

FIRE RECOVERY GUIDE



WHEELING FIRE DEPARTMENT

499 S. MILWAUKEE AVENUE

WHEELING, IL 60090

(847) 459-2662

<http://www.wheelingil.gov/264/Fire-Department>



INTRODUCTION:

Now that the fire is out and the Wheeling Fire Department has left your property, you are probably feeling overwhelmed and uncertain of what to do next. These feelings are normal and to be expected. The “Fire Recovery Guide” is intended to assist you with getting your life back to normal as quickly as possible and to avoid some common mistakes made by individuals who have had the same experience as you. Depending upon the extent of your fire, some or all of the information contained in this guide may or may not apply to your situation. Use whatever applies to your situation or whatever you are comfortable with. While you may feel like you have lost some control of the situation, you actually are in control of where things go from now.

The first thing you need to know is you are not alone. As you work through this situation, you may have questions and may not know where to turn. If you are in doubt, feel free to call us – we may not have the answer but we most likely know who does. You can reach us at:

Wheeling Fire Department
499 S. Milwaukee Avenue (Fire Station 24)
Wheeling, IL 60090
(847) 459-2662
(847) 215-4692 – fax

GENERAL SAFETY PRECAUTIONS:

- **Do not enter your property if it has been declared “unsafe” by the Village of Wheeling Fire Department and/or the Village of Wheeling Community Development Department.** If your property was declared “unsafe”, it was because there is the possibility of serious injury and/or death if it is entered. The building/structure may be unstable and could collapse; there may be holes in floors and/or stairs. Entry into the building/structure should only be made by trained individuals for the purpose of investigation, salvage, repairs, or demolition.
- **If you are allowed to enter your property, use extreme caution.** After a fire, there may be exposed nails, broken glass, wet or uneven floors, debris on the floor, loose drywall on the ceiling, loose kitchen cabinets, etc. All of these situations present a serious threat to your general safety and well-being. Should you choose to enter the property, it is strongly recommended that you wear, as a minimum, the following items:
 - Sturdy closed top leather shoes (do not wear slippers, Crocs®, sandals, etc.)
 - Socks
 - Long Pants (do not wear shorts)
 - Shirt with sleeves (do not wear sleeveless t-shirts)
 - Eye Protection (safety glasses or goggles)
 - Sturdy gloves (for digging into the debris)
 - Non-Latex Rubber Gloves (for cleaning purposes)
 - Paper Dust Mask (N-95 rated)



- **Do not turn on any utilities that have been shut-off or disconnected by the Village of Wheeling Fire Department, the Village of Wheeling Public Works Department, and/or the utility company.** Depending upon the extent of your fire, the electrical system, the natural gas system, and/or the water distribution system within your home may be damaged. Either in order to extinguish the fire or render your home safe after the fire, these utilities may have been shut-off and/or disconnected. Turning these utilities back on without an appropriate inspection and perhaps repairs, may result in serious injury, death, and/or additional property damage that may not be covered by your property insurance.
- **Never enter damaged property alone.** In the event you should injure yourself or become entrapped inside the damaged building/structure, it is important that you have someone who can assist you and/or go obtain emergency assistance. Entering a damaged building/structure alone could result in serious injury or death.

IMMEDIATE PRIORITIES:

Your immediate priorities right now should be:

- Shelter and clothing.
- Health and well-being.
- Preserving your loss.

The “Fire Recovery Guide” will walk you through key aspects of each priority in order to assist you in developing a recovery plan and to avoid several potential issues later on.

SHELTER AND CLOTHING:

You need to determine if you can stay in your home or if you need temporary housing. For today and over the next few days, you may be able to stay with family, friends, work associates, or neighbors who live in the area. If your home has received substantial damage, you may need to arrange for a more long term housing arrangement. In either case, when you contact your insurance company, advise them of your housing situation. It is not unusual with even a relatively small fire to result in being displaced for several weeks while cleaning and repairs occur. Temporary housing (both short term and long term) can usually be arranged by your insurance company and is typically covered by your homeowners or renters insurance. If you do not have insurance and your home has been declared unsafe by the Village of Wheeling, arrangements can be made for one (1) night of temporary housing. If this service is needed, contact the Village at:

- Human Services Department (Monday – Friday, 8:00 am to 4:30 pm): (847) 459-2606
- Fire Department (Evenings, Weekends, and Holidays): (847) 459-2662

If you have experienced a relatively small fire, there is the possibility that your clothing can be salvaged. It is very important that wet fabric/clothing be properly washed and/or dried as soon as possible. Otherwise, mold will occur and completely ruin the material. Wet fabric/clothing can be



hung in a dry, clean area with good natural ventilation until it can be properly cleaned. For heavily soiled fabric/clothing, once they are naturally dried, have them professionally cleaned by a cleaner who routinely deals with fire recovery situations. Your insurance company can typically recommend such a cleaner.

