



Independent AB Authority	Footprints for Learning Society (Academy)
Policy Number	Number HSE 2.1
Policy Title	Emergency Evacuation Plan
Date of Review	August, 2023

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## OVERVIEW

In the event of a fire, or other incident that requires evacuation of the building staff are to follow these steps:

1. Line up students at applicable fire exit door as posted on the room's Fire Evacuation Procedure Map (2023).
2. Turn out lights and close doors. Leave *green card* if room is checked and cleared by door on floor. Leave *red card* if student is missing. These are for the fire personnel.
3. Maintain calm and order walking (Do not use elevator.) via the Fire Evacuation Procedure Map to the Muster Point.
  - a. Front (West side) of school classrooms to muster at the front boulevard generally.
  - b. Back (East side) of school classrooms to muster at the back of Parking Lot along the fence generally.
4. Upon exiting the classroom, staff are to bring their Emergency Backpack (which contains the class attendance, student portable emergency information, First Aid Kit, 3 additional coloured cards and a fleece blanket)
5. Administrators will ensure that all classes and student in the hallways have exited the building and then proceed to the Muster Points at the front and back of the building.

Once at the Muster Point:

6. Staff take attendance.
  - a. *If All Are Present: Raise the **green card** above their head indicating all the students are accounted for.*
  - b. *If A Student is Missing: Raise the **red card** above their head indicating a missing student(s).*
  - c. *If A Student Requires First Aide: Raise the **yellow card** above their head to indicate need of first aide.*
7. The administrator will check each class card colour and act accordingly. The administrator will contact the fire department to inform them of attendance, missing individuals or injuries.

8. Teachers are to consistently check the health and safety of each student in their class. If there is a health or safety concern and the yellow card has been raised, continue to administer first aid until help arrives.
  - a. If a student's health changes at any point, raise the yellow card immediately so that it can be brought to the fire department's attention
  - b. Administrators continuously check for change in cards.

Muster Point Communication to Fire Department:

9. Secondary Principal: Front of School Muster Point (Kingsview Blvd)  
Elementary Principal: Back of School Must Point (Parking-lot fence)
10. Administrators (Principals) will communicate via cell-phone whereby Elementary Administrator at the back of the school Muster Point to call-in attendance to Secondary Principal who is located at the front of the school who will gather information regarding green, red or yellow indicators from teachers.
11. Secondary Principal administrator will contact the fire department to inform them of attendance, missing individuals or injuries.

When to Return to the School:

12. No one is to return to the school until it is declared safe by the Fire Department and Administrators.
13. Once deemed safe, the staff and students may return to their classrooms and the teacher will take attendance again.
14. Administrators will notify parents immediately of the situation (via email) and notify the Board members.

When One Cannot Return to the School:

16. If it is deemed unsafe to return to the school, the Administrators will direct teacher to walk with their students to the Canada Post Office across the street, Kingsview Blvd south. Teachers take attendance again once they arrive at the post office and report to the Administrators.
17. At the Canada Post Office, administrators will use the Portable Emergency Forms to contact parents to come pick their children up immediately.

ADMINISTRATORS:

Elementary Principal - Ms. Lianne McMullin [l.mcmullin@footprintsforlearning.com](mailto:l.mcmullin@footprintsforlearning.com)

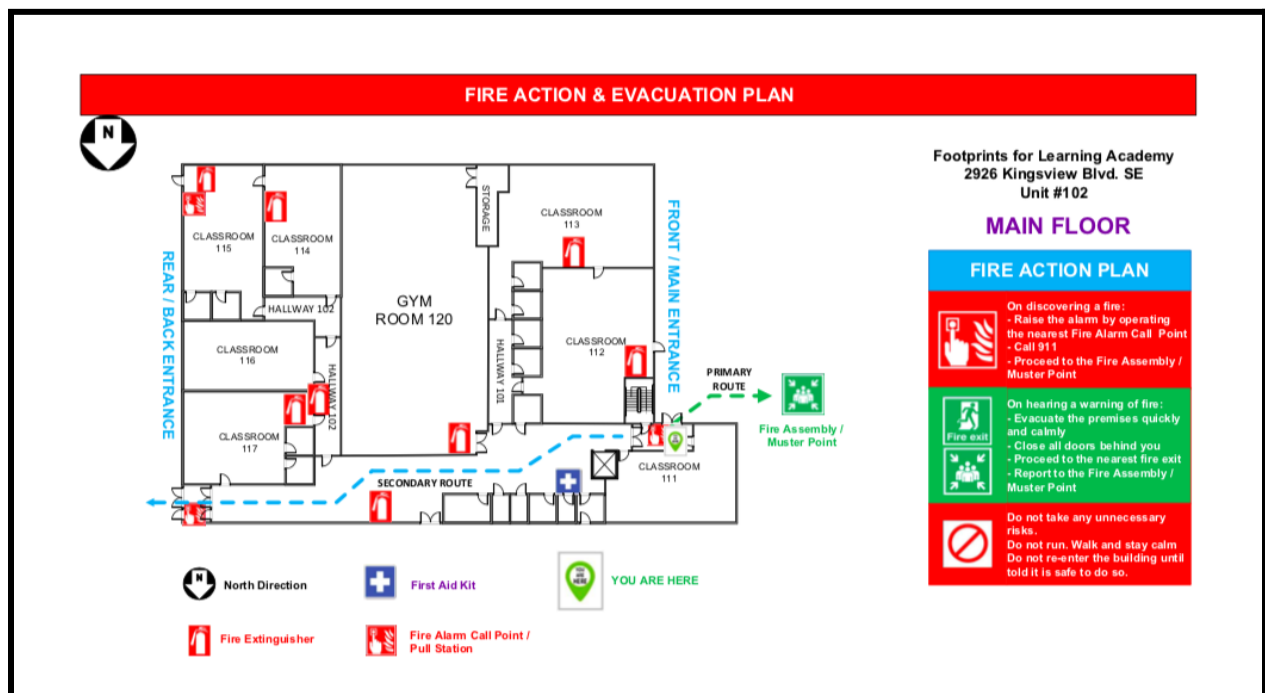
Secondary Principal - Ms. Terry-Ann Robertson [t.robertson@footprintsforlearning.com](mailto:t.robertson@footprintsforlearning.com)

