



## VEHICLE CRASH CHECKLIST

- ☐ Contact the OSFM Engine Program Coordinator at (971) 372-1244 to report an accident.
- ☐ Complete the Vehicle Crash Packet.
- ☐ Complete a memo.
- ☐ Submit a police report if a crime is believed to have occurred.
- ☐ Take photos of all vehicle damage, property damage, and the accident scene.
- ☐ Secure witness information - if available.
- ☐ Reference your agency Certificate of Coverage for Insurance.

**You must submit a collision report to DMV within 72 hours if the collision results in any of the following:**

- ☐ Injury or death to any person
- ☐ Damage over \$2,500 to the vehicle you were driving (even if your vehicle was the only one in the collision)
- ☐ Damage over \$2,500 to property other than a vehicle involved in the collision
- ☐ Damage over \$2,500 to any vehicle AND any vehicle is towed from the scene because of damage from the collision.
- ☐ If a DMV collision report is completed, notify OSFM of the date and time filed with DMV.

**Do not give statements to anyone except law enforcement officers, your agency's Supervisor, OSFM Engine Program Coordinator, Risk Manager, or DAS Risk Management representative.**

- ☐ Secure a copy of the police report – if available.
- ☐ Email memo and all written and photo documentation to the OSFM Engine Program Coordinator within 3 days at [engineprogram@osfm.oregon.gov](mailto:engineprogram@osfm.oregon.gov)
- ☐ Print replacement crash packet copies for your apparatus, they can be found on the OSFM Engine Program web page.