5*** AEDs are expected to be replaced this year and 5 next year due to the units reaching their life expectancy status.

***Auditorium*** A request was made to have a safety net installed over the orchestra pit. Efforts will be made to look at best options for safe guarding access.



## Secondary School Cooperative Risk Management Program

### ***Glenbrook South Safety Committee Meeting 1/25/18***

***In Attendance*** Alice Raflares (District HR), Mark Maranto (Fine Arts), Brian Murdy (Plant Operations), Casey Wright (Associate Principal), Sean Garrison (Deans Office), Julie Haenisch (Nurse), Steve Rockrohr (Athletics), Tony Catsaros (Athletics), Diane Salomon (SSCRMP Safety Director)

***Claim Analysis*** Since the start of the policy year there have been 4 claims reported to Medcor with a total incurred cost of \$33,989.40.

***OSHA Recordable Injuries*** Calendar year 2017 had a total of 5 recordable injuries resulting in an injury rate of 1.53 vs the national average of 3.8. OSHA recordable data was shared with the committee.

#### **Meeting Items**

***Art Department/MSDS Online*** Follow up needed with Art and CTE to determine progress of chemical inventory input into MSDS Online. All departments have successfully inputted chemical inventory into MSDS Online. Art safety walkthrough was conducted on 1/19/18. A fire extinguisher was added to the photo lab. Housekeeping improvements in the Art Department were shared with the committee.

***Concussion Protocol*** The concussion team met in the fall. The District protocol was amended to include physician assistant and nurse practitioner who are now defined as 'health care providers'. RTP was previously a 5 step process and now is a 6 step process.

***Fire Blankets*** Efforts will be made to look into the tagging of select fire blankets. In addition, select employees will need to view the GCN fire safety module to be trained on its use. Fire Blanket Tag will be emailed to Brian Murdy to print out. Project will be completed 'in-house'. ***Tag has been forwarded. Project is ongoing.***

***Student Accident Reports*** Further efforts are needed to identify a student accident tracking website. ***This project is pending District approval.***

***CO Detectors-*** CO Detectors have been installed into the fire alarm system. CO alarm will strobe 'blue' and will tie in with the fire alarm system. ***Evacuation/CO response procedures are being written. It was recommended that the fire department is contacted to obtain their feedback on how to best evacuate certain areas that have high levels of CO. This item is ongoing.***

***Maintenance Training*** Scissor Lift (Aerial Lift Training) has been requested. Review training dates of previously scheduled training session and listing of employees that received training. ***Training information forwarded to maintenance along with a listing of people previously trained. Follow up needed to schedule training for employees not previously trained.***

***Science Green House*** PA system has been repaired in the green house. It was noted that during the lockdown drill, the system was inaudible. Fire alarm is to be installed in the green house as well. ***Item has been repaired.***

***Theater*** Efforts are underway to locate a vendor that will flameproof/certify theater curtains. Existing vendor is no longer in business. ***Follow up needed to determine if I-Weiss has been selected as the vendor.***

***Student Injuries*** YTD- 47 concussions, 45 were reported last year at this time and 90 were reported at this time 2 years ago. Student injuries that resulted in 911 assistance were shared with the committee. Incidents that occurred in Theater and Auto Lab were discussed.

***CPR/AED Training*** Required staff training was completed in January. Training is on a 2 year cycle. AED units are reaching their life expectancy. 2 new AEDs will be put in the District Building and 7 new AEDs will replace units set to expire. AEDs are now checked monthly to ensure green light is visible. Two times a year the unit is fully inspected for pads/battery functioning.

***Student use of Powered Equipment (Scissor Lifts)*** A request was made to look into age requirement for student use of motorized powered equipment. The safety director has done the research regarding age/training requirements.

Information was shared with the committee and the Associate Principal was forwarded a copy of the email sent out regarding this topic.

**GNC Training** It was noted that training information for coaches will be rolled out. Topics include; ADD/Concussion/First Aid/CPR/Epi Pens. ***This item has been implemented.***

**AED Announcements/Location** Review of types of signage noting AED locations was discussed with the committee. In addition, the possibility of adding an announcement to events (plays/sporting events, etc.) stating the location of the closest AED was discussed. ***Location of the closest AEDs have been included in the announcement text.***

**Crisis Response Training** Stop the Bleed Training was conducted for select D225 employees. Discussion regarding the possible purchase of a trauma kit was brought up. If approved; select trauma kits would be located in the AED cases for use in a crisis situation.

**Noise Survey Results** Noise survey was conducted for select areas of the building to determine if noise levels were within OSHA action levels per the request of an IT staff member. The following rooms were tested; MDF/IDF-7/IDF-14 (Room 429A). Noise levels measured well below OSHA's action level thus not requiring the use of hearing protection.

**Glenbrook North High School  
Crisis Drill Bell Schedule  
2015-2016**

Early Bird Classes		Block 1 6:55-7:35	Early Bird Classes  40 Minutes
		Block 2-3 7:40-9:00	80 Minutes
		Crisis Drill 9:00-9:43	43 Minutes
		Block 4-5  9:53-11:13 Class	80 Minutes
Lunch 1 11:20-12:00  40 Minutes	Block 6-7 11:20-12:00  40 Minutes	Block 6-7 11:20-12:40	
Block 6-7 12:05-1:25  80 Minutes	Lunch 2 12:00-12:40  40 Minutes	80 Minutes	
	Block 6-7 12:45-1:25  40 Minutes	Lunch 3 12:45-1:25  40 Minutes	
		Block 8-9 1:35-2:55	80 Minutes

SCHOOL DRILL DOCUMENTATION

2014-2015

DISTRICT NAME AND NUMBER <b>DISTRICT 25</b>					SCHOOL NAME <b>GLENBROOK NORTH</b>					PRINCIPAL IN CHARGE <b>DR. FINAN</b>				
DRILL TYPE <b>EVACUATION 1</b>		INCIDENT TYPE <b>FIRE</b>			SIMULATED CONDITION <b>LOCKDOWN</b>			DATE <b>9/23</b>		TIME <b>9:15-9:30 AM</b>				
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)									
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants					
					<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I					
Local Fire Official Present? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					Local Fire Official's Initials to certify that a school evacuation drill was conducted while present <b>WE</b>									

DRILL TYPE <b>EVACUATION 2</b>		INCIDENT TYPE <b>FIRE</b>			SIMULATED CONDITION <b>TORNADO</b>			DATE <b>9/23</b>		TIME <b>9:35-9:40 AM</b>		
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)							
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants			
					<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I			
Local Fire Official Present? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					Local Fire Official's Initials to certify that a school evacuation drill was conducted while present <b>WE</b>							

DRILL TYPE <b>EVACUATION 3</b>		INCIDENT TYPE <b>FIRE</b>			SIMULATED CONDITION <b>BUS DRILL</b>			DATE <b>9/23</b>		TIME <b>9:40-10:10 AM</b>		
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)							
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants			
					<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I			
Local Fire Official Present? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					Local Fire Official's Initials to certify that a school evacuation drill was conducted while present <b>WE</b>							

DRILL TYPE <b>BUS EVACUATION 1</b>		INCIDENT TYPE <b>FIRE</b>			SIMULATED CONDITION <b>FIRE DRILL</b>			DATE <b>11/4</b>		TIME <b>10:45-10:50</b>		
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)							
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants			
					<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I			
Drill accounted for in Curriculum? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					Curriculum includes instruction safe bus riding practices for all students? <input type="checkbox"/> Yes <input type="checkbox"/> No							

DRILL TYPE <b>SHELTER-IN-PLACE</b>		INCIDENT TYPE <b>TORNADO FIRE</b>			SIMULATED CONDITION <b>FIRE DRILL</b>			DATE <b>3/11</b>		TIME <b>7:45-7:50 AM</b>		
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)							
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants			
					<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I			
Local First Responder Present? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					Local First Responder's Initials to certify that a shelter-in-place drill was conducted while present <b>WE</b>							

DRILL TYPE <b>LAW ENFORCEMENT 1</b>		INCIDENT TYPE <b>SHOOTING FIRE</b>			SIMULATED CONDITION <b>FIRE DRILL</b>			DATE <b>5/8</b>		TIME <b>12:15-12:25 PM</b>		
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)							
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants			
					<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I			
Local Law Enforcement Present? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					Local Law Enforcement's Initials to certify that a school lockdown drill was conducted while present <b>WE</b>							

CC: Appropriate Regional Superintendent or OSFM if non-public school

2015-16

SCHOOL DRILL DOCUMENTATION

DISTRICT NAME AND NUMBER <b>DIST 225 NORTHFIELDS</b>				SCHOOL NAME <b>GLENBROOK NORTH</b>				PRINCIPAL IN CHARGE <b>DR. FINAN</b>			
DRILL TYPE <b>EVACUATION 1</b>		INCIDENT TYPE <b>FIRE</b>		SIMULATED CONDITION <b>GOOD</b>		DATE <b>9/4/15</b>		TIME <b>9:24 - 9:29 AM</b>			
Initials of Key School Participants and Backups <b>WE</b>					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)						
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants		
					<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	
Local Fire Official Present? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Local Fire Official's Initials to certify that a school evacuation drill was conducted while present _____											

DRILL TYPE <b>EVACUATION 2</b>		INCIDENT TYPE <b>FIRE</b>		SIMULATED CONDITION <b>GOOD</b>		DATE <b>9/24/15</b>		TIME <b>9:00 - 9:05 AM</b>		
Initials of Key School Participants and Backups <b>WE</b>					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)					
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
					<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Local Fire Official Present? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Local Fire Official's Initials to certify that a school evacuation drill was conducted while present _____										

DRILL TYPE <b>EVACUATION 3</b>		INCIDENT TYPE <b>FIRE</b>		SIMULATED CONDITION <b>GOOD</b>		DATE <b>3/9/16</b>		TIME <b>7:45 - 7:50 AM</b>		
Initials of Key School Participants and Backups <b>WE</b>					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)					
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
					<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Local Fire Official Present? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Local Fire Official's Initials to certify that a school evacuation drill was conducted while present _____										

DRILL TYPE <b>BUS EVACUATION 1</b>		INCIDENT TYPE <b>BUS</b>		SIMULATED CONDITION <b>GOOD</b>		DATE <b>8/26/15</b>		TIME <b>9:00 - 9:10 AM</b>		
Initials of Key School Participants and Backups <b>WE</b>					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)					
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
					<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Drill accounted for in Curriculum? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Curriculum includes instruction safe bus riding practices for all students? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										

DRILL TYPE <b>SHELTER IN PLACE 1</b>		INCIDENT TYPE <b>TORNADO</b>		SIMULATED CONDITION <b>GOOD</b>		DATE <b>9/4/15</b>		TIME <b>9:04 - 9:12 AM</b>		
Initials of Key School Participants and Backups <b>WE</b>					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)					
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
					<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Local First Responder Present? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Local First Responder's Initials to certify that a shelter-in-place drill was conducted while present _____										

DRILL TYPE <b>LAW ENFORCEMENT 1</b>		INCIDENT TYPE <b>SHOOTING</b>		SIMULATED CONDITION <b>LOCKDOWN</b>		DATE <b>9/4/15</b>		TIME <b>9:15 - 9:20 AM</b>		
Initials of Key School Participants and Backups <b>WE</b>					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)					
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
					<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Local Law Enforcement Present? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Local Law Enforcement's Initials to certify that a school lockdown drill was conducted while present _____										

CC: Appropriate Regional Superintendent or OSFM if non-public school



2016-17

"Mouse" or "Tab" key to move through the fields and check boxes. After completing last field, save document to hard drive to make future updates or click print button.

SCHOOL DRILL DOCUMENTATION

STRICT NAME AND NUMBER <b>GLENSIDE DIST 225</b>				SCHOOL NAME <b>GLENSIDE NORTH H.S.</b>			PRINCIPAL IN CHARGE <b>EIKE</b>		
DRILL TYPE <b>EVACUATION 1</b>		INCIDENT TYPE <b>FIRE</b>		SIMULATED CONDITION <b>GOOD</b>		DATE <b>9/8/16</b>		TIME <b>8:58 - 9:03</b>	
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)				
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
	<b>WE</b>		<b>WE</b>		<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Local Fire Official Present? <input type="checkbox"/> Yes <input type="checkbox"/> No Local Fire Official's Initials to certify that a school evacuation drill was conducted while present _____									

DRILL TYPE <b>EVACUATION 2</b>		INCIDENT TYPE <b>FIRE</b>		SIMULATED CONDITION <b>GOOD</b>		DATE <b>5/3/17</b>		TIME <b>2:37 - 2:42</b>	
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)				
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
	<b>WE</b>		<b>WE</b>		<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Local Fire Official Present? <input type="checkbox"/> Yes <input type="checkbox"/> No Local Fire Official's Initials to certify that a school evacuation drill was conducted while present _____									

DRILL TYPE <b>EVACUATION 3</b>		INCIDENT TYPE <b>FIRE</b>		SIMULATED CONDITION		DATE		TIME	
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)				
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
	<b>WE</b>		<b>WE</b>		<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Local Fire Official Present? <input type="checkbox"/> Yes <input type="checkbox"/> No Local Fire Official's Initials to certify that a school evacuation drill was conducted while present _____									

DRILL TYPE <b>BUS EVACUATION 1</b>		INCIDENT TYPE		SIMULATED CONDITION		DATE <b>8/24 &amp; 8/25</b>		TIME <b>8:00 - 2:00</b>	
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)				
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
	<b>WE</b>		<b>WE</b>		<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Drill accounted for in Curriculum? <input type="checkbox"/> Yes <input type="checkbox"/> No Curriculum includes instruction safe bus riding practices for all students? <input type="checkbox"/> Yes <input type="checkbox"/> No									

DRILL TYPE <b>SHELTER IN PLACE 1</b>		INCIDENT TYPE <b>TORNADO</b>		SIMULATED CONDITION <b>GOOD</b>		DATE <b>9/8/16</b>		TIME <b>9:15 - 9:21</b>	
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)				
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
	<b>WE</b>		<b>WE</b>		<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Local First Responder Present? <input type="checkbox"/> Yes <input type="checkbox"/> No Local First Responder's Initials to certify that a shelter-in-place drill was conducted while present _____									

DRILL TYPE <b>LAW ENFORCEMENT 1</b>		INCIDENT TYPE <b>LOCK DOWN</b>		SIMULATED CONDITION <b>GOOD</b>		DATE <b>9/8/16</b>		TIME <b>9:26 - 9:31</b>	
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)				
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
	<b>WE</b>		<b>WE</b>		<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Local Law Enforcement Present? <input type="checkbox"/> Yes <input type="checkbox"/> No Local Law Enforcement's Initials to certify that a school lockdown drill was conducted while present _____									

