SAN MATEO COUNTY SCHOOLS INSURANCE GROUP

—A Public Entity—

Winter Season Protocol
San Mateo County Office of Education
101 Twin Dolphin Drive Redwood City, CA 94065
District School Sites:

Anne Campbell Center
65 Tower Road San Mateo, CA 94402

Canyon Oaks Youth Center
400 Edmonds Road Redwood City, CA 94062-3803

Special Education K-22
1290 Commodore Drive San Bruno, CA 94066

Gateway Center
35 Tower Road San Mateo, CA 94402-4000

Palos Verdes / El Portal
1280 Commodore Drive San Bruno, CA 94066

San Mateo County ROP School
1800 Rollins Road Burlingame, CA 94010

Hillcrest at Youth Services Center
10 Loop Road San Mateo, CA 94402-4035

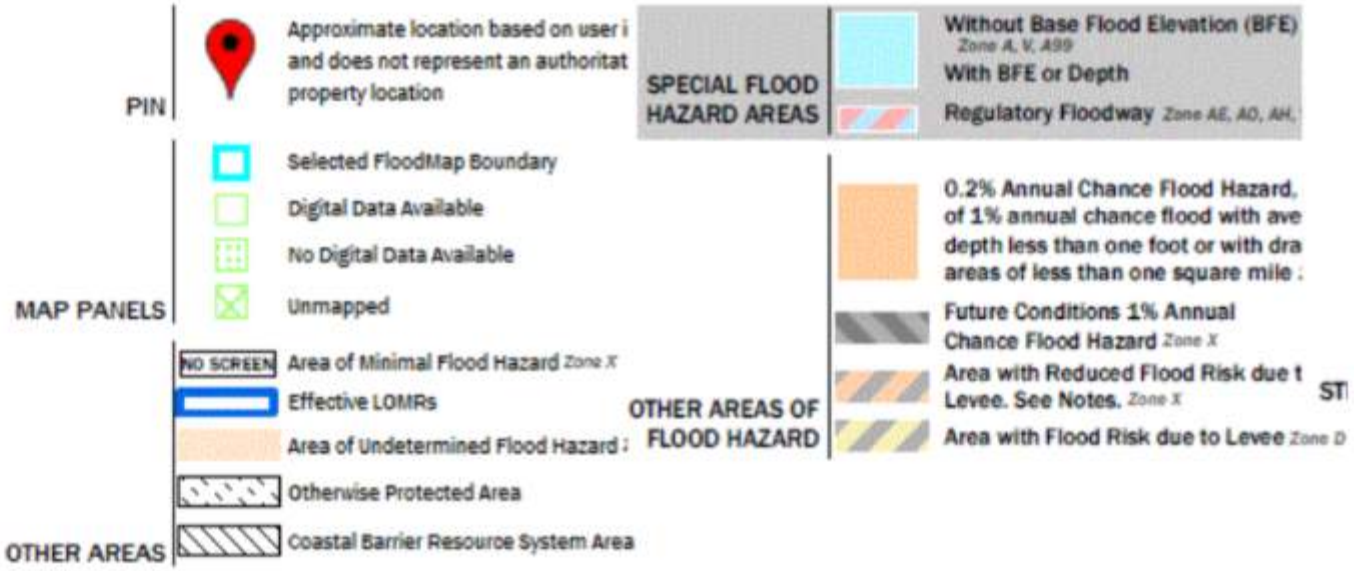
Margaret J. Kemp
400 Paul Scannell Drive San Mateo, CA 94402

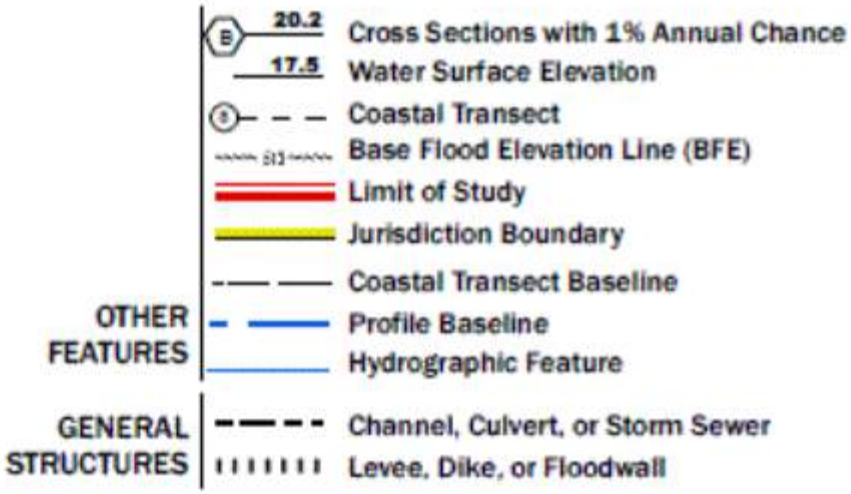
Outdoor Education
11000 Pescadero Road La Honda, CA 94020