For minor smoke damage to clothing (i.e. the smell of smoke), wash the clothing in cool water using a standard clothing detergent (ex. Tide ®, Surf ®, etc.). Repetitive washing may be necessary to remove all traces of the smell and odor. Adding one (1) tablespoon of pure vanilla extract to the wash cycle has also been found to aid in the removal of the smell of smoke. Avoid bleaching products until you have first verified that they are bleach safe and tested a small hidden area of the clothing. Common washing and bleach usage information is found on the tag attached to most clothing. For a summary of what each symbol on a clothing tag means, please see "[Appendix A](#)" at the end of this document.

For heavily smoke damaged fabric/clothing, immerse the items in a solution of four (4) to six (6) tablespoons of Tri-Sodium Phosphate (i.e. TSP) (obtained at paint and hardware stores) for each gallon of cool water. Rinse with clear cool water and then wash using normal washing instructions.

For immediate assistance with obtaining temporary clothing, the following agency can provide you with assistance:

- American Red Cross, The Rauner Center, 2200 W. Harrison Street, Chicago, IL 60612
(312) 729-6100

HEALTH AND WELL-BEING:

You and your family will likely not be thinking initially about yourselves after a fire. While very normal, it can be life-threatening; particularly for individuals with medical conditions. It is vitally important that you:

- Eat regularly – try to stay on your routine schedule for meals.
- Take any medications you are prescribed on schedule and in the appropriate dosage.
- Sleep – try to stay on your routine schedule, as much as possible
- *Do not take any medications that have been exposed to flame, heat, smoke, or firefighting water.* Toxic materials are released by the fire that may alter the chemical composition of the medication and/or contaminate the medication. Heat and/or flame from the fire can cause the medication to chemically alter itself. In either situation, it can result in very dangerous side effects and/or result in the medication not being properly effective. If in doubt, throw it out! If you need to replace prescription medications, immediately contact your pharmacy who can assist you with obtaining a replacement.
- *Do not eat any food that was exposed to flame, heat, smoke, or firefighting water.* Toxic materials are released by the fire that can be absorbed into the food. Heat and/or flame may accelerate the growth of bacteria that can result in serious health issues. If your food



was contained in an undamaged refrigerator or air tight container (ex. Tupperware®, etc.), it is usually safe to consume. If in doubt, throw it out!

PRESERVING YOUR LOSS:

- Contact your insurance company as soon as possible. If circumstances do not allow you to make immediate notification, it is very important that you make contact within twenty-four (24) hours of the incident. If you are unsure of the name of your insurance company, contact your insurance agent for assistance. A list of the most common property insurance companies is included in “Appendix B” at the end of this document to assist you in this process. After you have contacted your insurance company, they will assign a claim number and an insurance company adjuster to manage your claim. The adjuster’s role is to determine the extent of the loss and walk you through how your insurance company will settle your claim.
- Do not sign any documents presented to you, unless you know for sure who the document is from and you have taken the time to carefully read it completely. Unfortunately after a fire, it is very common for various contractors and public adjustors to try and get you to sign over your insurance rights to them. These parties do not have a relationship with your insurance company. For a percentage (usually 10 to 15%) of your insurance settlement, they agree to get your home repaired/replaced and/or to represent you with your insurance company. The percentage (i.e. payment) they receive for their services is taken directly out of your insurance settlement and typically cost more than your deductible. Therefore, you will end up with less money in order to repair/replace your home. Typically, this ends up actually hurting your recovery efforts and cost you more of your own personal money. Should you choose to immediately hire your own contractor or hire a public adjustor, make sure there is a clearly written and fully understood contract for services and for how much these services will cost. Review all contracts very carefully and consider having it reviewed by an attorney, before signing it. Be cautious of any contractors demanding payment directly from you without coordinating their actions through your insurance company. Contact your insurance company adjuster before accepting any bills that are presented to you by anyone besides your insurance company.
- Keep your property secured, whenever you are not present. After the Wheeling Fire Department left your property, responsibility for securing your property returned to you. Most insurance company policies require the homeowner to secure their property after a loss has occurred, in order to minimize any further losses (ex. theft, rain damage, etc.) to occur. Failure to do so can result in your insurance claim settlement being reduced or denied by the insurance company. Therefore, whenever you leave your property, make sure to lock all doors and windows. If during the fire, any windows, doors, and/or your roof were compromised, the Wheeling Fire Department arranged for a professional board-up company to secure these openings before we left the scene. Board-up typically involves nailing plywood or securing plastic tarps over the various openings made during fire suppression. The cost of board-up service is covered by most insurance companies and helps you to meet the insurance company requirements for securing your property. However, if the cost of board-up services is not covered by your insurance company, it is still ultimately your responsibility to pay.