CC: Appropriate Regional Superintendent or OSFM if non-public school

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2017-2018

SCHOOL DRILL DOCUMENTATION

DISTRICT NAME AND NUMBER <b>GLENBROOK 225</b>	SCHOOL NAME <b>GLENBROOK NORTH</b>	PRINCIPAL IN CHARGE <b>DR. JOHN FINAN</b>
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DRILL TYPE	INCIDENT TYPE	SIMULATED CONDITION	DATE	TIME					
EVACUATION 1	FIRE	LOCK DOWN	8/29/17	9:25-9:35					
Initials of Key School Participants and Backups			Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)						
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
WE	WE	WE	WE	JB	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Local Fire Official Present? <input type="checkbox"/> Yes <input type="checkbox"/> No					Local Fire Official's Initials to certify that a school evacuation drill was conducted while present _____				

DRILL TYPE	INCIDENT TYPE	SIMULATED CONDITION	DATE	TIME					
EVACUATION 2	FIRE	LIGHT RAIN	10/12	9:10-9:15					
Initials of Key School Participants and Backups			Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)						
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
WE	WE	WE	WE	JB	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Local Fire Official Present? <input type="checkbox"/> Yes <input type="checkbox"/> No					Local Fire Official's Initials to certify that a school evacuation drill was conducted while present _____				

DRILL TYPE	INCIDENT TYPE	SIMULATED CONDITION	DATE	TIME					
EVACUATION 3	FIRE	GOOD	1/22/18	2:20-2:25 PM					
Initials of Key School Participants and Backups			Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)						
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
WE	WE	WE	WE	JB	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Local Fire Official Present? <input type="checkbox"/> Yes <input type="checkbox"/> No					Local Fire Official's Initials to certify that a school evacuation drill was conducted while present _____				

DRILL TYPE	INCIDENT TYPE	SIMULATED CONDITION	DATE	TIME					
BUS EVACUATION 1	BUS	GOOD	8/25+28	7:45 AM					
Initials of Key School Participants and Backups			Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)						
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
WE	WE	WE	WE	JB	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Drill accounted for in Curriculum? <input type="checkbox"/> Yes <input type="checkbox"/> No					Curriculum includes instruction safe bus riding practices for all students? <input type="checkbox"/> Yes <input type="checkbox"/> No				

DRILL TYPE	INCIDENT TYPE	SIMULATED CONDITION	DATE	TIME					
SHELTER IN PLACE 1	TORNADO	GOOD	8/29/17	9:12-9:20					
Initials of Key School Participants and Backups			Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)						
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
WE	WE	WE	WE	JB	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Local First Responder Present? <input type="checkbox"/> Yes <input type="checkbox"/> No					Local First Responder's Initials to certify that a shelter-in-place drill was conducted while present _____				

DRILL TYPE	INCIDENT TYPE	SIMULATED CONDITION	DATE	TIME					
LAW ENFORCEMENT 1									
Initials of Key School Participants and Backups			Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)						
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
					<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I
Local Law Enforcement Present? <input type="checkbox"/> Yes <input type="checkbox"/> No					Local Law Enforcement's Initials to certify that a school lockdown drill was conducted while present _____				

CC: Appropriate Regional Superintendent or OSFM if non-public school

2017-2018

SCHOOL DRILL DOCUMENTATION

DISTRICT NAME AND NUMBER <b>GLENBROOK 225</b>	SCHOOL NAME <b>GLENBROOK NORTH</b>	PRINCIPAL IN CHARGE <b>DR. JOHN FINAN</b>
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DRILL TYPE	INCIDENT TYPE	SIMULATED CONDITION	DATE	TIME					
<b>EVACUATION 1</b>	<b>FIRE</b>	<b>LOCKDOWN</b>	<b>8/29/17</b>	<b>9:25-9:35</b>					
Initials of Key School Participants and Backups			Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)						
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
<b>WE</b>	<b>WE</b>	<b>WE</b>	<b>WE</b>	<b>JB</b>	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Local Fire Official Present? <input type="checkbox"/> Yes <input type="checkbox"/> No					Local Fire Official's Initials to certify that a school evacuation drill was conducted while present _____				

DRILL TYPE	INCIDENT TYPE	SIMULATED CONDITION	DATE	TIME					
<b>EVACUATION 2</b>	<b>FIRE</b>	<b>LIGHT RAIN</b>	<b>10/12</b>	<b>9:10-9:15</b>					
Initials of Key School Participants and Backups			Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)						
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
<b>WE</b>	<b>WE</b>	<b>WE</b>	<b>WE</b>	<b>JB</b>	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Local Fire Official Present? <input type="checkbox"/> Yes <input type="checkbox"/> No					Local Fire Official's Initials to certify that a school evacuation drill was conducted while present _____				

DRILL TYPE	INCIDENT TYPE	SIMULATED CONDITION	DATE	TIME					
<b>EVACUATION 3</b>	<b>FIRE</b>	<b>GOOD</b>	<b>1/22/18</b>	<b>2:20-2:25 PM</b>					
Initials of Key School Participants and Backups			Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)						
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
<b>WE</b>	<b>WE</b>	<b>WE</b>	<b>WE</b>	<b>JB</b>	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Local Fire Official Present? <input type="checkbox"/> Yes <input type="checkbox"/> No					Local Fire Official's Initials to certify that a school evacuation drill was conducted while present _____				

DRILL TYPE	INCIDENT TYPE	SIMULATED CONDITION	DATE	TIME					
<b>BUS EVACUATION 1</b>	<b>Bus</b>	<b>GOOD</b>	<b>8/25+28</b>	<b>7:45 AM</b>					
Initials of Key School Participants and Backups			Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)						
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
<b>WE</b>	<b>WE</b>	<b>WE</b>	<b>WE</b>	<b>JB</b>	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Drill accounted for in Curriculum? <input type="checkbox"/> Yes <input type="checkbox"/> No					Curriculum includes instruction safe bus riding practices for all students? <input type="checkbox"/> Yes <input type="checkbox"/> No				

DRILL TYPE	INCIDENT TYPE	SIMULATED CONDITION	DATE	TIME					
<b>SHELTER IN PLACE 1</b>	<b>TORNADO</b>	<b>GOOD</b>	<b>8/29/17</b>	<b>9:12-9:20</b>					
Initials of Key School Participants and Backups			Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)						
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
<b>WE</b>	<b>WE</b>	<b>WE</b>	<b>WE</b>	<b>JB</b>	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Local First Responder Present? <input type="checkbox"/> Yes <input type="checkbox"/> No					Local First Responder's Initials to certify that a shelter-in-place drill was conducted while present _____				

DRILL TYPE	INCIDENT TYPE	SIMULATED CONDITION	DATE	TIME					
<b>LAW ENFORCEMENT 1</b>									
Initials of Key School Participants and Backups			Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)						
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants
					<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I
Local Law Enforcement Present? <input type="checkbox"/> Yes <input type="checkbox"/> No					Local Law Enforcement's Initials to certify that a school lockdown drill was conducted while present _____				

CC: Appropriate Regional Superintendent or OSFM if non-public school

# GBS Fall Drill Day Modified Schedule

<b>Block 1</b> 8:00-9:23 (83 minutes)	Frosh SRT 8:00-8:41 (41 minutes)
<b>Emergency Drills</b> 9:23-9:58	Peer Group/SSRT 8:41-9:23 (42 minutes)

Passing Period 6 Minutes

<b>Block 2</b> 10:04-11:26 (82 minutes)	Frosh SRT 10:04-10:45 (41 minutes)
	Peer Group/SSRT 10:45-11:26 (41 minutes)

Passing Period 6 Minutes

<b>Lunch 1</b> 11:26-12:11 (45 minutes)	<b>Block 3</b> 11:32-12:17 (45 minutes)	<b>Block 3</b> 11:32-1:02 (90 minutes)	Frosh SRT 11:32-12:17 (45 minutes)
	<b>Lunch 2</b> 12:17-1:02 (45 minutes)		
<b>Block 3</b> 12:11-1:47 (90 minutes)	<b>Block 3</b> 1:02-1:47 (45 minutes)	<b>Lunch 3</b> 1:02-1:47 (45 minutes)	Peer Group/SSRT 1:02-1:47

Passing Period 6 Minutes

<b>Block 4</b> 1:53-3:15 (82 minutes)	Frosh SRT 1:53-2:34 Peer Group/SSRT 2:34-3:15
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14-15

SCHOOL DRILL DOCUMENTATION

DISTRICT NAME AND NUMBER Glenbrook District 225				SCHOOL NAME Glenbrook South High School				PRINCIPAL IN CHARGE Brian Wegley			
DRILL TYPE EVACUATION 1		INCIDENT TYPE FIRE		SIMULATED CONDITION YES		DATE 10/10/2014		TIME n/a			
Initials of Key School Participants and Backups						Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)					
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants		
RB	RB	RB	RB	RB	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I		
Local Fire Official Present? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Local Fire Official's Initials to certify that a school evacuation drill was conducted while present _____											

DRILL TYPE EVACUATION 2		INCIDENT TYPE FIRE		SIMULATED CONDITION NO		DATE 3/27/2015		TIME n/a		
Initials of Key School Participants and Backups						Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)				
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
RB	RB	RB	RB	RB	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	
Local Fire Official Present? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Local Fire Official's Initials to certify that a school evacuation drill was conducted while present MM										

DRILL TYPE EVACUATION 3		INCIDENT TYPE FIRE		SIMULATED CONDITION NO		DATE 5/13/2015		TIME n/a		
Initials of Key School Participants and Backups						Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)				
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
RB	RB	RB	RB	RB	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	
Local Fire Official Present? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Local Fire Official's Initials to certify that a school evacuation drill was conducted while present MM										

DRILL TYPE BUS EVACUATION 1		INCIDENT TYPE Drill		SIMULATED CONDITION YES		DATE 4/10/15 & 4/11/15		TIME ALL blocks		
Initials of Key School Participants and Backups						Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)				
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
SS	SS	SS	SS	SS	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	
Drill accounted for in Curriculum? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Curriculum includes instruction safe bus riding practices for all students? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										

DRILL TYPE SHELTER IN PLACE 1		INCIDENT TYPE TORNADO		SIMULATED CONDITION YES		DATE 9/9/14 & 4/8/15		TIME 9:23-9:58/1:12-1:47						
Initials of Key School Participants and Backups						Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)								
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants					
SG	RB	SG	RB	SG	RB	SG	RB	SG	RB	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Local First Responder Present? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Local First Responder's Initials to certify that a shelter-in-place drill was conducted while present MM														

DRILL TYPE LAW ENFORCEMENT 1		INCIDENT TYPE		SIMULATED CONDITION YES		DATE 9/9/14 & 4/8/15		TIME 9:23-9:58/1:12-1:47						
Initials of Key School Participants and Backups						Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)								
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants					
SG	RB	SG	RB	SG	RB	SG	RB	SG	RB	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I
Local Law Enforcement Present? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Local Law Enforcement's Initials to certify that a school lockdown drill was conducted while present MM														

CC: Appropriate Regional Superintendent or OSFM if non-public school

15-16

SCHOOL DRILL DOCUMENTATION

DISTRICT NAME AND NUMBER District 225				SCHOOL NAME Glenbrook South HS				PRINCIPAL IN CHARGE Lauren Fagel			
DRILL TYPE EVACUATION 1		INCIDENT TYPE FIRE		SIMULATED CONDITION Fire Drill		DATE 09/01/2015		TIME Approx 9:30 am			
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)						
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants		
RB	RB	RB	RB	RB	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	
Local Fire Official Present? <input type="checkbox"/> Yes <input type="checkbox"/> No Local Fire Official's Initials to certify that a school evacuation drill was conducted while present _____											

DRILL TYPE EVACUATION 2		INCIDENT TYPE FIRE		SIMULATED CONDITION Fire Drill		DATE 04/08/2016		TIME Approx 1:30 pm		
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)					
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
RB	RB	RB	RB	RB	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I
Local Fire Official Present? <input type="checkbox"/> Yes <input type="checkbox"/> No Local Fire Official's Initials to certify that a school evacuation drill was conducted while present _____										

DRILL TYPE EVACUATION 3		INCIDENT TYPE FIRE		SIMULATED CONDITION		DATE		TIME		
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)					
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
					<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I
Local Fire Official Present? <input type="checkbox"/> Yes <input type="checkbox"/> No Local Fire Official's Initials to certify that a school evacuation drill was conducted while present _____										

DRILL TYPE BUS EVACUATION 1		INCIDENT TYPE		SIMULATED CONDITION		DATE		TIME		
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)					
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
					<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I
Drill accounted for in Curriculum? <input type="checkbox"/> Yes <input type="checkbox"/> No Curriculum includes instruction safe bus riding practices for all students? <input type="checkbox"/> Yes <input type="checkbox"/> No										

DRILL TYPE SHELTER IN PLACE 1		INCIDENT TYPE TORNADO		SIMULATED CONDITION SHELTER IN PLACE		DATE 9/1/2015 & 4/8/2016		TIME 9:23 am & 1:12 pm		
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)					
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
RB	RB	RB	RB	RB	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I
Local First Responder Present? <input type="checkbox"/> Yes <input type="checkbox"/> No Local First Responder's Initials to certify that a shelter-in-place drill was conducted while present _____										

DRILL TYPE LAW ENFORCEMENT 1		INCIDENT TYPE Lockdown		SIMULATED CONDITION LOCKDOWN		DATE 9/1/2015 & 4/8/2016		TIME 9:45 am & 1:40 pm		
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)					
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
RB	RB	RB	RB	RB	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I
Local Law Enforcement Present? <input type="checkbox"/> Yes <input type="checkbox"/> No Local Law Enforcement's Initials to certify that a school lockdown drill was conducted while present _____										

CC: Appropriate Regional Superintendent or OSFM if non-public school

16-17

SCHOOL DRILL DOCUMENTATION

DISTRICT NAME AND NUMBER District 225					SCHOOL NAME Glenbrook South High School			PRINCIPAL IN CHARGE Lauren Fagel		
DRILL TYPE EVACUATION 1		INCIDENT TYPE FIRE		SIMULATED CONDITION Fire Drill		DATE 9/1/2016		TIME 9:23a.m.		
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)					
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
					<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I
Local Fire Official Present? <input type="checkbox"/> Yes <input type="checkbox"/> No					Local Fire Official's Initials to certify that a school evacuation drill was conducted while present _____					

DRILL TYPE EVACUATION 2		INCIDENT TYPE FIRE		SIMULATED CONDITION		DATE		TIME		
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)					
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
					<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I
Local Fire Official Present? <input type="checkbox"/> Yes <input type="checkbox"/> No					Local Fire Official's Initials to certify that a school evacuation drill was conducted while present _____					

DRILL TYPE EVACUATION 3		INCIDENT TYPE FIRE		SIMULATED CONDITION		DATE		TIME		
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)					
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
					<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I
Local Fire Official Present? <input type="checkbox"/> Yes <input type="checkbox"/> No					Local Fire Official's Initials to certify that a school evacuation drill was conducted while present _____					

