



FOOTPRINTS FOR LEARNING

— CHARTER ACADEMY —

Global Perspectives, Entrepreneurial Spirit, Academic Excellence

FOOTPRINTS FOR LEARNING SOCIETY

Kindergarten through Grade 12

102 - 2926 Kingsview Blvd SE
AIRDRIE, AB T4A 0C9
<https://www.flcacademy.org>

Background:

Below is the Emergency Lockdown Policy for Footprints for Learning Charter Academy (FLCA). This document merges the original documents (2024) and aligns the structure with standard Alberta K-12 emergency response frameworks.

References:

- *The Education Act (inclusive of Section 66(1))*
- *The Occupational Health and Safety Act*
- *The FLCA Policies and Procedures*

FLCA Emergency Lockdown Protocol & Policy

Authority: Footprints for Learning Society

School: Footprints for Learning Charter Academy (FLCA)

Effective Date: February 14, 2026 (Supersedes July 17, 2024)

1. Policy Overview & Mandate

Footprints for Learning Charter Academy provides a safe and secure learning environment for its students. In the event of an emergency, the Principal or designate shall alert staff and students to return to the nearest secure area, lock the door, and remain inside until instructed to come out.

The Principal shall determine which doors are to remain open during class time. Each school shall have in place and practice lockdown procedures.

2. Definitions & Lockdown Classifications

A. Administrative Lockdown (Hold and Secure)

- Situation: Used in situations where imminent danger is not in play inside the building, but students need to be kept in class and not in the hallways (e.g., a threat outside but near the community, such as a dangerous animal).
- Action: Exterior doors are locked; teaching continues lessons as usual.

B. Emergency Lockdown

- Situation: Imminent threat on or near campus; something "has or is happening".
 - Action: Everyone needs to hide and/or take cover immediately.
-

3. Roles & Responsibilities

3.1 Principal & Administration

The Principal (or designate) is the Incident Commander and shall:

1. **Activate Alarm:** Use the intercom, email, and the official digital chat platform to inform staff of the situation and obtain real-time status updates (student location/absences).
2. **Contact Emergency Services:** Call 911 or the local emergency number immediately.
3. **Secure Perimeter:**
 - Ensure all doors are locked.
 - Activate automated door locks for front, back, gym, mini gym, and staff room entries.
 - If possible remove the school key lock box immediately.
4. **Notify Stakeholders:** Inform the
 - FLCA Superintendent
 - FLCA Board Chair
 - FLCA Technology and Maintenance Manager
 - Magic Mountain CEO

- Venue Church Manager

Surveillance by FLCA Tech Manager/MM Tech Manager/VC Tech Manager (or designates):
Monitor hall and exterior cameras to track threat progression and relay intelligence to R.C.M.P.

3.2 Front Office Staff

In the event of a lockdown, office staff shall:

1. Alert staff via announcement, email, and digital chat.
2. Ensure front and back entries are **LOCKED**.
3. Enter the back office storage room and lock the door.
4. Maintain communication with the Principal and Emergency Services.

3.3 Classroom Teachers

Upon receiving the alert, teachers shall:

1. **Lock Doors:** Lock classroom doors and hallway doors where possible.
2. **Secure Room:** Leave lights on, close blinds, and cover entry door windows if applicable.
3. **Protect Students:** Move students away from exposed areas (doors and windows) and position them out of sight.
4. **Silence:** Maintain quiet and calm. Strictly restrict usage of cellular phones.
5. **Report:** Use the digital chat platform to take attendance and report missing students to the office.
6. **Wait:** Await the announcement to resume regular activities or the "All Clear".

4. Specific Area Protocols

4.1 Primary West Wing

1. Close and lock all classroom doors.
2. Lock wing door and close blinds.
3. Students will be seated in an area that is out of sight and away from windows/doors.

4.2 Upper School Classrooms - Elementary/Middle School/High School

1. **Wing Security:** Lock wing doors and close blinds immediately.
2. **Clearance:** Admin should check hall cameras (if accessible) or visually sweep the immediate hall to ensure no students are left in study bays.
3. **Positioning:** Students must be seated in areas strictly out of sight from both hallway windows and exterior windows.

