



Equipment Damage / Loss / Theft Report Form

Virginia Association of First Responders (VAFR) instructors or officers are required to report any damage, loss or theft of VAFR owned and operated equipment as soon as possible and submit a completed copy of this form within 8 hours of the incident.

Please note that where an injury occurs as a result of any damage, loss or theft of VAFR owned and operated equipment, individuals are required to report the incident immediately, and submit a completed VAFR Injury/Illness Report Form.

Damage / Loss / Theft - Reported By	
Name:	Position/Role:
Phone:	
Email:	

Incident Information	
Incident Date (dd/mm/yy): ___ / ___ / ___	Time of Incident (24-hour clock):
Reported on: ___ / ___ / ___	Time Reported (24-hour clock):
District:	Specific Location:

Equipment Information	
List of Equipment Damaged / Lost / Stolen (Please Specify)	
Equipment Identification Number(s)	
Equipment Location at Time of Damage / Loss/Theft	



How Was the Equipment Damaged / Lost / Stolen? (Complete Description)	
Description of Damage to Equipment	

Did an injury result from the damage, loss, or theft?

- Yes
 No

**If yes, please complete a VAFR Injury/Illness Report Form*

Was the equipment damage, loss, or theft reported to the Police?

- Yes
 No

If yes, please provide:

Police Report Information	
Police Incident #:	Primary Officer:
Department:	Badge/Radio #:
Email:	

Signature: _____ Date: _____