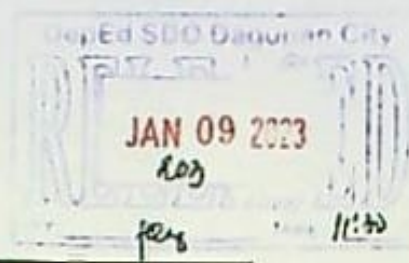




Republic of the Philippines
Department of Education

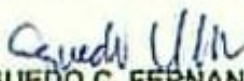
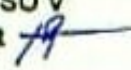
REGION I
 SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division
 Superintendent

Division Memorandum No. 07, 2023

MEMO TO : Assistant Schools Division Superintendent
 Chief Education Supervisors, SGOD & CID
 Education Program Supervisors
 Public Schools District Supervisors
 All School Heads
 Division Disaster Risk Coordinator
 All School Disaster Risk Coordinators

FROM : 
 AGUEDO C. FERNANDEZ, CESO V
 Schools Division Superintendent 

SUBJECT : MANDATORY UNANNOUNCED EARTHQUAKE AND FIRE
 DRILLS IN SCHOOLS

DATE : January 09, 2023

1. In accordance with the DepEd Order No. 053, series of 2022 dated December 09, 2022, **ALL SCHOOLS** are directed to conduct *unannounced earthquake and fire Drills every first and third week of the month.*
2. The School Heads and the School Disaster Risk Reduction and Management Coordinator shall plan, implement and monitor the drills in their respective schools.
3. The following shall be observed for the said activity:
 - the drills shall fall on any day of the first and third week of the month;
 - the quarterly Nationwide Simultaneous Earthquake Drill for 2023 shall be conducted separately if they do not fall on the first and third week of the month;
 - schools shall ensure the safety of learners and personnel in their participation to the drill by providing orientation prior to the conduct of the drill;
 - schools should endeavor to meet the natural reactions of learners closest possible to the actual occurrence.
4. Schools shall refer to DepEd Order 48, series of 2012 for the guidelines on the conduct of an earthquake drill in schools and drill evaluation (as attached).



Address: DepEd SDO, Burgos St., Dagupan City
 Telephone No.: (075)615-2645/(075)615-2641
 Email Address: dagupan.city@deped.gov.ph



Management
 System
 000 NOV 2018
 www.10y10ward.com





Republic of the Philippines
Department of Education

REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division
Superintendent

5. The school shall keep track of the activity and submits in a folder a photo documentation and monitoring report monthly using *GeoCam* or *GPS Map Camera* for easy reference.
Example: school's name_photodocs_(month)drill
6. For related concerns, queries and submission of reports please contact Ms. Elvira N. Villamor, PDO II, Division DRRM Coordinator @0948 516 5552 or 0966 411 2203 or @e-mail address elvira.villamor@deped.gov.ph
7. For guidance and strict compliance.



Address: DepEd SDO, Burgos St., Dagupan City
Telephone No.: (075)615-2645/(075)615-2641
Email Address: dagupan.city@deped.gov.ph



Management System
ISO 9001:2015
CERTIFIED





Republic of the Philippines

Department of Education

09 DEC 2022

DepEd ORDER
No. 053, s. 2022

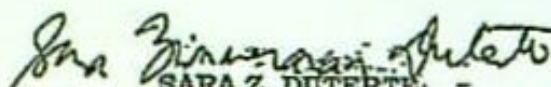
MANDATORY UNANNOUNCED EARTHQUAKE AND FIRE DRILLS IN SCHOOLS

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

References:

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



DEPED DIVISION OFFICE - MARIKINA CITY



Republic of the Philippines
Department of Education

JUN 15 2012

DepEd ORDER
No. 48, s. 2012

**QUARTERLY CONDUCT OF THE NATIONAL SCHOOL-BASED
EARTHQUAKE AND FIRE DRILLS**

To: Bureau Directors
Regional Directors
Regional Secretary, ARMM
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

