



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 14 2024

MEMORANDUM

**REITERATION ON THE OBSERVANCE OF THE FIRE PREVENTION MONTH
AND CONTINUING FIRE SAFETY AND AWARENESS PROGRAM**


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

1. Attached is the Regional Memorandum DM-OUOPS-2024-04-01692 from the Office of the Undersecretary for Operations, dated March 6, 2024 on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Relative to this, all schools and offices are encouraged to participate in the activities to promote fire safety education and training.
3. Please refer to DepEd Order No. 53, s. 2022, "Mandatory Unannounced Earthquake and Fire Drills in School", DepEd Order No. 28, s. 2016, "Strengthening the Fire Safety and Awareness Program", DepEd Order No. 72, s.2012, "Continuing Fire Safety and Awareness Program in Schools
4. Immediate and wide dissemination of this Memorandum is desired.

For:

EVANGELINE P. LADINES CESO V
Schools Division Superintendent

By:


VIOLETA M. GONZALES CESO VI
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: As stated

References: As stated

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

SAFETY EDUCATION

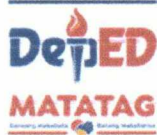
COMMUNICATIONS

ELK/ REITERATION ON THE OBSERVANCE OF FIRE PREVENTION MONTH AND CONTINUING FIRE SAFETY AWARENESS PROGRAM.

093 /March 12, 2024

UN-2024-093

093



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940

sdo.muntinlupa@gmail.com

deped-muntinlupa.com



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM
 DM-OUOPS-2024- 04-01692

**FOR : MINISTER, BASIC, HIGHER, AND TECHNICAL
 EDUCATION, BARMM
 ALL REGIONAL DIRECTORS
 ALL SCHOOLS DIVISION SUPERINTENDENTS
 ALL REGIONAL AND DIVISION DRRM COORDINATORS
 ALL PUBLIC SCHOOLS**

Revsee A. Escobedo
FROM : ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

**SUBJECT : Reiteration on the Observance of Fire Prevention Month and
 the Continuing Fire Safety and Awareness Program**

DATE : 6 March 2024

Pursuant to Presidential Proclamation 115-A declaring the month of March as Fire Prevention Month, the Office of the Undersecretary for Operations (OUOPS), through the Disaster Risk Reduction and Management Service (DRRMS), hereby reiterates to all offices across all levels of the Department and schools the importance of prioritizing safety through the Continuing Fire Safety and Awareness Program. This program was launched in schools through DepEd Order No. 72, s. 2012, with the aim to promote and intensify fire safety awareness, prevention, and preparedness among schools, personnel, staff, and learners nationwide.

Specifically, the "Continuing Fire Safety and Awareness Program", as prescribed by the DepEd Order thereof, hereby directs schools to:

- a. Conduct fire safety inspection and corrective actions by giving priority consideration to proper housekeeping and regular checking of electrical wiring and appliances;
- b. Attend fire safety education and training in coordination with the Bureau of Fire Protection in the locality;
- c. Ensure availability and functionality of fire safety equipment, fire alarm activation procedure, and public address system;
- d. Conduct quarterly fire and evacuation drills; and
- e. Implement the Kiddie/Junior Fire Marshall in coordination with the Local Government Unit through the BFP contained in a Joint Memorandum circular by and between DepEd and Department of the Interior and Local Government.



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
 Telephone Nos.: (02) 8633-5313; (02) 8631-8492
 Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUOPS	Rev	01
Effectivity	03.23.23	Page	1 of 6



Furthermore, DepEd Order No. 28, s. 2016 “Strengthening the Fire Safety and Awareness Program”, contains provision that outline the specific roles and responsibilities of all DepEd personnel at all levels, including the proper implementation of fire safety protocols, the conduct of regular fire drills and exercises, and the establishment of safety committees to oversee safety and security measures.

Further, it emphasizes the need for continuous monitoring and evaluation of the program’s effectiveness to identify areas for improvement and ensure that safety standards are met. Hence, the DepEd Order No. 28, s. 2016, as attached, delivers a comprehensive framework for the successful implementation of the Strengthening the Fire Safety and Awareness Program in all DepEd schools and offices.

