SAN MATEO COUNTY SCHOOLS
INSURANCE GROUP
—A Public Entity—

Winter Season Protocol

Jefferson Union High
699 Serramonte Boulevard #100 Daly City, CA 94015

District School Sites:

Jefferson High
6996 Mission Street Daly City, CA 94014-2035

Oceana High
401 Paloma Avenue Pacifica, CA 94044-2436

Summit Shasta High
905 Campus Drive Daly City, CA 94015-4132

Terra Nova High
1450 Terra Nova Boulevard Pacifica, CA 94044-3615

Westmoor High
131 Westmoor Avenue Daly City, CA 94015-3843

Jefferson Union Adult Education
699 Serramonte Boulevard Daly City, CA 94015-4132

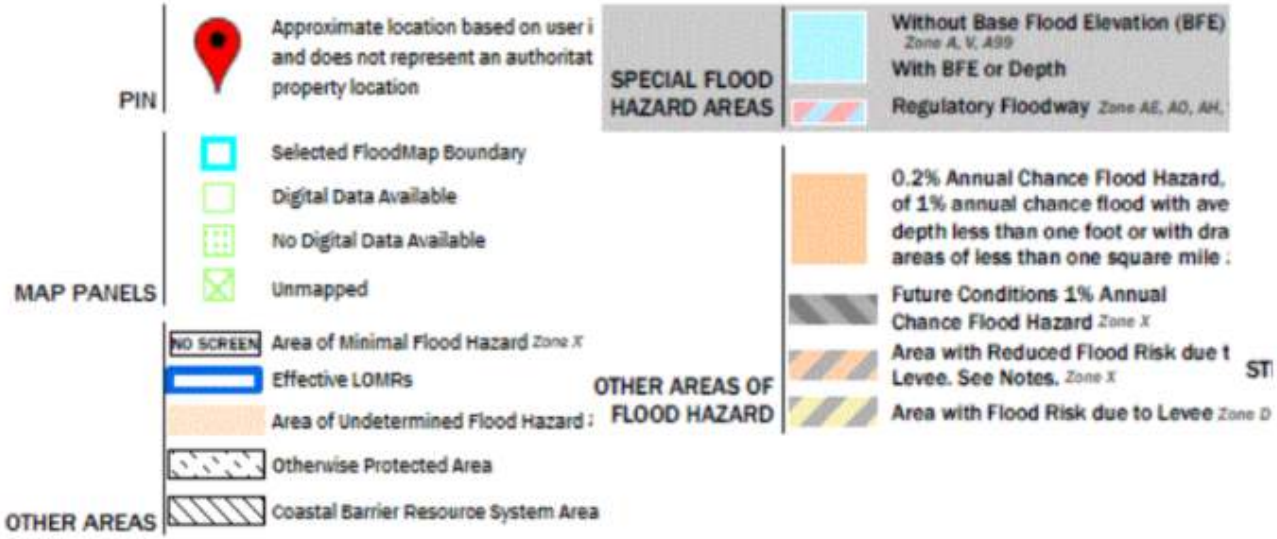
Daly City Youth Health Center
350 90th Street Daly City, CA 94015-4132

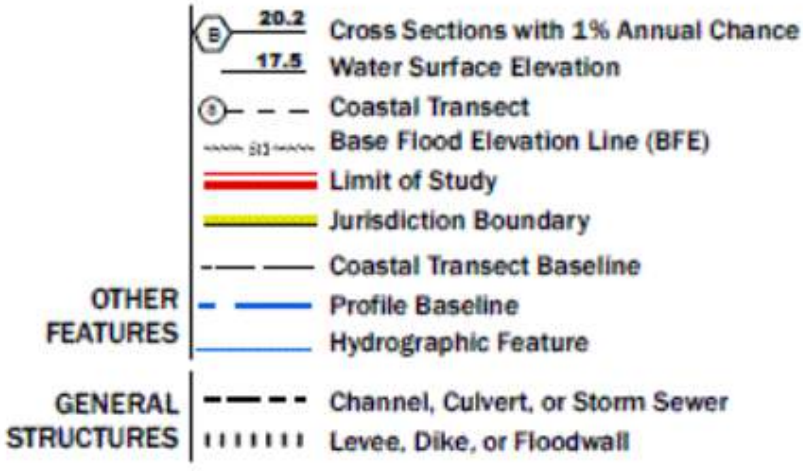
Maintenance/Bus
Garage #8 Station Avenue Daly City, CA 94014

