



# WAUNAKEE

COMMUNITY SCHOOL DISTRICT

**ADMINISTRATION OFFICE**

905 Bethel Circle  
Waunakee, Wisconsin 53597  
(608) 849-2000

**Facilities and Maintenance**

The Board of Education for the Waunakee Community School District has reviewed the School Violence Evaluation Reports for scheduled drills held during the month of NOVEMBER 2024.

	School Address	Type of Drill	Date of Drill
AES	Arboretum Elementary School 1350 Arboretum Drive Waunakee, WI 53597	LOCKDOWN	11/13/24
HES	Heritage Elementary School 501 South Street Waunakee, WI 53597	LOCKDOWN	11/14/24
PES	Prairie Elementary School 700 N. Madison Street Waunakee, WI 53597	LOCKDOWN	11/12/24
WIS	Waunakee Intermediate School 6273 Woodland Drive Waunakee, WI 53597	LOCKDOWN	11/14/24
WMS	Waunakee Middle School 1001 South Street Waunakee, WI 53597	LOCKDOWN	11/13/24
WHS	Waunakee High School 301 Community Drive Waunakee, WI 53597	LOCKDOWN	11/11/24

Board of Education Representative: \_\_\_\_\_  
Joan Ensign, President

[www.waunakee.k12.wi.us](http://www.waunakee.k12.wi.us)

Waunakee Community School District  
 2024-2025 Drill Evaluation Report  
 Standard Response Protocol

Drill evaluation form must be completed and sent to the Safety Coordinator for submission to the Board of Education.

<b>School Name and Address</b>	Prairie Elementary	<b>Drill Date</b>	11/12/2024
Type of Drill/Exercise	Lockdown	Drill Supervisor	Dean Kaminski & Katie Schmuck
Number of Students Present	511	Number of Staff Present	84 (plus all who assisted listed below)
Duration of Drill	8 minutes (2:05 pm -2:13 pm)	Assisting Staff Members	Officers Tanner Weber, Dustin Lybeck, Glen Jacob, Stephanie Stacey, & Chelsea Perkins Nicole Lauderdale, Ryan Henn, John Cramer, Anne Blackburn, Katie Schmuck, Dean Kaminski, Rick Franz, Becca Biddick

<b>Pre-Drill Planning</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Have Staff been trained in the procedure for this scenario?	x		
Have Students been trained in the procedures for the scenario?	x		
Were parents notified prior to the drill?	x		
Were staff notified prior to the drill?	x		
Were police, fire or other emergency responders invited to attend?	x		

<b>During the Drill</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Was Standard Response Protocol language used to initiate the drill?	x		
Were any code words used during the drill?		x	
Was the announcement/alert heard in every location occupied by students?	x		
Were there any problems during the drill(Explain in narrative section)	x		
<b>After the Drill</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Was a debrief held with the School Safety Team?	x		
Were police, fire and others included in the debrief?	x		
Will staff and students be debriefed?	X (only staff that need follow up)		X msg shared inter com
Will parents be informed of the drill results?			X (email sent)

<b>Narrative</b>
Please include a description of the drill, problems encountered, lessons learned, etc.
<p><b>Lessons Learned</b></p> <ul style="list-style-type: none"> <li>• A104 - not all out of sight (Officer Jacob spoke with teacher)</li> <li>• A125 - 2 adults walked out in the hold (Afterwards found out special education student in distress/dysregulated - causing harm to adults trying to help him calm)</li> <li>• Have the side and back rooms, definitely utilize them!</li> <li>• Strobe in music room &amp; gym are working</li> <li>• All strobes outside the building work</li> <li>• C123 - (not occupied) Building Bridges - fire drill door/needs to be locked.</li> <li>• Library - small office, adult peeking</li> <li>• Cafeteria - try to get to the back (After School setting up)</li> </ul>

- Custodial doors - cafeteria doors to the custodial room open
- 

**Follow Up Actions**

- E Wing - John will tie the doors to the fire alarm
- Rick - external doors locked without badge access. Need to check on badge access for interior doors to office and back side hallway to office.
- Add key lock to both sides of the interior door (between c123 and c128). Hallway door open?
- Informacast - doesn't notify PES just lockdown.
- Observation of panic button and location - should there be a button in the back of the office?
- (John) Bathroom - light switch; one in office and potential resource bathrooms/no switches
- B124 no light switch in cubby area. Not able to turn off lights.

Report Prepared by: \_\_\_Dean Kaminski\_\_\_\_\_

Date: \_\_\_\_\_11/12/2024\_\_\_\_\_

Waunakee Community School District  
 2024-2025 Drill Evaluation Report  
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**Lockdown Drill on November 13, 2024 - Draft**

Drill evaluation form must be completed and sent to the Safety Coordinator for submission to the Board of Education.