Oxford Day Academy
1001 Beech Street East Palo Alto, CA 94303-2005

Updated May 21, 2021

FEMA Flood Map Legend





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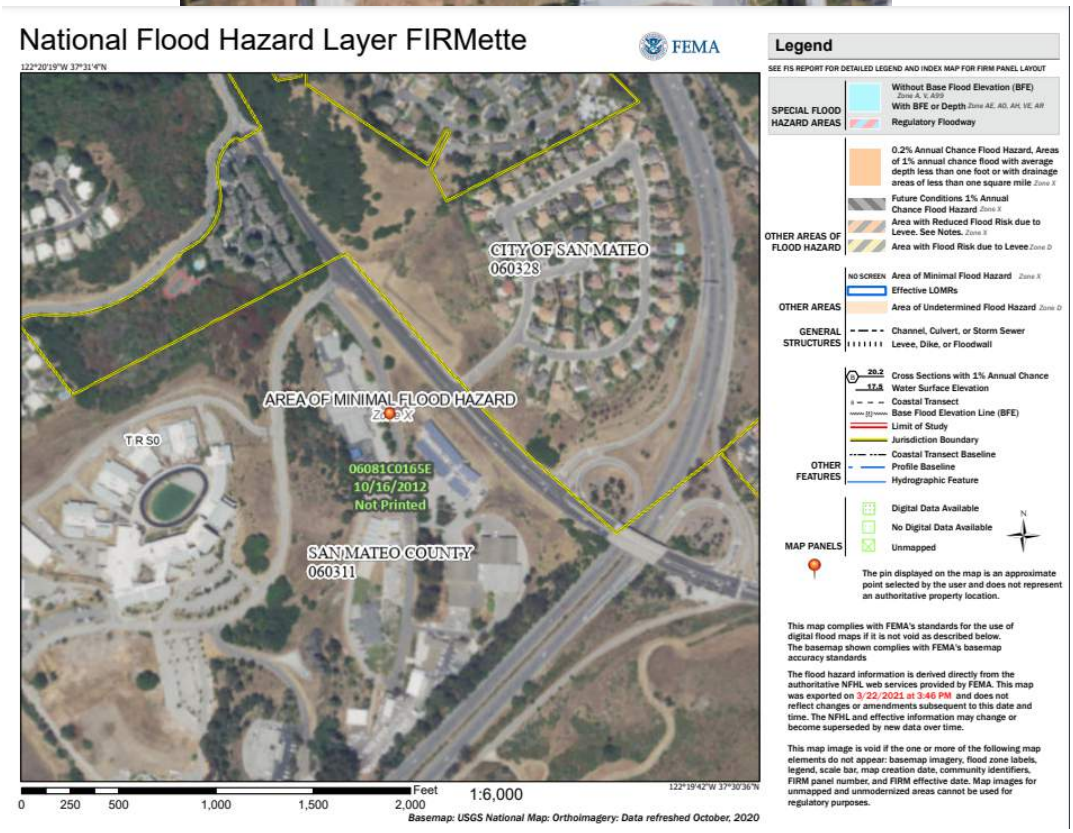
Anne Campbell Center

Anne Campbell Center is not located within a FEMA flood hazard zone. This does not indicate that the school is free from hazards relating to flooding. Keep the campus clear of hazards. Check the campus buildings for signs of cracks or damage that may cause flooding. Also inspect the roofing for the buildings. Also bring an arborist in to check campus trees.



Canyon Oaks Youth Center

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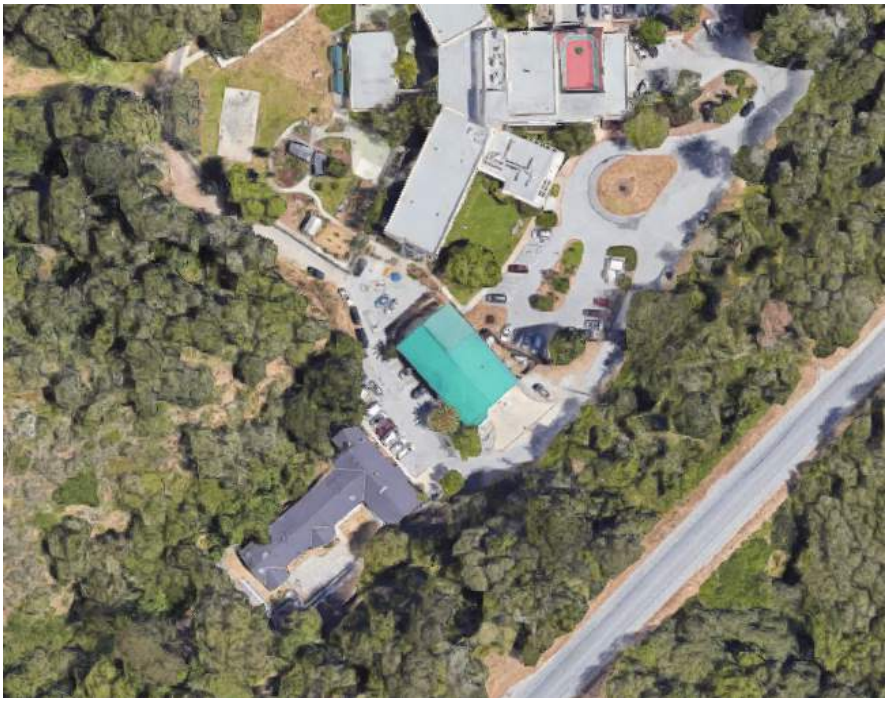

