
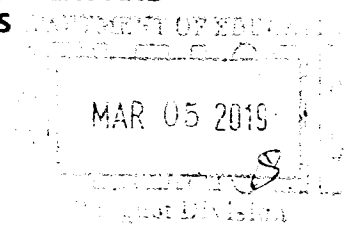
	Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet <b>Telefax: (074) 422-6570; (074)422-7501</b>		Document Code: SDO-BENG-GQF-QF-OSDS-SDS-003  Revision: 00 Effectivity date: 09-03-2018
	Division Memorandum No. <b>062, s. 2019</b>		Name of Office: SGOD-DRRM

February 22, 2019

**COMPOSITION OF THE SCHOOL DISASTER RISK REDUCTION AND MANAGEMENT (SDRRM) COMMITTEE, THEIR ROLES AND RESPONSIBILITIES, and INFORMATION MANAGEMENT AND COORDINATION PROTOCOL ACROSS ALL LEVELS OF DEPED-DRRMS**

To: Public Schools District Supervisors/District-in-charge  
 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*, Republic Act 10821, *re: Children's Emergency Relief and Protection Act of 2016*, and DepEd Order No. 21, s. 2015 *re: Disaster Risk Reduction and Management Coordination and Information Management Protocol*, all schools are hereby directed to create/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. Recognizing the need to strengthen coordination with various offices/personnel within and outside DepEd that are involved in Disaster Risk Reduction and Management, this Office hereby issues the Composition of the School DRRM Committee in the schools with their general roles and responsibilities in Prevention/Mitigation and Preparedness, and during Response and Recovery. See Enclosure 1.
3. In addition, Enclosure 2 presents a simple communication and coordination flow in accordance with DepEd Order 21, s. 2015 to serve as general guide.
4. Immediate dissemination and compliance of all is desired.

  
**MARIE CAROLYN B. VERANO, CESO VI**  
 Schools Division Superintendent

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

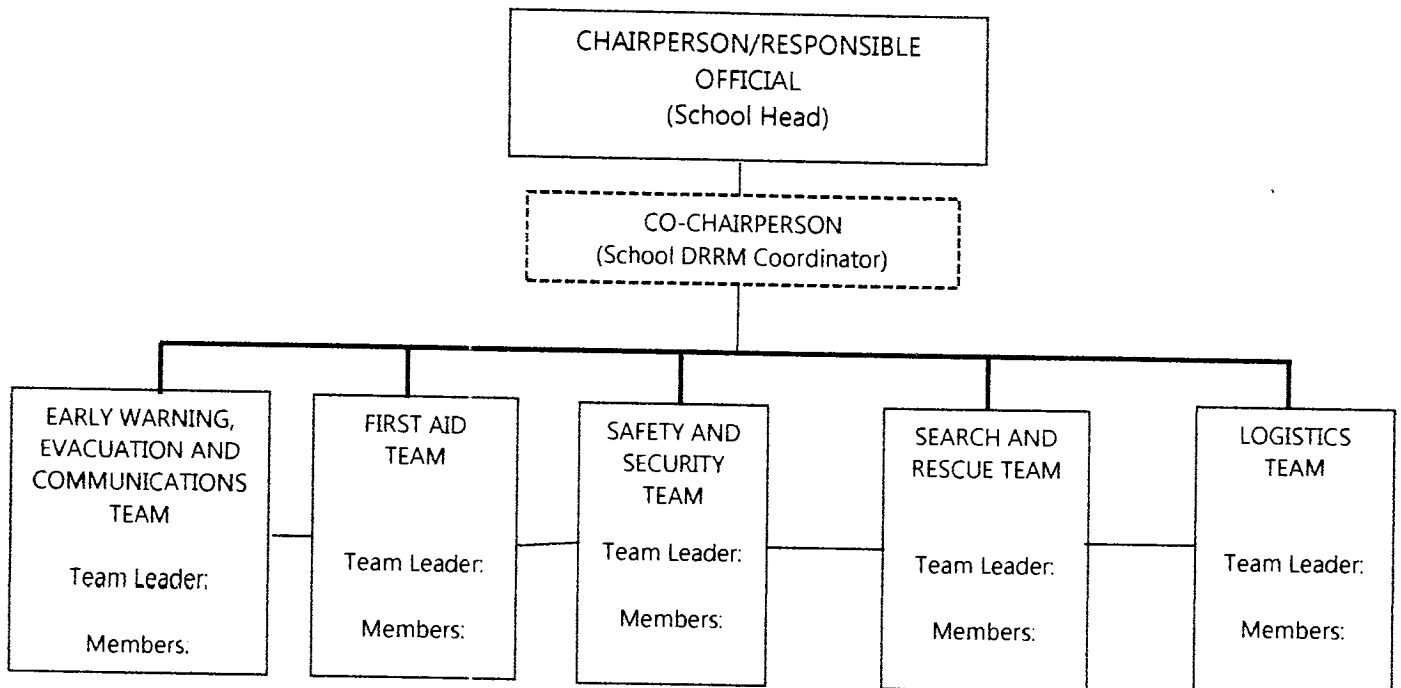
To be included in the Perpetual Index under:

