SAN MATEO COUNTY SCHOOLS
INSURANCE GROUP
—A Public Entity—

Winter Season Protocol
Sequoia Union High
480 James Avenue Redwood City, CA 94062
District School Sites:

Carlmont High
1400 Alameda de las Pulgas Belmont, CA 94002-3514

Menlo-Atherton High
555 Middlefield Road Atherton, CA 94027-3400

Sequoia High
1201 Brewster Avenue Redwood City, CA 94062-1334

Tide Academy
150 Jefferson Drive Menlo Park, CA 94025-1115

Woodside High
199 Churchill Avenue Woodside, CA 94062-1151

Sequoia District Adult School
3247 Middlefield Road Menlo Park, CA 94025-1859

Redwood High
1968 Old County Road Redwood City, CA 94063-1073

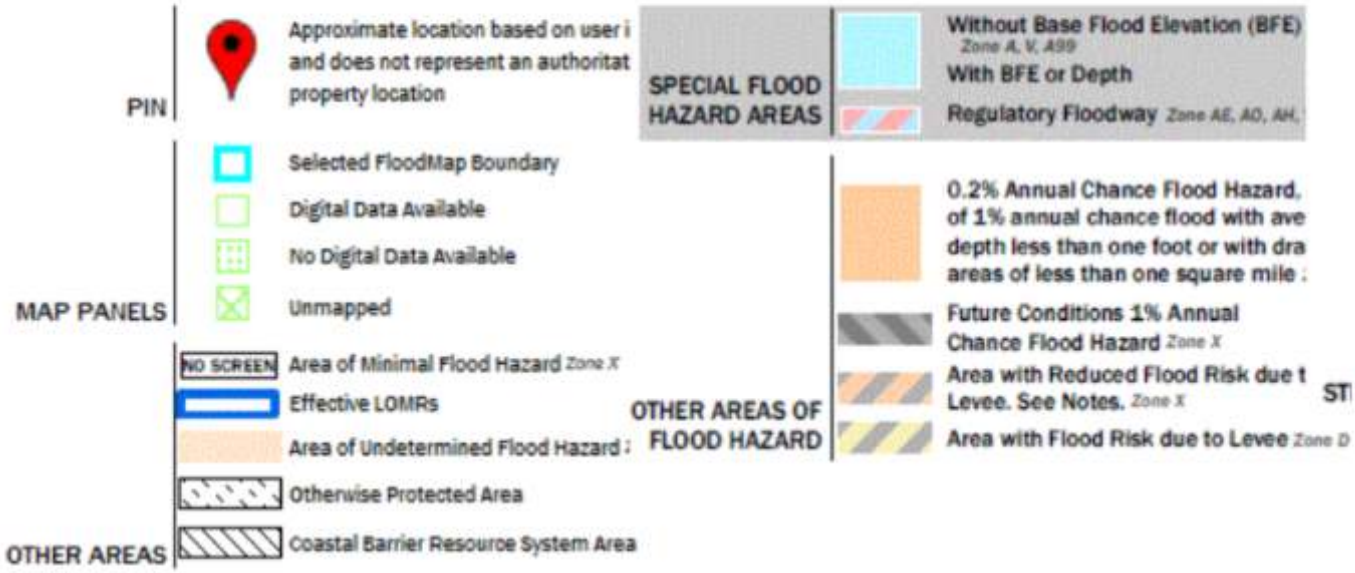
East Palo Alto Academy
1050 Myrtle Street East Palo Alto, CA 94303

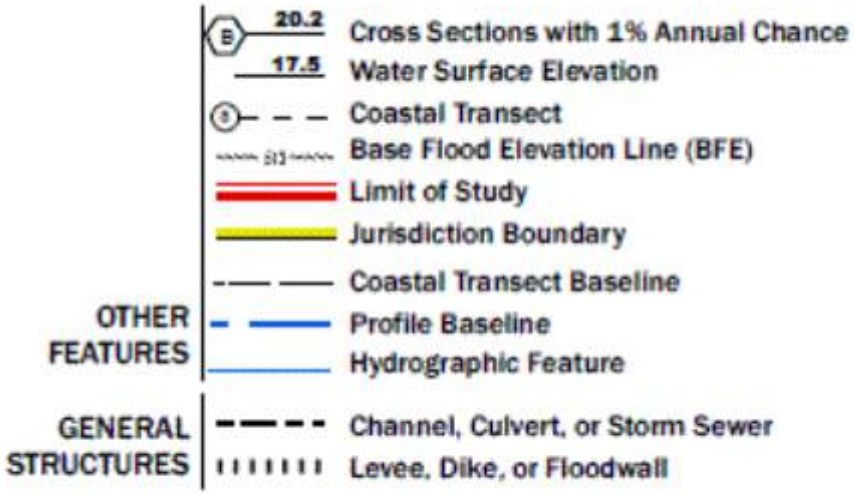
Everest Public High School
455 5th Avenue Redwood City, CA 94063-3727