Thornton High
115 First Avenue Daly City, CA 94014-2643

Updated May 21, 2021

FEMA Flood Map Legend





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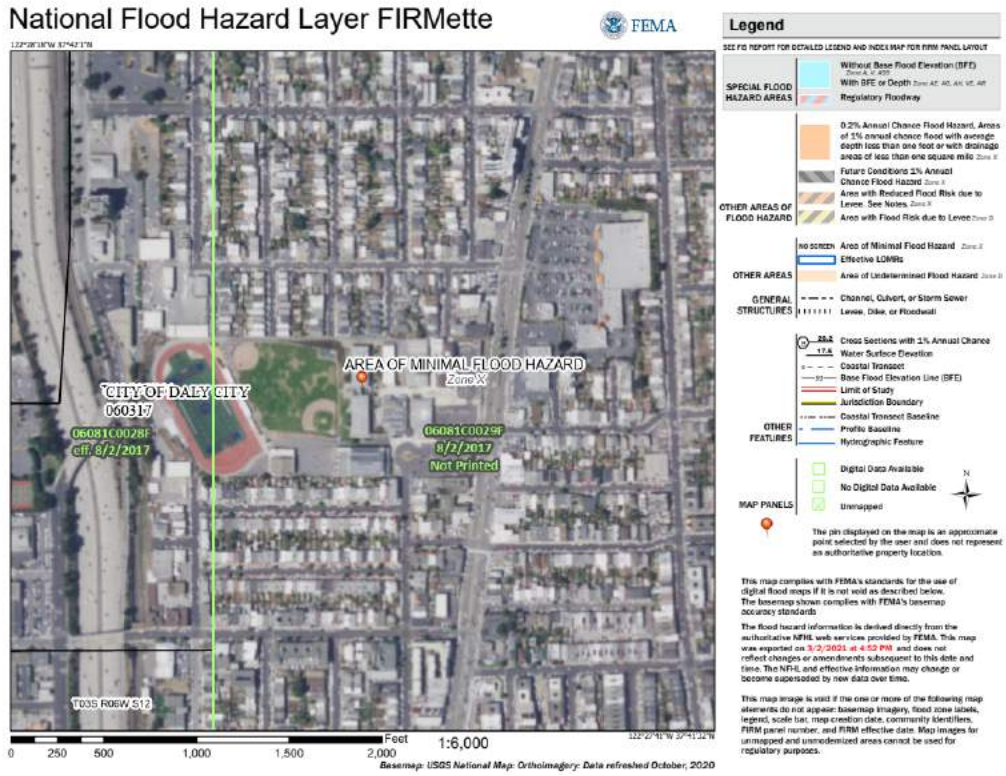
Jefferson High

Jefferson High is not located within a FEMA flood zone. This does not indicate that the school is free 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.



