

## **INFORMATION FOR DISASTER RECOVERY**

If you need further assistance, call Red Cross to make an appointment to see a Disaster Caseworker. If you need assistance in replacing destroyed documents and papers, your Red Cross Disaster Caseworker can advise you on procedures.

### **Red Cross May be Able to Assist You With:**

- Lodging
- Clothing
- Food
- Other emergency disaster needs

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**Red Cross Assistance Is An Outright Gift.**

**It Is Not A Loan.**

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We hope the following information will be helpful to your recovery.

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## First Steps

### Safety Precautions

Before you enter any building after an emergency, be sure it is safe and will not collapse when you enter. After you are inside, open as many doors and windows as you can for the removal of moisture, odors and any gas that might be present. Be careful about smoking or using an open flame until you are sure that gas is not present.

If you enter a damaged building at night, make sure there is adequate lighting so that you do not hurt yourself or cause further damage to the property.

Be careful. When you first return to a damaged area, disconnect the main service switch handle and any other switches that may control a pump or outbuildings. If the area is wet, be sure to stand on dry boards or other material when operating the switch handle. As a further precaution, you might pull the switches with a dry stick. You also can remove the fuses to prevent reconnection while you are working on the equipment or wiring.

It would be best if you could have an electrician or power company representative to work with you and advise you on wiring and equipment needs. Of course, it is best to have an electrician do the testing and make repairs unless the emergency demands that you do it.

If there is a chance that gas lines have been broken, turn off the gas at the meter before wiring on the premises.

### Protection

Whether you own or rent, the first thing to do after a fire is to protect yourself from additional losses. If you cannot move back into the damaged quarters, remove any valuables if possible. Protect any salvageable items from further damage from weather or theft.

## Owners & Renters

If you own the property, board up windows and smashed doors. If you are renting, the owner should do this for you. The owner can be held liable for injuries caused by broken glass or unsafe conditions.

## Insurance

If you are insured, notify your insurance agent as soon as possible. He can give you advice on boarding up. Also, it helps to make a complete list of your losses. This will help the insurance adjuster. For more information contact Rocky Mountain Insurance Information Association at (303) 790-0216 or Toll Free (800) 355-9524.

## Tax Deductions

If you are not insured, or if the insurance will not cover all your losses, you can take the losses off your Federal Income Tax. It will be essential that you keep an accurate list of your fire-related expenses and fire losses. For further tax information, contact the local office of the Internal Revenue Service (listed in your telephone book).

## Notifications

Attempt to recover important papers; notify school if children are involved; notify Post Office to hold mail until change of address is available; cancel all deliveries, e.g. milk and newspaper.

## Important Documents

### Birth, Marriage, Divorce and Death Certificates

Copies of birth certificates, marriage certificates, divorce decrees, and death certificates are available at the following address if they occurred in Colorado:

Vital Statistics,  
4300 Cherry Creek Drive South  
Denver, Colorado  
(303) 756-4464

If any of the certificates were issued outside the state of Colorado, contact the office of the county in which it was issued, or write to the Vital Statistics office in the capital city of the state in which it was issued.

### Destroyed Currency (Cash)

If you still have at least one-half of the bill, The Federal Reserve Bank will redeem it. The local Federal Reserve Bank will redeem it if it is still intact; however, if it is otherwise, you must send the half wrapped in wax paper to:

Department of the Treasury - Bureau of Govt. Financial Operations  
Room 139, Treasury Annex #1  
Washington, D.C. 20226

For more information or questions, call the local Federal Reserve Bank in Denver and ask for the Cash Department.

### Destroyed Savings Bonds

In case of lost U.S. Savings Bonds, you should contact the local Federal Reserve Bank (see above), Fiscal Department. In filing the appropriate form, you must give the approximate date of issue and name of the person to whom the bond was made payable.

## Military Papers

For copies of destroyed military papers, veterans should contact the Veterans Administration, call 1-500-827-1000 (toll-free). Your local Red Cross Disaster Caseworker can also offer a great deal of assistance in this area.

## Social Security and Medicare Documents

If your Social Security card, Medicare Card, or Social Security check was destroyed, contact your nearest Social Security office as soon as possible. It will be easier and quicker if you know your Social Security number, but it is all right if you do not. Call toll-free 1-800-772-1213.

## Checkbooks, Credit Cards and Savings Account Books

If you cannot find your checkbook, blank checks, or savings account book after the disaster, notify your bank immediately. Ask them to close your accounts and transfer the funds to new account numbers. You'll have to give them an address where they can mail your new checks or savings book, or you will have to make arrangements to stop at the bank to pick them up. It is important to notify the bank as quickly as possible.

The same goes for credit cards. Call the company immediately. If someone finds the card and uses it, you can be held liable. Have them close the account and issue you a new card with a different number. Follow up a phone call with a letter as soon as possible.

