

FIRE CHECKLIST

- Write down the following important information from the fire:

Date of Fire: _____ **Time of Fire:** _____

Location of Fire: _____

Name of Fire Department: _____

Address of Fire Department: _____

Fire Department Non-Emergency Number: _____

Fire Incident Report Number: _____

Fire Marshal or Fire Investigator Name: _____

- Contact your local disaster relief service, or the American Red Cross. They will be able to help you find food, clothing, medicine, and immediate shelter.
- Contact Premier Claims to begin inspections and documentation for your claim process.
- Contact your landlord or mortgage lender to report the fire.
- Check with the fire department to make sure that your property is safe to enter. Be very careful when you go inside. Floors and walls may not be as safe as they look.
- Locate any valuable documents or records. If unable to locate, reference Replacing Vital Documents earlier in this booklet.
- If your property will be vacant, call the local police department on their non-emergency number to let them know the site has experienced a fire and will be vacant.
- Begin saving receipts for any money spent as a result of the fire loss, such as hotel, food, etc. These may be reimbursed as Additional Living Expenses with your insurance carrier.
- (Not an immediate need)* Check with your accountant or IRS about special benefits for those recovering from fire loss.

If you have not engaged Premier Claims early in the process, you will need to complete the following steps:

- Contact your insurance carrier to report the fire and gain a copy of your full insurance policy.
- Obtain information from your insurance carrier on what you are responsible for mitigation and cleanup.
- Engage a mitigation team to secure the property from future damage and conduct necessary cleanup.
- Schedule a date to meet with an insurance adjuster on-site to conduct an initial inspection.