

# ***After the Fire is Out***



***Quick checklist to serve as a guide to follow immediately following a fire***

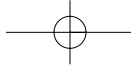


**Clark County Fire Department**  
**Earl A. Greene • Fire Chief**



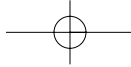
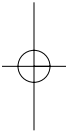
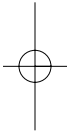
**Board of County Commisioners**

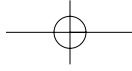
**Mary Kincaid-Chauncey • Chair**  
**Chip Maxfield • Vice Chair**  
**Yvonne Atkinson Gates**  
**Mark A. James**  
**Rory Reid**  
**Myrna Williams**  
**Bruce L. Woodbury**  
**Thom Reilly • County Manager**  
**Richard Holmes • Assistant County Manager**



Notes & Information

Lined area for notes and information, consisting of multiple horizontal lines.





**Please fill this out and keep at home and locations other than your home:**

**Important Numbers:**

**Emergency:**

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**Poison Control:**

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**Doctors:**

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**Family:**

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**Insurance Company:**

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**Medical policy No.**

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**Home policy No.**

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**Auto policy No.**

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**American Red Cross:**

791-3311

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**Neighbors:**

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**Bank/Credit Union:**

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**Southwest Gas:**

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**Nevada Power:**

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**Work Numbers:**

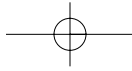
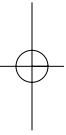
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**Other Numbers:**

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## Step 1. Get Assistance

Call family, friends, or American Red Cross (791-3311) for help with immediate needs (temporary housing, food, medicine, clothing, etc.).

Call your insurance agent. If you are not insured call American Red Cross (791-3311).

## Step 2. Secure Your Property

If you cannot live in your residence-

- Remove valuables (with fire personnel assistance) , including driver's license, Social Security card, insurance info, medication info, eyeglasses, hearing aids, credit cards, bank books, cash and jewelry
- Secure doors and windows (insurance company may help)
- Contact fire/smoke restoration services (listed under "Fire & Water Restoration" in yellow pages)

## Step #3. Utilities

- Often, fire personnel turn off utilities as a safety precaution. Do NOT try to turn them back on yourself.

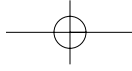
Contact the appropriate agency:

\*Electricity: 227-2900

\*Natural Gas: 365-1555

\*Telephone: 385-2211

\*Water: You may be able to do this, although a plumber may be necessary.



### Step 4. Inventory

Make a list of all items on your property and do not throw away anything before getting approval from your insurance company. Also, save all receipts for any money spent. These can be used for insurance and income tax purposes.

### Step 5. Relocation

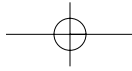
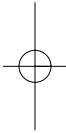
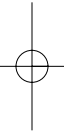
If you need to relocate, contact the following:

- Family and friends
- Mortgage company
- Employer
- Children's schools
- Post office
- Utilities

### Step 6. Care of Documents

Locating (or replacing) these items will greatly assist the recovery process:

<b>Item</b>	<b>Who to contact</b>
Driver's License, vehicle reg.	DMV
Bank Books	Your bank (as soon as possible)
Credit cards	Issuing companies (as soon as possible)
Insurance policies	Your insurance agent
Birth, death, marriage certificates	Bureau of Records in the appropriate state
Divorce papers	Circuit court where decree was issued
Social Security or Medicare cards	800-772-1213
Titles to deeds	Records dept. of the locality in which property is located
Stocks and bonds	Issuing company or your broker
Wills	Your lawyer
Medical records	Your doctor
Warranties	Issuing companies
Income tax records	IRS or your accountant
Mortgage papers	Lending institutions
Passports	Passport service



  
  
**Step 8. Tax Information:**

- Check with an accountant, tax consultant or the IRS about special benefits for people after a fire loss.

### Fire Department Operations

- Common Questions

Question: Why are windows broken or holes cut in the roof?

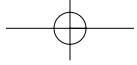
Answer: As a fire burns, it moves upward and outward. Firefighters utilize a ventilation process by breaking specific windows or cutting a hole in a critical part of the roof to allow the smoke and built up heat to escape faster. This means fire personnel can see and fight the fire more efficiently. This means less damage to the structure.

Question: Why are holes cut in walls?

Answer: This is done so firefighters are absolutely sure the fire is completely out, that no fire is inside the walls or other hidden places.

Question: How can I obtain a copy of the fire report?

Answer: The report can be obtained from the Fire Investigation Division located on the 2nd floor of Station 18, 575 E. Flamingo Rd. between the hours of 8:00 AM and 5:00 PM, Monday thru Friday.



