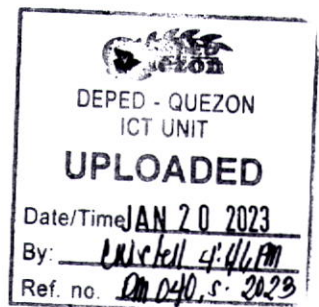




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



19 January 2023

DIVISION MEMORANDUM

DM No. 040, s. 2023

REITERATION OF DEPED ORDER NO. 53, S. 2022, RE: MANDATORY UNANNOUNCED EARTHQUAKE AND FIRE DRILLS IN SCHOOLS

TO: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
School Heads In-Charge of Governance and Operations
Public Elementary and Secondary School Heads
All Others Concerned

1. This Memorandum is issued in reference to Deped Order No. 53, s. 2022 regarding the **Mandatory Unannounced Earthquake and Fire Drills in Schools.**
2. Attached herewith are the guidelines on the conduct of earthquake and fire drills.
3. Kindly see Enclosure No. 1 (Guidelines on the Conduct of Earthquake Drills in Schools), and Enclosure No. 2 (Guidelines on the Conduct of Fire Drills in Schools).
4. For guidance and strict compliance of all concerned.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

drmapr/01/19/2022

DEPEDQUEZON-TM-SDS-04-009-003



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Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

[Enclosure No. 1 to DM No. 04b, s. 2023]

GUIDELINES ON THE CONDUCT OF EARTQUAKE DRILL IN SCHOOL

1. Prior to the conduct of the Earthquake Drill, the SDRRM Team together with the School Head must plan and activate the Fire Safety Team, Communication Team, Building Safety Inspection Team, Evacuation Team, and Security Team.
2. Prepare the first-aid kit for any untoward incident.
3. Test the alarm system.
4. Have a list of the population of learners, and teaching and non-teaching personnel.
5. Update the school map and evacuation plan for earthquakes, including the floor plan.
6. Determine the safe and unsafe zones inside the school premises, and suggest for correction and improvement.
7. Assess the structural integrity of the building and its secondary exit before the conduct of earthquake drill.
8. Determine the evacuation site; use an open space, free from any hazard for the earthquake drill.
9. Make sure the route is free from any hazards for both learners and personnel.
10. Conduct an orientation and coordination with proper authorities (barangay officials, BFP, Traffic Management Office, neighborhood, and all others concerned).
11. Empower learners to open the door when shaking starts, and turn off electrical devices inside the classroom.
12. Assign Student Marshalls for the class during the evacuation process.
13. Assign other learners to assist the PWD and pregnant women during the evacuation.
14. During the actual conduct of earthquake drill, do the DROP, COVER and HOLD.
15. Evacuate the building in orderly manner, and proceed to the designated evacuation for earthquake scenario using the determined route for evacuation.
16. At the designated evacuation area, do the head count and report missing learners or personnel to the School Head for appropriate action.
17. Conduct an evaluation after the drill, and determine strengths and weaknesses of the activity for improvement.

Note: After the actual occurrence of earthquakes, learners enrolled in the primary grades shall be fetched and be released only to their parents/guardians.

References: DO 48, s.2012
Philippine Institute of Volcanology and Seismology
Disaster Risk Reduction Resource Manual

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[Enclosure No. 2 to DM No. 640, s. 2023]

