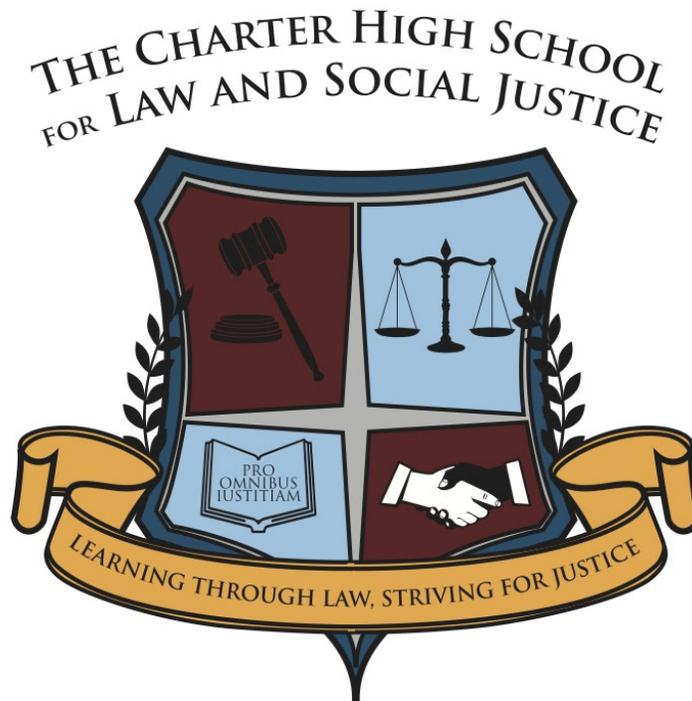


2022-2023
CHLSJ District-Wide Safety Plan



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Introduction

The Charter High School for Law and Social justice 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 Charter High School for Law and Social Justice (CHSLSJ) District-Wide Safety Plan was developed by CHSLSJ leadership in consultation with students, families, staff, local police, and school safety personnel. Charter High School for Law and Social Justice Charter School ensures the 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.

Planning Assumptions and Limitations

Stating the planning assumptions allows the school to deviate from the plan if certain assumptions prove not to be true during operations. The District-Wide Safety Plan is established under the following assumptions:

- The school community will continue to be exposed and subject to threats/hazards and vulnerabilities described in the Threat/Hazards Assessments Annex, as well as lesser threats/hazards that may develop in the future.
- A major disaster could occur at any time and at any place. In many cases, disseminating warnings to the public and implementing increased readiness measures may be possible; however, most emergencies occur with little or no warning.
- A single incident could occur at any time without warning, and the employees of the school affected cannot and should not wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. The rapid and appropriate response can reduce the number and severity of injuries.

- Outside assistance from local fire, law enforcement, and emergency services will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until emergency responders arrive at the incident scene.
- Actions are taken before an incident can stop or reduce incident-related losses.
- Maintaining the School District-Wide Safety Plan and providing frequent opportunities for training and exercising the plan for stakeholders (staff, students, parents/guardians, first responders, etc.) can improve the school's readiness to respond to incidents.

Distribution of the Safety Plan

8 NYCRR Section 155.17 (e)(3) mandates that a copy of the ERP and any amendments shall be filed with the appropriate local law enforcement agency and with the New York State Police within thirty days of adoption.

Send District Level Safety Plans to:

New York State Police
Headquarters – Field Command
Attn: Safe Schools NY
1220 Washington Avenue, Building 22
Albany, NY 12226

Or by email to: info@safeschools.ny.gov

School (Emergency Response Plan) ERPs are confidential and shall not be subject to disclosure under Article VI of the Public Officers Law or any other provision of law.

Copies of the emergency response plan, including appendices and annexes, are recommended to be distributed to your School Safety Team, local fire department, area law enforcement, local and county emergency management, the district superintendent, and any other persons deemed appropriate by the School Safety Team.

Section I: General Considerations and Planning Guidelines

Purpose

The Charter High School for Law and Social Justice District-Wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17.

