CONEY ISLAND PREP
The courage to dream. The commitment to succeed.

District-Wide Safety Plan

Coney Island Preparatory Charter School

Available for Public Comment
8/1/2026 - 8/30/2026

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Introduction

Coney Island Prep believes that emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

The Coney Island Preparatory Public Charter School (CIP) District-Wide Safety Plan was developed by Coney Island Prep leadership in consultation with student, family, staff, local police, and school safety personnel. Coney Island Prep Public Charter School ensures each school campus has a completed Building-Level Safety Plan.

Our goals in creating and implementing our District-Wide Safety Plan are:

- To create an atmosphere and set of practices that prevent violence or unsafe conditions
- To create/implement a plan that will minimize the effects of serious violent incidents and emergencies
- To have an effective response plan for all predictable safety concern situations
- To produce a document that can be used as the basis for informing and training all school constituencies in regard to keeping our school safe.

Plans will be produced for the following (multi-hazard) situations: Fire, Intruder Alert, Bomb scare, Medical Emergency, Gas Leak, Civil Disturbance, and will include plans for Rapid Dismissal.

Key School Data:

- Number of Facilities: 5
- School Campuses: 4
- Addresses and Type of Space
    - **Central Office**
        - Address: 626 Sheepshead Bay Rd, 5th Floor
        - Type of Space: Privately leased office facility
    - **Coney Island Prep Lower Elementary School (CIPLES)**
        - Address: 8787 24th Avenue, Brooklyn, NY 11214
        - Type of Space: School facility co-located with NYC DOE IS 281
    - **Coney Island Prep Upper Elementary School (CIPUES)**
        - Address: 133 27th Avenue, Brooklyn, NY 11214
        - Type of Space: Privately leased school facility
    - **Coney Island Prep Middle School (CIPMS)**
        - Address: 501 West Avenue, Brooklyn, NY 11224
        - Type of Space: School facility co-located with NYC DOE IS 303

- **Coney Island Prep High School (CIPHS)**
  - Address: 294 Avenue T, Brooklyn, NY 11223
  - Type of Space: Privately leased school facility

Section I: General Considerations and Planning Guidelines

Purpose

The CIP District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17.

Our goal in creating this plan is to ensure the maximum safety of all students and staff at our school through careful and thoughtful planning. We will conduct table-top and actual drills of included plans to facilitate organized and effective use of these plans in the case of an actual emergency.

CIP District-Wide School Safety Team and Building Response Team

The CIP District-Wide School Safety Team is composed of representatives from Coney Island Prep Network Administration and school leadership.

Title	Name	Role
Chief Executive Officer	Karen Johnson	Incident Commander
Chief Executive Officer	Karen Johnson	Public Information Officer
Chief Executive Officer	Karen Johnson	Liaison Officer
Chief Operating Officer	Dawn Antoine Forbes	Safety Officer
Chief Schools Officer	Grace Ghazzawi	Safety Officer
Senior Director of Facilities	Alex Reyes	Safety Officer
Director of Operations, CIPLES	Melissa Salibi	Safety Officer
Director of Operations, CIPUES	Kevin Lambraia	Safety Officer
Director of Operations, CIPMS	Adrian Kennedy	Safety Officer
Director of Operations, CIPHS	Sadia Basir	Safety Officer
Principal, CIPLES	Paulina Portnoy	Safety Officer
Principal, CIPUES	Crystal Dewar	Safety Officer
Principal, CIPMS	Brittany Harper	Safety Officer
Principal, CIPHS	Christy Boise	Safety Officer

Safety Operations

The initial response to all emergencies at CIP will be by the Director of Operations and the Principal at the campus level. Upon activation of the District-Wide Safety Team, local emergency officials and the Board of Directors will be notified as appropriate. Efforts may be supplemented by county and state resources through existing protocols as required.

Each school will have a Building-Level Safety Plan, a Building Response Team, and a Post Incident Response Team.

