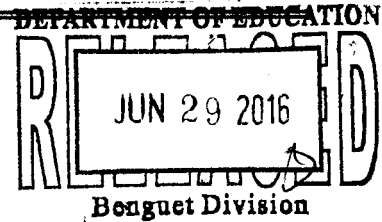


June 28, 2016



DIVISION MEMORANDUM
No. 115 s. 2016

**REITERATION ON THE CONDUCT OF THE STUDENT-LED SCHOOL WATCHING
AND HAZARD MAPPING FOR SY 2016-2017**

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

1. In compliance with DepEd Memorandum No. 101, s. 2016, re: Reminding all Schools to Conduct Student-Led School Watching and Hazard Mapping, ALL SCHOOLS ARE DIRECTED TO CONDUCT THE STUDENT-LED SCHOOL HAZARD WATCHING AND MAPPING ACTIVITY within the month of July, 2016.
2. This activity serves as part of this Division's observance of the National Disaster Consciousness Month as it aptly captures this year's theme, "Kahandaan at Pagtugon sa Sakuna, Tungkulin ng Bawat Isa".
3. All School DRRM Coordinators are hereby requested to facilitate the conduct of said activity referring to the attached DepEd Order 21, s. 2015 for the procedure.
4. Submitted reports from schools includes the following:
 - a) School Hazard map;
 - b) Action plan of the SSG/SPG or any student organization who took part in the activity, reflecting the students' plan to address some (if not all) of the hazards identified within their capacity as students. This will be done under the guidance of the SSG/SPG adviser.
 - c) Report of the School Planning Team reflecting what identified hazards/risks shall be incorporated in the School Improvement Plan (SIP).
 - d) Photo-documentation of the activity.
5. In the same manner, all District DRRM Coordinators are instructed to monitor the compliance of all schools within their jurisdiction, and to submit consolidated report with photo-documentation to the division office on or before July 29, 2016.
6. Immediate dissemination and compliance of all is desired.

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

References: as indicated

To be included in the Perpetual Index under:

ACTIVITIES

DRRM

POLICY

SCHOOL

PROCEDURE IN THE CONDUCT OF THE STUDENT-LED SCHOOL HAZARD WATCHING AND MAPPING (lifted from DepEd Order 23, s. 2015)

A. Organizing and Preparing the School Watching Team

1. The School Head shall designate a moderator to facilitate the conduct of the activity. The moderator is preferably a DRRM-trained school personnel who is familiar with the hazards and risks in the school or anyone who has a previous/current involvement in any DRRM activity.
2. The School Watching Team (SWT) shall comprise of atleast 10 members, based on the school's population:
 - a) For very big schools, more than one (1) team could be organized to ensure that all grade levels, sections and groups are represented.
 - b) For medium and big schools, organizing various students' organizations and/or student leaders for the activity is preferred to maximize engagement.
 - c) For very small schools (i.e. with less than 5 classes), teachers could integrate school watching in their respective lessons as an outdoor activity.
3. The Supreme Student/Pupil Government (SSG/SPG) shall aid in the identification of SWT members. The team members could be student leaders of youth clubs, academic and/or non-academic clubs such as Boy/Girl Scouts, Red Cross, or representatives from various grade levels and/or sections.
4. The moderator is encouraged to redesign the process, if necessary, to ensure appropriateness to the composition of the SWT. Preferably SSG/SPG shall also participate in this activity.
5. It is important that the moderator presents the guidelines in the language that the SWT is most familiar and comfortable with.
6. The moderator could prepare a timeline on the conduct of this activity to ensure that this will not disrupt regular school activities and/or classes of SWT members.
7. The moderator will prepare the route for the school watching, designate stops and provide a School Watching Checklist (Annex 1) to Team members for guidance in the observation of hazards.
8. Designate a start and end point for the school watching activity.
9. The moderator shall orient the SSG/SPG on school watching and hazard mapping before convening the SWT.

B. School Watching and Hazard Mapping Proper

1. All participants should have ballpen and notebooks with them for taking notes of the observations made.
2. The moderator shall orient the SWT on the background and purpose of this activity, and level-off with the Team before they begin.
3. Walk through each building, classroom, office, laboratory, workshop, play area, garden and any open area of the school.
4. At each point, give a 3-5 minute stop for the Team to observe and take down notes of their observations.
5. Use the School Watching Checklist as a basic guide in identifying hazard factors and/or risk areas in the school. The team members are encouraged to add other risk factors based on their observation, experience and appreciation of the condition of the school environment/facilities.
6. After walking around the school premises, the moderator will facilitate the processing/discussion of the information noted by the SWT.
7. Then, materials will be distributed to the SWT to map and plot the identified hazards and/or risk areas in the school.
8. Allow the SWT to discuss the plotted hazard areas in the map to enhance the initially-place markings.
9. Finalize the hazard map based on the SWT discussion and submit the same to the School Planning Team (SPT) for their basis in coming up with intervention activities/projects to address the priority hazards identified.

C. Reporting, Submission and Information Dissemination

1. After preparing the hazard map, the moderator shall coordinate the presentation and submission of this document to the SPT.
2. The SSG/SPT shall present the result of school watching and hazard map to the SPT.
3. The hazard map should be reproduced and posted in different areas of the school, preferably in all buildings.

Annex 1: School Watching Checklist

- Broken window
- Slippery pathway
- Blocked corridor
- Heavy objects mounted on top of cabinets/shelves
- Flooded area
- Busted plugs/light bulbs/electrical facilities
- Exposed electrical wires
- Protruding nails in chairs and tables
- Broken door knobs
- Warning sign: Slippery pathways/corridors
- Plants mounted on the building railings
- Flooding
- Exposed chemicals and liquids
- Lack/absence of storage for equipment
- Unlabeled chemicals
- Dripping ceiling
- Open pit
- Stagnant water
- Unpruned trees/bushes/shrubs
- Open/Clogged canals
- No ramps for elevated school buildings or other facilities
- Swing-in doors
- Broken/dilapidated ceiling
- Open/incomplete perimeter fence
- Presence of stray animals inside the school campus
- Presence of electrical post/transformer near or within the school perimeter
- No system of release to parents during emergencies
- No posted emergency hotlines around the school
- Garbage Area (Segregation of Biodegradable and Non-Biodegradable)
- Detached or peeled off GI sheet
- Broken toilet bowl and/or sinks
- Broken chairs/desks/tables
- Blocked/no emergency exits
- Unmounted cabinets/shelves
- Medical kits in every classrooms
- Bells/alarms
- Condemnable building (i.e. very old structure, collapsing building and/or prominent cracks on classroom walls)
- Others (*List as many as possible*)