



On the Alert!

Date: February 6, 2024

Attention: ASCIP Members

Affected: Administrators, Legal, Risk Management,
Faculty & Staff

Applicability: K-12, Community Colleges & Charter
Schools

SAFEGUARDING FACILITIES FROM RAIN AND WIND DAMAGE

In anticipation of extreme weather events, including heavy rains, strong winds, and possible flooding, ASCIP recommends initiating internal emergency preparedness protocols to protect lives and property. Please take a moment to review this information with the Facilities or Maintenance & Operations team to ensure all facilities are ready for such an event.

Use this Checklist to Address Facilities Conditions Before the Storm

- Entrances into Buildings:** Evaluate entrances for potentially slippery surfaces and place runners and mats where people enter your facilities. Take precautions to prevent weather-related slip-and-fall incidents both in and outside of the premises – parking lots, sidewalks, etc. Purchase ice melt and non-slip mats and have them ready and dedicated for rainy days or icy conditions. Utilize caution signage near wet floors.
- Field Clean-Up:** Make a general inspection of the entire field/yard area for dead trees or dead limbs, yard debris, or other objects that could be blown away by storm winds. (It is important not to over-trim trees as improper pruning leaves trees more vulnerable.)
- Bare Ground:** Make sure your fields do not have large bare areas which could be sources for mudflows during a storm event.
- Drains, Downspouts and Gutters:** Make sure all drains and gutters are cleared of debris and functioning properly before the rainy season. Storm water runoff from impermeable surfaces (e.g., roofs, walkways,

blacktops) should be directed into a collection system to avoid soil saturation.

- Storm Drains:** Visually inspect nearby storm drains, before the storm season and after every rain; if the storm drain(s) or inlets are obstructed, clear the material from the drain.
- Rooftops:** Inspect building roofs, or hire a roofing contractor, to check for loose tiles/flashing, holes, or other signs of trouble requiring immediate attention.
- New Construction:** If new construction is in progress, make sure that materials are covered with secure protective material. Avoid installing finished products, such as drywall, flooring, millwork, etc., until window and door openings are closed, roof is secured, and the building is watertight. Use temporary coverings, if necessary, to help protect finished work.
- Retaining Walls:** Visually inspect all retaining wall drains, surface drains, culverts, ditches, etc. for obstructions or other signs of malfunction, before the storm season, and after every storm event.
- Slopes:** Visually inspect all sloped areas for signs of erosion, surface cracks, slumping etc.
- Follow-up and Other Concerns:** If after taking preventative steps to prepare your organization for the upcoming winter storms and you still have some concerns about slope stability, flooding, mudflows, etc., consider stockpiling sandbags and the use of plastic sheeting to further mitigate potential issues. You may also want to connect with your local fire and city authority to receive updates on storm-related conditions in your area.

Reporting a Claim

Claims can be reported using the following methods:

E-mail: claims_info@ascip.org.

Telephone: Call ASCIP at (562) 404-8029 Monday-Friday from 8:00 a.m. to 5:00 p.m.

After-hours emergency claim reporting: Call Noel Waldvogel, Claims Manager at (916) 591-3598

Please contact your ASCIP Risk Services Consultant or our Risk Services team at RM_Info@ascip.org for questions or to discuss further.