

## **Tips to stay safe in the Cold**

“Tis the season,” to prepare your school for the cold weather. With plenty of snow and cold temperatures predicted for our region this winter, it is important to protect your buildings, and prepare your people for winter weather conditions, now.

### **Protect Your Facilities and Grounds:**

1. Inspect all buildings regularly
2. Close all doors, windows and outside dampers
3. Arrange for snow and ice removal, including the roof
4. Inspect playground equipment daily. (if equipment is covered with ice or the surface material is frozen—the playground should be closed)

### **Protect Your Pipes and Heating Systems:**

1. Inspect pipes regularly and identify those in unoccupied/unheated areas.
  - a. Attics and crawl spaces
  - b. Stairways
  - c. Areas above drop ceilings and below false floors
2. Pipes in unheated areas should be drained or provided with temporary heating.
3. Identify all control and sectional isolation valves for gas, water, sprinklers and electrical circuits.
4. Appropriate freeze protection should be provided for interior and exterior roof-drain downspouts. (Heat tape or tracing can be used to ensure downspouts do not become plugged with ice.)
5. Override the heating system to maintain daytime temperature settings during nights, weekends and holidays, when periods of freezing temperatures are expected. Maintain a minimum building temperature of 40 degrees Fahrenheit.

### **Protect Your People:**

1. Limit exposure during periods of freezing temperature.
2. Dress appropriately for the weather conditions (frostbite can occur on exposed skin in less than 10 minutes)
3. Know the signs of frostbite and hypothermia:
  - a. Loss of feeling and a white or pale appearance in fingers, toes, ear tips and tip of the nose

- b. Shivering, exhaustion, confusion, fumbling hands, memory loss, slurred speech and drowsiness.
- c. If any of these signs are exhibited, seek medical care immediately.

For additional information or training on winter weather hazards, please contact Sharon Orr, Director of Risk Management at (866) 401-6600 x7152 or [sorr@cmregent.com](mailto:sorr@cmregent.com)