GUIDELINES

FOR AFTER A STRUCTURE DAMAGING EVENT

FIRE – MVA – PARTIAL COLLAPSE

These guidelines are intended to assist you when your property has been damaged in such a manner that the continued occupancy and habitation is prohibited due to the unsafe nature of the structure.

TO PROTECT YOU AND THE INTEREST IN YOUR PROPERTY, THE FOLLOWING ACTIONS MUST BE TAKEN AS SOON AS POSSIBLE:

- The property owner or legal representative is responsible for making sure the structure is secured on the first and lower floors at the doors, windows and similar openings to prevent accessibility by unauthorized persons. (Immediately following an event such as this, you may be solicited by private contractors or people offering their services. Use caution when hiring anyone to perform this work or consult your insurance company first if possible. Necessary work requires only securing the property against the attractive nuisance of unauthorized entry by curious persons. This work can be performed by any reputable contractor, friend or yourself and does not require special license or certificate.)

- Notify your insurance company or your insurance agent immediately of this event and seek their guidance.

IF YOU PROPERTY IS DEEMED NOT TO BE OCCUPIED, CONSIDER THE FOLLOWING:

- Notify family members who may hear about this event in the news to let them know of your situation so they are comforted and may be of comfort to you.

- Keep in mind any medications, valuables, or weapons, which you may have in your structure; these should not be left in your unoccupied structure. If you do not have family or friends who can assist you in securing these items, seek assistance from the Irondequoit Police Department.
  
  - If you have medications which are necessary for your health, let medical personnel know and do not take anything which was in the structure at the time of a fire. If you cannot reach your doctor or medical provider, the American Red Cross can assist you with getting a new prescription filled.
  
  - Valuables to consider are; jewelry, money, bank statements, or other personal papers. If you are unable to access these items seek assistance from the fire or law enforcement authorities.
  
  - Report to the police any guns, ammunition or other weapons which are inside your structure so they can be properly retrieved, removed and secured.
• Pet needs should be considered, such as their immediate care and any sheltering concerns. Can they go with you or do they have to be boarded?

• If you have school aged children, notify the school authority. They can provide much assistance with coping and counseling needs that your child may develop or need and temporary future school transportation needs.

• Inclement weather may require additional concerns for winterizing or protecting the interior of the property when securing.

ASSISTANCE OFFERED FROM THE TOWN OF IRONDEQUOIT:

• If your structure can be made safe enough to do so and after making it safe, the Office of the Fire Marshal will tour the damaged structure with you to assist with explaining and identifying the scope of damage.

• If your structure is deemed unsafe for continued occupancy, you will not be able to continue to reside there until conditions which caused this determination are corrected.
  ▪ The Office of the Fire Marshal will assist you with a document which will contain basic requirements for a required building permit and contact information for your assistance.
  ▪ The Relocation Form will assist us in locating you in the event of an emergency at your property.
  ▪ Notify the Office of the Fire Marshal of any change in contact information.

The Town of Irondequoit has established the following guidelines to assist you with continuing to be a good neighbor and preserving the intent of the Property Maintenance Code as you work to get your property back to its usefulness.

• All debris left within or on your yard should be removed and your yard cleaned/maintained within 30 days of this event.
  ▪ Outside debris may blow around the neighborhood and may contain your personal information.
  ▪ Outside debris creates a temptation for “Scavengers” and curious persons.
  ▪ Outside debris is a violation of the Town’s Code.

• Make an application for a building permit to reconstruct the damaged areas within 90 days of this event.

• Exterior work identified on a building permit should be completed within 90 days of issuance of a building permit.

Your address will be given to the Irondequoit Police Department as a request for SPECIAL ATTENTION. This means the police patrols will make an effort to drive by your property and observe activity as frequently as conditions permit. This does not mean the police will be responsible for the security of your property.

Each event will have unique differences and the Town of Irondequoit acknowledges that these are guidelines which were established to assist you as a property owner to remain in compliance with other codes, rules or regulations which may be in effect. The town preserves its right as the authority having jurisdiction to require more restrictive measures as directed by state or local laws.