Summit Preparatory Charter High
890 Broadway Street Redwood City, CA 94063-3105

Updated May 21, 2021

FEMA Flood Map Legend





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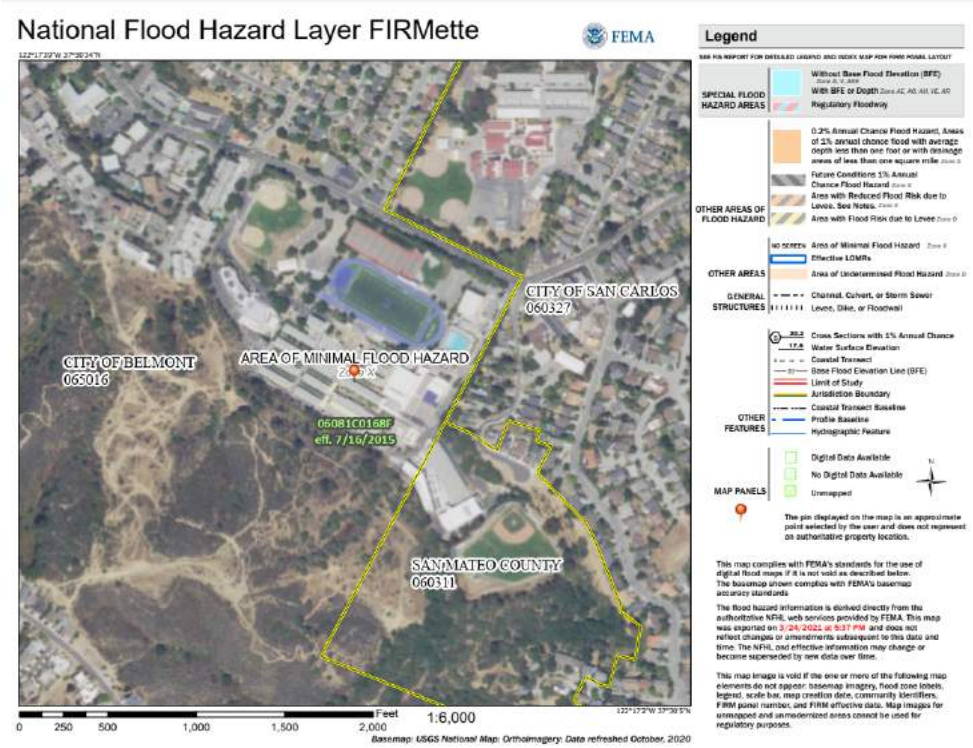
Carlmont High

Carlmont High is not located within a flood zone as indicated by FEMA. Ensure an arborist is coming out to inspect the campus. Inspect the buildings to make sure none are showing signs of deterioration. Also inspect the roofing of the buildings to look out for signs of cracks or damage.