In addition, DepEd Order No. 53, s. 2022 emphasizes the importance of fire safety in schools, and one of the measures that schools must implement is conducting unannounced fire drills. This is to ensure that learners, teachers, and personnel are prepared in case of a fire emergency. The reiteration of this policy is crucial in promoting safety within the school premises.

For further information, you may contact the Disaster Risk Reduction and Management Service, 2nd Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at drmo@deped.gov.ph.

For information and appropriate action.

[DRRMS/AAMS]

Annex A

Guidelines on the Submission of Reports on the Conduct of Fire Prevention Month Celebration

All DepEd Regional Offices and Schools Division Offices should thoroughly follow the guidelines below.

For Schools Division Offices

1. The Division DRRM Coordinators must consolidate reports and pictures from School DRRM Coordinators, and shall accomplish the Reporting Template attached in **Annex B**. The Division DRRM Coordinators have the prerogative on the format or template and specific deadline for the schools to submit their report to the Division office. The Division DRRM Coordinators are requested to select schools with best practices.
2. Consolidated reports and pictures must be submitted by the Division DRRM Coordinators **to respective Regional DRRM Coordinators copy furnished their respective Schools Division Superintendent, and DRRMS through drmo@deped.gov.ph**.
3. The Division DRRM Coordinators shall keep a copy of the submitted report for future reference, as necessary.

For Regional Coordinators

1. The Regional DRRM Coordinators must consolidate, and compile photo documentation reports submitted by the Division DRRM Coordinators and **upload them to their designated folder through this OneDrive link: <http://tinyurl.com/DepEdFirePreventionMonth2024>**.
2. The Regional DRRM Coordinators must submit a regional-level write-up using the standard outline provided in **Annex C**.
3. The regional-level write-up together with the consolidated report must also be submitted by the Regional DRRM Coordinators to the DRRMS via email drmo@deped.gov.ph copy furnished their respective Regional Directors not later than **12 April 2024 EOB**.
4. Regional DRRM Coordinators should use the naming convention below for email subject: **[CY 2024 Fire Prevention Month Celebration] Report_<Region>**

In addition, the Regional DRRM Coordinators shall select schools or SDOs that exhibit best practices in the field. The selected schools or SDOs will be featured in the DRRMS final report which aims to showcase successful demonstrations of Fire Prevention Month implementation for others to learn from and replicate. It is a positive step towards encouraging and recognizing good practices in disaster preparedness and response, which can lead to more effective and resilient communities in the face of disasters.

Annex B

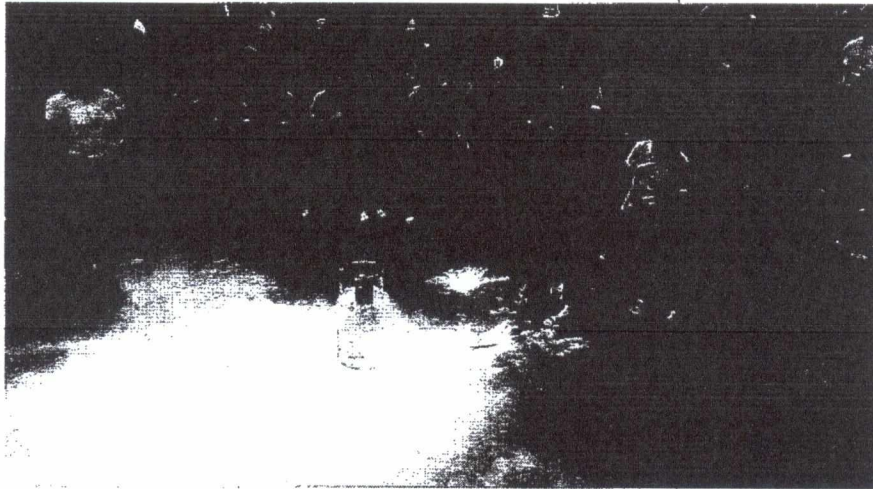
Division Level Report on the Conduct of Fire Prevention Month

