

Useful Information After a Fire or Flood

• TAX DEDUCTIONS •

If you are not insured, or if your insurance will not cover the total extent of your damages, you may be able to deduct some, or all, of your losses on your federal income tax return. For further information, contact your local Internal Revenue office.

• VALUABLE DOCUMENT LOSS •

Birth Certificates: Copies of birth certificates can usually be obtained from the Births and Deaths office in the city in which you were born. They will need to know your name, current mailing address, date of birth, hospital in which you were born, mother's maiden name, and father's name.

Social Security/Medicare Cards: If your Social Security and/or Medicare cards are destroyed, call you local Social Security Administration office. You can apply for a new card at that office and the replacement card is free.

Military Discharge Papers: Veterans can obtain standard Form 180 from their local office of the Veterans' Administration to make application for copies of destroyed military discharge papers. If additional help is needed, contact your local Red Cross.

Marriage or Death Certificates: To obtain a copy of a marriage or a death certificate, apply to the County Clerk in the county where the form was originally issued.

Divorce Decrees: Make a request for a certified copy of the divorce decree at the place where it was issued.

If Disaster Strikes You...

- Call 911 immediately
- Call our disaster response team at 816-861-1550
- Contact your insurance agent

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RESTORATION, INC.

Disaster Specialists

**24-Hour Emergency Service
816.861.1550**

**3131 Wheeling Avenue
Kansas City, MO 64129**

**1.866.WE DRY KC
1.866.933.7952**

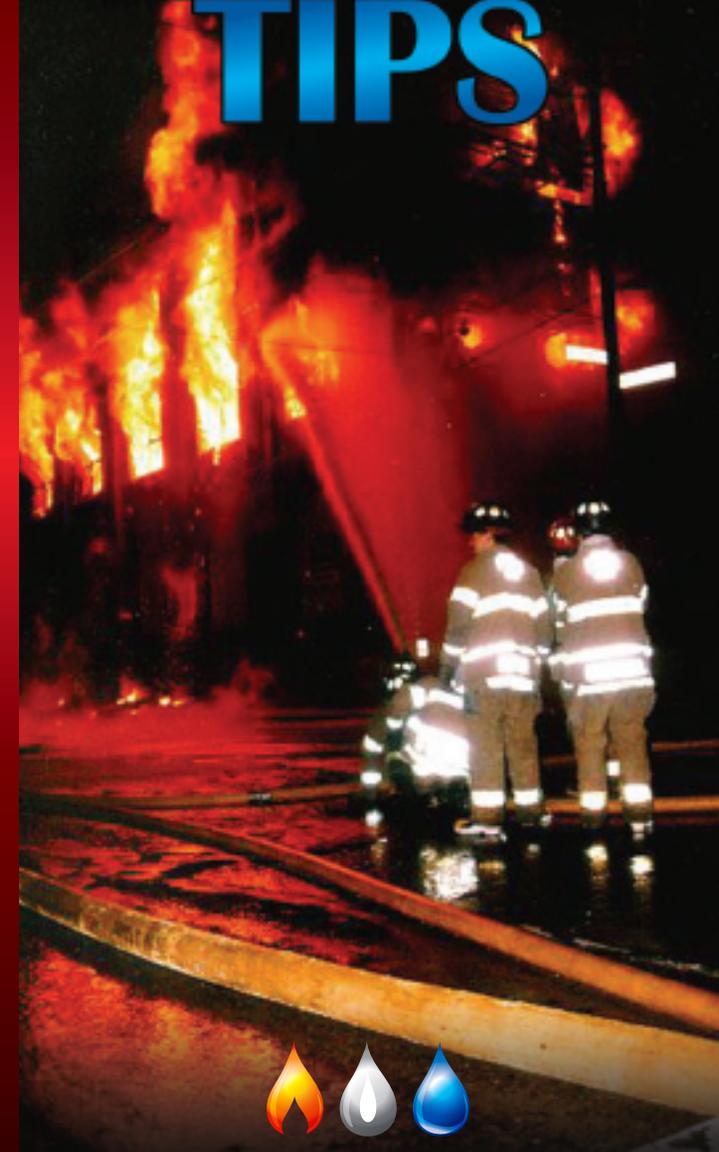
🔥 Fire 💧 Smoke 💧 Water

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RESTORATION, INC.

**EMERGENCY
TIPS**



Disaster Happens

EMERGENCY TIPS...

