



# RIVER VALLEY MIDDLE SCHOOL

660 W Daley St, Spring Green, WI 53588

(608)588-2556

James Radtke, Principal | Dan Machovec, Administrative Building Coordinator

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December 10, 2020

On November 5, 2020 River Valley Middle School conducted a lockdown safety drill. Parents, teachers, and students were notified in advance. The drill was initiated at approximately 8:30 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. Wunnicke, 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. All doors were locked and windows covered. Teachers discussed the drill with students after the drill and again during homeroom time if there were further questions or concerns.

The office staff moved the school Go Kit into the workroom area for future storage 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 258 students and 45 adults present for this drill including Officer Andy Kurek from the Spring Green Police Department. Students who were online were asked to mute microphones and turn cameras off during the drill.

### Positive outcomes:

Staff and students responded well. Students were very quiet in their classrooms and performed the drill in a serious manner. The drill was a great learning experience. Students and staff had discussion after the drill, during the homeroom, and in other classes thereafter.

### Questions/Areas of improvement:

The cafeteria remains an area of concern because of its large, open space and several doors. Mr. Radtke will discuss this further with Officer Kurek for advisement. Discussion with staff will take place to make sure 100% of the classroom window is covered, as even a small part uncovered allows someone to see in the room. When lockdown drills/plans are conducted, it is imperative that the Central Office is included in the drill, which requires a different code to be entered into the Public Announcement system.

### Certifications

Our School Board will meet to discuss this drill on December 10, 2020 during the regular meeting.

Our school certifies that this drill was conducted on November 5, 2020 and this written evaluation was sent to and reviewed by the school board on December 10, 2020.

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

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

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