<b>School Name and Address</b>	Arboretum Elementary School 1350 Arboretum Drive	<b>Drill Date</b>	November 13, 2024
Type of Drill/Exercise	Lockdown Drill	Drill Supervisor	Sheila Weihert
Number of Students Present	422	Number of Staff Present	69
Duration of Drill	5 minutes	Assisting Staff Members	Noelle Riordan Makenzie Lutz Denise Mehlhoff Bob Homan Miranda Moe 4 police Tanner Rick Franz John Cramer

<b>Pre-Drill Planning</b>	Yes	No	N/A
Have Staff been trained in the procedure for this scenario?	x		
Have Students been trained in the procedures for the scenario?	x		
Were parents notified prior to the drill?	x		
Were staff notified prior to the drill?	x		
Were police, fire or other emergency responders invited to attend?	x		
<b>During the Drill</b>	Yes	No	N/A

Was Standard Response Protocol language used to initiate the drill?	x		
Were any code words used during the drill?		x	
Was the announcement/alert heard in every location occupied by students?	x		
Were there any problems during the drill(Explain in narrative section)	x		
<b>After the Drill</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Was a debrief held with the School Safety Team?	x		
Were police, fire and others included in the debrief?	x		
Will staff and students be debriefed?	x		
Will parents be informed of the drill results?		x	

<b>Narrative</b>
Please include a description of the drill, problems encountered, lessons learned, etc.
<p>Arboretum Elementary Lockdown Notes</p> <ul style="list-style-type: none"> <li>● Hall to Main Office did not lock <ul style="list-style-type: none"> <li>○ Should be overwritten like badge readers</li> </ul> </li> <li>● C124 lock magnet strip still attached door did not lock</li> <li>● C102 &amp; C107 were in hard corner but should be changed to joint room</li> <li>● Book room lights do not turn off (new LED lights, working with Westphal to change)</li> <li>● Middle rooms need to be locked at all times</li> <li>● Remind staff to look in neighborhoods and have a designated person to check bathrooms.</li> <li>● Talk with students about what to do if the door would be locked, where could they go?</li> </ul>

Report Prepared by: Sheila Weihert/Miranda Moe/Karen Rundhaug  
Date: 11/14/2024

Waunakee Community School District  
 2024-2025 Drill Evaluation Report  
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Drill evaluation form must be completed and sent to the Safety Coordinator for submission to the Board of Education.

<b>School Name and Address</b>	Heritage Elementary 6271 Woodland Drive Waunakee, WI 53597	<b>Drill Date</b>	11/14/24
<b>Type of Drill/Exercise</b>	Lockdown Drill	<b>Drill Supervisor</b>	Dan Carter
<b>Number of Students Present</b>	519	<b>Number of Staff Present</b>	99
<b>Duration of Drill</b>	10 Minutes	<b>Assisting Staff Members</b>	Danielle Dawson Heather Siedschlag Ashley Weier Tanner Weber Rick Franz John Cramer

<b>Pre-Drill Planning</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Have Staff been trained in the procedure for this scenario?	X		
Have Students been trained in the procedures for the scenario?	X		
Were parents notified prior to the drill?	X		
Were staff notified prior to the drill?	X		
Were police, fire or other emergency responders invited to attend?	X		
<b>During the Drill</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Was Standard Response Protocol language used to initiate the drill?	X		
Were any code words used during the drill?		X	

Was the announcement/alert heard in every location occupied by students?	X		
Were there any problems during the drill(Explain in narrative section)	X		
<b>After the Drill</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Was a debrief held with the School Safety Team?	X		
Were police, fire and others included in the debrief?	X		
Will staff and students be debriefed?	X		
Will parents be informed of the drill results?		X	

<b>Narrative</b>
Please include a description of the drill, problems encountered, lessons learned, etc.
Add details of what didn't workout

Report Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_



Waunakee Community School District  
2024-2025 Drill Evaluation Report  
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Drill evaluation form must be completed and sent to the Safety Coordinator for submission to the Board of Education.

<b>School Name and Address</b>	Intermediate School 6273 Woodland Dr.	<b>Drill Date</b>	11/14/24
Type of Drill/Exercise	Lock Down	Drill Supervisor	Tim Mommaerts
Number of Students Present	625	Number of Staff Present	92
Duration of Drill	10 Minutes	Assisting Staff Members	Lindsey Laufenberg Melissa Lenz Christena Rollins 3 Sherrif's Deputies Officer Weber Rick Franz John Cramer

<b>Pre-Drill Planning</b>	Yes	No	N/A
Have Staff been trained in the procedure for this scenario?	X		
Have Students been trained in the procedures for the scenario?	X		
Were parents notified prior to the drill?	X		
Were staff notified prior to the drill?	X		
Were police, fire or other emergency responders invited to attend?	X		
<b>During the Drill</b>	Yes	No	N/A
Was Standard Response Protocol language used to initiate the drill?	X		
Were any code words used during the drill?		X	
Was the announcement/alert heard in every location occupied by	X		

students?			
Were there any problems during the drill(Explain in narrative section)	X		
<b>After the Drill</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Was a debrief held with the School Safety Team?	X		
Were police, fire and others included in the debrief?	X		
Will staff and students be debriefed?	X		
Will parents be informed of the drill results?		X	