Menlo-Atherton High

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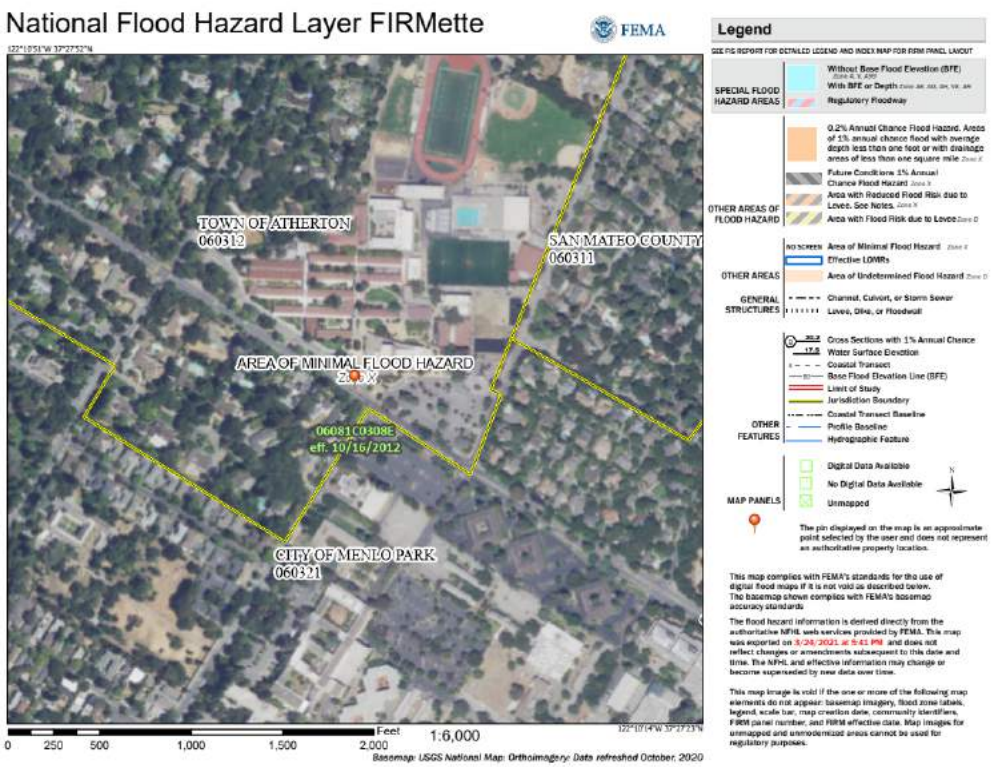
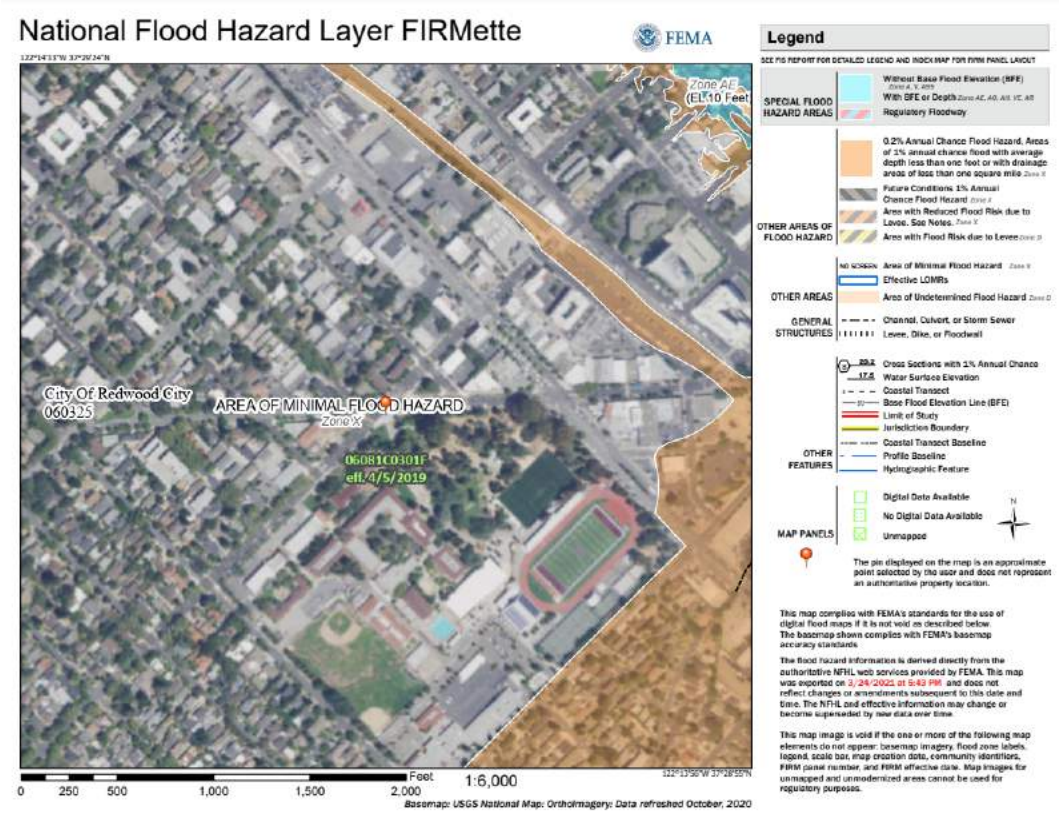


