



**SAN MATEO COUNTY SCHOOLS
INSURANCE GROUP**

—A Public Entity—

Winter Season Protocol

**Las Lomas Elementary
1011 Alschul Avenue Menlo Park, CA 94025**

District School Sites

La Entrada Middle
2200 Sharon Road Menlo Park, CA 94025-6736

Las Lomas Elementary
299 Alameda de las Pulgas Atherton, CA 94027-6469

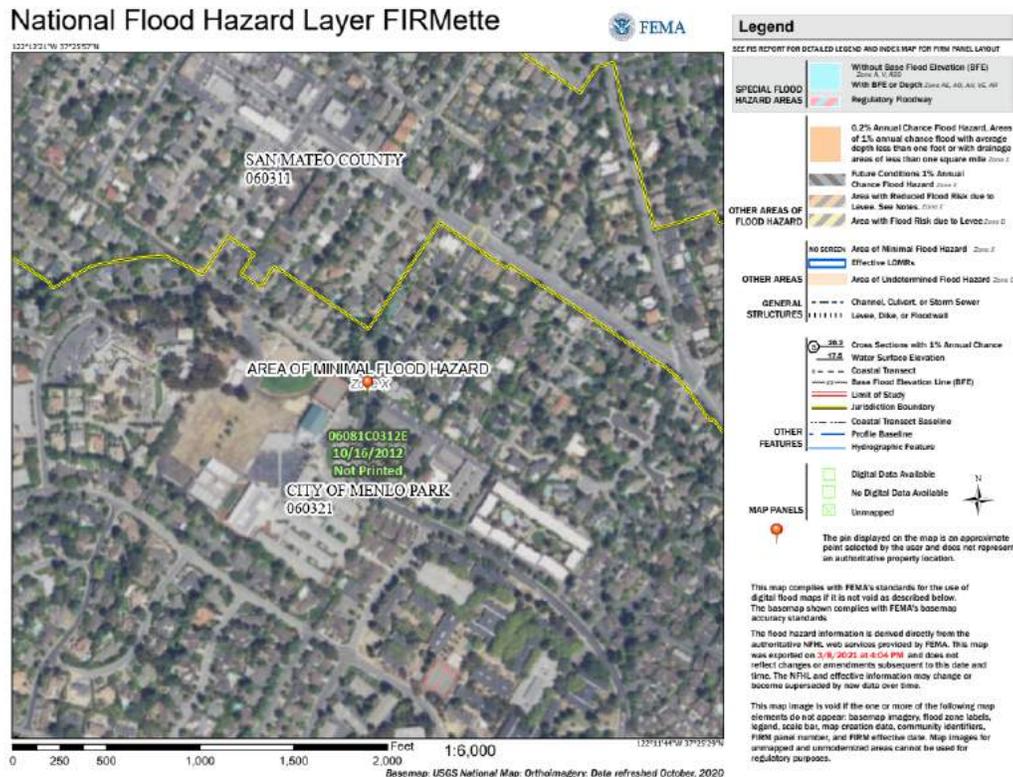
FEMA Flood Map Legend

PIN		Approximate location based on user input and does not represent an authoritative property location			
MAP PANELS		Selected FloodMap Boundary	OTHER AREAS OF FLOOD HAZARD		Without Base Flood Elevation (BFE) Zone A, V, A99
		Digital Data Available			With BFE or Depth
		No Digital Data Available			Regulatory Floodway Zone AE, AO, AH
		Unmapped			0.2% Annual Chance Flood Hazard, of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile
OTHER AREAS		Area of Minimal Flood Hazard Zone X		Future Conditions 1% Annual Chance Flood Hazard Zone X	
		Effective LOMRs		Area with Reduced Flood Risk due to Levee. See Notes. Zone X	
		Area of Undetermined Flood Hazard		Area with Flood Risk due to Levee Zone D	
		Otherwise Protected Area			
		Coastal Barrier Resource System Area			

OTHER FEATURES		20.2	Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5	
GENERAL STRUCTURES		Coastal Transect	Channel, Culvert, or Storm Sewer
		Base Flood Elevation Line (BFE)	
		Limit of Study	
		Jurisdiction Boundary	
		Coastal Transect Baseline	
OTHER FEATURES		Profile Baseline	Levee, Dike, or Floodwall
		Hydrographic Feature	

