



## ***NY Fire Consultants, Inc. Fire Safety Message***

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### **AFTER THE FIRE PART II**

#### **DOCUMENT REPLACEMENT**

Documents are very important to your well-being and can be damaged or destroyed as a result of a fire or other disaster. The following documents should be located if at all possible.

- Birth Certificate
- Credit Cards
- Driver's Licenses
- Title to Deeds
- Bank Book
- Stocks and Bonds
- Insurance Policies
- Wills
- Military Discharge Papers
- Medical Records
- Passports
- Death Certificate
- Payment Books
- Social Security Cards
- Warranties
- Marriage Papers
- Income Tax Records
- Divorce Decree
- Auto Registration
- Citizenship Papers
- Title Cards
- Animal Registration Papers
- Prepaid Burial Contract

A good investment is a fire-proof safe that is UL rated for a minimum of 1 hour @ 1700°F. This is usually enough time for firefighters to extinguish a blaze. You will then be able to recover your preserved documents when it is deemed safe.

#### **MONEY REPLACEMENT**

If your U.S. Savings Bonds have been mutilated or destroyed, write to:  
U.S. Treasury Department  
Bureau of Loans and Currency  
537 W. Clark Street  
Chicago, Illinois 60605  
Attn: Bond Consultant

Include name(s) and address(s) on bonds, approximate date or time period when purchased, denominations and approximate number of each.



Mutilated currency can be mailed or personally delivered to the Bureau of Engraving and Printing. A letter should accompany the submitted currency and give the estimated value of the currency and explain how the currency was mutilated. All mutilated currency should be sent by "Registered Mail, Return Receipt Requested" to: Department of the Treasury, Bureau of Engraving and Printing, Office of Currency Standards, P.O. Box 37048, Washington, D.C. 20013. Insuring the shipment is the responsibility of the sender. The Bureau's special currency examiners are usually able to determine the value of mutilated currency when it has been carefully packed and boxed as described below:

- Regardless of the condition of the currency, DO NOT disturb the fragments any more than is absolutely necessary.
- If the currency is brittle or inclined to fall apart, pack it carefully in plastic without disturbing the fragments, and place the package in a secure container.
- If the currency was mutilated in a purse, box, or other container, it should be left in the container to protect the fragments from further damage.
- If it is absolutely necessary to remove the fragments from the container, send the container along with the currency and any other contents that may have currency fragments attached.
- If the currency was flat when mutilated, do not roll or fold the notes.
- If the currency was in a roll when mutilated, do not attempt to unroll or straighten it out.

If coin or any other metal is mixed with the currency, carefully remove it. Any fused, melted, or otherwise mutilated coins should be sent for evaluation to the: Superintendent, U.S. Mint, P. O. Box 400, Philadelphia, PA 19105.

The amount of time needed to process each case varies with its complexity and the case workload of the examiner. For cases that are expected to take longer than four weeks to process, BEP will issue a written confirmation of receipt.

## **INSURANCE CONTACTS**

Notify your insurance agent as soon as possible. If you are unable to reach your agent or insurance company, most policies require you to have your home secured against vandalism and looting, and allow advanced funds for your family to find lodging. Keep all receipts, in order to be reimbursed by your insurance company. If possible, do not disturb or remove any items before the insurance adjuster arrives.



Some insurance policies provide for additional living expenses until you are able to move back home. You must keep receipts for all expenditures.

If you are a tenant, contact the resident manager, the owner or the owner's insurance agent. It is the owner's responsibility to prevent further loss to the site. See that your personal belongings are secure either within the building or by moving them to another location, such as the home of a relative or friend. Contact your own insurance agent to report the loss. The property owner's insurance, in most cases, will not cover the loss of your personal belongings.

### **Insurance and Other Assistance:**

- Contact your insurance company as soon as possible
- If you are renting, contact the property owner or the owner's insurance company.
- If you are not insured, contact your lawyer or the IRS for directions.
- Contact the **American Red Cross** for disaster relief services.

American Red Cross in Greater New York

150 Amsterdam Avenue

New York, NY 10023

Email Address - [webmaster@arcgny.org](mailto:webmaster@arcgny.org)

Main Telephone Number

Call 1-877-REDCROSS

### **If Your Property is not Covered by Insurance**

Emergency assistance, including temporary shelter, food, clothing, eye glasses, and medicine is available through the American Red Cross and Salvation Army.

## **FOOD MANAGEMENT**

Wash your canned goods in detergent and water. Do the same for food in jars. If the labels come off, be sure you mark the contents on the can or jar with a grease pencil. Don't use canned goods when cans have bulged or are dented or rusted.

If your home freezer has stopped running, you can still save the frozen food:

- Keep the freezer closed. Your freezer has enough insulation to keep food frozen for a least one day - perhaps as many as two or three days.
- Move your food to a neighbor's freezer or commercial freezer firm
- Wrap the frozen food in newspapers and blankets, or use insulated boxes.

If your food has thawed, observe the following procedures:

- Fruits can be refrozen if they still taste and smell good. Otherwise, if the fruits are not spoiled, they can be eaten at once.
- Do not refreeze vegetables if they have thawed completely. Refreeze only if there are ice crystals in the vegetables.
- If your vegetables have thawed and cannot be used soon, throw them out. If you have any doubts whether your vegetables are spoiling, throw them out
- Meats may be refreeze (if ice crystals remain) but cook thoroughly before eating.

### Refrigerators and freezers

To remove odor from your refrigerator or freezer, wash the inside with a solution of baking soda and water or use one cup of vinegar or household ammonia to one gallon of water. Some baking soda in an open container or a piece of charcoal can be placed in the refrigerator to absorb odor.

### **CAUTION:**

When cleaning or discarding any refrigerator or freezer **BE SURE THE DOORS ARE REMOVED OR SECURED AGAINST CLOSING ON A YOUNG CHILD!**

## **Part III Fire Records next month**

### **NY Fire Consultants Services:**

#### Fire and Life Safety Consulting

Fire and Life Safety Inspections  
Fire Safety Plans for Residential Buildings  
(LL 10 of 1999)  
Fire Safety & Evacuation Plans Commercial  
(Class E) Buildings

#### Interior Fire Alarms Consultants

#### Emergency Procedures Manuals

#### Fire & Evacuation Preparedness Training

#### Violations Correction & Removal

Environmental Control Board  
Fire & Building Department  
Housing Preservation & Development  
Department of Health and Mental Hygiene