



On The Alert!

Date:	March 20, 2020
Attention:	ASCIP Members
Affected:	All School Facilities
Applicability:	K-12, Charter Schools and Community College Districts

Protecting Vacant Schools During COVID-19 Closure

With schools and colleges closed due to the Coronavirus Pandemic, there are increased property risks due to fire, water damage and weather-related damage. Additionally, this is an opportune time for a wide range of crimes to occur - vandalism, arson, theft of contents, sprinkler units and copper or other metals, etc. ASCIP offers the following tips to reduce loss and protect vacant properties.

Tips to Prevent and Protect Against Crimes on Property

1. Conduct frequent, regular “walk-through” inspections of the vacant property at different times of the day to note any changes. Weekly, more thorough inspections are recommended.
2. Keep cameras, alarms, and fire prevention devices in service - intrusion detection, sprinkler, fire, and smoke.
3. Secure all perimeter doors and windows with deadbolt locks.
4. Store computers, cameras and other electronics in a secured location where they are not visible through windows and are not easily accessible.
5. All money and checks should be secured in a locked location or safe. Do not store large amounts of cash in safe.
6. Maintain exterior and interior motion or timed lighting.
7. Remove/relocate any debris or hazardous materials from the site, including unnecessary combustibles, pollutants, or chemicals.
8. Electrical equipment and utilities not necessary for protection or security should be turned off.
9. Suspend mail and delivery services.
10. Ask the local police department to include your school or facility in a night tour if you notice any vandalism, attempts at entry into a building or experience any break-ins.
11. Notify neighbors, any alarm company, and local authorities, including police and fire departments, that your building is unoccupied. Provide them with updated emergency contacts.

Tips to Prevent and Minimize Weather-Related Damage to Buildings

1. Check rooftop flashings and penetrations to ensure a tight, leak-free seal.
2. Check exterior window caulking and seals to ensure a leak-free seal.
3. Clear leaves and other obstructions from gutters, scuppers and down spouts.
4. Clear all surface drains and runoff channels of leaves and other obstructions.
5. Check all grade-level exterior door thresholds to ensure that rubber seals are in good condition.
6. After rains, be sure to look for leaks or water intrusions.

In the event that your District sustains property damage, please contact Noel Waldvogel, Claims Manager at (916) 245-3523 or email to claims_info@ascip.org.

Please contact your ASCIP risk services consultant at (562) 404-8029 to discuss further.