



Independent AB Authority	Footprints for Learning Society (Academy)
Policy Number	Number HSE 2.0
Policy Title	School Emergency Practices and Procedures
Date of Review	August, 2023

OVERVIEW

Throughout the year, FFLA conducts training and drills to help better prepare students and staff for possible emergency situations. These exercises prepare students and staff to act quickly and help to maintain calm during a real emergency. These are the general categories for emergency response by the school:

Lock-Down	Lock-Downs are practiced in response to threat of violence to students and/or staff directly impacting the school. During a Lock-Down all doors to and within the school are locked. No one is permitted in or out of any area once it has been locked. Students are released when the situation has been resolved and verified by Administration.
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Hold and Secure	Hold and Secure is used in response to security activity outside the school. During a Hold and Secure, all entrance doors to the school are locked, with no one permitted in or out of the building. Students are released when the situation has been resolved and verified by Administration.
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Shelter-in-Place Generally, Shelter-in-Place is used during an environmental emergency, such as severe storms or chemical spills. During a Shelter-in-Place, students and staff retreat to safe zones to seek shelter. This includes having students or staff who are outdoors come back into the school. Students are released when the situation has been resolved and verified by Administration.

Evacuation An Evacuation, for example a Fire Drill, requires all students and staff to leave the school and go to an alternate location. This may mean only going outside and away from the building until it is safe to re-enter the school. In other cases, students and staff may need to go to an evacuation center. Students are released when the situation has been resolved and verified by Administration.

Dismissal Under some circumstances (e.g. inclement weather) it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised. Students are released with verification by Administration.

1 Purpose

The purpose of this Administrative Regulation is to provide clarity and expectations regarding the practicing of emergency procedures in schools.

2 Scope

This Administrative Regulation applies to all school staff as necessary.

3 Compliance

All employees are responsible for knowing, understanding and complying with this Administrative Regulation.

4 Principles

The following principles apply:

Practicing emergency procedures prepares all persons within a school building to take the appropriate action in the event of an emergency. FFLA requirements for emergency procedures practices align with current legislation.

5 Definitions.

FFLA: means Footprints for Learning Academy.

Fire drill: means a planned event requiring activation of the alarm system and an evacuation of the building in response to the alarm.

Lockdown: means an emergency response to a specific situation such as an immediate threat or armed intruder requiring all persons to take shelter in a secure location within the building.

Evacuation to an alternate site: means an event where students and staff must evacuate the school building and travel to a pre-identified building at another location.

6 Regulation Statement General

- 1) All persons in the school building at the time of the emergency procedure practice must participate.
- 2) Records of all emergency procedure practices must be kept at the school.

- 3) Fire drills and lockdown practices must occur when students are in attendance.
- 4) All staff, students and volunteers must become familiar with at least two exits in the event that one exit becomes inaccessible.
- 5) Visible signage must be in place indicating applicable exits.
- 6) Students must be given instruction on evacuation procedures at the beginning of each school year, and following winter and spring break.
- 7) Specific evacuation maps/instructions must be posted in each instructional area and in other areas where students and staff meet or gather.
- 8) Upon leaving the building, all persons must move a safe distance away from the building, and leave all entrances and exits clear.
- 9) Annually, staff must be aware of and have walked the route to the designated evacuation site.

Emergency Response Plan

- 10) FFLA must develop an Emergency Response Plan whereby the plan must be:
 - a) shared with staff;
 - b) reviewed and updated annually, and
 - c) submitted to FFLA Board and Annual Fire Inspector
- 11) The Emergency Response Plan must include details specific to the school site with provisions for:
 - a) those who are unable to vacate the building quickly;
 - b) the safe care of students, following an evacuation; and
 - c) communication of the evacuation plan to substitute staff, volunteers and other guests in the building.

Role of the Principal

- 1) The principal must ensure that the following emergency procedures practice records
 - a) performed in accordance with the Annual Fire Inspection.
 - b) the date and time of the emergency procedure practice; and
 - c) any explanatory comments.

2) The principal must ensure that all staff and volunteers at the school are informed regarding action to be taken in the event of an emergency procedure practice or actual emergency including:

- a) location of fire alarm stations, fire extinguishers;
- b) the use of an attendance system to ensure all students and staff are accounted for; and
- c) provisions for students with complex needs.

Fire Evacuation Drills

1) Fire drills must be held six times per year.

2) Instances where an unscheduled fire alarm has been activated and the building has been evacuated during the school day will be considered a fire drill.

3) The first fire drill must be held: a) within one month of the school opening or by September 30 for traditional calendar schools.

4) Two additional fire drills must be held prior to December 15.

5) Three fire drills must be held between January 1 and June 15.

6) Fire drills must be held

- a) at different times during the school day;
- b) under various weather conditions;
- c) using alternate evacuation routes and procedures.

7) Once evacuated, there shall be no re-entry of the facility by staff or students unless directed by the Fire Department official in charge or principal or designate.

8) Upon completion of the fire drill the fire alarm system must be reset by the facility operator when used.

9) Any fire alarm that is not a scheduled fire drill must be treated as an emergency and the principal or their designate must:

- a) evacuate the building;
- b) call 911; and
- c) contact the Administration.

Reporting Fires

- 1) If a fire occurs, regardless of the size of the fire:
 - a) sound the fire alarm;
 - b) evacuate the building;
 - c) call 911; and
 - d) contact the Board.
- 2) If the fire is very small, and if it is safe to do so, a staff member may extinguish the fire.
- 3) Every fire, no matter how small, must be reported by the principal or designate.
- 4) A Calgary Fire Department Official must reset a fire alarm that has been activated in any instance that is not a scheduled drill.
- 5) The principal must keep a record of the incident.

Lockdowns

- 1) FFLA must conduct two lockdown practices annually.
- 2) The first lockdown practice must be held between the first instructional day of a new school year and December 15.
- 3) The second lockdown practice must be held between January 1 and June 15.
- 4) Lockdowns must be conducted at different times during the day.

Shelter in Place Drills

- 1) FFLA must instruct students on a Shelter in Place practice annually.
- 2) A School-wide Drill is optional, however, classroom routine is to be established.

Dismissal

3) FFLA will dismiss students under circumstances interpreted by the Province of Alberta, the FFLA Board, and/or the FFLA Administration.

4) Parents or Emergency Contacts will be used to connect with all student families for notification and pick up.