4.3 Playground & Outdoor Areas

1. **Assessment:** Staff on duty must immediately determine the safest option.
2. **Evacuation:** If re-entry is unsafe, students outside or not in proximity to a classroom must take the shortest route to a pre-arranged designated safe point (e.g., Post Office, Bus Depot).
3. **Communication:** Supervisors will use the digital chat to report their location and student headcount to Administration once safe.

4.4 Common Areas (Hallways & Bathrooms)

- **Hallways:** Students will enter the closest classroom and join the class in the designated safe area.
- **Bathrooms:** Students must lock the bathroom door and sit in the back corner of the bathroom.

4.5 Neighboring Bays (Magic Mountain Daycare & Venue Church)

- **North Bay (Magic Mountain Daycare):** The Principal must ensure Corina Jeppesen is informed immediately.
- **South Bay (Venue Church):** Administration will notify the South Bay Church to secure their perimeter and shared entrances.
- **Coordination:** Both neighbors will be asked to hold their secure status until FLCA receives the official R.C.M.P. "All Clear".


5. Recovery & Post-Incident Procedures

5.1 The "All Clear"

- **Administrative Lockdown:** The Principal may lift the lockdown via announcement.
- **Emergency Lockdown:** The R.C.M.P. shall give the "ALL CLEAR" to each classroom in person.

5.2 Reporting & Debrief

1. **Attendance:** Formal attendance shall be taken immediately once the "All Clear" is given.
2. **Media:** All official communications to media will be coordinated through the office.
3. **Board Report:** A formal report will be presented to the Board. This report will include a review of digital chat logs and camera footage.
4. **Debriefing:** The school will debrief with students and parents as directed by Administration and the Board.



Classroom Safety: The "Safe Corner" Concept

The "Safe Corner" (or "Hard Corner") is the area of the classroom that is least visible from the hallway door and exterior windows. It is the designated safe zone where students and staff must cluster during a lockdown.

How to Identify Your Safe Corner:

1. Triangle of Safety: Stand at the classroom door (inside). Look at the room. The "Safe Corner" is usually the corner on the same wall as the door, which cannot be seen through the door window or side-lite.
2. Window Check: Ensure the chosen corner is not directly visible from exterior windows. If it is, blinds must be closed immediately.
3. The "Tape" Method: Many schools mark this area on the floor with red or green tape. Look for these markings.

Substitute Teacher Action Plan:

- Locate It Early: Identify this corner as soon as you enter the room at the start of the day.
- Clear the Path: Ensure no desks or movable obstacles block the path to this corner.
- During Lockdown:
 - Move all students into this tight cluster.
 - Sit on the floor (get low).
 - Silence: Students should not whisper or move once seated.





FLCA Emergency Lockdown Drill Checklist



Drill Date: _____ Time: _____

Administrator in Charge: _____

Phase 1: Pre-Drill Preparation

- Stakeholder Notification: Inform the FLCA Board (Laura Bancroft & Corina Jeppesen) of the planned drill time.
 - Neighbor Coordination: Contact Magic Mountain Daycare (North Bay) and the Church (South Bay) to confirm they are aware of the drill and will simulate "Hold and Secure" procedures.
 - Tech Check: Verify that the digital chat platform is active on all staff devices and that automated door locks are functioning.
 - Camera Status: Ensure hall and exterior cameras are recording and accessible from the main office.
-

Phase 2: Initiation (The Alarm)

- Commence Alert: Principal/Designate announces "Lockdown, Lockdown, Lockdown" via intercom and sends the priority alert via email/digital chat .
- Simulate 911 Call: Office staff simulates the call to emergency services .
- Secure Perimeter:
 - Front and back entries locked and hallways (verify automated lock engagement) .

