



# RIVER VALLEY MIDDLE SCHOOL

660 W Daley St, Spring Green, WI 53588  
(608)588-2556

James Radtke, Principal | Dan Machovec, Administrative Building Coordinator

---

---

November 28, 2023

On November 28, 2023, River Valley Middle School conducted a lockdown safety drill. Parents, teachers, and students were notified in advance. The drill was initiated at approximately 9:30 am with an announcement from Mr. Radtke, explaining the drill, procedures of the drill, and reassuring students that it was only a drill. A Police Officer from the Spring Green Police Department and Mr. Radtke checked hallway doors and classrooms. The drill was concluded a few minutes later with an “All clear” announcement.

Teachers locked doors, used the door pin procedure, covered inside windows, had students move away from doors and windows, took attendance, and spoke quietly with their students or remained silent. During the drill, doors were checked. All classroom doors were inaccessible due to being locked and/or using the pinning system and all windows were covered. Teachers discussed the drill with students after the drill and again during the Blackhawk Period if there were further questions or concerns. A form was sent to all staff requesting feedback.

The office staff secured the Go Kit and student information binders and reported to Mr. Radtke’s office at the start of the drill. This allows the secretaries to be in a more secure area, while still having access to the telephone, Public Announcement system, and camera system.

There were approximately 310 students and 40 adults present for this drill. Staff and students responded well. The majority of students were very quiet in their classrooms and performed the drill in a serious manner. The drill was another learning experience for staff and students. Students and staff had discussion after the drill, during the Blackhawk Period, and in other classes thereafter.

### Notes/Questions/Areas of improvement:

- Students had several “What if…” questions. Teachers responded by discussing the importance of having a plan and practicing the drill to be prepared and as safe as possible.
- Difficulty hearing the announcement in the gymnasium due to poor speaker quality.
- Some pin holes need to be cleaned out in order for the pin to fit completely in the hole.
- Discussion of outside windows being covered or uncovered. Plan says to keep blinds open.
- Band room door was open, but there were no teachers or students in the room at the time. Note to Band and Choir teachers that they will need to lock and pin both Band and Choir room doors if/when students are present.

**Certification:** Our School Board will meet to discuss this drill on December 14, 2023 during the regular meeting. Our school certifies that this drill was conducted on November 28, 2023, and this written evaluation was sent to and reviewed by the school board on December 14, 2023.

Principal Signature: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_

School Board President Signature: \_\_\_\_\_