- *If your home is uninhabitable after the fire, remove all key valuable items before you leave.* Examples of key valuable items to remove from your home include but are not limited to;

Insurance Documents

Jewelry

Money/Cash

Check Book

Credit Cards

Debit Cards

Traveler's Checks

Savings Account Record

Stocks/Bonds

Coin Collections

Guns

Corporate Ledgers

Driver's License

Address Book

Eyeglasses

Hearing Aids

Prosthetic Devices

Prescription Medications (only if not exposed to heat, flame, smoke, or fire suppression water)

- *Photograph all damage to your home.* The repairs or replacement of your home after a fire may take months to fully resolve. It is important that as the process proceeds, you may need to be able to document specific losses to your insurance company (ex. type and size of television, destroyed valuables, etc.). Therefore, it is very important that you photograph your entire home to document your loss. Start by shooting pictures on the outside of your home at the front door and then walk around the exterior of your home. After you have completed photographing the exterior of your home, go inside and repeat the process for each room. Take pictures of each wall, floor, ceiling and contents within each room. Since fire damage is typically very dark in color (i.e. black), you may need to use a flash, in order for specific details to appear in your pictures. The benefit of digital photography is you can take as many pictures as you like. In documenting your loss, the more pictures you have, the more beneficial it will be to you later on. These pictures may be necessary for tax purposes and/or for negotiating with your insurance company when it is time to settle your insurance claim.
- *Develop an inventory of your personal property that was lost or damaged by the fire.* A sample form is included in "Appendix C" at the end of this document to assist you in this process. You can also use a spreadsheet on a laptop computer to expedite the process. Also included in "Appendix C" is a list of items typically found in each room of a home to aid you in remembering what was or was not in each room of your home. The more detailed the list, the more beneficial it will be when you prepare to settle your insurance claim.
- *Draw a sketch of each room damaged by the fire showing the approximate location and description of furniture and key appliances.* A sample form is included in "Appendix D" at the end of this document to assist you in this process. Your drawings do not need to be to scale. They only need to be clear and concise, in order to assist you in remembering details when



discussing your insurance claim. You can also use various computer programs to expedite the process. Your insurance company may have free software you can download and use – be sure to ask your insurance company adjuster.

- Keep all receipts for any expenses you incur that are directly related to your loss. Receipts will be required by your insurance company in order to verify your loss. In addition, they are needed for declaring any losses not covered by your insurance company that you may declare on your Federal Income Tax, if you itemize your deductions. Examples of receipts you should keep include but are not limited to;

- Cleaning Supplies
- Temporary Housing Costs
- Replacement Clothing
- Replacement Food
- Board-up Service
- Locksmith
- Replacement Prescription Drugs
- Temporary Board of Pets

If your insurance company requests copies of your receipts, make photocopies to send to your insurance company and keep your originals.

- Notify key parties of your situation, if your home is uninhabitable. If you are living in temporary housing, you will want various services to be transferred to your new location and/or have some services temporarily stopped (i.e. no use paying for services you cannot or will not be using). Several key parties you want to let know about your temporary housing arrangement include but are not limited to;

- Immediate Family & Friends
- Insurance Adjuster
- Insurance Agent
- Employer
- School
- Post Office
- Bank
- Mortgage Company
- Credit Card Company
- Debit Card Company
- Newspaper
- Commonwealth Edison Company (Electrical Service)
- Northern Illinois Gas Company (Natural Gas Service)
- Cable TV Company
- Internet Provider
- Village of Wheeling Public Works (Water Service)
- Village of Wheeling Fire Department – Fire Prevention Bureau (Post-Investigation)

A list of common key parties and their contact information is included in “[Appendix E](#)” at the end of this document to assist you in this process.