DRILL TYPE BUS EVACUATION 1		INCIDENT TYPE		SIMULATED CONDITION		DATE		TIME		
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)					
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
					<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I
Drill accounted for in Curriculum? <input type="checkbox"/> Yes <input type="checkbox"/> No					Curriculum includes instruction safe bus riding practices for all students? <input type="checkbox"/> Yes <input type="checkbox"/> No					

DRILL TYPE SHELTER IN PLACE 1		INCIDENT TYPE TORNADO		SIMULATED CONDITION Warning Tornado Drill		DATE 9/1/2016		TIME 9:23a.m.		
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)					
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
					<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I
Local First Responder Present? <input type="checkbox"/> Yes <input type="checkbox"/> No					Local First Responder's Initials to certify that a shelter-in-place drill was conducted while present _____					

DRILL TYPE LAW ENFORCEMENT 1		INCIDENT TYPE		SIMULATED CONDITION Lock Down Drill		DATE 9/1/2016		TIME 9:23a.m.		
Initials of Key School Participants and Backups					Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)					
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
					<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I
Local Law Enforcement Present? <input type="checkbox"/> Yes <input type="checkbox"/> No					Local Law Enforcement's Initials to certify that a school lockdown drill was conducted while present _____					

CC: Appropriate Regional Superintendent or OSFM if non-public school

17-18

SCHOOL DRILL DOCUMENTATION

DISTRICT NAME AND NUMBER District 225				SCHOOL NAME Glenbrook South HS				PRINCIPAL IN CHARGE Lauren Fagel			
DRILL TYPE EVACUATION 1		INCIDENT TYPE FIRE		SIMULATED CONDITION Fire Drill		DATE 8/31/2017		TIME Approx 9:30AM			
Initials of Key School Participants and Backups						Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)					
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants		
RB	RB	RB	RB	RB	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	
Local Fire Official Present? <input type="checkbox"/> Yes <input type="checkbox"/> No Local Fire Official's Initials to certify that a school evacuation drill was conducted while present _____											

DRILL TYPE EVACUATION 2		INCIDENT TYPE FIRE		SIMULATED CONDITION		DATE		TIME		
Initials of Key School Participants and Backups						Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)				
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
					<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I
Local Fire Official Present? <input type="checkbox"/> Yes <input type="checkbox"/> No Local Fire Official's Initials to certify that a school evacuation drill was conducted while present _____										

DRILL TYPE EVACUATION 3		INCIDENT TYPE FIRE		SIMULATED CONDITION		DATE		TIME		
Initials of Key School Participants and Backups						Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)				
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
					<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I
Local Fire Official Present? <input type="checkbox"/> Yes <input type="checkbox"/> No Local Fire Official's Initials to certify that a school evacuation drill was conducted while present _____										

DRILL TYPE BUS EVACUATION 1		INCIDENT TYPE BUS EVACUATION		SIMULATED CONDITION BUS EVACUATION		DATE 9/7/2017 & 9/8/2017		TIME NA		
Initials of Key School Participants and Backups						Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)				
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
					<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I
Drill accounted for in Curriculum? <input type="checkbox"/> Yes <input type="checkbox"/> No Curriculum includes instruction safe bus riding practices for all students? <input type="checkbox"/> Yes <input type="checkbox"/> No										

DRILL TYPE SHELTER IN PLACE 1		INCIDENT TYPE TORNADO		SIMULATED CONDITION SHELTER IN PLACE		DATE 8/31/2017		TIME Approx 9:23 AM		
Initials of Key School Participants and Backups						Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)				
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
RB	RB	RB	RB	RB	<input type="checkbox"/> S <input type="checkbox"/> I	<input checked="" type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I
Local First Responder Present? <input type="checkbox"/> Yes <input type="checkbox"/> No Local First Responder's Initials to certify that a shelter-in-place drill was conducted while present _____										

DRILL TYPE LAW ENFORCEMENT 1		INCIDENT TYPE LOCKDOWN		SIMULATED CONDITION LOCKDOWN		DATE 8/31/2017		TIME APPROX 9:45 AM		
Initials of Key School Participants and Backups						Evaluation of Drill Objectives (Check "S" for satisfactory or "I" for improvement(s) needed.)				
Discovery	Leader	Monitor	Spokesperson	Recorder	Notification Effectiveness	Planned Response Understood	Movement to Safe Area	First Responder Communication	Accounting for Occupants	
					<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I	<input type="checkbox"/> S <input type="checkbox"/> I
Local Law Enforcement Present? <input type="checkbox"/> Yes <input type="checkbox"/> No Local Law Enforcement's Initials to certify that a school lockdown drill was conducted while present _____										

CC: Appropriate Regional Superintendent or OSFM if non-public school



	Locations, Room No.	Priority Code	Rule Violated	Description of the violation	Recommendation to correct violation	Action I.D.	Specification (s)	Units of measure	Quantity	Labor code	*Work Type	Estimated cost	Estimated Completion Date	Funding type
<b>Architectural</b>														
A-1	Throughout Building	b	175.210, 185.390.1.4	The existing windows are single-glazed with no thermal break. Condensation is present on the frame. They leak air and are energy inefficient.	Replace windows	f	Replace windows	Lump Sum	1	2	Energy Conservation	\$130,000.00	Within 3 years	
<b>Mechanical</b>														
M-1	Boiler Room	b	175.51 185.405	The existing gas fired hot water boilers are over 40 years old and showing signs of deterioration. Loss of the boilers would result in loss of heat to the entire building.	Replace existing hot water boilers with new gas fired hot water boilers.	f	Replace existing hot water boilers with new gas fired hot water boilers.	Ea	4	2		\$ 190,000.00	Within 3 years	

Priority Code:

- a. Urgent
- b. Required
- c. Recommended

Action I.D.:

- a. Abandon in place
- b. Remove
- c. Repair
- d. Relocate
- e. Rebuild
- f. Improve

Labor Code

- 1. District employees will perform work
- 2. Work will be performed by contractor(s)

Work Type:

- Safety Standards
- Energy Conservation
- Handicapped Access
- School Security
- Asbestos Treatment
- Paving Improvements
- Replacements
- Other Improvements

	Locations, Room No.	Priority Code	Rule Violated	Description of the violation	Recommendation to correct violation	Action I.D.	Specification (s)	Units of measure	Quantity	Labor code	*Work Type	Estimated cost	Estimated Completion Date	Funding type
<b>Roofing</b>														
R-1	Training Rm/Locker Rm Guidance/Activity Corr Women's Locker Room Fieldhouse CPA House	b	185.390.I.1 BOCA 304.6 175.210	Existing roofs have exceeded their life expectancy and are failing. Roofs must be kept in permanent leak-free condition to maintain structural stability of building	Remove existing roof system and replace with new tapered built-up roof system	e	Remove existing roof system and replace with new tapered built-up roof system	SF	80,860		Safety Standard	\$961,620.00	Within 3 years	
<b>Architectural</b>														
A-1	Throughout Facility	b	175.210, 185.370m2A, 180/BC:1008.1.2 .3	Existing doors at various locations in the building do not operate properly and are hindering egress. Door does not open without force, closer is broken, door does not latch without effort, or door leaf scrapes floor	Replace door/frame/threshold	f	Replace door and/or hardware	EA	Lump Sum	2	Safety Standard	\$25,000.00	Within 3 years	
A-2	Auxillary Gyms	b	175.210, 185.390	Flooring is original to the building and can no longer be sanded and refinished as it has reached the nail layer. It is "splintering", causing a safety hazard for users.	Replace flooring	f	Replace flooring	SF	22,000	2	Replacements	\$400,000.00	Within 3 years	
A-3	Throughout Building	b	175.210 185.390.I.1 185.370.b.4.D	Existing flooring is in poor condition. It is delaminating, bubbling and fraying, causing trip hazards. Existing flooring underneath carpeting contains asbestos and needs to be abated in conjunction with carpet replacement	Abate existing flooring and replace with new	f	Abate existing flooring and replace with new	SF	30,500	2	Safety Standards/ Asbestos Treatment	\$244,000.00	Within 3 years	
A-4	Throughout Building	b		Existing ceiling contains asbestos. Areas of abatement will be required to complete mechanical work associated with Item M-1	Abate existing ceiling and replace with new	f	Abate existing ceiling and replace with new	SF	12,000	2	Safety Standards/ Asbestos Treatment	\$110,000.00	Within 3 years	
A-5	Locker Rooms	b	185.370b4, 175.410c, NFPA5.5.1.3	A rated separation is required between a storage room and locker room	Remove existing metal gate and install rated wall to separate storage area from locker room	f	Remove existing metal gate and install rated wall to separate storage area from locker room	Lump Sum	1	2	Safety Standards	\$9,500.00	Within 3 years	

Electrical													
E-1	Throughout building	b	NEC 110.16	Provide arc-flash hazard warning labels to all electrical distribution equipment to determine level of risk and hazard in relation to existing electrical systems.	Develop building-wide one-line electrical drawings then mathematically model all equipment for arc-flash hazard.	e	Develop building-wide arc-flash model for all electrical equipment.	Total	1	b	Safety Standards	\$ 60,000.00	Within 3 years
E-2	Areas served by fossil fuels	b	105 ILCS 5/10-20.56	School does not have functioning carbon monoxide detectors.	Furnish carbon monoxide detectors within 20 feet of any carbon monoxide emitting device. Connect detector to fire alarm system.	e	Provide new carbon monoxide detectors	Ea	20	b	Safety Standards	\$ 10,000.00	Within 3 years
E-3	Main Electrical Service #6	b	NEC 110.16	Electrical service has a Boltswitch main bolted pressure switch. These switches have a known failure to re-close after fault or manual opening.	Replace bolted pressure switch with new 100% rated main circuit breaker	d	Replace main electrical switch.	Total	1	b	Safety Standards	\$ 50,000.00	Within 3 years
E-4	Throughout the Building. Head-end in A123	b	105 ILCS 5/17-2.11	Schools intercom system is old and is experiencing faults and communication and connection issues	Replace head-end unit and failing components	d	Replace head-end unit and failing components	Total	1	b	School Security	\$ 125,000.00	Within 3 years
E-5	Main Electrical Service #1	b	NEC 110.16	Electrical service is original service in facility dating to 1953.	Rebuild interior of electrical service complete.	d	Rebuilding Electrical Service #1	Total	1	b	Safety Standards	\$ 70,000.00	Within 3 years
E-6	Throughout building	b	NFPA 72, 14.2 & IAC 400.310, b, s)	Fire alarm Initiating devices are reaching the end of their useful life. Various detectors are experiencing failures	Replace failed heat and smoke detectors with new	g	Replace failed heat and smoke detectors with new. Existing wiring to remain	Total	1	b	Safety Standards	\$ 50,000.00	Within 3 years
Mechanical													
M-1	Room A127,A127a, A127b,A129(x2), C104,C108A209,A211, A213,A215,A217,A219, A221,A223,C200,C202 ,C204,C206	b	175.543 185.457	The existing classrooms are served by unit ventilators that are over 20 years old . The units have the original controls. Failure of the units will result in loss of heating and ventilation and the inability to maintain the proper space temperatures to the areas that they serve.	Provide new Variable Air Volume Air Handling Systems to serve these areas	f	Replace Ventilation Systems . Provide 4 new air handling units with Chilled Water coils and VAV boxes with hot water coils at each room.	Ea	20	b	Safety Standards	\$ 690,000.00	Within 3 years

M-2	Swimming Pools D131A and D131 B	b	IMC 403	The existing pools are served by dehumidification systems that are over 20 years old and at the end of their life due to the year round operation of the pools and the harsh pool environment. Failure of the units will result in loss of heating and ventilation and the inability to maintain the proper space temperature and humidity levels	Provide new pool dehumidification systems	f	Replace Pool HVAC Systems with new packaged rooftop dehumidification units. The units will include air side economizer and piggyback condenser section and hot water heating coil in mechanical room.	Ea	2	b	Safety Standards	\$ 765,000.00	Within 3 years	
M-3	Auxillary Gyms D102,D104,D106 AND d108	b	175.543 185.457	The existing auxillary gyms are served by the original air handling units that are over 40 years old . The units have the original controls. Failure of the units will result in loss of heating and ventilation and the inability to maintain the proper space temperatures to the areas that they serve.	Provide new Air Handling Systems to serve these areas	f	Replace air handling Systems . Provide 2 new air handling units with heating coils and VAV boxes .	Ea	4	b	Safety Standards	\$ 480,000.00	Within 3 years	
M-4	Center for Performing Arts	b	175.543 185.457	The existing main air handling system for the CPA is the original air handling units that is over 40 years old . Failure of the units will result in loss of heating and ventilation and the inability to maintain the proper space temperatures to the areas that they serve.	Provide new Air Handling Systems to serve these areas	f	Replace air handling Systems . Provide new air handling unit and return exhaust fan with heating and cooling coils and new controls .	Ea	1	b	Safety Standards	\$ 370,000.00	Within 3 years	
M-5	Scene Shop Air Handling Unit	b	175.543 185.457	The existing air handling systems for the Stage, Dressing Room and Scene Shop are the original air handling units that is over 40 years old . Failure of these units will result in loss of heating and ventilation and the inability to maintain the proper space temperatures to the areas that they serve.	Provide new Air Handling Systems to serve these areas	f	Replace air handling Systems . Provide new VAV heating/cooling unit for stage and dressing rooms and new heating only air handling unit for scene shop with new controls .	Ea	2	b	Safety Standards	\$ 150,000.00	Within 3 years	
M-6	Art Room C102	b	NFPA 58	Bulk storage of LPG in tanks is not allowed inside of a School	Locate tank outside of building in a locked enclosure or use natural gas.	f	Locate tank outside of building in a locked enclosure or use natural gas.	EA	1	b	Safety Standards	\$ 15,000.00	Within 1 year	
M-7	Art Room C102	b	175.562 185.460	No general exhaust systems are provided for glazing room and clay mixing area	Provide exhaust system	f	Install new exahust systems for clay mixing and glazing areas	EA	1	b	Safety Standards	\$ 15,000.00	Within 3 years	

M-8	B104 Woods Shop	b		There is no dust collection system provided for the CAM router table, miter saw or radial arm saw in the wood shop	Provide dust collection system for Router Table, Miter Saw and Radial Arm Saw	f	Provide individual dust collection systems for the router table, miter saw and radial arm saw	EA	3	b	Safety Standards	\$ 15,000.00	Within 3 years	
M-9	B108 Metals Shop	b		There is no dust collection system provided for (4) wheel grinders, (2) belt grinders, (3) chop saws	Provide individual dust collectors for (4) wheel grinders, (2) belt grinders, (3) chop saws	f	Provide individual dust collectors for (4) wheel grinders, (2) belt grinders, (3) chop saws	EA	9	b	Safety Standards	\$ 36,000.00	Within 3 years	
M-10	B110 CAM Lab	b		There is no dust collection system provided for two CAM router tables	Provide dust collection system for Router Table	f	Provide dust collection system for Router Table	EA	2	b	Safety Standards	\$ 10,000.00	Within 3 years	
M-11	Janitors Closet Across from B122	b	175.562 185.460	There is no exhaust provided in the janitors closet	Install exhaust grill and connect to existing exhaust system.	f	Install exhaust grill and connect to existing exhaust system.	EA	1	b	Safety Standards	\$ 8,000.00	Within 3 years	
M-12	Shop Offices in B104/106 and B108	b	175.543 185.457	There is no mechanical ventilation provided to these areas.	Provide new ventilation systems for these spaces.	f	Provide ventilation to these spaces with dedicated heating/cooling unit	EA	2	b	Safety Standards	\$ 40,000.00	Within 3 years	
M-13	Mechanical Tunnels adjacent to pool area	b	2004 OFM Boiler and Pressure Vessel Safety Rules 41 Ill Admin Code 120	The existing Pressure and Temperature Relief Valve on the heat exchanger is showing signs of age and should be replaced.	Replace valve with new valve	f	Replace P & T Relief Valve with new	Ea	1	b	Safety Standards	\$ 20,000.00	Within 3 years	

