



# POST INCIDENT GUIDANCE

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# Helpful Contacts

# Helpful Contacts

American Red Cross 423-928-3561

Good Samaritan Ministries 423-928-0288

Johnson City Codes Department 423-434-6047

Johnson City Fire Department

Administrative Office 423-975-2840

Johnson City Humane Society 423-926-8533

Johnson City Power Board 423-952-5272

Salvation Army 423-926-2101

# How to Obtain An Incident Report

## JOHNSON CITY FIRE DEPARTMENT

### Request for Incident Report

The information listed below will assist the Records Clerk of the Johnson City FD in obtaining your incident report for you. Presently, there is no charge for an incident report. Incident report requests are received Monday through Friday between the hours of 8 am and 4 pm at 603 Bert Street. Enter at the main door where the Johnson City FD Administrative Offices sign is located and take a left upon entering the main double doors. Look for the office labelled Records Clerk on the door. The number is 423-975-2840.

Date of Request: \_\_\_\_\_

Individual Requesting Report: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Incident Location: \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_

Name of Insurance Agent: \_\_\_\_\_

To your knowledge did you have working smoke detectors: \_\_\_\_\_

Were you notified of the fire by a smoke detector?: \_\_\_\_\_

#### *Contact Information*

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

# How to Clean Up Smoke and Soot

# How to Clean Up Smoke and Soot from a Fire

Smoke and soot can travel and penetrate into other rooms affecting paint, carpet, upholstery, drapes, clothing and any other belongings. Ventilation of the fire scene or debris removal is an effective first step to clean up after fire. Thorough cleaning and neutralizing of both the deposits and odors are required prior to any redecoration.

## How to Start- General Cleaning Techniques

Different types of fire require different cleaning techniques. Typically, high-oxygen fires will result in dry dusty soot, whereas slow-burning, low-oxygen fires will result in greasy wet deposits that easily smear. The cleaning regimen must take into account these variations.

Here are some clean-up recommendations and guidelines:

- Wear gloves such as household dish washing gloves, long sleeved shirts and pants to avoid skin contact. If you get any ash on your skin, wash it off as soon as possible.
- Wear personal protective gear, such as a dust mask, to avoid breathing in ash and other airborne particles.
- Ventilate the area (open windows, etc.) to remove soot and odor.
- Remove burned debris to reduce odors.
- Install dehumidifiers to control moisture in the air (relative humidity), especially where water was used to extinguish the fire.
- Wipe all metallic finishes with cooking oil to prevent rust and staining.
- Clean plastic or surfaces such as PVC windows and white painted surfaces using a mild alkali detergent to remove possible acidic soot which may activate with moisture in the air (humidity) and cause permanent staining.
- Undertake triage assessments to clean or remove all contents as quickly as possible and in order of value.
- Deodorants should not be used as they mask odors, which is a significant indicator of health concerns.
- Where surface staining cannot be removed, consider the use of specialist paint to obliterate the stain and anti-bleed characteristics. Typically these paints are lacquers or oil-based.

## Cleaning Techniques for Specific Types of Damage

**For Damage Due to High-Oxygen Fires:** Use dry sponges to remove initial deposits and follow with a low-alkali detergent, then rinse.

**For Damage Due to Low-Oxygen Fires:** Do not use a dry sponge as this may create smears and cause the soot to spread. High-alkali detergents are recommended with warm water and wash down. Remember to rinse thoroughly, as residue may affect subsequent paint applications.

**For Damage Due to kitchen Fires:** Thorough cleaning is required, as residue may not be readily visible. Remember that usually kitchen cabinets and drawer contents will need to be removed to allow access to hidden areas.





## How to Clean Up Smoke and Soot from a Fire

**Cleaning of Heavy Residue:** This may require assistance from professionals and mechanical cleaning. Cleaning methods include the following:

- Low-pressure sandblasting
- Sodium bicarbonate blasting
- Dry ice blasting
- Power washing with steam
- Chemical application and agitation
- Non-destructive rubber blasting.

### Cleaning Techniques for Specific Materials

**For Curtains and Upholstery:** If soot has been deposited, it will be necessary to deal with it before cleaning and odor relief. Soot is oil and should be removed as much as possible with a powerful vacuum. On sooty fabrics, do not use an upright vacuum or any machine or attachment with brushes or beater bars, as it will force soot into your other possessions and make them much more difficult to clean. Hold the vacuum nozzle slightly above the surface and let the vacuum do the work in lifting soot from the surface. Remember to cover any cleaned possessions immediately after cleaning with clean sheets to prevent re-soiling during your other clean-up efforts.

**For Carpet:** Use a rotary scrubber or an extraction machine from a rental outlet or supermarket, or hire a professional carpet cleaner.

**For Clothes and Bedding:** Smoke odors can remain in fabrics for a very long time until all of the unburned chemicals have been removed. Many of them are invisible to the eye. Soak overnight with detergent and wash normal. For items that can be bleached, add laundry bleach as normal during the wash cycle.

**For Hard Materials- Porous (Painted surfaces, wallboard, plaster, wall paper, exposed wood):** If soot is present on porous surfaces, we recommend the use of a dry chemical sponge to remove as much soot as possible. This step can prevent soil from being transferred deep into the surface where it may show as a permanent stain.

**For Hard Materials- Less Porous:** Use a sponge, towel or mop with household cleaning detergent to clean tile, countertops, sealed wood, glass, metal, appliances, and vinyl wallpaper.

### Safety Tips During Restoration

- Do not use electrical appliances that have been near a fire.
- Do not use ceiling fixtures if the ceiling is wet.
- Do not touch anything during your first inspection to prevent transferring soot from item to item.
- Do not wash drapes or other materials that may require dry cleaning.
- Do not hesitate to seek professional help in restoration effort.



# After the Fire: Returning to Normal

## FEMA FA-46 Document



# After the Fire!

Returning to Normal

FA-46/August 2012



FEMA

## VITAL INFORMATION

Date of fire: \_\_\_\_\_

Time of fire: \_\_\_\_\_

Address: \_\_\_\_\_

Vehicle identification number for cars, trucks, and motorcycles  
destroyed: \_\_\_\_\_Name of responding department: Johnson City Fire Department

Address of responding department:

603 Bert St, Box 1 Johnson City, TN 37601Nonemergency telephone number  
of responding fire department: 423-975-2840Fire incident report number issued  
by the responding fire department:

\_\_\_\_\_

Fire marshal or fire investigator: \_\_\_\_\_

----- After the Fire!  
**Returning to Normal —**

A fire will change your life in many ways that you cannot imagine. Knowing where to begin and who can help you is important. The U.S. Fire Administration hopes you find the following information useful in getting through the things you must do after the fire.