- Obtain a copy of the Wheeling Fire Department incident report. The Wheeling Fire Department will complete a brief incident report regarding the circumstances involved in your fire. This incident report will be used by your insurance company to serve as independent proof of your loss and is vital in processing your insurance claim. Incident reports are available four (4) business days after your fire and can be picked up during regular business hours (Monday – Friday; 8:00 am to 4:30 pm). You will need a copy of the incident report in order to file your insurance claim and/or for declaring a loss on your Federal Income Tax later on. You may pick up a copy of the incident report at:
 - Wheeling Fire Department
499 S. Milwaukee Avenue (Station 24)
Wheeling, IL 60090
(847) 459-2662
(847) 215-4692 – fax

GENERAL PROPERTY RESTORATION/CLEAN-UP INFORMATION:

- Preserving damaged personal effects may be difficult and the method used will vary by item. In most cases, preserving damaged effects is best handled by professionals in the area of post-fire restoration. However, there are some actions you can take to minimize your loss and increase your chances of recovering some damaged items:
 - Computers and associated peripheral items (ex. printers): these items should only be professionally checked and cleaned, prior to usage. Smoke and soot particles usually settle inside the device and due to the generally fragile nature of electronic circuit boards, may cause electrical shorting and overheating. In the case of computers, important data can often be recovered from the hard-drive by a professional service trained in data recovery. The chances of successful recovery of important data increases if you do *not* attempt to operate the hard drive in its potentially damaged condition (i.e. do not turn the computer on). The best chance of important data collection occurs if you are using a “solid state drive (SSD)” hard drive versus a traditional spinning platter hard drive. Recovery from flash drives and memory cards is also usually possible as long as they are not melted or used while they are wet.
 - Electrical Appliances: these items should only be professionally checked and cleaned, prior to usage. Smoke and soot particles usually settle inside the device and due to the generally fragile nature of electronic circuit boards, may cause electrical shorting and overheating. In case of refrigerators, in addition to having the internal mechanisms professionally repaired, it is also recommended that the door seals be replaced, since heat from the fire may cause uneven warping of the seal and it may not seal properly.
 - Walls/Ceilings: these may be washed with a solution of four (4) to six (6) tablespoons of Tri-Sodium Phosphate (TSP) and one (1) gallon of warm water. After use, rinse with plain warm water and allow to completely dry. If necessary, a second cleaning can be done. Once completely dry (and the excess humidity within your home due to the fire has returned to normal), walls and ceilings may be



repainted. If walls and/or ceilings are stained, you may want to use a paint primer with mold inhibitor and/or with stain blocking chemistry (ex. Zinsser® Mold Killing Primer or Zinsser® 1.2.3. Primer Sealer) before applying the new paint.

- Photographs: may be restored by a professional in the area of photographic restoration but, it is very important to make arrangements quickly in order to minimize permanent damage. Remove damp or wet photographs to a dry, clean area with good natural air circulation. Allow the photographs to dry slowly and naturally. Do not place photographs in paper or plastic bags, or sealed containers, since this will only trap the moisture and further damage the photographs. Do not expose damp or wet photographs to excessive heat (ex. direct sun light or hair dryer) and do not attempt to separate photographs that are stuck together. These actions will likely result in further, non-repairable damage.
- Books and Papers: wet paper will deteriorate very quickly and the more it is handled, the more likely it will be non-repairable. If you attempt to dry these items out yourself, they should be very carefully opened and/or separated out in a clean, dry area with good natural ventilation. Do not place them in the sun or expose them to excessive heat (ex. hair dryer).
- Drapes/Carpet/Furniture/Mattresses: these items should only be handled by professionals in the area of post-fire restoration. Unless only lightly soiled, these items cannot usually be restored; particularly upholstered furniture and mattresses.
- Money: damaged money, depending upon the severity, can be replaced by contacting your local bank or credit union or you can exchange it with the United States Treasury Department. In cases involving paper currency, you must have 50% or more of the bill remaining that clearly shows the serial number, as well as denomination of the bill.