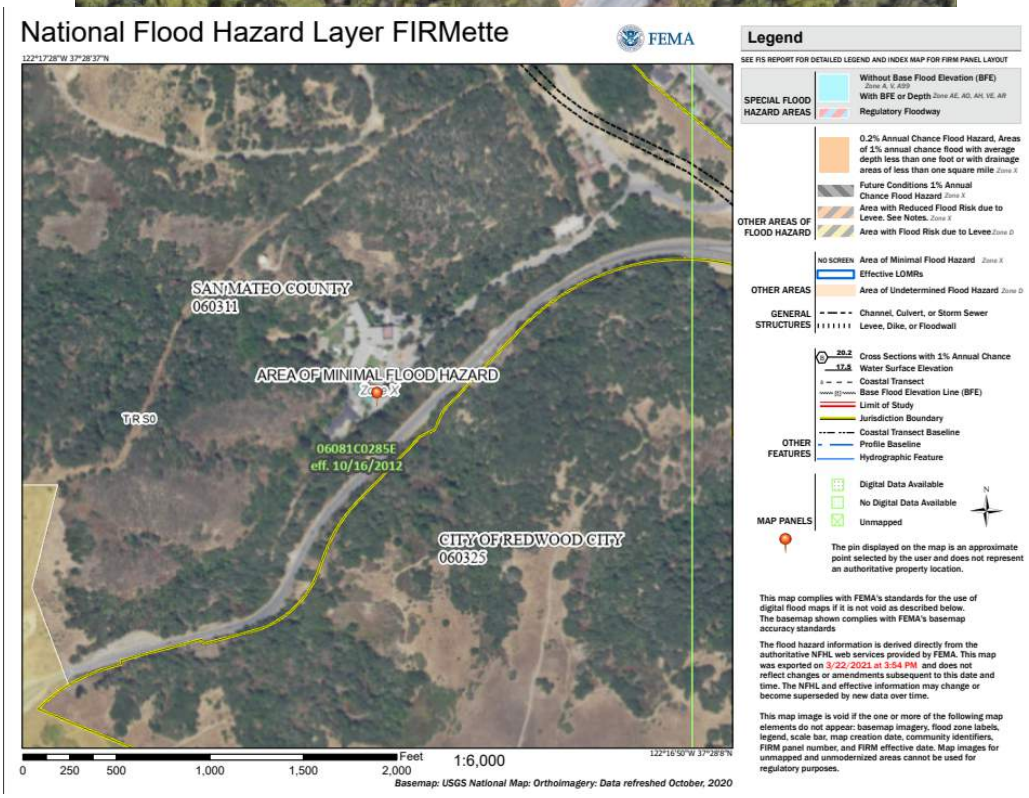

Palos Verdes/El Portal/Special Education K-22

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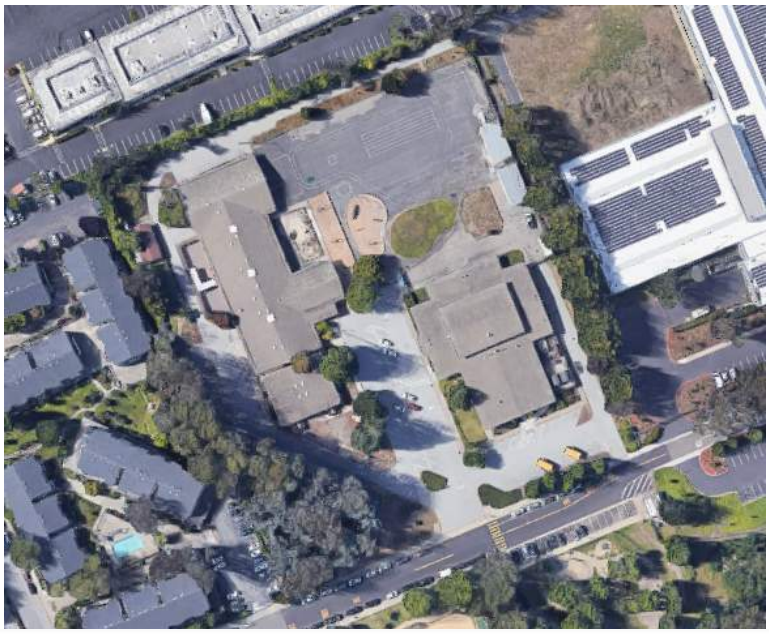