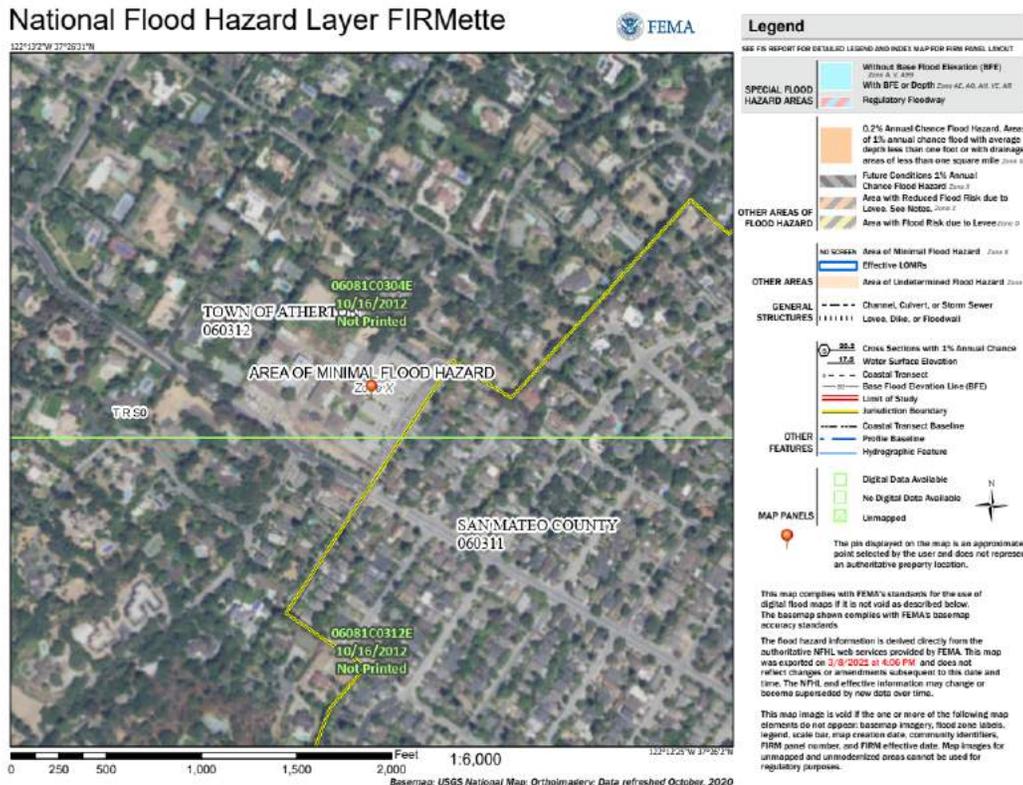
La Entrada Middle

La Entrada Middle is not located within a FEMA flood zone. This does not indicate a school is safe from flooding. Ensure the campus is inspected regularly and buildings are checked for damage that can cause flooding. Also inspect the roofing to see if there are any cracks or signs of damage. Maintain a schedule with an arborist to come and inspect trees. The creation of a FIT plan is also important for the protocol.



Las Lomas Elementary

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Items recommended to be completed in July:

Building/Surfaces:

- Inspect campus sidewalks, playgrounds & paved areas.
- Identify and address trip/fall hazards.
- Check pavement for cracks, fill cracks and apply seal coat.

Roofing:

- Roofs need to be inspected at least twice a year. Clear gutters to avoid buildup of debris, inspect mounted equipment, roof surface inspection.
- Remove growing plant life from roofs.

Trees/Plants:

- Prune trees and shrubs. Make sure they do not conduct moisture to the roof or siding.
- Establish and maintain a tree maintenance schedule.
- Remove/cutback overhanging tree limbs.
- Retain an arborist to assess the condition of trees.

Pipes/Gutters:

- Check for clogging in drains by flushing them with water.
- Ensure gutters are anchored.

HVAC:

- Fire-test water heaters and boilers.
- Make sure ventilation is clear.

Items recommended to be completed in August:

Building/Surfaces:

- Patch/Repair potholes, uneven surfaces.
- Inspect the condition of paint for buildings, repaint as necessary.
- Check fencing to ensure it is weather proofed.
- Inspect the condition of walls, floors, ceilings. Check for signs of mold and moisture.
- Check for signs of leaks.

Pipes/Gutters:

- Check the drains' connection with the sanitary sewer.
- Identify ownership of easements, hillside and city sewer line connections.

Plants/Trees:

- Keep weeds to a minimum.
- Remove dead plants.
- Check tree branches and make sure none are about to fall.
- Remove rotted limbs, cut back overgrowth.
- Inspect for roots exposed above ground.

Preparedness:

- Start a FIT plan.
- Prepare a flood response plan.

Items recommended to be completed in September:

Pipes/Gutters:

- Ensure sump and sewage ejection pumps are functioning.
- Monitor plumbing for leaks and strange noises at least once a year.
- Clear gutters of debris.
- Service sewer lines.
- Inspect exposed lines for deterioration, corrosion, leaks etc.

Preparedness:

- Establish and maintain sandbag reserves for emergency use.

Building/Surfaces:

- Seal/patch open and obvious cracks in exterior walls..
- Check window locks and open/close properly and easily. Lubricate hinges and locking mechanisms.

Roofing:

- Inspect roof systems for cracks, deterioration and/or openings.
- Check the roof for standing water (during the rainy season).

Items recommended to be completed in October:

Building/Surfaces:

- Window/door sealant protection.
- Inspect roof systems for cracks, deterioration and/or openings.
- Check for broken doors/windows.
- Check for signs of leaks.
- Check and test aging gas lines.

HVAC:

- Change the furnace filter.
- Maintain heat in storage & “abandoned” buildings.

Pipes/Gutters:

- Clear gutters of debris.
- Verify shut off valves are working properly.
- Insulate pipes before Winter begins.
- Identify and insulate pipes in areas where pipes are susceptible to freezing.

Plants/Trees:

- Prune trees and shrubs. Make sure they do not conduct moisture to the roof or siding.

Preparedness:

- Prepare for the predicted Winter season.

Items recommended to be completed in November/December:

Pipes/Gutters:

- Inspect stormwater drains.
- Make sure the low water shut-off is functioning properly.

Building/Surfaces:

- Inspect locks/doors for weather proofing.
- Check pavement for cracks, fill cracks and apply seal coat.
- Check the condition of sidewalk, driveway, parking areas. Replace coating every 10 years

HVAC:

- Fire-test water heaters and boilers.
- Check furnace/heating units before winter use.
- Check/service carbon monoxide and smoke detectors.

Roofing:

- Check the roof for standing water (during the rainy season).
- Identify cracks on the roof.
- Remove growing plant life.
- Seal perimeter of roof to prevent water intrusion (flat roofs, tar & gravel, foam roofing materials).