I. Data on the conduct of Fire Prevention Month Celebration

Total no. of schools that conducted activities in relation to Fire Prevention Month		
No. of Learners Participated		
	Male	Female
Total no. of Elementary Learners		
Total no. of Secondary Learners		
No. of Personnel Participated		
	Male	Female
Total no. of Elementary Personnel		
Total no. of Secondary Personnel		
Grand Total		

II. Documentation

Attach three (3) to five (5) photo documentation of activities conducted during Fire Prevention Month Celebration. See sample photo documentation below:



Caption: Describe the photo/s above in two (2) to three (3) sentences

Sample caption:

Pagasa Elementary School conducted various activities in observance of Fire Prevention Month, including fire safety drills and lectures on fire safety and prevention. These activities aimed to raise awareness of the importance of fire safety and prevention in the school community, promote a culture of safety, and ensure the readiness of school personnel, and learners in the event of a fire emergency.

The following guidelines is set for the photo documentation of activities during the conduct of the Fire Prevention Month Celebration schools and DepEd offices:

1. Photo of the activities during the conduct of the Fire Prevention Month Celebration may be used in information and communication materials of the Department, as may be requested.
2. All materials should display adherence to minimum health protocols such as but not limited to, social distancing and wearing of face masks.
3. The recommended minimum specifications for photo documentation are as follows:
 - a. File format: JPG or PNG
 - b. Dimensions: 4:3 ratio
 - c. Orientation: Landscape
4. Upload photo documentation to designated folder in the OneDrive link:
<http://tinyurl.com/DepEdFirePreventionMonth2024>.

Annex C

Standard Outline for the Regional-level Write-up on the Conduct of Fire Prevention Month

I. Introduction

This section introduces the overall conduct of Fire Prevention Month Celebration in the Region and provides a brief overview of its purpose and objective.

II. Actual Conduct of the Activity

This section describes the regional-level conduct of activities in summary. It includes a step-by-step account of what transpired during the activity, the roles and responsibilities of the participants, the tools and equipment used, and the safety measures that were put in place.

III. Observations and Evaluation

This section provides an assessment of the conduct of activities in schools and its effectiveness. It describes overall observations made during the conduct of activities in schools, including strengths and weaknesses, and evaluates how well the activities achieved the Fire Prevention Month objectives. This can also include feedback from schools about their experience.

IV. Follow-up Actions and Recommendations

This section provides a plan of action based on the observations and evaluations of the overall regional conduct of the celebration. It includes recommendations for future activities and can also outline the action steps that will be taken to implement these recommendations.

V. Conclusion

This section provides a summary of the activity and its outcomes. It reflects on the lessons learned from the overall conduct of the celebration and its significance in achieving the overall goal of fire safety and prevention. It concludes by highlighting the importance of such activities in promoting a culture of safety and preventing fire-related incidents.



Republika ng Pilipinas
Department of Education

09 DEC 2022

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

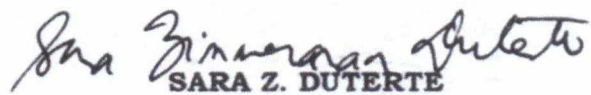
MANDATORY UNANNOUNCED EARTHQUAKE AND FIRE DRILLS IN SCHOOLS

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



To authenticate this document,
please scan the QR code.



DEPED-OSEC-478485



Republic of the Philippines
Department of Education

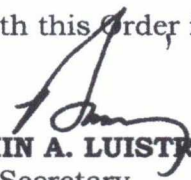
02 MAY 2016

DepEd O R D E R
No. **28**, s. 2016

STRENGTHENING THE FIRE SAFETY AND AWARENESS PROGRAM

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
School Division Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on Strengthening the Fire Safety and Awareness Program (FSAP)** which aims to establish specific roles, responsibilities, and monitoring and evaluation mechanisms for the fire safety and awareness program of schools which was launched through DepEd Order Nos. 72, s. 2012 and 13, s. 2013.
2. The roles, responsibilities, and monitoring and evaluation mechanisms constituting the process shall guide the concerned offices of schools, schools divisions, regions, and the central office in addressing fire safety preparedness measures and facilitate the Fire Code compliance of schools through a sustainable program and partnership with the Department of Interior and Local Government (DILG), and the Bureau of Fire Protection (BFP).
3. All DepEd Orders, Memoranda, and other related issuances, rules, regulations, and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.
4. This Order shall take effect immediately upon its issuance.
5. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.: As stated

