



OFFICE OF STATE FIRE MARSHAL

*EMERGENCY RESPONSE UNIT
Regional Hazardous Materials
Emergency Response Teams*

STANDARD OPERATING GUIDELINES

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SUBJECT: Damage or Loss of State Property

OBJECTIVE: Outline the process for reporting and documenting damage or loss to state owned property.

I. SCOPE

This process involves all Regional Hazardous Materials Emergency Response Team (RHMERT) members, RHMERT administrators, Office of State Fire Marshal (OSFM) staff, and the OSFM Duty Officer, if damage or loss has occurred to state owned property.

II. DEFINITIONS

Damage – Physical harm caused to something in such a way as to impair its value, usefulness, or normal function.

Loss – An item which is either damaged beyond repair, missing, or stolen.

OSFM-Owned State Property – all apparatus, equipment, and supplies operated by RHMERTs as described in the Intergovernmental Agreement (IGA) for RHMERT Services and listed in Exhibit B of the IGA, as well as any property purchased in the current contract cycle.

RHMERT Member - The individual(s) participating as a responder(s) for the Regional Hazardous Materials Emergency Response Teams program and damages or witnesses damage/loss of state property.

RHMERT Administrator - The person designated by the contract agency who, based upon experience, training, and authority, has the ability to assess and report the damage.

Duty Officer - The individual(s) designated by the State Fire Marshal to provide assistance to Regional Hazardous Materials Emergency Response Teams, in case of emergency.

OSFM Staff – Employees for the OSFM, identified as the OSFM Readiness Coordinator and RHMERT Program Coordinator.

III. GENERAL

Non-Vehicle Damage

Within three (3) days of the damage/loss taking place or being discovered, the RHMERT administrator will submit a memo electronically to the OSFM Readiness Coordinator and carbon copy the RHMERT Program Coordinator. The memo will be on department letterhead and include a narrative. The narrative shall describe the event(s) which led up to the incident, including dates and times, and steps taken immediately after. This includes steps taken to eliminate subsequent losses or damages. A police report will be filed if the property is considered stolen. The memo will be reviewed and signed by the following:

- RHMERT member involved (if applicable)
- RHMERT administrator, and
- Fire Chief

Within ten (10) days from when the damage occurred, the RHMERT administrator will compile and complete all documentation as a report and submit via email to the OSFM Readiness Coordinator and carbon copy the RHMERT Program Coordinator. The report will include a complete narrative, police report (if applicable), and photographs from all four sides of the equipment, in addition to detailed photographs of the damage. These should be daylight photographs only.

Teams are not authorized to repair, service, or replace state property until approved by the OSFM.

Liability and responsibility for the damage or repair is defined in the RHMERT IGA and will be considered after the reporting process has been completed.

Vehicle Damage

After the damage takes place, the RHMERT administrator will electronically submit the fleet crash/damage notification form to OSFM staff within 72 hours. The form is located on the OSFM website,

http://www.oregon.gov/osp/SFM/pages/eru_rhm_teams.aspx#Regional_Teams_Forms.

The form will include signatures from the RHMERT member, RHMERT administrator, and Fire Chief.

1. If the event occurs outside of normal OSFM business hours **and** the RHMERT administrator is unsure of a decision or the process, the State Fire Marshal Duty Officer should be contacted.
2. If the State Fire Marshal Duty Officer cannot be reached by using the established call down procedures, a decision to relocate and secure the property may be made without their concurrence.

Within ten (10) days from when the damage occurred, the RHMERT administrator will compile and complete all documentation, defined as a report, and submit via email to the OSFM Readiness Coordinator and carbon copy the RHMERT Program Coordinator. The report will include a complete narrative, DMV – Oregon Traffic Accident and Insurance Report (if applicable), police report (if applicable), photographs of involved state property, towing bills (if applicable), and two repair estimates (three estimates if there is \$1,500 or more difference).

Photographs from all four sides of the vehicle, in addition to detailed photographs of the damage, must be included in the report. Ensure the front and rear license plates are visible, as well any undercarriage or engine compartment damage (if applicable). These should be daylight photographs only.

Once the repair estimates are received, OSFM Staff will review them and authorize which repair estimate, if any, will be utilized to repair/replace the apparatus. Teams are not authorized to repair, service, or replace state property until approved by the OSFM.

Liability and responsibility for the damage or repair is defined in the RHMERT IGA and will be considered after the reporting process is complete.

IV. SUMMARY OF DEADLINES

Day 0: Incident occurs

Day 3: Notification to OSFM Staff

Day 10: Complete report sent to OSFM Staff