Floor Plans

- **Coney Island Prep Lower Elementary School (CIPLES)**
  - Address: 8787 24th Avenue, Brooklyn, NY 11214
  - Available upon request to NYC DOE.
- **Coney Island Prep Upper Elementary School (CIPUES)**
  - Address: 133 27th Avenue, Brooklyn, NY 11214
  - Available upon request from Coney Island Prep leadership.
- **Coney Island Prep Middle School (CIPMS)**
  - Address: 501 West Avenue, Brooklyn, NY 11224
  - Available upon request to NYC DOE.
- **Coney Island Prep High School (CIPHS)**
  - Address: 294 Avenue T, Brooklyn, NY 11223
  - Available upon request from Coney Island Prep leadership.

Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17(e)(3), a summary of this Plan will be made available for public comment at least 30 days prior to its adoption. We will include representatives of all key School constituents and interested parties in the development and review of this plan.
The Final Plan will be formally adopted by the Board. To ensure student safety, the plan will be considered 'in effect' until such time as a full public review can be conducted and the Final Plan approved.

Our Building-Level Emergency Response Plans will remain confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

Full copies of the Building-Level Emergency Response Plan for our private facilities will be supplied to both local and State Police within 30 days of adoption.

A required annual review will be completed on or before July 1 of each year, after its adoption by the CIP Board of Directors.

Section II: Risk Reduction/Intervention Strategies

Prevention/Intervention Strategies

CIP believes in implementing violence prevention and intervention protocols as a primary means of ensuring student/school safety. These protocols take the form of Prevention Programs, Building Personnel Training, Drills/Exercises/ Student Training, School Security Policies and Protocols, Coordination with Local Emergency Officials, and Maintenance of Educational Agency contact information as per the below:

Prevention Programs

Programs and Policies:

Developed by the Chief Schools Officer, Led by Principals and Deans of Students:

- Violence prevention meetings, conflict resolution sessions, peer mediation, mentoring programs
- Advisory meetings (groups of 10 students who meet weekly with the same staff advisor. Discussions include both curricular and extracurricular topics with the goal of having students forming a professional relationship with a staff member.)

Developed by Chief Schools Officer, Coordinated by Social Worker:

- Regularly scheduled sessions with students, forums for students concerned about bullying/violence, anonymous reporting mechanisms.

Developed by Chief Schools Officer, Led by Principals:

- Training for teachers on how to implement trauma-informed practices to ensure a positive, safe learning environment. Classroom management training for teachers.
- Regular community meetings.

Building Personnel Training

- In preparation for planning and executing drills, the Chief Operating Officer will review information/guidance on the NYSED and New York State Center for School Safety websites as well as Safety Plans from other schools with Directors of Operations.
- When hiring school safety/security personnel, the District will ensure all personnel have the appropriate background (experience and training) to fulfill their role, including training in how to de-escalate potentially violent situations.
- The District will review the details of its Building-Level Safety Plans in detail to ensure compliance with state guidelines.
- The School will review the details of its Building-Level Safety Plans in detail with all faculty and staff prior to school opening (including all plan logistics,

roles and responsibilities, and backup plans), ensuring all are clear on all roles and responsibilities as well as logistics. Staff will sign off on having reviewed and understood School Safety Plans.

- Directors of Operations will attend school safety training offered by the NYC DOE in order to inform practices and training.
- Five staff at every campus, at a minimum, including all Physical Education teachers, will become CPR/AED certified.

Drills/Exercise/Student Training

- The District will ensure that all schools conduct mandatory, actual safety drills that test components of the School Safety Plan. These drills will be conducted in coordination with local emergency response and preparedness officials, as follows: The School will schedule the dates and times of drills with local officials; just before a drill, the School will contact local officials to announce the drill is about to start.

Early Detection of Potentially Violent Behaviors

Expert guidelines for the early detection of potentially violent behaviors will be disseminated to all school staff in August each year as part of Professional Development.

Coney Island Prep commits to informing parents, guardians, or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves, for which purposes shall include suicide. In the event that a student expresses suicidal ideation, they will be immediately sent to the Social Worker for evaluation and the family will be contacted immediately.

