

**Emergency Plan & Incident Reporting  
Requirements**

**SIATECH POLICY NO. 3501**

**SCHOOL FOR INTEGRATED ACADEMICS & TECHNOLOGIES**

An emergency plan, with related guidelines and procedures, shall be created and updated annually. The intent of this plan is to clarify school procedures and communications in the case of an emergency such as a natural disaster, fire, burglary or other similar events. The objectives of the plan should be as follow:

1. To provide for action which will minimize injuries and loss of life of students and staff if an emergency occurs during school hours;
2. To provide for maximum use of school personnel and school facilities;
3. To ensure the safety and protection of students and school staff immediately after a disaster or other emergency;
4. To ensure proper communication among appropriate staff within the organization;
5. To ensure proper reporting of an incident;
6. To arrange for a calm and efficient plan for parents/guardians to retrieve their children from school, should it be necessary, following a disaster or emergency.

**DATE OF ADOPTION BY THE BOARD: JUNE 15, 2010**