For United States currency bills (damaged):

- Department of the Treasury Bureau of Engraving and Printing
Office of Currency Standards
P.O. Box 37048
Washington, D.C. 20013
(866) 575-2361

For United States coins (melted):

- Superintendent United States Mint
P.O. Box 400
Philadelphia, PA 19105
(202) 354-7227 or (202) 756-6468



For United States Savings Bonds (damaged):

- Department of the Treasury
Bureau of the Public Debt
Savings Bond Operations
P.O. Box 1328
Parkersburg, WV 26106
(844) 284-2676

- Any demolition and/or repairs will require building permit from the Village of Wheeling Community Development Department. The purpose of a building permit is to make sure the work completed on your home is proper and safe. More information on building permits and the necessary documentation needed to apply for a building permit can be obtained from:
 - Village of Wheeling Community Development Department
2 Community Boulevard
Wheeling, IL 60090
(847) 459-2620
(847) 459-2656 – fax

<http://www.wheelingil.gov/314/Permit-Info-Requirements>



IMPORTANT TELEPHONE NUMBERS AND ADDRESSES:

- Village of Wheeling, 2 Community Boulevard, Wheeling, IL 60090

www.wheelingil.gov



Village Hall (General Information): (847) 459-2600

Community Development Department (Building Permits): (847) 459-2620

Finance Department (Water Billing): (847) 459-2627

Fire Department (Fire Reports): (847) 459-2662

Human Services Department (Social Assistance): (847) 459-2606



Police Department (On-Street Parking): (847) 459-2632

Public Works Department (Water Shut-off): (847) 279-6900

- United States Post Office, 250 W. Dundee Road, Wheeling, IL 60090
(847) 5371150/(800) 275-8777
- Wheeling Township Government, 161 N. Arlington Heights Road, Arlington Heights, IL 60004
(847) 259-7730

Assessor's Office: (847) 259-1515

Food Pantry: (847) 259-7730

General Assistance: (847) 259-7730

- Utilities:

AT & T: (800) 288-2020

Comcast/Xfinity: (800) 934-6489

Commonwealth Edison Company: (800) 334-7661

Nicor Gas Company: (888) 642-6748

Waste Management: (866) 909-4458

- School Districts:

Wheeling Community Consolidated District 21: (847) 537-8270

Prospect Heights School District 23: (847) 870-3850

High School District 214: (847) 718-7600

CONCLUSION:

You are not alone in this process. If you have any questions, reach out to your insurance adjuster. Their role is to help you through the recovery process and aid you in getting your home back in order. If you are not sure where to turn, you are always welcome to call us:

- Wheeling Fire Department
499 S. Milwaukee Avenue (Station 24)
Wheeling, IL 60090
(847) 459-2662



**APPENDIX A
LAUNDRY CARE TAG INFORMATION**

GUIDE TO COMMON HOME LAUNDERING AND DRYCLEANING SYMBOLS			
DO3WIN Code Ref#	Care Symbol	Written Care Instructions	What Care Symbol and Instructions Mean
MW_Norm		Machine Wash, Normal	Garment may be laundered through the use of hottest available water, detergent or soap, agitation, and a machine designed for this purpose.
MW30C		Machine Wash, Cold	Initial water temperature should not exceed 30C or 65 to 85F.
MW40C		Machine Wash, Warm	Initial water temperature should not exceed 40C or 105F.
MW60C		Machine Wash, Hot	Initial water temperature should not exceed 50C or 120F.
MW60C		Machine Wash, Hot	Initial water temperature should not exceed 60C or 140F.
MW70C		Machine Wash, Hot	Initial water temperature should not exceed 70C or 160F.
MW95C		Machine Wash, Hot	Initial water temperature should not exceed 95C or 200F.
MW_Pres		Machine Wash, Permanent Press	Garment may be machine laundered only on the setting designed to preserve Permanent Press with cool down or cold rinse prior to reduced spin.
MW_Gentl		Machine Wash, Gentle or Delicate	Garment may be machine laundered only on the setting designed for gentle agitation and/or reduced time for delicate items.
Hndw		Hand Wash	Garment may be laundered through the use of water, detergent or soap and gentle hand manipulation.
W_DoNot		Do Not Wash	Garment may not be safely laundered by any process. Normally accompanied by Dry Clean instructions.
B_Any		Bleach When Needed	Any commercially available bleach product may be used in the laundering process.
B_NonCl		Non-Chlorine Bleach When Needed	Only a non-chlorine, color-safe bleach may be used in the laundering process. Chlorine bleach may not be used.
B_DnR_S		Do Not Bleach	No bleach product may be used. The garment is not colorfast or structurally able to withstand any bleach.