**Fire Protection**

FP-1	East Pool Filter Room	b	NFPA 13	The existing fire protection sprinkler line is showing signs of corrosion and should be replaced.	Replace existing FDC line with new	f	Replace fire protection sprinkler FDC with new	EA	1		Safety Standards	\$ 5,000.00	Within 3 years	
FP-2	East Pool Filter Room	b	180.25	There is currently no sprinkler head coverage in the East Pool Filter Room. Modifications to the mechanical equipment in this room are triggering the requirement to sprinkle this space.	Provide sprinkler head coverage of this area	f	Install sprinkler heads and piping	EA	10		Safety Standards	\$ 9,500.00	Within 3 years	
FP-3	Chemical Storage Rooms - West Pool	b	NFPA 13	The sprinkler heads in these rooms are discolored due to exposure to chemicals.	Provide new sprinkler heads with powder coated finish for these spaces	f	Install new sprinkler heads	EA	2		Safety Standards	\$ 2,500.00	Within 3 years	

**Plumbing**

P-1	East Swimming Pool D131a	b		The existing pool filtration system and surge tank are over 40 years old and in poor condition due to corrosion and age.	Provide new pool filtration system and surge tank		Install new filtration systems	EA	1	b	Safety Standards	\$210,000	Within 3 years	
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Priority Code:

- a. Urgent
- b. Required
- c. Recommended

Action I.D.

- a. Abandon in place
- b. Remove
- c. Repair
- d. Relocate
- e. Rebuild
- f. Improve

Labor Code

- 1. District employees will perform work
- 2. Work will be performed by contractor(s)

Work Type:

- Safety Standards
- Energy Conservation
- Handicapped Access
- School Security
- Asbestos Treatment
- Paving Improvements
- Replacements
- Other Improvements

	Locations, Room No.	Priority Code	Rule Violated	Description of the violation	Recommendation to correct violation	Action I.D.	Specification (s)	Units of measure	Quantity	Labor code	*Work Type	Estimated cost	Estimated Completion Date	Funding type
<b>Roofing</b>														
R-1	Fieldhouse Wrestling Student Activity Corridor	b	185.390.1.1 BOCA 304.6 175.210	Existing roofs have exceeded their life expectancy and are failing. Roofs must be kept in permanent leak-free condition to maintain structural stability of building	Remove existing roof system and replace with new tapered built-up roof system	e	Remove existing roof system and replace with new tapered built-up roof system	SF	58,500		Safety Standard	\$1,753,320.00	Within 3 years	
<b>Architectural</b>														
A-1	Throughout Building	b	175.210, 185.370m2A, 180/BC:1008.1.2.3	Existing doors at various locations in the building do not operate properly and are hindering egress. Door does not open without force, closer is broken, door does not latch without effort, or door leaf scrapes floor	Replace door and/or hardware	c/f	Replace door and/or hardware	Lump Sum	1	2	Safety Standard	\$25,000.00	Within 3 years	
A-2	Lower Level Running Track	b	185.370.b.4.D 175.410.C	Existing Rubber flooring is original to the building and is in disrepair. Prior repairs have exacerbated the issues. It is delaminating and bubbling and a large number of trip hazards are present	Replace floor to eliminate trip hazards	f	Replace floor to eliminate trip hazards	SF	4,600	2	Safety Standard	\$55,000.00	Within 3 years	
A-3	Corridor W of Café	b	175.210, 185.390.1.4	Existing floor slab is settling, causing significant cracking, which has telegraphed through finished floor and is causing trip hazards along a main path of egress.	Remove section of existing flooring. Clean and prepare surface cracks and install self-leveling compound to eliminate trip hazards. Reinstall flooring.	c/f	Remove section of existing flooring. Clean and prepare surface cracks and install self-leveling compound to eliminate trip hazards. Reinstall flooring.	Lump Sum	1	2	Safety Standard	\$50,000.00	Within 3 years	
A-4	Main Gym	b	175.210, 185.390.1.1	Flooring is original to the building and can no longer be sanded and refinished as it has reached the nail layer. It is "splintering", causing a safety hazard for users.	Remove and replace existing flooring	f	Remove and replace existing flooring	SF	23,000	2	Safety Standard	\$585,000.00	Within 3 years	
A-5	Main Gym	b	ICC 300-2012 IL Accessibility Code	Existing bleachers are original to the building. The recent bleacher report reveals that end rails, power operation wheels, connections and hardware warrant replacement. End rails do not meet current accessibility code and are broken or loose in certain sections.	Replace bleachers and power operation	f	Replace bleachers and power operation	Lump Sum	1	2	Safety Standard	\$350,000.00	Within 3 years	
A-6	Track Repair	b	175.210 185.390.1.1	Existing outdoor running track is heaving at multiple locations and causing a safety trip hazard	Remove flowable fill and replace with stone. Patch pavement/track surface to eliminate hazard	c/f	Remove flowable fill and replace with stone. Patch pavement/track surface to eliminate hazard	Lump Sum	1	2	Safety Standard	\$60,000.00	Within 3 years	
A-7	Throughout Building	b	175.210 185.390.1.1 185.370.b.4.D	Existing carpeting is in poor condition. It is delaminating and fraying and in areas, causing trip hazards. Existing flooring underneath carpeting contains asbestos and needs to be abated in conjunction with carpet replacement	Abate existing flooring and replace with new to eliminate trip hazards	f	Abate existing flooring and replace with new to eliminate trip hazards	SF	45,550	2	Safety Standard/ Asbestos Treatment	\$500,000.00	Within 3 years	
<b>Electrical</b>														
E-1	Throughout building	b	NEC 110.16	Provide arc-flash hazard warning labels to all electrical distribution equipment to determine level of risk and hazard in relation to existing electrical systems.	Develop building-wide one-line electrical drawings then mathematically model all equipment for arc-flash hazard.	e	Develop building-wide arc-flash model for all electrical equipment.	Total	1	b	Safety Standards	\$60,000	Within 3 years	

E-2	Throughout Building- as tagged	b	NEC 110.3	Transformers located throughout the building's academic wing are original to the building, in a poor locations (janitors closets with water, etc.)	Replace transformers with new. Provide centrally located transformer with distribution panel and back-feed existing to remain branch panelboards	e	Provide new transformers and distribution feeders and conductors	ea	6	b	Safety Standards	\$160,000	Within 3 years
E-3	Auditorium and basement gymnasium	b	NFPA 72, 14.2,	Existing fire alarm system is an aging collection of addressable devices and hardwired loops with multiple transponders located throughout the facility.	Replace transponder 1, add additional transponder 5, relocate annunciator panels, replace and upgrade fire alarm devices and wiring within auditorium, IMC and music areas, repair junction box in basement mech room.	e	Provide upgrade to fire alarm system	Total	1	b	Safety Standards	\$230,000	Within 3 years
E-4	Academic areas	b	NFPA 72, 14.2 & IAC 400.310, b, s)	Existing academic areas are typically connected to the fire alarm system via old technology hardwired loops. Many areas do not have required audio/visual devices.	Replace devices and wiring in areas complete. Provide new transponder to serve area with addressable wiring.	e	Provide upgrade to fire alarm system	Total	1	b	Safety Standards	\$420,000	Within 3 years
E-5	Gym, field house, original pool.	b	NFPA 72, 14.2 & IAC 400.310, b, s)	Existing gym, field house and original pool areas are typically connected to the fire alarm system via old technology hardwired loops. Many areas do not have required audio/visual devices.	Replace devices and wiring in areas complete.	e	Provide upgrade to fire alarm system	Total	1	b	Safety Standards	\$170,000	Within 3 years
E-6	Areas served by fossil fuels	b	105 ILCS 5/10-20.56	School does not have functioning carbon monoxide detectors.	Furnish carbon monoxide detectors within 20 feet of any carbon monoxide emitting device. Connect detector to fire alarm system.	e	Provide new carbon monoxide detectors	Ea	20	b	Safety Standards	\$10,000	Within 3 year
E-7	Mechanical Equipment Room	b	NEC 230.72	Existing electrical distribution equipment is older and exceeds the six switch rule	Rebuild distribution equipment and include main circuit breakers	d	Modify existing electrical distribution equipment.	Total	1	b	Safety Standards	\$60,000	Within 3 years
E-8	Main Electrical Service #1	b	NEC 110.16	Electrical service has a Pringle main bolted pressure switch. These switches have a known failure to re-close after fault or manual opening.	Replace bolted pressure switch with new 100% rated main circuit breaker	d	Replace main electrical switch.	Total	1	a	Safety Standards	\$50,000	Within 3 year
<b>Mechanical</b>													
M-1	Hot Water Heating System Expansion tanks and Temperature Control Valves	b	2004 OFM Boiler and Pressure Vessel Safety Rules 41 Ill Admin Code 120 175.543 185.457	The existing hot water expansion tank system does not maintain correct system operating pressure causing pressures to rise and relief valves to open. The existing hot water control valves for coils throughout the building are failing due to wear and erosion of the valve shaft. Failure of these units will result in loss of heating and ventilation and the inability to maintain the proper temperatures in the areas that they serve.	Provide new expansion system sized to maintain the correct hot water system pressure. Provide new hot water control valves	f	Provide new expansion system. Provide new hot water control valves	EA	1/150	b	Safety Standards	\$265,000	Within 3 years
M-2	Jewelry and Ceramics	b	175.562 185.460	Provide exhaust system with hood and makeup air unit for kiln	Provide exhaust system	f	Install new exhaust and makeup air systems for kiln hood	EA	1	b	Safety Standards	\$ 55,000.00	Within 3 years
M-3	Orchestra Pit	b	175.562 185.460	The existing orchestra pit exhaust system is deteriorated due to ground water infiltration	Provide new exhaust system for orchestra pit	f	Install new exhaust fan and ductwork	EA	1	b	Safety Standards	\$ 7,500.00	Within 3 years
M-4	Main Chiller Plant	b	175.543 185.457	The existing 600 ton water cooled chiller has failed due to failure of the drive. Loss of the chiller will not allow spaces to maintain proper temeprature and humdity levels	Replace chiller drive	c	Replace chiller drive	EA	1	b	Safety Standards	\$ 200,000.00	Within 3 years



M-5	Math Wing Air Handling Unit	b	175.543 185.457	The existing Math Wing is served by the original air handling units that are over 20 years old and has coil damage due to repeated freezing. Failure of the units will result in loss of heating and ventilation and the inability to maintain the proper space temperatures to the areas that they serve.	Provide new Air Handling Unit to serve this area	f	Replace air handling Systems . Provide new air handling unit with heating and cooling coil .	Ea	1	b	Safety Standards	\$120,000.00	Within 3 years
M-6	Main Gym	b	175.21	The existing barometric relief dampers in the main gym are deteriorated and allow water to leak onto the gym floor causing damage to the floor.	Install new motor operated dampers controlled through the Building Automation System	f	Install new motor operated dampers controlled through the Building Automation System	Ea	6	b	Safety Standards	\$128,000.00	Within 3 years
M-7	Home Ec 162, 164	a	175.562 185.460	The Home Ec Rooms require exhaust to remove objectionable Odors	Provide exhaust systems	f	Install exhaust fan, Ductwork and Controls	EA	1	b	Safety Standards	\$ 20,000.00	Within 3 years
M-8	Room 562 - Lower level Auditorium Ejector pit room	a	175.562 185.460	There is no exhaust provided in the ejector pit room	Install exhaust grill and connect to existing exhaust system.	f	Install exhaust fan and ductwork .	EA	1	b	Safety Standards	\$ 15,000.00	Within 3 years
M-9	Field House	b	175.562 185.460	The existing rooftop exhaust fans are failing. The fans are required to maintain the proper static pressure in the fieldhouse along with the ventilation supply fans.	Provide new exhaust fans and controls	f	Install exhaust fan, Ductwork and Controls	EA	4	b	Safety Standards	\$ 67,500.00	Within 3 years
M-10	Swimming Pools	b	IMC 403	The existing pools are served by dehumidification systems that have had multiple failures of cooling and dehumidification systems due to the year round operation of the pools and the harsh pool environment. Failure of the units will result in loss of heating and ventilation and the inability to maintain the proper space temperature and humidity levels	Provide new cooling and dehumidification systems for existing pool dehumidification units.	f	Replace Pool HVAC compressors and cooling and dehumidification systems with new . The units will modify the existing cooling systems to incorporate new controls. Compressors and coils .	Ea	2	b	Safety Standards	\$ 145,000.00	Within 3 years
<b>Fire Protection</b>													
FP-1	East Pool Filter Room	b	NFPA 13	The existing fire protection sprinkler line is showing signs of corrosion and should be replaced.	Replace existing sprinkler line with new	f	Replace fire protection sprinkler FDC with new	EA	1	b	Safety Standards	\$ 5,500.00	Within 3 years
FP-2	Wood Shop	b	NFPA 13	There are areas sprinkled at the paint booths and wood storage that are connected to the domestic water system - not the fire sprinkler system.	Install new sprinklers in these areas and connect to fire protection sprinkler lines	f	Install new sprinklers in these areas and connect to fire protection sprinkler lines	EA	1	b	Safety Standards	\$ 8,000.00	Within 3 years
FP-3	Room 302	b	NFPA 13	Provide additional sprinkler head coverage for toilet room area to protect between floor to ceiling partitions	Provide additional sprinkler head	f	Provide additional sprinkler head	EA	a	b	Safety Standards	\$ 1,500.00	Within 3 years
<b>Plumbing</b>													
P-1	East pool Filter Room	b	State Plumbing Code 890.200 and 890.610	The existing sanitary piping in th filter room is corroded and deteriorating. Replace piping with corrosion resistant piping	Replace piping with new	f	Install new piping .	EA	150	B	Safety Standards	\$ 13,500.00	Within 3 years
P-2	East Swimming Pool 730	b	Illinois Swimming Pool and Bathing Beach Code 820.210	The existing pool filtration system and surge tank are over 40 years old and in poor condition due to corrosion and age.	Provide new pool filtration system and surge tank	f	Install new filtration systems	EA	1	b	Safety Standards	\$210,000	Within 3 years
P-3	Home Economics Room	b	IDPH	The domestic hot water temperature is not hot enough for cleaning and sanitizing cooking equipment in Home Ec	Modify Hot Water return system and balance and provide booster heater to serve Home Ec Area	f	Modify Hot Water return system and balance and provide booster heater to serve Home Ec Area	EA	1	b	Safety Standards	\$ 24,000.00	Within 3 years