1. The Department of Education (DepEd) with partner agencies, the Department of National Defense (DND), members of the National Disaster Risk Reduction Management Council (NDRRMC), all public and private schools, and DepEd offices and attached agencies are enjoined to undertake the Quarterly Conduct of the National School-Based Earthquake and Fire Drills.
2. The activity aims to generate the highest level of awareness among the public on Disaster Risk Reduction/Climate Change Adaptations (DRR/CCA) concerns and to assess the capacity level of the school and the community in the eventuality of disasters and emergencies.
3. The National School-Based Earthquake and Fire Drills will be hosted by the Pasig Central Elementary School located at Caruncho Avenue, San Nicolas, Pasig City on June 29, 2012 at 8:30 a.m. As host school, it is here where the ceremonial pressing of the button will be undertaken to start the simultaneous quarterly conduct of the national school-based earthquake and fire drills.
4. All public and private schools are enjoined to be ready with the following requirements for the conduct of the said activity:
 - a. School Site Development Plan;
 - b. School Disaster Management Committee;
 - c. Identification of High Risk Areas Inside the School (properly labelled);
 - d. Emergency Preparedness Evaluation and Contingency Plan; and
 - e. Communication and Coordination Plan with the LGUs and Local DRRMOs.
5. Enclosed are the pertinent documents related to the said activity for compliance and submission:

Enclosure No. 1 - The Guidelines on How to Conduct an Earthquake Drill in Schools; and

Enclosure No. 2 - Drill Evaluation Forms A and B

6. Close coordination of the school with the Regional, Municipal and Barangay DRRMC and all other concerned agencies prior to the conduct of the said activity whose assistance are deemed necessary for the successful conduct of the nationwide drill is encouraged.

7. Reports of the drill conducted, level of participation, school evaluation and contingency plan evaluation and assessment shall be submitted by respective schools to the Division DRRM for consolidations. The Drill Evaluation Forms shall be submitted to the DepEd Regional DRRMO or send through the DepEd DRRMO Operation Center at e-mail address: deped_drrmo@yahoo.com or through telefax nos. (02) 638-4108 local 108 copy furnished the National and Regional Disaster Risk Reduction Management Council (DRRMC) not later than July 6, 2012. Submission of reports are for strict compliance in order to evaluate the level of awareness and preparedness of all schools during disasters and emergencies.

8. Immediate dissemination of and strict compliance with this Order is directed.



BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:

As stated

Reference:

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

CALAMITY
REPORTS
SAFETY EDUCATION
SCHOOLS

STAGES OF AN EARTHQUAKE DRILL

Stage 1: Planning

Form a School Disaster Management Committee (SDMC)

- ☑ Over-all Coordinator
- ☑ First Aid Team
- ☑ Fire Safety Team
- ☑ Communication Team
- ☑ Building Safety Inspection Team
- ☑ Evacuation Team
- ☑ Site Security Team

Prepare EARTHQUAKE SURVIVAL KIT

Basic items inside an earthquake survival kit:

- 1 First aid kit (antiseptics, bandages, absorbent cotton, gauze, ointment, adhesive plasters, medicine, insecticide)
- 1 Food
- 1 Bottle of water
- 1 Flashlights and extra batteries
- 1 Radio (battery powered)
- 1 Lighters and matches
- 1 Whistle
- 1 Knife
- 1 Blankets and spare clothes
- 1 Rope - at least 7 meters long
- 1 Toilet paper
- 2 Pen and paper
- 1 Emergency contact numbers
- 1 Cash



SDMC should

- ☑ Have the yearly update of information of school population
- ☑ Prepare the map to be used in the drill
- ☑ Prepare the building floor plan