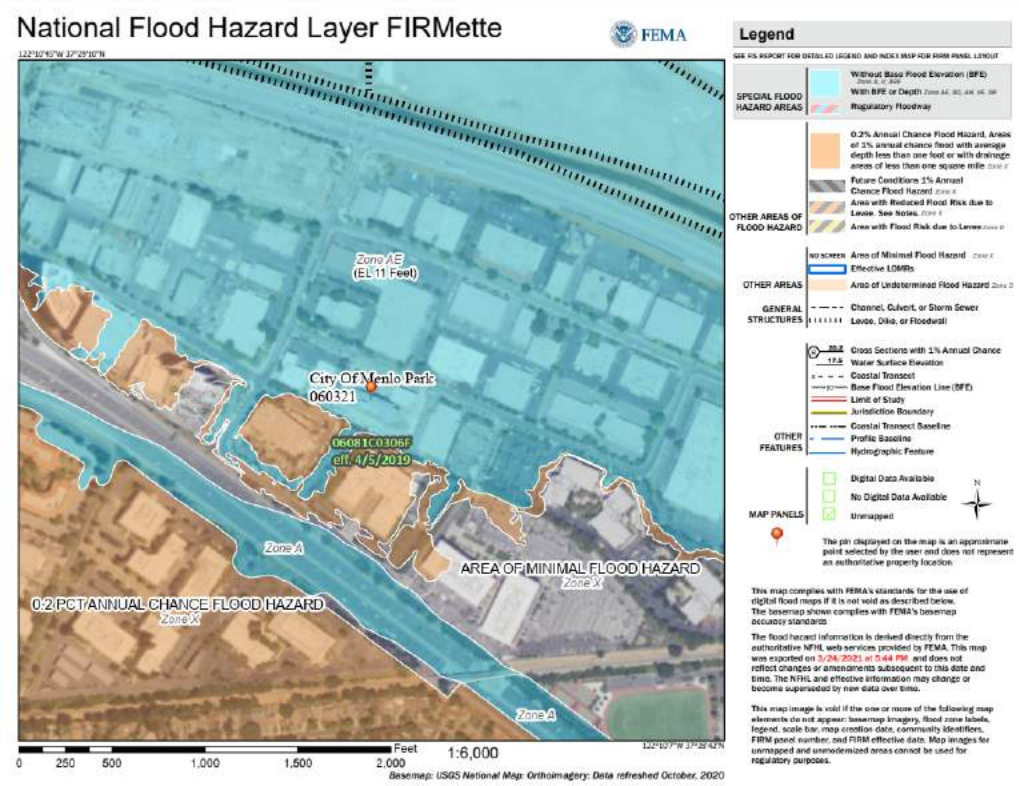
Sequoia High

Sequoia High is not located within a flood zone as indicated by FEMA. However, it is near the flood hazard zone. The campus has a history of flooding as a creek flows near the campus. Ensure an arborist is coming out to inspect the campus. Inspect the buildings to make sure none are showing signs of deterioration. Also inspect the roofing of the buildings to look out for signs of cracks or damage. Make sure there are no trip and fall hazards around the campus. Begin a FIT plan to prepare for the Winter season.



Tide Academy

Tide Academy is located within a zone without a base flood elevation. It is also near a flood hazard zone. This may indicate there could be possible flood hazards due to historic flooding. Ensure an arborist is coming out to inspect the campus. Inspect the buildings to make sure none are showing signs of deterioration. Also inspect the roofing of the buildings to look out for signs of cracks or damage. Make sure there are no trip and fall hazards around the campus. Begin a FIT plan to prepare for the Winter season.



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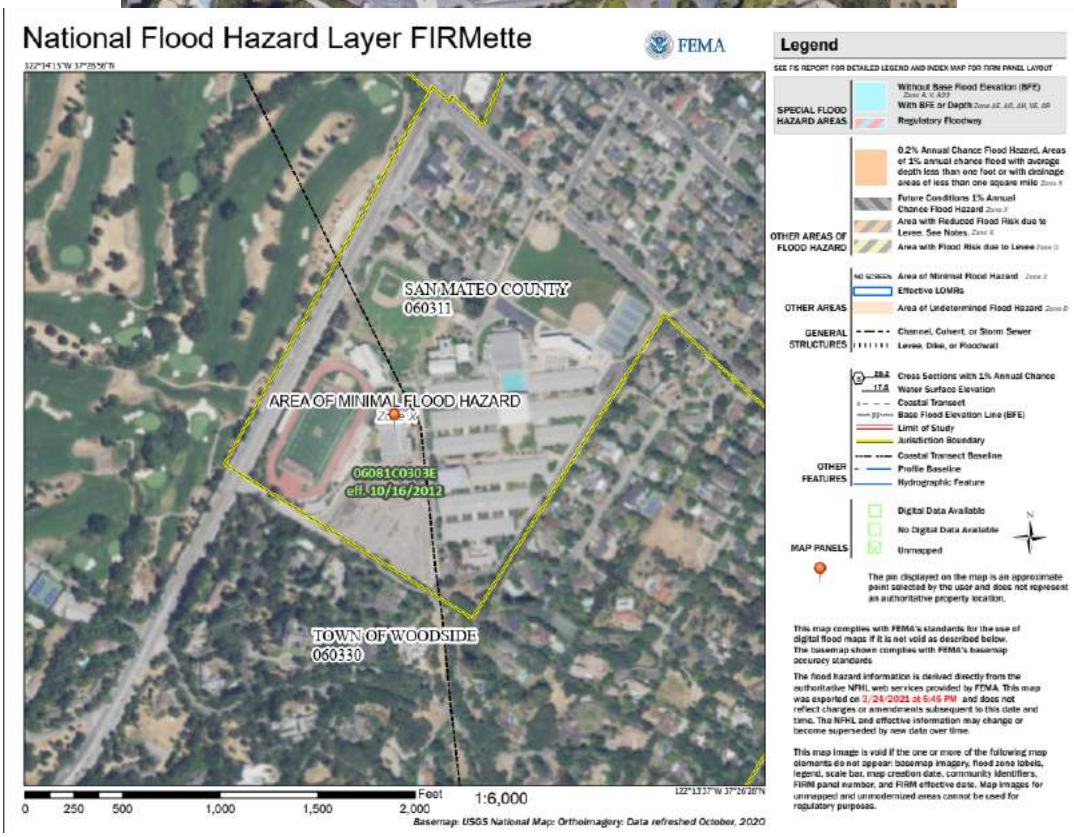

