

**Authority:** Footprints for Learning Society

**School:** FOOTPRINTS FOR LEARNING CHARTER ACADEMY

Last Updated: July 17, 2024

**HOLISTIC AUTHENTIC PURPOSE DRIVEN ENTREPRENEURIAL GLOBAL**

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## **SCHOOL EMERGENCY LOCKDOWN POLICY**

### OVERVIEW

Footprints for Learning Charter Academy provides a safe and secure learning environment for its students. Principals and staff shall refer to the Emergency Procedures for specific information.

The Principal shall determine which doors are to remain open during class time. In the event of an emergency there may be the necessity to lock down the entire school. Each school shall have in place and practice lockdown procedures.

#### General:

In the event of an emergency the Principal or designate shall alert staff and students to return to the nearest classroom, lock the door and remain inside until instructed to come out. The school will use one of the following two procedures:

#### Procedures

##### Administrative Lockdown Procedure:

The Administrative Lockdown Procedure is used in situations where imminent danger is not in play, but students need to be kept in class and not in the hallways (i.e. a situation or a threat that is outside but near the community; could be a dangerous animal around). The Principal shall ensure that

1. The doors are locked, attendance is taken, the school office is aware of missing students.
2. Teaching continues as usual, and
3. Communication with all stakeholders (FLCA Board Laura Bancroft and Corina Jeppensen) is initiated.

##### Emergency Lockdown Procedure:

1. The Emergency Lockdown Procedure means something has or is happening and everyone needs to hide and/or take cover.
2. The Principal shall:
  - a. Use intercom or use e-mail to inform staff of the situation and to obtain information (i.e. student location and absences, etc).
  - b. Call 911 or the local emergency number.
  - c. Ensure that all doors are locked.
  - d. Inform FLCA Board Laura Bancroft and Corina Jeppesen (Magic Mountain Daycare).
2. Classroom Teachers shall:
  - a. Lock their classroom doors, as well as hallway doors as possible, leave their lights on and close blinds if applicable;
  - b. Cover entry door window as possible;
  - b. Keep students away from exposed areas (doors and windows);
  - c. Maintain quiet and calm;
  - c. Restrict usage of cellular phones;
  - d. Await announcement to resume regular activities. (All Clear).
  - e. Debrief with students and parents as directed by Administration and Board.
3. Any students outside of the school building or not in the proximity of the classroom must take the shortest route to a pre-arranged designated safe point (Post Office, Bus Depot).
4. The R.C.M.P. shall give the "ALL CLEAR" to each classroom in person.
5. Formal attendance shall be taken once the all clear is given.
6. All official communications to media will be through the office.
7. Formal Report will be presented to Board.
8. Debrief with students and parents as directed by Administration.

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 and doors.

#### General Areas

In the event of an emergency lock down procedure:

Students in the hallways:

- Will enter the closest classroom and join the class in designated area.

Students in bathrooms:

- Lock bathroom door and sit in back corner of the bathroom

#### Front Office

In the event of an emergency lock down procedure, office staff shall:

1. Alert staff via announcement or email
2. Secure the doors for the front and back entries - LOCKED
3. Secure the school key lock box immediately.
4. Ensure all main doors – including mini gym and staff room are secured.
5. Enter the back office storage room and lock doors.
6. Call 911 immediately
7. Following incident debrief with Administration and write a Report for Board.