

# HORRY COUNTY FIRE/RESCUE

## Property Damage/Loss Notification Form

### 1. Type of Report – Circle One

a. Missing Equipment	b. Damaged Equipment	c. Stolen Equipment (Attach Police Report)
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### 2. Reporting Employee Information

Last Name	First Name	MI
Position Title	Status (Circle One):	Career Volunteer
Station	Shift	Supervisor's Name

### 3. Responsible Employee Information (If unknown, explain in detail in Comment Section)

Last Name	First Name	MI
Position Title	Status (Circle One):	Career Volunteer
Station	Shift	Supervisor's Name

### 4. Damaged/Lost Equipment Information

Date/Time of Loss/Damaged	Status Circle One: In-Service Out-of-Service
Incident Location	
Date Loss/Damage Discovered	Time Loss/Damage Discovered
Description of Equipment	Serial Number (If Applicable)
Briefly Describe Damage(s)	
Date/Time Battalion Chief Notified (If Applicable)	

### 4. Comment Section: Description of How the Property Was Lost/Damaged (Print or Type and Attach Additional Statements if Needed).