Oceana High

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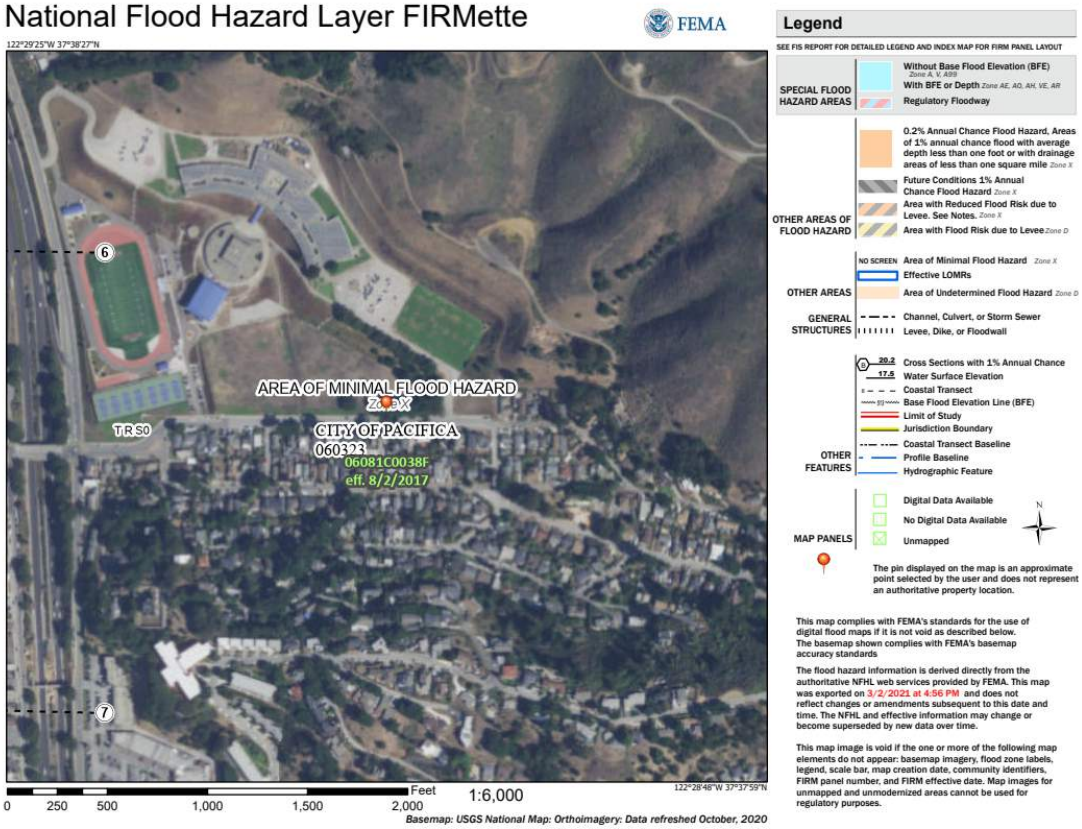

Summit Shasta High

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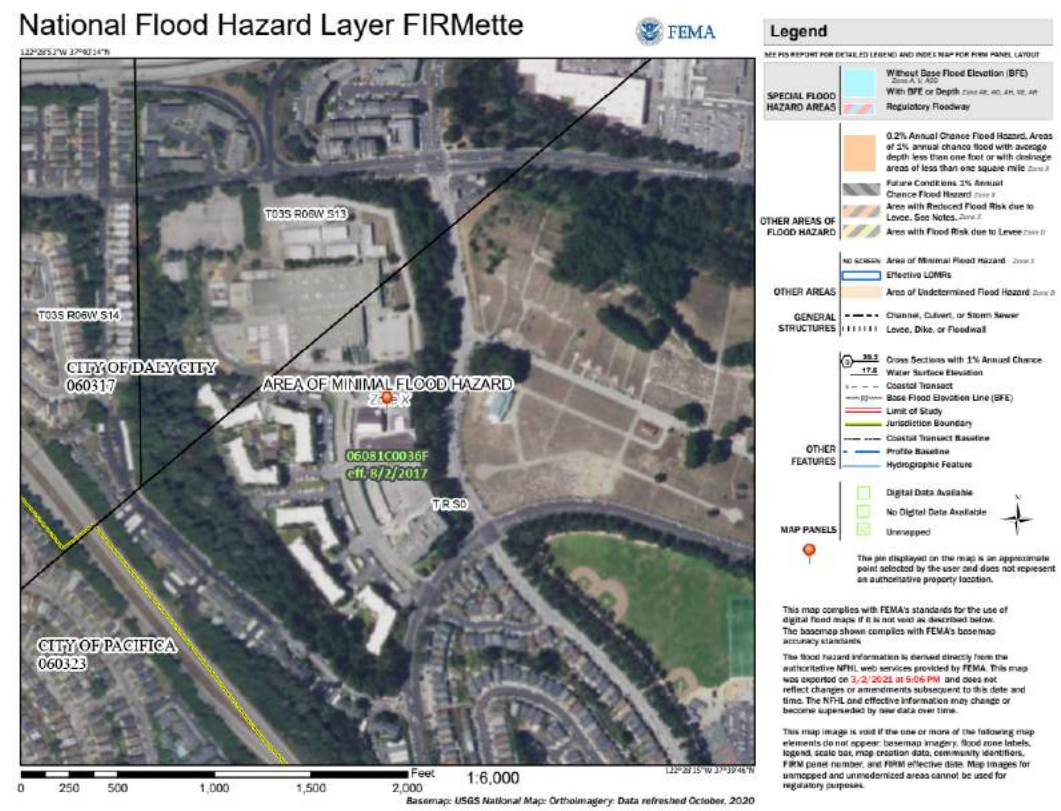

