



INCIDENT REPORT  
VANDALISM/THEFT /BREAK-IN /FIRE

DATE \_\_\_\_\_

SCHOOL SITE/CLASSROOM(S) \_\_\_\_\_

REPORTED BY \_\_\_\_\_

DATE AND TIME DISCOVERED \_\_\_\_\_

IF POLICE WERE CALLED, PLEASE LIST CASE # AND CONTACT PERSON  
\_\_\_\_\_

DAMAGE ONLY

THEFT ONLY

DAMAGE AND THEFT

DESCRIBE BRIEFLY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INCIDENT INVOLVES FUESD STUDENT(S), WHICH HAVE BEEN IDENTIFIED.

YES

PENDING INVESTIGATION.

IF PROPERTY LOSS IS EVIDENT, PLEASE DESCRIBE AND ESTIMATE COST:

PROPERTY DESCRIPTION	SERIAL#/PROPERTY TAG ID	ESTIMATE COST
_____	_____	_____
_____	_____	_____
_____	_____	_____

WORK ORDER(S) SUBMITTED TO FACILITIES/DATE SUBMITTED:

W.O. # \_\_\_\_\_ DATE \_\_\_\_\_

W.O. # \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
PRINTED NAME OF PERSON REPORTING THE INCIDENT

\_\_\_\_\_  
SIGNATURE OF PERSON REPORTING THE INCIDENT

PLEASE EMAIL: FACILITIES & RISK MANAGEMENT

VANESSA RODRIGUEZ – VANRODRIGUEZ@FUESD.ORG

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