## Stock Certificates

You must file for the lost certificate. Any stock broker has the form. You must show evidence of the purchase. The broker from whom you bought the stock would have such evidence. You will have to post a surety bond. After 6 months, the old certificate is then invalidated and a new one will be issued.

## Clean Up and Recovery

### Smoke Odor

To remove smoke odor or soot from washable clothing (except those which should not be bleached) try this formula:

- 4 to 6 cups tri-sodium phosphate (Spic and Span)
- 1 cup Lysol (or household chlorine bleach)
- 1 gallon water

Rinse with clear water and dry thoroughly. The formula can also be used for walls, furniture or floors.

### Blankets

Shake and brush to remove surface dirt. Use manufacturer's directions, if available. Otherwise, soak blanket without agitation in lukewarm detergent suds for 15 minutes. Turn it two or three times by hand during soak period. Spin until water is drained off. If necessary, soak again in clean suds water. Rinse two or three times in lukewarm water. Soak each time for 5 minutes, turning once or twice by hand. Extract water each time as described above. Hang blankets over two parallel lines, or dry in a pre-heated dryer with 5 or 6 bath towels. Mix hot towels into blankets and dry 15 to 18 minutes. Remove blankets while still damp. Hang over 2 lines to finish drying.

**ELECTRIC BLANKETS:** Use manufacturer's directions, if possible. Cover plug with heavy cloth. Follow washing directions above. **DO NOT** put through wringer; do not dry in dryer unless manufacturer's directions specify. Squeeze down length of blanket and hang over 2 lines to dry.

### Pillows

**Feather:** Brush off surface dirt. If pillow is not badly soiled, wash ticking and feathers together. To circulate water through pillows, open 2 opposite seams of ticking 2

inches, turn edges in and fasten with safety pins. Wash pillows in machine by hand in warm suds 15 to 20 minutes, not more than 2 at a time. Rinse at least 3 times in clear, warm water. Spin off water or gently squeeze out as much water as possible. Dry in automatic dryer at moderate heat setting, or in warm room with fan to move air.

**Fiberfill:** Brush off surface dirt. Wash by hand in warm water and low sudsing detergent. Flush water through pillow by compressing it. Change water if necessary. Twisting and wringing will tear filling. Rinse three times in clear, warm water. Put in automatic machine and spin off water; dry in tumbler-type dryer. Or, press out as much water as possible by hand and hang on line outdoors to dry. Change hanging position from time to time.

**Foam Rubber:** Remove cover; brush off surface dirt. Follow manufacturer's directions, if available. Otherwise, soak in cool water, then wash in warm suds by hand or in machine with gentle agitation. Rinse well. Gently squeeze or spin out excess water; blot with towels. Dry away from heat. Do not dry in dryer even though air drying is very slow. Wash and iron cover; do not replace until pillow is completely dry.

## Mattresses

A good innerspring mattress probably can be renovated by a company that builds and repairs mattresses. Reconditioning a mattress is too difficult to do at home. If mattress must be used temporarily, scrape off the surface dirt and expose the mattress to sunlight to dry as much as possible.

## Quilts

Wash lightweight quilts as blankets. If possible, dry outdoors in sun to remove the unpleasant odors. Thick comforters may need to be taken apart and the cover and filling washed separately.

## Sheets, Towels and Linens

Brush off loose dirt. Rinse mud-stained fabrics in cold water. Wash in warm sudsy water, changing it as often as necessary. Hot suds will get out stains caused by red and yellow clay. Rinse well. Try bleaching white cottons and linens with chlorine bleach in later washings. Do not over-bleach water-stained fabrics. Sun-drying may aid in bleaching. Do not use chlorine bleaches on colored fabrics unless you know they are color-fast.

## Dry Cleaning

Dry cleaners have chemicals to treat soot and water damage, and smoke odors. Get the clothing to the cleaner as soon as possible. If you are delayed, if possible, remove shoulder pads or trimmings that might bleed. Then soak for a short period in cold water with a small amount of synthetic detergent. Do not soak too long. Rinse in cold water, gently squeeze out water, shake to avoid wrinkling, and fasten to a hanger to dry completely in cold air. Then shake or brush off as much dirt as possible.

## Washable Clothing

If washable clothes are wet or damp, wash them immediately to avoid mildew. To remove mildew, wash the fresh stains with soap and water, rinse well and dry. If stain remains, use lemon juice and salt. Test colored garments before using. If soot, mildew, or smoke odor remains, but you think the clothing still might be saved, try a professional laundromat.

