

February 23, 2016

**DIVISION MEMORANDUM**

No. **040 s. 2016**

**CREATION/RECONSTITUTION OF THE SCHOOL DISASTER RISK  
REDUCTION AND MANAGEMENT (SDRRM) COMMITTEE**

To: Chiefs, Curriculum Implementation Development (CID) and SGOD  
Public Schools District Supervisors/Coordinating Principals  
All Elementary and Secondary School Heads  
All Teachers, Public and Private Schools

1. In consonance with Republic Act No. 101021, *re: Philippine Disaster Risk Reduction and Management Act of 2010*, and DepEd Order No. 21, s. 2015 *re: Disaster Risk Reduction and Management Coordination and Information Management Protocol*, all schools are hereby directed to form/reconstitute their School Disaster Risk Reduction and Management (SDRRM) Committee to spearhead the conduct of Disaster Risk Reduction/Climate Change Adaptation (DRR/CCA)-related programs/projects/activities in their respective schools.

2. The composition of the SDRRM Team shall be aligned with DepEd's DRRM Framework (DepEd Order 37, s. 2015) incorporating the Four Thematic Areas of DRRM which are; Prevention and Mitigation, Preparedness, Response, and Rehabilitation. Attached is the Information Management Protocol and the suggested Roles and Functions of the School DRRM Team Composition, for information and guidance.

3. Submission of the list of SDRRM team members shall be on March 7, 2016 for SY 2016-2017. You may submit it thru email at [nerissa.barbosa@deped.gov.ph](mailto:nerissa.barbosa@deped.gov.ph).

4. Immediate dissemination, cooperation and compliance of all is desired.

**FEDERICO P. MARTIN, Ed.D., CESO VI**  
OIC, Schools Division Superintendent

References: Republic Act 10121  
DepEd Order 21, s. 2015  
DepEd Order 37, s. 2015

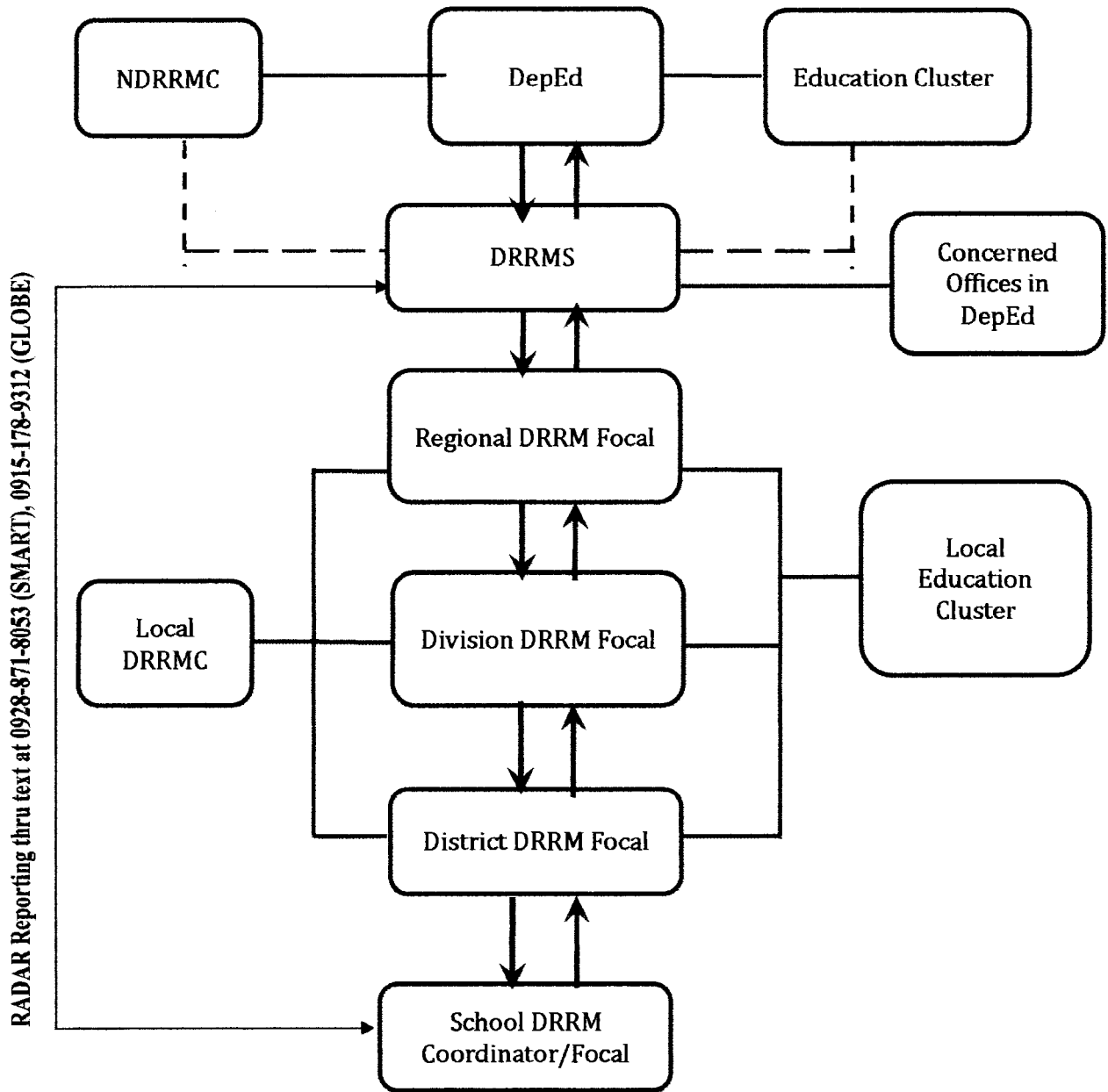
To be included in the Perpetual Index under:

COMMITTEE

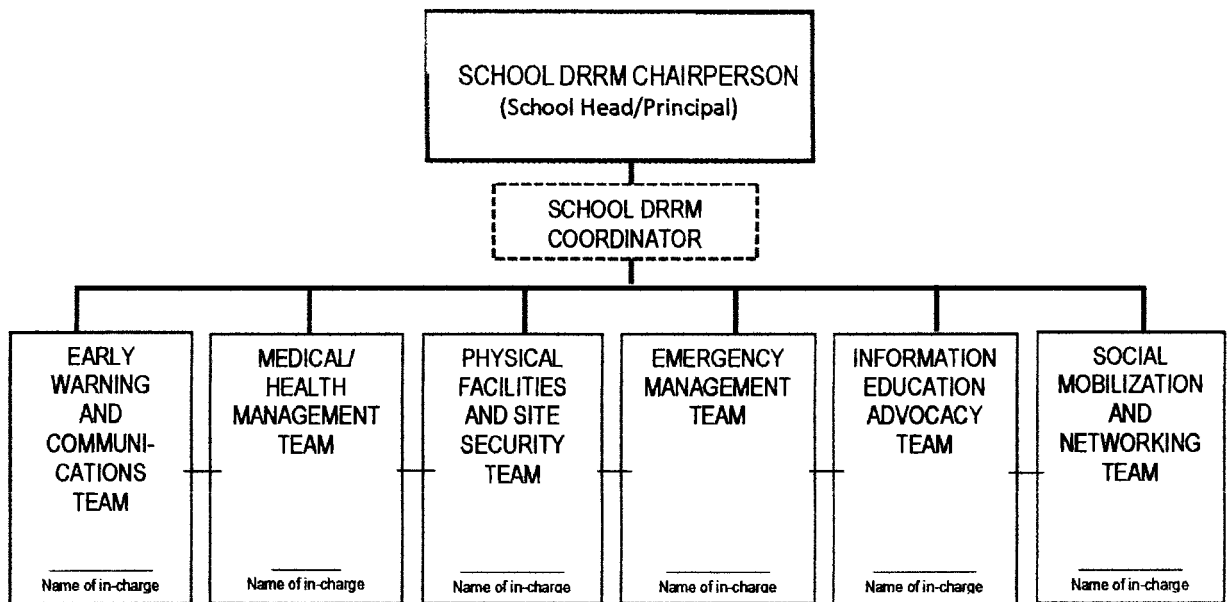
POLICY

SCHOOL

A. INFORMATION MANAGEMENT AND COORDINATION PROTOCOL



## B. STRUCTURE OF THE SCHOOL DRRM COMMITTEE



### 1.0 ROLES AND RESPONSIBILITIES

#### 1.1 School DRRM Coordinator/Chairperson

The School Head may serve as the school DRRM Coordinator but shall appoint an alternate among other school personnel to assist in the implementation of DRRM. The following are his/her roles and responsibilities in order to establish a culture of safety in the school (DepEd Order 21, s. 2015):

- a. Acknowledge receipt of advisories and reminders from the SDS and/or the SDO DRRM Coordinator, and the local DRRMC;
- b. Spearhead the conduct of multi-hazard drills and other disaster prevention, mitigation and preparedness activities in school;
- c. Ensure conduct of an annual student-led risk identification and mapping (DepEd Order 23, S. 2015);
- d. Communicate notable result results of risk assessment and other disaster preparedness activities to the SDO;
- e. Serve as the point person for collaborations and coordination with local DRRM Council and other partner organizations;
- f. Ensure availability of baseline data of the school;
- g. Spearhead relevant and necessary capacity building activities for the school;
- h. Report to the SDO any hazard affecting the school operations such as flood, conflict, fire, among others;
- i. Submit situation reports and provide real-time updates to the SDO;
- j. Accomplish and submit Rapid Assessment of Damages Report (RADaR) within 72 hours after any hazard or emergency via SMS;
- k. Immediately contact via text, the Schools Division Office thru the SDS or the Division DRRM Coordinator once the school is identified/used as evacuation center;
- l. Track and report the progress of recovery and rehabilitation initiatives to the SDO;
- m. Report and update the SDO on the demobilization of evacuation centers in schools.

