



**SAN MATEO COUNTY SCHOOLS
INSURANCE GROUP**

—A Public Entity—

Winter Season Protocol

**Menlo Park City
181 Encinal Avenue Atherton, CA 94027**

District School Sites

Encinal Elementary

195 Encinal Avenue Atherton, CA 94027-3102

Hillview Middle

1100 Elder Avenue Menlo Park, CA 94025-5503

Laurel School Upper Campus

275 Elliott Drive Menlo Park, CA 94025-2624

Laurel School Lower Campus

95 Edge Road Atherton, CA 94027-2254

Oak Knoll Elementary

1895 Oak Knoll Lane Menlo Park, CA 94025-6120

Updated May 21, 2021

FEMA Flood Map Legend

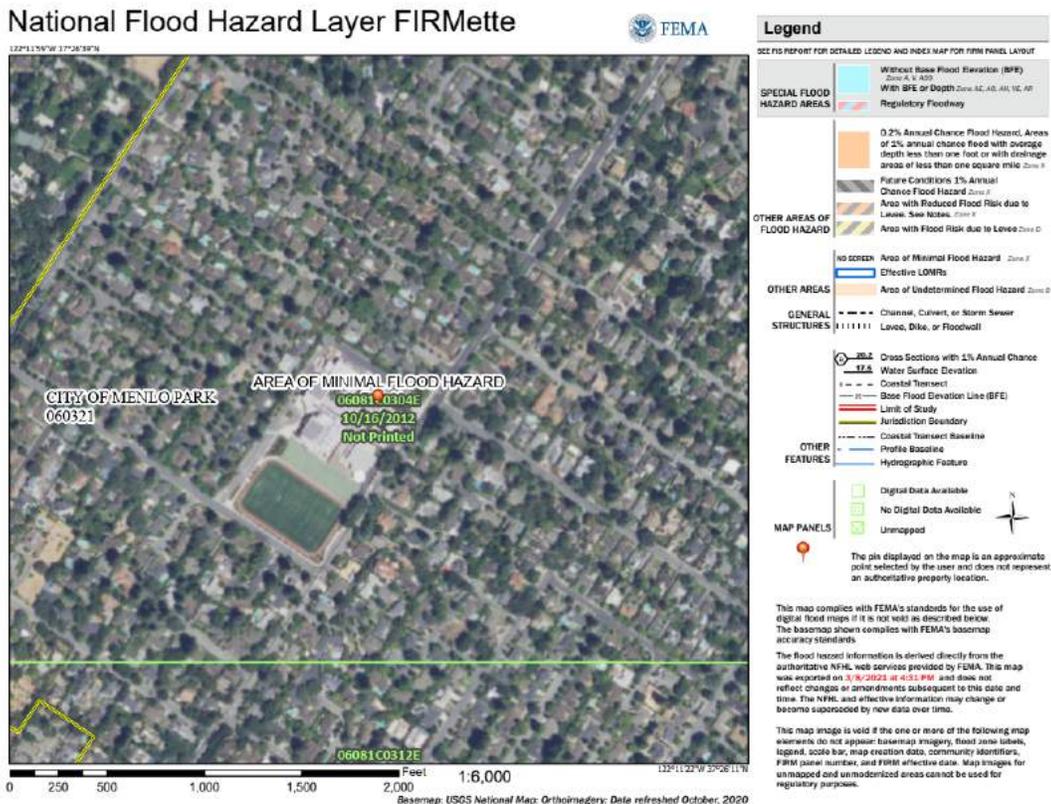
PIN		Approximate location based on user input and does not represent an authoritative property location	SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
					With BFE or Depth
MAP PANELS		Selected FloodMap Boundary			
		Digital Data Available			
		No Digital Data Available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

