



Eddy County Fire & Rescue

Lost or Damaged Equipment

All volunteer members are responsible for all fire department articles and/or items issued to them or placed in their care. These items shall not be loaned to anyone for any purpose. Volunteer members may be held financially responsible and accountable for any lost, stolen or destroyed item at the discretion of the Fire Chief or designee.

Type of Report:

Missing Equipment Damaged Equipment Stolen Equipment
Law Enforcement Case #: _____

Damaged/Lost Equipment Information:

Date & Time of Loss/Damage: _____ Incident Location: _____

Date & Time Loss/Damage DISCOVERED: _____ Serial #(if applicable): _____

DESCRIPTION of Equipment: _____

Briefly Describe Damage: _____

Status: In Service Out of Service

Person(s) RESPONSIBLE/INVOLVED (if applicable):

Name (Print): _____ District & Title (Position): _____ Contact #: _____

Name (Print): _____ District & Title (Position): _____ Contact #: _____

Person REPORTING:

Name (Print): _____ District & Title (Position): _____ Contact #: _____

Date & Time NOTIFICATION to District Chief and/or Division Chief: _____

Signature): _____ Date: _____

The Lost or Damaged Equipment form must be completed for all lost or damaged equipment and must be submitted to Fire Administration within seventy-two (72) hours of the incident.