



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF BENGUET**  
Wangal, La Trinidad, Benguet, 2601



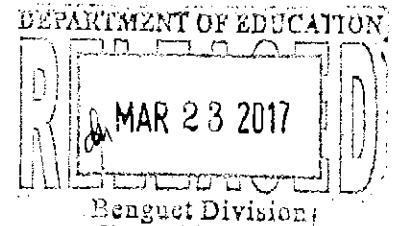
March 10, 2017

**DIVISION MEMORANDUM**

No. **050**s. **2017**

**CONDUCT OF SCHOOL-BASED FIRST QUARTER EARTHQUAKE  
AND FIRE DRILLS, CY 2017**

To: Public Schools District Supervisors/Coordinating Principals  
District DRRM Coordinators  
Elementary and Secondary School Heads  
School DRRM Coordinators  
Public and Private Schools



1. Pursuant to DepEd Order 48, s. 2012, *Quarterly Conduct of the National School-Based Earthquake and Fire Drills*, and DepEd Order 28, s. 2016, *Strengthening the Fire Safety and Awareness Program*, all schools within the ambit of this division, are expected to conduct their First Quarter Earthquake and Fire Drills anytime this March 2017.
2. This activity aims to generate the highest level of awareness among the public on Disaster Risk Reduction concerns and to assess the capacity level of the school and the community in the eventuality of disasters and emergencies.
3. All public and private schools are enjoined to prepare and/or update the following minimum requirements prior to the conduct of said activity:
  - a. School Site Development Plan;
  - b. School DRRM Committee;
  - c. Identification of high risk areas inside the school (properly and permanently labelled);
  - d. Emergency Preparedness Evaluation and Contingency Plan; and
  - e. Communication and Coordination Plan with the LGUs and Local DRRMOs.
4. Attached are pertinent information that may serve as guide in the conduct of said activity.
5. Submission of Post-Activity Report with photo-documentation is expected on or before March 29, 2017 for consolidation and submission to higher offices (PDRRMO, OCD-CAR, DepEd-CAR).
6. Immediate dissemination, cooperation and compliance of all is desired.

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

References: as stated

To be included in the Perpetual Index under:

ACTIVITIES    ADVOCACY    DRRM    POLICY    SCHOOL



Stage 4: Actual Conduct of an Earthquake Drill

PHASES OF AN EARTHQUAKE DRILL

Phase 1. Alarm

During the drill, the 1-minute alarm indicates earthquake or shaking.



Sample siren used during an earthquake drill

Phase 2. Response

While the alarm is ongoing, everyone should perform "duck, cover and hold". Remain in this position until the "shaking" stops.



Take cover under a sturdy table and hold to your cover until the shaking stops



Use a book to cover your head



Hide under an armchair

Phase 3. Evacuation

As soon as the shaking stops, immediately evacuate the school building and proceed to identified evacuation areas using the pre-determined routes guided by the class marshal or teacher.



Phase 4. Assembly

At the designated evacuation area, students must be grouped together according to the class where they belong.



Phase 5. Head Count

Teachers should check and make sure all students are accounted for.



Phase 6. Evaluation

The over-all coordinator will announce the termination of drill or "All clear".

An evaluation of the drill must be conducted to identify problems encountered during the drill and how these can be improved in future earthquake drills.

Observers will give their comments and suggestions when all are gathered in the evacuation areas.

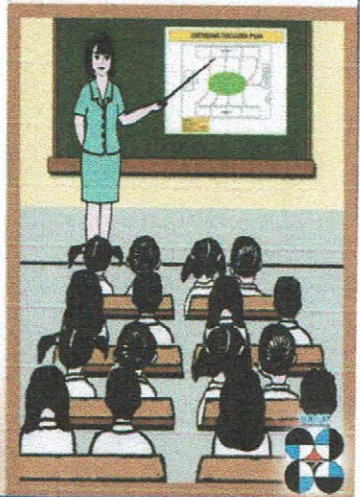
WHEN IS THE TIME TO EVACUATE?

After a very strong earthquake wherein you lose balance or could not stand, and heavy objects and furniture start to be moved or shifted.

As need arises or as declared by authorities.