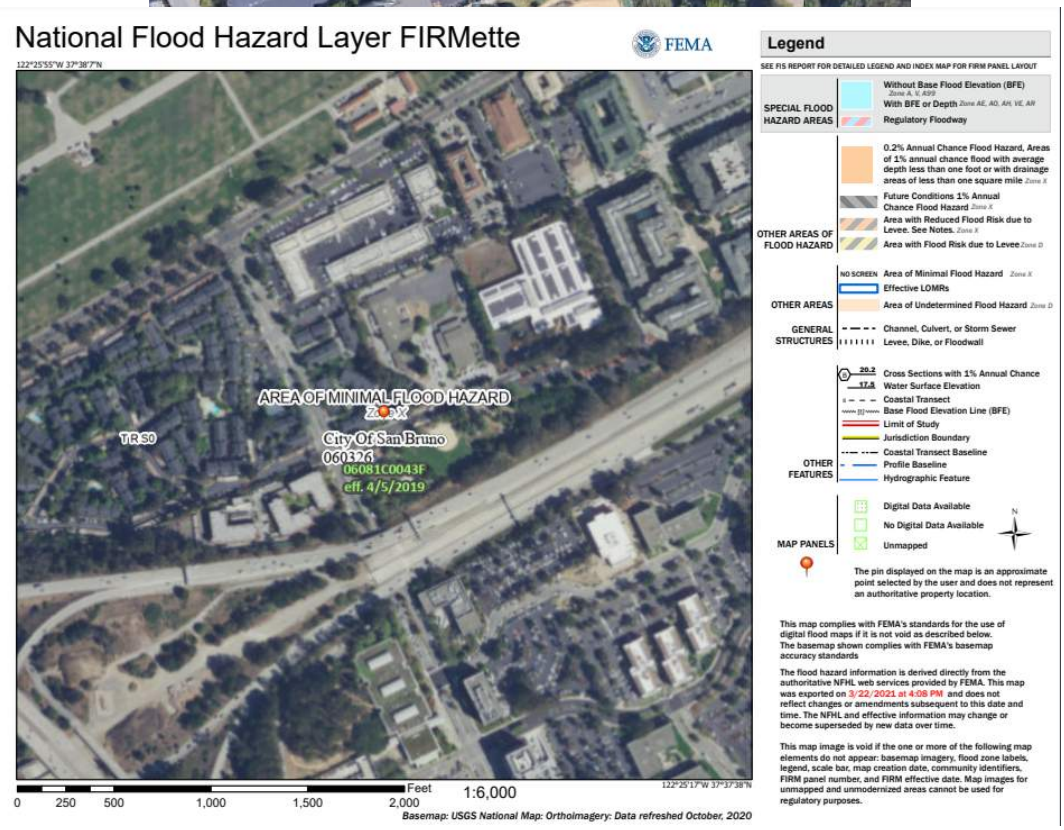

Gateway Center

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