



Republic of the Philippines
Department of Education

National Capital Region
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JAN 12 2023

MEMORANDUM

No. 007, s. 2023

MANDATORY UNANNOUNCED EARTHQUAKE AND FIRE DRILLS IN SCHOOLS

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Principals / OICs
All Others Concerned

1. Attached is DepEd Order Memorandum No. 053, s. 2022, dated December 9, 2022, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Particular attention is invited to fourth and fifth paragraphs of the said Memorandum.
3. Attached is the Division Monitoring Checklist for the Earthquake and Fire Drill in schools, for reference.
4. Immediate and wide dissemination of this Memorandum is desired.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

Encl.: As stated

References: As stated

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

SAFETY EDUCATION COMMUNICATIONS

007

ELK/MANDATORY UNANNOUNCED EARTHQUAKE AND FIRE DRILLS

NUM-2023-007



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114

007



Republika ng Pilipinas

Department of Education

SDO-CITY OF MUNTINLUPA
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Date 12-9-22
Time 4:20 PM

09 DEC 2022

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

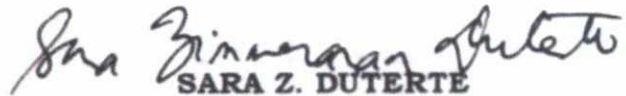
MANDATORY UNANNOUNCED EARTHQUAKE AND FIRE DRILLS IN SCHOOLS

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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DEPED-OSEC 478485



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

Name of School: _____ **Date:** _____

Elementary () Secondary () Public School () Private School ()

District: _____/_____ **School ID:** _____

Title (Incident):	Name of Agency/ Organization/ LGU:
Place of Drill:	Name of DCG:
Date of Date of Drill:	Duration of Drill:
Total Number of Participants:	
Quantitative assessment of EQ drill: Rate the following parameters with one (1) being the lowest and five (5) being the highest.	

Instruction:

Complete the following table objectively based on your actual assessment on school practices

Put check (✓) to the column if the maximum point reach, if not, put a score that corresponds for your observation base on the range scale *if you have directly observed/ have not observed each given indicator, specify the MOVs, and indicate your remarks*

Monitoring Scale:

RATING SCALE	INTERPRETATION	Rating Scale Range	INDICATORS
	Very high Extent (VHE)	5.0 – 4.1	Outstanding Extent. Excellent content, scope and relevance of the indicators were functionally evident in schools
	High Extent (HE)	4.0 – 3.1	Very Satisfactory Extent. Very good content, scope and relevance of the indicators were functionally evident in schools
	Moderate Extent	3.0- 2.1	Moderately satisfactory extent. Standard content, scope and relevance of the indicators were functionally evident in schools
	Low Extent (LE)	2.0 – 1.1	Satisfactory Extent. Fair content, scope and relevance of the indicators were functionally evident in schools
	Very low Extent (VLE)	1.0 – 0.1	Unsatisfactory Extent. Poor content, scope and relevance of the indicators were not functionally evident in schools



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Part I: Pre-Fire and Earthquake Drill Activities/Indicators	5	4	3	2	1	Remarks
1. Conduct the Incident Management System Team Coordination Meeting approved by school heads						
2. Discuss the clearly and specifically the roles of each member of the ICS team						
3. Conduct the proper coordination and communication with the Local Government unit such as Barangay and stakeholders such as PTCA and alumni etc. for an external validators and evaluators						
4. Conduct of inventory and asset assessment of the equipment, materials and logistics needed to the pre-determined drill (Fire/Earthquake) with AO or property Custodians						
5. Conduct of hazard and capacity mapping activities of all school buildings, facilities, and office vehicles						
6. Drafted and formulated School Disaster Risk Reduction management plans such as not limited to: • Evacuation plan • Evacuation area plan • Evacuation Floor plans • Early warning system plans • Contingency plans (Earthquake/Fire) • Others specify						
7. Inspect and check the functionality of the resources such as Human/plant equipment materials and others necessarily needed in the conduct of the Drill (Fire/Earthquake)						
8. Presence of DRRM corner and posting of updated emergency exits and safety signages serve as guide to the teachers and learners in the conduct of the drill						
9. Class orientation with the Teacher advisers and student leaders in the conduct of the said drill (Fire/Earthquake)						
10. Provision of appropriate PPEs to personnel on duty and assigned in the different committees (hard hats, vest, first aid kits etc.)						
Part II: A. Conduct of Fire and Earthquake Drill Activities/Indicators	5	4	3	2	1	Remarks
11. The alarm system used was loud enough to be heard by all drill participants.						
12. The drill participants executed the “duck, cover and hold” technique (Earthquake) and “Stop Look Listen” (Fire) during the Alarm Phase or while the alarm system is being sounded.						