#### WHAT TO EXPECT

A fire in a home, whether you live in an apartment, a single family, or multifamily home, can cause serious damage. The building and many of the things in your home may have been badly damaged by flames, heat, smoke, and water.

You will find that things the fire did not burn up are now ruined by smoke and soggy with water used to put out the flames. Anything you want to save or re-use will need to be carefully cleaned.

The firefighters may have cut holes in the walls of the building to look for any hidden flames. They may even have cut holes in the roof to let out the heat and smoke. Cleanup will take time and patience.

If your home had a home fire sprinkler system, you will find little damage from flames, heat, smoke, and water. If not, and you plan to rebuild your home, now is the time to think about installing sprinklers into your home. Talk with the owner about it if you are a renter. You can find more information at the Home Fire Sprinkler Coalition's website:  
[www.hfsc.org](http://www.hfsc.org)

## **-After the Fire! Returning to Normal**

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### **Use caution**

It is important to understand the risk to your safety and health even after the fire is out. The soot and dirty water left behind may contain things that could make you sick.

Be very careful if you go into your home and if you touch any fire-damaged items. Ask the advice of the fire department, local building official, your insurance agent, and restoration specialists before starting to clean or make repairs.

### **Frequently asked questions about fire department actions**

Q. Why did they break windows and cut holes in the roof?

A. As a fire burns, it moves up and down and across, growing very fast. Breaking windows and cutting holes in the roof is called ventilation. This slows the fire's growth. It helps get rid of dark smoke that makes it hard for firefighters to see where they are going. It helps them fight the fire more quickly. In the end, ventilation can help save lives and property.

Q. Why do firefighters cut holes in walls?

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

Q. How can I get a copy of the fire report?

A. In most areas, a fire report is a public document. Ask for it at the fire department or fire marshal's office. The fire report will help you with information that your insurance company and other official offices may request.

----- After the Fire! Returning to Normal -----

## **WHATwhat do I do now?**

### **Take care of yourself and family**

Contact your local disaster relief service, such as the American Red Cross or the Salvation Army. They will help you find a place to stay for awhile and find food, clothing, medicine, and other important things. Make sure you have a safe place to live temporarily. You have a big job ahead of you. Get plenty of rest and ask for help. Do not try to do it all alone.

**DO NOT** eat, drink, or breath in anything that has been near the fire's flames, smoke, soot, or water used to put the fire out.

### **Help your pets**

If you have pets, find them and comfort them. Scared animals often react by biting or scratching. Handle them carefully, calmly, and gently. Try to leave pets with a family member, friend, or veterinarian if you are visiting or cleaning your damaged home. Keep your pets out of the house until the cleanup is complete to keep them safe.

### **Security and safety**

Do not enter a damaged home or apartment unless the fire department says it is safe to go in. Fires can start again even if they appear to be out. Watch for damage caused by the fire. Roofs and floors may be damaged and could fall down.

The fire department will make sure that the utility services (water, electricity, and gas) are safe to use. If they are not safe, firefighters will disconnect them before they leave the site. Do not try to turn them back on yourself.

**-After the Fire! Returning to Normal - - - - -**



Contact your police department to let them know that you will be away from your home. In some cases, you may need to board up openings, so no one can get in when you're not there.

## **Contact your insurance agent**

Contact your insurance company or agent right away. Ask them what to do about the immediate needs of your home. This includes pumping out water and covering doors, windows, and other openings.

Ask your insurance agent/company what they want you to do first. Some companies may ask you to make a list of everything that was damaged by the fire. They will ask you to describe these in detail and say how much you paid for the items.



----- After the Fire! Returning to Normal -----

If you do not have insurance, your family and community might help you get back on your feet. Organizations that might help include:

- American Red Cross  
Salvation Army
- religious organizations
- public agencies, such as the public health department, etc.
- community groups
- State or municipal emergency services office;  
and nonprofit crisis-counseling centers

## **Finances**

Get in touch with your landlord or mortgage lender as soon as possible. Contact your credit card company to report credit cards lost in the fire and request replacements. Save all receipts for any money you spend. These receipts are important in showing the insurance company what money you have spent concerning your fire loss. This will help prove you bought things you may want to claim on your income tax forms.

## **Tips on how to handle the damage**

There are companies that are experts in cleaning and/or restoring your personal items.

Whether you or your insurer buys this type of service, be clear on who will pay for it. Be sure to ask for an estimate of cost for the work and agree to it in writing. You will find the names and phone numbers for companies that do this work in the phone book and on the Internet, or ask your insurance agent for a company they have used. Before you hire any company, talk to someone who has used them to make sure they did good work.

### — After the Fire Returning to Normal

Some companies that claim to provide board up and cleaning services are not honest. Ask your insurance company for names of companies you can trust to do a good job at a fair price.

These companies provide services that include some or all of the following:

- securing your home against more damage;
- estimating damage;
- repairing damage;
- estimating the cost to repair or renew items of personal property;
- storing household items;
- hiring cleaning or repair subcontractors; and storing repaired items until needed.

----- After the Fire! Returning to Normal -----

## The first days of recovery...

### The *value* of your home and personal belongings

Talk with your insurance company about how to learn the value of your home and property.