- Mini gym and staff room doors secured .
 - Surveillance: Office admin/managers begins monitoring exterior cameras for "threat" location and hall cameras for stray students.
-

Phase 3: Classroom & Staff Actions

- Sweep & Lock: Teachers check immediate hallway for students, then lock classroom doors .
 - Secure Room:
 - Lights left on; blinds closed .
 - Entry door windows covered .
 - Student Positioning: Students moved to the designated "safe corner" (out of sight from doors/windows) .
 - Silence: Strict silence maintained; no cell phone usage allowed .
 - Digital Reporting: Teachers use the digital chat to report:
 - "Room Safe & Secured"
 - Missing students / Extra students
 - Medically urgent situations
-

Phase 4: Specialized Areas & Scenarios

- Bathrooms: Inspect if students (simulated) locked the door and sat in the back corner .
 - Playground/Outside:
 - Tech staff check exterior cameras (simulated).
 - Staff initiate evacuation to the Post Office or Bus Depot (simulated walk-through or verbal confirmation) .
 - Primary West Wing: Verify wing door is locked and blinds are closed .
 - High School Wing: Verify wing doors are locked and students are out of sight from upper windows.
-

Phase 5: Conclusion ("The All Clear")

- Room-by-Room Clear: Principal (acting as R.C.M.P.) unlocks each door and gives the "All Clear" in person to every classroom .
 - *Note: An intercom announcement is NOT sufficient for ending an Emergency Lockdown drill.*

Phase 6: Post-Drill Recovery

- Formal Attendance: Teachers take official roll call immediately after the "All Clear" .
- Debrief:
 - Administration debriefs with students and staff .
 - Discuss drill performance with Neighboring Bays.
- Reporting:
 - Review camera footage to identify any protocol gaps (e.g., doors not locked fast enough, students visible).
 - Submit Formal Report to the Board.

FLCA Emergency Communication Fan-Out

Trigger: The Principal (or Designate) identifies a threat and initiates the protocol.

Tier 1: Immediate Emergency Response (0 - 60 Seconds)

- Action: Immediate Alert & Secure
- Primary Channel: Intercom & Digital Chat Platform
 1. 911 / R.C.M.P.
 - *Responsibility:* Front Office Staff or Principal
 - *Message:* "Emergency Lockdown at Footprints for Learning. Imminent threat."
 2. Internal Staff & Teachers
 - *Channel:* Intercom PA + All-Staff Digital Chat + Email
 - *Action:* Lockdown classrooms, secure students, account for attendance.
 3. Front Office Staff
 - *Action:* Secure Front/Back Entries (Automated Locks), Gym, Mini Gym, Staff Room,
 - *Move:* Retreat to secure back office storage room.

Tier 2: Key Stakeholders & Neighbors (1 - 5 Minutes)

- Action: Lockout & Inform
- Primary Channel: Direct Phone Line or Dedicated Emergency App
 1. Magic Mountain Daycare
 - Magic Mountain CEO/Directors
 - *Action:* Inform to trigger "Hold and Secure" for Daycare.
 2. FLCA

- FLCA Board Chair
 - FLCA Superintendent
 - FLCA Technology and Maintenance Manager
 - *Action:* Inform of active situation and 911 status.
3. South Bay Church
- Venue Church Manager
 - *Action:* Inform to trigger perimeter lockdown and secure shared entrances.
-

Tier 3: Operational Support (During Incident)

- *Action:* Monitor & Update
 - *Primary Channel:* Internal Radio / Digital Chat / Camera Feeds
1. Playground Supervisors
- *Channel:* Digital Chat / Mobile
 - *Action:* Confirm evacuation to Safe Point (Post Office/Bus Depot).
2. R.C.M.P. Liaison
- *Channel:* Phone / In-Person Arrival
 - *Action:* Provide live updates via Exterior & Hall Cameras regarding threat location.
-

Tier 4: Post-Incident Resolution

- *Action:* All Clear & Debrief
 - *Primary Channel:* In-Person & Official Correspondence
1. R.C.M.P. "All Clear"
- *Method:* In-person notification to every classroom (Do not use PA).
2. Parents & Guardians
- *Channel:* Official School Communication (Email/App)
 - *Action:* Post-incident debrief and pickup instructions.
3. Media
- *Channel:* Front Office Spokesperson only
 - *Action:* Official statement (No staff/student comments).
4. FLCA Board
- *Channel:* Formal Report
 - *Action:* Review incident log and camera footage.