References: DepEd Order: (Nos. 13, s. 2013; 72, s. 2012) and 55, s. 2007

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

CALAMITY
PROCEDURE
PROGRAMS

SAFETY EDUCATION
SCHOOLS
STRAND: Strategic Management

Lem/SMA: DO-FSAP
0210-March 16/May 2, 2016

**GUIDELINES ON STRENGTHENING THE FIRE SAFETY
AND AWARENESS PROGRAM (FSAP)**

I. Rationale

The Department of Education (DepEd), due to the threat of fire to the safety of learners and personnel and the possible effects to school properties, is enhancing the Fire Safety and Awareness Program (FSAP) of schools instituted through DepEd Order Nos. 72, s. 2012 and 13, s. 2013. The issuance shall provide the specific roles and responsibilities of DepEd in terms of the FSAP to ensure proper monitoring and evaluation of the program and facilitate compliance of school to the Fire Code.

II. Scope of the Policy

This issuance aims to define the roles and responsibilities of DepEd at all levels and create monitoring and evaluation mechanisms. This is also in support to the partnership with the Department of Interior and Local Government (DILG), through the Bureau of Fire Protection (BFP), for the purpose of implementing a sustainable program on fire safety for schools (please see Annex A).

III. Definition of Terms

For purposes of this Order, the following terms are defined/understood as follows:¹

- a. **Fire.** The active principle of burning, characterized by the heat and light of combustion.
- b. **Fire Code.** The standard fire prevention and safety measures prescribed in Republic Act No. 9514, also known as the "*Fire Code of the Philippines of 2008*".
- c. **Fire Safety.** The prevention and suppression of all kinds of destructive fires.

IV. Policy Statement

The DepEd Order hereby establishes the roles, responsibilities, and monitoring and evaluation mechanisms of the FSAP described in this Order which or when applied, should ensure the safety of all learners and personnel, the protection of school properties, and the promotion of a supportive, safe and effective learning environment.

V. Procedures

Table 1 provides for the Roles and Responsibilities of the relevant offices to this issuance. This also includes the reporting protocol from the school to the central office. All expenses related to the implementation and monitoring of this program shall be charged against their respective MOOEs.

The four (4) main initiatives of the program are as follows:

- a. School Fire Safety Plan;
- b. Fire Safety Inspection;
- c. Fire Drills and Fire Safety Lectures for School Personnel; and,
- d. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel. It is also highly encouraged to conduct the said drills with other hazards (e.g. earthquake, flood, etc.).

¹All terms are adapted from RA No. 9514.

Table 1: Roles and Responsibilities Matrix

School Fire Safety Plan			
Develop a School Fire Safety Plan which consists of the following: <ul style="list-style-type: none"> • identification of fire related hazards; • elimination or reduction of the hazards; and • physical fire precautions and management arrangements necessary to ensure the safety of students and personnel in the school premises. Please see Annex B for the School Fire Safety Measures that should be included in the School Fire Safety Plan.	Consolidate schools' Fire Safety Plan and send to respective regional office (through the regional DRRM Coordinator)	Consolidate division reports and send to central office (through the DRRMS)	Consolidate regional reports and send to BFP, DILG, and DepEd Management and other offices
Fire Safety Inspection			
	Provide local BFP with a list of all public elementary and secondary schools for fire safety inspection		Closely coordinate with BFP for the crafting of guidelines for the fire safety inspection and the schools' compliance with the recommendations which should not be limited to purchase of equipment (e.g. fire extinguishers) Closely coordinate with BFP for the crafting of alternative ways for schools to address the violations/deficiencies while pending compliance with the requirements of the Fire Code
Accommodate BFP inspectors during Brigada Eskwela Week and Semestral Break for the conduct of fire safety inspection	Monitor completion of fire safety inspection of all schools	Monitor completion of fire safety inspection of all divisions	Monitor completion of fire safety inspection of all regions
Identify within one month from receipt of results of inspection the options and plan of action to address violations/deficiencies which should not be limited to procurement of equipment (e.g. fire extinguishers)	Consolidate BFP's schools assessment results and schools' plan of action and send to respective regional office (through the regional DRRM Coordinator)	Consolidate division reports and send to central office (through the DRRMS)	Consolidate regional reports and send to BFP, DILG, and DepEd Management and other offices
Submit reports to respective division office (through the Division DRRM Coordinator) regarding: <ol style="list-style-type: none"> 1. violations/deficiencies noted during inspection; 2. recommendations from BFP; and, 3. options and plan of action identified by the school to address violations/deficiencies 			
Address violations/deficiencies noted during BFP inspection	Provide assistance to schools in addressing violations/deficiencies noted during BFP inspections	Provide assistance to divisions in addressing violations/deficiencies noted during BFP inspections	Develop a comprehensive plan that provides options to address the violations/deficiencies raised in the BFP assessment results. Such options should not be limited to purchase of equipment and should provide alternative ways of addressing the violations/deficiencies.