COMMITTEE      POLICY      SCHOOL

	Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet <b>Telefax: (074) 422-6570; (074)422-7501</b>		Document Code: SDO-BENG-GQF-QF-OSDS-SDS-003  Revision: 00 Effectivity date: 09-03-2018
	Division Memorandum No. _____, s. 2019		Name of Office: SGOD-DRRM

Enclosure 2 to Division Order No. 002 s. 2018

### STRUCTURE OF THE SCHOOL DRRM COMMITTEE



## 1.0 ROLES AND RESPONSIBILITIES



### 1.1 School DRRM Chairperson

As the Responsible and Accountable Official in the school, the School Head shall serve as the Chairperson of the School DRRM Committee. To help/assist the Chairperson in ensuring that the duties and responsibilities of the SDRRMC is performed religiously, the Chairperson may designate the School DRRM Coordinator to serve as the Co-Chairperson.

#### ***Roles and Responsibilities:***

##### a. Preparedness, Prevention and Mitigation

- Represent the Education Sector during the Barangay DRRMC Meeting/Planning;
- Serve as the point person for collaborations and coordination with local DRRM Council and other partner organizations
- Spearhead the development of the School DRRM Plan, including Contingency Plan and Learning Continuity Plan;
- Communicate the SDRRM Plan to the Barangay DRRM Council;
- Convene the SDRRM Committee for coordination, planning, and other related activities;
- Facilitate the prepositioning of logistical requirements for emergencies/disasters;
- Initiate the conduct of trainings, LAC sessions, on DRRM, CCA and EIE for the school personnel

	Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet <b>Telefax: (074) 422-6570; (074)422-7501</b>		Document Code: SDO-BENG-GQF-QF-OSDS-SDS-003  Revision: 00  Effectivity date: 09-03-2018
	Division Memorandum No. <b>062, s. 2019</b>		Name of Office: SGOD-DRRM



- Maintain open communication and constant coordination with internal and external partners (DepEd, LGU and other agencies).
  - Acknowledge receipt of advisories and reminders from the SDS and/or the SDO DRRM Coordinator, and the local DRRMC.
- b. Response and Recovery
- Activate the SDRRM Committee and appropriate Teams (depending on the situation);
  - Direct and oversee the over-all operation through the team leaders;
  - Report to the Division DRRM Coordinator and LDRRMC/O any hazard affecting the school operations such as flood, conflict, fire, among others;
  - Submit situation reports and provide real-time updates to the Division DRRM Coordinator;
  - Accomplish and submit Rapid Assessment of Damages Report (RADaR) within 72 hours after widespread hazard or emergency via SMS;
  - Immediately contact through fastest means of communication (e.g. SMS, FB, Messenger), the Schools Division Office thru the SDS or the Division DRRM Coordinator once the school is identified/used as evacuation center;
  - Track and report the progress of response, recovery and rehabilitation initiatives to the SDO;
  - Report and update the SDO on the demobilization of evacuation centers in schools

### 1.2 Early Warning, Communications, and Evacuation Team\*

Suggested members are, School ICT Coordinator, PTA President/P.I.O., SSG/SPG President/P.I.O.