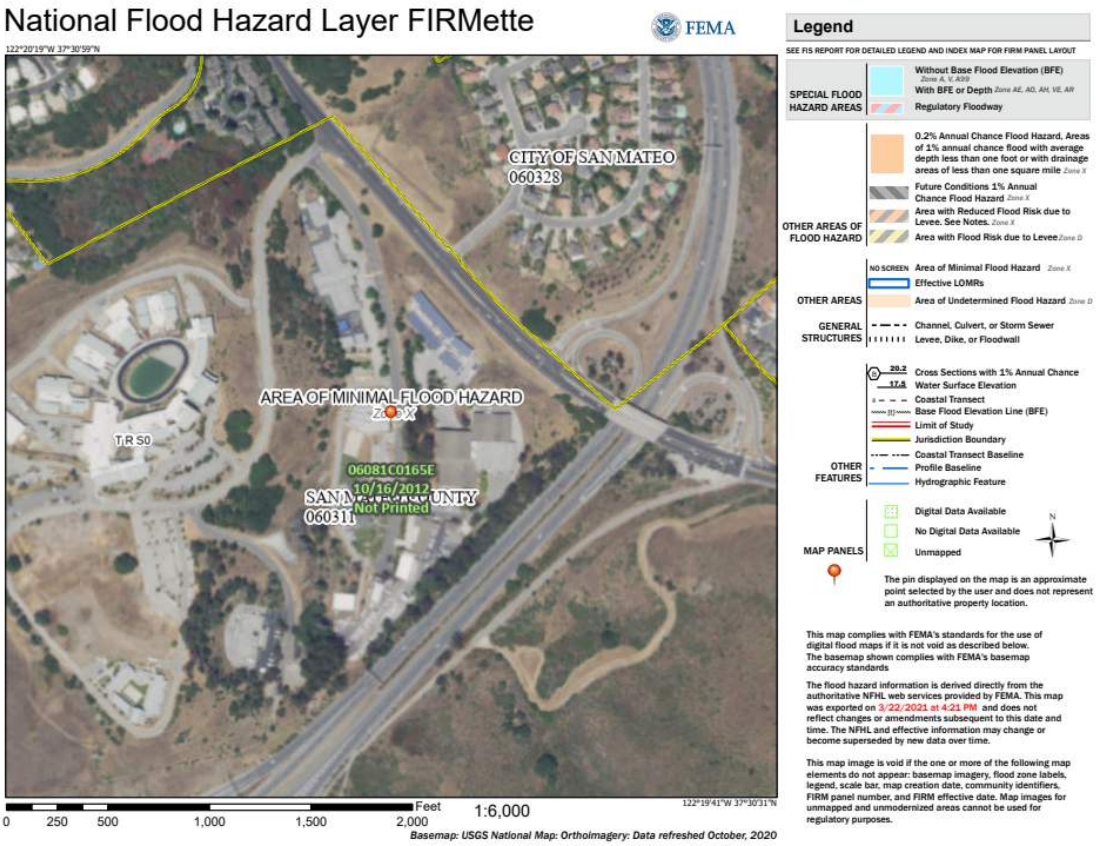
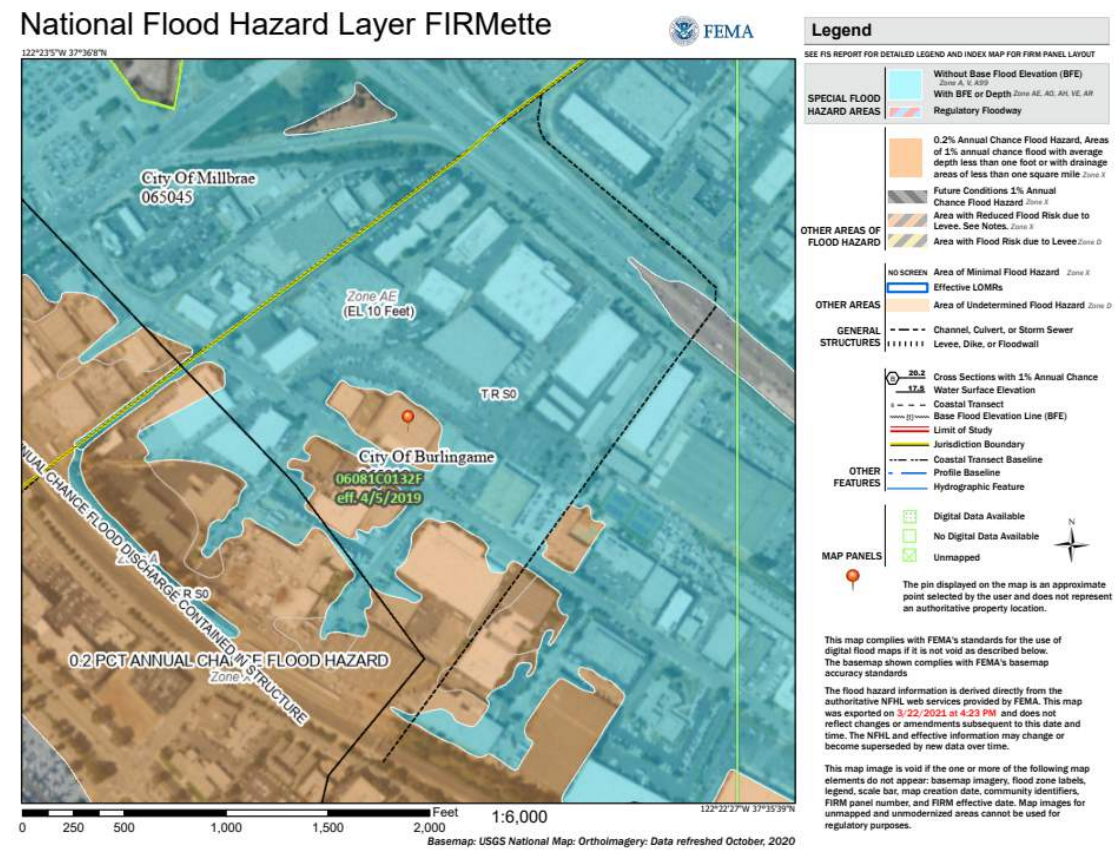