Terra Nova High

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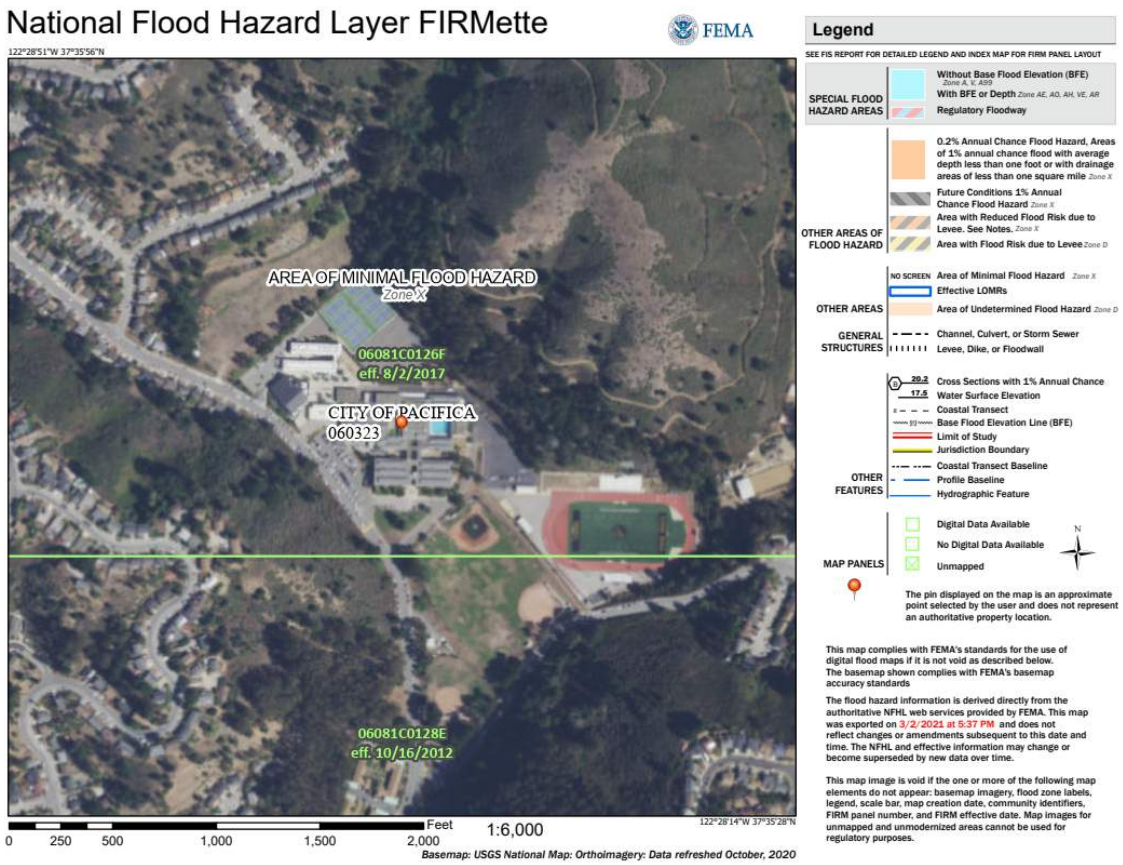