### Replacing *valuable* documents and records

You will want to replace many of the following documents destroyed or lost in the fire:

- driver's license, auto registration
- bankbooks (checking, savings, etc.)
- insurance policies
- military discharge papers
- passports
- birth, death, and marriage certificates
- divorce papers
- Social Security or Medicare cards
- credit cards
- titles to deeds
- stocks and bonds
- wills
- medical records
- warranties
- income tax records
- citizenship papers
- prepaid burial contract
- animal registration papers
- mortgage papers



—After the Fire! Returning to Normal —————

### Replacing money

Handle burned money as little as possible. Try to place each bill or part of a bill in plastic wrap to help preserve it. If money is partly burned-if half or more is still ok-you can take the part that is left to your regional Federal Reserve Bank to get it replaced. Ask your bank for the one nearest you, or you can take the burned or torn money to the Post Office and mail it 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, DC 20013

Damaged or melted coins may be taken to your regional Federal Reserve Bank or mailed by "registered mail, return receipt requested" to:

Superintendent U.S. Mint  
P.O. Box 400  
Philadelphia, PA 19108

To replace U.S. Savings Bonds that are destroyed or mutilated, get the Department of Treasury Form PD F I048 (I) from your bank or at [www.ustreas.gov](http://www.ustreas.gov) and mail to:

Department of the Treasury  
Bureau of the Public Debt  
Savings Bonds Operations  
P.O. Box 1328  
Parkersburg, WV 26106-1328

## Here are the steps to follow after a fire in your home:

- Contact your local disaster relief service, such as the Red Cross. They will offer assistance and may be able to provide guidance on obtaining food, medicines, and other important things.
- If you have insurance, contact your insurance company. Ask what you should do to keep your home safe until it is repaired. Find out how they want you to make a list of things that were lost or damaged in the fire. Ask who you should talk to about cleaning up the mess. If you are not insured, try contacting community groups for aid and assistance.
- Check with the fire department to make sure your home is safe to enter. Be very careful when you go inside. Floors and walls may not be as safe as they look.
- The fire department will tell you if your utilities (water, electricity, and gas) are safe to use. If not, they will shut these off before they leave. **DO NOT** try to turn them back on by yourself. This could be very dangerous.
- Contact your landlord or mortgage company about the fire.
- Try to find valuable documents and records. See the information in this brochure about how to get new copies if you need them.
- If you leave your home, call the local police department to let them know the site will be vacant.
- Begin saving receipts for any money you spend related to fire loss. The receipts may be needed later by the insurance company and to prove any losses claimed on your income tax.
- Check with an accountant or the Internal Revenue Service (IRS) about special benefits for people recovering from fire loss.



# FEMA

**U.S. Fire Administration**  
16825 South Seton Avenue  
Emmitsburg, Maryland 21727  
1-800-561-3356  
[www-vv.usfa.fema.gov](http://www-vv.usfa.fema.gov)

**FA-46/August2012**

# Home Binder Suggestions



## Homeowner Disaster Preparedness Binder by The Red Guide to Recovery

As part of any disaster preparedness kit, you will need a 3-ring binder with index tabs to hold important information. Creating a binder as a single source for locating important information when you need it will be invaluable during the recovery process. This binder should include the following:

### Preparedness items to gather before a disaster:

- Copy of insurance policies
  - Personal property inventory
  - List of home features and fixtures
  - Home floor plan
  - Important contacts-Emergency contact list
  - Photos
  - Copies of receipts
- 

### Recovery items to collect after a disaster:

- Correspondence from insurance adjusters
  - Estimates
  - Contracts and change orders
  - Building permits
  - Contractor correspondence
  - Construction details
  - Business cards
- 

**Hint:** Consider creating one binder for insurance related matters, and another binder for construction when rebuilding your home.



# Emotional Recovery



Residential fires can lead to significant emotional distress in addition to possible physical injuries. Losing your home in a fire involves not only the loss of your residence, but also many other things of value such as photo albums, important documents, and treasured objects. Most importantly, though, the home is your place of security, comfort, and safety. After a fire, this sense of security can also be lost and can significantly disrupt the normality of daily life. Below is a description of some emotions you may experience and steps you can take to recover.

## **Common emotional reactions**

Losing a home can cause significant emotional distress. You should not underestimate the challenge of evacuation, relocation and rebuilding after a fire.

It is common for people to experience several stages of adjustment including shock, anger, depression and hopelessness. Ultimately, however, people can reach a stage of acceptance and become able to move beyond disbelief, bitterness and sadness. Positive feelings can begin to re-emerge as the focus shifts towards the future. Safety, security, and comfort are regained, and life moves forward once again.

## **Recovery and coping**

In the middle of a crisis, it can become difficult to take care of yourself with so many other worries pre-occupying your mind. However, this is a good time to think about your personal resiliency, healing, and a sense of normality. Some self-care strategies you may want to consider are:

- Practicing proven stress-reduction techniques, such as regular exercises, meditation, and deep breathing.
- Allowing yourself to feel bad, cry and release negative emotions in a healthy manner.
- Giving yourself permission to feel good. You can have periods of joy even when coping with loss.
- Making small decisions daily in order to feel in control of your life once more.
- Putting off major life decisions, such as switching jobs, if possible.
- Lowering your expectations of what you "should be doing."
- Not isolating yourself too much. Spending some time with people is healthy in recovery.
- Talking about your ordeal with friends and family.

- Taking advantage of community support.
- Focusing on what you are thankful for in spite of your loss.
- Staying away from nonprescribed mood-altering substances, such as alcohol and other drugs.
- Getting plenty of rest when possible and maintain a normal sleep/wake cycle.
- Eating well-balanced meals.

## For children

According to research, children and adolescents can react in a variety of ways when dealing with a fire including experiencing anxiety, nightmares, and sleep disorders. A child's ability to cope is highly influenced by how their parents and caregivers deal with crisis. Because children often look to adults for guidance, support and information, it is important to work toward coping successfully so that you may serve as a positive role model for your children. You are likely their main source of security during this time. Be open to children sharing their thoughts, concerns, and ideas. Encourage them to return to their normal routines, including playtime. Be careful not to use your children as a way of venting your fears and worries.

In addition to these recommendations, the American Psychological Association's (APA's) "Road to resilience" brochure describes steps that you can take to build resilience—the process of adapting well in the face of adversity, trauma, tragedy, threats or significant sources of stress. For more tips on how to manage stress after a fire, please visit "Recovering emotionally from disaster." If these resources are not sufficient and if you notice persistent feelings of distress or hopelessness and feel like you are barely able to get through your daily responsibilities and activities, consult with a licensed and experienced mental health professional. Psychologists are trained to help you successfully manage life's hardships and pursue a plan for a more positive and meaningful future. To find a psychologist in your area, visit APA's Psychologist Locator.