GUIDELINES ON THE CONDUCT OF FIRE DRILL IN SCHOOL

1. Prior to the conduct of the Fire Drill, the SDRRM Team together with the School Head must plan, and activate the Fire Safety Team, Communication Team, Building Safety Inspection Team, Evacuation Team and Security Team.
2. Prepare the first-aid kit for any untoward incident.
3. Test the alarm system.
4. Have a list of the population of learners, and teaching and non-teaching personnel.
5. Update the school map and evacuation plan for fire, including the floor plan.
6. Determine the safe and unsafe zones inside the school premises, and suggest for correction and improvement.
7. Assess the structural integrity of the building and its secondary exit before the conduct of the Fire Drill.
8. Conduct an orientation and coordination with proper authorities (barangay officials, BFP, Traffic Management Office, neighborhood, and all others concerned).
9. Determine a safe evacuation and fetching area for learners and parents as part of the reunification plan.
10. Determine the secondary exit which everyone may use in case of an actual fire incident.
11. In case of the occurrence of fire, everyone must leave the school premises in an orderly manner.
12. Proceed to a safe area, do the head count, and report any missing learners or personnel to the School Head for appropriate action.
13. Conduct an evaluation after the drill, and determine strengths and weaknesses of the activity for improvement.

Note: The class adviser shall be in-charge, and shall be liable for the reunification of his/her learners to their parents/guardians.

References: DO 28, s. 2018
RA 9514 (Revised Fire Code of the Philippines)
IRR (Revised Fire Code of the Philippines, 2019 Ed.)

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Republika ng Pilipinas

Department of Education

09 DEC 2022

DepEd O R D E R
No. **053**, s. 2022


MANDATORY UNANNOUNCED EARTHQUAKE AND FIRE DRILLS IN SCHOOLS

To: Undersecretaries
Assistant Secretaries
Minister, Basic, Higher, and Technical Education, BARMM
Bureau, Service and Regional Directors
Schools Division/City Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. Located within the seismically active Pacific "Ring of Fire", the Philippines is prone to natural disasters and earthquakes. These natural hazards, coupled with vulnerabilities, increase the risk of disasters in schools and communities.
2. Aside from natural disasters, man-made catastrophes also pose serious risks and threats to the safety and security of the students, teachers, and other school personnel.
3. Emergencies and calamities may strike anywhere and anytime. Thus, having an effective preparedness plan is the key in preventing disasters and saving lives. Accordingly, local drills and simulation exercises are preventive measures that familiarize escape routes and reinforce proper actions in the occurrence of a calamity. Frequent practice of these drills and exercises would eventually turn these actions into automatic reflexes that would manifest during an actual calamity.
4. Pursuant to Republic Act (RA) No. 10121 entitled The Philippine Disaster Risk Reduction and Management Act of 2010, which promotes the development of capacities in disaster management at the individual, organizational, and institutional levels; aligned with the Department's commitment of ensuring the safety and well-being of its learners and school personnel, all public schools are hereby required to conduct **unannounced earthquake and fire drills every first and third week of every month**.
5. The School Heads, with the assistance of School Disaster and Risk Reduction Management Coordinators, shall spearhead the planning, implementation, and regular monitoring of these drills in their respective schools. These drills are to ensure that all learners are properly guided on what should be done during and after an earthquake or occurrences of fire in schools.
6. All schools in the National Capital Region, Rizal, Cavite, Laguna, and Bulacan, shall create a separate and specific disaster plan for a magnitude 7 or higher

earthquake. The plan shall specifically lay down the response should there be a scenario involving mass casualties of learners and personnel.

7. Schools shall refer to DepEd Order (DO) No. 27, s. 2015 titled Promoting Family Earthquake Preparedness, for materials that may be used by learners and their families as guide in the preparation before, during, and after the occurrence of an earthquake.
8. Private schools, community learning centers, as well as state/local universities and colleges (SUCs/LUCs) may choose to adopt the provisions of this DO as basis in the conduct of their own earthquake and fire drills for the disaster preparedness of their students.
9. Immediate dissemination of and strict compliance with this Order is directed.


SARA Z. DUTERTE
Vice President of the Philippines
Secretary of the Department of Education

Reference:

DepEd Order No. 27, s. 2015

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
CALAMITY
EMPLOYEES
LEARNERS
OFFICIALS
POLICY
SAFETY EDUCATION
SCHOOLS
TEACHERS



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