Our goal in creating this plan is to ensure all students and staff’s maximum safety 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 a true emergency.

CHSLSJ District-Wide School Safety Team and Building Response Team

| Title | Name | Role |
|--------------------------------|---------------|----------------------------|
| Executive Director | Richard Burke | Incident Commander |
| Executive Director | Richard Burke | Public Information Officer |
| Assistant Principal of Culture | Jose Ferrer | Liaison Officer |
| Assistant Principal of Culture | Jose Ferrer | Safety Officer |
| Principal | Liz Runco | School Safety Team Member |
| Director of Operations | German Reyes | School Safety Team Member |

Safety Operations

The initial response to all emergencies at CHSLSJ will be by the Assistant Principal and Director of Operations. 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.

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

Plan Review and Public Comment

Pursuant to the 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 developing and reviewing this plan.

The Final Plan will be formally adopted by the Board. To ensure the safety of our students, the plan will be considered 'in effect' until a full public review can be conducted and the Final Plan is 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.

Section II: Risk Reduction/Intervention Strategies

Prevention/Intervention Strategies

CHSLSJ believes in implementing violence prevention and intervention protocols to ensure 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 Executive Director, Led by Principals, Assistant Principal of Culture and Deans:

- Violence prevention meetings, conflict resolution sessions, peer mediation, mentoring programs
- Advisory meetings (groups of 10-12 students who meet daily with the same staff advisors. Discussions include curricular and extracurricular topics to have students form a professional relationship with a staff member.)

Developed by Executive Director, Led by the Principal, Coordinated by Counselors and Social Worker:

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

Developed by Executive Director, Led by Principal and Assistant Principal of Culture

- 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 Executive Director will review information/guidance on the NYSED and New York State Center for School Safety websites and 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 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 before 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 to inform practices and training.
- Five staff on campus, at a minimum, including all Physical Education teachers, will become CPR/AED certified.
- All members of the Leadership Team will be CPR/AED certified.

Drills/Exercise/Student Training

The school will conduct mandated actual safety drills that test components of the School Safety Plan. These drills will be coordinated 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 2021 as part of Professional Development.

Section III: Response

Assignment of Responsibilities

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

1. Executive Director
2. Principal/Assistant Principal
3. Director of Operations

Continuation of Operations

- In the event of an emergency, the Executive Director or his/her designee will serve as Incident Commander. The School Incident Commander may be replaced by a local emergency response team member.
- 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 the 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 Executive Director as soon as possible following its detection
- In the event of an emergency, the Executive Director will notify all building occupants to take appropriate protective action.

Charter High School for Law and Social Justice will ensure the following:

- NYC DOE's Charter Schools Office provides support to Charter Schools in private facilities and is aware of CHSLSJ's location in this building. Local fire departments and law enforcement are aware of our location here. CHSLSJ staff has contact information for relevant contacts at NYPD.
- The Executive Director, Principal, Director of Operations, and their designees are trained in the operation of the school information systems, parent communication applications (TalkingPoints), school telephone systems, robocalling system (School Messenger), two-way radios, and public announcement system on a yearly basis.
- The Executive Director, Principal, Director of Operations, and their designees will communicate with students, families, and the broader community before and after an emergency using the TalkingPoint application and School Messenger. The school will send formal, written communications to all key stakeholders ahead of and following key emergencies using these platforms. The school will communicate with students and staff during an emergency using two-way radios and a 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 is not to speak with news outlets regarding school emergencies. School staff is informed never to share in-the-moment information with students' families, their families, or the media to ensure the accuracy of information shared by the school to the stakeholders. The Public Information Officer will ensure the accuracy of information presented to the media when relevant and appropriate.
- The Executive Director, Principal, Director of Operations, and their designees will ensure all communications happen in a timely manner with regards to the emergency's impact on any after-school activities or other usages 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 a violent incident, the Executive Director or designee will contact the appropriate local law enforcement officials. In the event of disaster or violent act, as necessary, the Executive Director 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

Charter High School for Law and Social Justice will adhere to the NYC Department of Education's General Response Protocol to best coordinate with emergency respondents and other schools if needed.