Table 1: Roles and Responsibilities Matrix

		Schools	Division Office	Regional Office
				Provide funding support to schools in complying with BFP assessment results, when necessary and subject to the availability of funds.
				Provide assistance to regions, divisions and schools in addressing violations/deficiencies noted during BFP inspections
		Consolidate implementation of schools' plan of action and send to respective regional office (through the regional DRRM Coordinator)	Consolidate division reports and send to central office (through the DRRMS)	Consolidate regional reports and send to BFP, DILG, and DepEd Management and other offices
Fire Drills and Fire Safety Lectures for School Personnel				
Coordinate with BFP for the conduct of the fire safety lectures and drills for all teaching and non-teaching personnel	Monitor completion of fire safety lectures and drills for all teaching and non-teaching personnel of all schools	Monitor completion of fire safety lectures and drills for all teaching and non-teaching personnel of all divisions	Monitor completion of fire safety lectures and drills for all teaching and non-teaching personnel of all regions	
Submit reports to respective division office (through the Division DRRM Coordinator) regarding the conduct of the fire safety lectures and drills for all teaching and non-teaching personnel	Consolidate school reports and send to respective regional office (through the regional DRRM Coordinator)	Consolidate division reports and send to central office (through the DRRMS)	Consolidate regional reports and send to BFP, DILG, and DepEd Management and other offices	
Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel				
Coordinate with BFP for the quarterly conduct of the fire safety lectures and drills for all learners and teaching and non-teaching personnel	Monitor completion of fire safety lectures and drills for all learners and teaching and non-teaching personnel of all schools	Monitor completion of fire safety lectures and drills for all learners and teaching and non-teaching personnel of all divisions	Monitor completion of fire safety lectures and drills for all learners and teaching and non-teaching personnel of all regions	
Submit reports to respective division office (through the Division DRRM Coordinator) regarding the conduct of the fire safety lectures and drills for all learners and teaching and non-teaching personnel	Consolidate school reports and send to respective regional office (through the regional DRRM Coordinator)	Consolidate division reports and send to central office (through the DRRMS)	Consolidate regional reports and send to BFP, DILG, and DepEd Management and other offices	

VI. Monitoring and Evaluation

A. For DepEd

The timeline of activities and timeline of reporting of schools, divisions, and regions which are based on the DepEd school year and not calendar year is in Table 2 while the prescribed templates for reporting are in Annex C. To facilitate efficient reporting, schools, divisions, and regions are encouraged to send an electronic copy of their submissions. One (1) scanned or picture copy with signature of the head of office and one (1) copy in Excel file of the final document.

