



**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.flcademy.org>

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Authority: Footprints for Learning Society

School: Footprints for Learning Charter Academy (FLCA)

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

Reference: Education Act, and Occupational Health and Safety Act



## School Emergency Evacuation Plan

### Overview

In the event of a fire or other incident that requires the immediate evacuation of the building, all staff are strictly required to follow the procedures outlined below.

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### Emergency Preparedness by FLCA:

- *Emergency Plan Maps have been officially updated for the 2025 year and are posted at entries to the classrooms and designated fire stations in the school.*
- *The maps and extinguishers are checked monthly with a log record.*

- *The Fire Panel was replaced and coordinated for the entire building - Bays 1/2/3 and Modulars in 2025.*
  - *The sprinklers and detectors and all fire safety equipment are checked annually with a Report issued thereafter.*
  - *The Fire Inspector visits the school annually and issues a Report thereafter.*
  - *Annual Review of Policies are done with Staff in August.*
  - *All Emergency Procedure Policies are posted in Classrooms.*
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## Phase 1: Exiting the Building

1. **Line Up:** Instruct students to line up at the applicable fire exit door, as posted on the room's Fire Evacuation Procedure Map (2025).
2. **Grab Emergency Supplies:** The teacher must grab the classroom Emergency Backpack. This backpack contains:
  - Class attendance list
  - Student portable emergency information
  - First Aid Kit
  - Three colored status cards (Green, Red, Yellow)
  - A fleece blanket
3. **Clear the Room:** The teacher is the last person to leave the room. Turn off the lights and close the door.
4. **Door Indicator Cards:** Leave a colored card on floor just outside the closed classroom door for fire personnel to see:
  - **Green Card:** The room has been thoroughly checked and cleared.
  - **Red Card:** A student is missing.
5. **Evacuate:** Maintain calm and order. Walk (do not use elevators) along the designated route on the Fire Evacuation Procedure Map to your assigned Muster Point:
  - **Front (West side) Classrooms:** Muster generally at the front boulevard.
  - **Back (East side) Classrooms:** Muster generally at the back of the parking lot along the fence.
6. **Hallway Sweeps:** HS, MS, and Elementary Leads will ensure that all classes and any students in the upper hallways or bathrooms have safely exited the building before proceeding to the Muster Points themselves. Principal and Office Assistants will ensure that all classes and any students in lower hallways or bathrooms have safely exited the building before proceeding to Muster Points themselves.

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## Phase 2: Muster Point Protocols

Once at the designated Muster Point, staff must immediately assess their students.

7. **Take Attendance & Signal Status:** Teachers must take attendance and raise the appropriate colored card high above their heads for Administrators to see:

- Green Card: All students are present and accounted for.
  - Red Card: A student is missing.
  - Yellow Card: A student requires First Aid.
8. Monitor Health & Safety: Teachers must continuously monitor their students. If a student's health changes at any point, raise the yellow card immediately to alert the Fire Department and continue administering First Aid until help arrives. Administrators will continuously scan the crowd for changes in card colors.

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### Phase 3: Administrative Communication

9. Administrator Locations:
- Middle School and High School Admin Leads: Stationed at the Front of School Muster Point (Kingsview Blvd).
  - Principal and Elementary Leads: Stationed at the Back of School Muster Point (Parking lot fence).
10. Information Gathering: The Admin Leads will call the Secondary Principal via cell phone or connect via text to report the attendance and card status (Green/Red/Yellow) of the classes at the back of the school.
11. Reporting to Emergency Services: The Principal will consolidate all information and serve as the primary point of contact to inform the Fire Department of full school attendance, any missing individuals, or injuries.

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### Phase 4: Resolution & Next Steps

#### Scenario A: Safe to Return

12. Clearance: No one is to return to the school until it is officially declared safe by both the Fire Department and Administrators.
13. Re-entry: Once deemed safe, staff and students will return to their classrooms, and the teacher will immediately take attendance again.
14. Notification: Administrators will notify parents of the situation immediately via email and brief the Board members.

