



**SAN MATEO COUNTY SCHOOLS
INSURANCE GROUP**

—A Public Entity—

Winter Season Protocol

**Ravenswood City
2120 Euclid Avenue East Palo Alto, CA 94303-1799**

District School Sites

Belle Haven Elementary
415 Ivy Drive Menlo Park, CA 94025-1338

Brentwood Academy
2086 Clarke Street East Palo Alto, CA 94303-1916

Costaño Elementary
2695 Fordham Street East Palo Alto, CA 94303-1207

East Palo Alto Charter
1286 Runnymede Street East Palo Alto, CA 94303-1332

East Palo Alto Phoenix Academy
1039 Garden Street East Palo Alto, CA 94303-1311

KIPP Valiant Community Prep
2033-A Pulgas Avenue East Palo Alto, CA 94303-2025

Los Robles-Ronald McNair Academy
2033 Pulgas Avenue East Palo Alto, CA 94303-1040

Ravenswood Middle School
2450 Ralmar Avenue East Palo Alto, CA 94303-1040

Willow Oaks Elementary
620 Willow Road Menlo Park, CA 94025-2619

Updated May 21, 2021

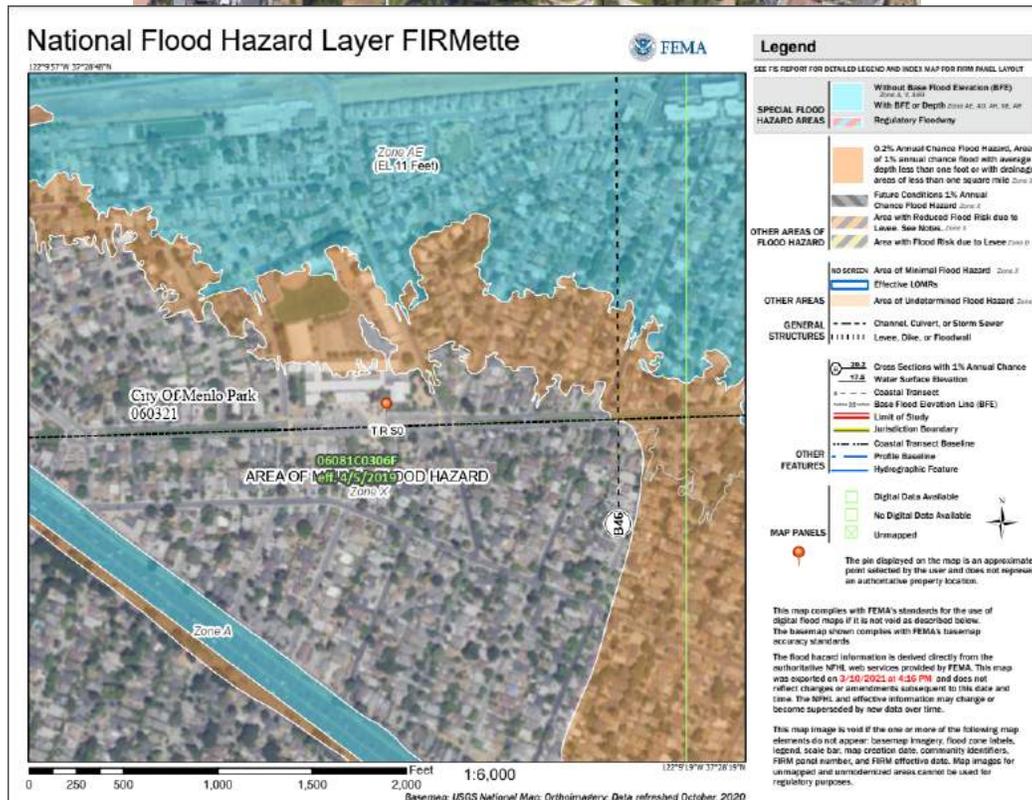
FEMA Flood Map Legend

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

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

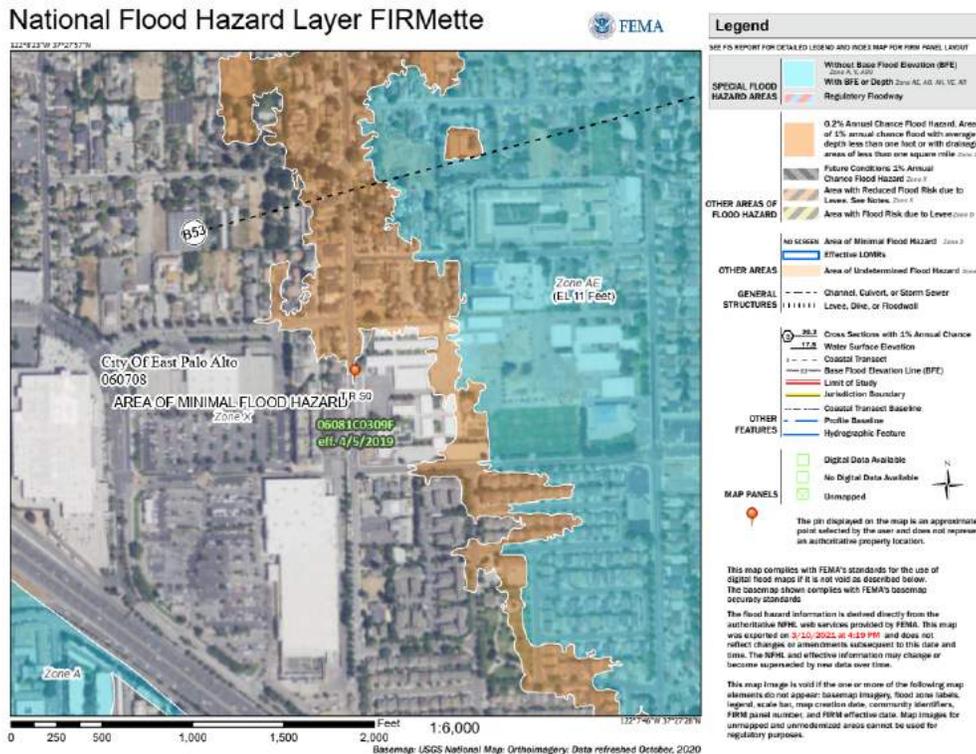
Belle Haven Elementary

Belle Haven is not located inside of a flood hazard zone. This does not indicate that the school is free from possible flooding. Part of the campus is located within a flood zone. 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.