Table 2: Timeline of Activities and Reporting

Reporting and Activities Per Level				
	Schools	Divisions	Regions	Central
1st Quarter	<ol style="list-style-type: none"> 1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel 2. Fire Drills and Safety Lectures for School Personnel 3. Fire Safety Inspection (Brigada Eskwela) 4. Plan of Action to Address Deficiencies/Violations 5. School Fire Safety Plan 			<ol style="list-style-type: none"> 1. Craft guidelines for the fire safety inspection and the schools' compliance with the recommendations 2. Craft alternative ways for schools to address the violations/deficiencies while pending compliance to the Fire Code
2nd Quarter	<p>Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel</p>	<ol style="list-style-type: none"> 1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel 2. Fire Safety Inspection (Brigada Eskwela) 3. Plan of Action to Address Deficiencies/Violation 4. School Fire Safety Plan 5. Monitoring completion of Fire Safety and Awareness Program activities of respective schools 	<ol style="list-style-type: none"> 1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel 2. Fire Safety Inspection (Brigada Eskwela) 3. Plan of Action to Address Deficiencies/Violations 4. School Fire Safety Plan 5. Monitoring completion of Fire Safety and Awareness Program activities of schools in respective divisions 	
3rd Quarter	<ol style="list-style-type: none"> 1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel 2. Fire Safety Inspection (Semestral Break) 3. Plan of Action to Address Deficiencies/Violations 			
4th Quarter	<p>Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel</p>	<ol style="list-style-type: none"> 1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel 2. Fire Safety Inspection (Semestral Break) 3. Plan of Action to Address Deficiencies/Violations 4. Monitoring completion of Fire Safety and Awareness Program activities of respective schools 	<ol style="list-style-type: none"> 1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel 2. Fire Safety Inspection (Semestral Break) 3. Plan of Action to Address Deficiencies/Violations 4. Monitoring completion of Fire Safety and Awareness Program activities of schools in respective divisions 	<ol style="list-style-type: none"> 1. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel 2. Fire Drills and Safety Lectures for School Personnel 3. Fire Safety Inspection 4. Plan of Action to Address Deficiencies/Violations 5. School Fire Safety Plan 6. Develop a comprehensive plan that provides options to address the violations/deficiencies raised in the BFP assessment results 7. Monitoring completion of Fire Safety and Awareness Program activities of schools in all regions

Reports on the three (3) main initiatives should not be made into separate reports. Quarterly, semestral, and/or annual reports (per level) should already incorporate all updates for the specific time period.

The Disaster Risk Reduction and Management Service (DRRMS) shall develop policy support based on the information collected from the various FSAP reports. In addition to this, it shall conduct a periodic review of this policy to further enhance its provisions and effectiveness.

B. Between DepEd and BFP

The implementation of the MOU and the corresponding policy shall be reviewed on an annual basis to support and strengthen the partnership.

VII. References

Provisions stipulated in DepEd Order No. 13, s. 2013, DepEd Order No. 72, s. 2012 and other previous issuances which are inconsistent with this Order are hereby repealed.

VIII. Effectivity/Transitory Provision

This policy shall take effect immediately upon its issuance.

- nothing follows -

MEMORANDUM OF UNDERSTANDING

This **MEMORANDUM OF UNDERSTANDING (MOU)** entered into this ___th day of _____ 2015, in Pasig City, Philippines, by and between:

DEPARTMENT OF EDUCATION, a national government agency created under Philippine laws with principal office at the DepEd Complex, Meralco Avenue, Pasig City, represented herein by its **Secretary, BR. ARMIN A. LUISTRO FSC**, hereinafter referred to as "**DepED**".

and

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT, a national government agency created under Philippine laws with principal office at DILG-NAPOLCOM CENTER, EDSA cor. Quezon Avenue, Quezon City, represented herein by its **Secretary, MEL SENEN SARMIENTO**, hereinafter referred to as "**DILG**",

WITNESSETH: That

WHEREAS, DepEd annually conducts the National Schools Maintenance Week, also known as "Brigada Eskwela," which aims to prepare all public elementary and secondary schools in the country for the opening of classes;

WHEREAS, DepEd recognizes the importance of the conduct of fire safety inspections and fire prevention programs and drills in all of its schools nationwide as part of its preparation for school opening;

WHEREAS, the Bureau of Fire Protection (BFP), which is under the supervision of the Department of the Interior and Local Government (DILG), is responsible for the prevention and suppression of all destructive fires through rigid fire safety inspections, conduct of fire prevention education programs and drills, and extension of medical assistance to victims of fire, accidents, and other related hazards;

