

Los Alamitos Unified School District  
**REPORT OF FIRE, VANDALISM, THEFT**

1. SCHOOL: \_\_\_\_\_ 4. DATE OF REPORT: \_\_\_\_\_
2. LOCATION: \_\_\_\_\_ 5. DATE OF INCIDENT: \_\_\_\_\_
3. FIRE \_\_\_\_\_ THEFT \_\_\_\_\_ VANDALISM \_\_\_\_\_ 6. REPORTED BY: \_\_\_\_\_
7. POLICE NOTIFIED: No \_\_\_\_\_ Yes \_\_\_\_\_ DAY \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_\_
8. POLICE OFFICER: \_\_\_\_\_ CRIME REPORT#: \_\_\_\_\_
9. DISTRICT EMPLOYEE VERIFYING LOSS OR DAMAGE: \_\_\_\_\_
10. ITEM/S LOST OR DAMAGED: \_\_\_\_\_ EST COST: \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_
11. DESCRIBE INCIDENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. INDIVIDUAL/S RESPONSIBLE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Principal or Designee*
14. REVIEWER'S SUGGESTION/S TO PREVENT REOCCURRENCE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COST INFORMATION**

(To be completed by Business and Support Services)

Repair/Replacement cost estimate:

- A. Time & material costs (calculated by Maintenance) \$ \_\_\_\_\_
- B. Equipment costs (calculated by B.O.) \$ \_\_\_\_\_ Purchase Order # \_\_\_\_\_
- Total costs \$ \_\_\_\_\_ Date Repaired/Replaced: \_\_\_\_\_

Insurable claim? No  Yes

- A. Date claim submitted: \_\_\_\_\_  
B. Date claim paid: \_\_\_\_\_  
C. Amount recovered: \_\_\_\_\_

Reviewed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Asst. Superintendent, Business Services*

**IMMEDIATELY COMPLETE FORM AND FORWARD TO ASST. SUPERINTENDENT, BUSINESS SERVICES**  
**Send another copy after the police have done their initial investigation**