Section III: Response

Assignment of Responsibilities

The chain of command at CIP in the case of emergencies is as follows:

1. Chief Executive Officer
2. Chief Operating Officer
3. Chief Schools Officer
4. Campus Director of Operations / Campus Principal

Continuation of Operations

- In the event of an emergency, the Chief Executive Officer or his/her designee will serve as Incident Commander. The School Incident Commander may be replaced by a member of the local emergency response team.
- A relinquishing command, the Executive Director/Head of School or designee may be asked to serve a support role as part of a Unified Incident Command, if established, by the local emergency response agency.
- The school will follow the Chain of Command outlined above to ensure continuity of operations.

Notification and Activation (Internal and External Communications)

In the event of an emergency, the following internal and external communications systems will be utilized as makes most sense at the time:

- 2-way Radios (supplied to School Safety Team members)
- School Intercom System
- School Phone System
- Cell Phones of School Safety Team and staff
- Text Messaging
- Email
- Local Media

Standard notification protocol will be for:

- Notification of an incident or hazard development to the Chief Executive Officer as soon as possible following its detection
- In the event of an emergency, the Chief Executive Officer will notify all building occupants to take appropriate protective action.

Coney Island Prep will ensure the following:

- NYC DOE's Charter Schools Office provides support to Charter Schools in private facilities and is aware of CIP's location in this building. Local fire departments and law enforcement are aware of our location here. CIP staff have contact information for relevant contacts at NYPD.
- The Principal, Director of Operations, and their designees are trained in the operation of the school information systems, parent communication applications (ParentSquare), school telephone systems, two-way radios, and public announcement system on a yearly basis.
- The Principal, Director of Operations, and their designees will communicate with students, families, and the broader community before and after an emergency using the ParentSquare application. The school will send home formal, written communications to all key stakeholders following key emergencies using these platforms. The school will communicate with students and staff during an emergency using provided two-way radios and public announcement system.

- Wherever possible, families with technology barriers will receive paper copies of all communications and the communications in their home language.
- School staff are not to speak with news outlets regarding school emergencies. School staff are informed never to share in-the-moment information with student's families, their families, or the media so as to ensure accuracy of information shared by the school to the stakeholders. The Public Information Officer will ensure accuracy of information presented to the media when relevant and appropriate.
- The Principal, Director of Operations, and their designees will ensure all communications happen in a timely manner with regards to the impact on any after school activities or other usage of the school building.
- Where needed, the school will ensure the presence of interpreters, use of accessible documents, etc. to ensure information is accessible to individuals with disabilities.

Upon the occurrence of a violent incident, the Chief Executive Officer or designee will contact the appropriate local law enforcement officials. In the event of disaster or violent act, as necessary the Chief Executive Officer will also notify the Board of Directors via phone, and all staff if immediate communication is required, or via conducting an emergency staff meeting if the situation does not require immediate communication.

General Response Protocols

Coney Island Prep's school facilities will adhere to the NYC Department of Education's General Response Protocol so as to best coordinate with emergency respondents and other schools if needed. As Coney Island Prep operates inside of the New York City public school system, we will defer to the guidance of city leaders with regards to how the general response protocols will be updated to reflect Education Law 2801-a and to consider silent panic alarm systems.

Shelter in Place. The General Response Protocol for a Shelter in Place is as follows.

- There is a Public Address announcement made two times:
    - Attention. This is a shelter-in. Secure the exit doors.
    - The Shelter-In directive stays in effect until it is ended by a Public Address announcement
    - The Shelter-In has been lifted
- Students are trained to:
    - Remain inside the building
    - Conduct business as usual
    - Respond to specific staff directions
- Teachers are trained to:
    - Be more aware of their surroundings
    - Conduct business as usual

Evacuations. The General Response Protocol for Evacuations is as follows:

- Often, the fire alarm system alerts staff and students to start an evacuation.