#### ***Roles and Responsibilities:***

- a. Preparedness, Prevention and Mitigation
- Post, maintain and update emergency hotlines and SDRRMC Directory in the designated DRRM Bulletin Board;
  - Identify communication facilities, including alternative communication in case the network signal and power are down;
  - Ensure dissemination of DRRM IEC materials, warnings, weather advisories to fellow teachers. (*note: Upon receipt of message from the Early Warning Team, teacher-advisers will be the one to disseminate important information like class suspensions to the parents of their advisory class*)
  - Ensure availability of baseline data of the school;
  - Ensure all advisers have updated list of contact numbers of their advisory classes/students' parents or guardians;
  - Spearhead the regular orientation on safety and preparedness measures (i.e. Drills);
  - Establish and implement hazard-specific warning and alarm signals;
  - Orient school populace on the warning and alarm signals;
- b. Response and Recovery
- Activate appropriate warning alarms and signals depending on triggers;
  - Acknowledge receipt of advisories, warnings, announcements and reminders from Division/District DRRM Focal Person/Local DRRMC; and disseminate same information ASAP to the school personnel, students and parents, thru the PTA Officers;

	Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet <b>Telefax: (074) 422-6570; (074)422-7501</b>		Document Code: SDO-BENG-GQF-QF-OSDS-SDS-003  Revision: 00 Effectivity date: 09-03-2018
	Division Memorandum No. <b>062, s. 2019</b>		Name of Office: SGOD-DRRM

- Inform Division DRRM Coordinator and coordinate with Local DRRMC counterparts when school is used as Evacuation Center;
- Consolidate gathered data and submit it to the SDRRMC Chairperson/Co-Chairperson;
- Perform other related functions.

### 1.3 Safety and 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:***

##### a. Preparedness, Prevention and Mitigation

- Identify and prepare hazard-specific evacuation plans;
- Assist the in-charge in the conduct of an annual student-led risk identification and mapping (DepEd Order 23, S. 2015);
- Prepare safety and security protocols during emergencies;
- Communicate the safety and security protocol and evacuation plans to the school populace;
- Monitor fire exits and ensure its accessibility at all times and its proper location relative to the evacuation plan;
- Spearhead and monitor the posting of evacuation plans in every classroom and in conspicuous place/s within the school premise;
- Post/Put up signages (i.e. warning signs, caution) on identified hazard-prone areas in the school;
- Check and ensure absence of stray animals that may cause harm/injury to school personnel and students;
- Facilitate/coordinate fencing of school premise for security reasons;
- Regularly check power switches, electrical wirings, gas valves, and the like, and report to the School Head anything that need repair or replacement;
- Ensure that computers and other electrical equipment are unplugged especially during weekends and/or holidays, in coordination with the teachers;
- Ensure security guard/watchman is at his post (if applicable);
- Ensure availability of functional fire extinguisher/s in designated areas in the school/classrooms;
- Regularly 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;
- Recommend to the SDRRMC construction of ramps for PWDs, and availability of pedestrian crossing if school is near the road;

### 1.4 Health Management Team/First Aid Team

The Team may be led by the School Nurse or the Red Cross Youth (RCY) Adviser. Suggested team members are: Guidance Counselor/designate, LINK Club Adviser, RCY officers/leaders:

	Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet <b>Telefax: (074) 422-6570; (074)422-7501</b>		Document Code: SDO-BENG-GQF-QF-OSDS-SDS-003  Revision: 00 Effectivity date: 09-03-2018
	Division Memorandum No. <u>062s.2019</u>		Name of Office: SGOD-DRRM