Formal Lockdown Incident/Drill Report

To: Footprints for Learning Society Board (Attn: Laura Bancroft & Corina Jeppesen)

From: Administration / Incident Commander

Date: [DD/MM/YYYY]

Subject: Post-Incident Report – [Emergency Lockdown / Administrative Lockdown / Drill]

1. Incident Overview

- Type: [Drill / Real Incident]
 - Date of Occurrence: [DD/MM/YYYY]
 - Start Time (Alert Issued): [00:00 AM/PM]
 - End Time (All Clear Given): [00:00 AM/PM]
 - Total Duration: [XX Minutes]
 - R.C.M.P. File Number (if applicable): [#XXXXXXXX]
-

2. Timeline of Events

Please detail the chronological sequence of the response.

Time	Event / Action Taken	Verified By
[00:00]	Threat identified / Decision to lock down made.	[Name]
[00:00]	Alert Issued: Intercom, Email, and Digital Chat sent .	[Log Timestamp]

[00:00]	911 Call: Emergency services contacted .	[Name]
[00:00]	Perimeter Secured: Automated locks engaged (Front/Back/Gym) .	[System Log]
[00:00]	Neighbor Notification: Magic Mountain (North) & Church (South) contacted .	[Name]
[00:00]	Playground/Outside: Students evacuated to Safe Point (Post Office/Bus Depot) .	[Supervisor Name]
[00:00]	"All Clear": Given in-person to each classroom .	[R.C.M.P./Admin]

3. System & Infrastructure Review

Analysis of security hardware and digital tools during the event.

- Automated Locks:
 - Functioned correctly (All doors locked instantly).
 - Issues noted: [Describe failure or delay]
- Surveillance (Exterior & Hall Cameras):
 - Cameras provided clear visibility of the threat/halls.
 - Blind spots identified: [Location]
- Digital Chat Platform:
 - All staff checked in.
 - Lag or connectivity issues reported? [Yes/No]
- Acoustics:
 - Intercom was audible in all wings (including West Wing & High School).

4. Compliance & Protocol Adherence

Based on visual inspection and camera footage review.

- Door Security: Were all classroom doors locked and blinds closed immediately?
 - *Observation:* [e.g., Room 4 was slow to close blinds.]
 - Student Visibility: Were students effectively hidden from sight (away from windows)?
 - *Observation:* [e.g., Students in the library were visible from the hallway.]
 - Noise Discipline: Was silence maintained (no cell phones)?
 - *Observation:* [e.g., Excellent silence in Primary Wing.]
 - Neighboring Bays: Did the Daycare and Church successfully secure their perimeters?
 - *Observation:* [e.g., Daycare confirmed 'Hold and Secure' within 2 minutes.]
-

5. Debriefing Feedback

Summarize feedback from Staff, Students, and Parents .

- Staff Feedback: [e.g., Teachers felt the digital chat was faster than the PA system.]
 - Student Feedback: [e.g., High school students were unsure if they should hide or evacuate.]
 - Parent/Community Feedback: [e.g., Parents appreciated the prompt email update.]
-

6. Recommendations & Action Items

List specific steps to improve future responses.

1. [e.g., Repair automated lock on the mini-gym door.]
 2. [e.g., Conduct a specific drill for lunch-hour recess scenarios.]
 3. [e.g., Update contact number for South Bay Church.]
-

Submitted By:

[Name]

[Title]

[Signature]

Date of Board Presentation: [DD/MM/YYYY]



EMERGENCY LOCKDOWN: EXTERNAL COMMUNICATION SCRIPTS

Instructions:

1. Call 911 First.
 2. Call Neighboring Bays immediately after.
 3. State the message clearly. Do not deviate or speculate.
 4. Wait for confirmation before hanging up.
-

CALL 1: NORTH BAY (Magic Mountain Daycare)

Contact: Corina Jeppesen Phone: [Insert Daycare Emergency Number]

"This is the Footprints for Learning Office. We have initiated an EMERGENCY LOCKDOWN."

"We have a confirmed threat [inside/outside] the school."

ACTIONS REQUIRED:

1. "Immediately lock your South Doors connecting to our bay."
2. "Initiate your HOLD AND SECURE protocol immediately."
3. "Do not let anyone enter or exit your facility until further notice."