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 evacuation folder/attendance sheet/roster
- Lead students to evacuation location 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.

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 will be 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 the 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.

Response to Acts of Violence

The below plan 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
 - The 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
- The situation will be monitored and response adjusted as necessary

As necessary:

- Initiate early dismissal
- Initiate shelter or evacuation procedures

Protective Action Options

| Emergency Situation | Response Plan |
|---|--|
| School Cancellation | <ul style="list-style-type: none"> ● Monitor situations that may warrant school cancellation ● Make cancellation determination ● Inform Families/Students ● Inform Staff ● Inform Board |
| Early Dismissal | <ul style="list-style-type: none"> ● Monitor situations that may warrant an 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) | <ul style="list-style-type: none"> ● Determine the level of threat ● Clear all evacuation routes and sites ● Evacuate staff and students to a prearranged evacuation site ● Account for all students and staff populations. ● Report any missing persons. ● Make a 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 | <ul style="list-style-type: none"> ● Determine the level of threat ● Confirm sheltering location, depending on the nature of the incident ● Evacuate all staff and students to a pre-arranged sheltering site ● Account for all students and staff populations. Report any missing persons to the Executive Director/Head of School. ● Make a determination regarding early dismissal. ● Ensure continued school supervision ● Retain appropriate school personnel on-site until all students have been returned home/picked up |

| | |
|--|--|
| Explosive/ Bomb Threat | <ul style="list-style-type: none"> ● Implement evacuation drill protocol and announce “THE USE OF ELECTRONIC DEVICES AND TWO-WAY RADIOS IS PROHIBITED.” |
| Threat of Violence | <ul style="list-style-type: none"> ● The Executive Director and Director of Operations will be notified immediately of all implied or direct threats. ● The level of threat will be determined based on gathered information. ● The Director of Operations will contact local law enforcement officials if necessary. ● The situation will be monitored closely until the threat passes or local law enforcement officials take control. |
| Hostage | <ul style="list-style-type: none"> ● The first person aware of the situation will immediately notify the Director of Operations or the School Director, and they will inform the police. ● The Director of Operations will notify the administrators of the other schools on campus and the School Director. No response will be given to the media until deemed necessary. ● The school will go on hard lockdown as necessary. ● The Executive Director and Director of Operations will turn over authority to the police as requested upon their arrival. |
| Kidnapping/ Missing Child | <ul style="list-style-type: none"> ● CHSLSJ requires that a staff member always check the emergency contact list / authorized pick-up to ensure that students never leave the building with a non-authorized person. ● Notify school director of suspected kidnapping; ● Contact parent/guardian to ensure that student is not, knowingly, with relatives or friends; ● Confirm attendance information for the student reported kidnapped; ● The Director of Operations must call the NYPD/SSD Operations Center with any information (718) 730-8800. |
| Civil Disturbance | <ul style="list-style-type: none"> ● Implement soft lockdown drill protocol |
| Hazardous Material; Gas Leak; Biological Threat; Radiological Threat; Epidemic | <ul style="list-style-type: none"> ● Implement evacuation drill protocol and announce “THE USE OF ELECTRONIC DEVICES AND TWO-WAY RADIOS IS PROHIBITED.” |

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

Other Situational Response Protocols

Public Health, Medical, and Mental Health

Charter High School for Law and Social Justice will ensure the following is true regarding public health, medical health, and mental health:

- All staff members are trained in the basic assessment of an emergency and are prepared to call 911.
- Select staff members such as staff in the Main Office, and Physical Education teachers, are trained in the administration of CPR/AED. A minimum of
- Six staff will be trained for the student body of 450 students.
- The Director of Operations or designee will ensure first aid kits will be located in the Main Office and that all needed materials are consistently purchased, in stock, and there is an AED on all floors.
- CHSLSJ staffs Deans of Culture, Social Workers, Social Work interns, and School Counselors. 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.
- The school facility is prepared to 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, CHSLSJ 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, is 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 (Building Response Team) staff. BRT will use 2-way radios and a public address system to announce the Principal or designee will be responsible for ensuring all school staff is present in the assembly area.

