



**PLANT SECURITY REPORT
DISTRICT SCHOOL BOARD OF LEON COUNTY
2757 West Pensacola Street
Tallahassee, Florida 32304**

PLEASE FORWARD RESPECTIVE COPIES AS FOLLOWS:

White -Risk Management Department
Pink -Property Management
Blue -Maintenance Department
Goldenrod -School File

Date: _____

**GENERAL INFORMATION
(ANSWER ALL ITEMS)**

SCHOOL: _____ ADDRESS _____ PHONE _____

Date and Time of Incident _____ Investigating Agency _____

Forceable Entry _____ How _____ Location _____

Custodial hours necessary to cleanup? _____ Name of Investigator _____ TPD case # _____

Was Maintenance called? _____ Work Order Number assigned _____

Type of Damage (Check Item) Vandalism _____ Theft _____ Fire _____ Accident _____ Wind or Storm _____ Other _____

Place of Entry (Circle One): Classroom Cafeteria Library Office Washroom Gym Other _____

Specific Details of Losses or Damage (Where, What, and How): _____

MATERIALS AND EQUIPMENT STOLEN, DESTROYED, OR DAMAGED

No. Of Items	Name of Item	DESCRIPTION Model, Serial Number, P.C. Number, etc	Check One	Year Purchased	Purchase Price
			<u>Stolen-Destroyed-Damaged</u>		

ADDITIONAL BUS VANDALISM INFORMATION

School Bus No. _____ Bus Operator's Name _____

Individual in Charge _____

Did incident occur on regular run? _____ Run No. _____ Field Trip? _____ Trip No. _____

Other Location (Please tell where) _____

Person Preparing Report & Title

Principal's (Manual) Signature