

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:

- x Check roofs:
  - o Check for evidence of leaks.
  - o Look for standing water, bubbles, or tears and cracks in roof covers.
  - o Check parapet walls with your hands for bounce back. Walls should be solid, not spongy.
  - o &KHFN IRU JDSV RU EURNHQ URRI 5DVKLQJ
  - o Clear debris on roofs and in gutters and downspouts.
  - o Check gutters and downspouts for leaks and ensure they are secure to the building.
  - o &RQVLGHU D IUHVK FRDW RI SDLQW IRU ZHDWKHU SURR4QJ KI
  - o Have a plan to respond to roof leaks
    - f Stock any necessary repair materials.
    - f 5HYLHZ WDVNV DQG UHVSQRVLELOLWLHV ZLWK VWD•
- x Visually check all storm drains and pipes for debris . Leaves, garbage, and other materials  
EORFNLQJ WKH GUDLQDJH V\ VWHPV FDQ EDFN XS ZDWHU DQG GHV
- x Check shade structures and storage areas to ensure they are secure to prevent wind damage.
- x Check electrical
  - o Develop a plan for an electrical failure.
  - o 5HYLHZ WKH FRUHFV ZD\ WR WXUQ R• HOHFWULFDO KDJDUGV
- x Visually inspect window seals.
- x Ensure that emergency equipment has been serviced and is properly fueled and lubricated.
  - o Emergency equipment may include backup generators, wet vacs, sump pumps.
- x Trim overhanging trees. Remove dead trees or dead limbs.
- x -I \RX KDYH SLSHV WKDW DUH H[SRVHG WR FROG DLU LQWHULRU  
with proper insulation.
- x :LQWHUL]H VSULQNOHU V\ VWHPV DFFRUGLQJ WR WKH PDQXIDFWXU  
H[FHVV ZDWHU ZLWK D FRPSUHVVURU PD\ EH WKH EHVW ZD\ WR SUH

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