- However, there may also be times when a Public Address announcement starts an evacuation.
- Announcements will begin with "Attention" followed by specific directions
- They are made two times.
- Students are trained to:
    - Leave belongings behind
    - Form a single file line
    - In cold weather, students should be reminded to take their coats.
    - However, students wearing exercise or gym clothes will not return to the locker room.
    - Students without winter coats will be taken to a safe, warm location as quickly as possible.
- Teachers are trained to:
    - Grab an evacuation folder (with attendance sheet and Assembly cards).
    - Lead students to evacuation locations as identified on Fire Drill Posters.
    - Always listen for additional directions
    - Take attendance and account for students.
    - Report injuries, problems, or missing students to school staff and first responders using the Assembly Card method.

Lockdowns. The General Response Protocol for Lockdowns is as follows:

- Soft Lockdown: No Imminent Danger
    - Administrative teams, Building Response Teams, and School Safety Agents will meet at the designated command post for further direction.
- Hard Lockdown: Imminent Danger
    - No one should sweep the school in a hard lockdown. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders.
- In Any Lockdown
    - A Public Address (PA) announcement made two times:
        - Attention: We are now in soft/ hard lockdown. Take proper action.
- Students are trained to move out of sight and keep silent.
- Teachers are trained to:
    - Check the hallway outside of their classrooms for students, lock classroom doors, and turn off the lights.
    - Move out of sight and keep silent
    - Wait for first responders to open door, or for the message:
    - The Lockdown has been lifted followed by specific directions
    - Take attendance and account for missing students by contacting the main office.

Hold. The General Response Protocol for Holds is as follows:

- The Hold response calls for no movement throughout the building until the "all clear" is given.

- While in Hold response, instruction and office tasks may continue as normal but no one may leave the room they are in until the Hold has ended.

- Hold is initiated when there is a condition inside the school building, and the immediate need to address the condition requires staff, students, and visitors to remain in place and conduct business as usual until the "All Clear" is announced.
- Hold might be initiated to manage an incident in the building that does not place the school community in danger, or whenever directed by First Responders Hold does not replace a soft or hard lockdown.
- The Building Response Team and School Safety Agents will sweep the building. Anyone found in the restrooms, hallways, stairwells, or the lobby will be taken to a designated area until the "All Clear" announcement is made.
- Announcements must be made to remind everyone to disregard any "end of class" signals. No one may enter or leave their room or office until the announcement is made indicating that the "All Clear" has been issued and the building can return to regular operation.
- During a Hold, anyone entering the school must be informed of the Hold. If students are returning from lunch, they must be escorted to a designated area where they can remain, with proper supervision, until the "All Clear" announcement is made.

Response to Acts of Violence

The plan below is in keeping with the School's Zero Tolerance Policy for School Violence. In the event of actual violence by any member of the school community or person on school grounds the School will follow the procedure below:

- Injured parties will be taken care of
- Offending individual will be contained
- Executive Director/Head of School, in consultation with the Principal, will determine the level of threat

  As required:
  - The immediate area of the act will be isolated and/or evacuated
  - Lockdown procedures will be activated
  - Local law enforcement agencies will be notified
  - Situation will be monitored and response adjusted as necessary

  As necessary
  - Initiate early dismissal
  - Initiate shelter or evacuation procedures

Protective Action Options

Situation	Plan

School Cancellation	• Monitor situation that may warrant school cancellation • Make cancellation determination • Inform Families/Students • Inform Staff • Inform Board
Early Dismissal	• Monitor situation that may warrant early dismissal • Make early dismissal determination • Identify a time to send early dismissal signal via bell • Inform staff • Inform families/students • Retain appropriate school personnel on site until all students have been returned home/picked up
Evacuation (before, during, and after school hours)	• Determine level of threat • Clear all evacuation routes and sites • Evacuate staff and students to pre-arranged evacuation site • Account for all students and staff populations. Report any missing persons. • Make determination regarding early dismissal • Ensure continued school supervision • Retain appropriate school personnel on site until all students have been returned home/picked up
Movement to Sheltering Sites	• Determine level of threat • Confirm sheltering location, depending on nature of incident • Evacuate all staff and students to pre-arranged sheltering site • Account for all students and staff populations. Report any missing persons to Executive Director/Head of School. • Make determination regarding early dismissal • Ensure continued school supervision • Retain appropriate school personnel on site until all students have been returned home/picked up

All of the above will be done in cooperation with local emergency responders.