Thanks to psychologists Kevin Rowell, PhD, and Richard A. Heaps, PhD, ABPP, for their

assistance with this article. July 2013

## Resources

- Residential Fires. The National Child Traumatic Stress Network.
- Jones, Russell T. & Ollendick, Thomas H. *Residential fires*. Helping children cope with disasters and terrorism. (pp. 75-199). 2002, Washington, D.C., US: American Psychological Association, xvii, 446 pp. doi: [10.1071/0454-008](https://doi.org/10.1071/0454-008)

**Article Provided by American Psychological Association**

**Additional information can be found online at:**

**<http://www.apa.org/helpcenter/residential-fire.aspx>**

# Quick Start Tips



## QUICK START GUIDE

### TIPS FOR THE FIRST 24 HOURS AFTER A DISASTER

#### USE THIS GUIDE AFTER A DISASTER TO HELP WITH KEY DECISIONS DURING YOUR RECOVERY:

##### **Immediately after a disaster:**

- Immediately seek medical care if necessary.
- Locate all family members and notify authorities if anyone is missing.

##### **Be aware of safety concerns:**

- Do not re-enter a damaged home or building unless authorities say it is safe.
- Check for structural damage from a safe distance. Upon entering the building, look for any structural damage that may be subject to collapse. If safe, remove insurance information, valuables and/or other salvageable items from the home.
- Allow the proper authorities to reconnect any disconnected utilities. DO NOT attempt to reconnect them yourself.
- To avoid electrocution, stay away from downed power lines.

##### **Flood precautions:**

- Do not eat or drink medicines, food products or beverages that have been exposed to heat, smoke, soot, chemicals or flood waters.
- Listen for news reports to learn whether the community's water supply is safe to drink.
- Avoid contact with floodwaters; water may be contaminated by chemicals, raw sewage, or other hazardous contaminants.
- Avoid driving vehicles that have been submerged (even partially) as they may be unsafe to operate.
- NEVER drive through floodwaters or on flooded roads. If your vehicle stalls, leave it immediately and seek higher ground. Water only two feet deep can float away most automobiles.

##### **Be aware of health and welfare concerns:**

- Ensure that your immediate health and welfare needs are met; including food, clothing and shelter. This may include contacting your local chapter of the American Red Cross for assistance.

- Contact your family to let them know of your loss and your condition. Your family and friends are a critical part of your internal support group. If multiple residences are involved in the disaster, register with the American Red Cross "Safe and Well" website at: <https://safeandwell.communityos.org>. You can also contact family members by texting or through social media like Facebook or Twitter.
- Make sure you stay hydrated. If the water supply has been compromised and is unclear, sources of clean water can include bottled water, water from your water heater tank, ice cube trays, and even water from the tank of your toilet (NOT from the bowl).
- Contact your doctor's office to request replacement prescriptions, if necessary.

### **Begin plans to rebuild your home and replace your losses.**

- Take your time and thoroughly investigate any company you are considering contracting with for debris removal, board ups, repairs or adjusting services. Beware of high pressure sales tactics.
- Do not provide any personal or financial information to strangers. This includes your social security number, driver's license, banking or mortgage information, insurance policy documents, or any other personally sensitive information. Prior to signing any contracts for construction, clean up, restoration, public adjusting services, etc. be sure to thoroughly research the company and/or solicitor offering services. Obtain information from the state agency that governs and licenses contractors and/or public insurance adjusters.
- If you have insurance, contact your insurance company about the loss and request to have the house secured, if necessary. Do not discard any items until an inventory has been made. Ask for their assistance in identifying qualified contractors and vendors.
- Start an inventory of lost or damaged belongings, room by room for your insurance company. To assist you with your inventory, visit [www.theredguidetorecovery.com](http://www.theredguidetorecovery.com) and download the free "Personal Property Memory Jogger" database and template. Note: When creating your loss inventory, be careful not to inflate or exaggerate your losses. If an insurance company determines any part of your claim is fraudulent, it is possible they will deny your entire claim.

If there has been a Presidential Disaster Declaration for your location contact the Federal Emergency Management Agency (FEMA) for possible assistance and resources.

**For more detailed information on disaster recovery, get *The Red Guide to Recovery – Resource Handbook for Disaster Survivors*, available today as an [e-Book from Barnes & Noble](#) and [iTunes](#), or in a [Mobile App from iTunes](#).**



***THE RED GUIDE TO RECOVERY -  
RESOURCE HANDBOOK FOR DISASTER SURVIVORS***

# Restoring Utilities



## THE RED GUIDE TO RECOVERY TOOLBOX



### HOMEOWNER'S GUIDE FOR RESTORING UTILITIES AFTER A DISASTER

Last Update 5/1/2014

Homeowners should use the following outline to help guide them through the process of obtaining the required permits for restoring utilities after a disaster has occurred to their home. Depending on the severity of damage to a residential building, fire crews may request local utility companies to cut power and/or gas utilities to the building. Utility crews may remove or "lock off" the utilities or remove the meters to help reduce the potential for further damage as well as providing safety for emergency crews. Here are some tips to help homeowners restore their utilities:



#### **Electricity**

1. Notify your local utility provider that the home was involved in a disaster and that the electricity has been shut off and/or the electric meter had been removed.
2. Contact a licensed electrician to inspect and certify that all circuits in the home are functioning properly and have any wiring, receptacles, or other components repaired that may have been damaged.

3. Before an electric utility provider will restore the electric meter and power, you may need to obtain a permit from your local building and safety department. You may be required to provide documentation from a licensed electrician, which certifies that all damaged electrical components in the home have been repaired and conform with applicable electrical codes. (*Note: If the building has sustained significant damage, new building and electrical plans may be required*).

4. Once you obtain a permit, you may need to make an appointment with a city or county building inspector to conduct an on-site inspection of the repaired electrical circuits in the home. If the electrical circuits and components have been repaired and conform to applicable electrical codes, the inspector should authorize the utility provider to re-install the meter and restore power.



#### **Natural Gas**

1. Notify your local gas company that your home was involved in a disaster and that the gas has been shut off or the gas meter had been removed.
2. Contact a licensed plumber to inspect and pressure test all gas lines, fittings, and connections to verify they are holding pressure and have any pipes or components that may be damaged or leaking repaired.



## HOMEOWNER'S GUIDE FOR RESTORING UTILITIES AFTER A DISASTER — PG. 2

3. Before your gas utility provider will reset the gas meter, you may need to obtain a permit from your local building and safety department. You may be required to provide documentation from a licensed plumber, which certifies that all damaged pipes have been repaired and conform with applicable plumbing codes.
4. Once you obtain a permit, you may need to make an appointment with a city or county building inspector to conduct an on-site inspection of the repaired plumbing in the home. If the gas lines have been repaired and conform to applicable plumbing codes, the inspector should authorize the utility provider to re-install the meter and restore service.



