

PREVENTATIVE MEASURES FOR EXTREME WEATHER CONDITIONS

FROST DAMAGE

- Check there is sufficient fuel to keep the heating system running throughout the closure period.
- Listen to weather forecast.
- Visit buildings frequently.
- Do not switch the boiler controls to “Off” use the holiday setting.
- If there are prolonged sub-zero temperatures run heating systems in all buildings as for normal occupancy, for a minimum of 4 hours per day.
- Do not switch the electricity off at the mains and distribution boards.
- Keep all windows and doors closed.
- Open trap doors to roof spaces to enhance warm air circulation.
- Turn off water supply to temporary classrooms.
- Contact the Emergency Helpline if required.
- Keep a copy of this document at your premises and also at your home.
- Identify the locations and know how to operate the following:
 - Mains water and heating valves
 - Water storage tank
 - Fuel tank and fuel contents gauge
 - Mains electrical and sub-mains switch boards
 - Boiler and heating control panels
 - Frost protection Systems

FLOODING

- Stop or reduce the flow of water.
- If electrical lighting or other equipment becomes wet – turn off supply at distribution board.
- Consider temporary repairs.
- Contact the Emergency Helpline if required

STRUCTURAL DAMAGE

- Visit premises after storms. If safe, inspect and report any structural damage to the Emergency Helpline if required.