After fire, smoke, water, or vandalism damage to your home, your prompt action can minimize long-term damage. The safe, timely steps listed in this brochure can assist you in restoring your home to the condition it was in before your crisis. Incorrect actions can be costly mistakes. These "do's" and "don'ts" are listed for your information and protection.

Under the terms of your insurance contract, it is the responsibility of each property owner to take the necessary steps to prevent additional damage, as well as secure the property from being a hazard to the public. People are often drawn to a damaged house through curiosity and led to believe that its contents have no value. Your call to AAS Restoration will allow us to help you secure your home and personal property in the proper manner.

TEMPORARY REPAIRS TO PREVENT ADDITIONAL DAMAGE

1. Close and lock windows, doors, and any other openings that would allow people free access.
2. Cover any opening in the roof to protect your property against the elements.
3. In cold weather, if heat can not be restored to the structure immediately, drain all supply lines and water heaters and blow out both hot and cold supply lines with air; put anti-freeze in all sinks, toilet bowls, and tub traps.
4. If moisture exists, make every effort to remove it.
5. Have the electricity restored to the structure by a qualified person.
6. Completely seal the structure if it is cold so that heat will not escape from the building.
7. Make sure water heaters are drained and turned off.

WATER DAMAGE DO'S

1. Remove as much excess water as possible by mopping and blotting; wipe water from wood furniture after removal of lamps and tabletop items.
2. Remove wet insulation and start dehumidifier.
3. Turn on air conditioning for maximum drying in summer; in winter, heat area to 74 to 76 degrees and operate dehumidifier and fans until dry.
4. Remove or prop up wet upholstery cushions for even drying.
5. Put aluminum foil, china saucers, or wood blocks between furniture legs and wet carpeting.
6. Remove all valuables, art objects, paintings, jewelry, etc. and put in a safe place.
7. Open drawers and cabinet doors for complete drying.
8. Blot wet carpeting with clean white towels; lift draperies off carpet, loop through a coat hanger, and place the hanger on the drapery rod.
9. Remove wet fabrics and dry them as soon as possible. Furs and leather goods should be hung-to-dry separately, at room temperature.

WATER DAMAGE DON'TS

1. Attempt to use any electrical appliances that may have been close to fire, heat, or water, or while standing on wet floors, carpets, or particularly wet concrete floors.
2. Turn on ceiling fixtures if ceiling is wet—wiring may be damaged. Rooms are unsafe where ceilings are sagging from retained water.
3. Use an ordinary household vacuum to remove water.
4. Go into rooms with standing water if the electricity is still on.
5. Lift tacked down carpet without professional help. Lifting the carpet incorrectly could promote shrinkage.
6. Wait to call for professional help. Damage from water and bacteria growth can begin within hours.

FIRE AND SMOKE DAMAGE DO'S

1. Limit the movement in the home to prevent soot particles from being impregnated into the upholstery and carpets; cover carpeted areas with towels or old linens to prevent additional damage.
2. Tape double layers of cheesecloth over all air registers; change furnace filters.
3. Cover upholstery with sheets unless the upholstery is wet; blow off or brush loose smoke particles from upholstery, drapes, and carpet.
4. Open windows for ventilation in warm weather.
5. Clean and protect chrome trim on appliances and kitchen and bathroom faucets with a light coating of petroleum jelly or light oil.
6. Empty freezer and refrigerator completely if electricity is off; prop doors open with rolled towel or newspaper. Discard any opened food packages—they could be contaminated.
7. Wash plants with water on both sides of leaves to help them breathe.
8. Remove pets (especially birds) to a clean environment.
9. Send clothing with heavy smoke damage to a professional restoration dry cleaner.

FIRE AND SMOKE DAMAGE DON'TS

1. Use TVs, stereos, or electrical appliances until they are cleaned and checked.
2. Use do-it-yourself home carpet and upholstery cleaners.
3. Wash any papered or flat-painted walls without consulting your professional cleaner. Incorrect cleaning procedures could compound the soot residue problem.
4. Eat food that has been exposed to heat. It may be contaminated.

VANDALISM DO'S

1. Hose down or wash egg residue from building exterior as soon as possible.
2. Wipe up freshly spilled foods from carpets and fabrics with a dampened cloth or sponge.
3. Vacuum glass particles from carpets and upholstery with extreme care.
4. Save cans and containers which will reveal the composition of spilled inks, cosmetics, and paints.

VANDALISM DON'TS

1. Attempt to remove ink, paint, or cosmetic stains.
2. Throw out broken pieces from furniture, porcelain, or art objects. Allow someone experienced in restoration to review damage before discarding.

