



**FOOTPRINTS FOR LEARNING**

**— CHARTER ACADEMY —**

Global Perspectives, Entrepreneurial Spirit, Academic Excellence

FOOTPRINTS FOR LEARNING SOCIETY

Kindergarten through Grade 12

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Authority: Footprints for Learning Society

School: Footprints for Learning Charter Academy (FLCA)

Last Updated: July 17, 2024 (Updated February, 2026)

References: Education Act and Occupational Health and Safety Act



## School Emergency Practices and Policies

### Overview of Emergency Responses

Throughout the year, FLCA conducts training and drills to ensure students and staff are prepared for possible emergency situations. These exercises build the muscle memory required to act quickly and maintain calm during a real emergency. FLCA categorizes emergency responses into the following protocols:

# FLCA Emergency Reference Guide

## THE FIVE (5) EMERGENCY PROTOCOLS

1. LOCK-DOWN (Threat Inside or Immediately Outside) - Enacted in response to a direct threat of violence to students or staff within or immediately outside the school. All doors to and within the school are locked. No one is permitted in or out of any area. Students are released only when the situation is resolved and verified by Administration.

- Action: Lock classroom doors immediately. Do not allow anyone in or out.
- Students: Move out of sight lines (away from doors/windows), turn off lights, and maintain strict silence.
- Release: Wait for in-person verification and unlocking by Administration or Law Enforcement. Ignore fire alarms unless you smell smoke.

2. HOLD SECURE (Threat in Surrounding Community) - Enacted in response to security activity *outside* the school in the surrounding community. All exterior entrance doors are locked, and no one is permitted in or out of the building. Regular interior operations may continue. Students are released when the situation is resolved and verified by Administration.

- Action: Ensure all exterior school doors are locked.
- Students: No one is permitted in or out of the building.
- Inside: Regular interior classroom operations and teaching continues as normal.

3. SHELTER IN PLACE (Environmental Hazard / Severe Weather) - Enacted during environmental emergencies, such as severe storms or chemical spills. Students and staff retreat to safe interior zones to seek shelter, and anyone outdoors is brought inside immediately. Students are released when the situation is resolved and verified by Administration.

- Action: Bring all outdoor students and staff inside immediately. Close all windows and exterior doors.
- Students: Retreat to designated safe interior zones if instructed.
- Release: Wait for the official "All Clear" from Administration.

4. EVACUATION / FIRE ALARM (Building is Unsafe) - Enacted when the building is unsafe (e.g., a Fire Drill). All students and staff must leave the school and relocate to an alternate safe location. This may involve waiting outside at a safe distance or moving to a designated off-site evacuation center. Students are released when the situation is resolved and verified by Administration.

- Action: Evacuate the building immediately using the primary designated route posted in your classroom. If blocked, use your secondary route.
- Students: Leave belongings behind. Move quietly and quickly to the designated safe distance outside.

- Outside: Take attendance immediately. Hold up your status card (All Present vs. Missing Student) for the designated safety officer. Do not re-enter until officially directed by the Fire Department or Principal.

5. DISMISSAL (Emergency Send-Home) - Enacted when it is determined safest to send students home (e.g., severe inclement weather). The school will make every attempt to alert emergency contacts and ensure young students are not left unsupervised. Students are released upon verification by Administration.

- Action: Keep students calm and supervised in the classroom until directed otherwise.
- Release: Students will only be released to verified parents or listed emergency contacts following Administration's specific instructions.

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## Part 1: Administrative Foundations

### 1. Purpose

This Administrative Regulation provides clarity and strict expectations regarding the practice of emergency procedures at FLCA.

### 2. Scope & Compliance

This regulation applies to all school staff, students, and volunteers. All employees are strictly responsible for knowing, understanding, and complying with these procedures.

### 3. Principles

Practicing emergency procedures prepares all persons within a school building to take appropriate action. FLCA's requirements align with current provincial legislation and safety standards.

