



**140 West Stonewall Avenue
Suite 214
Fayetteville, Georgia 30214**



Address: _____

Incident Number: _____

911 Non-Emergency Number
770-461-4357

Fayette County Department of Fire/EMS
770-305-5414

Fayette County Building Department
770-305-5403

or

Town of Tyrone Building Department

Department of Fire and Emergency Services 5414 and we will assist you in locating the individual or agency.

IF YOU ARE INSURED

Contact your insurance company, agent, regarding your loss. Most companies have number you can call. This will start your claim more importantly; your agent or representative able to assist you with any questions or concerns you may have. Be familiar with your insurance policy, what is covered and what is not covered in your policy, and do not be afraid to ask questions for clarification.

- Make a detailed list of damaged and destroyed items to file with your claim and their estimated cost.
- Do not** throw out damaged items until you consult with your insurance agent.
- Consider photographing or videotaping the damage.

IF YOU ARE NOT INSURED

If you are not insured and need assistance, the Fayette County **Red Cross** is available to assist families who

CAUTIONS

- **Do not enter the damage area.** Fires can rekindle from hidden, smoldering fire (embers).
- Normally, the fire department will see that utilities (water, electricity and natural gas) are either safe to use or have been shut off before leaving the site. Do not attempt to turn on/off utilities yourself.
- Be watchful for structural damages caused by the fire. Roofs and floors may be damaged and may (could) collapse.
- Food, beverages, and medicine exposed to heat, smoke, soot and water should not be consumed.

REMAIN CALM, PACE YOURSELF

You may find yourself being overwhelmed with information being told to you, listen carefully and deal with urgent situations first. Use a notebook to record important information and directions that are given to you. During stressful times your memory may not be in the proper condition.

All openings should be properly secured others from entering, and also to keep out the The following are some of the metro A restoration companies.

- Atlanta Restoration..... 888-4
- 1-800-Board Up..... 800-2
- Fire Restoration Atlanta..... 678-3
- Pro Restoration 770-3
- RCM Restoration Services 1-877-3

CONTACT YOUR MORTGAGE COMPANY OR LANDLORD

Call your mortgage company or landlord, if possible, to make them aware of the fire. restoring your house will restore its value, the company must be involved until your house is restored.

A landlord likely has insurance coverage for the but you will be responsible for your contents,

your income tax return. Be sure to write down important information to refer to at a later date.

PET CARE

If you have pets, find them and secure them in a safe area and make them comfortable. Keep them at neighbor's house or family member's house if needed. Animals may react to a disaster in an unusual way just as humans so be calm and comfort them and visit them regularly if they cannot be with you in this time of disaster. You may also want to consider contacting your veterinarian for assistance as needed.

	Wills	broke Your Law
	Medical records	Your Do
	Warranties	Issuing Con
	Prepaid burial contract	Issuing Co
	Income tax records	The IRS C
	Citizenship papers	U.S. Immig
	Animal registration papers	Humane S
		Veterina
	Mortgage papers	Lending Ins

A WORD ABOUT FIRE DEPARTMENT OPERATIONS

REPLACEMENT OF VALUABLE DOCUMENTS AND RECORDS

COMMON QUESTIONS

ITEMS	WHO TO CONTACT
Driver's license, Auto registration	Department of motor vehicles
Bankbooks (checking, savings, etc.)	Your bank, as soon as possible
Insurance policies	Your insurance agent
Military discharge papers	Department of Veterans Affairs (VA)
Passports	Passport service
Birth, death and marriage certificates	Clerk of the Courts
Divorce papers	Clerk of the Courts

Q. Why are windows broken or holes cut in walls?

As a fire burns, it moves upward the ceiling. Breaking the windows and/or cutting holes in the walls (called ventilation) slows the damaging fire movement, helps remove blinding smoke, obscures the actual fire, and enables firefighters to fight the fire more efficiently. The result of ventilation is less damage to the structure in the long run.

Q. Why are holes cut in walls?

This is done so that the fire department is sure that the fire is completely out and that the structure is safe to re-enter.

Posing Control _____

Doctors _____

Insurance Company _____

Medical Policy Number _____

Home Policy Number _____

Auto Policy Number _____

Gas/Fuel Company _____

Municipality _____

Banks _____

Neighbors _____

Accountant _____

Family _____

American Red Cross _____

Shelter/Assistance _____

Pharmacy _____

Work Numbers _____

