**VEHICLE ACCIDENT CRASH CHECKLIST**

* Move your vehicle to a safe location and do not obstruct traffic, if possible.
* Remain calm & turn off your engine.
* Check for personal, passenger, and citizen injuries.
* In case of injury or death, immediately CALL 911 for assistance and notify the Business Services Director on (971) 372-1635.
* For obvious Hazardous, flammable and/or combustible spills CALL 911
* Engage safety measures to prevent road hazards e.g., activate hazard lights, place warning flags or signs at a reasonable distance before the scene.
* Contact your Agency supervisor and Engine Program Coordinator on (971) 372-1244 to report an accident.
* Take photos of all vehicle damage and scene.
* Use the Vehicle Crash Packet;
* Contact Supervisor to secure a tow and another vehicle.
* To fill out the Agency Vehicle Crash Sheet.
* To secure witness information - if available.
* To complete the DMV Oregon Traffic Accident & Insurance Report (submit to DMV within 72 hours).
* To distribute Risk Management informational claim cards to citizen drivers.
* To reference Certificate of Coverage for Insurance.

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

* Secure a copy of the Police Report
* Gather all written and photo documentation, then make three (3) copies and submit to the following:
  + State Vehicle’s Owner
  + Your Engine Program Coordinator and Supervisor
  + Keep a copy for your records.
* Inform the Engine Program Coordinator to replace the Vehicle Crash Packet

If you have any questions regarding this process or have an Agency Property claim, contact Agency Risk Management:

* By phone (971) 209-0829
* By email [Risk.Management@osfm.oregon.gov](mailto:Risk.Management@osfm.oregon.gov)
* By address OSFM Risk Management at 3991 Fairview Industrial Drive SE, Salem, OR 97302