



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 Chief Administrative Officer via email to jsteingart@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: _____

SRT ADMINISTRATION USE ONLY

Received: Date: _____ By: _____

Distributed: Date: _____ By: _____