**Priority Code:**  
 a. Urgent  
 b. Required  
 c. Recommended

**Action I.D.**  
 a. Abandon in place  
 b. Remove  
 c. Repair  
 d. Relocate  
 e. Rebuild  
 f. Improve

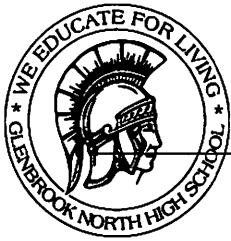
**Labor Code**  
 1. District employees will perform work  
 2. Work will be performed by contractor(s)

**Work Type:**  
 Safety Standards  
 Energy Conservation  
 Handicapped Access  
 School Security  
 Asbestos Treatment  
 Paving Improvements  
 Replacements  
 Other Improvements



AED Manufacturer Date - Life expectance is 8-10 years according to the manufacturer, but they are usable as long as the are passing the self test.		
Phillips Heartstart		
Qty	Mfr. Date	Age (years)
4	Dec-01	14
1	Jun-04	11
1	Sep-07	8
1	Dec-11	4
7		
Cardiac Science		
6	Aug-09	6
3	May-09	6
3	May-11	4
1	Apr-12	2
13		

Approved  
 by Kim Plak  
 to purchase  
 6 new AED's  
 to replace old ones  
 - She will fund out of  
 Life Safety monies.  
 9/21/15  
 [Signature]



**GLENBROOK NORTH  
HIGH SCHOOL  
HEALTH OFFICE**

---

Northfield Township High School District 225  
2300 SHERMER ROAD  
NORTHBROOK, IL 60062  
847-509-2410  
Fax 847-509-2625

**Procedure for Student Accident Report**

1. The Nurse fills out the "Glenbrook High Schools Student Accident/Incident Report". The nurse signs on the signature line next to the "description of care provided by Nurse or Athletic Trainer".
2. The pink copy goes with the student as they leave the building.
3. The form (white/yellow) goes to the teacher as well as the department IS to have them sign. They have 48 hours to get it back to the health office.
4. Once the signed form (white/yellow) is given back to the Nurse:
  - a. White copy goes to Associate Principal of Administrative Services (Kris Frandson)
  - b. Yellow copy goes to Assistant Principal of Student Services (Eric Etherton)
5. The Associate Principal of Administrative Services will copy the white form and send it to district office.

**District 225  
OSHA Recordable Injuries**

NAICS 6111 Employment Size	2010 Average Incidence Rate
Total all sizes	5.1
50 - 249	4.7
1,000+	5.8

School	Average # of Employees	Total Hours Worked	Lost Time Injuries	Injury Severity Rate (# of lost time injuries x 1,000,000/# of hours worked)	Recordable Injuries	OSHA Incident Rate (# of Recordable Injuries x 200,000/# of hours worked)	2010 National Average
Off Campus Program	21	30,593	1	32.69	3	19.61	5.1
District Office	41	81,984	0	0.00	0	0.00	5.1
Glenbrook South	390	582,508	4	6.87	13	4.46	5.1
Glenbrook North	368	501,313	1	1.99	6	2.39	5.1
Calendar Year 2010	820	1,196,398	6	5.02	22	3.68	5.1

NAICS 6111 Employment Size	2011 Average Incidence Rate
Total all sizes	4.9
50 - 249	4.5
250 - 999	5.0
1,000+	5.4

School	Average # of Employees	Total Hours Worked	Lost Time Injuries	Injury Severity Rate (# of lost time injuries x 1,000,000/# of hours worked)	Recordable Injuries	OSHA Incident Rate (# of Recordable Injuries x 200,000/# of hours worked)	2011 National Average
Off Campus Program	21	30,593	0	0.00	0	0.00	1.8
District Office	41	81,984	0	0.00	0	0.00	1.8
Glenbrook South	390	582,508	0	0.00	10	3.43	5.1
Glenbrook North	368	501,313	2	3.99	9	3.59	5.1
Calendar Year 2011	820	1,196,398	2	1.67	19	3.18	5.1

NAICS 6111 Employment Size	2012 Average Incidence Rate
Total all sizes	5.2
50 - 249	4.7
250 - 999	4.2
1,000+	6

School	Average # of Employees	Total Hours Worked	Lost Time Injuries	Injury Severity Rate (# of lost time injuries x 1,000,000/# of hours worked)	Recordable Injuries	OSHA Incident Rate (# of Recordable Injuries x 200,000/# of hours worked)	2012 National Average
Off Campus Program	28	39,513	0	0.00	1	5.06	5.2
District Office	43	86,126	0	0.00	0	0.00	5.2
Glenbrook South	393	599,498	2	3.34	8	2.67	5.2
Glenbrook North	412	625,919	2	3.20	5	1.60	5.2
Calendar Year 2012	876	1,351,056	4	2.96	14	2.07	5.2

NAICS 6111 Employment Size	2013 Average Incidence Rate
1-10	1.4
11-49	2.8
50 - 249	5.2
250 - 999	5.2
1,000+	5.4

School	Average # of Employees	Total Hours Worked	Lost Time Injuries	Injury Severity Rate (# of lost time injuries x 1,000,000/# of hours worked)	Recordable Injuries	OSHA Incident Rate (# of Recordable Injuries x 200,000/# of hours worked)	2013 National Average
Off Campus Program	28	39,513	0	0.00	2	10.12	2.8
District Office	43	86,126	0	0.00	0	0.00	2.8
Glenbrook South	393	599,498	5	8.34	12	4.00	5.2
Glenbrook North	412	625,919	1	1.60	6	1.92	5.2
Calendar Year 2013	876	1,351,056	6	4.44	20	2.96	5.2

## OSHA Recordable Injuries

NACIS 6111 Employment Size	2014 Average Incidence Rate
1-10	1.2
11-49	2.7
50 - 249	5.0
250 - 999	5.0
1,000+	5.2

School	Average # of Employees	Total Hours Worked	Lost Time Injuries	Injury Severity Rate (# of lost time injuries x 1,000,000/# of hours worked)	Recordable Injuries	OSHA Incident Rate (# of Recordable Injuries x 200,000/# of hours worked)	2014 National Average
Off Campus Program	24	39,941	0	0.00	1	5.01	2.7
District Office	47	81,151	0	0.00	0	0.00	2.7
Glenbrook South	403	554,322	3	5.41	13	4.69	5.0
Glenbrook North	369	460,233	0	0.00	4	1.74	5.0
Calendar Year 2014	843	1,135,647	3	2.64	18	3.17	5.0

School	Average # of Employees	Total Hours Worked	Lost Time Injuries	Injury Severity Rate (# of lost time injuries x 1,000,000/# of hours worked)	Recordable Injuries	OSHA Incident Rate (# of Recordable Injuries x 200,000/# of hours worked)	2015 National Average
Off Campus Program	30	42,558	1	23.50	3	14.10	2.7
District Office	49	87,435	0	0.00	1	2.29	2.7
Glenbrook South	424	621,208	4	6.44	10	3.22	5.0
Glenbrook North	367	486,462	2	4.11	6	2.47	5.0
Calendar Year 2015	870	1,237,663	7	5.66	20	3.23	5.0

NAICS 6111 Employment Size	2013 Average Incidence Rate
1-10	1.4
11-49	2.8
50 - 249	5.2
250 - 999	5.2
1,000+	5.4

School	Average # of Employees	Total Hours Worked	Lost Time Injuries	Injury Severity Rate (# of lost time injuries x 1,000,000/# of hours worked)	Recordable Injuries	OSHA Incident Rate (# of Recordable Injuries x 200,000/# of hours worked)	2013 National Average
Off Campus Program	28	39,513	0	0.00	2	10.12	2.8
District Office	43	86,126	0	0.00	0	0.00	2.8
Glenbrook South	393	599,498	5	8.34	12	4.00	5.2
Glenbrook North	412	625,919	1	1.60	6	1.92	5.2
Calendar Year 2013	876	1,351,056	6	4.44	20	2.96	5.2

NAICS 6111 Employment Size	2014 Average Incidence Rate
1-10	1.2
11-49	2.7
50 - 249	5.0
250 - 999	5.0
1,000+	5.2

School	Average # of Employees	Total Hours Worked	Lost Time Injuries	Injury Severity Rate (# of lost time injuries x 1,000,000/# of hours worked)	Recordable Injuries	OSHA Incident Rate (# of Recordable Injuries x 200,000/# of hours worked)	2014 National Average
Off Campus Program	24	39,941	0	0.00	1	5.01	2.7
District Office	47	81,151	0	0.00	0	0.00	2.7
Glenbrook South	403	554,322	3	5.41	13	4.69	5.0
Glenbrook North	369	460,233	0	0.00	4	1.74	5.0
Calendar Year 2014	843	1,135,647	3	2.64	18	3.17	5.0

NAICS 6111 Employment Size	2015 Average Incidence Rate
1-10	1.3
11-49	2.5
50 - 249	4.9
250 - 999	4.8
1,000+	5.0

School	Average # of Employees	Total Hours Worked	Lost Time Injuries	Injury Severity Rate (# of lost time injuries x 1,000,000/# of hours worked)	Recordable Injuries	OSHA Incident Rate (# of Recordable Injuries x 200,000/# of hours worked)	2015 National Average
Off Campus Program	30	42,558	1	23.50	3	14.10	2.5
District Office	49	87,435	0	0.00	1	2.29	2.5
Glenbrook South	424	621,208	4	6.44	10	3.22	4.8
Glenbrook North	367	486,462	2	4.11	6	2.47	4.8
Calendar Year 2015	870	1,237,663	7	5.66	20	3.23	4.8

School	Average # of Employees	Total Hours Worked	Lost Time Injuries	Injury Severity Rate (# of lost time injuries x 1,000,000/# of hours worked)	Recordable Injuries	OSHA Incident Rate (# of Recordable Injuries x 200,000/# of hours worked)	2015 National Average
Off Campus Program	34	48,712	0	0.00	0	0.00	2.5
District Office	49	91,919	0	0.00	0	0.00	2.5
Glenbrook South	431	639,522	0	0.00	15	4.69	4.8
Glenbrook North	358	488,026	0	0.00	5	2.05	4.8
Calendar Year 2016	872	1,268,179	0	0.00	20	3.15	4.8

# Summary of Work-Related Injuries and Illnesses

*Posted  
mail room  
& Faculty Cafe  
4/27/17*

Year 2016



U.S. Department of Labor

Occupational Safety and Health Administration

Form approved OMB no. 1218

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	15
(G)	(H)	(I)	(J)

Total number of days away from work	Total number of days of job transfer or restriction
0	0
(K)	(L)

### Injury and Illness Types

Total number of ... (M)	(1) Injury	(2) Skin Disorder	(3) Respiratory Condition	(4) Poisoning	(5) Hearing Loss	(6) All Other Illnesses
	15	0	0	0	0	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

### Establishment information

Your establishment name GLENBROOK SOUTH HIGH SCHOOL

Street 4000 WEST LAKE AVENUE

City GLENVIEW State IL Zip 60026

Industry description (e.g., Manufacture of motor truck trailers)

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)

OR North American Industrial Classification (NAICS), if known (e.g., 336212)

### Employment information

Annual average number of employees 431

Total hours worked by all employees last year 639522

### Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate and complete.

*J. Kraus* Assoc. Principal  
Company executive Title

847-509-2404 1/19/17  
Phone Date





# Summary of Work-Related Injuries and Illnesses

U.S. Department of Labor

Occupational Safety and Health Administration

Form approved OMB no. 1218

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

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### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	5
(G)	(H)	(I)	(J)

Total number of days away from work	Total number of days of job transfer or restriction
0	0
(K)	(L)

### Injury and Illness Types

Total number of ...	(M)	(N)	(O)	(P)
(1) Injury	5	(4) Poisoning	0	
(2) Skin Disorder	0	(5) Hearing Loss	0	
(3) Respiratory Condition	0	(6) All Other Illnesses	0	

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave. NW, Washington, DC 20210. Do not send the completed forms to this office.

### Establishment information

Your establishment name GLENBROOK NORTH HIGH SCHOOL

Street 2300 SHERMER ROAD

City NORTHBROOK State IL Zip 60062

Industry description (e.g., Manufacture of motor truck trailers)

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)

OR North American Industrial Classification (NAICS), if known (e.g., 336212)

### Employment information

Annual average number of employees 358

Total hours worked by all employees last year 488026

### Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate and complete.

\_\_\_\_\_  
Company executive Title

\_\_\_\_\_  
Phone Date

District 225  
OSHA Recordable Injuries

NACIS 6111 Employment Size	2015 Average Incidence Rate
1-10	1.3
11-49	2.5
50 - 249	4.9
250 - 999	4.8
1,000+	5.0

School	Average # of Employees	Total Hours Worked	Lost Time Injuries	Injury Severity Rate (# of lost time injuries x 1,000,000/# of hours worked)	Recordable Injuries	OSHA Incident Rate (# of Recordable Injuries x 200,000/# of hours worked)	2015 National Average
Off Campus Program	30	42,558	1	23.50	3	14.10	2.5
District Office	49	87,435	0	0.00	1	2.29	2.5
Glenbrook South	424	621,208	4	6.44	10	3.22	4.8
Glenbrook North	367	486,462	2	4.11	6	2.47	4.8
<b>Calendar Year 2015</b>	<b>870</b>	<b>1,237,663</b>	<b>7</b>	<b>5.66</b>	<b>20</b>	<b>3.23</b>	<b>4.8</b>

NACIS 6111 Employment Size	2016 Average Incidence Rate
Total All Sizes	2.8
11-49	1.8
50 - 249	2.8
250 - 999	3.8
1,000+	4.7

School	Average # of Employees	Total Hours Worked	Lost Time Injuries	Injury Severity Rate (# of lost time injuries x 1,000,000/# of hours worked)	Recordable Injuries	OSHA Incident Rate (# of Recordable Injuries x 200,000/# of hours worked)	2016 National Average
Off Campus Program	34	48,712	0	0.00	0	0.00	2.8
District Office	49	91,919	0	0.00	0	0.00	2.8
Glenbrook South	431	639,522	0	0.00	15	4.69	3.8
Glenbrook North	358	488,026	0	0.00	5	2.05	3.8
<b>Calendar Year 2016</b>	<b>872</b>	<b>1,268,179</b>	<b>0</b>	<b>0.00</b>	<b>20</b>	<b>3.15</b>	<b>3.8</b>

School	Average # of Employees	Total Hours Worked	# of Lost Time Injuries and or Restricted Activity	DART RATE (# Injuries with Days Away or Restricted Activity x 200,000/# of hours worked)	Recordable Injuries	OSHA Incident Rate (# of Recordable Injuries x 200,000/# of hours worked)	2016 National Average
Off Campus Program	33	46,247	0	0.00	0	0.00	2.8
District Office	56	101,931	0	0.00	1	1.96	2.8
Glenbrook South	440	654,708	2	0.61	5	1.53	3.8
Glenbrook North	335	497,794	2	0.80	4	1.61	3.8
<b>Calendar Year 2017</b>	<b>864</b>	<b>1,300,680</b>	<b>4</b>	<b>0.62</b>	<b>10</b>	<b>1.54</b>	<b>3.8</b>



# Summary of Work-Related Injuries and Illnesses

All establishments covered by part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write '0'.