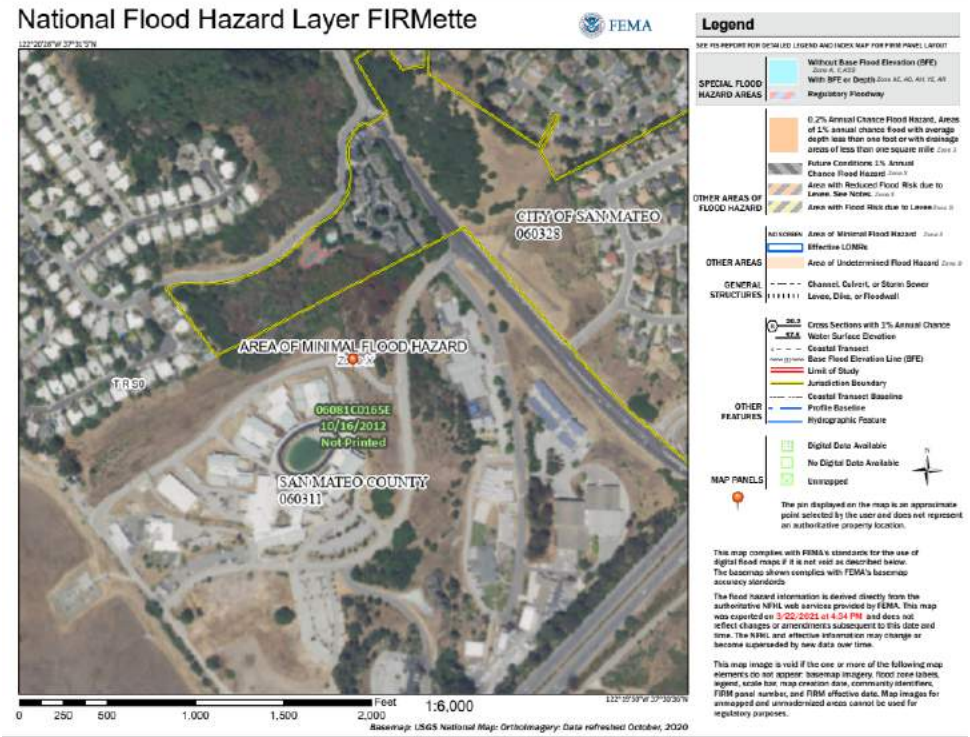
San Mateo County ROP School

San Mateo County ROP School is located within a flood hazard zone. This means the school is more susceptible to flooding from historic flooding. Keep the campus clear of hazards. Check the campus buildings for signs of cracks or damage that may cause flooding. Also inspect the roofing for the buildings. Also bring an arborist in to check campus trees.



