



SCHOOLS INSURANCE AUTHORITY

Attention: Risk Management, Facilities, Maintenance & Operations

Safety Bulletin- Prepare Your Campus for Winter October 2024

SIA districts have experienced large storm-related losses that could have been avoided with a little preventative maintenance. To reduce loss, we recommend the following:

- Check roofs:
 - Check for evidence of leaks.
 - Look for standing water, bubbles, or tears and cracks in roof covers.
 - Check parapet walls with your hands for bounce back. Walls should be solid, not spongy.
 - Check for gaps or broken roof flashing.
 - Clear debris on roofs and in gutters and downspouts.
 - Check gutters and downspouts for leaks and ensure they are secure to the building.
 - Consider a fresh coat of paint for weather proofing help.
 - Have a plan to respond to roof leaks
 - Stock any necessary repair materials.
 - Review tasks and responsibilities with staff.
- Visually check all storm drains and pipes for debris. Leaves, garbage, and other materials blocking the drainage systems can back up water and destroy floors and walls.
- Check shade structures and storage areas to ensure they are secure to prevent wind damage.
- Check electrical
 - Develop a plan for an electrical failure.
 - Review the correct way to turn off electrical hazards in flooding zones.
- Visually inspect window seals.
- Ensure that emergency equipment has been serviced and is properly fueled and lubricated.
 - Emergency equipment may include backup generators, wet vacs, sump pumps.
- Trim overhanging trees. Remove dead trees or dead limbs.
- If you have pipes that are exposed to cold air, interior and exterior, make sure they are fitted with proper insulation.
- Winterize sprinkler systems according to the manufacturer's recommendations. Blowing out excess water with a compressor may be the best way to prevent frozen and broken pipes.

A little preventative maintenance now can save your district thousands of dollars in deductibles and future contributions to the SIA pool.