## FFLA FIRE DRILL PROCEDURE IN BRIEF

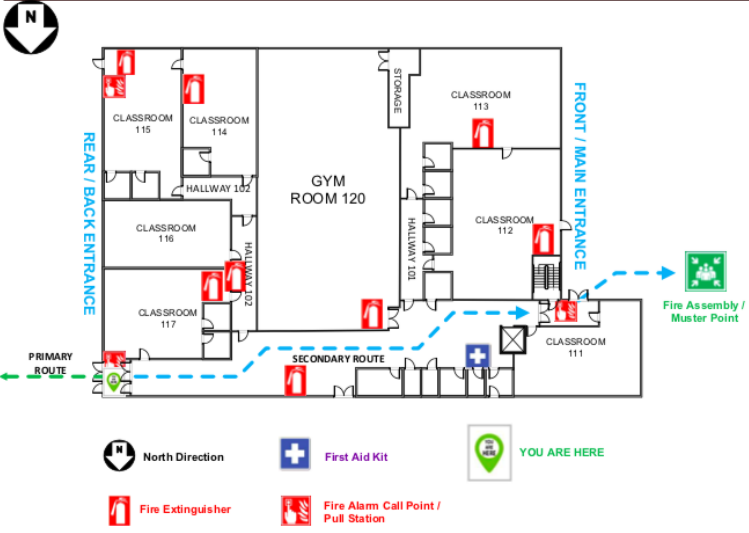
1. FIRE DRILL IS ANNOUNCED - MAP BY DOOR/EXIT IS REVIEWED.
2. EMERGENCY BACKPACK IS READY.
3. ALL ITEMS IN TRANSITION AREAS ARE CLEAR OF ANY ITEMS.
4. STUDENTS LINE UP AND EXIT IN AN ORDERLY MANNER TO MUSTER POINT.
5. DOOR IS HELD OPEN BY EACH STUDENT WITH TEACHER AS LAST TO LEAVE ROOM - LIGHTS OUT AND DOOR CLOSED AND GREEN CARD LEFT ON FLOOR IF ALL STUDENTS ARE ACCOUNTED FOR, RED IF A STUDENT IS MISSING.
6. IF STUDENT BATHROOMS ARE NEAR, THEY ARE CHECKED, LIGHTS OUT, AND DOORS CLOSED.
7. ONCE OUTSIDE, STUDENTS REMAIN IN LINE AND ORDERLY. ATTENDANCE IS TAKEN AND GREEN CARD IS RAISED FOR ADMINISTRATION IF ALL STUDENTS ARE ACCOUNTED FOR. RED FOR MISSING STUDENT AND YELLOW FOR INJURED STUDENT.
8. NO REENTRY WITHOUT ADMINISTRATION VERIFICATION.

### EMERGENCY PLAN MAPS:

These have been updated for the 2023 year with an Airdrie Fire Inspection. Two samples posted on the main floor by the pull stations are below.



# FIRE ACTION & EVACUATION PLAN



Footprints for Learning Academy  
2926 Kingsview Blvd. SE  
Unit #102

## MAIN FLOOR

FIRE ACTION PLAN	
	<p><b>On discovering a fire:</b></p> <ul style="list-style-type: none"> <li>- Raise the alarm by operating the nearest Fire Alarm Call Point</li> <li>- Call 911</li> <li>- Proceed to the Fire Assembly / Muster Point</li> </ul>
	<p><b>On hearing a warning of fire:</b></p> <ul style="list-style-type: none"> <li>- Evacuate the premises quickly and calmly</li> <li>- Close all doors behind you</li> <li>- Proceed to the nearest fire exit</li> <li>- Report to the Fire Assembly / Muster Point</li> </ul>
	<p><b>Do not take any unnecessary risks.</b></p> <p>Do not run. Walk and stay calm</p> <p>Do not re-enter the building until told it is safe to do so.</p>