



1. Protect your school

Keep storm drains, catch basins, and culverts clear	☐
Check roofs, gutters, and downspouts for blockages	☐
Inspect basements, mechanical rooms, low entrances, and portables	☐
Move valuables and critical equipment off the floor	☐
Relocate vehicles and high-value contents from high-risk areas	☐
Store chemicals and hazardous materials above flood level	☐
Test sump pumps, alarms, and backup power	☐
Mark and confirm utility shut-off locations	☐
Close backflow valves where installed	☐
Pre-position sandbags and temporary flood barriers	☐

2. Be ready to respond

Monitor Alberta emergency alerts and weather warnings	☐
Identify schools and buildings most at risk of flooding	☐
Activate the flood response and communication plan, including for staff and students	☐
Assign decision-makers for closure, evacuation, and response	☐
Ensure there is dedicated response personnel in place and on call	☐
Confirm contractors, pumps, PPE, tarps, and sandbags are available	☐
Prepare to safely shut down utilities if needed	☐
Document conditions and damage with photos and notes	☐
Contact Marsh, ARMIC, and ClaimsPro (See contact details below)	☐
Practice flood response and communication plans	☐

Who to contact during a wildfire incident?

Claire Jose claire.jose@marsh.com 403.542.7698 (mobile)
Cassandra Williamson cassandra.williamson@marsh.com
 780.235.5602 (mobile)
David Laschuk david.laschuk@marsh.com 780.917.5276
Shekar (Shay) Velu shekar.velu@marsh.com 780.917.5298

After Hours Emergency Contact:

1-855-627-7454 or
calgary.claims@marshcanadaclaims.com
 also cc: Cassandra Williamson and Claire Jose
1-888-235-2447 (24/7) or claimcentre@claimspro.ca or
Michael Buzzeo michael.buzzeo@claimspro.ca 403-209-4313

About Marsh Risk

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