



**SAN MATEO COUNTY SCHOOLS
INSURANCE GROUP**

—A Public Entity—

Winter Season Protocol

**Woodside Elementary
3195 Woodside Road Woodside, CA 94062**

District School Site:

Woodside Elementary
3195 Woodside Road Woodside, CA 94062-2598

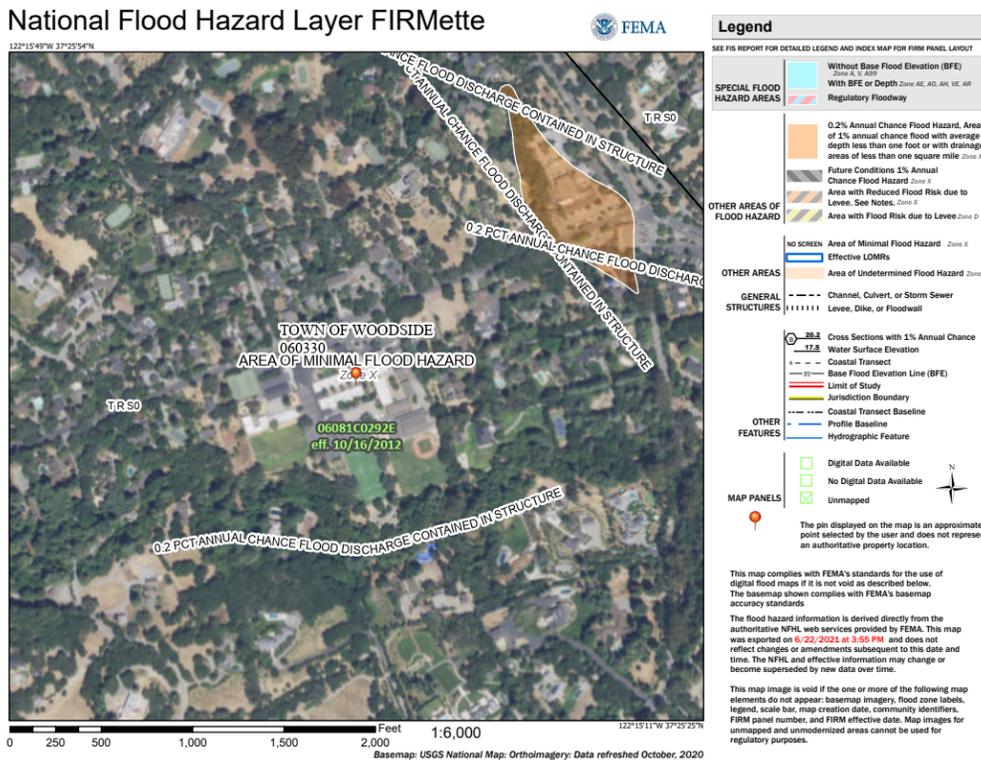
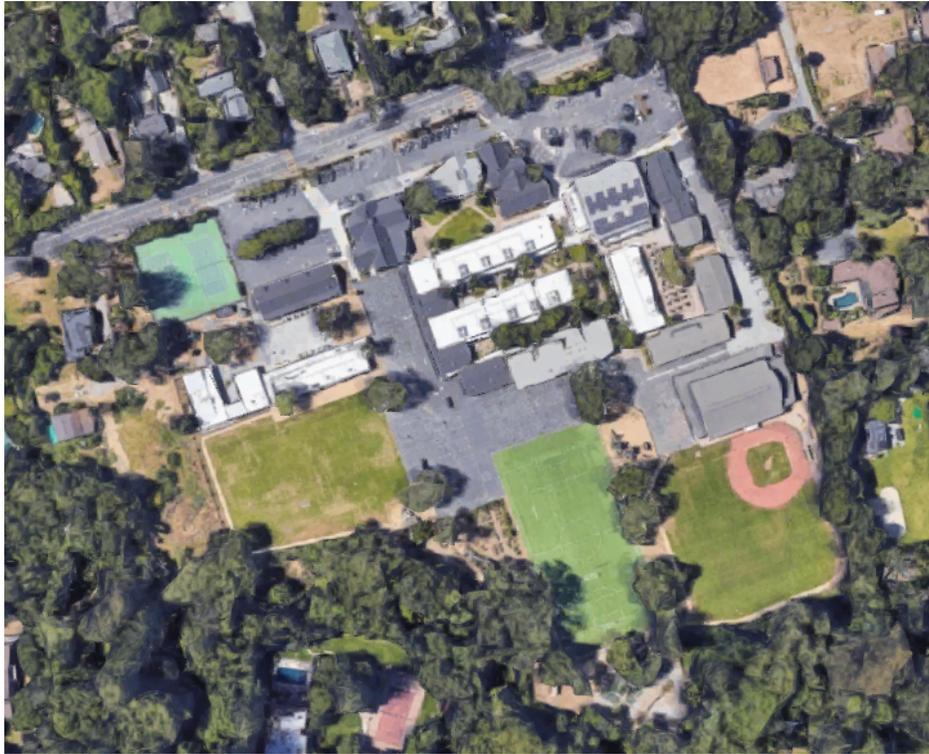
FEMA Flood Map Legend

PIN		Approximate location based on user input and does not represent an authoritative property location	SPECIAL FLOOD HAZARD AREAS	 Without Base Flood Elevation (BFE) <i>Zone A, V, A99</i>  With BFE or Depth  Regulatory Floodway <i>Zone AE, AO, AH</i>
MAP PANELS		Selected FloodMap Boundary	OTHER AREAS OF FLOOD HAZARD	 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 :  Future Conditions 1% Annual Chance Flood Hazard <i>Zone X</i>  Area with Reduced Flood Risk due to Levee. See Notes. <i>Zone X</i> ST  Area with Flood Risk due to Levee <i>Zone D</i>
MAP PANELS		Digital Data Available		Area of Minimal Flood Hazard <i>Zone X</i>
MAP PANELS		No Digital Data Available		Effective LOMRs
MAP PANELS		Unmapped		Area of Undetermined Flood Hazard
OTHER AREAS		Otherwise Protected Area		Coastal Barrier Resource System Area
OTHER AREAS		Coastal Barrier Resource System Area		

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

Woodside Elementary

Woodside Elementary is not located within an indicated FEMA flood hazard zone. This does not indicate that the school is free from possible flooding. Ensure that the campus is periodically checked for any trip and fall hazards. Check roofing and building walls consistently for signs of damage or cracks. Have an arborist come out to the campus to check site trees. Begin a FIT plan for the school.



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.
- Map storm drains.

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.
- 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).
- Remove growing plant life.

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.
- Seal perimeter of roof to prevent water intrusion (flat roofs, tar & gravel, foam roofing materials).