NOTE:
SYSTEM OF DOTS INDICATING TEMPERATURE RANGE IS THE SAME FOR ALL WASH PROCEDURES.

NOTE:
All (98+%
washable textiles are safe in some type of bleach. IF BLEACH IS NOT MENTIONED OR REPRESENTED BY A SYMBOL ANY BLEACH MAY BE USED.



GUIDE TO COMMON HOME LAUNDERING AND DRYCLEANING SYMBOLS

DO5/WIN Code Ref#	Care Symbol	Written Care Instructions	What Care Symbol and Instructions Mean
Dry TD_Nor		Tumble Dry, Normal	A machine dryer may be regularly used at the hottest available temperature setting.
TD_Nor_L		Tumble Dry, Normal, Low Heat	A machine dryer may be regularly used at a maximum of Low Heat setting.
TD_Nor_M		Tumble Dry, Normal, Medium Heat	A machine dryer may be regularly used at a maximum of Medium Heat setting.
TD_Nor_H		Tumble Dry, Normal, High Heat	A machine dryer may be regularly used at a High Heat setting.
TD_NoHet		Tumble Dry, Normal, No Heat	A machine dryer may be regularly used only at No Heat or Air Only setting.
TD_PP		Tumble Dry, Permanent Press	A machine dryer may be regularly used only at the Permanent Press setting.
TD_Gen_L		Tumble Dry, Gentle	A machine dryer may be regularly used only at the Gentle setting.
TD_DoNot		Do Not Tumble Dry	A machine dryer may not be used. Usually accompanied by an alternate drying method symbol.
Dr_DoNot		Do Not Dry	A machine dryer may not be used. Usually accompanied by an alternate drying method symbol.
Dry_Line		Line Dry	Hang damp garment from line or bar, in or out doors.
Dr_Drip		Drip Dry	Hang dripping wet garment from line or bar, in or out doors, without hand shaping or smoothing
Dr_Flat		Dry Flat	Lay out horizontally for drying.
Dr_Shade		Dry In Shade	Usually added to Line or Drip Dry. Dry away from direct sunlight.
Wring Wr_DoNot		Do Not Wring	Do not wring.

NOTE
SYSTEM OF
DOTS
INDICATING
TEMPERATURE
RANGE IS
THE SAME FOR
ALL DRY
PROCEDURES.



GUIDE TO COMMON HOME LAUNDERING AND DRYCLEANING SYMBOLS

DOS/WIN Code Ref#	Care Symbol	Written Care Instructions	What Care Symbol and Instructions Mean
Iron Ir_Tal		Iron, Any Temperature, Steam or Dry	Regular ironing may be needed and may be performed at any available temperature with or without steam is acceptable.
Ir_Tal_L		Iron, Low	Regular ironing, steam or dry, may be performed at Low setting (110C, 230F) only.
Ir_Tal_M		Iron, Medium	Regular ironing, steam or dry, may be performed at Medium setting (150C, 300F).
Ir_Tal_H		Iron, High	Regular ironing, steam or dry, may be performed at High setting (200C, 290F).
Ir_NoStm		Do Not Steam	Steam ironing will harm garment, but regular dry ironing at indicated temperature setting is acceptable.
Ir_DoNt		Do Not Iron	Item may not be smoothed or finished with an iron.
NOTE: IF IRONING IS NOT A NECESSARY, REGULAR CARE PROCEDURE IT NEED NOT BE MENTIONED.			
Dryclean DC_Circle		Dryclean	Dry Clean, any solvent, any cycle any moisture, any heat.
DC_A		Dryclean, Any Solvent	Dry Clean, any solvent. Usually used with other restrictions on proper dry cleaning procedure.
DC_F		Dryclean, Petroleum Solvent Only	Dry Clean using only petroleum solvent. Usually used with other restrictions.
DC_P		Dryclean, Any Solvent Except Trichloroethylene	Any dry cleaning solvent other than trichloroethylene may be safely used.
DC_S_Cyc		Dryclean, Short Cycle	May be used with A, P, or F solvent restriction.
DC_RMois		Dryclean, Reduced Moisture	May be used with A, P, or F solvent restriction.
DC_LHet		Dryclean, Low heat	May be used with A, P, or F solvent restriction.
DC_NSt		Dryclean, No Steam	May be used with A, P, or F solvent restriction.
DC_DoNot		Do Not Dryclean	Garment may not be commercially drycleaned.