Sequoia District Adult School

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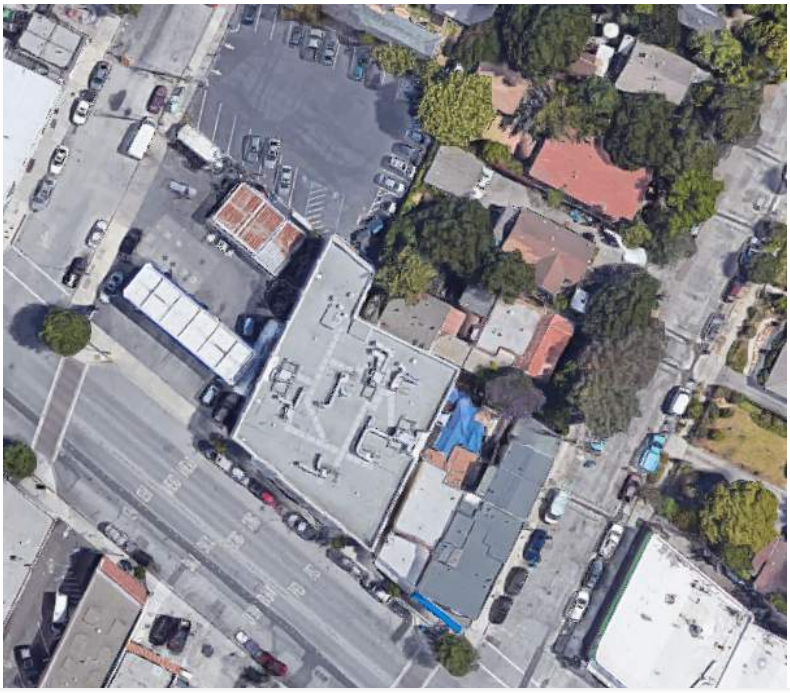