Westmoor High

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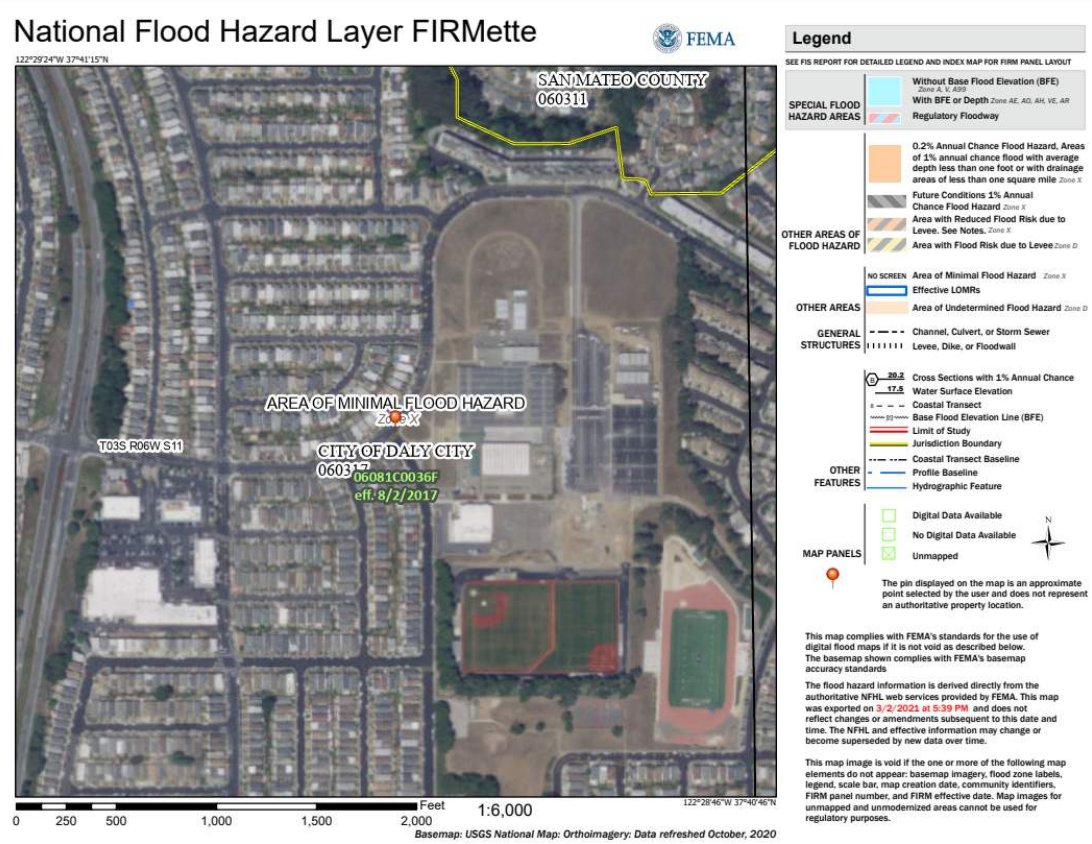

Jefferson Union Adult Education

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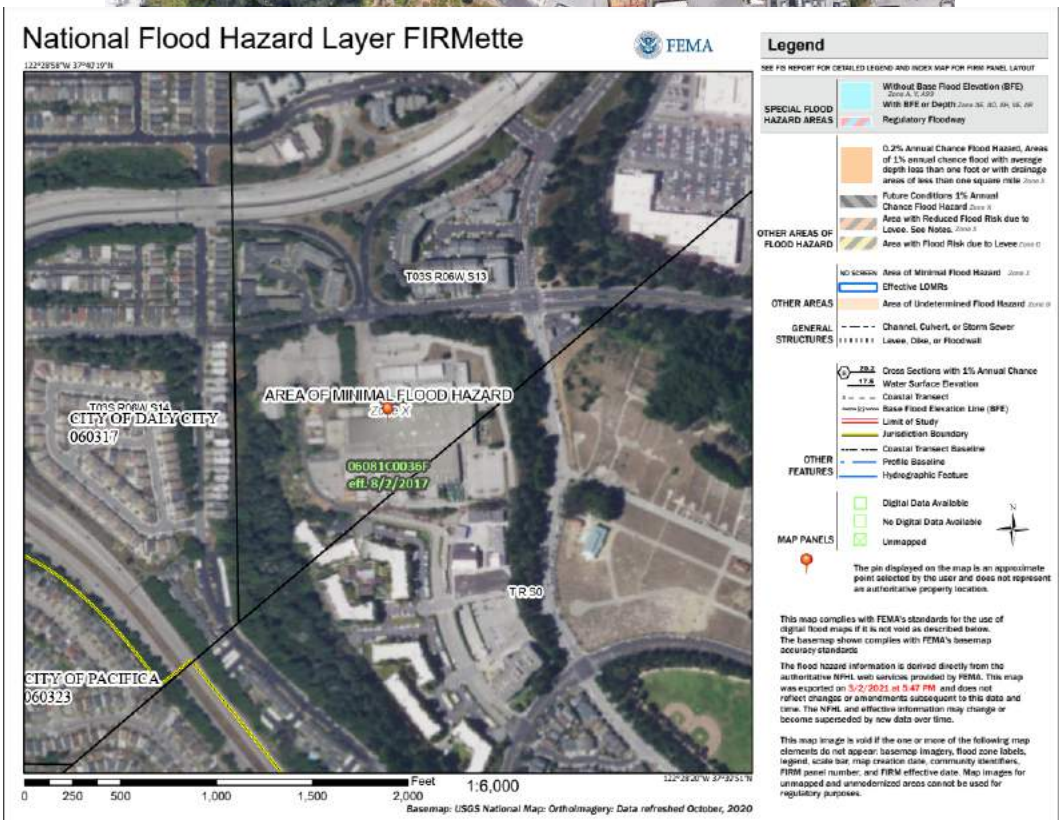

