

# Risk Manager

Answers, resources and information to help assess and reduce risk

## Emergency Action Message

In anticipation of the pending inclement weather, CM Regent Risk Management has assembled a checklist to assist you in protecting your school district property. We have outlined some steps below and urge you to take immediate action – be sure to document what you do, take photographs, and utilize the checklist below as a guideline for your pre-inspection.

### Flooding

- Check sump pumps and back-up power systems
- Sand bag below-grade doors
- Clear drains of all debris, insure gutter extensions connected
- Remove supplies and equipment off floor in areas that have potential for flooding
- Inspect exterior sewer drains, catch basins and spillways for debris and clogging

### Wind Damage

- Secure Building – Close Windows, Doors and Univents
- Remove outdoor athletic equipment and secure
- Remove any damaged or dead limbs from trees
- Park vehicles away from trees and on high ground
- Remove any items with the potential for movement during high winds

### Roofs and Drainage Systems

- Inspect roofs prior to storm for:
  - Clogged drains
  - Clear gutters of all debris
  - Tears or damage – effect temporary repairs
- Place receptacles/buckets under ceiling areas with history of leaks

### General

- Check with your municipality for any potential utilization of school district facilities as evacuation locations
- Gather names and contact information for any restoration/remediation companies
- Document all pre-storm and post-storm property conditions with date/time stamped photos

Be sure to check for damage only after the storm event has past and only when it is safe to do so.

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For additional information or training on best practices and safety management within your school entity, please contact Director of Risk Management Sharon Orr at (866) 401-6600, ext. 7152 or [sorr@cmregent.com](mailto:sorr@cmregent.com).