ALLIGATOR POINT / SAINT TERESA VOLUNTEER FIRE DEPARTMENT

PROPERTY / EQUIPMENT DAMAGE OR LOSS REPORT

Use this form to document APSTVFD property or equipment that is damaged, lost, stolen, or otherwise requires formal disposition. If the event also involves a vehicle collision, injury, or significant safety incident, complete the Accident / Incident Report as appropriate.

1. REPORT INFORMATION

Date of Report _____ **Completed By** _____ **Rank / Role** _____

Type of report - check all that apply:

☐ Damaged ☐ Lost ☐ Stolen

☐ Destroyed / Unserviceable ☐ Cannibalized / Parts Recovery ☐ Other: _____

2. PROPERTY / EQUIPMENT INFORMATION

Asset / Property # _____ **Serial #** _____ **Manufacturer / Model** _____

Brief Description _____ **Estimated Value** _____

Assigned Station / Apparatus _____ **Assigned Member** _____

3. EVENT INFORMATION

Date of Event _____ **Time** _____ **Incident / CAD #** _____

Location _____ **Officer / Person Notified** _____

Activity at time of damage/loss:

☐ Emergency Response ☐ Training ☐ Station / Work Detail

☐ Maintenance / Inspection ☐ Transport ☐ Storage

☐ Other: _____

4. NARRATIVE

Describe what occurred, how and where it occurred, when the damage/loss was discovered, who was notified, and what immediate actions were taken. Include known contributing circumstances.

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PROPERTY / EQUIPMENT DAMAGE OR LOSS REPORT - REVIEW

5. IMMEDIATE ACTION / STATUS

- ☐ Removed From Service
- ☐ Tagged / Secured
- ☐ Decontaminated
- ☐ Temporary Repair Made
- ☐ Photographs Taken
- ☐ Supervisor / Officer Notified
- ☐ Law Enforcement Notified
- ☐ Other: _____

Current Location of Item _____ **Replacement / Loaner Needed** Yes ___ No ___

6. THEFT / LAW ENFORCEMENT INFORMATION - IF APPLICABLE

Agency _____ **Officer** _____ **Case / Report #** _____

- ☐ Police / Sheriff's Report Attached
- ☐ Photographs Attached
- ☐ Not Applicable

7. REVIEW / CAUSE

Known or apparent cause:

Contributing factors:

- ☐ Normal Wear / Failure
- ☐ Accidental Damage
- ☐ Improper Use
- ☐ Storage / Security
- ☐ Environmental / Weather
- ☐ Maintenance Issue
- ☐ Operational Necessity
- ☐ Unknown
- ☐ Other: _____

8. REPAIR / REPLACEMENT / DISPOSITION

- ☐ Repair
- ☐ Replace
- ☐ Return to Service
- ☐ Remove From Service
- ☐ Dispose / Surplus
- ☐ Cannibalize for Parts
- ☐ Insurance / Claim Review
- ☐ Further Evaluation Required

Repair / Replacement Vendor _____ **Estimated Cost** _____

Disposition / corrective action / recommendations:

9. SAFETY / ADMINISTRATIVE REVIEW

- ☐ No Additional Safety Action
- ☐ Training / Coaching
- ☐ Equipment Inspection
- ☐ Procedure / Policy Review
- ☐ Safety Committee Review
- ☐ Inventory Record Updated
- ☐ Other: _____

Comments:

10. APPROVAL / CLOSEOUT

Member Completing Report _____ **Date** _____

Safety Officer / Reviewing Officer _____ **Date** _____

Fire Chief / Designee _____ **Date** _____

Attachments: Include photographs, repair estimates, law-enforcement reports, receipts, inventory documentation, or other supporting records when applicable.