Daly City Youth Health Center

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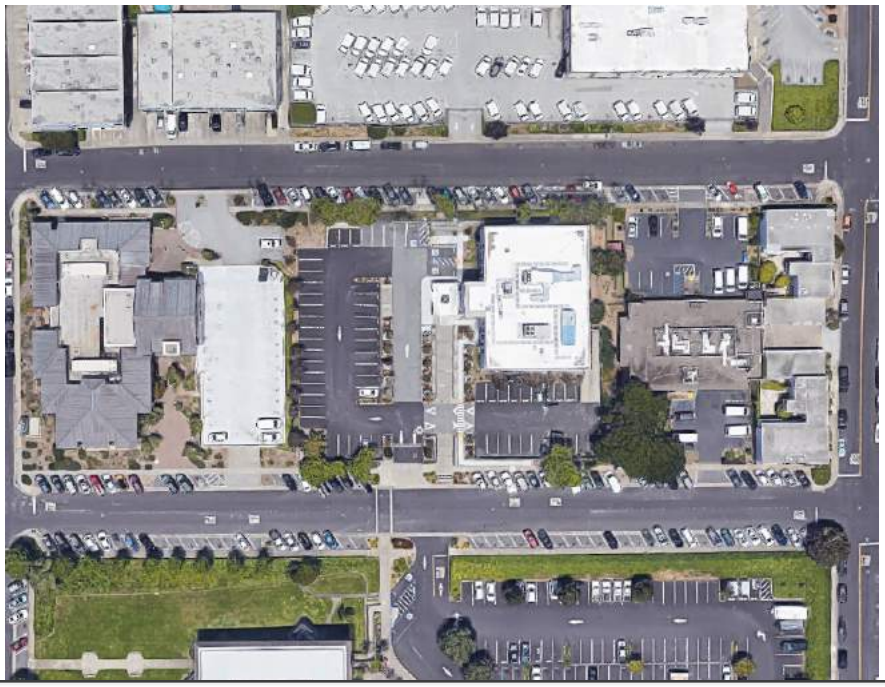

