



OREGON STATE FIRE MARSHAL

ENGINE PROGRAM

OREGON STATE FIRE MARSHAL
3991 FAIRVIEW INDUSTRIAL DR. SE
SALEM, OR 97302
503-378-3473

OPERATIONS BULLETIN #24-07

Date: 10/11/24
Apparatus: All OSFM Owned Apparatus
Subject: Damage to Apparatus

Oregon State Fire Marshal is in the process of creating and posting Standard Operating Guidelines (SOG) on the [OSFM Engine Program Website](#). One of the SOG's we plan to cover is Damage to Apparatus. Listed below is some draft language to help with this process until the SOG is finalized.

The Damage to Apparatus SOG will be adopted to provide a standard for damage that occurs to Oregon State Fire Marshal (OSFM) owned apparatus. The SOG will apply to all Engine Program recipients that coordinate damage that occurs to an OSFM owned apparatus.

Each OSFM owned apparatus shall have a Crash Report Packet in the apparatus (Crash packet is located in the black binder and on the website). If an apparatus is involved in a crash, this packet contains all the documents you will need. Start with the instruction on the "State Vehicle Crash Checklist". It will help make sure you collect all needed information, contact appropriate parties, and ensure you complete all necessary actions during and after a vehicle crash. Please print replacement copies (found on the OSFM Engine Program web page).

After damage takes place, the Engine Program recipient will complete a memo and crash packet found in the apparatus and/or on the Engine Program web page. The completed packet shall be emailed to engineprogram@osfm.oregon.gov as soon as possible or within 72 hours. The crash packet will include a checklist, vehicle crash sheet, and witness card.

Liability and responsibility for the damage or repair is defined in the Engine Program Intergovernmental Agreement (IGA) and will be considered after the reporting process is complete.

OSFM may request further information depending on the type of damage. OSFM plans to notify all recipient agencies once the SOG's are finalized.