## Rugs

If the rug has been soaked or soiled, let it dry out thoroughly. Then clean by beating, sweeping, or using a vacuum cleaner. If necessary, shampoo with a commercial rug cleaner (or by using the following solution: 2 tablespoons dish detergent with one cup water, beat 1/4 cup at a time with egg beater). Apply with a shampoo machine, following directions. (If applying the home-made solution, apply with soft brush, using circular motion. Wipe with soft cloth dampened in lukewarm water. Use as

little water as possible. Use towels or other absorbent material to blot up moisture. Clean one small area at a time. Continue until the whole rug is done.) Dry the rugs as quickly as possible. Leave large rugs on the floor or spread them on a porch. A fan will help speed the drying. Make sure the rug is thoroughly dry; any moisture at the base of the rug will quickly rot the tufts, causing the rug to fall apart.

## Floors

When the floors are buckling badly, take up trim board; then remove one board along each edge of the floor. As soon as the floor starts to dry, the wood will shrink and pressure will decrease.

## Walls

Do not paint until thoroughly dry. Wash down while still wet. Use a mild soap or synthetic detergent. Plaster or stucco walls can be repaired while still damp. Consult a local paint dealer for instructions. Re-paste edges or sections of loosened wallpaper. Use a commercially prepared paste. To clean, use a purchased putty-like cleaner. Wash washable wallpaper the same as a painted wall. Work quickly so paper does not become soaked, and work from the bottom to the top to prevent streaking.

## Wood Furniture

Take all wood furniture outdoors and remove as many drawers, slides, and working parts as possible. Do not force drawers from the front with a screwdriver or chisel. If necessary, remove the back of the piece by cutting it out, and push out the drawers. Clean off dirt, using a hose stream if necessary. Wash surfaces with a cloth wrung from warm mild suds. Wipe with a cloth wrung from clean water, then with a dry cloth. Store the pieces indoors where they will dry slowly. Do not leave them in the sun because they will warp and twist.

Furniture that has not been submerged still may develop white spots or whitish film from dampness. If the whole surface is affected, rub it with a cloth wrung from a mixture of 1/2 cup household ammonia and 1/2 cup water; wipe dry at once. Or, rub

the surface with a steel wool pad dipped in liquid polishing wax; wipe with a soft cloth, then buff.

To treat individual white spots or small areas, rub gently with a cloth moistened with camphorated oil or oil of peppermint. Wipe off oil and buff dry. A drop of ammonia on a damp cloth may do the job. Or, moisten cigarette ashes or rottenstone with sewing machine oil; apply to spots and rub lightly with finger. Wipe surface and buff dry. If these methods are not effective, it may be necessary to refinish the furniture.

## Upholstered Furniture

Dry the furniture quickly to prevent mildew and rotting. Brush off as much dirt as possible. If necessary, shampoo the upholstery. Shampooing: If not using a commercial upholstery shampoo, use stiff suds of 1/4 cup sudsing detergent powder (not liquid) and 1 quart hot water. Apply suds (not water) with a sponge or soft brush. Work on a small section at a time and overlap sections. Remove foam with a sponge or cloth wrung from clear water. Blot sections with a clean, dry towel. Repeat on other sections. Change shampoo solution as it becomes dirty. Brush pile fabric in one direction. When fabric is completely dry, vacuum or brush it to remove any shampoo residue. If upholstery is mildewed, brush to remove as much as possible. Wipe with a cloth wrung from a solution of 1 cup denatured alcohol and 1 cup water. To remove mildew in padding, have the piece of furniture thoroughly dried and fumigated in a fumigating plant.

## Leather

To remove surface dirt from leather, wash in cold water, then wipe with a dry cloth. Stuff purses and shoes with crushed paper to retain shape. Leave suitcases open. Dry leather in normal air away from heat and sun. When dry, clean with saddle soap. Neat's-foot oil may be used on shoes that have become stiff. It causes leather to darken but softens it. Rinse leather and suede jackets in cold water. Dry away from heat.

## Electrical Appliances

Using electrical appliances that have been wet and smoke damaged before they are properly cleaned may cause damage to the appliances. Do not operate washers, refrigerators or other large equipment, even though power is available, until they are checked by competent servicemen. If possible, have all large equipment examined by manufacturer's authorized dealers, who have the best information on inspection and servicing. Some manufacturers supply new servicing kits at reasonable costs. Take small appliances, such as toasters and mixers, to dealers handling your make. They are in the best position to help and advise you. In some instances manufacturers may make special arrangements for replacing or restoring disaster-damaged equipment.

## Household Metals

Clean metal as soon as possible, especially iron. Wipe rust with cloth saturated with kerosene or a rust remover. Iron hardware then can be coated lightly with oil to reduce further rusting. Use stove polish on ironwork. Wash cooking utensils thoroughly with soapy water to remove the kerosene; to prevent further rusting, rub with unsalted cooking fat and heat slowly to permit the fat to soak into the pores of the metal. Stainless steel, nickel-copper alloy, or metals plated with nickel or chromium need only washing and perhaps polishing with a very fine-powdered cleaner. If the plating of furniture or hardware is broken so that the base metal is exposed and rusted, wipe with kerosene, wash and dry the surface. Then you can wax to reduce further rusting.