SDMC should conduct a SCHOOL WATCHING EXERCISE

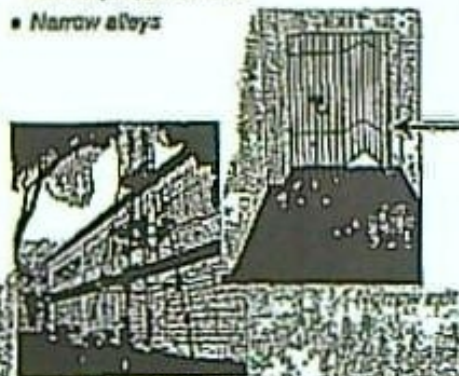
- ☑ Observe safe and unsafe zones
- ☑ Suggest corrections for improvements
- ☑ Assess the structural integrity of the building/s
- ☑ Assess if the school location is tsunami prone

Good practices and unsafe zones

- ☑ Swing out door
- ☑ Wide corridors
- ☑ Wide open space for evacuation
- ☑ Fire 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



Stage 2: Developing the Earthquake Evacuation Plan

Use all available OPEN SPACES nearest to the building



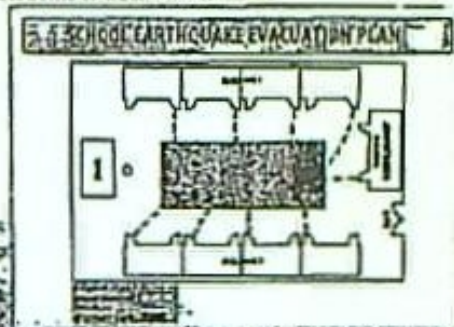
Determine if there is sufficient open space for all, set a buffer zone from the building

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

(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 and bulletin board
6. Assign 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 disabilities (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



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 that 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



Open a book to cover your head



Lie under an overchair

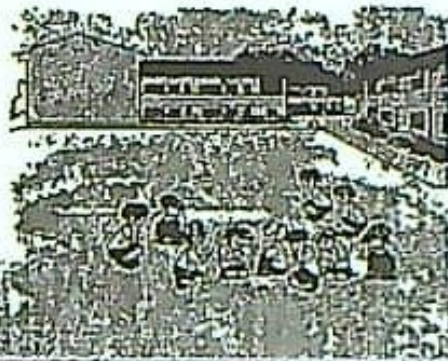
Phase 3. Evacuation

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.



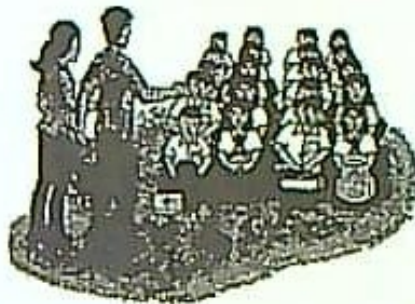
Phase 4. Assembly

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.

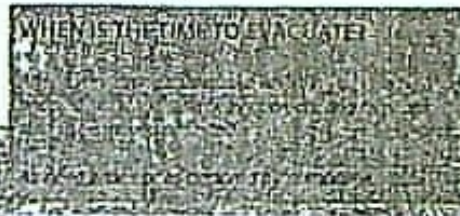


Phase 6. Evaluation

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

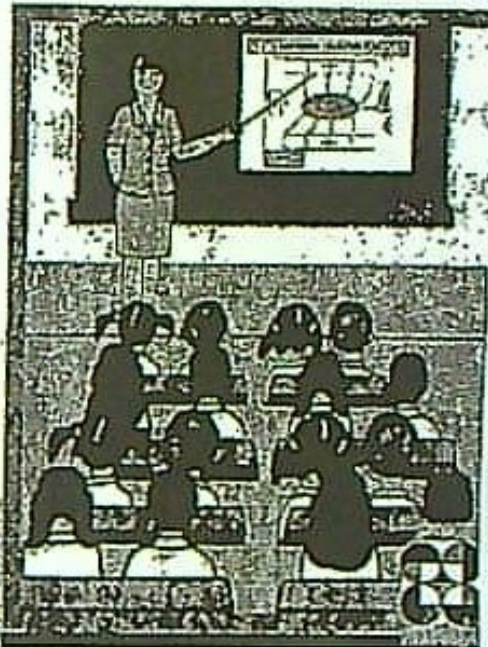
An evaluation of the drill must be conducted to identify problems encountered during the drill and how these can be improved in future earthquake drills.