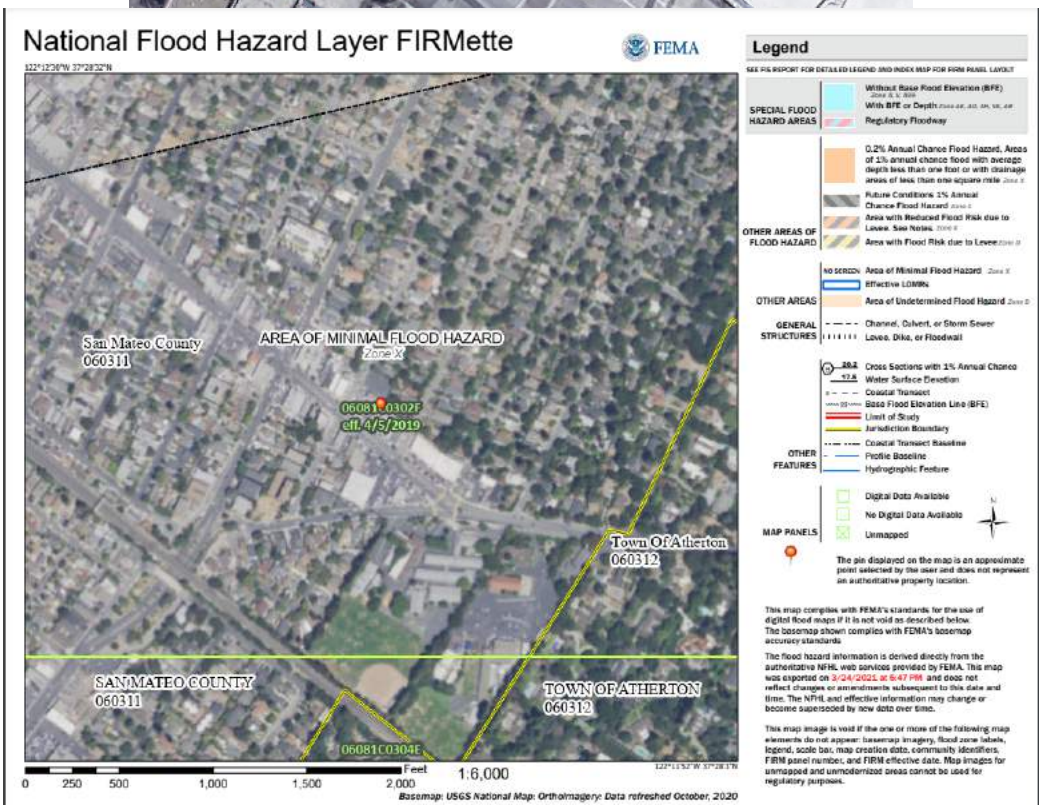

Redwood High

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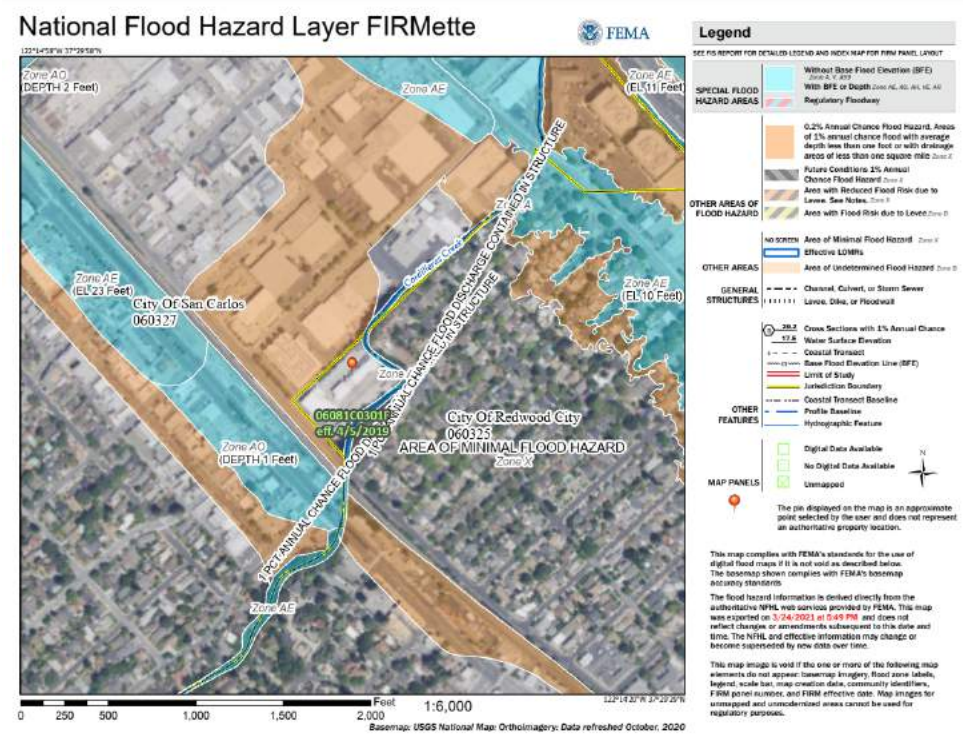

East Palo Alto Academy

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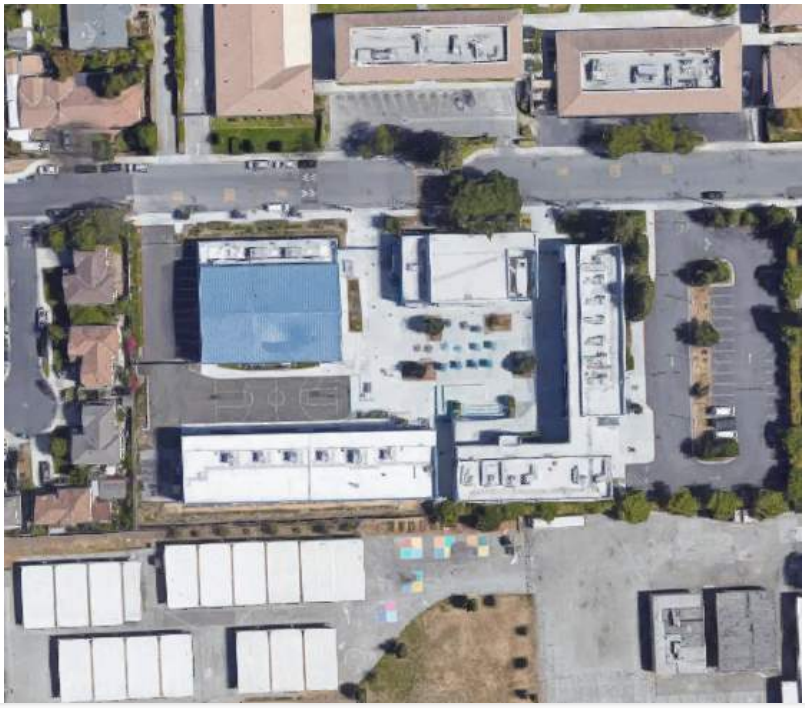