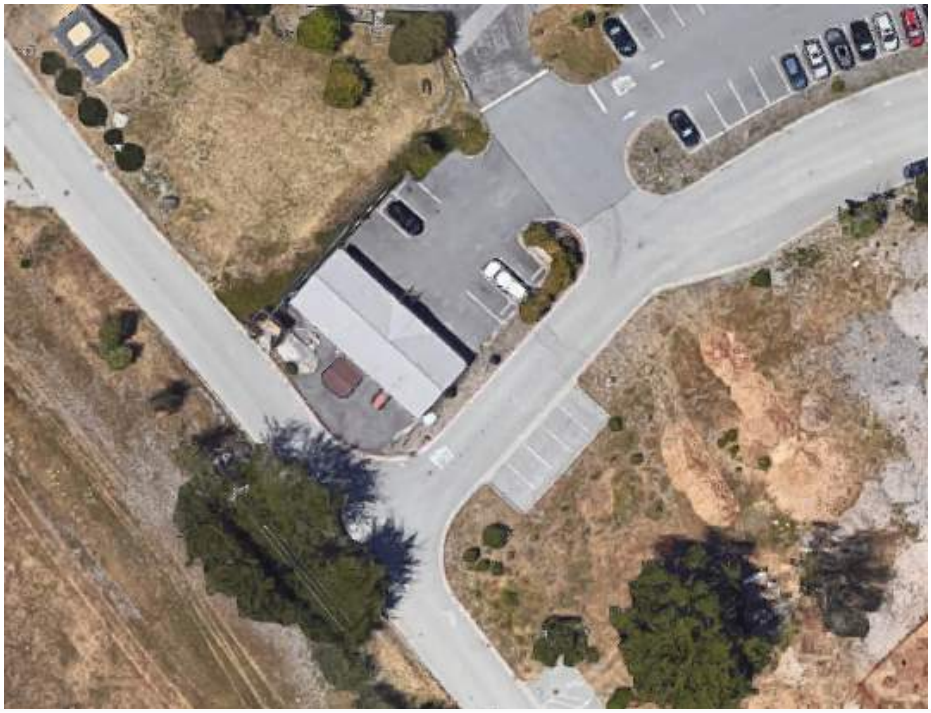
Hillcrest at Youth Services Center

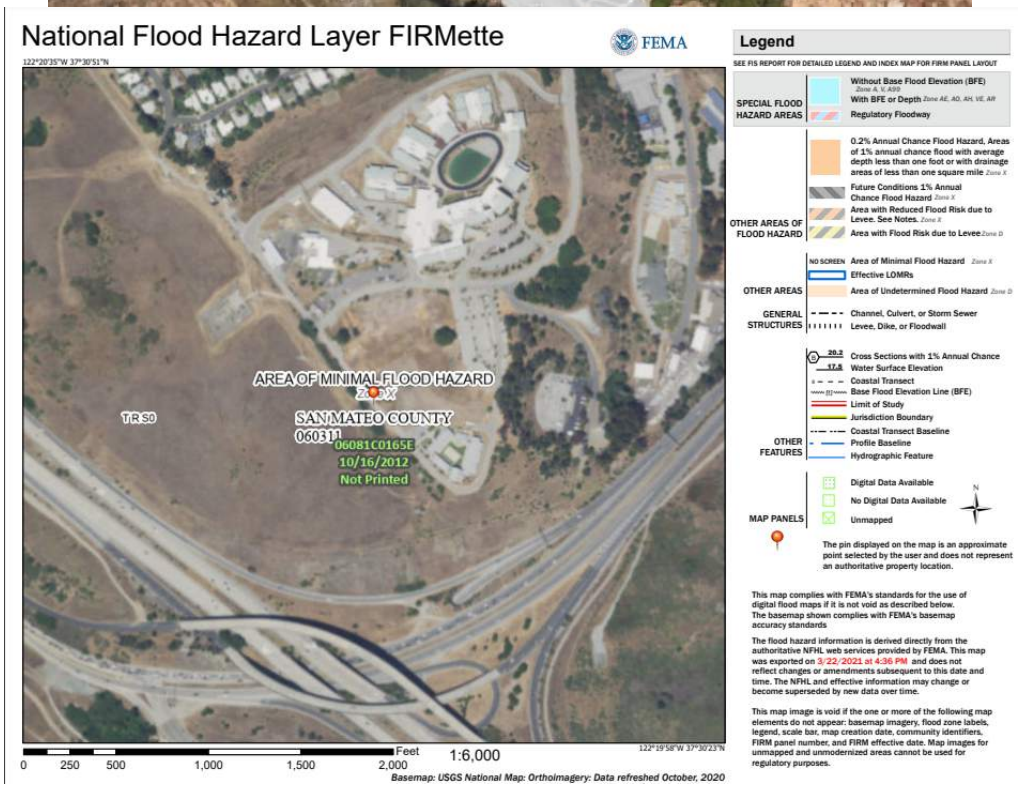
Hillcrest at Youth Services Center is not located within a FEMA flood hazard zone. This does not indicate that the school is free from hazards relating to flooding. Keep the campus clear of hazards. Check the campus buildings for signs of cracks or damage that may cause flooding. Also inspect the roofing for the buildings. Also bring an arborist in to check campus trees.



Margaret J. Kemp

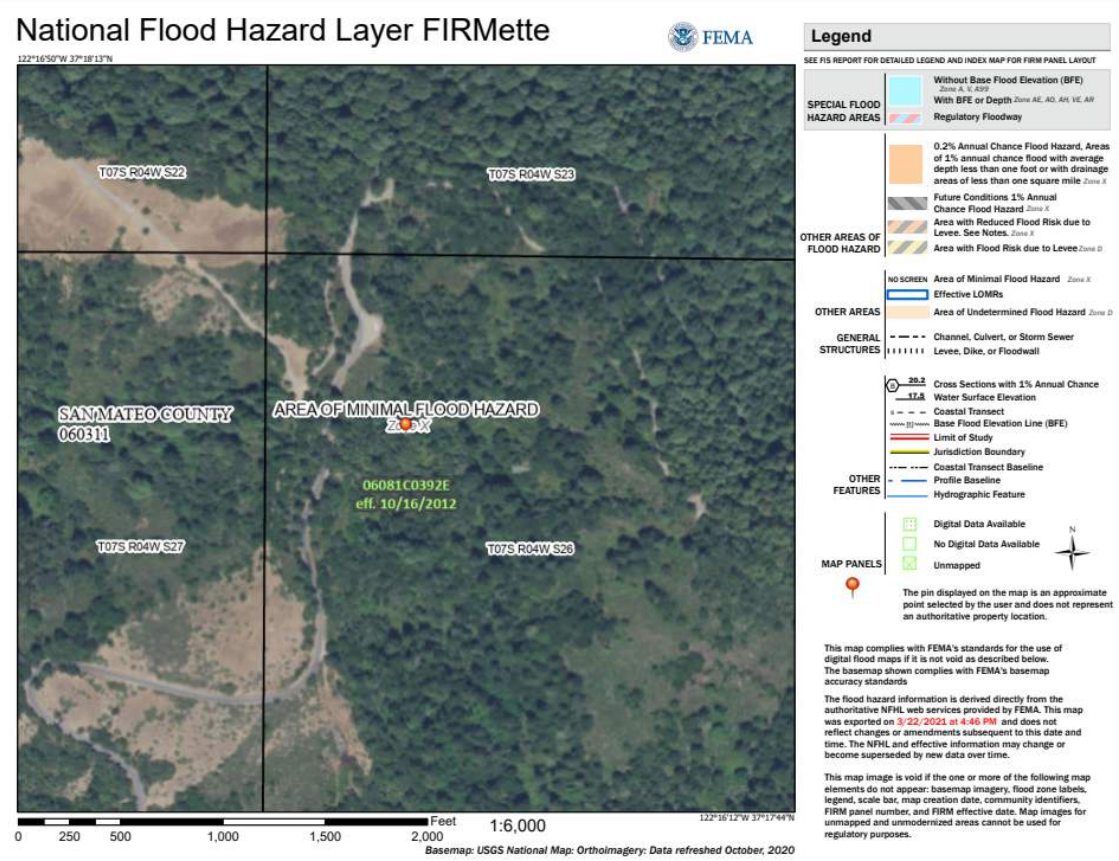
Margaret J. Kemp is not located within a FEMA flood hazard zone. This does not indicate that the school is free from hazards relating to flooding. Keep the campus clear of hazards. Check the campus buildings for signs of cracks or damage that may cause flooding. Also inspect the roofing for the buildings. Also bring an arborist in to check campus trees.