HOW TO CONDUCT AN EARTHQUAKE DRILL IN SCHOOL

Primer for Teachers



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STAGES OF AN EARTHQUAKE DRILL

Stage 1: Planning

Form a **School Disaster Risk Reduction and Management Committee (SDRRMC)**

- ✔ Over-all coordinator
- ✔ First Aid Team
- ✔ Fire-Safety Team
- ✔ Communication Team
- ✔ Building safety Inspection Team
- ✔ Evacuation Team
- ✔ Site Security Team

Prepare an **EMERGENCY SUPPLY KIT**

Basic items inside the supply kit:

1. First aid kit (alcohol, bandages, absorbent cotton, gauze, elastic bandage, adhesive plaster, medicine, tweezers)
2. Food
3. Bottled water
4. Flashlights and batteries
5. Plastic (batheys) (optional)
6. Lights and matches
7. Whistle
8. Knife
9. Blankets and spare clothes
10. Rope - at least 7 meters long
11. Toilettes
12. Pen and paper
13. Emergency contact numbers
14. Cash



SDRRMC should

- ✔ Have the yearly update on information of school population
- ✔ Prepare the most recent school map
- ✔ Prepare the building floor plan of each building

SDRRMC should conduct a **SCHOOL WATCHING EXERCISE**

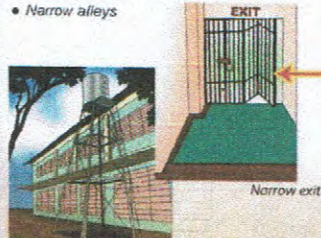
- ✔ Observe safe and unsafe zones
- ✔ Suggest corrections for improvements
- ✔ Assess the structural integrity of the building/s
- ✔ Assess if the school location is tsunami prone

Good practices and safe zones:

- ✔ Swing out door
- ✔ Wide corridors
- ✔ Wide open space for evacuation
- ✔ Emergency exits
- ✔ Public alarm system

Some of the unsafe zones:

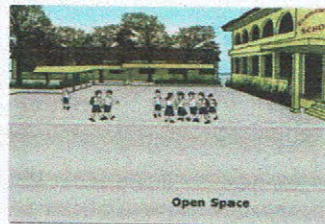
- Windows and glass panes
- Book shelves, machinery, cabinets and furniture that may topple or slide
- Narrow alleys



Avoid passing near Water tank

Stage 2: Developing the Earthquake Evacuation Plan

Use all available **OPEN SPACES** nearest to the building



Open Space

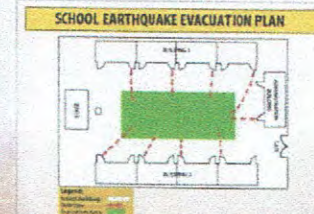
Determine if there is sufficient open space for all, set a buffer zone from the building

$$\text{Length} \times \text{width} = \text{area}$$

(how many students? / 1 square meter)

Consider the number of students in each building (per session)

Make sure that evacuation route will not expose the students to additional hazards



Stage 3: Orientation Prior to the Conduct of an Earthquake Drill

A. Preparations

1. Conduct of lectures about earthquake
2. Conduct classroom hazard observation activity
3. Introduce evacuation plan
4. Introduce assigned evacuation area
5. Post the school evacuation map in every classroom
6. Assigned student in-charge of making sure the door is open during shaking
7. Assign observers and evaluators who will give comments and suggestions
8. Inform the neighborhood about the drill
9. Check available alarm system
10. Assign class marshal
11. Take note of persons with disability (PWD), pregnant and elderly and identify their locations for evacuation
12. Assign marshals to assist the PWD, pregnant and elderly during evacuation

B. Protect yourself

What to do **DURING** an earthquake

- ✔ DUCK, COVER and HOLD
- ✔ Watch out for falling objects
- ✔ Keep calm and don't panic



Keep away from glass window and heavy shelves





**GUIDELINES ON STRENGTHENING THE FIRE SAFETY  
AND AWARENESS PROGRAM (FSAP)**

**I. Rationale**

The Department of Education (DepEd), due to the threat of fire to the safety of learners and personnel and the possible effects to school properties, is enhancing the Fire Safety and Awareness Program (FSAP) of schools instituted through DepEd Order Nos. 72, s. 2012 and 13, s. 2013. The issuance shall provide the specific roles and responsibilities of DepEd in terms of the FSAP to ensure proper monitoring and evaluation of the program and facilitate compliance of school to the Fire Code.