Food:

- Canned goods and food in jars: wash in detergent and water. (If labels come off, mark contents on can or jar with grease pencil.)
- To remove odor from frig or freezer wash the inside with a solution of baking soda and water or use cup of vinegar or household ammonia to one gallon of water. Baking soda in an open container or a piece of charcoal placed inside the frig or freezer absorbs odor.

DON'T:

- Use canned goods that are bulged or rusted.
- Refreeze food that has thawed.

Allow to dry thoroughly:

- Throw rugs: clean by beating, sweeping, or vacuuming and then shampoo. Dry as quickly as possible-lay flat and circulate warm, dry air. A fan helps.
- For carpets, call your carpet dealer, installer, or a cleaning professional (see "Carpet & Rug Cleaners" in the yellow pages).

Leather Goods:

- Dry leather goods away from heat and sun.
- Wipe with a damp cloth, then a dry cloth.
- Purses and shoes: stuff with newspaper to retain shape.
- Suitcases: leave open. When dry, clean with saddle soap.
- Leather and suede jackets: rinse in cold water and dry away from heat and sun.



### Books:

- Take care of wet books (as soon as possible)
- Freeze books in a vacuum freezer which will remove moisture without damaging the pages. If there is a delay in getting such a freezer, place them in a normal freezer until a vacuum can be found.

### Locks and Hinges:

- Locks (esp. iron locks) should be taken apart and wiped with oil. If they cannot be removed, squirt machine oil inside and work the knob to distribute the oil. Hinges should be cleaned and oiled.

### Walls, floors, and Furniture:

- To remove soot and smoke, use a mild soap or detergent or mix together the following:
  - \* 4-6 tbsp. TSP
  - \* 1 cup household cleaner or chlorine bleach
  - \* 1 gal. warm water
- Wear rubber gloves when using this solution. Rinse with clear warm water and dry thoroughly afterwards.
- Walls: wash a small area at a time, working from the floor up. Rinse with clear water immediately. Ceiling should be washed last.
- Do not repaint until walls and ceilings are completely dry.

### Wallpaper:

- To repair, use a commercial paste to repaste loose edges or sections.
- Contact a wallpaper dealer or installer for info on wallpaper cleaners.
- Washable wallpaper can be cleaned like an ordinary wall, but do not soak the paper.
- Work from bottom up to prevent streaking.

Wood Furniture:

- Do NOT dry furniture in the sun.
- Clean off mud and dirt. Scrub with a stiff brush and cleaning solution.
- Remove drawers and let dry thoroughly.
- If mold forms, wipe wood with a cloth soaked in borax dissolved in hot water.
- To remove white spots or film, wipe with a cloth soaked in a solution of 1 cup of household ammonia and 1 cup water. Wipe dry and polish with wax or rub the surface with a cloth soaked in a solution of 1 cup turpentine and 1 cup linseed oil (turpentine is combustible).
- Another option: rub the wood with a fine grade steel wool pad dipped in liquid polishing wax.

Money Replacement:

- Handle burned money as little as possible. Encase each bill (or the wallet or purse) or portion in plastic wrap for preservation. If money is half burned or less, mail it by "registered mail, return receipt requested" to:

Dept. of the Treasury  
Bureau of Engraving and Printing  
Office of Currency Standards  
PO Box 37048  
Washington, DC 20013

- Burned coins can be mailed to:

Superintendent  
US Mint  
PO Box 400  
Phil., PA 19105

## Step 7 Salvage Hints

Using a professional fire and water damage restoration business may be the best action to take. (See "Fire & Water Restoration" in yellow pages) Your insurance may pay for this service-make sure who will pay before proceeding.

If you chose to do some/all the salvage yourself. Here are some tips:

**Clothing:** test garments before beginning and follow manufacturers' instructions. Several mixtures use Tri-Sodium Phosphate (TSP). It is caustic and should be used with care and stored way from children and pets.

For clothing that can be bleached:

- 4-6 tbsp. TSP
- 1 cup household cleaner or bleach
- 1 gallon warm water

Mix well, add clothes, rise with clear water.

Dry thoroughly.

**Cooking utensils:**

- Pots, pans, flatware, etc. should be washed with soapy water, rinsed, and then polished with a fine-powered cleaner.

**Electrical Appliances:**

- Do not use appliances that have been exposed to steam or water until they have been checked by a service representative. Steam can remove lubricant from some moving parts. If the fire department turned off your gas or power, call the utility companies to restore them-do NOT try this yourself.