



RIVER VALLEY MIDDLE SCHOOL

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

James Radtke, Principal | Dan Machovec, Administrative Building Coordinator

December 9, 2021

On December 2, 2021, River Valley Middle School conducted a lockdown safety drill. Parents, teachers, and students were notified in advance. The drill was initiated at approximately 9:35 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. All classroom doors were inaccessible due to the pinning system, two classrooms were unlocked (but pinned) and all windows were covered, except for the cafeteria window, which was only partially covered. 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. The drill was a great learning experience. Students and staff had discussion after the drill, during the Blackhawk Period, and in other classes thereafter. Mr. Machovec and Mr. Radtke sent a Google Form for feedback from teachers after the drill.

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.
- During emergency drills, 0# must be entered in the phone system for announcements, to include Central Office.
- Secretaries need access to the camera system in Mr. Radtke’s office.
- Create a plan for secretaries carrying binders and Go Kit during an emergency situation.
- Questions from staff/students:
 - Why do we leave our outside window blinds open? (Officer Kurek responded.)
 - Where do students go if they are still in the hallways and classroom doors have been locked?
 - Should these students exit the building, and if so, where do they go once outside?
- Mrs. Lochner’s speaker in her office needs to be fixed, as she could not hear instructions.

Certifications

Our School Board will meet to discuss this drill on December 9, 2021 during the regular meeting.

Our school certifies that this drill was conducted on December 2, 2021, and this written evaluation was sent to and reviewed by the school board on December 9, 2021.

Principal Signature: _____

Superintendent Signature: _____

School Board President Signature: _____