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 20 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases			
Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	2	0	2
(G)	(H)	(I)	(J)

Number of Days	
Total number of days away from work	Total number of days of job transfer or restriction
104	8
(K)	(L)

Injury and Illness Types			
Total number of ... (M)			
(1) Injuries	3	(4) Poisonings	0
(2) Skin disorders	1	(5) Hearing Loss	0
(3) Respiratory conditions	0	(6) All other illnesses	0

Post this summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

**Establishment information**

Your establishment name GLENBROOK NORTH HIGH SCHOOL

---

Street 2300 SHERMER ROAD

City NORTHBROOK State IL ZIP 60062

Industry description (e.g., *Manufacture of motor truck trailers*)

---

Standard Industrial Classification (SIC), if known (e.g., 3715)

\_\_\_\_\_

OR

North American Industrial Classification (NAICS), if known (e.g., 336212)

6 1 1 1 0 0

**Employment information** (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees 335

Total hours worked by all employees last year 497,794

**Sign here**

**Knowingly falsifying this document may result in a fine.**

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

---

Company executive \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Date 1/23/2018



Secondary School Cooperative Risk Management Program

***Safety Assessment Report***  
***Glenbrook North High School***

***9/2/15***

***Career Technical Education***  
***Soccer and Football Fields***

***Concession Stand***

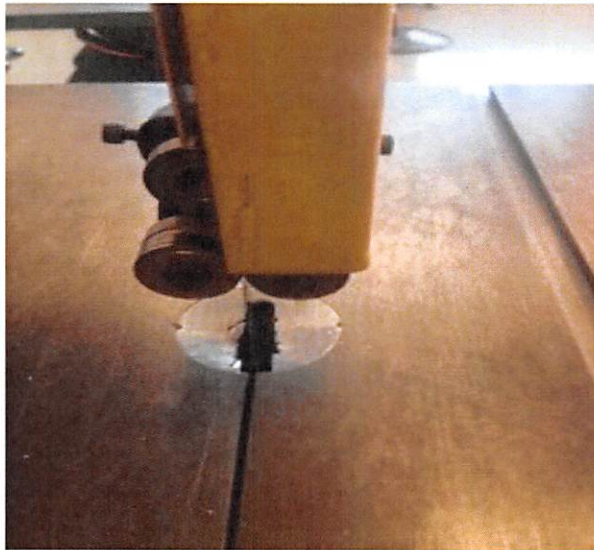
***Athletic Storage***



## Secondary School Cooperative Risk Management Program

### Career Technical Education

#### *Room B104 Woods Lab*



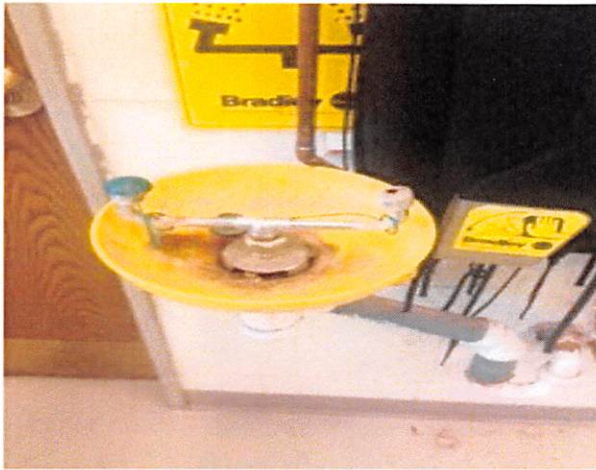
Replace table insert on 20" Bandsaw.    Replace table insert on 14" Bandsaw.



OSHA 1910.157(c)(1) The employer shall provide portable fire extinguishers and shall mount, locate and identify them so that they are readily accessible to employees. Both pictured extinguishers have expired tags. Relocate the pictured extinguisher on the left to an area more accessible.



## Secondary School Cooperative Risk Management Program



OSHA 29CFR 1910.151 & ANSI Z358.1-2004 Regulations- Plumbed emergency fixtures should be tested on a weekly basis long enough to flush the line of sediment. All eyewash and showers shall be tagged to show inspection dates- weekly and annual inspections shall be documented. Check water pressure as well. Upon activation, the pressure of the water was extremely low.

OSHA 29 CFR 1910.212- Machine Guarding- Machines designed for a fixed location shall be securely anchored to prevent walking or moving. Clamps are not considered secure anchoring. Ensure equipment is properly anchored if in a fixed location.



OSHA 29 CFR 1910.303- Access-3 foot access required to all electrical panels or disconnect switches. Rearrange items so there is direct access to the electrical panels.

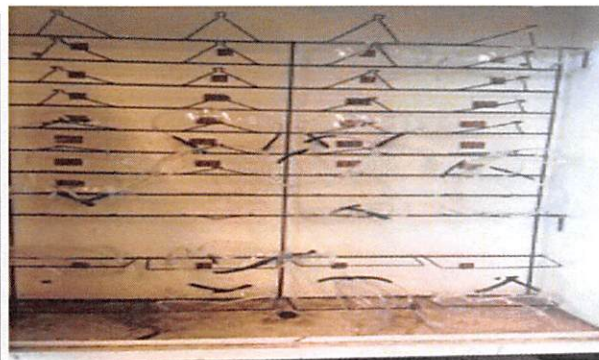
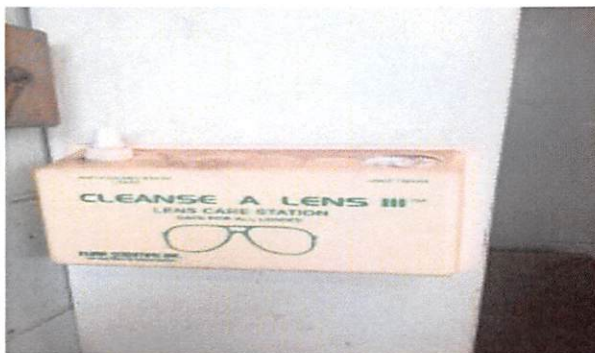


## Secondary School Cooperative Risk Management Program

### *Room B108 Metals Lab*



OSHA 29CFR 1910.151 & ANSI Z358.1-2004 Regulations- Plumbed emergency fixtures should be tested on a weekly basis long enough to flush the line of sediment. All eyewash and showers shall be tagged to show inspection dates- weekly and annual inspections shall be documented.



Ensure there is enough sanitation liquid/clean napkins available for the proper cleaning of safety glasses.



Rearrange items being stored on the top of cabinets to prevent items from falling. Items being stored are too close to the edge of the cabinet and can fall when cabinet doors are opened and or closed.



## Secondary School Cooperative Risk Management Program



OSHA 29 CFR 1910.212- Machine Guarding- Machines designed for a fixed location shall be securely anchored to prevent walking or moving. If miter saw and grinder are permanently station in this area ensure they are properly anchored.



Efforts shall be made to look at the welding station area. Welding cables may be strung overhead to prevent a possible trip hazard.

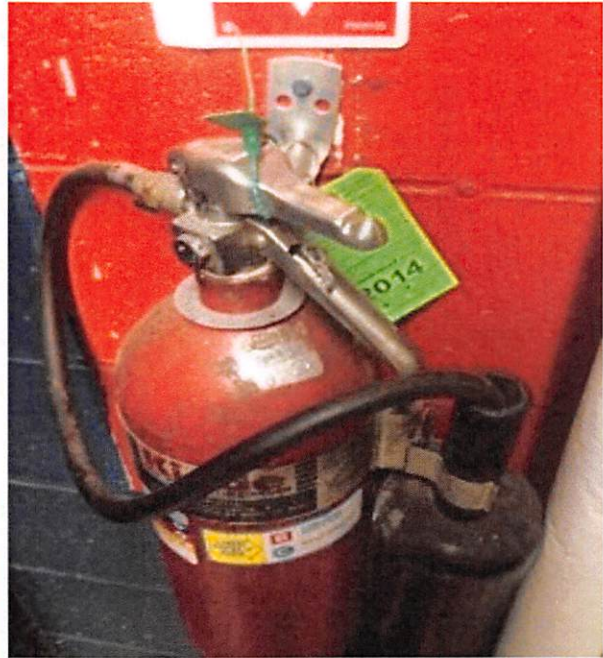


Pictured grinder has replaced outdated grinder with missing shields/guards. The housekeeping of the storage area has improved since the last inspection. Efforts are still needed to continue housekeeping efforts.





## Secondary School Cooperative Risk Management Program



The pictured bench grinder is missing tool rests and a shield. If this piece of equipment is currently in use, the safety modifications need to be made prior to student use.

(2) Fire Extinguishers in this room have expired tags and need to be re-inspected.

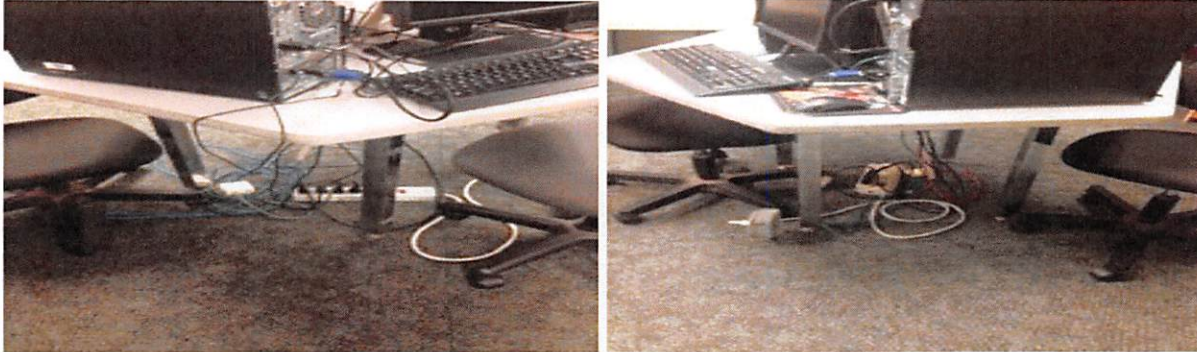


OSHA 29 CFR 1910.303- Access-3 foot access required to all electrical panels or disconnect switches. Rearrange items so there is direct access to the electrical panels.

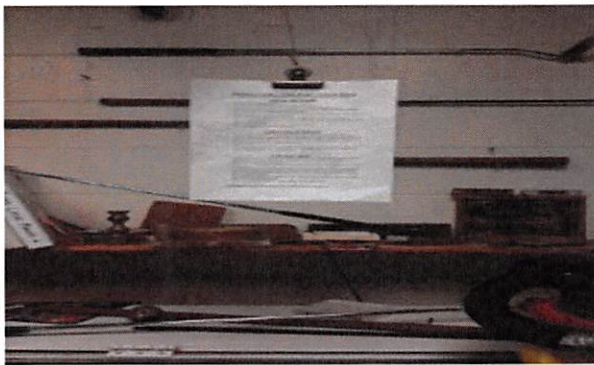


## Secondary School Cooperative Risk Management Program

### *Tech Lab*



It is recommended that zip ties are used to bundle up the pictured cords to prevent a trip hazard.



Safety rules posted, training in place and safety glasses are available for student use.

### *Room B102*

Ensure chemical resistant gloves and safety glasses are positioned near the 3D printer cleaning machine due to the corrosive property of the solvent. A portable eyewash should be positioned nearby as a precaution as well.

### *Room C106 Culinary*

(2) Fire Extinguishers in this room have expired tags and need to be re-inspected. In addition, a fire blanket was noted in this room. All fire blankets need to be tagged with inspection date and employees must be trained on its use if blanket is to be made available for use.



## Secondary School Cooperative Risk Management Program

### Room B106 Auto Shop



OSHA 29 CFR 1910.303- Access-3 foot access required to all electrical panels or disconnect switches. Rearrange items so there is direct access to the electrical panels.

The pictured fire extinguisher has an expired tag and needs to be re-inspected.



The pictured safety glasses cabinet contains ear muffs. Ensure safety glasses are made readily available to students. In addition, sanitizing spray/wipes shall be made available to ensure cleanliness of glasses.



A fire blanket was noted in this room. All fire blankets need to be tagged with inspection date and employees must be trained on its use if blanket is to be made available for use.



## Secondary School Cooperative Risk Management Program



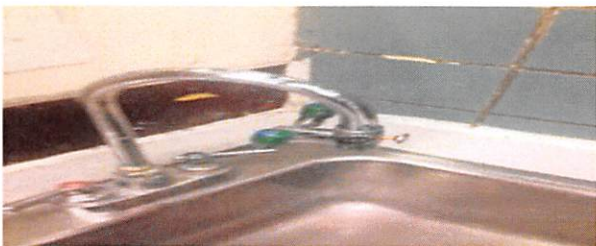
Reposition motors so there is a clear unobstructed path to the exit door. OSHA 29 CFR 1910.212-

Machine Guarding- Machines designed for a fixed location shall be securely anchored to prevent walking or moving. Anchor drill press if this is its fixed location.



Rearrange items being stored on the top of cabinets to prevent items from falling. Items being stored are too close to the edge of the cabinet and can fall when cabinet doors are opened and or closed.

OSHA 29 CFR 1910.22- Housekeeping- All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition.



OSHA 29CFR 1910.151 & ANSI Z358.1-2004 Regulations- Plumbed emergency fixtures should be tested on a weekly basis long enough to flush the line of sediment. All eyewash and showers shall be tagged to show inspection dates- weekly and annual inspections shall be documented. Check the water pressure of the pictured eyewash. Upon activation, pressure was low.



## Secondary School Cooperative Risk Management Program

### *Soccer Fields*



All portable soccer goals were properly weighted down. The use of (2) 50# weights at the back of the goal satisfies the requirement to prevent tipping. The main soccer goals used on the main field are secured 2' into the ground to prevent tipping. All soccer goals and fields in good condition.

### *Football Fields*



All football goal posts properly padded and in good condition.



## Secondary School Cooperative Risk Management Program



All football sleds in good operating condition with adequate padding. The pictured sled area on the right is not designed to have a plastic guard over the pinch point area. There is no opening near the pinch point.