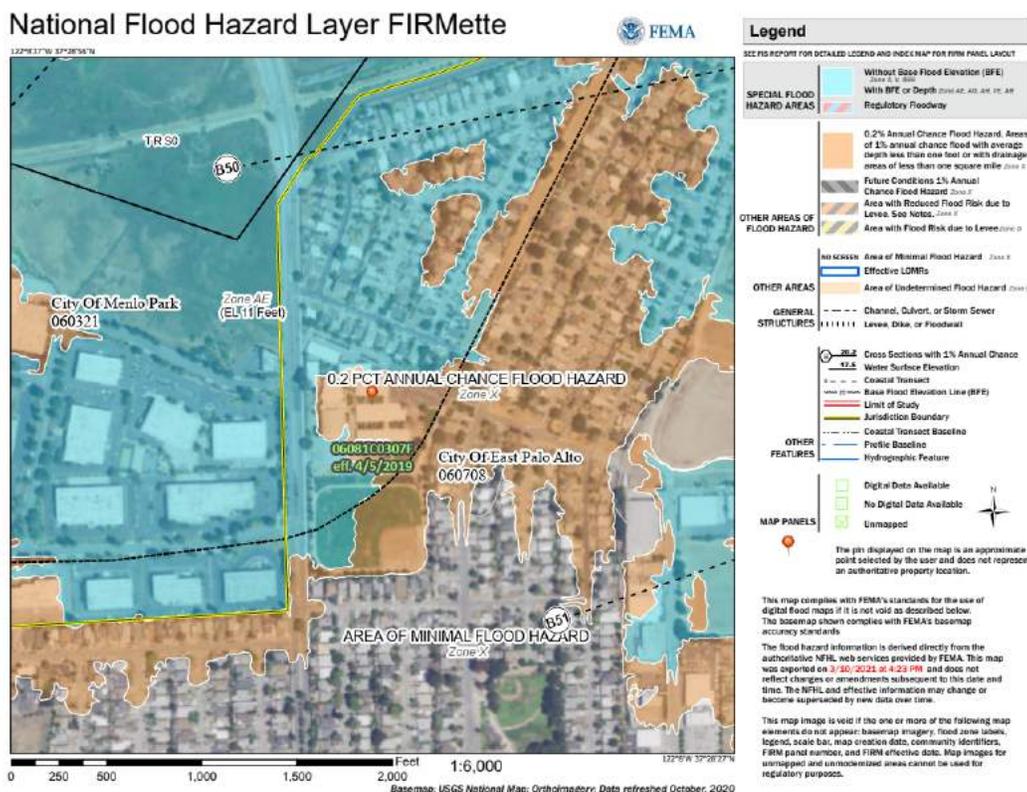
Brentwood Academy

Brentwood Academy is not located inside of a flood hazard zone. This does not indicate that the school is free from possible 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.



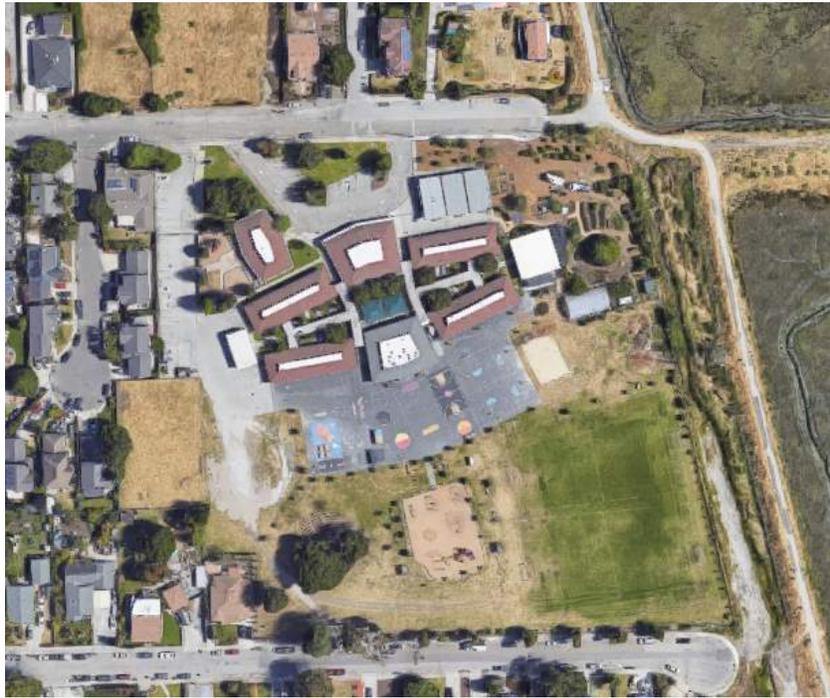
Costaño Elementary

Costaño Elementary is located inside of a flood hazard zone. This indicates that the school is within the 0.2 percent hazard zone. It states the school is at a higher risk for historical 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.