NOTE
SYSTEM OF DOTS INDICATING TEMPERATURE RANGE IS THE SAME FOR ALL IRONING PROCEDURES.



APPENDIX B

INSURANCE COMPANY CLAIMS INFORMATION

- Allstate Insurance Company: (800) 255-7828
<https://www.allstate.com/claims/report-claim.aspx>



- American Family Insurance: (800) 692-6326
<https://apps.amfam.com/reportclm/reportClaim.do>



- Amica Mutual Insurance: (800) 242-6422
<https://www.amica.com/en/claim-center.html>



- Country Financial: (866) 268-6879
<https://www.countryfinancial.com/en/customer-care/faq/claims.html>



- Farmers Insurance: (800) 435-7764
<https://www.farmers.com/claims/>





- Liberty Mutual Insurance: (800) 225-2467 or (800) 869-4009
<https://www.libertymutual.com/claims-center>



- Mutual of Wausau Insurance Corporation: (855) 393-4600 or (888) 238-2426
<https://mutualofwausau.com/report-a-claim/>



- Nationwide Mutual Insurance Company: (800) 421-3535
<https://www.nationwide.com/insurance-claims-center.jsp>



- State Farm: (800) 732-5246
<https://www.statefarm.com/claims>



- Travelers: (800) 252-4633
<https://www.travelers.com/claims/index.aspx>





APPENDIX C PERSONAL INVENTORY

The following list contains those items commonly found in various rooms of your home:

LIVING ROOM

Couch/sofa
Chairs
Coffee table
End tables
Lamps
Curtains
Rug/carpet
Desk
Bookcase
Recliner
Lamps
Shelves
Computer
Printer
Stereo
Speakers
Love seat
Television
DVD/Blue Ray player
DVD/Blue Ray discs
Books
Toys/games
Artwork

GARAGE

Automobile
Motorcycle
Boat and trailer
Bicycles
Lawn mower
Water heater
Furnace/boiler
Washer/dryer
Refrigerator
Snow blower
Gardening supplies
Work bench
Power tools
Hand tools
Ladders

DINING ROOM

Table
Chairs
Cabinets
Curtains
Rug/carpet
Mirrors
Silverware
China
Crystal
Linens
Artwork

HALLWAY

Rugs/carpet
Shelves
Table
Mirrors
Artwork

BEDROOM

Bed
Linens
Chairs
Curtains
Dresser
Lamps
Television
Desk
Hope chest
DVD/Blue Ray player
DVD/Blue Ray discs
Books
Jewelry
Stereo
Cellular telephone
Radio
Mirror
Clothing
Artwork

KITCHEN

Stove/range
Refrigerator
Oven
Toaster oven
Microwave
Coffee maker
Table
Chairs
Dishes
Pots/pans
Television
Radio
Utensils

BATHROOM

Curtains
Rug/carpet
Medications
Toiletries
Linens
Radio
Electric razor

BASEMENT

Furnace
Water heater
Washer/dryer
Refrigerator
Work bench
Power tools
Toys
Hand tools

CLOSET

Vacuum cleaner
Linens
Clothing
Luggage



PROPERTY IDENTIFICATION FORM

Name: _____ Date: _____

Address: _____

Telephone Number: _____ Email Address: _____

____ Item: _____ Room: _____
Brand Name: _____ Original Cost: \$ _____
Date Purchased: _____ General Condition: _____
Description: _____

____ Item: _____ Room: _____
Brand Name: _____ Original Cost: \$ _____
Date Purchased: _____ General Condition: _____
Description: _____

____ Item: _____ Room: _____
Brand Name: _____ Original Cost: \$ _____
Date Purchased: _____ General Condition: _____
Description: _____

____ Item: _____ Room: _____
Brand Name: _____ Original Cost: \$ _____
Date Purchased: _____ General Condition: _____
Description: _____

____ Item: _____ Room: _____
Brand Name: _____ Original Cost: \$ _____
Date Purchased: _____ General Condition: _____
Description: _____

____ Item: _____ Room: _____
Brand Name: _____ Original Cost: \$ _____
Date Purchased: _____ General Condition: _____
Description: _____