## Secondary School Cooperative Risk Management Program



It is recommended that the pictured filming tower is removed from use. The ladder access to the platform has several un-level sections. Due to areas of bent metal surrounding the legs of the structure its stability may have been compromised.

### ***Equipment Shed***



OSHA 29 CFR 1910.22- Housekeeping- All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition. Efforts shall be made to improved the housekeeping/storage of items in the equipment shed.

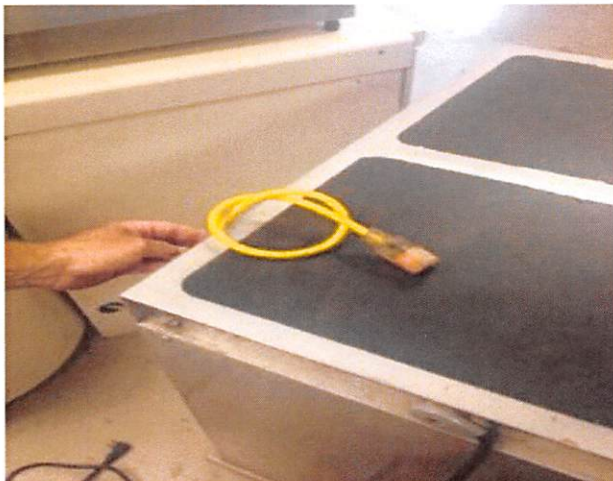


## Secondary School Cooperative Risk Management Program

### *Baseball Concession Building*



The tag on the pictured inspection has expired and is in need of re-inspection.



Extension cords shall not be used as a permanent means of electricity. Efforts shall be made to determine the power source and change it to an outlet. The pictured extension cord is used for the warmer. Efforts shall be made to see if the warmer can be hooked up to a permanent power source. If extension cord is to be used, storage of the cord needs to be improved and wrapped in a manner to prevent any frays or damage to the cord.





Secondary School Cooperative Risk Management Program

***Safety Assessment Report***  
***Glenbrook North High School***

***12/10/15***

***Science***

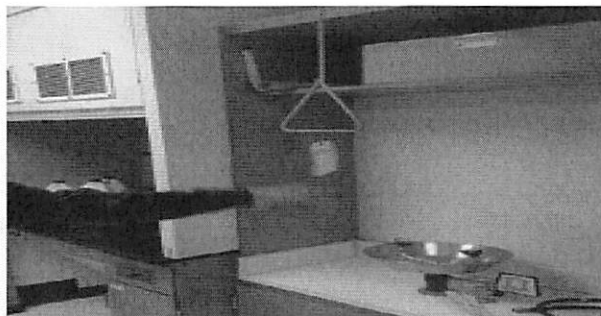
***Art***



## Secondary School Cooperative Risk Management Program

### Science

#### *B132 Main Chemical Prep Room*



OSHA 29CFR 1910.151 & ANSI Z358.1-2004 Regulations- Plumbed emergency fixtures should be tested on a weekly basis long enough to flush the line of sediment. All eyewash and showers shall be tagged to show inspection dates- monthly inspections shall be documented. Eyewash inspections are documented monthly by Maintenance. Ensure weekly checks are being done by all teachers.



Good housekeeping and storage of chemicals in the prep room.

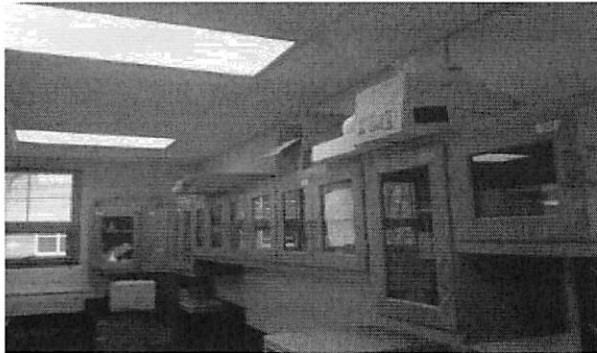


Spill kit readily available in the event of a spill. Ensure all fire blankets have the proper tag and all employees in the department have been trained on its use via the GCN Module.



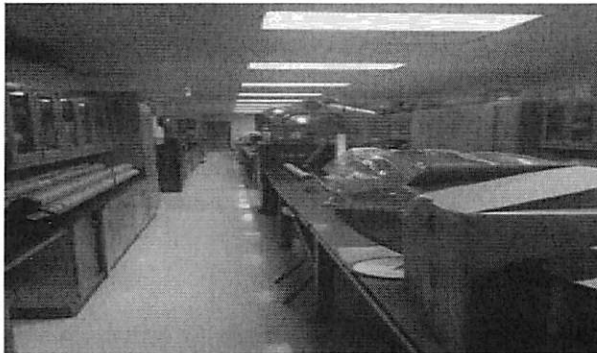
## Secondary School Cooperative Risk Management Program

### ***B124***



Ensure items stacked on top of cabinets are pushed entirely to the edge of the wall to prevent them from falling/tipping. Ensure bulbs seen in second picture are turned off during the holiday break.

### ***B120 Biology Prep Room***



Good housekeeping noted in biology prep room. Ensure items stacked on top of cabinets are pushed all the way against the wall.

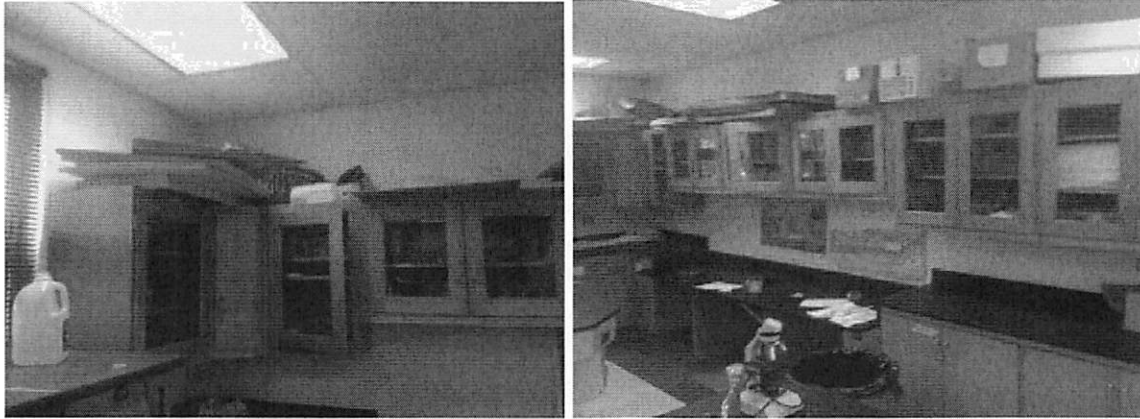


Pictured acid cabinets in good condition, no excess corrosion noted. Ensure items stacked on cabinets will not shift when cabinet doors are opened/closed.



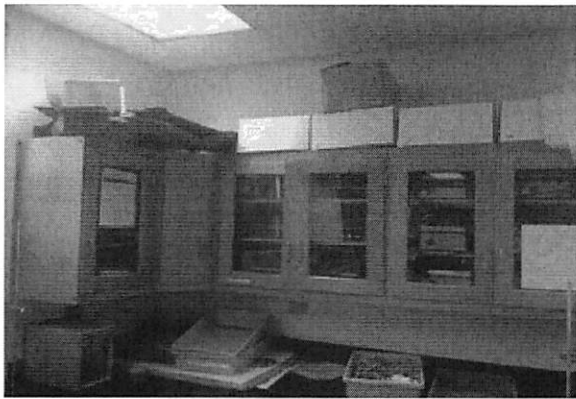
## Secondary School Cooperative Risk Management Program

**B118**



The pictured cardboard and boxes on top of the cabinets shall be repositioned.

**B118**



The pictured cardboard and boxes on top of the cabinets shall be repositioned.

**B103**



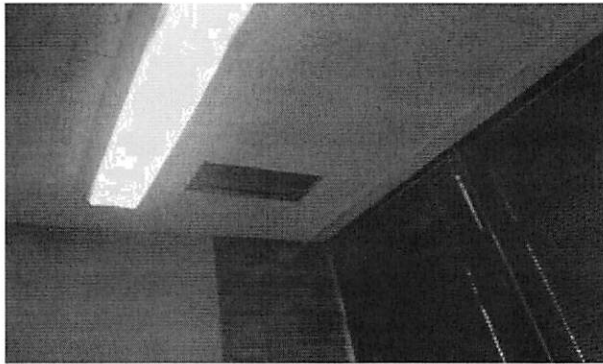
Reposition items on top of cabinets.



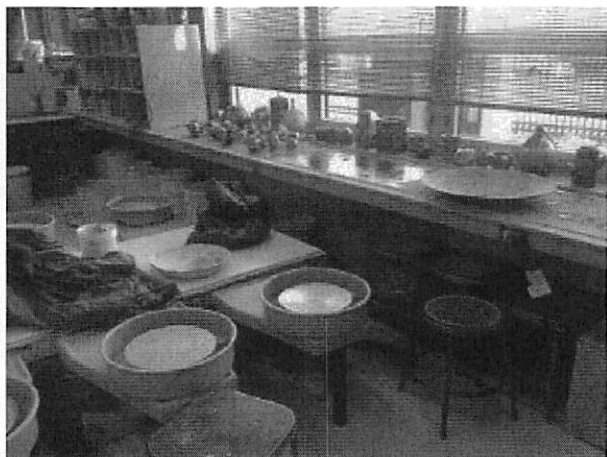
## Secondary School Cooperative Risk Management Program

### Art

#### C102-Ceramics



Kiln room housekeeping noted as good, gas shutoff for Kiln located in the office. Pictured ceiling tile needs to be replace.



Good housekeeping noted in the ceramics room.

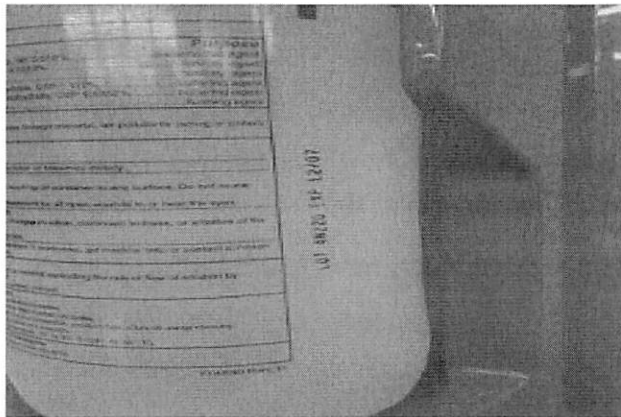


## Secondary School Cooperative Risk Management Program

### C101 Studio



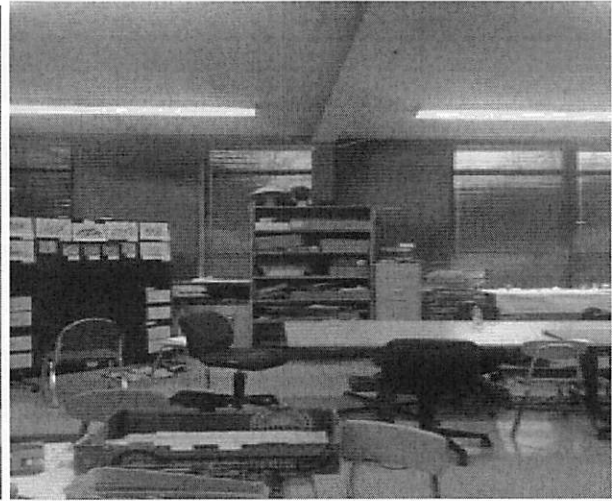
Housekeeping needs improvement in these area. Arrange boxes to prevent them from tipping/falling.



Pictured eyewash solution has expired 12/07 and needs to be replaced. Good housekeeping noted in the classroom area.



## Secondary School Cooperative Risk Management Program



Housekeeping needs improvement in the storage area. It is also recommended that an additional fire extinguisher is added to this classroom.



Secondary School Cooperative Risk Management Program

***Safety Assessment Report***  
***Glenbrook North High School***

***4/26/16***

***Athletic Field Inspection***

***Baseball***

***Softball***

***Track/Field***





## Secondary School Cooperative Risk Management Program

### Soccer Field



Soccer shelter properly positioned and anchored. Proper distance from sidelines.

### Lower Level Baseball Field



#### ICC 300 New Bleacher Requirements IBC ICC/ANSI 300-2009, Chapter 1

**End and Rear Guards Rails:** Required on all seating 55" or higher and must meet 4" gap standard on all areas 30" or above. **Open gaps:** Open gaps above 30" must be 4" or less on bleachers over 55" tall. Ensure the pictured benches are in compliance with the new regulation.

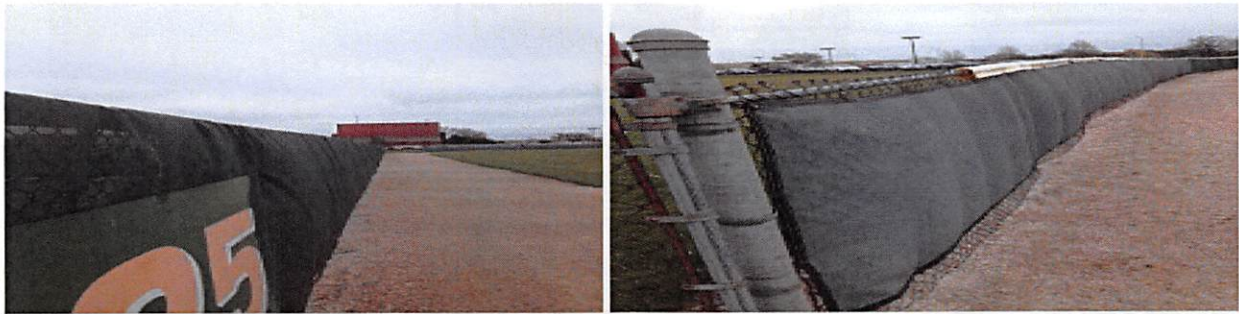


Consideration may be given to adding a fence cover to the sideline fences. The pictured temporary fences are in good condition with no visible sharp hazard.



## Secondary School Cooperative Risk Management Program

### Varsity Baseball Field



Netting along back fence in good condition, ensure that plastic covers are placed on top of all sections of the fence.



Section of fencing needs to have the covers replaced.



The pictured area shall be assessed to remove the rebar sticking out from under the fence.



No issues noted in the dugout. Select areas of the batting cage may need zip ties to close up areas with larger holes.



## Secondary School Cooperative Risk Management Program

### Varsity Softball Field



Fence in good condition, plastic covers and netting properly in place. Consideration may be given to pad the vertical pole sections of the fence.



### ICC 300 New Bleacher Requirements IBC ICC/ANSI 300-2009, Chapter 1

**End and Rear Guards Rails:** Required on all seating 55" or higher and must meet 4" gap standard on all areas 30" or above. **Open gaps:** Open gaps above 30" must be 4" or less on bleachers over 55" tall. Ensure the pictured benches are in compliance with the new regulation. The pictured end cap shall be replaced.