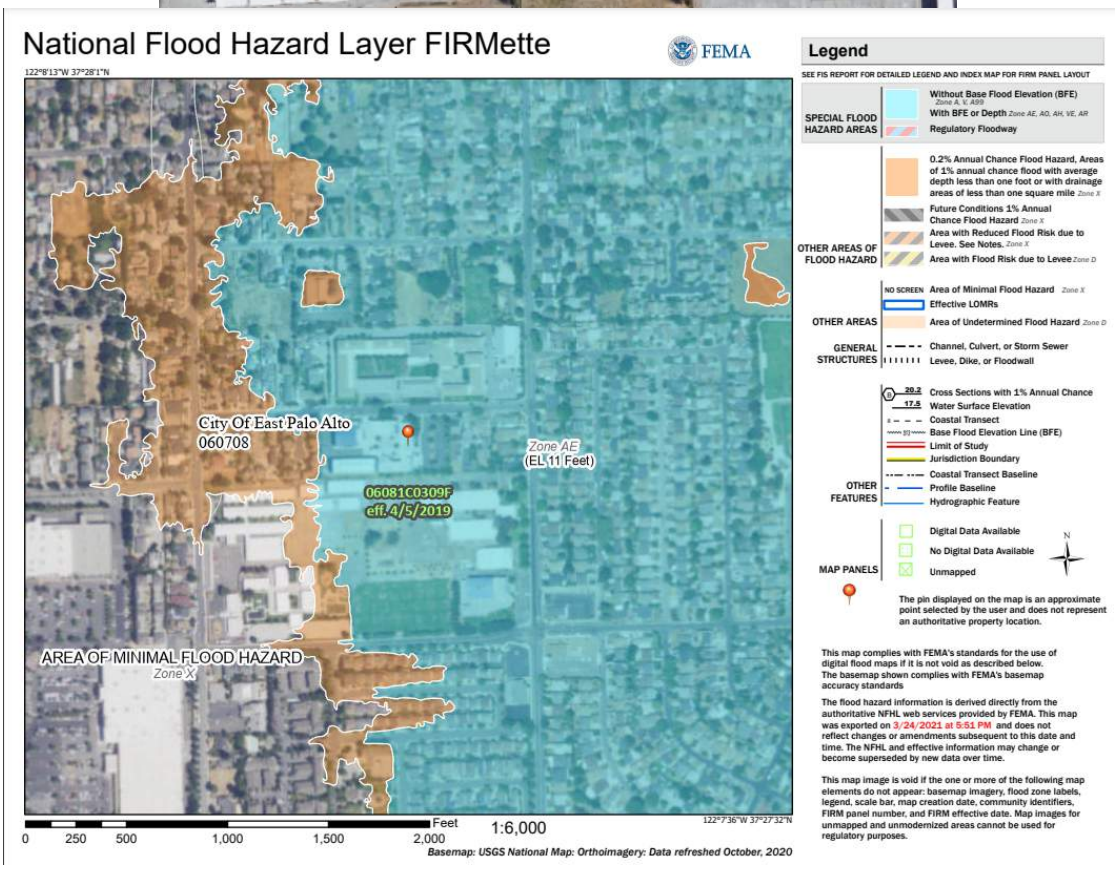

Everest Public High School

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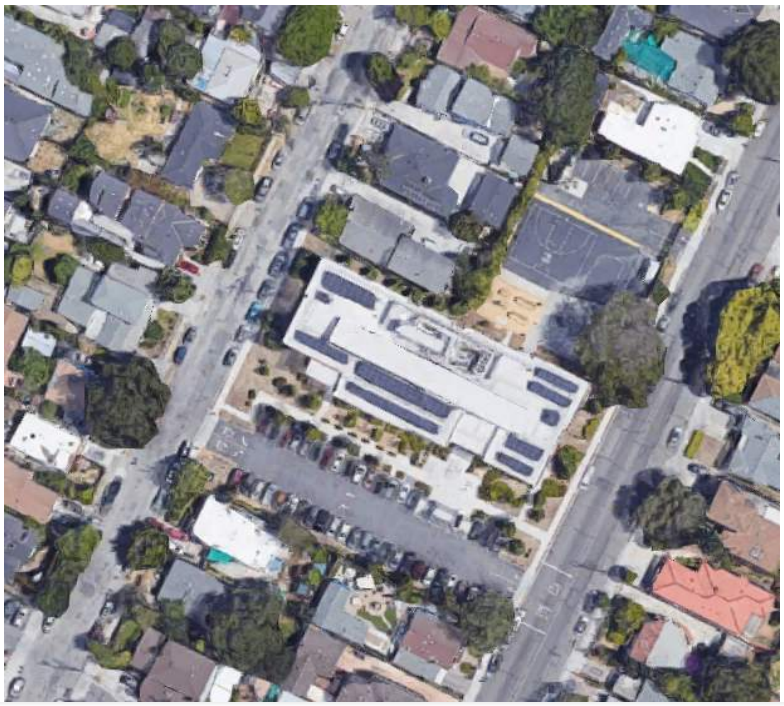