**II. Scope of the Policy**

This issuance aims to define the roles and responsibilities of DepEd at all levels and create monitoring and evaluation mechanisms. This is also in support to the partnership with the Department of Interior and Local Government (DILG), through the Bureau of Fire Protection (BFP), for the purpose of implementing a sustainable program on fire safety for schools (please see Annex A).

**III. Definition of Terms**

For purposes of this Order, the following terms are defined/understood as follows:<sup>1</sup>

- a. **Fire.** The active principle of burning, characterized by the heat and light of combustion.
- b. **Fire Code.** The standard fire prevention and safety measures prescribed in Republic Act No. 9514, also known as the "*Fire Code of the Philippines of 2008*".
- c. **Fire Safety.** The prevention and suppression of all kinds of destructive fires.

**IV. Policy Statement**

The DepEd Order hereby establishes the roles, responsibilities, and monitoring and evaluation mechanisms of the FSAP described in this Order which or when applied, should ensure the safety of all learners and personnel, the protection of school properties, and the promotion of a supportive, safe and effective learning environment.

**V. Procedures**

Table 1 provides for the Roles and Responsibilities of the relevant offices to this issuance. This also includes the reporting protocol from the school to the central office. All expenses related to the implementation and monitoring of this program shall be charged against their respective MOOEs.

The four (4) main initiatives of the program are as follows:

- a. School Fire Safety Plan;
- b. Fire Safety Inspection;
- c. Fire Drills and Fire Safety Lectures for School Personnel; and,
- d. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel. It is also highly encouraged to conduct the said drills with other hazards (e.g. earthquake, flood, etc.).

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<sup>1</sup>All terms are adapted from RA No. 9514.

**Table 1: Roles and Responsibilities Matrix**

<b>School Fire Safety Plan</b>			
<p>Develop a School Fire Safety Plan which consists of the following:</p> <ul style="list-style-type: none"> <li>• identification of fire related hazards;</li> <li>• elimination or reduction of the hazards; and</li> <li>• physical fire precautions and management arrangements necessary to ensure the safety of students and personnel in the school premises.</li> </ul> <p>Please see Annex B for the School Fire Safety Measures that should be included in the School Fire Safety Plan.</p>	<p>Consolidate schools' Fire Safety Plan and send to respective regional office (through the regional DRRM Coordinator)</p>	<p>Consolidate division reports and send to central office (through the DRRMS)</p>	<p>Consolidate regional reports and send to BFP, DILG, and DepEd Management and other offices</p>
<b>Fire Safety Inspection</b>			
<p>Accommodate BFP inspectors during Brigada Eskwela Week and Semestral Break for the conduct of fire safety inspection</p> <p>Identify within one month from receipt of results of inspection the options and plan of action to address violations/deficiencies which should not be limited to procurement of equipment (e.g. fire extinguishers)</p> <p>Submit reports to respective division office (through the Division DRRM Coordinator) regarding:</p> <ol style="list-style-type: none"> <li>1. violations/deficiencies noted during inspection;</li> <li>2. recommendations from BFP; and,</li> <li>3. options and plan of action identified by the school to address violations/deficiencies</li> </ol> <p>Address violations/deficiencies noted during BFP inspection</p>	<p>Provide local BFP with a list of all public elementary and secondary schools for fire safety inspection</p> <p>Monitor completion of fire safety inspection of all schools</p> <p>Consolidate BFP's schools assessment results and schools' plan of action and send to respective regional office (through the regional DRRM Coordinator)</p>	<p>Monitor completion of fire safety inspection of all divisions</p> <p>Consolidate division reports and send to central office (through the DRRMS)</p>	<p>Closely coordinate with BFP for the crafting of guidelines for the fire safety inspection and the schools' compliance with the recommendations which should not be limited to purchase of equipment (e.g. fire extinguishers)</p> <p>Closely coordinate with BFP for the crafting of alternative ways for schools to address the violations/deficiencies while pending compliance with the requirements of the Fire Code</p> <p>Monitor completion of fire safety inspection of all regions</p> <p>Consolidate regional reports and send to BFP, DILG, and DepEd Management and other offices</p> <p>Develop a comprehensive plan that provides options to address the violations/deficiencies raised in the BFP assessment results. Such options should not be limited to purchase of equipment and should provide alternative ways of addressing the violations/deficiencies.</p>

