

## **Chapter 02 | Policies & Procedures**

### **02.06 Public Injury and Property Loss**

#### **PERSONAL INJURY**

If an employee or guest is injured on Wisconsin Department of Transportation property, an Incident Work Order is to be created in FAMIS and a General Incident Report (Form DOA-6441) must be uploaded to the work order as soon as possible.

#### **GENERAL PROPERTY**

In the event damage occurs to Wisconsin Department of Transportation property or assets due to vandalism, theft, wind, water, weather, or fire, an Incident Work Order is to be created in FAMIS, and a Building and/or Equipment Loss Report (Form DT1690) must be uploaded to the work order as soon as possible.

#### **GENERAL PROPERTY – LIGHTNING**

In the event damage occurs to Wisconsin Department of Transportation property or assets due to lightning, an Incident Work Order is to be created in FAMIS, and a Lightning Losses Affidavit (Form DOA6740) must be uploaded to the work order as soon as possible.