#### Scenario B: Unsafe to Return (Off-Site Relocation)

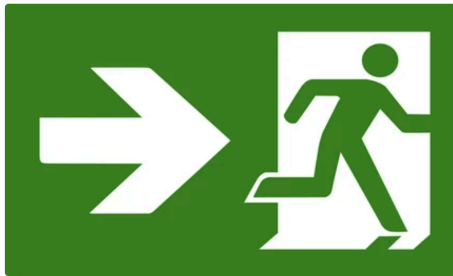
15. Relocation: If it is deemed unsafe to return to the building, Administrators will direct teachers to safely walk their students across the street to the Canada Post Office (Kingsview Blvd South).

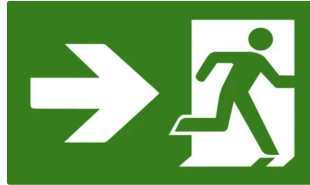
16. Secondary Attendance: Teachers must take attendance again upon arrival at the Post Office and report their status to the Administrators.

17. Parent Pick-up: Administrators will use the Portable Emergency Forms to contact parents and instruct them to pick up their children immediately from the relocation site.

SYMBOLS:

Evacuation Route





### FLCA Fire Drill Procedure Summary (Quick-Checklist)

- ALARM SOUNDS: Review the map posted by the exit door.
- BACKPACK: Grab the Emergency Backpack.
- PATHWAYS: Ensure transition areas are completely clear of obstacles.
- EXIT: Students line up and exit in an orderly manner to the Muster Point.
- DOORS & BATHROOMS: Students hold doors open along the route. Check any nearby student bathrooms, turn out lights, and close doors.
- LAST TO LEAVE: The teacher is the last to leave the classroom. Turn out lights, close the door, and leave a Green Card (all accounted for) or Red Card (missing student) on the floor.
- MUSTER & SIGNAL: Keep students in an orderly line outside. Take attendance and raise the Green, Red, or Yellow card for Administration.
- HOLD: Do not re-enter the building without explicit Administration verification.

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## SUMMARY QUICK-GUIDE: Fire & Emergency Evacuation

Footprints for Learning Charter Academy (FLCA)

Please review this guide so you are prepared in the event of an emergency.

### BEFORE CLASS BEGINS: BE PREPARED




- Locate the Emergency Backpack: This is usually kept near the door. Ensure it contains the class attendance list, the First Aid Kit, and the Colored Status Cards (Green, Red, Yellow).
- Locate the Evacuation Map: Check the wall near the exit door for your specific evacuation route and designated Muster Point (Front Boulevard or Back Parking Lot).

### STEP 1: WHEN THE ALARM SOUNDS (EXITING)

1. Line Up: Instruct students to leave their belongings and line up quietly at the door.
2. Grab the Backpack: You *must* take the classroom Emergency Backpack with you.
3. Clear the Room: Be the last person to leave. Check that no students are left behind. Turn off the lights and completely close the classroom door.
4. Drop a Card at the Door: Leave one of the colored cards on the floor right outside your closed classroom door for firefighters:
  - GREEN Card: The room is totally clear.
  - RED Card: A student is missing.
5. Move Out: Walk calmly to your designated Muster Point. *Do not use elevators.*

### STEP 2: AT THE MUSTER POINT (REPORTING)

Once you reach your assigned Muster Point (either the West/Front Boulevard or the East/Back Parking Lot fence), group your students together and assess them immediately.

1. Take Attendance: Use the roster in your Emergency Backpack.
2. Signal Your Status: Raise one of the colored cards high above your head so the Principal (Administrator) can see your status:
  -  GREEN Card: All students are present and accounted for.
  -  RED Card: A student is missing.
  -  YELLOW Card: A student requires immediate First Aid.
3. Monitor: Keep your students orderly and stay in line. If a student's health status changes, raise the YELLOW card immediately.

### STEP 3: RESOLUTION

- Do NOT Re-enter: Never take students back inside the building until you are explicitly told to do so by an Administrator or the Fire Department.
  - Relocation: If the building is unsafe, an Administrator will direct you to walk your class to the Canada Post Office across the street or the Bus Depot next door. You will need to take attendance again upon arrival.
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