

**Reporting Requirements for Incidents of  
Breaking and Entering, Theft, Burglary, Fire,  
Malicious Mischief or Other Similar Events**

**SIATech A.P. No. 3501**

**SCHOOL FOR INTEGRATED ACADEMICS & TECHNOLOGIES**

1. Each incident shall be reported immediately to the appropriate policing agency, or in the event of a fire or other emergency, by dialing **911**.
2. The Site Leader shall be notified immediately of each incident. The Site Leader shall in turn inform the Operations Department located in Vista and his/her immediate supervisor.
3. A completed "Report of Loss and Damage Form" (W-102(A)), sample of which is attached hereto) shall be submitted to Operations Department located in Vista for each incident of theft, malicious mischief, breaking and entering, burglary, fire, etc.
4. Should replacement of an item stolen or destroyed be required, a purchase requisition should be submitted with the W-102(A).

**DATE OF ADOPTION BY THE BOARD: April 22, 2003**

**DATE OF RE-ADOPTION BY THE BOARD: June 19, 2007**