



*River Valley Elementary*  
and  
*Early Learning Center*



On Nov. 28, 2023, River Valley Elementary conducted a lockdown safety drill. Teachers and students were notified in advance, with extra consideration for students that may have some anxieties about this kind of drill. The drill was initiated at 8:45 am with the following announcement "Your attention please. This is a drill. We are in 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." The drill was concluded 4 minutes 32 seconds later at 8:49 am with an "All clear" announcement.

Students are trained to follow the teacher's directions. They moved to the safe area in the classroom. Teachers locked doors, covered inside windows, took attendance, and spoke quietly with their students in order to help the children remain calm. During the drill, all doors were checked. Some of the fourth grade classes were in specials, and this allowed us to discover a door that goes directly from one classroom to another that is not equipped with a lock or pin. This will need to be remedied as soon as possible. One classroom door was found to be pinned, but not locked.

There were 259 students and 42 adults present for this drill including Officer Alex Ziemke from the Spring Green Police Department.

Successful highlights:

Staff and students responded well. A student nurse was in the building, but she received information ahead of time. During previous drills we have struggled to secure the inner area of the building. It was completed this time. Classrooms were quiet and the drill went quickly. Teachers have found a plan for keeping their doors locked, but not latched so they can quickly get their doors secured.

Focus areas for the next drill:

We will work to make the adjustments in the fourth grade rooms with the drilling of added holes and pins to secure the door between the two classrooms.

Certifications

Our School Board will meet to discuss this drill on December 14, 2023 during our 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: Carla M Peterson

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

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

*Carla Peterson Principal*

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