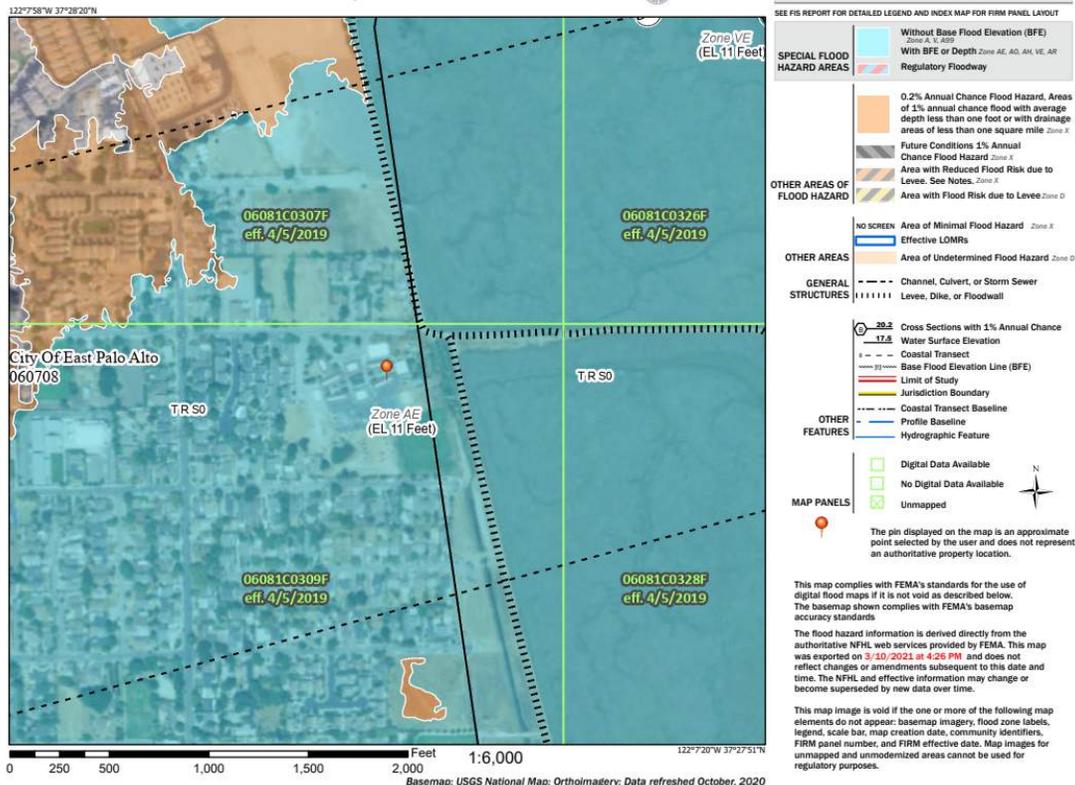


East Palo Alto Charter

East Palo Alto Charter is not located inside of a flood hazard zone. This does not indicate that the school is free from possible flooding. The campus is located in an area without base flood elevation. 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.

