



## **Fire Department Administration**

**Brian Sturdivant**  
Fire Chief

**Martin Erskine**  
Battalion Chief

**Mike Fleisher**  
Battalion Chief

**Matt Beauchamp**  
Battalion Chief

**Michele Hughey**  
Admin Battalion Chief

**Quincy Jones**  
Fire Marshal

**Julie Pena**  
Administrative Assistant

**269-966-3519**



## **City of Battle Creek Leaders**

**Rebecca Fleury**  
City Manager

**Mark Behnke**  
Mayor - At Large

**Sherry Sofia**  
Vice Mayor - At Large

**John Griffin**  
Commissioner - Ward 1

**Lynn Ward Gray**  
Commissioner - Ward 2

**Kate Flores**  
Commissioner - Ward 3

**Christopher Simmons**  
Commissioner - Ward 4

**Jim Lance**  
Commissioner - Ward 5

**Susan Baldwin**  
Commissioner - At Large

**Kaytee Faris**  
Commissioner - At Large

**269-966-3378**



## **THE CITY OF BATTLE CREEK FIRE DEPARTMENT**

**WHAT TO DO  
AFTER THE  
FIRE  
IS OUT!**

**Fire Chief Sturdivant  
269-966-3520  
battlecreekmi.gov**

## After The Fire

Recovering from a fire can be a physically and mentally draining process. When fire strikes, lives are suddenly turned around. Often, the hardest part is not knowing where to begin and who to contact.

## First 24 Hours

Contact our local disaster relief service, such as the American Red Cross or The Salvation Army, to help with your immediate needs. These needs may include:

- Temporary Housing
- Food
- Medicine
- Eyeglasses
- Clothing
- Other Essential Items

Immediately contact your insurance agency/company to report the fire. Protect your property to prevent further damage and attempt to recover any of your valuable documents.

## Not Insured

If you are not insured, your recovery from a fire loss will be based upon your own resources and help from the community.

Contact the Internal Revenue Service office for Publication 547. Losses due to the fire are deductible from your Federal Income Tax. Keep receipts and records of the money you spend during the loss recovery period, including repairing or replacing damaged property, and living expenses.

A list of organizations that could be of assistance to you is included in this pamphlet.

## Insured

Your insurance will be the most important single component in recovering from a fire loss.

Your responsibilities after the fire is out are:

- Give immediate notice of the loss to the insurance company or the insurer's agent.
- Make an inventory of damaged personal property showing in detail the quantity, description, value of the items, how long you owned the items, amount of damage they sustained, and how much it would cost to replace them.
- Submit within 30-60 days a formal statement of loss. The statement should cover such items as:
  - ⇒ The time and cause of loss.
  - ⇒ The names and addresses of those who have interest in the property.
  - ⇒ Building plans and specifications of the original home, including a detailed estimate for repairs.
  - ⇒ The damage inventory.
  - ⇒ Receipts for additional living expenses caused from the loss.

## Need to Stay Elsewhere

There are things that you can do to protect your home from further damage such as:

- Cover holes in roof or walls.
- Drain water lines if there is a chance of freezing.
- Secure any damaged exterior doors and windows. This may be done by boarding them up.
- Contact the Battle Creek Police Department and let them know you are away from the residence. They will often patrol the area.

## Replace Valuable Documents & Records

Driver's License	Secretary of State Office
Bank Books	Your Bank
Insurance Policies	Your Agent
Military Papers	Veterans Administration
Passports	Battle Creek Post Office
Birth, Death, Marriage Certificates	Calhoun County Clerks Office
Divorce Papers	Circuit Court where decree was issued
Social Security & Medicare Cards	Social Security Office
Credit Cards	The issuing companies ASAP
Income Tax Records	Mail a Form 4506 to the IRS or contact your tax preparer

## Agencies for Assistance

American Red Cross	269-965-4450
Salvation Army	800-SAL-ARMY
United Way	269-962-9538

## Government

Fire Report	269-966-3348
Driver's License	888-767-6424
Housing Code Compliance	269-966-3387
IRS	800-829-1040
Passport	800-275-8777
Social Security	800-772-1213
State Birth/Death Administration	www.michigan.gov
Veterans Administration	800-827-1000

## Utilities

City Water Office	269-966-3366
Semco Energy	269-962-1649
Consumers Energy	800-477-5050