**WARNING!:** Once the gas meter is reset, do not turn the gas back on yourself. Turning on the gas without properly lighting all the pilot lights can lead to a dangerous build up of gas, which can cause an explosion! Contact So. Cal Gas or a licensed plumber to turn on the gas and re-light any pilot lights.

For more information on restoring electrical or gas utilities, contact you local utility provider and building department for instructions.



## NEED MORE TOOLS?

Visit *The Red Guide To Recovery* website today to find  
FREE disaster preparedness and recovery tools.

[www.theredguidetorecovery.com/free-preparedness-recovery-tools/](http://www.theredguidetorecovery.com/free-preparedness-recovery-tools/)

# Vehicle Emergency Kit Checklist



## Vehicle Emergency Kit by The Red Guide to Recovery

Whether preparing for a holiday trip, or to be prepared wherever you go, consider keeping an emergency kit in your car. This will be a valuable asset to you and your family in the event your car breaks down or become stranded. You may not be able to carry every conceivable item to handle any situation, but look through the following items and put together some of the basics that make sense for you. When the time comes, you'll be glad you did!

### Emergency items to keep in your car at all times:

- ☐ Portable radio - battery powered with extra batteries or hand-crank powered (to save your vehicle battery); with NOAA Weather & Emergency Alert channels
- ☐ Cell phone charger
- ☐ Flashlight and headlamp with extra batteries
- ☐ Battery operated strobe light (1 D Cell) can make you very visible
- ☐ Blankets and/or sleeping bags for each person likely to be traveling in the vehicle
- ☐ Fire extinguisher (5lb.A-B-C type)
- ☐ Matches, lighter, fire starters, "100 hour liquid candle".
- ☐ **Water:** 1 case of bottled ½ liter (1+ pt.) bottles = 3+ gal.; @ ½-1 gal/day/person = 1.5-3 days for 2 people, portable water filter (in case you need to filter drinking water from a stream, lake, or pond)
- ☐ 3-Day emergency kit / packs for all persons likely to be in the vehicle
- ☐ **First Aid Kit:** Instruction manual, heat packs, triangular bandages, band-aids, personal medications, antibiotic and hydrocortisone ointment, antiseptic wipes, eye drops, aspirin, ibuprofen, tweezers, hand sanitizer, baby wipes, anti-diarrhea medication, etc.
- ☐ Toilet paper
- ☐ Paper towels
- ☐ Duct tape
- ☐ Small backpack (in case you need to hike out and carry supplies with you)
- ☐ **Food:** Non-Perishable High Energy: weight loss drinks (6 pack = 1 can ea / 2 people / 3 days), canned chili/soups, nuts, granola bars, raisins, crackers, hard candy, etc.
- ☐ Manual can opener
- ☐ Mess kit (plastic forks, knives, and spoons or metal camping type)

- ☐ Ziploc bags and plastic garbage bags
- ☐ Maps and compass
- ☐ Whistle (to signal for help)
- ☐ Notebook with pen or pencil
- ☐ Playing cards
- ☐ Knife (Swiss Army or Leatherman multi-tool have many useful items)
- ☐ Ground pad (insulating "Closed Cell" Foam) and tarp to lie on if you need to put on chains, etc.
- ☐ **Tools:** Battery jumper cables, tow strap (in case would-be rescuers need it to pull you out of a ditch, etc.). "Battery Booster" (spare portable battery) tire repair kit with air pump, basic hand-tool kit, hose repair kit, jack, lug wrench, shovel
- ☐ **Automotive supplies:** 1+ qt. of Oil, & 'Liquid Heat' gas treatment (prevents gas line freezing), 1 gallon of anti-freeze, spare fuses, Fix-A-Flat (1 or 2 cans to temporarily fix and fill a flat tire), tire gauge, empty gas can, quart of oil, etc.
- ☐ Snow chains and rubber tighteners if you travel in snow country (works for mud too)
- ☐ Spare tire (Check it once a year to be sure it is functional)
- ☐ Road flares, orange flagging tape (for antenna or door handle marking)
- ☐ Reflector triangles (for use when flammable materials are present, or when flares go out)
- ☐ Ice scraper / brush, and deicer fluid in your windshield washer, and a towel to wipe windows
- ☐ Duffle bag or day pack with warm cloths for each person: gloves/mittens, ski hat, fast drying 'poly pile' top & pants & quick drying (not cotton) socks and underwear, etc.
- ☐ Cash and change (keep at least \$40.00 cash or a Visa gift card hidden in the car and some quarters for a pay phone)

Be sure your vehicle is safe, well maintained, and full of gas at all times.  
Check lights, belts, fluid levels, as well as tire treads and pressures. Get well acquainted with your vehicle and know how to change a tire, use jumper cables, etc.

**BE READY FOR ANYTHING!**

**Keep an Emergency Kit at home!**

Visit The Red Guide to Recovery for Emergency Kit ideas.

Find out to buy a kit, or make a kit at:

<http://www.theredguidetorecovery.com/get-an-emergency-kit/>

**STAY SAFE!!**

# Securing Your Property After an Incident

## HOW TO SECURE YOUR PROPERTY AFTER A DISASTER



**THE RED GUIDE TO RECOVERY**



## HOUSE SECURED PROPERLY

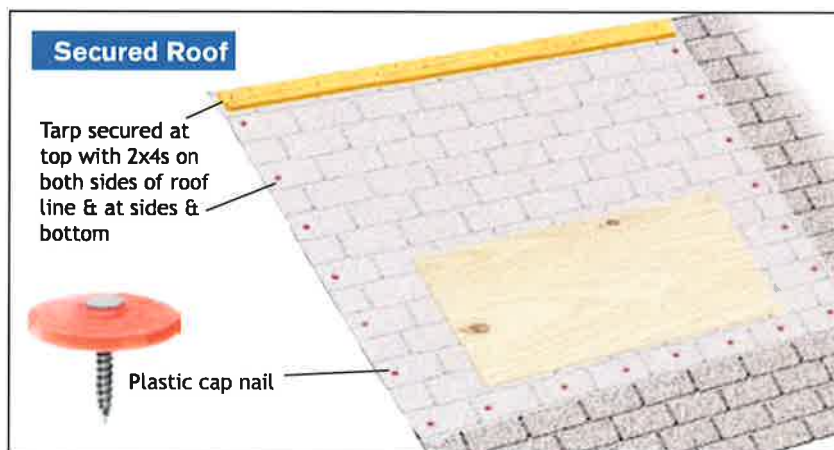
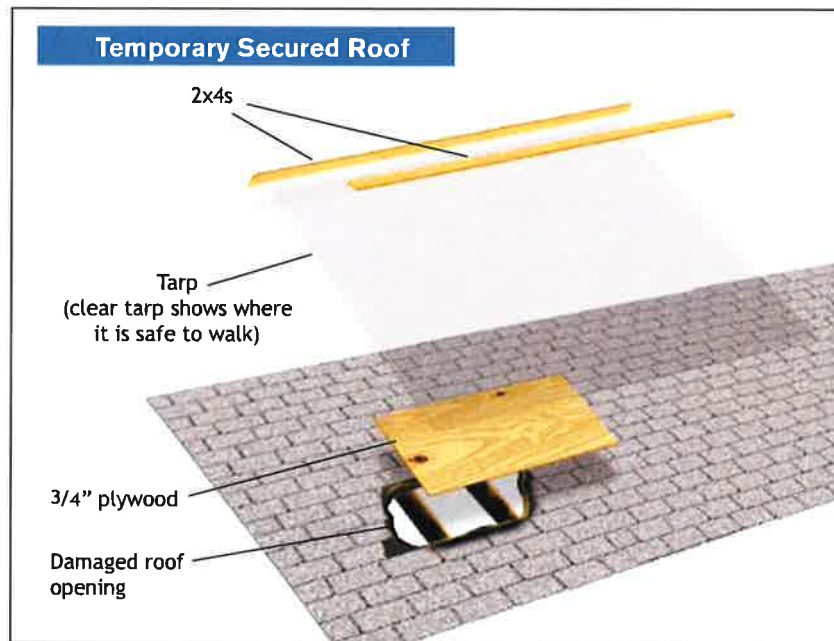


**Board-Up of Windows, Doors and Roof Hole. Lot secured with Perimeter Fencing.**

**F**ires, floods, tornadoes, hurricanes, earthquakes or other natural disasters can damage your house, making it uninhabitable. This guide is meant to give you some practical steps for protecting and securing your home after a disaster but before you begin permanent repairs.

## PROTECT AND SECURE ROOF

- ☐ Completely cover roof opening with 3/4" plywood sheet, secure to roof with nails, or double-headed nails, plastic cap nails, etc.
- ☐ Cover plywood with tarp, extending up and over the roof line, and secure with 2x4s on both sides of roof line.
- ☐ Secure tarp along sides and bottom with roof-fastening nails.



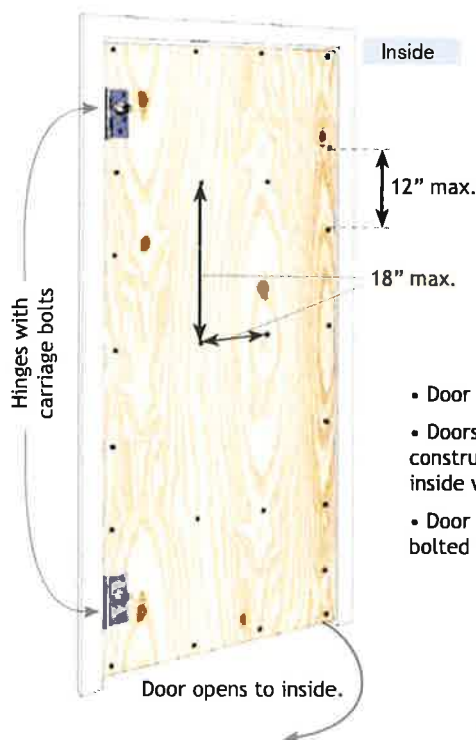


## SECURE VACANT BUILDING

- ☐ Entry door may be exterior grade solid core door.
- ☐ Coverings for main entry doors should be 2 - 3/4" plywood sheets screwed together from inside, spaced 12" o.c. & hinged to door frame.
- ☐ Main entry doors should be secured with two new 3" hasps.

### DOORS

- Door thickness 3/4"
- Original existing door removed & stored inside the building



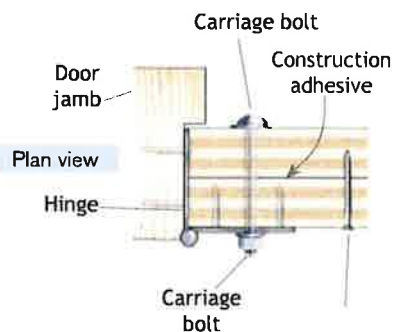
Door fits into door frame from inside, placed securely behind the doorstop. Hinge secures door to door frame. Carriage bolt to be thru-bolted through each hinge. If entry door hinge can be removed, the new hinge may be attached in its place.

### Entry Doors

Outside

2-3" hasps with padlocks

- Door built with 2 - 3/4" plywood sheets.
- Doors should be secured together with construction adhesive & screwed together from inside with 1 1/4" screws
- Door hinged to the door frame & hinges thru-bolted with carriage bolts.

