



BOWIE VOLUNTEERS

FIRE DEPARTMENT & RESCUE SQUAD

Station 19, 39 & 43
15454 Annapolis Road
Bowie, MD 20715
(301) 262-0502 Fax (301) 809-0609

To: All Personnel

From: Lee Havens, Chief 19

Date: May 12, 2007

Apparatus Order 2007-2: Apparatus Damage

Any apparatus that's has incurred any damage for whatever reason shall be documented and noted in the station logbook.

The logbook entry shall include:

- Individual's name who found the damage
- Date damage was discovered
- How the damage occurred, if known
- Which Chief was notified
- Individual's name who made the entry in the logbook

Any vehicle involved in an accident, the individuals shall follow the Prince Georges County Fire EMS Department's General Order 5-2: Vehicle Accident Reporting and Property Loss.

As a minimum, the career or volunteer officer of the involved apparatus will ensure PSC notifies a Bowie Volunteer Chief as stated in the General Order. The Chief from Bowie will ensure the proper paperwork is filed and the essential personnel are notified. Any damage needing an insurance claim to repair will need a full accident package to be completed. All paperwork will be forwarded to the Department's Apparatus Deputy Chief or the designee. The responding Chief will follow up with an email to Chief 19, the Department President, the Apparatus Deputy Chief and the respective Station Chief within 24 hrs.

Prepared by: Deputy Chief Timothy J. Daly
May 12, 2007

Chief Lee Havens
Department Chief