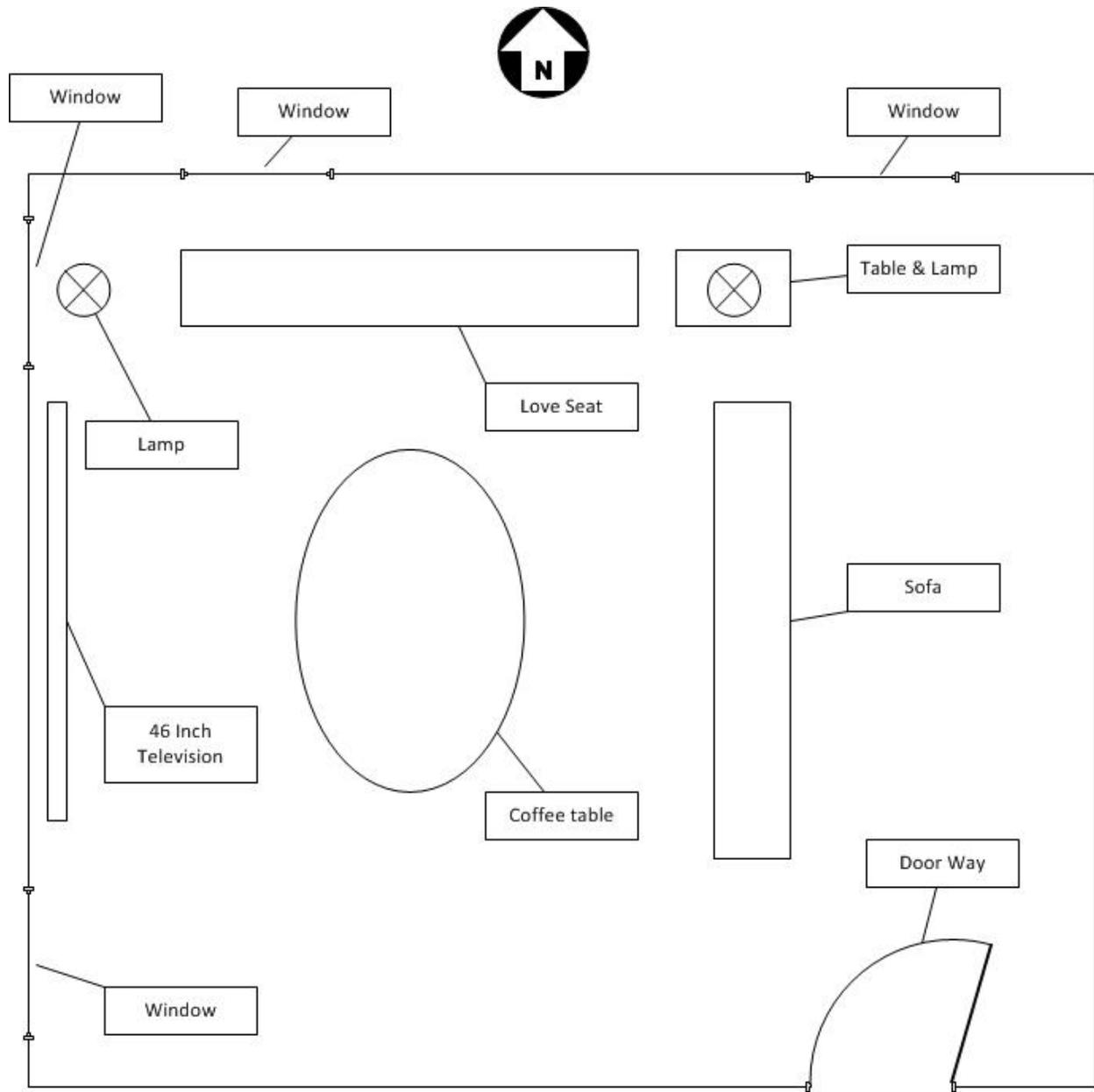
____ Item: _____ Room: _____
Brand Name: _____ Original Cost: \$ _____
Date Purchased: _____ General Condition: _____
Description: _____

____ Item: _____ Room: _____
Brand Name: _____ Original Cost: \$ _____
Date Purchased: _____ General Condition: _____
Description: _____

(NOTE: PREPARE A SEPARATE FORM FOR EACH ROOM DAMAGED BY FIRE)



APPENDIX D
ROOM AND CONTENTS SKETCH
EXAMPLE





ROOM AND CONTENTS SKETCH

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for a hand-drawn sketch of a room and its contents.

(NOTE: PREPARE A SEPARATE SKETCH FOR EACH ROOM DAMAGED BY FIRE)