



# MABAS DIVISIONS 4 & 5 SRT

## Lost/Damaged Equipment Report

Anytime there has been damage to, or damage involving, a MABAS/SRT vehicle, asset or piece of equipment, this report must be completed. It is the responsibility of the hosting/affected department/district to notify the SRT Administrative Coordinator of the damage within 48 hours of the incident and to complete this report within 72 hours of the incident. **The report must be typed and forwarded to the SRT Administrative Coordinator via email to [cloomis@srillinois.org](mailto:cloomis@srillinois.org) or fax to (866) 560-5538.**

Date of Incident: \_\_\_\_\_ Team: \_\_\_\_\_

What vehicle/asset/equipment was lost/damaged? Where did the loss/damage occur?

How and when was the vehicle/asset/equipment lost or damaged?

When was the vehicle/asset/equipment discovered to be lost/damaged?

Did the loss/damage occur as a result of negligence or equipment failure?  Yes  No

If yes, please explain:

What action(s) has or should be taken to prevent a similar occurrence in the future?

Name of Person Completing Report: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Dept/Dist: \_\_\_\_\_

### ADMINISTRATION USE ONLY

**Received:** Date: \_\_\_\_\_ By: \_\_\_\_\_

**Distributed:** Date: \_\_\_\_\_ By: \_\_\_\_\_