



RIVER VALLEY MIDDLE SCHOOL

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

James Radtke, Principal | Dan Machovec, Administrative Building Coordinator

May 31, 2022

On May 31, 2022 River Valley Middle School conducted a lockdown safety drill. Parents, teachers, and students were notified in advance. The drill was initiated at approximately 10:40 am with the following announcement “Your attention please. We are in a lockdown. Teachers, lock your doors and keep students in your room until further notice. Students or staff should go into the nearest classroom or office. Ignore all alarms and bells unless advised otherwise.” Police School Liaison Officer Andy Kurek, Mr. Machovec, 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, discussed how students would move away from doors and windows, took attendance, and spoke quietly with their students or remained silent. During the drill, doors were checked. Classroom doors were inaccessible due to the pinning system. One classroom door was unlocked. The cafeteria window and one classroom window were only partially covered. (Mr. Radtke has addressed these issues.) Teachers discussed the drill with students after the drill and again during Blackhawk Period time if there were further questions or concerns.

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 350 students and 50 adults present for this drill including Officer Andy Kurek from the Spring Green Police Department.

Staff and students responded well. Students were very quiet in their classrooms and performed the drill in a serious manner. Students and staff had discussion after the drill, during the Blackhawk Period, and in other classes thereafter.

Questions/Areas of improvement:

- The cafeteria windows will be covered completely in case of Lockdown.
- Staff has requested that the middle school classroom doors be re-keyed, as there are several different keys for the rooms in the building. This will allow teachers access to all rooms if/when needed, including basement and locker room areas.
- Secretaries need access to the camera system in Mr. Radtke’s office.

Certifications

Our School Board will meet to discuss this drill on June 9, 2022 during the regular meeting.

Our school certifies that this drill was conducted on May 31, 2022 and this written evaluation was sent to and reviewed by the school board on June 9, 2022.

Principal Signature: _____

Superintendent Signature: _____

School Board President Signature: _____