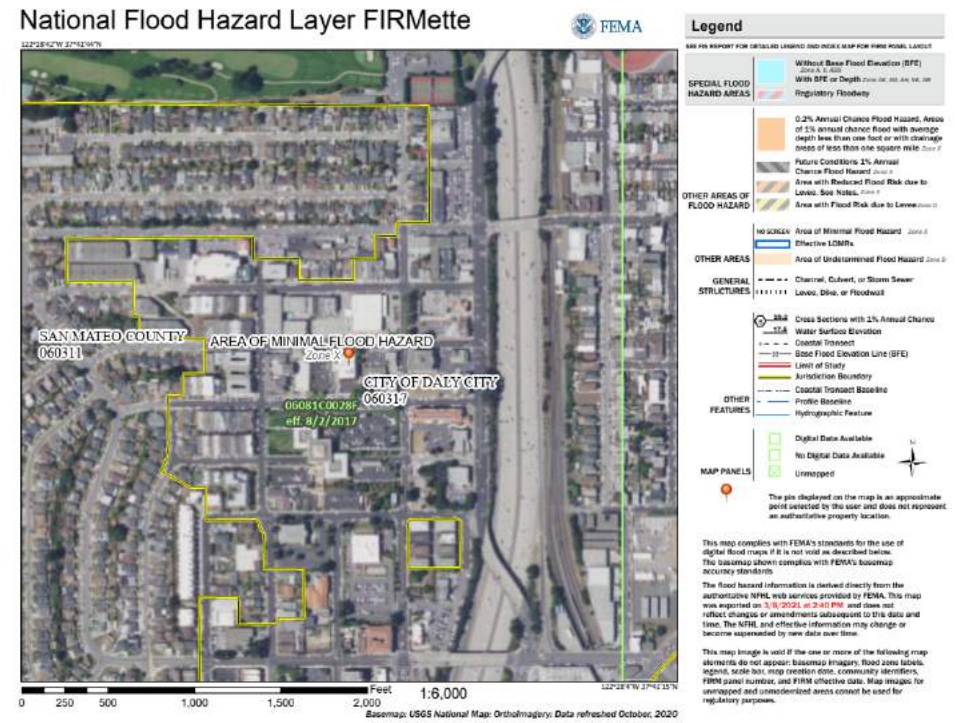

Thornton High

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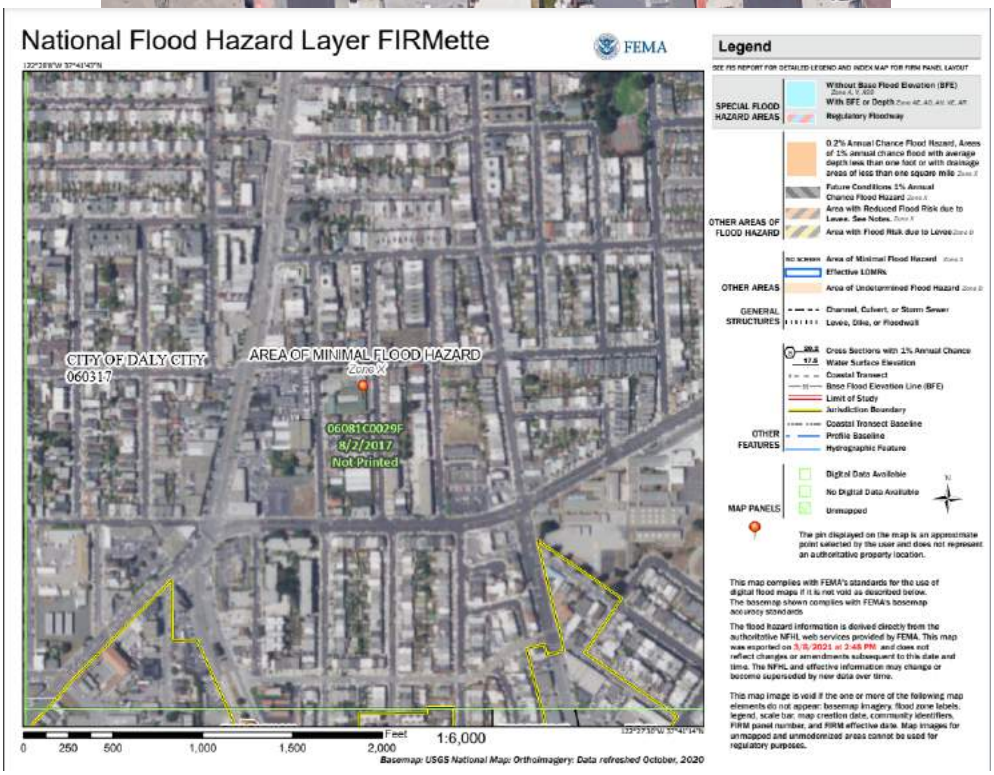

Items recommended to be completed in July:

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).