

**Claim Document
For
Damaged or Loss Equipment**

**Send the COMPLETED documents to:
Email fire finance email or if questions call COMP Unit Leader
– See IAP for email and COMP phone number**

- 1. OF-289 – Property Loss or Damage Report – “Do NOT use this form for Contracted Equipment”. Show/tell in detail how the fire/incident caused the damage/loss.**
- 2. Pictures/Photos of the damaged equipment.**
- 3. Repair or replacement order(s).**
- 4. Estimated cost to repair or replace damaged equipment (invoice)**
- 5. Resource order and manifest.**
- 6. EERA or Agreement.**
- 7. Any additional information dealing with claim (General Message, Hand written notes, letters, etc)**
- 8. Pre & Post Inspection**
- 9. Date the equipment was purchased and any warranty.**

Email OF-289 with all the attachments once each section on 1st page and 2nd page through subject matter expert have been completed.

**PLEASE DON'T' WAIT UNTIL DEMOB TO TURN IN YOUR
CLAIM**

PROPERTY LOSS OR DAMAGE REPORT Fire Suppression		1. Crew Name or No. (O#, A#, E# or C#)	2. ID NO (Form OF-289) NOT APPLICABLE
		3. ISSUED TO <i>(List: Individual Name, Home Unit Name, Home Unit Address, Email and Telephone Numbers – Fax, Cell, Work, etc.)</i>	
4. ISSUING OFFICE OR CAMP NAME <i>(Name of Incident Agency and the Incident Number)</i>			
5. FIRE NAME	6. FIRE NO. <i>(Fire Account Code)</i>	7. TYPE EMPLOYEE <i>(Mark one with "X")</i> <input type="checkbox"/> Regular Govt <input type="checkbox"/> Casual Firefighter/AD <input type="checkbox"/> Other _____	
8. DESCRIPTION OF PROPERTY LOST OR DAMAGED <i>(Include Property/Serial No. if applicable. Include approximate year of or age of equipment.)</i>			QUANTITY
a.			
b.			
c.			
9. Employee report on circumstances of loss or damaged to property listed: <i>(Be specific – date, place, division on fire; be descriptive of damage, loss, HOW DID THE FIRE CAUSE THE DAMAGE, etc.)</i>			
10. SIGNATURE			11. DATE
12. Witness report: <i>(Be specific –date, place, division on fire; be descriptive of damage, loss, HOW DID THE FIRE CAUSE THE DAMAGE what did you see, etc.)</i>			
13. SIGNATURE			14. DATE
15. Fire Boss or Property Control Officer comments regarding loss or damage: <div style="text-align: center;">Do not complete this section, see next page.</div>			
16. SIGNATURE	17. TITLE	18. DATE	