**Table 1: Roles and Responsibilities Matrix**

				Provide funding support to schools in complying with BFP assessment results, when necessary and subject to the availability of funds. Provide assistance to regions, divisions and schools in addressing violations/deficiencies noted during BFP inspections	
		Consolidate implementation of schools' plan of action and send to respective regional office (through the regional DRRM Coordinator)	Consolidate division reports and send to central office (through the DRRMS)	Consolidate regional reports and send to BFP, DILG, and DepEd Management and other offices	
<b>Fire Drills and Fire Safety Lectures for School Personnel</b>					
Coordinate with BFP for the conduct of the fire safety lectures and drills for all teaching and non-teaching personnel	Monitor completion of fire safety lectures and drills for all teaching and non-teaching personnel of all divisions	Monitor completion of fire safety lectures and drills for all schools non-teaching personnel of all schools	Monitor completion of fire safety lectures and drills for all teaching and non-teaching personnel of all divisions	Monitor completion of fire safety lectures and drills for all teaching and non-teaching personnel of all regions	
Submit reports to respective division office (through the Division DRRM Coordinator) regarding the conduct of the fire safety lectures and drills for all teaching and non-teaching personnel	Consolidate school reports and send to respective regional office (through the regional DRRM Coordinator)	Consolidate school reports and send to respective regional office (through the regional DRRM Coordinator)	Consolidate division reports and send to central office (through the DRRMS)	Consolidate regional reports and send to BFP, DILG, and DepEd Management and other offices	
<b>Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel</b>					
Coordinate with BFP for the quarterly conduct of the fire safety lectures and drills for all learners and teaching and non-teaching personnel	Monitor completion of fire safety lectures and drills for all learners and teaching and non-teaching personnel of all schools	Monitor completion of fire safety lectures and drills for all learners and teaching and non-teaching personnel of all schools	Monitor completion of fire safety lectures and drills for all learners and teaching and non-teaching personnel of all divisions	Monitor completion of fire safety lectures and drills for all learners and teaching and non-teaching personnel of all regions	
Submit reports to respective division office (through the Division DRRM Coordinator) regarding the conduct of the fire safety lectures and drills for all learners and teaching and non-teaching personnel	Consolidate school reports and send to respective regional office (through the regional DRRM Coordinator)	Consolidate school reports and send to respective regional office (through the regional DRRM Coordinator)	Consolidate division reports and send to central office (through the DRRMS)	Consolidate regional reports and send to BFP, DILG, and DepEd Management and other offices	

**VI. Monitoring and Evaluation**

**A. For DepEd**

The timeline of activities and timeline of reporting of schools, divisions, and regions which are based on the DepEd school year and not calendar year is in Table 2 while the prescribed templates for reporting are in Annex C. To facilitate efficient reporting, schools, divisions, and regions are encouraged to send an electronic copy of their submissions. One (1) scanned or picture copy with signature of the head of office and one (1) copy in Excel file of the final document.