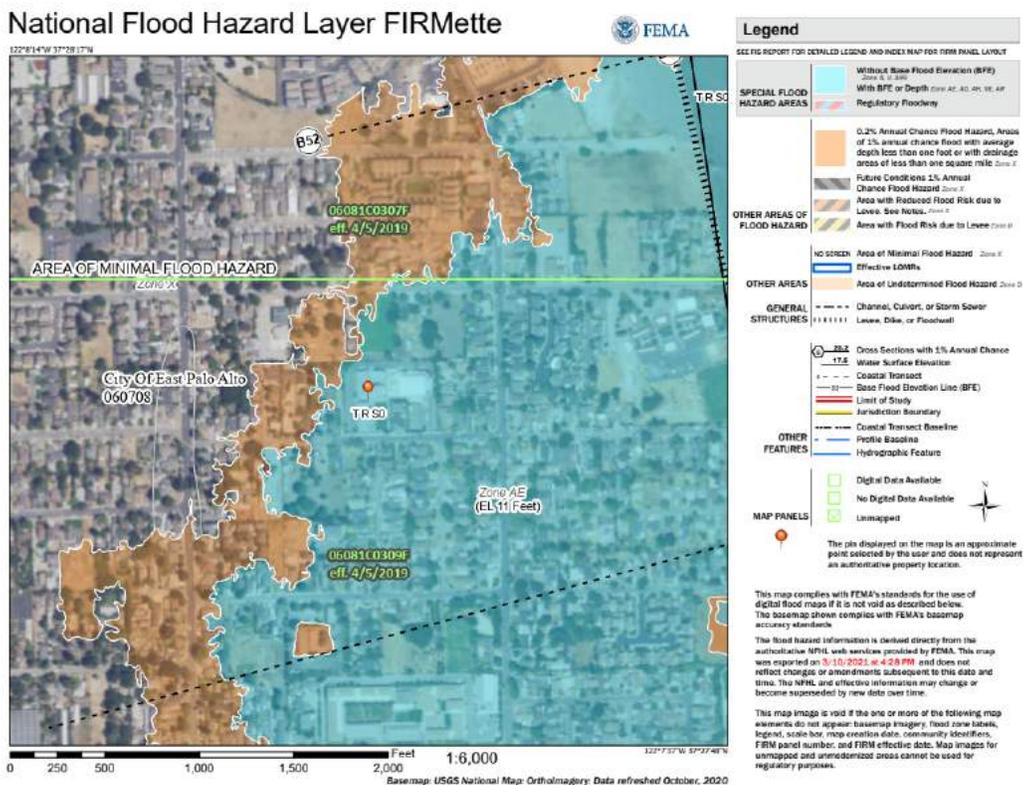


National Flood Hazard Layer FIRMette



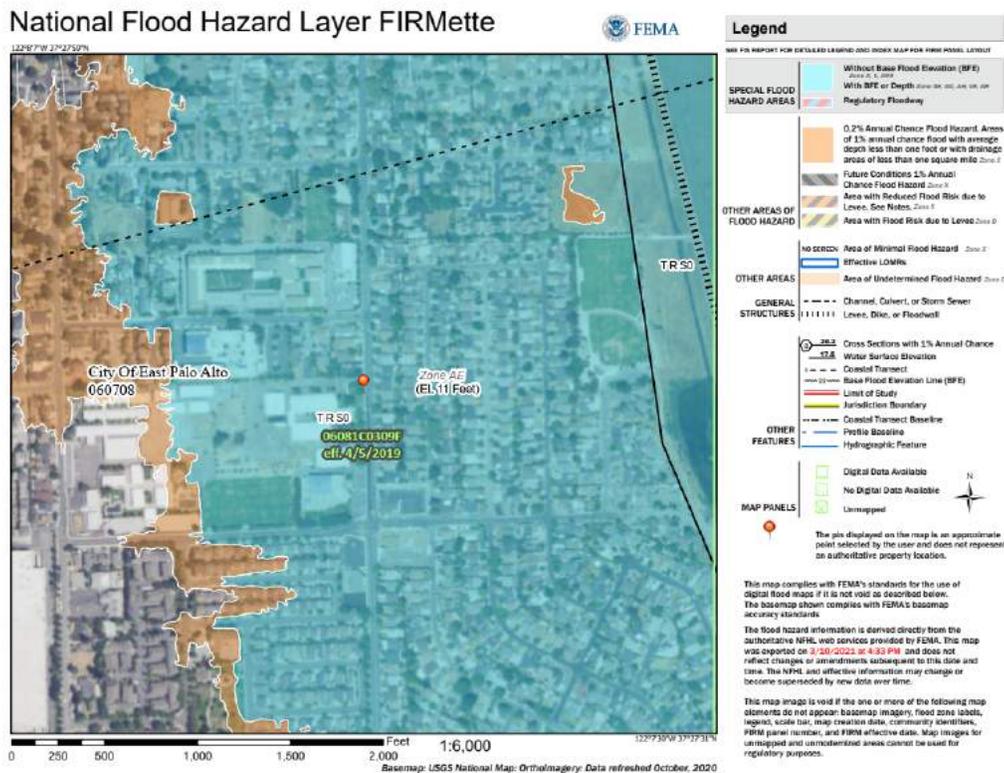
East Palo Alto Phoenix Academy

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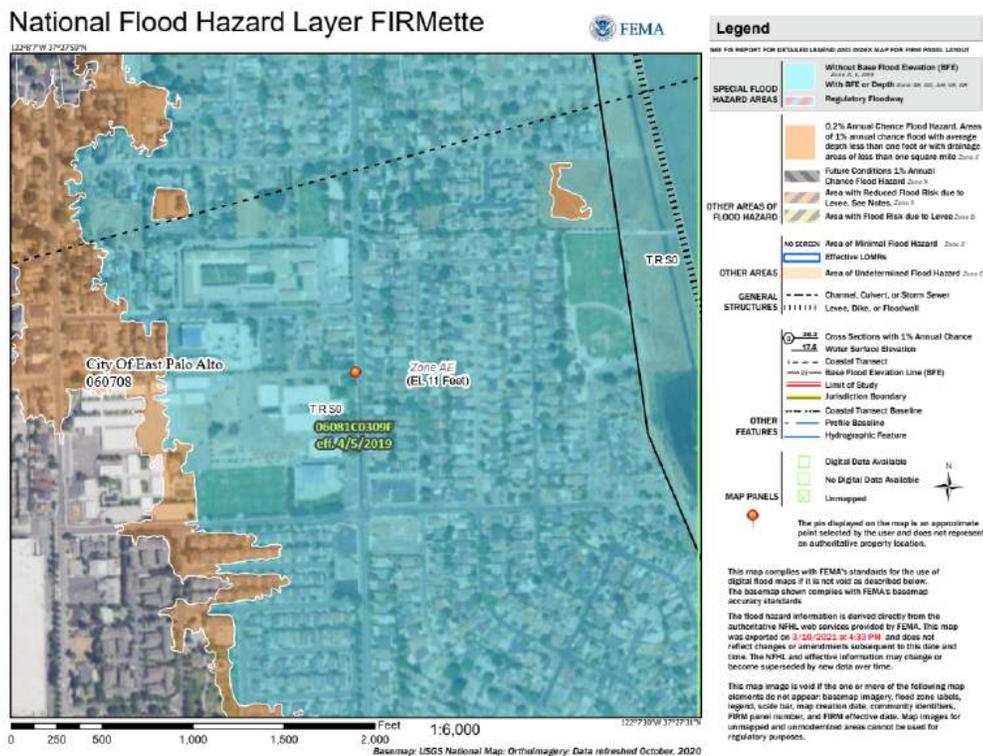
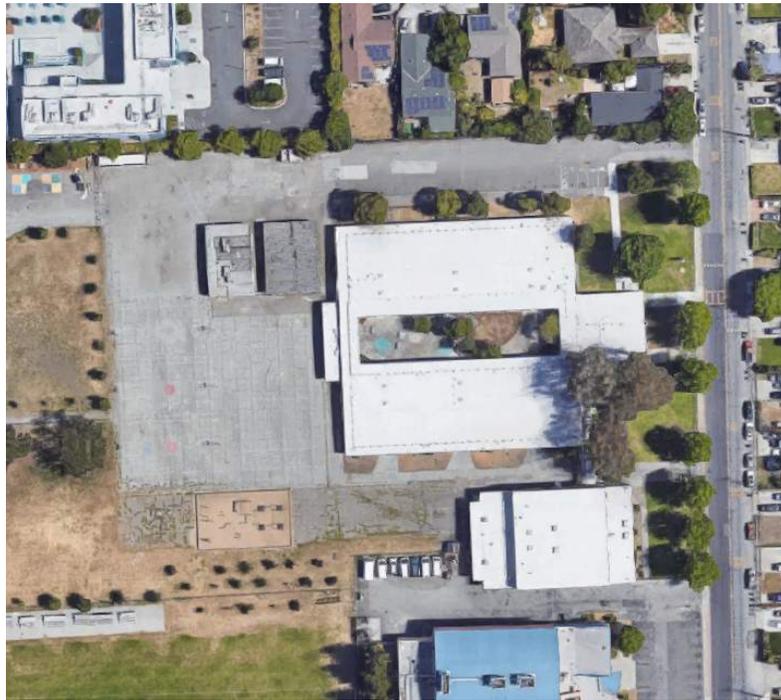
KIPP Valiant Community Prep

KIPP Valiant is not located inside of a flood hazard zone. This does not indicate that the school is free from possible flooding. The campus is located in an area without base flood elevation. 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.



