



RIVER VALLEY MIDDLE SCHOOL

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

James Radtke, Principal | Dan Machovec, Administrative Building Coordinator

November 30, 2022

On November 30, 2022, River Valley Middle School conducted a lockdown safety drill. Parents, teachers, and students were notified in advance. The drill was initiated at approximately 10:20 am with an announcement from Mr. Radtke, explaining the drill, procedures of the drill, and reassuring students that it was only a drill. Police School Liaison Officer Andy Kurek 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, except for the cafeteria window, which was only partially covered. Teachers discussed the drill with students after the drill and again during the Blackhawk Period 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 315 students and 40 adults present for this drill including Officer Andy Kurek from the Spring Green Police Department.

Staff and students responded well. The majority of students were very quiet in their classrooms and performed the drill in a serious manner. Mr. Radtke spoke about the importance of being quiet with two classrooms where there was some misbehavior and noise present. 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. Mr. Radtke sent a Google Form for feedback from teachers after the drill.

Notes/Questions/Areas of improvement:

- Window coverings were made for the cafeteria windows.
- 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. Mr. Radtke has requested to speak with the maintenance director regarding the re-keying of doors.
- The Office Go Kit is now stored in Mr. Radtke's office to eliminate the carrying of it from the front office.
- Questions from staff/students:
 - Students had several "What if..." questions. Teachers responded by discussing the importance of practicing the drill to be prepared.
- Difficulty hearing the announcement in the gymnasium and outside due to student noise and poor speaker quality.

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: James Radtke

Superintendent Signature: _____

School Board President Signature: _____