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



HOW TO CONDUCT AN EARTHQUAKE DRILL IN SCHOOL

Primer



7 Ang mga mag-aaral..

Ang mga mag-aaral na nag-aaral sa paaralan ay dapat mag-ingat sa mga paghahanda sa lindol.



Ang mga mag-aaral ay dapat mag-ingat sa mga paghahanda sa lindol.



N.K. HANDA HIGH SCHOOL



Ang mga mag-aaral ay dapat mag-ingat sa mga paghahanda sa lindol.



MGA PAGHAHANDA NG PAARALAN SA LINDOL

KAGAG NAKARAMDAM NG LINDOL, GAWIN ANG "DUCK, COVER AND HOLD."

INAASAHAN NA SA LAKAS NG PAGYANIG, MAAARING GUMALAW ANG MESA. KAYAT KAILANGAN NA HABANG NAKAKUBLI SA ILALIM, HUMAWAK SA PAANAN NITO.

NACKUKUBLI SA ILALIM NG MESA UPANG PROTEKTAHAN ANG SARILI SA MGA MAAARING BUMAGSAK. MANATILI DITO HANGGANG SA TUMIGIL ANG PAGYANIG.

Gabay para sa mga guro

DITO SA N.K. HANDA HIGH SCHOOL
FINAHALAGAHAN ANG KALIGIYASAN NG BAWAT
ISA LAO NA SA MGA PANGANIB NA MAARING
IDULOT NG ISANG MALAKAS NA LINDOL.

DALAWA ANG MAHALAGANG LATUNIN NG
MARALAN:

- 1.) Pagsiguro na ang kapaligiran ay
ligtas para sa mga mag-aaral at
- 2.) Pagsiguro na alam ng mga
mag-aaral ang gagawin saraling
may lindol.



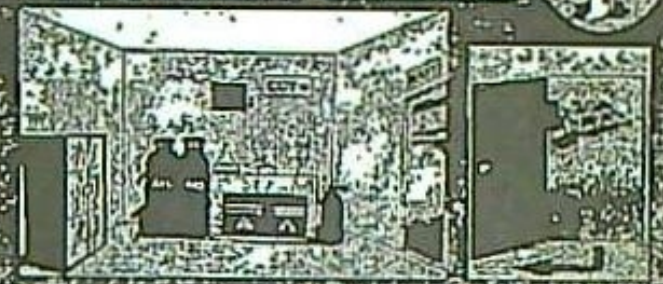
ITO AY NAISASAKATUPARAN
SA PAGKAKARON NG
GOOD PRACTICES.

ANG N.K. HANDA HIGH SCHOOL
AY MAY OPEN SPACE
NA MAARING GAMITIN
NA TEMPORARY
EVACUATION AREA.

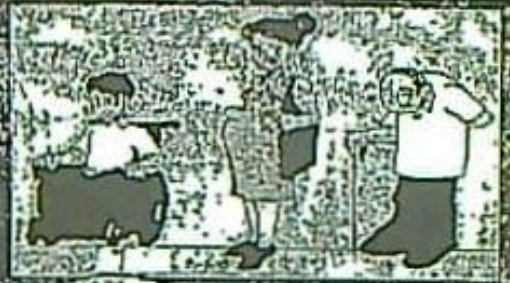
Sag-pag-aaralan:



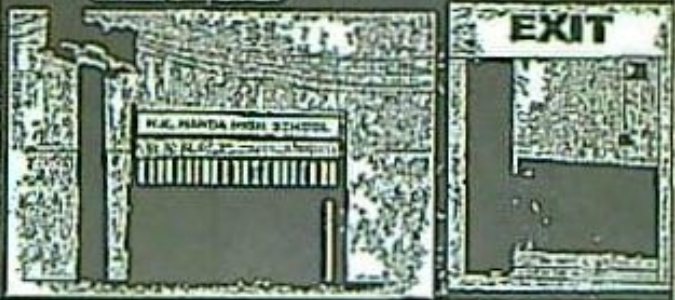
2. MAY AYO ANG LIGTAS ANG PAKKALATAG NG MGA
MAY LIGTAS ANG PAKKALATAG NG MGA
MAY LIGTAS ANG PAKKALATAG NG MGA



3. MAY LISTAHAN NG PANGANGALAN NG MGA
KAPANSANAN, BUNTI AT MATATAG.



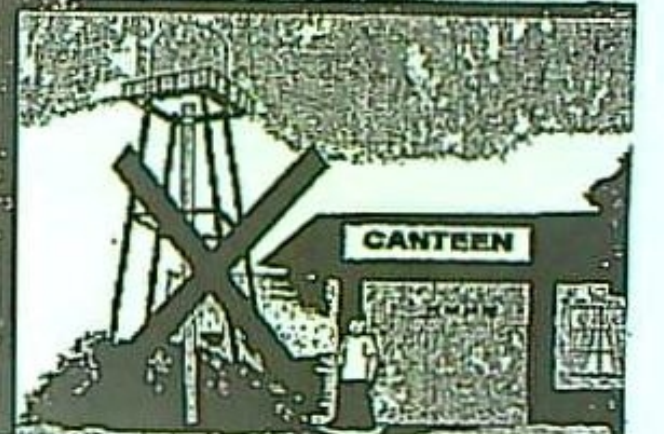
4. MAY AYO ANG LIGTAS ANG PAKKALATAG NG MGA
MAY LIGTAS ANG PAKKALATAG NG MGA
MAY LIGTAS ANG PAKKALATAG NG MGA



5. IKAMI AY NAGHAHANSA NG
EARTHQUAKE SURVIVAL HIT.
ANG NILALAMAN NITO AY SAJAT
SA LOOB NG TATLONG ARAW D
72 NA ORAS.



6. KASAMA SA MGA ITINUTURO SA MGA MAG-AARAL ANG
PAG-IWAS NA MAGING DUMANAN PARA SA EVACUATION ROUTE
ANG MGA LUGAR NA MAY ISTRUKTURANG NA MAARING
ELIMAGTAK, KATULAD NG MGA POSTE AT WATER TANK.





Republic of the Philippines
Department of Science and Technology
PHILIPPINE INSTITUTE OF VOLCANOLOGY AND SEISMOLOGY
Department of Education
DISASTER RISK REDUCTION MANAGEMENT OFFICE



**NATIONAL EARTHQUAKE DRILL 2012
CHECKLIST OF REQUIREMENTS**

(To be filled up by the School Principal, Head Teacher or Teacher-in-Charge)

Direction:

Please check in the appropriate space if the school has the following requirements in conducting the Earthquake/ Fire Drill:

- School Site Development Plan
- Organized Disaster/ Calamity Control Group or a School Disaster Management Committee (SDMC) composed of several teams with specific tasks (e.g. First Aid Team, Site Security Team, Fire Safety Team, Evacuation Team, Communications Team, with Organizational Chart and persons involved, their duties and functions;
- Hazard and Risks Areas / Assessment
- Emergency Preparedness Evacuation and Contingency Plan
- Communication and Coordination Plan with the LGUs and Local DRRMOs

Submitted by :

(Signature over Printed Name)

* Please send this back to the DepED Central Office DRRMO through fax number (02) 638-4108 loc 108 or email at _____ on or before July 6, 2012.