## Cooking Utensils

Wash aluminum thoroughly and scour any unpolished surfaces, such as the insides of utensils, with steel wool pads. Polished or plated surfaces of aluminum should not be scoured but should be polished with metal polish or fine cleaning powder. To brighten the darkened insides of an aluminum pan, fill it with water, add 1/4 cup vinegar or 1 tablespoon of cream of tartar for each quart of water, and boil. If the utensils have been submerged and are darkened both inside and out, prepare one of these acid solutions in a tub or wash boiler and immerse the utensils in it. Copper

and brass can be polished with a special polish or with salt sprinkled either on a piece of lemon or on a cloth saturated with vinegar.

## Locks and Hinges

Locks, especially those with iron parts, should be taken apart, dried, wiped with kerosene, and oiled. If it is not feasible to remove them, squirt in a little machine oil through the bolt opening or the keyhole, and work the knobs to distribute the oil. Do not oil excessively; the oil will run into the wood on the door and make later painting difficult. Cleaning and oiling usually will put hinges in order.

## Packaged Goods – Canned and Glass

If cartons or cases are contaminated, remove cans and glass containers and stack in separate piles to identify them if labels are lost. Destroy all containers with porous closures such as paper and fiber. Wash usable canned and glass-packaged foods with detergent and water. Rinse with clear water. Then cover containers with chlorine solution (1 tablespoon household bleach to each gallon of clear water) for at least 1 minute. If labels have come off, mark contents on each container.

## Other Packaged Goods

Examine sealed metal drums, metal-lined casks or cases, and wooden barrels carefully. If leaks are found, put aside for health teams to check. If there is no leakage, clean and dry as outlined for canned and glass-packaged foods.

Carefully examine sealed foil or cellophane containers for leaks or breaks and discard any damaged containers. If the food in these containers is normally finely granulated, but is now caked or not free-flowing, discard. Discard sound foil packages which show stain on the inner paper wrapper. Unbroken and otherwise acceptable packages with evidence of outer water contamination may be wiped dry and used.

Cans with fitted lids, non-sealed type (cocoa, baking powder, etc.): If there is damage from floodwater, open and examine. If the cans look wet or water has entered, or if dented, discard them.

## Other Foods

Clean fruits, root and tuberous vegetables and immerse for at least 1 minute in chlorine solution (1 tablespoon bleach to each 1 gallon of water). As additional precautions, peel these foods and cook before eating if possible. Discard head and leafy vegetables.

## Frozen Foods

Keep freezer closed. With freezer closed, foods will usually stay frozen at least a day, perhaps for two or three days. Foods in well-filled, well-insulated 4 cu. ft. home freezers will not begin to spoil in less than 3 days; in 12 to 36 cubic ft. freezers, food will not begin to spoil in less than 5 days, and may be all right for 7 or 8 days if the food is very cold. A full freezer will stay cold many hours longer than a freezer partly full. Covering the freezer with blankets, quilts or some other covering will help keep the food frozen, or cold enough to prevent spoilage. Also, put crumpled newspaper or excelsior between the cabinet and covering. Be sure that you do not cover the air-vent openings. Move the food to a locker plant if one is in operation and if there is space there. To move food from your home, wrap it in plenty of newspapers and blankets or use insulated boxes. Add dry ice if you can get it, if the food is still frozen. Wear gloves to handle dry ice. Move any foods from the freezing compartment to the storage compartment of the freezer. Put heavy cardboard directly on the packages of frozen food and then put the dry ice on top of the cardboard. Can the food only if it is possible to do so under sanitary conditions and with proper equipment.

## Thawed Foods

Fruits can be frozen if they still taste and smell good. If they are beginning to ferment, they can be eaten, but they will have an off-flavor. Do not refreeze vegetables if they have thawed completely. Refreeze only if there are still some ice-crystals in the vegetables. If the vegetables have thawed and cannot be used soon, discard them. If you question the vegetables, throw them out. Spoilage may begin before bad odor occurs. Meats and poultry are not safe to eat when they start to spoil.

Look at each package. Thawed meats and poultry that do not show spoilage may be refrozen, but should be cooked very thoroughly before being tasted. If the food still contains some ice crystals, it may be refrozen safely. Use completely thawed meats and poultry if possible. Be sure to cook them well before tasting. If odor is poor or questionable, get rid of the foods. Fish, shellfish and cooked foods should not be refrozen if they have thawed completely. It is safe to refreeze them if there are ice crystals in them. Bacteria multiply rapidly. If you question these foods, throw them out. Do not rely on odor.