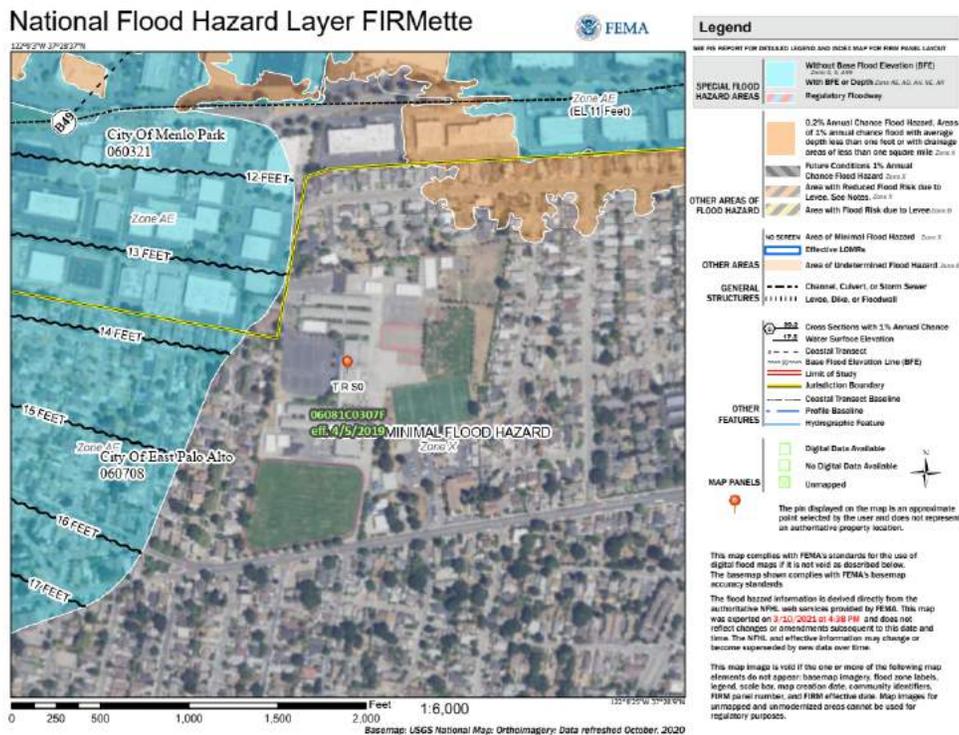
Los-Robles Ronald McNair Academy

Los-Robles Ronald McNair Academy is not located inside of a flood hazard zone. This does not indicate that the school is free from possible flooding. The campus is located in an area without base flood elevation. 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.



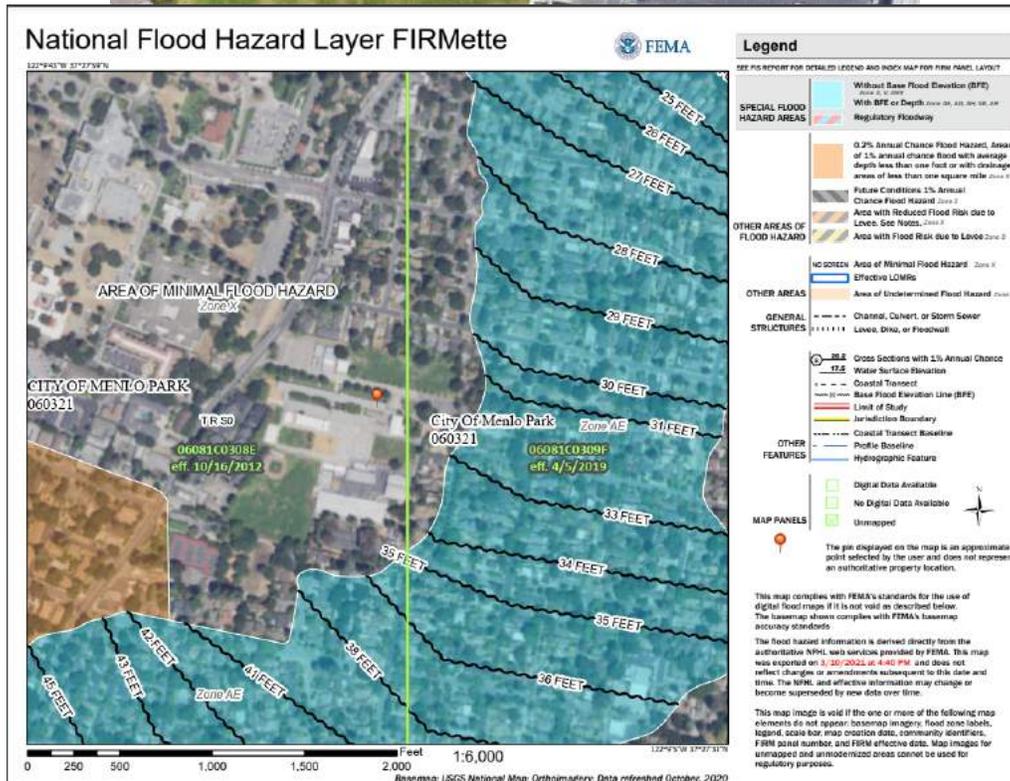
Ravenswood Middle School

Ravenswood Middle School is not located inside of a flood hazard zone. This does not indicate that the school is free from possible 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.



Willow Oaks Elementary

Willow Oaks Elementary is not located inside of a flood hazard zone. This does not indicate that the school is free from possible 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.



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).