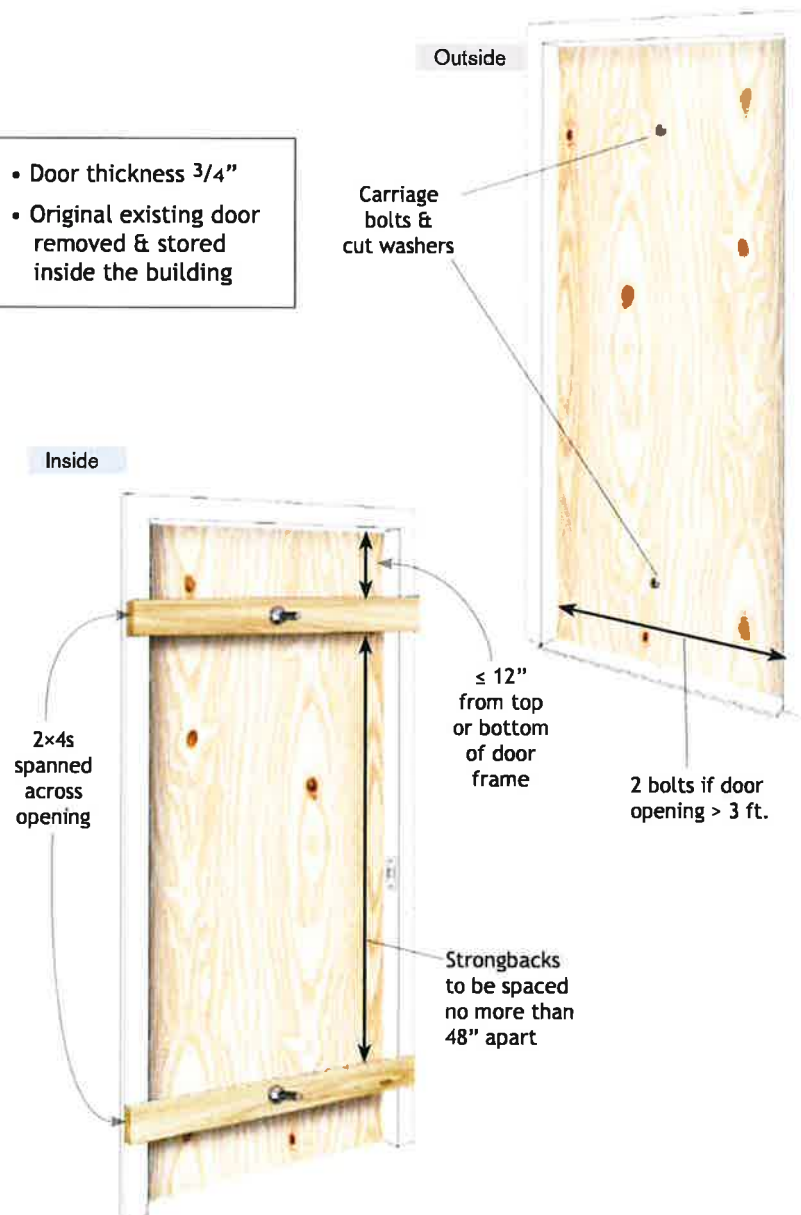


## SECURE VACANT BUILDING

### DOORS

### Non-entry Doors

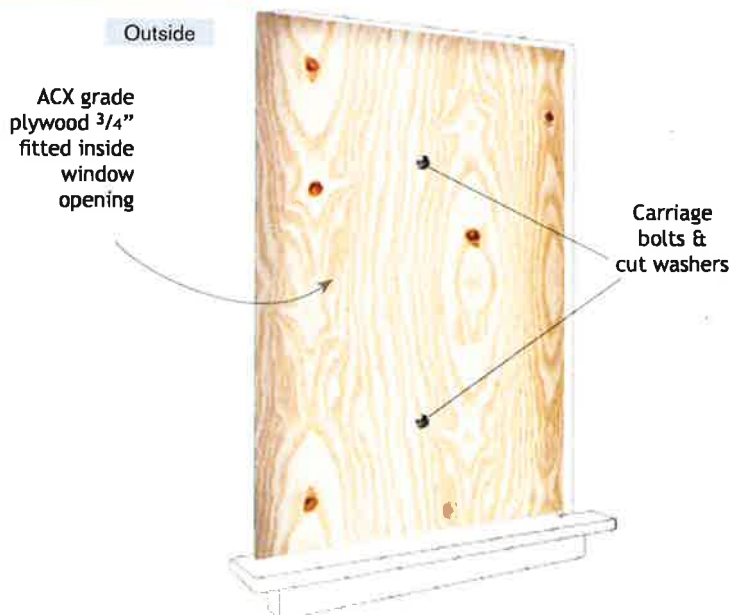
- Door thickness  $\frac{3}{4}$ "
- Original existing door removed & stored inside the building



## SECURE VACANT BUILDING

- ☐ All exterior openings (floor, wall, roof) within 10 feet vertically of the adjoining ground or within 6 feet vertically or horizontally of a stair or landing which provide access to the interior of the building or basement or underfloor area should be completely covered with plywood. Glazing should be preserved intact.
- ☐ Removed windows should be stored within the building.
- ☐ Plywood should be new and:
  - ◆ Exterior glue
  - ◆ 3/4" nominal thickness (windows & doors)
  - ◆ Grade ACX surface finishes (smoother surface exposed to the exterior)
- ☐ Plywood should fit tightly into openings & should be secured in place with:
  - ◆ 1/2" diameter galvanized carriage bolts, washers, & nuts spaced not more than 36" apart and installed through wood "strongbacks" on the interior of the opening.
- ☐ "Strongbacks" should be new wood &:
  - ◆ Spanned completely across the opening
  - ◆ 2" x 4" nominal cross-sectional dimension
  - ◆ Spaced not more than 48" apart
  - ◆ Within 12" of the top and bottom of the opening
- ☐ Plywood covering stationery windows should be screwed to adjoining wood framing.

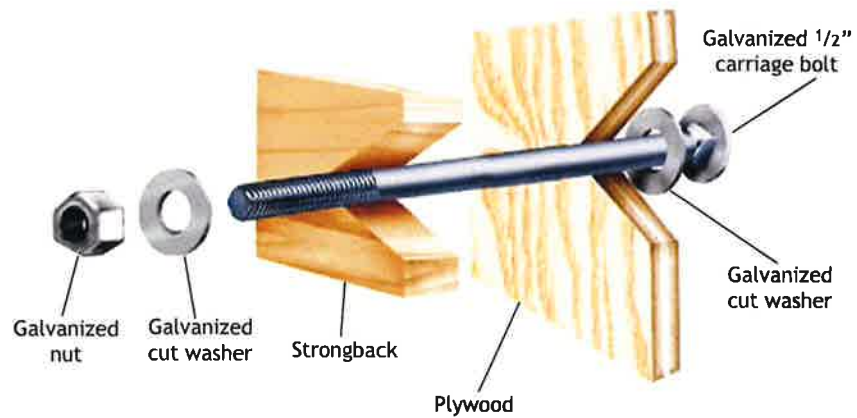
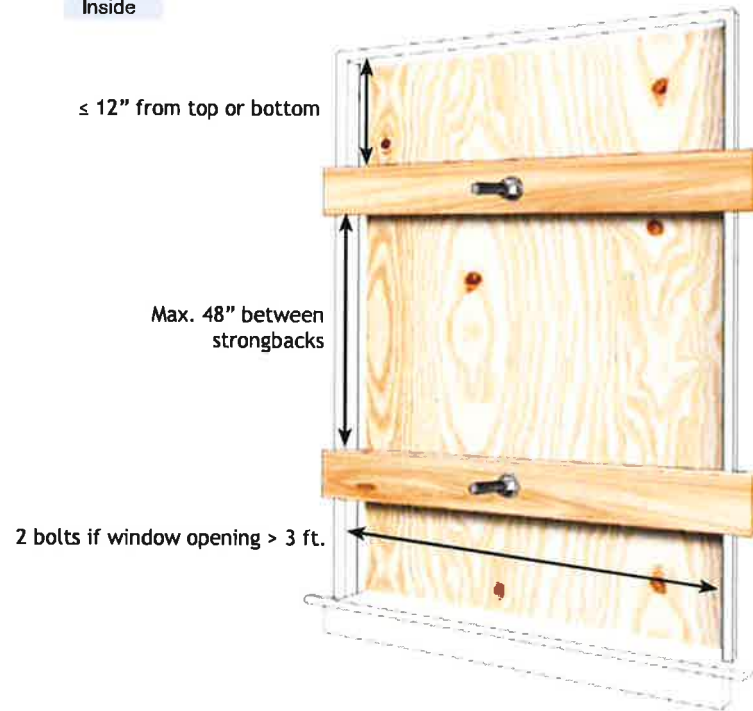
## WINDOWS