NOW THEREFORE, in view of the foregoing premises, and subject to the undertakings hereinafter provided, the Parties hereto have agreed, as follows:

I. UNDERTAKINGS

DepEd shall:

1. Issue an official communication (order or memorandum) to all its local offices informing them of the partnership with DILG/BFP on fire safety, with the following instructions:
 - a. For the Division offices to provide local BFP offices with a list of all public elementary and secondary schools to be inspected by BFP, and where fire safety and prevention drills will be conducted;
 - b. For the schools to accommodate BFP inspectors during the Brigada Eskwela Week and one during the semestral break, and send an official report to their respective Division Offices to ensure compliance with BFP recommendations;
 - c. For the School Heads/principals/administrators/ to submit a report of violations/deficiencies noted during inspection to the Division Office, through Disaster Risk Reduction Management Office (DRRMO) division coordinator, for appropriate action;
 - d. For the Division Offices to send BFP's assessment results to the DepEd Regional Office, through the DRRMO regional coordinator;

- e. For the Regional Offices to send a consolidated report of assessment results to the DRRM Central Office on the conduct of BFP inspections and compliance of schools with recommendations.

2. DepEd through the DRRMO shall come-up with a holistic and sustainable master plan to address findings arising from BFP's assessment; and

3. DepEd shall provide support and / or interventions apt for the findings of BFP, subject to availability of resources.

DILG/BFP shall:

1. Conduct fire safety lectures and drills to all employees, teaching and non-teaching personnel, of all elementary and secondary schools before the opening of every school year;

2. Schedule lectures and drills, at least four times (4x) every school year, which shall be participated in by teachers, pupils and students;

3. Ensure the conduct of fire safety inspection in all public elementary and secondary schools in the country twice a year, one during the "Brigada Eskwela Week", and one towards the latter half of the school year, in close coordination with the DepEd division offices and schools to be inspected;

4. Immediately notify within 3 days from the submission of After Inspection Report to the concerned District/City/Municipal Fire Marshal, the school head/administrator/principal of the fire safety violations/deficiencies/defects of the school. As used herein, violations/defects/deficiencies shall mean and/or pertain to fire safety measures not incorporated in school building, which is required under the RA 9514 otherwise known as the Fire Code of the Philippines of 2008 and its implementing rules and regulations, or any prohibited acts or omissions defined thereof.

5. Develop a set of guidelines for the fire safety inspection and the school's compliance with the recommendation that are more appropriate but will not compromise the safety and security of the occupants and the structure subject to the provisions of the Fire Code; and,

6. Develop an alternative or interim set of rules, in consultation with DepEd which shall be observed by the latter pending compliance with the formal requirements of the Fire Code.

Both Parties shall:

Agree on a permanent tie-up to implement sustainable program on fire safety, and not merely involvement in seasonal or activity-based engagement.

II. AMENDMENTS

This Memorandum of Understanding contains the entire agreement of the parties with respect to fire safety at schools and supersedes all prior agreements and understanding with respect thereto. This Memorandum of Understanding may be amended only in writing duly signed by authorized representatives of the parties involved.

III. EFFECTIVITY AND TERMINATION

This Memorandum of Understanding shall take effect upon signing hereof by the parties concerned in preparation for the opening of School Year 2015 and shall remain in force until terminated at any time by service of notice to the parties.

IN WITNESS WHEREOF, the parties hereunto set their hands in the place and dated above written.

DEPARTMENT OF EDUCATION

BR. ARMIN A. LUISTRO FSC
Secretary

DEPARTMENT OF INTERIOR AND
LOCAL GOVERNMENT

MEL SENEN SARMIENTO
Secretary



WITNESSES:

MARIO A. DERIQUITO
Undersecretary
Partnerships and External Linkages
Department of Education

ATTY. PETER IRVING C. CORVERA
Undersecretary
Public Safety
Department of the Interior and Local Government