Other Situational Response Protocols

Public Health, Medical, and Mental Health

Coney Island Prep will ensure the following is true regarding public health, medical health, and mental health:

- All staff members are trained in basic assessment of an emergency and are prepared to call 911.
- All staff members are trained in the prevention of spreading of COVID-19.
- Select staff members such as staff in the Main Office, and Physical Education teachers, are trained in administration of CPR/AED. A minimum of 5 staff will be trained for a student body of 360 students.
- The Director of Operations or designee will ensure that first aid kits will be located in the Main Office and that all needed materials are consistently purchased and in stock, and that there is an AED on all floors.
- CIP staff, Deans of Students, Social Workers, Social Work interns, and a School Counselor. To the extent that there is an emergency, all of these staff have been prepared to respond and are trained in trauma-informed practices.
- The Director of Operations or designee will continue to report per city and state guidelines all relevant mandated health updates.
- School facility is prepared for response these scenarios - the Dean's Office and Nurses Offices will be used as the emergency medical (e.g., first aid), public health, and mental health counseling services, and the Main Office and Principal's Office will be used to coordinate with emergency medical services, public health, mental health, law enforcement, fire department, and emergency management representatives.

Accounting for All Persons

In the event of an emergency, CIP will have the following in place.

- The Building Response Team will move all students to the proper assembly location - be it inside the school, on the sidewalks surrounding the school, or in an emergency relocation site.
- Each teacher is responsible for the students they are teaching, required to move all of them to the assembly area, and will have a printed roster in their classroom for every period that they can use to take attendance to ensure all students are present.
- In the event of an absence, the teacher will use the DOE General Response Protocol emergency card to communicate the problem to BRT staff. BRT will use 2-way radios, and a public address system to announce that the Principal or designee will be responsible for ensuring all school staff are present in the assembly area.
- Students will not be dismissed until the Principal or BRT have ensured that all children and adults are safe and that students' families are informed of when and how they will be dismissed.

Family Reunification

Coney Island Prep will use the following procedures for family reunification:

- The Principal, Director of Operations, and their designees will communicate with students, families, and the broader community before and after an emergency using the ParentSquare

application and School Messenger with regards to the reunification plan. Families will be informed that if there is an emergency, school staff will send home formal, written communications to all key stakeholders ahead of and following key emergencies using these platforms.

- Families are informed in the Student Handbook that High School students are allowed to self-dismiss except in the case of a health emergency or school-wide emergency. Families are informed that students cannot leave on their own.
- The Principal, Director of Operations, or their designee is responsible for communicating in the moment with families regarding the reunification process. Families will receive notifications about when, where, and how to reunify with their child via ParentSquare. There will be hourly communication with families or more frequently.
- Staff will be responsible for ensuring students stay in the assembly area.
- CIP will use our Student Information System to confirm the adult who is reunifying with the child is an approved contact.
- The Principal and Director of Operations will form lines of adults and children to facilitate safe reunification using a parent check-in system that is in a different physical space from the student assembly area.
- The Public Information Officer (CEO) will ensure privacy of students and parents from the media.
- Wherever possible, families with technology barriers will receive paper copies of all communications and the communications in their home language. Where needed, the school will ensure the use/presence of interpreters, use of accessible documents, etc. to ensure information is accessible to individuals with disabilities.

