

Recovering from a fire can be a physically and mentally draining process.

When fire strikes, lives are suddenly turned around. Often, the hardest part is knowing where to begin and who to contact.

The Saline Valley Fire Protection District has gathered the following information to assist you in this time of need. Action on some of the suggestions will need to be taken immediately. Some actions may be needed in the future while others will be on going. The purpose of this information is to give you the assistance needed to assist you as you begin rebuilding your life.

The First 24 Hours - Securing Yourself and the Site

Contact your local disaster relief service, such as the American Red Cross or the Salvation Army, to help with your immediate needs, such as:

- temporary housing
- food
- medicine
- eyeglasses
- clothing
- other essential items

Contact your insurance agent/company.

Cautions!!!

- Do not enter the damaged site. Fires can rekindle from hidden, smoldering remains.**
- Normally, the fire department will see that utilities (water, electricity and natural gas) are either safe to use or are disconnected before they leave the site. Do not attempt to turn on utilities yourself.**
- Be watchful for structural damage caused by the fire. Roofs and floors may be damaged and subject to collapse.**
- Food, beverages and medicine exposed to heat, smoke, soot and water should not be consumed.**
- Leaving Your Home**
- Contact your local police departments to let them know the site will be unoccupied.**
- In some cases it may be necessary to board up openings to discourage trespassers.**
- Beginning immediately, save receipts for any money you spend. These receipts are important in showing the insurance company what money you**

have spent related to your fire loss and also for verifying losses claimed on your income tax.

If it is safe to do so, try to locate the following items:

- identification, such as driver's licenses and Social Security cards
- insurance information
- medication information
- eyeglasses, hearing aids or other prosthetic devices
- valuables, such as credit cards, bank books, cash and jewelry

There are many people/entities that should be notified of your relocation, including:

- your insurance agent/company
- your mortgage company (also inform them of the fire)
- your family and friends
- your employer
- your child's school
- your post office
- any delivery services
- your fire and police departments
- our utility companies

Do not throw away any damaged goods until after an inventory is made. All damages are taken into consideration in developing your insurance claim.

If you are considering contracting for inventory or repair services discuss your plans with your insurance agent/company first.

Insured

Give notice of the loss to the insurance company or the insurer's agent/company.

Ask the insurance company what to do about the immediate needs of the dwelling, such as covering doors, windows, and other exposed areas, and pumping out water.

Ask your insurance agent/company what actions are required of you. Some policyholders may be required to make an inventory of damaged personal property showing in detail the quantity, description and how much you paid for the items.

Replacing Documents & Records

Here is a check list of documents you will need to replace if they have been destroyed, and who to contact for information on the replacement process.

Replacement Documents and Contact Information	
ITEM	WHO TO CONTACT
Driver's license, Auto registration	Department of motor vehicles
Bank books (checking, savings, etc.)	Your bank, as soon as possible
Insurance policies	Your insurance agent
Military discharge papers	Department of Veterans Affairs
Passports	Passport service
Birth, death and marriage certificates	Bureau of Records in the appropriate state
Divorce papers	Circuit court where decree was issued
Social Security or Medicare cards	Local Social Security office
Credit cards	The issuing companies, as soon as possible
Titles to deeds	Records department of the locality in which the property is located
Stocks and bonds	Issuing company or your broker
Wills	Your lawyer
Medical records	Your doctor
Warranties	Issuing company
Income tax records	The IRS Center where filed or your accountant
Citizenship papers	U.S. Immigration and Naturalization Service
Prepaid burial contract	Issuing company
Animal registration papers	Humane Society
Mortgage papers	Lending institution

Fire Department Operations

Common Questions

Q. Why are windows broken or holes cut in the roof?

A. As a fire burns, it moves upward then outward. Breaking the windows and/or cutting holes in the roof (called ventilation) slows the damaging outward movement, helps remove blinding smoke that obscures the actual fire, and enables firefighters to fight the fire more efficiently. The result of this action is less damage to the structure in the long run.

Q. Why are holes cut in walls?

A. This is done so that the fire department is absolutely sure that the fire is completely out, and that there is no fire inside the walls or other hidden places.

Q. Is it possible to obtain a copy of the fire report?

A. In most localities, a fire report is a public document and is available at the fire department or fire marshal's office

Emergency Numbers

Please fill this area in with your local phone numbers and keep copies at locations other than your home.

Emergency Saline Valley House #1 636-343-9300

Poison Control 1-800-222-1222

Doctors

Insurance Company

medical policy number

home policy number

auto policy number

Gas/Fuel Company Missouri Natural Gas 1-877-664-2726 or 636-931-8383

Municipality

Banks

Neighbors

Accountant

Family

American Red Cross Jefferson County 636-464-9150

Shelter/Assistance

Pharmacy

Work Numbers

Other

After the Fire Strikes - More Information

Saline Valley Fire Protection District
1771 Springdale Blvd.
Fenton, MO 63026
Phone 636-343-9300

The following checklist serves as a quick reference and guide for you to follow after a fire strikes.

- Contact your local disaster relief service, such as The Red Cross, if you need temporary housing, food and medicines.
- If you are insured, contact your insurance company for detailed instructions on protecting the property, conducting inventory and contacting fire damage restoration companies. If you are not insured, try contacting private organizations for aid and assistance.
- Check with the fire department to make sure your residence is safe to enter. Be watchful of any structural damage caused by the fire.
- The fire department should see that utilities are either safe to use or are disconnected before they leave the site. DO NOT attempt to reconnect utilities yourself.
- Conduct an inventory of damaged property and items. Do not throw away any damaged goods until after an inventory is made.
- Try to locate valuable documents and records. Refer to information on contacts and the replacement process inside this brochure.
- If you leave your home, contact the local police department to let them know the site will be unoccupied.
- Begin saving receipts for any money you spend related to fire loss. The receipts may be needed later by the insurance company and for verifying losses claimed on income tax.
- Notify your mortgage company of the fire.
- Check with an accountant or the Internal Revenue Service about special benefits for people recovering from fire loss.