***Roles and Responsibilities:***



- a. Preparedness, Prevention and Mitigation
  - Coordinate with agencies like Philippine Red Cross-Benguet, Municipal Health Office (MHO), DepEd-School Health Section, and other similar agencies/organizations, for First Aid, Psychological First Aid (PFA), and medical self-help trainings;
  - 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. Ensure ample supply of necessary medicines;
  - Prepare basic survival kits and ready for use when needed;
  - Map nearest hospitals, clinics, and the like, including contact numbers;
  - Make inventory of trained school personnel and students on First Aid, Basic Life Support, etc.
  - Maintain herbal garden/medicine for use during emergencies;
- b. Response and Recovery
  - Administer basic first aid to injured personnel/students;
  - Supervise emergency first aid or medical self-help operations within the school during an emergency;
  - Coordinate with appropriate organization (e.g. hospitals, Barangay Health Station) for assistance in the event that the incident/injuries are beyond their capacity; *(note: in coordination with the Communications Team)*
  - Report to the SDRRMC Chair/Co-Chair in case there is a need to conduct Psychological First Aid (PFA) to affected students/personnel;
  - Does other related functions.

**1.5 Search and Rescue Team (cum Fire Brigade Team)\***

*(note: Ensure that members of the SAR have appropriate trainings and are physically and mentally healthy)*

***Roles and Responsibilities:***

- a. Prevention, Preparedness and Mitigation
  - Coordinate with possible donors of Personal Protective Equipment (PPEs), rescue equipment/tools, and other paraphernalia needed during the operation;
  - Attend trainings on search and rescue;
  - Make inventory of external and internal partners who can assist during SAR.
  - Participate in the Fire Safety Assessment of the school and give recommendations to the SDRRM Chairperson.
  - Coordinate with concerned partner-agencies (e.g. BFP, PNP, LDRRMC-Responders Team) for capacity-building activities.
- b. Response
  - Upon receipt of information from the SDRRMC Chair/Co-Chair about missing or injured person/s and with the consent of the Site Security Team, the members are to conduct search and rescue to the identified area where the injured or missing person is last seen/located.
  - Bring injured/rescued person to the first aid staging area for assessment and performance of first aid by the First Aid Team.

	Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet <b>Telefax: (074) 422-6570; (074)422-7501</b>		Document Code: SDO-BENG-GQF-QF-OSDS-SDS-003  Revision: 00 Effectivity date: 09-03-2018
	Division Memorandum No. <b>062, s. 2019</b>		Name of Office: SGOD-DRRM

### 1.6 Logistics Team

The team includes the Transportation Team, Relief Team, Donor Team.

The School's designated Property Custodian/Supply Officer, may lead the Team. Suggested members are: Boy/Girl Scout Advisers and 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 a

#### ***Roles and Responsibilities:***

- a. Prevention, Preparedness and Mitigation
  - Inventory and store the safety and security equipment and supplies, ensuring availability at all times;
  - Manage and ensure procurement and efficient storage of supplies;
  - Preposition and keep inventory of supplies and gears identified by the Responders;
  - Map out possible transportation vehicles with drivers that can be tapped in case of emergency or disaster;
  - Identify the necessary materials, supplies, tools and equipment needed in case of disaster/emergency;
  - Include identified materials, supplies, tools and equipment in the PPMP/APP.
  
- b. Response and Recovery
  - Manage the distribution of assistance to school personnel and learners who were victims of disasters/emergencies, if there is any;
  - Ensure safe and efficient transport of victims to clinics/hospitals, whichever is applicable, during disasters/emergencies;
  - Prepare a report on received and distributed donations and status of vehicles used during disaster and emergencies, for submission to the SDRRMC Chair;
  - Assist in the replenishment of supplies of all Response Teams

\* The School DRRM Committee Composition may be expanded based on the needs and availability of human resources. Some teams may also be combined in consideration to the number of school personnel. It is highly encouraged that the School Heads tap the local stakeholders to be part of the School DRRM Committee and to ensure functionality of each team in all thematic areas; Prevention and Mitigation, Preparedness, Response, and Recovery and Rehabilitation.