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13. The drill participants waited for the alarm system to stop before evacuating (Earthquake) while Total/Partial evacuation procedures while the alarm system is continuously sounded (Fire)						
14. The drill participants executed the “buddy-buddy” system during the evacuation phase.						
15. The drill participants walked faster than normal during the evacuation phase.						
16. The drill participants followed their evacuation routes to the evacuation area/s.						
17. The drill participants covered their heads with situational awareness while vacating the building.						
18. The participants checked for any sustained injury in the evacuation/ assembly area/s.						
19. A headcount was conducted while in the evacuation area.						
20. The participants stayed in the evacuation area until the drill was terminated.						
Part II: B. Conduct of Fire and Earthquake Drill Activities/Indicators	5	4	3	2	1	Remarks
21. The Incident Commander established clear leadership during the drill						
22. The First Aid/ Medical Team immediately addressed all medical needs of the injured victims and casualties.						
23. The Search and Rescue Team was efficiently organized in responding to the incident.						
24. The Fire Safety/ Brigade Team demonstrated proper fire suppression.						
25. The Evacuation Team properly executed the evacuation procedures.						
26. The Site Security Team adequately secured the perimeter for the drill area						
27. The Maintenance/ RDANA Team observed protocols in ensuring the building safety before re-entering						
28. The Communication utilized the equipment properly during coordination and execution of response operations.						
29. The Transportation team ensured the availability of vehicles						
30. The Relief Team coordinated with LGU to secure relief requirements.						
31. The psychosocial team do the calming down and pacify the panicking drill participants						
Part III: Post Fire and Earthquake Drill Activities/Indicators	5	4	3	2	1	Remarks
32. Management of all drill participants back to the school building when the Maintenance and RDANA team declared it safe and sound to return the site building						



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33. Conduct of the Post Fire and Earthquake drill assessment exit conference (evaluators, teachers, student leaders and school heads, stakeholders and barangay officials)						
34. Determine the best practices (Strength) and things to be enhanced (Challenges) in the conduct of the Fire and Earthquake drill						
35. SDRRMC coordinators shall consolidate and note all the suggestions and recommendations of all (evaluators/Stakeholders and school heads etc.) during the post exit assessment conference						
36. SDRRMC coordinators shall prepare the earthquake/fire drill report within 48 hours or 2 days after the conduct of the said drills via g drive link provided by SDO DRRM focal person						
37. Earthquake/fire drill reports shall be submitted to and signed by school heads with copy furnished with concerned officials like SDO DRRM focal person, Barangay Officials (Disaster Management) and others						
38. Conduct of Post inventory and asset assessment of the equipment, materials and logistics utilized during drill (Fire/Earthquake) with AO or property Custodians						
39. Post Inspection and checking the functionality of the resources such as Human/plant equipment materials and others necessarily utilized in the conduct of the Drill (Fire/Earthquake)						
40. Post presentation/ discussion of drill assessment results with the school heads, Teacher advisers and student leaders after the conduct of the said drill (Fire/Earthquake): Quarterly and monthly						

Reference:

- Earthquake drill form from Office Civil Defense NCR
- DepEd Order No. 48 s 2012 earthquake and fire drill evaluation form
- Multi Hazard Drill assessment evaluation form from Muntinlupa City DRRMO and DepEd Muntinlupa City



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**GENERAL
OBSERVATIONS:**

RECOMMENDATIONS:

PRESENTED BY:

INSPECTED BY:

Principal/ School Head

/_____
NAME:

SDRRMC Coordinator

/_____
POSITION:

Alternative Focal Person

Date: _____