For All Situations:

- Parents - The Chief Executive Officer will determine if and when parents need to be informed, and will do the informing. This will be done in consultation with the senior Administrative team.
- Media – The Chief Executive Officer will determine if and when the media needs to be informed, and will do the informing. This will be done in consultation with the Board.
- The Building Response Team will convene within 48 hours of an event to conduct a Situation Debrief/Post Mortem. The Debrief process will include soliciting input from other school constituencies as follows: Principal asks for feedback from faculty and students (as appropriate,) Chief Executive Officer asks for feedback from other school constituencies (staff, etc.) the results of this Debrief will inform future plan updates.

Arrangements for Obtaining Emergency Assistance from Local Government

As necessary, the Chief Executive Officer will request assistance from emergency services organizations and local government agencies. Contact names and numbers will be maintained in the School Emergency/Safety Plan Binder. Soft and hard copies of this contact information will be maintained by the Principal and Director of Operations in their offices.

A record will be maintained of all Local Government Emergency Assistance requests and responses.

Procedures for Obtaining Advice and Assistance from Local Government Officials

As necessary, the Chief Executive Officer will request advice and assistance from local government officials (borough and city) and agencies such as the Red Cross. Contact names and numbers for all relevant local government officials and agencies, and the Red Cross will be maintained in the School Emergency/ Safety Plan Binder. Soft and hard copies of this contact information will be maintained by the Principal and Director of Operations in their offices.

School Resources Available for Use in an Emergency

The following school resources are available in case of an emergency:

- Cell phones
- Radios
- Tool Box
- First Aid Kit
- Flashlights
- Moving Carts
- Hand trucks/Dollies

Procedures to Coordinate the Use of School District Resources and Manpower During Emergencies

(see Multi-hazard plans above)

Security of Crime Scene

The Chief Executive Officer or designee is responsible for crime scene security and crime related evidence until relieved by law enforcement officials.

No item shall be removed, cleaned or altered without prior approval from the appropriate law enforcement agency.

Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

As needed, classrooms, bathrooms, communal spaces can be evacuated and students can be re-located in order to preserve a crime scene.

Principal or Director of Operations would ensure that the RESPOND measures are taken where

needed.

Section IV: Recovery

CIP Recovery (Post Incident Responses) will include, but not be limited to:

Short Term:

- Mental health counseling for staff and students
- Building security
- Facility Restoration
- Post Incident Critique

After the recovery stage of any incident, the CIP School Safety Team will conduct an internal post-mortem that will include re-evaluations of violence prevention and school safety activities as appropriate to improve our plan. Updates to the Safety Plan will be made as appropriate.

Long Term:

- Mental health counseling for staff and students
- Building security
- Mitigation actions, as appropriate, to reduce the likelihood of repeat occurrence and impact if a similar incident does occur again.

Note that the CIP Safety Team has coordinated with statewide plans for disaster mental health services to ensure that the School has access to federal, state and local mental health resources in the event of a violent incident.

After the recovery stage of any incident, the CIP Safety Team will conduct an internal post-mortem that will include re-evaluations of violence prevention and school safety activities as appropriate to improve our plan. Updates to the Safety Plan will be made as appropriate.

Section V: Emergency Remote Instruction Plan

In the event of an emergency that requires Coney Island Prep to close its doors for an extended period of time, our schools will switch to remote learning to ensure there is no lag in our scholars' education.

The plan will be as follows:

- The Chief Executive Officer will communicate closures to families with details on how their scholar will receive instruction during the closure period.
- Scholars will obtain technology from our emergency location site to ensure all scholars have access to devices to support synchronous learning. According to commissioner regulations §155.17(c)(1)(xxi)(a), we will ensure that all families who require technology assistance will receive:
    - A Chromebook or Tablet device, if needed
    - Resources to access the internet, whether via WIFI access point or assistance for residential WIFI, if needed
- Synchronous learning will be conducted using Coney Island Prep provided technology.
- Internet access will be provided if deemed needed by our Chief Executive Officer.
- Asynchronous instruction will be provided to supplement our synchronous learning.
- For scholars who have Individualized Education Plans (IEPs), our Director of Special Education will ensure they receive support, such as that mentioned in their IEP by the DOE or an outside vendor.