<b>Narrative</b>
Please include a description of the drill, problems encountered, lessons learned, etc.
<p>WIS</p> <ul style="list-style-type: none"> <li>-132 Outer door was open</li> <li>-140L lights were on and students could be seen</li> <li>-Earth South- all the lights were on (to be expected)</li> <li>-In Sun North rooms 230F, 230H, 230L, teacher and/or students could be seen</li> <li>-In Majority of classrooms you could see someone. It is challenging because once you are in the neighborhood all rooms have windows. However, some used shelving and other objects to hide behind.</li> <li>-LMTC book room had a magnet over the door latch plate and there were staff in the book room.</li> <li>-Inner door inside door 5 by LMTC was propped open. This is done intentionally due to moisture issues.</li> <li>-Fitness 120B door diaper was in place, but no one in room, door handle locked</li> <li>-Strobes did not reset with the button. Rick Franz had to remove lockdown macro.</li> <li>-Scrolling message was set to 30 times and did not reset with the button. It took several minutes to stop.</li> </ul>

Report Prepared by: Jennifer Stephens-Roy & Lindsey Laufenberg \_\_\_\_\_

Date: November 19, 2024 \_\_\_\_\_

Waunakee Community School District  
 2024-2025 Drill Evaluation Report  
 Standard Response Protocol

Drill evaluation form must be completed and sent to the Safety Coordinator for submission to the Board of Education.

<b>School Name and Address</b>	<b>Waunakee Middle School</b>	<b>Drill Date</b>	11/13/2024
Type of Drill/Exercise	Lockdown	Drill Supervisor	Mike Zibell
Number of Students Present	640	Number of Staff Present	75
Duration of Drill	15 min	Assisting Staff Members	Officer Webber, 5 other law enforcement, John Cramer, Rick Franz, Nicole Lauderdale, Jeff Kenas, Ron Esser, 5 maintenance staff

<b>Pre-Drill Planning</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Have Staff been trained in the procedure for this scenario?	x		
Have Students been trained in the procedures for the scenario?	x		
Were parents notified prior to the drill?	x		
Were staff notified prior to the drill?	x		
Were police, fire or other emergency responders invited to attend?	x		
<b>During the Drill</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Was Standard Response Protocol language used to initiate the drill?	x		
Were any code words used during the drill?		x	
Was the announcement/alert heard in every location occupied by	x		

students?			
Were there any problems during the drill(Explain in narrative section)		x	
<b>After the Drill</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Was a debrief held with the School Safety Team?	x		
Were police, fire and others included in the debrief?	X (no fire)		
Will staff and students be debriefed?	X (if needed)		
Will parents be informed of the drill results?	X (that we had a drill)		

<b>Narrative</b>
Please include a description of the drill, problems encountered, lessons learned, etc.
<p>Drill went well. Admin will connect with staff on a few minor issues</p>

Report Prepared by: \_\_\_\_\_ Karen Kashuk

Date: \_\_\_\_\_

11/13/2024

**2024/25 School Violence Drill Report**  
**Waunakee Community School District**  
**Must be completed with 30 days of the drill and sent to**  
**Superintendent for submission to Board of Education**

<b>School Site and Address</b>	Waunakee Community High School	<b>Drill Date</b>	11/11/24
<b>Type of Drill/Exercise</b>	Lockdown	<b>Drill Supervisor</b>	Deanne Lensert
<b>Number of Students Present</b>	1325	<b>Number of Staff Present</b>	200
<b>Duration of Drill</b>	25 Minutes	<b>Assisting Staff</b>	Guaerke, Hernandez, Weber, Nadler, Blackburn, Cramer, Olsen

<b><i>Pre-Drill Planning</i></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Have Staff been trained in the procedure for this scenario?	X		
Have Students been trained in the procedures for the scenario?	X		
Were parents notified prior to the drill?	X		
Were staff notified prior to the drill?	X		
Were police, fire or other emergency responders invited to attend?	X		
<b><i>During the Drill</i></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Was plain language used to initiate the drill?	X		
Were any code words used during the drill?		X	
Was the announcement/alert heard in every location occupied by students?	X		
Were there any problems during the drill(Explain in narrative section)	X		
<b><i>After the Drill</i></b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>

Was a debrief held with the School Safety Team?	X		
Were police, fire and other included in the debrief?	X		
Will staff and students be debriefed?	X		
Will parents be informed of the drill results?	X		

Narrative - Description of the drill, problems encountered, lessons learned
<p>In totality, the drill went very well. There were several concerns, however. There were a few classrooms where students were visible, there were at least two staff members that did not participate, and two rooms were not cleared. In addition, we did not have keys for the IT office, the blue strobes weren't readily visible at door one, and there were middle school students in the building that did not participate. We will follow up on all of these issues.</p>

Report Prepared by: Deanne Lensert Date: 11/11/24

Date submitted to Superintendent Office: 11/11/24