Republic of the Philippines
Department of Science and Technology
PHILIPPINE INSTITUTE OF VOLCANOLOGY AND SEISMOLOGY
Department of Education
DISASTER RISK REDUCTION MANAGEMENT OFFICE



NATIONAL EARTHQUAKE DRILL 2012
CHECKLIST OF REQUIREMENTS
(To be filled up by the School Principal, Head Teacher or Teacher-in-Charge)

Direction:

Please check in the appropriate space if the school has the following requirements in conducting the Earthquake/ Fire Drill:

- School Site Development Plan
- Organized Disaster/ Calamity Control Group or a School Disaster Management Committee (SDMC) composed of several teams with specific tasks (e.g. First Aid Team, Site Security Team, Fire Safety Team, Evacuation Team, Communications Team, with Organizational Chart and persons involved, their duties and functions;
- Hazard and Risks Areas / Assessment
- Emergency Preparedness Evacuation and Contingency Plan
- Communication and Coordination Plan with the LGUs and Local DRRMOs

Submitted by :

(Signature over Printed Name)

* Please send this back to the DepED Central Office DRRMO through fax number (02) 638-4108 loc 108 or email at _____ on or before July 6, 2012.

(Enclosure No. 2 to DepEd Order No. 48, s. 2012)

EVALUATION FORM A
EARTHQUAKE DRILL EVALUATION FORM

Date/Time: _____
Place of Drill: _____
Evaluator: _____
Location During the Drill: _____

1. Is the siren loud enough to be heard by all the drill participants?
Yes/No If NO, please elaborate _____
2. Did the drill participants practice the "Duck, Cover and Hold" technique during the Alarm Phase (while the siren is being sounded)? Yes/No
If NO, please elaborate _____
3. Did the drill participants a) evacuate during the Alarm Phase b)waited for the siren to stop before evacuating c)others, please elaborate _____
4. Did the drill participants follow their designated routes to evacuation area?
Yes/No If NO, please elaborate _____
5. Did the drill participants a)run b)walk casually or c)walk faster than normal during the evacuation phase? Please specify a, b or c
6. Did the drill participants bring any first aid kit or any item noticeable during the evacuation phase? Yes/No If NO, please elaborate _____
7. Did the drill participants conduct the headcount during the headcount phase?
Yes/No If NO, please elaborate _____
8. Is the evacuation area big enough to accommodate the evacuees?
Yes/No If NO, please elaborate _____
9. Any other problem observed during the drill that might need to be addressed?
Please elaborate _____
10. How long did it take for all the drill participants to vacate the building and time to reach the designated evacuation area? _____
11. Did the drill participants a) stay in the evacuation area b) move to other place c) go back to the building without instruction? Please specify a, b or c
12. Observed number of drill participants (estimate will do) _____
13. Any untoward incident observed during the drill? _____

* Please send this back to the DepED Central Office DRRMO through fax number (02) 638-4108 loc 108 or email at deped_drrmo@deped.gov.ph on or before July 6, 2012.

(Enclosure No. 2 to DepEd Order No. 48, s. 2012)

EVALUATION FORM B
Primer on "How to Conduct an Earthquake/ Fire Drill in School"

Dear Sir/Madam:

We would like to request you to evaluate the effectiveness of the PHIVOLCS primer on "How to Conduct an Earthquake/ Fire Drill in School" in order to improve it further.

1. Are the instructions in the primer very clear? If not, why?

2. Which part of the primer is difficult to implement and why?

3. In order to improve future drills, which part of this primer needs improvement?

4. What do you think would be the other form of media that this primer be best represented?
Example: Poster, VCD, Comics, etc.

Date / Time : _____

Place/location of drill: _____

Drill Implementor: _____

** Please send this back to the DepED Central Office DRRMO through fax number (02) 638-4108 loc 108 or email at _____ on or before July 6, 2012.*