Ensure the pictured benches are in compliance with the new regulation.



## Secondary School Cooperative Risk Management Program



Consideration may be given to adding fence covers to the top of the fences alongside the dugouts.

### Shot Put/Pole Vault/Long Jump/Discuss



No safety issues noted in the pole vault, long jump or discus areas. Netting in good condition, sand condition is good, running/throwing surfaces are level.



Secondary School Cooperative Risk Management Program

***Safety Assessment Report***  
***Glenbrook North High School***

***1/17/17***

***Science***

***Art***



## Secondary School Cooperative Risk Management Program

### Science

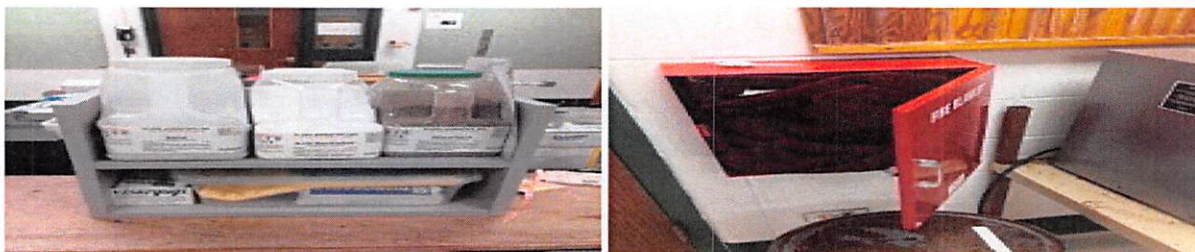
#### ***B123 Main Chemical Prep Room***



Eyewash inspections need to be documented monthly by Maintenance. Ensure weekly checks are being done by all teachers. Updated labels (pictograms) are being added to select chemicals per new Hazard Communication rule.



Good housekeeping and storage of chemicals in the prep room.



Spill kit readily available in the event of a spill. Ensure all fire blankets have the proper tag and all employees in the department have been trained on its use via the GCN Module.

#### ***B124 Physics Prep Room***



Ensure items stacked on top of cabinets are pushed entirely to the edge of the wall to prevent them from falling/tipping.



## Secondary School Cooperative Risk Management Program

### ***B120 Biology Prep Room***



Good housekeeping noted in biology prep room. Ensure items stacked on top of cabinets are pushed all the way against the wall.



Pictured acid cabinets in good condition, no excess corrosion noted. Pictured ceiling tile shall be replaced.

### ***B122***



Relocate the pictured table stacked on top of the counter for added stability. Pictured fire blanket shall have a tag attached.



## Secondary School Cooperative Risk Management Program



Additional blanket found above shower. Shall be tagged if to remain in use. Reposition the pictured cardboard boxes above the cabinet.

### **B118**



The pictured cardboard and boxes on top of the cabinets shall be repositioned.

### **B103**



Reposition items on cabinets. Housekeeping shall be improved. Ensure eyewash is being checked monthly by maintenance.





## Secondary School Cooperative Risk Management Program

### Art

#### C101 Art Studio



Ensure items stored on top of cabinets are positioned against the wall to prevent them from falling when cabinets are opened/closed. Housekeeping in pictured storage area has improved since the last inspection.

#### C102-Ceramics



Fire extinguisher accessible at entrance of Kiln room. Good housekeeping noted in kiln area. No excess combustibles stored near kilns.



Pictured ceiling tile needs to be replaced. Good housekeeping noted around pottery wheeling. Reposition items stored on top of flammable storage cabinet to a lower level.



## Secondary School Cooperative Risk Management Program

### *C102A Ceramics Storage*



Housekeeping needs improvement in these area. Arrange boxes to prevent them from tipping/falling.

### *Photo Lab/Dark Room*



Good housekeeping noted in the dark room. Ensure the pictured eyewash (solution) is current and hasn't expired.



It was noted that the pictured mats in the dark room shall be replaced due to excess wear.



## Secondary School Cooperative Risk Management Program

### C100A

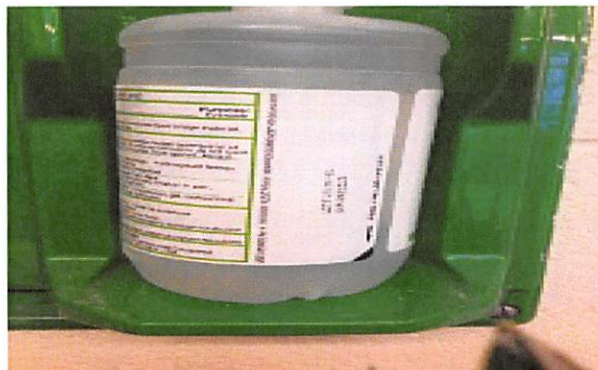


Housekeeping needs improvements in this storage area. Excess combustibles noted in the area.



Expired fire extinguisher located in this storage room.

### C100



Eyewash current. Good housekeeping noted in classroom. Ensure boxes stored on top of cabinets are pushed all the way against the wall.



Secondary School Cooperative Risk Management Program

***Safety Assessment Report***  
***Glenbrook North High School***

***5/12/17***

***Theater Safety Inspection***



## Secondary School Cooperative Risk Management Program

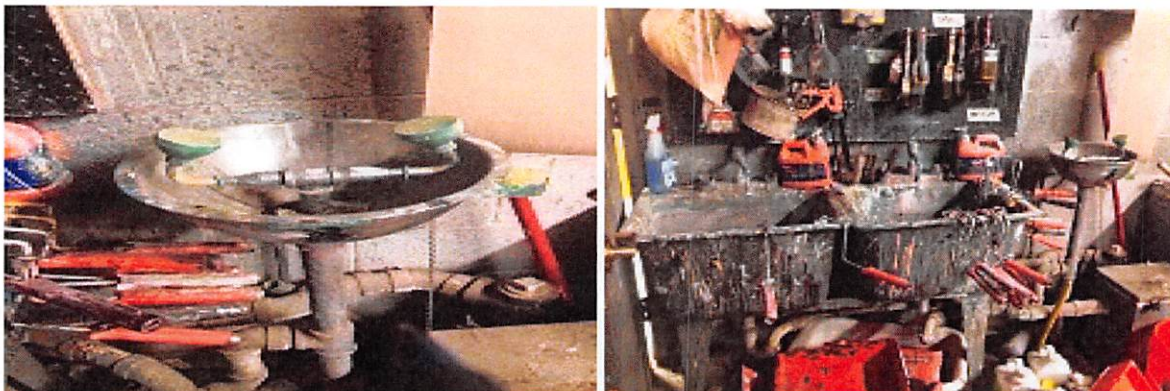
### *Set Design/Storage Area*



Housekeeping in this area is in need of improvement. Inspection was conducted after set production therefore this is not the normal condition of the area.



Ensure there is clear access to the exit door and electrical panels.



Eyewash is not readily accessible and needs to be cleaned. In addition a tag is needed to show monthly inspection dates.



## Secondary School Cooperative Risk Management Program

### ***Prop Room***



Housekeeping in this area has greatly improved since the last inspection. Efforts shall be made to ensure this type of organization is present throughout the year. A fire extinguisher shall be added to this area. During inspection, one could not be found.

### ***Changing Room***



The pictured ceiling tile needs to be repositioned or replaced. ***Ceiling tile has been replaced since the last inspection.***

### ***Dimmer Bank Room***



Pictured shelf is in need of repair. Fire extinguisher expired. The pictured emergency lighting shall be tested for proper operation.



## Secondary School Cooperative Risk Management Program

### Catwalk Areas



Fire extinguisher needs to be mounted. The pictured fire blanket needs to have a tag affixed. In addition, any employees who have access to this area need to be trained on its use. Training can be completed via the GCN module (Fire Safety).



Catwalk in good condition, harnesses fully functioning and in use. Fall protection systems are inspected annually and students are trained annually on its use.



A cover is needed for the curtain motor. The extension cord located near stage right shall be replaced due to exposed wiring.



A request was made for easier access to the Organ Loft Room. In order to access this storage area, the only accessible route is via the catwalk. A request was made to add a door to the down stage left proscenium wall so it can be accessed directly. A request was made by the Theater Director to purchase a net over the orchestra pit as a form of additional protection.



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

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**Re: FOIA request 2/13/2018**

1 message

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

Wed, Feb 21, 2018 at 11:28 AM

To: baumgartnerconsulting@gmail.com

Bcc: egeallis@glenbrook225.org

Dear Mr. Baumgartner,

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 2/13/18 we received your request for the following information:

For the years 2014 to present:

1. A list of any safety or security committees or subcommittees involving District 225 and the names, position and email addresses of the members of each committee and starting/ending dates of membership.

**District Response:** Please see attached. There are no "memberships" or "start/end dates" for employees who participate in meetings. Each school has 3 meetings per year (fall, winter, and spring). Meeting are normally conducted in September, January and May.

2. The dates that the above committees met and the minutes and/or reports of the meetings or subcommittees.

**District Response:** Please see attached. Each school has 3 meetings per year (fall, winter, and spring). Meeting are normally conducted in September, January and May.

3. Reports and comments provided in compliance with (105 ILCS 128/) School Safety Drill Act.

**District Response:** See attached.

4. Any other reports, minutes or emails pertaining to District 225 compliance with guidelines, recommendations or law regarding school safety, security and emergency preparedness.

**District Response:** See attached, but also note:

The Glenbrook High School District 225 is denying your request, in part, for the following reasons:

Other records are exempt pursuant to: Section 7(1)(v) of the Freedom of Information Act: (v) Vulnerability assessments, security measures, and response policies or plans that are designed to identify, prevent, or respond to potential attacks upon a community's population or systems, facilities, or installations, the destruction or contamination of which would constitute a clear and present danger to the health or safety of the community, but only to the extent that disclosure could reasonably be expected to jeopardize the



effectiveness of the measures or the safety of the personnel who implement them or the public. Information exempt under this item may include such things as details pertaining to the mobilization or deployment of personnel or equipment, to the operation of communication systems or protocols, or to tactical operations.

You have a right to have the denial of your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

Public Access Counselor Office of the Attorney General  
500 South 2nd Street  
Springfield, Illinois 62706  
Fax: [217-782-1396](tel:217-782-1396)  
E-mail: [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us)

You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11.

If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and this denial letter when filing a Request for Review with the PAC.

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

From: **Craig Baumgartner** <[baumgartnerconsulting@gmail.com](mailto:baumgartnerconsulting@gmail.com)>  
Date: Tue, Feb 13, 2018 at 6:34 AM  
Subject: FOIA request 2/13/2018  
To: "Michael Riggle, Ed.D." <[mriggle@glenbrook225.org](mailto:mriggle@glenbrook225.org)>, "Rosanne Williamson, Ed.D" <[rwilliamson@glenbrook225.org](mailto:rwilliamson@glenbrook225.org)>, District 225 Board of Education <[boardofeducation@glenbrook225.org](mailto:boardofeducation@glenbrook225.org)>  
Cc: \*Craig Baumgartner <[baumgartnerconsulting@gmail.com](mailto:baumgartnerconsulting@gmail.com)>

TO: Dr. Mike Riggle, Dr. Roseanne Williamson

FROM: Craig Baumgartner

FOIA Request 2/13/2018

Dear District Official / FOIA Officer: This is a request under the Illinois Freedom of Information Act. Today's date is February 13, 2018

RECORDS REQUESTED:

For the years 2014 to present :

- A list of any safety or security committees or subcommittees involving District 225 and the names, position and email addresses of the members of each committee and starting/ending dates of membership.
- The dates that the above committees met and the minutes and/or reports of the meetings or subcommittees.
- Reports and comments provided in compliance with (105 ILCS 128/) School Safety Drill Act.
- Any other reports, minutes or emails pertaining to District 225 compliance with guidelines, recommendations or law regarding school safety, security and emergency preparedness.

If the above requested documents contain protected information such as student names please redact only the protected information.

Please provide the above requested documents via email or electronic format to [baumgartnerconsulting@gmail.com](mailto:baumgartnerconsulting@gmail.com). Please waive any fees as the above documents are requested in the public interest. Do not hesitate to call or email me with any questions regarding the above request.

This is a request by a parent of a District 225 student.

Thank you for your prompt attention.

Craig Baumgartner  
[baumgartnerconsulting@gmail.com](mailto:baumgartnerconsulting@gmail.com)  
847-477-8885

Parent of 2 Glenbrook South High School students  
Member, Northbrook Fire Department Community Emergency Response Team  
Member, Maine Township Office of Emergency Management  
Member, Illinois Medical Emergency Response Team

Thank you,

Craig

Craig A. Baumgartner, MBA, MPAS, PA-C, MPLC, DFAAPA  
Baumgartner Consulting  
3212 Lindenwood Lane  
Glenview, IL 60025  
[baumgartnerconsulting@gmail.com](mailto:baumgartnerconsulting@gmail.com)  
847.477.8885 voice

*Medical Provider Legal Consultant (MPLC)*  
*Distinguished Fellow, American Academy of Physician Assistants (DFAAPA)*  
*Immediate Past President, American Academy of Physician Assistants in Legal Medicine*


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#### 8 attachments


 **#1 Safety Meeting Participants 2014-2018.pdf**  
104K


 **#3 GBN School Drill.pdf**

2294K

 **#3 GBS School Drill.pdf**  
270K

 **#4 LS amendments submitted in June, 2016 as a result of our 10-year LS survey 1835 Amendment Items.pdf**  
26K

 **#4 LS amendments submitted in June, 2016 as a result of our 10-year LS survey GBN Amendment Items.pdf**  
49K

 **#4 LS amendments submitted in June, 2016 as a result of our 10-year LS survey GBS Amendment Items.pdf**  
39K

 **#4 Reports.pdf**  
12163K

 **#2 Safety Meetings Calendar Year 2014 thru 2018\_Redacted 2.pdf**  
465K



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

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**Re: FOIA for current vending and coffee services**

1 message

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

Fri, Feb 16, 2018 at 2:48 PM

To: Liat Segal &lt;liat@yamivending.com&gt;

Bcc: egeallis@glenbrook225.org

To whom it may concern,

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 2/13/18 we received your request for the following information:

- Current or most recent year's vending and coffee service contracts and/or the winning bid on both of these services if possible

**District Response:**

Quest, our outsourced food management provider, handles our vending machines so we do not have specific contracts or bids for this area.

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 Tue, Feb 13, 2018 at 1:10 PM, Liat Segal <liat@yamivending.com> wrote:

To whom it may concern,

Please allow this email to service as a request for information per FOIA. I am looking to receive the current or most recent year's vending and coffee service contracts and/or the winning bid on both of these services if possible.

Should you need any further information, please do not hesitate to contact me.

Thank you in advance!

Sincerely,

**Liat Segal, Owner**

Yami Vending, Inc.  
[8141 Austin Ave.](#)  
[Morton Grove, IL 60053](#)  
[224-628-5600](#)  
[www.yamivending.com](#)