### 1.2 Early Warning and Communications Team

The School DRRM Coordinator-alternate shall serve as the lead in early warning and communications team. Suggested Team Members are; ICT Coordinator, PTA President/PIO, SSG/SPG President/PIO.

Roles and Responsibilities:

- Posting of updated emergency numbers in the designated DRRM Bulletin Board;
- Acknowledge receipt of advisories and reminders from Division DRRM Focal Person/Local DRRMC; and disseminate same information ASAP to the school personnel, students and parents, thru the PTA Officers;
- Inform and coordinate with Local DRRMC counterparts when school is used as Evacuation Center;
- Report immediately to DepEd-DRRMS (thru text # 0928-871-8053 (smart), 0915-178-9312 (globe) damages incurred by the school during emergencies/calamities, copy furnished Division DRRM Coordinator (text # 0999-889-2993);
- Perform other related functions.

### 1.3 Medical/Health Management Team

The Team may be lead by the School Nurse or the Red Cross Youth (RCY) Adviser. Team members are: Guidance Counselor/designate, Child Protection Committee (CPC) Faculty member, LINK Club Adviser, RCY officers/leaders:

Roles and Responsibilities:

- Initiate conduct of Physical and Psycho-social First Aid Trainings for school personnel, in coordination with partner agencies/organizations;
- Lead in discussing the Child Protection Policy in the classrooms, at least every semester;
- Conduct health lectures;
- Inspect storage and handling of food and drinking water in the school and when school is used as evacuation center;
- Oversee prudent use of medicines;
- Prepare basic survival kits and ready for use when needed;
- Manage selection of first aid or medical treatment areas in shelter and elsewhere, as required;
- Administer basic first aid to injured personnel/students;
- Coordinate with proper organization for assistance in the event that the incident/injuries are beyond their capacity;
- Supervise emergency first aid or medical self-help operations within the school during an emergency;
- Coordinate with SDO, LDRRMC and partner organization the conduct of PSS to affected students/personnel;
- Does other related functions.

### 1.4 Physical Facilities and Site Security Team

This team is involved in securing the safety of the school buildings, the school premises, electrical wirings, and the like.

The Property Custodian, Supply Officer-designate, or the School Physical Facilities Coordinator may lead the team. The others may serve as members, together with BSP/GSP Advisers, BSP/GSP student members, PTA Officers (President, Sergeant-at-arms, etc.).

Roles and Responsibilities:

- Check and ensure no stray animals that may cause harm to school personnel and students:

- Facilitate/coordinate fencing of school premise for security reasons;
- Recommend construction of ramps for PWDs, and availability of pedestrian crossing if school is near the road;
- Regularly check power switches, electrical wirings, gas valves, and the like;
- Computers and other electrical equipment are unplugged prior to
- Putting up of signages (i.e. warning signs, caution) on identified hazard-prone areas in the school;
- Ensure security guard/watchman is at his post;
- Ensure availability of fire extinguisher in conspicuous places;
- Prune trees especially those adjacent to buildings and along electrical post;
- Secure roof beams with wires or heavy duty ropes;
- Board up jalousies and windows with plywood or other secure material;
- Secure all on-going construction projects including supplies and materials;

### 1.5 Frontline Responders Team

This team comprises of those in-charge (or their designated alternate) from the other teams and are expected to report in the school during emergencies/calamities. They shall perform the functions expected of them as representative of their teams and to activate the other members of their respective teams, depending on the scale of emergency.

### 1.6 Information Education Advocacy (IEA) Team

The School Paper Adviser may serve as the one in-charge of the IEA Team and leads in conceptualizing information education advocacy activities on DRRM/Climate Change Adaptation. Members are: YES-O Adviser, NGP Coordinator, Gulayan sa Paaralan Coordinator, and the like.

Roles and Responsibilities:

- Lead the conduct of Annual Student-Led Hazard Mapping;
- Conduct tree planting activities (i.e. NGP, Adopt-a-forest/tree);
- Maintain the Gulayan sa Paaralan and use as avenue for students' learning;
- Initiate monthly activities for students related to DRR/CCA aligned with monthly celebrations;
- Perform other related functions, as needed.

### 1.7 Social Mobilization and Networking Team

The School Adopt-a-School (ASP), Coordinator in partnership with the PTA President, may lead the Team. Members are: RCY, BSP/GSP, other PTA Officers, Property Custodian, Supply Officer.

The main function of the Team is to look for possible partners/linkages that could provide assistance to the school's needs such as;

- Source out funding for repair of damaged school facilities, equipment, or school supplies;
- Source out funding for procurement of first aid equipment/kits;
- Coordinate availability of transportation when needed, especially during emergencies;
- Look for donors who could provide IEC materials for students;
- Does other related functions, as needed.