



**SAN MATEO COUNTY SCHOOLS  
INSURANCE GROUP**

*—A Public Entity—*

## **Winter Season Protocol**

**Portola Valley  
4575 Alpine Road Portola Valley, CA 94028**

### **District School Sites**

Ormondale Elementary  
200 Shawnee Pass Portola Valley, CA 94028-7631

Corte Madera  
4575 Alpine Road Portola Valley, CA 94028-8040

# FEMA Flood Map Legend

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

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

## Ormondale Elementary

Ormondale Elementary is located near a flood zone but is not directly inside of it. 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.



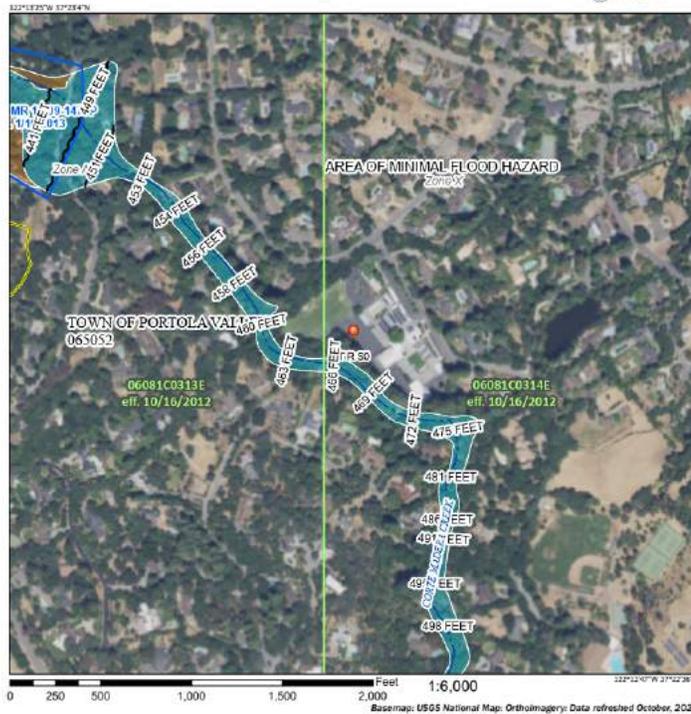
### National Flood Hazard Layer FIRMette



#### Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE)
		With BFE or Depth Zone A, AC, AD, AE, AF, AP
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		1% Annual Chance Flood Hazard, Areas of 1% Annual Chance Flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee, See Notes, Zone D
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		Area of Minimal Flood Hazard Zone B
		Effective LOWRIS
GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		Cross Sections with 1% Annual Chance Water Surface Elevation
		Coastal Truncet
		Base Flood Elevation Line (BFE)
		Limit of Study
MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped



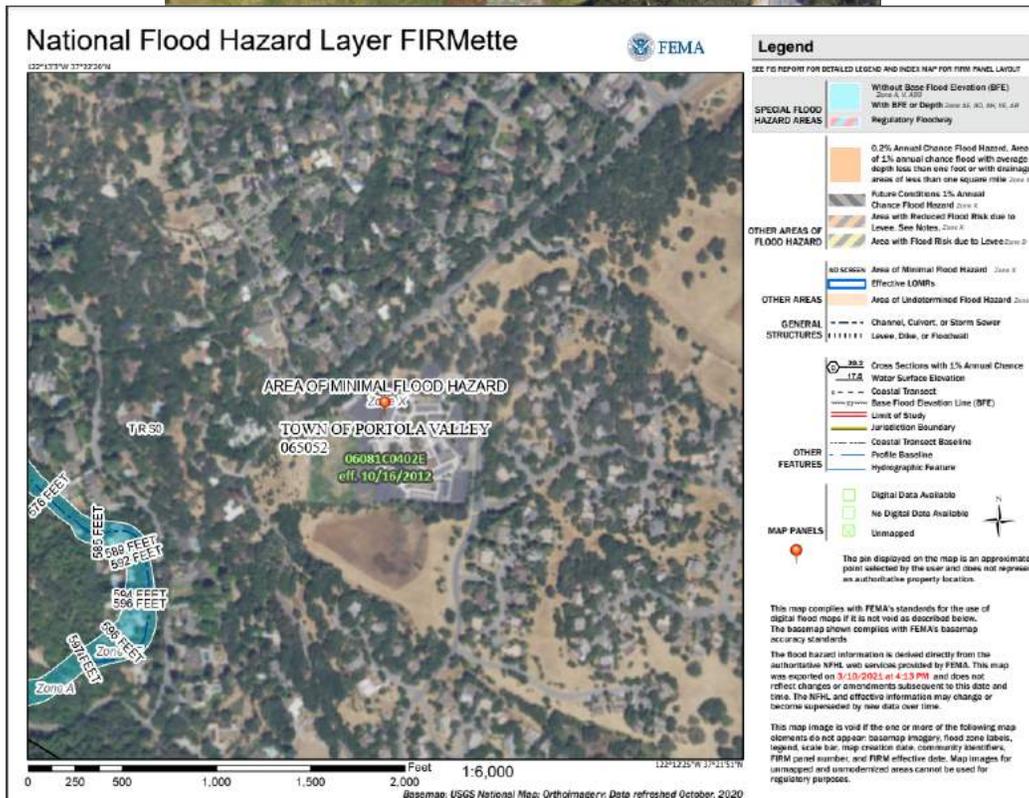
This map complies with FEMA's standards for the use of digital flood maps. If it is not valid as described below. The basemap shown complies with FEMA's basemap accuracy standards.

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was updated on 10/21/2022 at 10:21 AM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation data, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

# Corte Madera

Corte Madera 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).