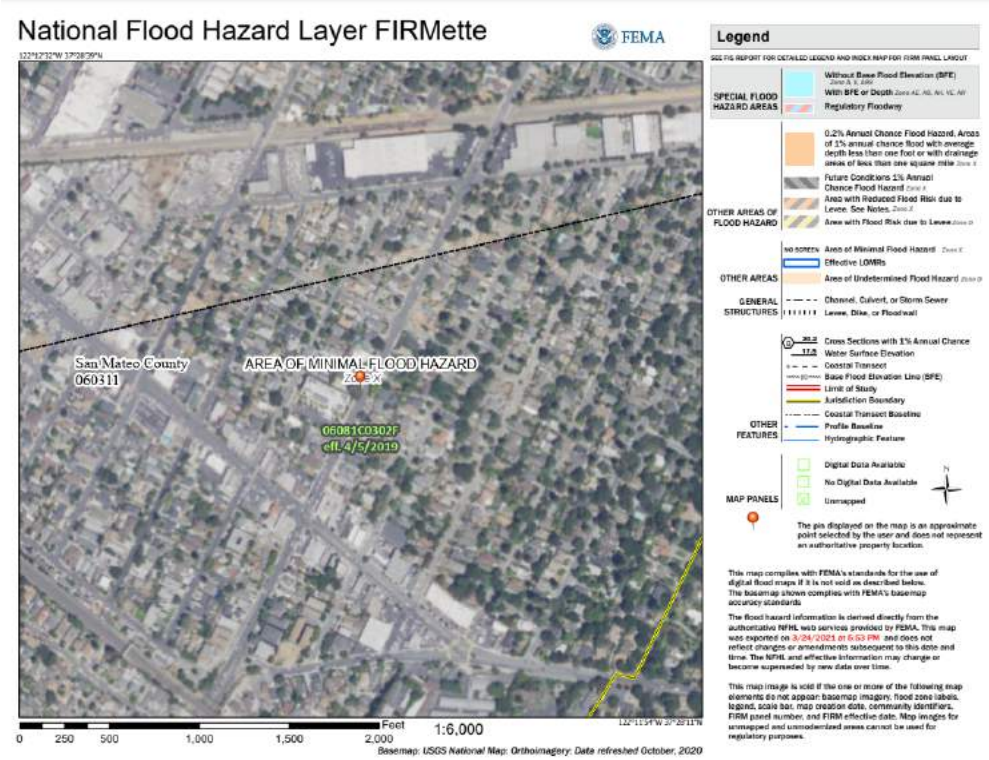

Summit Preparatory Charter High

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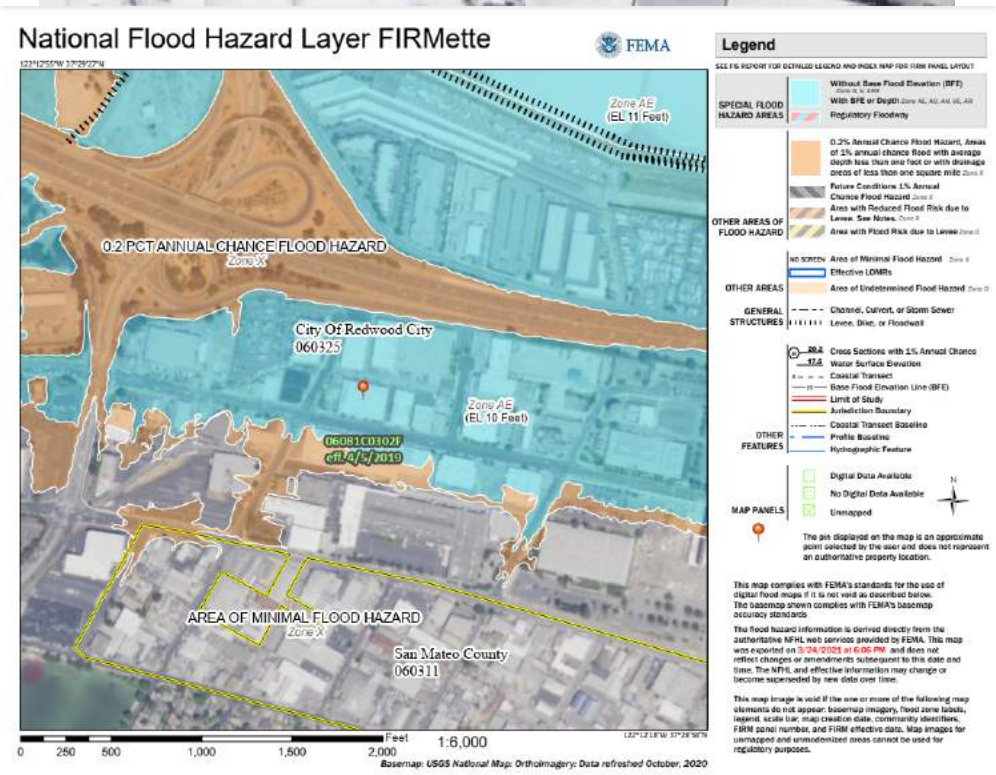

Items recommended to be completed in July

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.
- ❏ 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).