



**ADVOCATES FOR INNOVATIVE SCHOOLS, INC.  
d/b/a ROBERT RUSSA MOTON CHARTER SCHOOL**

# **CRISIS MANAGEMENT PLAN** **2021-2022 SCHOOL YEAR**

Barbara Crain-Major, Board President  
John McCrary, Chief Executive Officer  
Deidra Bradley, Principal

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Location: 8550 Curran Boulevard  
New Orleans, LA. 70127  
(504) 245-4400

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## **A Statement from the Board President,**

Advocates for Innovative Schools, Inc., d/b/a Robert Russa Moton Charter School, in accordance with Nola Public Schools and state directives, has adopted this CRISIS MANAMENT PLAN for the health and safety of our students and staff.

This plan focuses primarily on responses to emergencies. However, it is a guide to the management and coordination of all phases of emergency management operations as required by NOLA Public Schools and governmental officials. Best practices recommend that all schools cooperate with the State of Louisiana and local emergency response agencies during emergency responses and maintain an internal crisis .

This plan shall be distributed to students, parents, employees and posted on the school's website. Parents and Guardians can help with this important work by providing School Leaders with current contact information and updates when telephone numbers or email addressed change.

Thanks in advance for your support and cooperation.

Barbara Crain-Major, Board President  
August 2, 2021

## **A. Members of the Crisis Management Response Team**

Members of the AIS/Moton Charter Crisis Management Response Team (CMRT) are as follows: CEO, Principal, Assistant Principal, Executive Assistant to the CEO, Chief Financial Officer, Business Manager?, Facility Supervisor and AIS Board Secretary.

## **B. School Leaders responsible for contacting Nola Public Schools and emergency services in crisis situations.**

The Chief Executive Officer (CEO) of Robert Russa Moton Charter School serves as leader of the Crisis Management Team who which may activate in the event of an emergency/disaster or whenever executive actions must be taken during a crisis. The CEO shall convene a meeting of Moton’s Leadership Team and contact appropriate public emergency officials. Additionally, AIS Board President, Vice President, Secretary, Board Attorney, and Nola Public Schools shall be contacted.

In the event of any threatened or actual disaster at the school when the CEO is absent from campus, the authority to take all necessary and appropriate actions on behalf of the CEO is delegated to the following school officials in the order listed below:

<b>Title</b>	<b>Telephone Number</b>	<b>Email Address</b>
John McCrary	225-502-6393	jmccrary@motoncharter.org
Deidra D. Bradley, Principal	504-442-3195	dbradley@motoncharter.org
Terracenia Rodney, Assistant Principal	504-435-5038	trodney@motoncharter.org
Marlene Wade, Chief Financial Officer	504-435-5050	mwade@motoncharter.org
Cheryllyn Branche, Executive Assistant to the CEO	504-333-0684	cbranche@motoncharter.org
L’Tanya R. Bruno, Business Manager	504-245-4400	ltrandolph@motoncharter.org

## **C. Training of Crisis Management Response Team & School Staff**

The Crisis Management Response Team (CMRT) will participate in periodic training sessions during the fall, spring and summer terms---utilizing a full library of training videos to help them plan for, prevent, and manage a wide variety crisis.

The first training session for the CRMT will be held during the month of August and

the first staff training session will be held in September. Spring and Summer Training for the CRMT and staff shall be held in January and June, respectively. The purpose of CRMT is simple: To empower employees with the necessary skills to deal with an intense, difficult, dangerous, or disruptive event (personal or school) --- including, but not limited to the following:

- Stroke/Heart Attack, Seizure, etc.
- Loss of Building Utilities (Lights, heat, etc.)
- Covid-19 and Flu Pandemic
- Hurricanes, Flooding and Severe Weather
- Shooting/Violence and Shelter-in-Place
- Fire/Smoke Emergency
- Emergency Evacuations
- School Bus Fire/Accident;
- Medical Emergency
- Bomb Treat/Explosive Device

#### **D. Periodic drills or training exercises between the CMRT and staff**

“Practice Drills” or training exercises between CMRT and staff will be held quarterly. Students and staff members will become familiar with the emergency procedures. Taking the practice drills seriously, you can keep yourself and others safe.

#### **E. Communicating a crisis with parents before or after school hours**

In responding to a crisis that occurs before or after school hours, the Crisis Management Response Team will communicate with parents by posting information on the school’s website, a mass email to parents and posting information on Facebook and Instagram.

The persons responsible for communicating with parents are as follows:

- School Principal
- Assistant Principal

## **F. Communicating a crisis with staff during the school day**

In responding to a crisis that occurs during the school day, the Crisis Management Response Team will communicate with staff by announcements on the Intercom System, a mass email to staff parents and staff meetings.

The persons responsible for communicating with staff are as follows:

School Principal  
Assistant Principal  
CEO/Executive Assistant to the CEO

## **G. Communicating a crisis with parents during the school day**

In responding to a crisis that occurs during the school day, the Crisis Management Response Team will communicate with parents via telephone, email, text messages, and “Secondary” contacts provided by parents.

The persons responsible for communicating with parents are as follows:

School Principal  
Assistant Principal  
CEO/Executive Assistant to the CEO

## **H. Ensuring accurate student count before and after a crisis**

Before and after a crisis, the Management Team shall designate a staff member to use official “Class Rosters” and “Daily Attendance Reports” to conduct a headcount of students. A second staff member shall double check the headcount. Each student must be accounted for and reported to both the CEO and the Principal.

## **I. Communicating with students with disabilities and limited English proficiency**

In communicating with students with disabilities and limited English proficiency, an interpreter will be provided, and assistance and accommodations offered through school staff or the student’s companion.