### 4. Definitions

- FLCA: Footprints for Learning Charter Academy.
  - Fire Drill: A planned event requiring the activation of the alarm system and a full building evacuation.
  - Lockdown: An emergency response to an immediate internal threat or armed intruder, requiring all persons to take shelter in a secure, locked location within the building.
  - Evacuation to an Alternate Site: An event requiring students and staff to leave the school premises and travel to a pre-identified secure building at another location.
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## Part 2: General Regulations and Planning

### General Expectations

1. All persons present in the building during an emergency practice must participate.
2. Official records of all emergency practices must be maintained at the school.
3. Fire drills and lockdown practices must occur while students are in attendance.
4. All staff, students, and volunteers must familiarize themselves with at least two exits in case the primary exit is blocked.
5. Visible signage must clearly indicate all applicable exits.
6. Students must receive instruction on evacuation procedures at the beginning of each school year, and immediately following the winter and spring breaks.
7. Specific evacuation maps and instructions must be prominently posted in every instructional and gathering area.
8. Upon evacuating, all persons must move a safe distance away from the building and keep all entrances/exits clear for first responders.
9. Staff must annually review and physically walk the route to the designated off-site evacuation center.

### Emergency Response Plan (ERP)

FLCA must maintain a comprehensive Emergency Response Plan. This plan must be:

- Shared with all staff members.
- Reviewed and updated annually.
- Submitted to the FLCA Board and the Annual Fire Inspector.
- Inclusive of specific provisions for individuals unable to vacate quickly, the safe care of students post-evacuation, and clear communication protocols for substitute teachers, volunteers, and guests.

### Role of the Principal

The principal (or designated authority) holds the primary responsibility for safety compliance and must ensure that:

- Emergency practice records are properly maintained, including the date/time of the drill, explanatory comments, and verification that drills comply with Annual Fire Inspection standards.
  - All staff and volunteers know the locations of fire alarms and extinguishers.
  - A reliable attendance system is used during emergencies to account for all individuals.
  - Provisions are securely in place for students with complex needs.
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## Part 3: Specific Drill Procedures

Fire Evacuation Drills - FLCA must hold six fire drills per academic year, scheduled as follows:

- Drill 1: Completed within one month of school opening (or by September 30).
- Drills 2 & 3: Completed prior to December 15.
- Drills 4, 5 & 6: Completed between January 1 and June 15.

### *Operational Rules for Fire Drills:*

- Drills must be conducted at varying times of the day, under different weather conditions, and using alternate evacuation routes.
- Unscheduled fire alarms that result in an evacuation count toward the required drill total.
- Following an evacuation, no one may re-enter the building until explicitly directed by the Fire Department official in charge, the principal, or a designate.
- The facility operator must reset the fire alarm system upon completion of a scheduled drill.
- Non-Drill Alarms: Any alarm not scheduled as a drill must be treated as a real emergency. The Principal must evacuate the building, call 911, and contact FLCA Administration.

Reporting Fires - If a fire occurs (regardless of size), staff must immediately sound the alarm, evacuate, call 911, and contact the administration. If a fire is extremely small and it is entirely safe to do so, a trained staff member may extinguish it. However, every fire must be reported by the Principal, documented as an incident, and the local Fire Department must be the one to reset the alarm.

Lockdown Drills - FLCA must conduct two lockdown practices annually, executed at varying times of the school day:

- Drill 1: Held between the first instructional day and December 15.
- Drill 2: Held between January 1 and June 15.

Shelter in Place Drills - Students must be instructed on Shelter in Place practices annually. While a school-wide physical drill is optional, strict classroom routines for this procedure must be established and understood.

Dismissal Procedures - FLCA will execute an emergency dismissal under circumstances dictated by the Province of Alberta, the FLCA Board, or FLCA Administration. Parents or listed emergency contacts will be utilized to connect with all student families for formal notification and safe pick-up.

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## TEACHER & STAFF CRITICAL RESPONSIBILITIES

- **Know Your Routes:** Be intimately familiar with at least two exits from your current location. Review the posted evacuation map regularly.
  - **Always Take Attendance:** During any emergency or drill, your attendance list is your most critical tool. Have a system ready to ensure all students are accounted for immediately.
  - **Clear the Way:** Upon evacuating, ensure you move your class a safe distance away from the building to leave all entrances and exits completely clear for first responders.
  - **Complex Needs:** Ensure provisions and physical supports are in place for students who are unable to vacate the building quickly.
  - **Communication:** Do not use phones to ask for updates; keep lines clear for emergency communications. Wait for directions from Administration.
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