"Please confirm you are securing your doors now."

(Wait for verbal confirmation)

"Thank you. We will update you when the Police give the All Clear."

CALL 2: SOUTH BAY (Venue Church)

Contact: Church Administration

Phone: [Insert Church Office Number]

"This is the Footprints for Learning Office. We have initiated an EMERGENCY LOCKDOWN."

"We have a confirmed threat [inside/outside] the school."

ACTIONS REQUIRED:

1. "Immediately lock your North Doors and any shared corridor entrances."
2. "Please check the shared hallway/atrium and pull any of your staff inside."
3. "Keep your perimeter locked until we notify you it is safe."

"Please confirm you are locking down now."

(Wait for verbal confirmation)

"Thank you. Police have been notified."

DIGITAL BACKUP (If Phone Lines are Busy)

If you cannot reach them by phone, send this priority message via the Digital Chat Platform or Emergency Group Text:

URGENT: FLCA IS IN LOCKDOWN. THREAT ON SITE. SECURE YOUR PERIMETER DOORS IMMEDIATELY. POLICE EN ROUTE. - FLCA OFFICE



INTERNAL ANNOUNCEMENT SCRIPT

To be used on the Intercom PA System

Standard Emergency Lockdown:

"YOUR ATTENTION PLEASE. LOCKDOWN, LOCKDOWN, LOCKDOWN.
IMPLEMENT EMERGENCY PROCEDURES IMMEDIATELY. STUDENTS AND STAFF,
RETURN TO THE NEAREST SECURE AREA AND LOCK DOORS. DISREGARD FIRE
ALARMS. THIS IS NOT A DRILL." *(Repeat Twice)*

Administrative Lockdown (Hold & Secure):

"YOUR ATTENTION PLEASE. WE ARE ENTERING AN ADMINISTRATIVE
LOCKDOWN. PLEASE SECURE ALL EXTERIOR DOORS. TEACHING MAY
CONTINUE, BUT NO ONE IS TO LEAVE THE BUILDING UNTIL FURTHER
NOTICE." *(Repeat Twice)*



SUBSTITUTE TEACHER EMERGENCY CARD

Footprints for Learning Charter Academy (FLCA)

IF YOU HEAR: "LOCKDOWN, LOCKDOWN, LOCKDOWN"

(Or receive a Red Alert via Digital Chat/Intercom)

1. SECURE THE ROOM IMMEDIATELY

- **LOCK THE DOOR:** Check the handle immediately. If it does not lock automatically, lock it manually .
- **VISUAL BARRIERS:** Close all blinds. Cover the door window if a cover is available .
- **LIGHTS:** Policy states to leave lights ON (unless directed otherwise by updated specific drill instructions) .

2. HIDE & SILENCE

- **MOVE STUDENTS:** Direct students to the designated "Safe Corner" (out of sight from the hallway door and exterior windows) .
- **MAINTAIN SILENCE:** No talking. Strictly restrict usage of cellular phones by students .
- **STAY CALM:** Model calm behavior for the students .

3. REPORTING (If Safe)

- **DIGITAL CHECK-IN:** If you have access to the class iPad/Computer, check the Digital Chat Application.
- **ATTENDANCE:** Quickly note who is present. If missing a student, report it via the chat if safe to do so. If not, hold the information until the "All Clear" .

4. WAIT FOR "ALL CLEAR"

- **IGNORE ALARMS:** Do not evacuate for a fire alarm unless you see actual smoke or fire.
- **DO NOT OPEN THE DOOR:** The office will NOT ask you to open the door via intercom.

- POLICE ENTRY: The R.C.M.P. will unlock your door and provide the "ALL CLEAR" in person .

SPECIAL SITUATIONS

- IF OUTSIDE (RECESS/LUNCH): Do not return to the building. Take students to the Post Office or Bus Depot immediately .
- IF IN HALLWAY: Direct students into the nearest classroom immediately .
- IF IN BATHROOM: Lock the bathroom door and sit in the back corner on the floor .

EMERGENCY CONTACTS:

- Front Office: [Insert Ext]
- 911 (Only for life-threatening medical emergencies inside the room)