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

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Hillview Middle

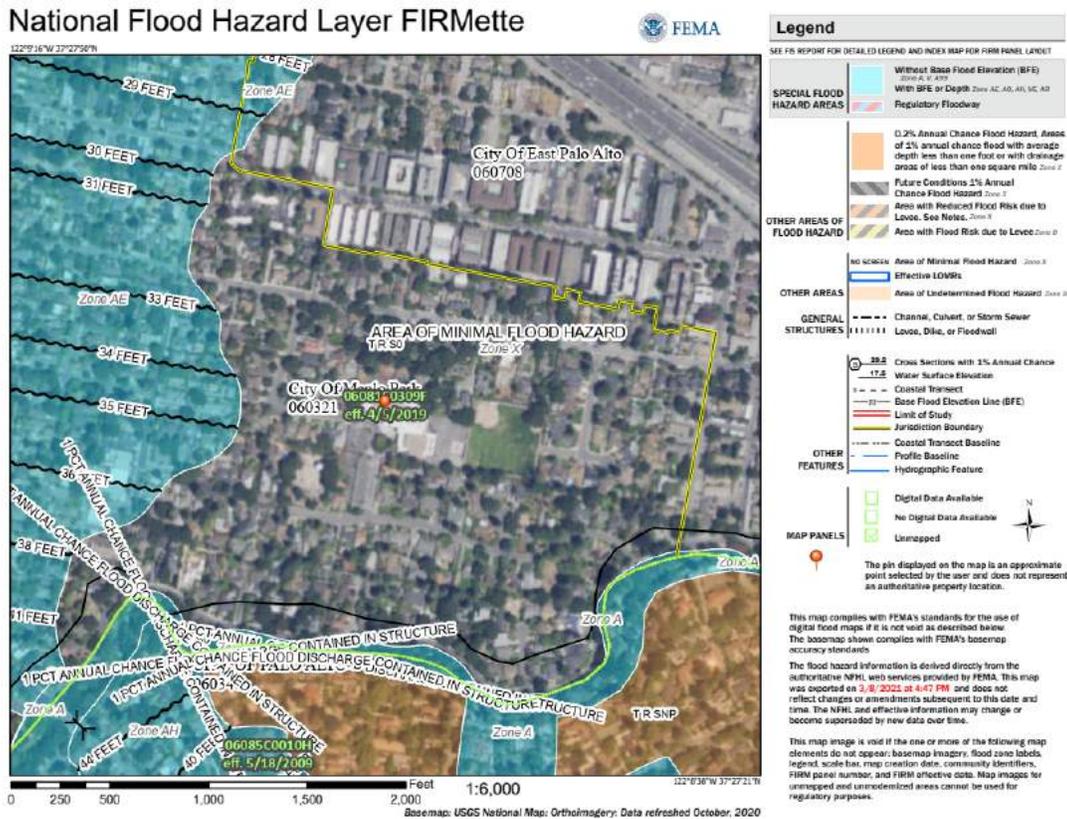
Hillview Middle is not located within a FEMA flood zone. This does not indicate a school is safe from flooding. Ensure the campus is inspected regularly and buildings are checked for damage that can cause flooding. Also inspect the roofing to see if there are any cracks or signs of damage. Maintain a schedule with an arborist to come and inspect trees. The creation of a FIT plan is also important for the protocol.



