ACT 143 requires that before January 1, 2019, and before each January 1 thereafter, each school board and the governing body of each private school shall ensure that, at each school building regularly occupied by pupils, pupils are drilled, at least annually, in the proper response to a school violence event in accordance with the school safety plan in effect for that school building. The person having direct charge of the school building at which a drill is held shall submit a brief written evaluation of the drill to the school board or governing body of the private school within 30 days of holding the drill. In order to comply with ACT 143 these drills must also be conducted after March 22, 2018 when the requirement was written into legislation.

A number of requests have been made to the Office of School Safety requesting a template of what should be included in the written evaluations required in ACT 143. Below is an example of what the Office of School Safety recommends.

**Example:**

On September 24, 2018 Anytown High School conducted an active shooter lockdown drill. Teachers and students were notified in advance, with extra consideration for our special needs students. Before the drill our staff took time with students to identify the “safe zone” in the classroom where they cannot be seen through any corridor windows, and staff reviewed the school’s expectation for cell phone usage. The drill was initiated over our public address system at 10:55 a.m. as, “*Lockdown! Locks, lights, out of sight. This is a drill. Lockdown! Locks, lights, out of sight. This is a drill.*” The students were in the middle of a class change. The drill was complete 24 minutes later at 11:19 a.m.

Our high school implements the Standard Response Protocol during all drills. Our students are trained to move away from sight and maintain silence. Our teachers are trained to lock their classroom door, turn their lights out, move away from sight, maintain silence, do not open the door, and take roll to account for all students. During the drill all doors were checked and found to be locked.

To assist with the roll call our school has the XYZ™ application. This application allows for a smooth process for our staff to account for all the children throughout the school building during a lockdown drill. All of our staff are trained in the usage of XYZ™ and took roll call during the drill.

After the drill concluded each classroom debriefed the drill. They discussed the purpose of the drill, the observed outcomes and any additional issues that came up for that specific. The lockdown drill team also debriefed.

There were 728 students and 47 adults present for this drill. The local fire department was present as well as our district administrator, safety coordinator and School Resource Officer.

Successful highlights:   
This lockdown drill time was decreased by 3 minutes from the previous lockdown drill. The teachers all locked their doors and turned out the lights. Children were not in the hallway or visible from the hallway in the classrooms. One teacher also quickly closed her classroom blinds. The fire department was present this time.

Focus areas for the next drill:   
Anytown High School feels very confident in the staff’s ability to quickly lock all classroom doors. As the principal I made the call to 911 indicating we were under lockdown. For the next drill I would like to take me out of the drill to ensure other staff recognize the need to make the call. I would also like to have EMS and our local PD present as well.

We did have one substitute teacher present on this day who was not familiar with our response protocol. We will make every effort to provide all substitute teachers with the schools’ protocols prior to the school day beginning.

Certifications:  
Our School Board will meet to discuss this drill on October 14, 2018 during our quarterly meeting.

Our school certifies that this drill was conducted on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and this written evaluation was sent to and reviewed by the school board on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

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

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

Note: Please see this guidance regarding the release of safety plan documents, forms, evaluations, and related information under the Wisconsin Public Records Law: <https://www.doj.state.wi.us/sites/default/files/school-safety/Office-Of-Open-Government-grant-application-records.pdf>.