## **J. Protocol in a “lockdown” situation<sup>1</sup>**

### **Faculty & staff:**

- Lock all doors and windows immediately. If a door can't be locked, attempt to quickly block the door with heavy items.
- Never open doors or windows unless ordered to do so by a safety or school official. Always ask for documentation from an official to confirm their identity.
- Turn off all lights and close the blinds or curtains.
- Instruct all students to stay low and away from the windows and doors.
- Keep students inside of the classroom.
- Silence televisions, cell phones and other electronics.
- Clear hallways, bathrooms and any area or room that cannot be thoroughly secured.
- Account for every student in the room.
- Assist those with special needs.
- Remain indoors and under lockdown until you receive an “all clear” from authorized personnel.

*AIS/Moton Charter School Crisis Management Plan (2021-2022), Page 5*

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<sup>1</sup> Shooting near campus, police activity in school area, violent or out of control visitor on campus.

## **Students should abide by the following rules**

- Alert a faculty member or staff if you know that someone is simply pulling a prank.
- Remain quiet, still, calm and alert.
- Follow all instructions.
- Only use cellular devices if it is an emergency or if instructed to do so.

## **K. Crisis Management Response Team and staff protocol if evacuation is necessary.**

### **Definitions:**

- **Evacuation:** Used to move students and staff out of the building.
  - With a simple evacuation, students and staff leave and move to a nearby pre-designated safe location and return to the school building right after the cause of evacuation is resolved. Schools practice evacuations regularly (often monthly) during fire drills.
- **Relocation:** Used to move students and staff to a pre-designated alternate site following evacuation when it is determined that returning to the school building will not take place within a reasonable period.

When circumstances require Evacuation of the school, evacuation is the priority. When an alarm sounds of a schoolwide announcement is made the following actions should be taken :

- Instruct the pupils to leave their bags and books where they are and to WALK quickly and quietly.
- If possible close the door once all pupils have left.
- Proceed to the nearest emergency escape route (shown on the inside door of every classroom) and re-assemble at a pre-designated place in groups organized by teachers and staff.



**Note: Relocation then becomes the top priority.** A diagram showing paths/hallways to be taken and exits should be announced on the Intercom System. Practice Drills are a critical part of the Evacuation and Relocation Plan.

- All staff and visitors should follow the Evacuation and Relocation Plan---with special assistance and support being provided to students with disabilities and learning disabilities.
- Please see attached updated floor plan that includes room assignments and evacuation routes.

**If Transportation is needed**, students. Moton's School Buses are parked on Campus in the rear of the building. The owners of Moton's transportation company are available 24 hours. Their contact information and other Emergency Contacts are attached to the Plan.

#### **K. Mental Health Services for students and staff after crisis incidents.**

It is important to provide emotional support to students and staff in the aftermath of a crisis.

Teachers will be asked to watch for clues that their students might want to talk but understand that not all children will want or need to talk about these events. Some students may not express their concerns verbally. Moton's staff and School Counselor will be asked to look for signs that students or co-workers might be in distress, such as changes in behavior, anxiety, sleep problems, acting out, problems at school or with academic work.

If professional assistance is needed, referrals will be made to school nurse, counselor, or social worker. Parents and Guardians will be asked to consider talking with their child's doctor or a mental health professional recommended by Moton's School Nurse or Counselor.

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General Staff Responsibilities, Emergency Contacts Information and Moton's Building Floor Plan are attached.

## **GENERAL STAFF RESPONSIBILITIES FOR ALL EMERGENCIES**

### **CEO/ Principal or Designee**

- Verify information.
- Call 911, if necessary.
- Seal off high-risk area(s).
- Notify A.I.S. Board of Directors and Consultants
- Notify Nola Public Schools
- Notify students and staff. Note: depending on the emergency, students may be notified by teachers.
- Evacuate students and staff, if necessary.
- Keep detailed notes of incident.
- Convene Emergency Response Team and implement emergency response procedures.
- Refer media to official spokesperson(s).
- Notify community agencies, if necessary (those not responding to the 911 call).
- Implement post-incident procedures, as necessary.

### **Teachers/Staff**

- Verify information.
- Lock classroom doors unless evacuation orders are issued.
- Warn students, if advised.
- Account for all students.
- Stay with students during an evacuation. Take class roster.
- Refer media to official spokesperson(s).
- Keep detailed notes of incident

## **EMERGENCY CONTACT INFORMATION**

### **Robert Russa Moton Charter School**

<b>Name</b>	<b>Office</b>	<b>Cell</b>	<b>Email</b>
John McCrary, CEO	504-245-4400	504-435-4976	jmccrary@motoncharter.org
Cheryllyn Branche, Exec. Asst.to the CEO	504-245-4400	504-333-0684	cbranche@motoncharter.org
Deidra D. Bradley, Principal	504-245-4400	504-442-3195	dbradley@motoncharter.org
Terracenia Rodney, Assistant Principal	504-245-4400	504-435-5038	trodney@motoncharter.org
Marlene Wade, CFO	504-245-4400	504-435-5050	mwade@motoncharter.org
L'Tanya R. Bruno, Business Manager		504-245-4400	ltrandolph@motoncharter.org

### **Nola Public Schools**

Henderson Lewis, Superintendent	504-304-3520	superintendent@nolapublicschools.com
Jeanie Decuers	504-304-3520	jdecuers@nolapublicschools.com
Eric Trosclair	504-304-3520	etrosclair@nolapublicschools.com

### **New Orleans Police Department**

7<sup>th</sup> District Police Department  
10101 Dwyer Road  
New Orleans, LA 70127  
504-658-6070

### **New Orleans Health Department**

1300 Perdidi Street  
Suite 8E18  
New Orleans, LA 70112  
504-658-2400

# BUILDING FLOOR PLAN -- Robert Russa Charter School