Updated May 21, 2021

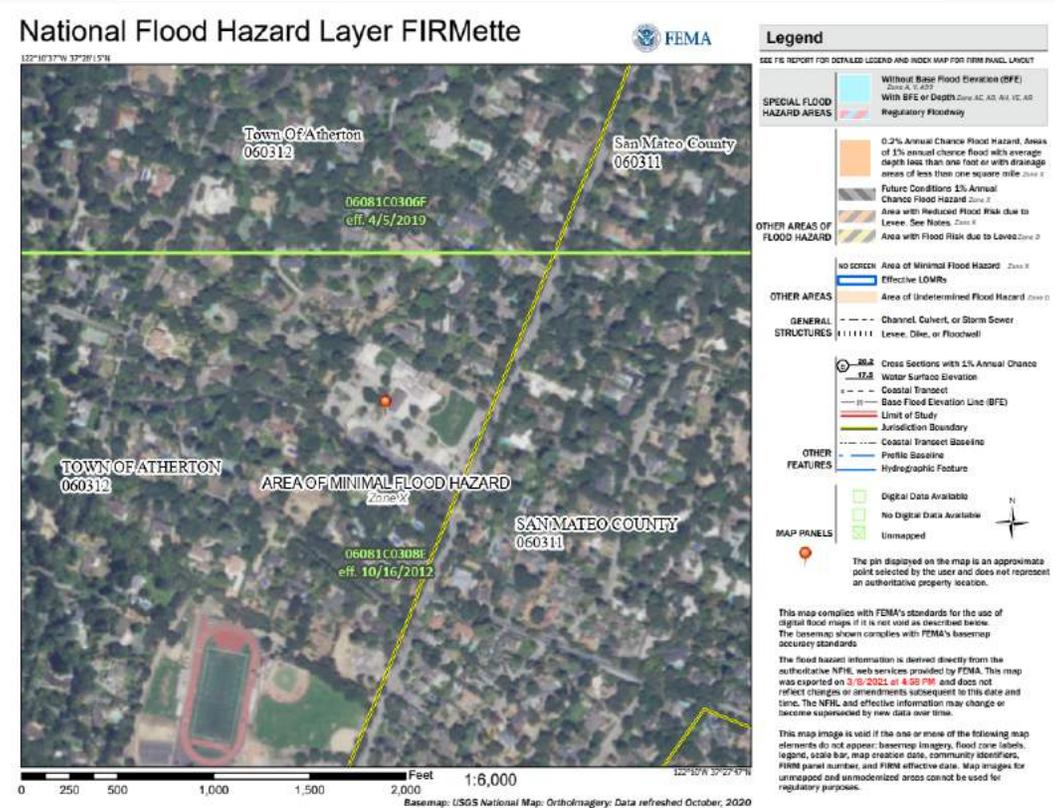
Laurel School Upper Campus

Laurel School Upper Campus is not located within a FEMA flood zone. This does not indicate a school is safe 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.



Laurel School Lower Campus

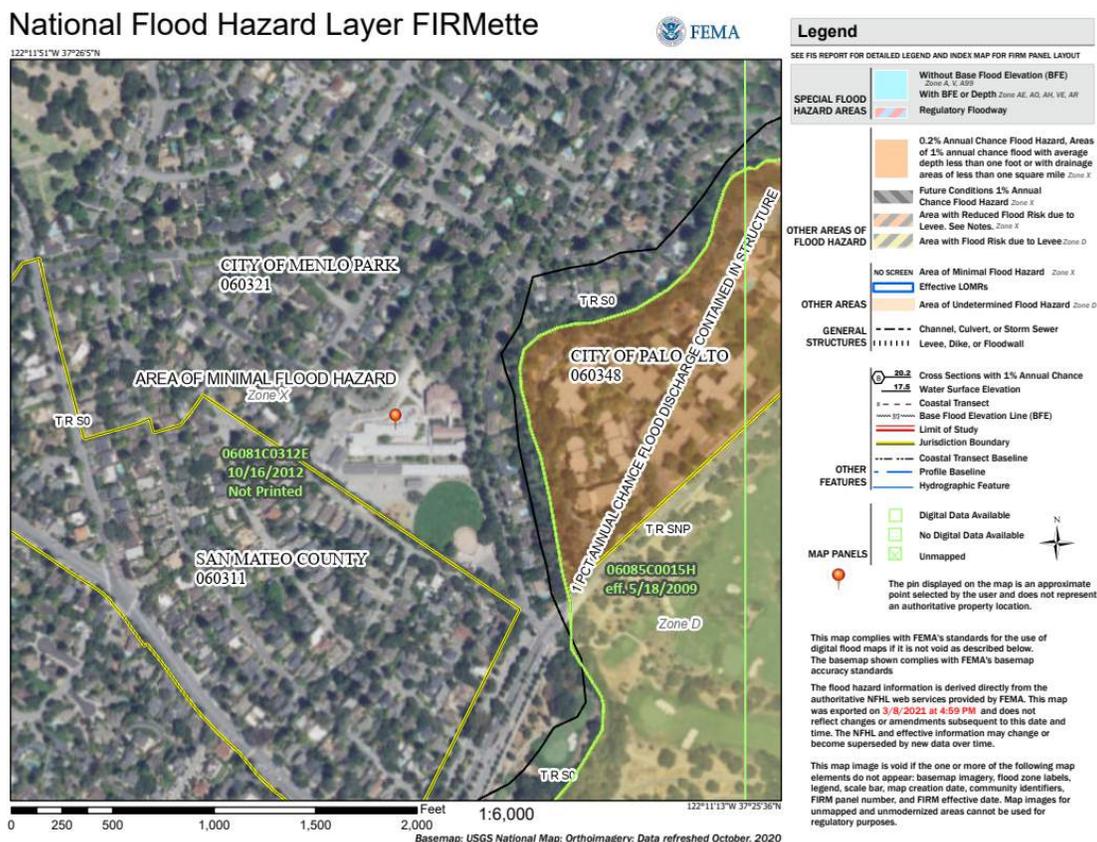
Laurel School Lower Campus is not located within a FEMA flood zone. This does not indicate a school is safe from flooding. Ensure the campus is inspected regularly and buildings are checked for damage that can cause flooding. Also inspect the roofing to see if there are any cracks or signs of damage. Maintain a schedule with an arborist to come and inspect trees. The creation of a FIT plan is also important for the protocol.



Updated May 21, 2021

Oak Knoll Elementary

Oak Knoll Elementary is not located within a FEMA flood zone. This does not indicate a school is safe from flooding. It is located near a flood zone but this does not pertain to the school. 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).