## SECURE VACANT BUILDING

### WINDOWS

Inside



## SECURE VACANT BUILDING

### WINDOWS

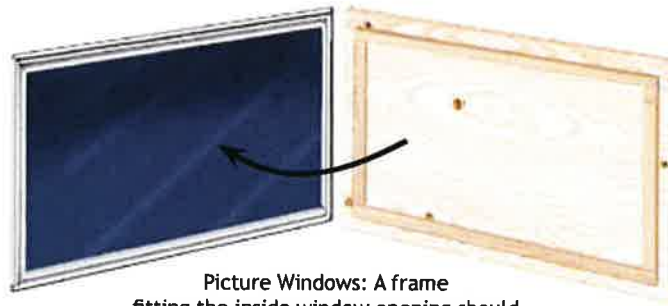
Windows to be removed & stored, unless double-hung windows can be moved away from the top & bottom to accommodate strongbacks

**Casement Windows:**  
Hinges or hinge pins should be removed & windows stored inside the building.



#### Picture Windows

- ☐ Coverings for picture windows should be framed internally with 1 x 4s & fitted inside window opening: screwed to window frame with 3" screws.

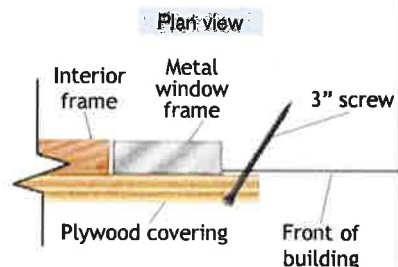


**Picture Windows:** A frame fitting the inside window opening should be attached to the interior side of plywood cover with 1 1/4" screws & plywood should be screwed to the building's window frame.

24" max. distance between screws



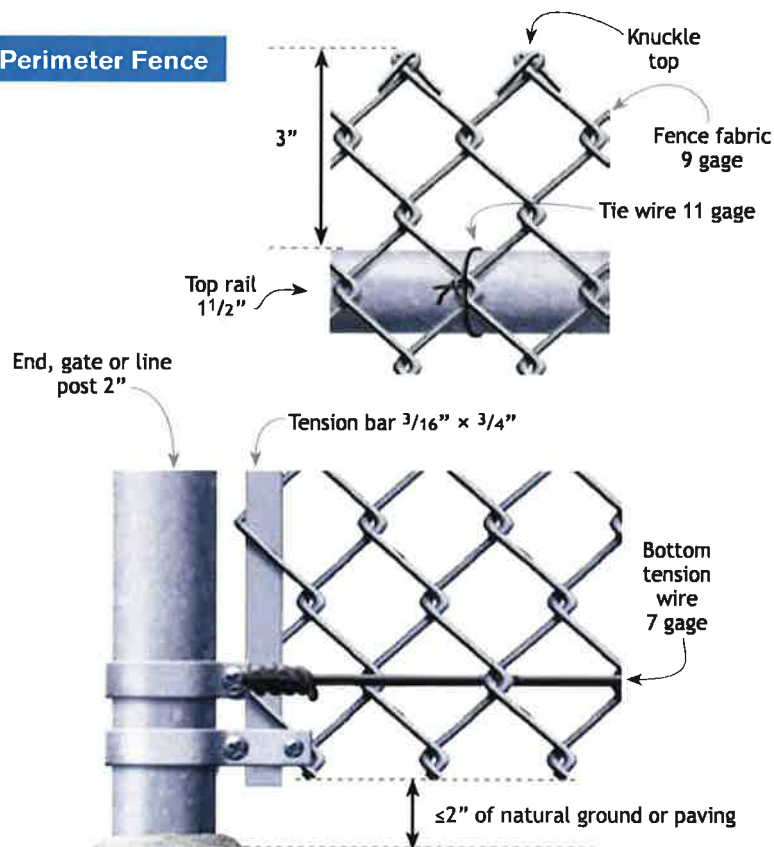
**Picture Windows with metal frame:**  
Should be screwed at an angle to building with 3" screws.



## SECURING LOT WITH PERIMETER FENCING

- ☐ Tension bar should be  $\frac{3}{16}$ "  $\times$   $\frac{3}{4}$ " galvanized.
- ☐ End & gate posts should have diagonal braces.
- ☐ Chain link fence fabric should be 72", 9 gage, 2" galvanized mesh, with knuckle-top edge.
- ☐ Posts, diagonal braces, & top rails should be NPS schedule 40 galvanized.
- ☐ Gates should be 48" wide galvanized & secured with a lock & chain.
- ☐ Chain link fabric should be tied with 11 gage wire every 16" to top rails & every 24" to posts.
- ☐ Post holes should be 8" diameter, 36" deep, & filled with Portland Cement concrete (4 sack mix).
- ☐ Posts should be 2", Top rails should be  $1\frac{1}{2}$ ", Diagonal braces should be  $1\frac{1}{2}$ ", Bottom tension wire should be 7 gage.

### Perimeter Fence





## Perimeter Fence