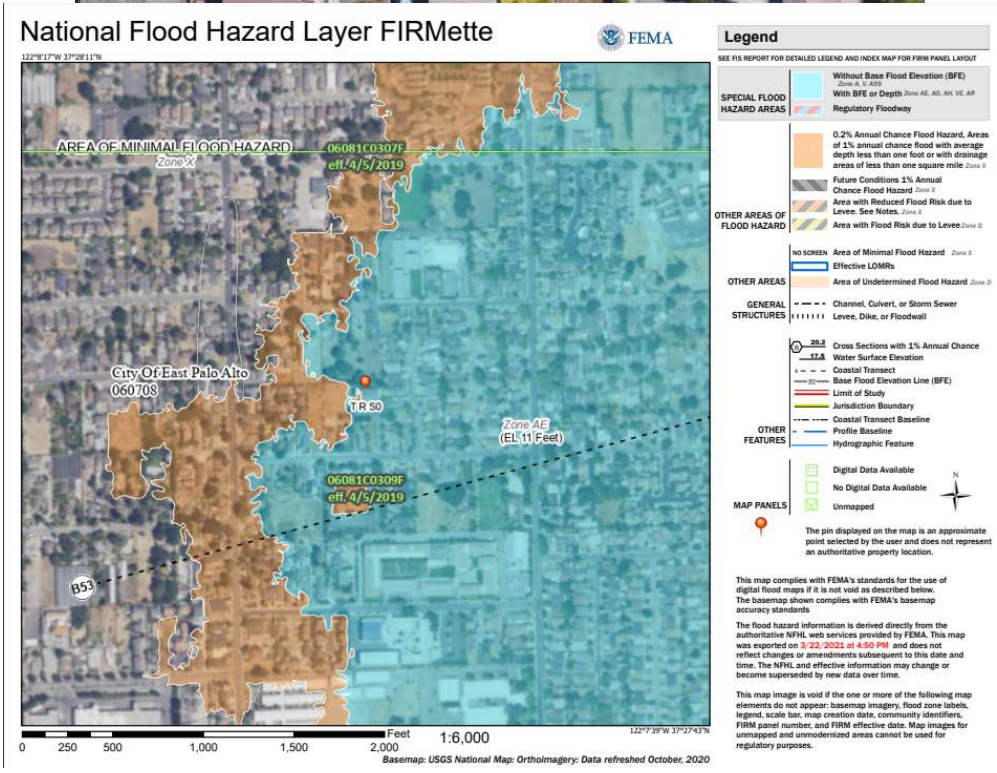
Outdoor Education

Outdoor Education is not located within a FEMA flood hazard zone. This does not indicate that the school is free from hazards relating to flooding. Keep the campus clear of hazards. Check the campus buildings for signs of cracks or damage that may cause flooding. Also inspect the roofing for the buildings. Also bring an arborist in to check campus trees.



Oxford Day Academy

Oxford Day Academy is located in an area without base flood elevation. It does not necessarily indicate that they are free from flood hazards. Keep the campus clear of hazards. Check the campus buildings for signs of cracks or damage that may cause flooding. Also inspect the roofing for the buildings. Also bring an arborist in to check campus trees.



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).