- Students will not be dismissed until the Principal or BRT has ensured that all children and adults are safe and that students' families are informed of when and how they will be dismissed.

Family Reunification

Charter High School for Law and Social Justice will use the following procedures for family reunification:

- The Executive Director, Principal, Director of Operations, and their designees will communicate with students, families, and the broader community before and after an emergency using the TalkingPoint 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 Executive Director, 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 TalkingPoint. There will be hourly communication with families or more frequently.
- Staff will be responsible for ensuring students stay in the assembly area.
- How to inform families and guardians about the reunification process in advance and clearly describe their roles and responsibilities in reunification.
- CHSLSJ will use our Student Information System to confirm that the adult reunifies with the child is an approved contact.
- The Executive Director, Principal, and Director of Operations will form lines of adults and children to facilitate safe reunification using a parent check-in system in a different physical space from the student assembly area.
- The Public Information Officer will ensure the 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 presence of interpreters, use of accessible documents, etc., to ensure information is accessible to individuals with disabilities.

For All Situations:

- Parents- The Executive Director will determine if and when parents need to be informed and will do the informing. This will be done in consultation with the Leadership Team.

- Media- The Executive Director 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: Executive Director/Principal asks for feedback from the faculty and students (as appropriate). Executive Director/Principal asks feedback from other school stakeholders (staff, etc.) The results of this Debrief will inform future plan updates.

Safety

CHSLSJ Deans perform a variety of non-teaching duties in overseeing student activities in the school building, on school grounds, and outside the building. Their training includes participation in the annual violence prevention program conducted during the Fall and annual Sexual Harassment and Child Abuse programs during faculty meetings. Teachers, teaching assistants, and aides who are assigned hall monitor duty receive instruction in maintaining a safe environment from the Assistant Principal of Culture.

Security cameras are in place in the building. All staff are issued identification cards and keys that allow entry to the building.

An assistant Dean and additional Deans rotate at the lobby desk where guests are interviewed/viewed as would-be visitors before allowing entry to the building. A valid license or passport is required for entry. Once screened, a visitor pass, with name, time of entry, is given to the guest. The front desk calls in the person who the visitor is meeting to provide further directions. Typically majority of visitors go to the main office to meet with their assigned guest.

Classroom doors are locked and can be opened from the inside. Children who arrive late and/or leave early are signed in/out by a parent or guardian permission and are swiped in or out by at front desk. All grounds are monitored by assigned staff when they are in use during the school day. The hallways of the building are monitored by assigned staff. The cafeteria is monitored by teachers and teaching assistants as well as by the assigned lunch duty personnel.

Incident Command System protocols are followed during special events. Assigned personnel are issued walkie-talkies and flashlights for safety and security. Vests and/or event ID tags are issued for easy recognition. All district building Emergency Response Plans are deposited with the local and state police and local fire department. Members of the local police and fire departments and Emergency Medical Service (EMS) are participants on the District-wide and individual School Safety Teams. All of the departments are participants on the school's Emergency Response

Team. The police department utilizes district facilities for practice rescue drills. The district's policies and procedures for responding to acts of violence by students, teachers, other school personnel, and visitors to the school are found in the Code of Conduct and Education Law. Depending on the situation, a lockdown may be put into effect and/or police will be notified.

Arrangements for Obtaining Emergency Assistance from Local Government

As necessary, the Executive Director 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, Assistant Principal of Culture, 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 Executive Director 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, Assistant Principal of Culture, 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 Executive Director 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, Assistant Principal of Culture, or Director of Operations, would ensure that the RESPOND measures are taken where needed.

Section IV: Recovery

CHSLSJ 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, CHSLSJ 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, reduce the likelihood of repeat occurrence and impact if a similar incident occurs again.

Note that the CHSLSJ 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 CHSLSJ 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.