



FIRE DEPARTMENT

WHAT TO DO AFTER A FIRE

Safety Tips:

- After Fire Department personnel leave, the building becomes your responsibility.
- **Do not** enter a fire-damaged building unless authorities say it is okay. If you are cleared to enter, wear sturdy shoes and long pants. Look for signs of heat or smoke.
- Remove all valuables if you cannot live in the residence. If a firefighter or fire investigator is on scene, they will accompany you.
- Contact your insurance agent as soon as possible. If you are renting or leasing, you must contact the property owner. Your insurance agent will be able to assist you in securing your residence.
- Separate damaged and undamaged belongings. Do not throw away any damaged goods until an official inventory has been taken. All damages are taken into consideration by your insurance company.
- Contact your local disaster relief service, such as the American Red Cross or Salvation Army, if you need housing, food or personal items which were destroyed in the fire.
- If you have to move, notify the post office, your bank and utility company.
- If your building is not habitable, a building inspector must be called.
- The Fire Department will often have the utilities shut off as a safety precaution.
- Have an electrician check your electrical wiring before your power can be reconnected.
- Water may be turned on for the building. Be careful since the fire may have caused damage to your plumbing.
- Do not turn on the natural gas to your building. Contact the Southern California Gas Company to turn on your gas and relight your appliances.
- Discard food, beverages and medicines that have been exposed to heat, smoke or soot.

Cleaning Tips:

Remember: Before treating any garment, always read the care label for proper instructions.

Clothing that can withstand bleaching, often times can be cleaned by washing in one of the following mixtures:

- Add 4-7 tablespoons of trisodium phosphate (TSP), readily available at your local home improvement store, and 1 cup of Lysol to 1 gallon of water. Wash. Rinse in vinegar. Use rubber gloves.
OR
- Add ½ cup of ammonia to 2 gallons of water. Rinse in vinegar. Use rubber gloves.

Preparing Clothing for Cleaners: If you have questions about the cleaning or preparation of clothing, contact a full-service fire/smoke and water restoration company. Search the yellow pages or online for companies.

Combating Odors: This generally is a very complex problem due to the many varied materials on the market today. For best results, contact a full-service fire/smoke and water restoration company.

Damaged Monies or Securities:

To reclaim paper money and coins, check with any local commercial bank or the U.S. Treasury Department at www.MoneyFactory.com.

Important Documents:

Documents can be damaged or destroyed as result of a fire or other disaster. For this reason, the Burbank Fire Department has provided a list of documents that should be easily located if possible. Locating these documents will speed up the process of recovering from a disaster:

- Birth & Death Certificates
- Driver's License
- Passports
- Social Security Cards
- Bank Books
- Credit Cards
- Insurance Policies
- Burial Contract
- Marriage Papers
- Divorce Decree
- Title to Deeds
- Adult & Family Services ID
- Senior Citizen ID Card
- Card Registration Papers for Animals
- Wills
- Medical Records
- Warranties
- Income Tax Records
- Auto Registration
- Automobile Title
- Citizenship Papers
- Military Discharge
- Stocks and Bonds

Note: It is wise to store all important documents in a container that is specifically designed for disaster protection.

Care of Books and Important Documents: Books can be dried by placing them on end, separating the pages and letting them air dry, or separating the pages and placing an unmarked dry paper between the pages and pressing to prevent crinkling or distorting. If the books are very wet, air dry until only damp, sprinkle cornstarch between the pages, wipe with a dry cloth and press together.

REFERENCE DIRECTORY

INFORMATION

Burbank Fire Department (818) 238-3473
Fire Prevention Bureau (818) 238-3473

City Building Division (818) 238-5220
Animal Control (818) 238-3340

UTILITIES

Electric (818) 238-3700
Water (818) 238-3500
Sewer (818) 238-3915
Southern CA Gas Company (800) 427-2200

OTHER

State Department of Social Services (800) 735-4984
Social Security Administration (800) 772-1213
American Red Cross (818) 842-5295
Salvation Army (818) 845-7214
Burbank Temporary Aid Center (818) 848-2822