**Table 2: Timeline of Activities and Reporting**

	<b>Schools</b>	<b>Divisions</b>	<b>Regions</b>	<b>Central</b>
<b>1st Quarter</b>	<ol style="list-style-type: none"> <li>1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel</li> <li>2. Fire Drills and Safety Lectures for School Personnel</li> <li>3. Fire Safety Inspection (Brigada Eskwela)</li> <li>4. Plan of Action to Address Deficiencies/Violations</li> <li>5. School Fire Safety Plan</li> </ol>	<ol style="list-style-type: none"> <li>1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel</li> <li>2. Fire Safety Inspection (Brigada Eskwela)</li> <li>3. Plan of Action to Address Deficiencies/Violation</li> <li>4. School Fire Safety Plan</li> <li>5. Monitoring completion of Fire Safety and Awareness Program activities of respective schools</li> </ol>	<ol style="list-style-type: none"> <li>1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel</li> <li>2. Fire Safety Inspection (Brigada Eskwela)</li> <li>3. Plan of Action to Address Deficiencies/Violations</li> <li>4. School Fire Safety Plan</li> <li>5. Monitoring completion of Fire Safety and Awareness Program activities of schools in respective divisions</li> </ol>	<ol style="list-style-type: none"> <li>1. Craft guidelines for the fire safety inspection and the schools' compliance with the recommendations</li> <li>2. Craft alternative ways for schools to address the violations/deficiencies while pending compliance to the Fire Code</li> </ol>
<b>2nd Quarter</b>	<ol style="list-style-type: none"> <li>1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel</li> </ol>	<ol style="list-style-type: none"> <li>1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel</li> <li>2. Fire Safety Inspection (Brigada Eskwela)</li> <li>3. Plan of Action to Address Deficiencies/Violation</li> <li>4. School Fire Safety Plan</li> <li>5. Monitoring completion of Fire Safety and Awareness Program activities of respective schools</li> </ol>	<ol style="list-style-type: none"> <li>1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel</li> <li>2. Fire Safety Inspection (Brigada Eskwela)</li> <li>3. Plan of Action to Address Deficiencies/Violations</li> <li>4. School Fire Safety Plan</li> <li>5. Monitoring completion of Fire Safety and Awareness Program activities of schools in respective divisions</li> </ol>	
<b>3rd Quarter</b>	<ol style="list-style-type: none"> <li>1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel</li> <li>2. Fire Safety Inspection (Semestral Break)</li> <li>3. Plan of Action to Address Deficiencies/Violations</li> </ol>	<ol style="list-style-type: none"> <li>1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel</li> <li>2. Fire Safety Inspection (Semestral Break)</li> <li>3. Plan of Action to Address Deficiencies/Violations</li> <li>4. Monitoring completion of Fire Safety and Awareness Program activities of respective schools</li> </ol>	<ol style="list-style-type: none"> <li>1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel</li> <li>2. Fire Safety Inspection (Semestral Break)</li> <li>3. Plan of Action to Address Deficiencies/Violations</li> <li>4. Monitoring completion of Fire Safety and Awareness Program activities of schools in respective divisions</li> </ol>	
<b>4th Quarter</b>	<ol style="list-style-type: none"> <li>1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel</li> </ol>	<ol style="list-style-type: none"> <li>1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel</li> <li>2. Fire Safety Inspection (Semestral Break)</li> <li>3. Plan of Action to Address Deficiencies/Violations</li> <li>4. Monitoring completion of Fire Safety and Awareness Program activities of respective schools</li> </ol>	<ol style="list-style-type: none"> <li>1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel</li> <li>2. Fire Safety Inspection (Semestral Break)</li> <li>3. Plan of Action to Address Deficiencies/Violations</li> <li>4. Monitoring completion of Fire Safety and Awareness Program activities of schools in respective divisions</li> </ol>	<ol style="list-style-type: none"> <li>1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel</li> <li>2. Fire Drills and Safety Lectures for School Personnel</li> <li>3. Fire Safety Inspection</li> <li>4. Plan of Action to Address Deficiencies/Violations</li> <li>5. School Fire Safety Plan</li> <li>6. Develop a comprehensive plan that provides options to address the violations/deficiencies raised in the BFP assessment results</li> <li>7. Monitoring completion of Fire Safety and Awareness Program activities of schools in all regions</li> </ol>

## **Annex B**

### **Fire Safety Measures For Schools**

1. Designate a school personnel to be in-charge of the program.
2. Formulate a FIRE ESCAPE PLAN.
3. Ensure the presence of FIRE ESCAPE ROUTES and EXIT PATHS which the students and personnel should be aware of. These should be clearly marked with readable SIGNAGE.
4. Inspect doors and windows of classrooms and other school buildings and ensure that they are easy to open.
5. Ensure that exit/escape paths are free of obstruction.
6. Trim shrubs and trees in the school vicinity.
7. Enforce proper waste management. Clear the school grounds from waste. Combustible waste such as papers, wood, plastics, paint tins, flammable liquids should not be stored in heaps or loose in the open. Suitable receptacles such as litter bins, recycling bins, etc. should be provided.
8. Conduct regular electrical safety inspection and take necessary actions to repair or replace defective wirings, light bulbs, etc.
9. Demand and practice good school keeping practices, e.g. inspect laboratories daily; unplug electrical wirings and turn-off lights.
10. Formulate fire safety and control measures for contractors as they can increase the risk of fire and cause obstruction to escape routes.
11. Ensure the provision of fire safety and protection equipment, which should not be limited to fire extinguishers. Other equipment may include pails, hose, etc.
12. Conduct regular FIRE DRILLS.