W. Barayuga
F/DIR ARIEL A. BARAYUGA, CEO VI
Chief, BFP

SUBSCRIBED AND SIGNED TO BEFORE
ME THIS 02 DEC 2015 DAY OF _____ 20 ____
AT MANILA, PHILIPPINES

Doc. No. 77
Page No. 16
Book No. XXXIII
Series of 2015

Agustino B. Cabredo
ATTY. AGUSTINO B. CABREDO
Notary Public for Manila
Notarial Commission No. 2015-100
Until December 31, 2016
Rm. 409, First United Bldg. Corp.
Escorial, Manila
Bar No. 10047
PTR No. 1940717-1-5-15, Manila
IBP Lifetime Member 05097
MCLL No. V-0000130 / 07-26-14

Annex B

Fire Safety Measures For Schools

1. Designate a school personnel to be in-charge of the program.
2. Formulate a FIRE ESCAPE PLAN.
3. Ensure the presence of FIRE ESCAPE ROUTES and EXIT PATHS which the students and personnel should be aware of. These should be clearly marked with readable SIGNAGE.
4. Inspect doors and windows of classrooms and other school buildings and ensure that they are easy to open.
5. Ensure that exit/escape paths are free of obstruction.
6. Trim shrubs and trees in the school vicinity.
7. Enforce proper waste management. Clear the school grounds from waste. Combustible waste such as papers, wood, plastics, paint tins, flammable liquids should not be stored in heaps or loose in the open. Suitable receptacles such as litter bins, recycling bins, etc. should be provided.
8. Conduct regular electrical safety inspection and take necessary actions to repair or replace defective wirings, light bulbs, etc.
9. Demand and practice good school keeping practices, e.g. inspect laboratories daily; unplug electrical wirings and turn-off lights.
10. Formulate fire safety and control measures for contractors as they can increase the risk of fire and cause obstruction to escape routes.
11. Ensure the provision of fire safety and protection equipment, which should not be limited to fire extinguishers. Other equipment may include pails, hose, etc.
12. Conduct regular FIRE DRILLS.



Republic of the Philippines
Department of Education

DepEd ORDER
No., **72** s. 2012

AUG 3 1 2012

CONTINUING FIRE SAFETY AND AWARENESS PROGRAM (FSAP) IN SCHOOLS

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

1. In the light of the recent fire incidents in several public elementary and high schools nationwide, and various reports from the Bureau of Fire Protection (BFP) of violations to the Revised Fire Code of the Philippines (RA No. 9514) committed by schools, the Department of Education (DepEd) has felt an urgent need to conduct and implement the **Continuing Fire Safety and Awareness Program (FSAP) in Schools** to give priority attention to these concerns and be conscious about fire safety.
2. The Program aims to promote awareness of fire safety and the importance of prevention and preparedness among school officials, personnel and staff, and pupils/students nationwide.
3. The most common violations of schools as reported by the BFP are as follows:
 - a. Hazardous electrical wirings due to overusage, deterioration, and substandard installations;
 - b. Lack of markings for emergency exits, and the blockage of these exits with unused furniture, among others;
 - c. Absence of fire sprinklers, lack of fire fighting equipment/fire extinguishers, irregular servicing or non-maintenance of existing fire extinguishers that do not comply with ISO 9001-2008 series certified as preferably required to ensure the use of quality and non-ozone depleting products;
 - d. Inadequate provisions of outlets, which cause overload, particularly due to excessive connection of equipment/appliances via octopus outlet and other inappropriate extension; and
 - e. Non-organization of fire brigades and lack of preparedness for fire emergencies.
4. Schools are directed to adopt/observe the fire safety and prevention measures contained in the enclosure. They shall coordinate closely with the LGUs and the BFP in the implementation of the FSAP.
5. The School Maintenance and Other Operating Expenses (MOOE) may be utilized in the implementation of this Program.
6. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:

As stated

Reference: N o n e

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

CALAMITY
PROGRAMS
SAFETY EDUCATION
SCHOOLS

Madel: Revised Fire Safety with Enclosure
August 16, 2012/8-23-12

Enclosure to DepEd Order No. 72, s. 2012

**FIRE SAFETY PREVENTION MEASURES UNDER THE CONTINUING FIRE SAFETY
AND AWARENESS PROGRAM IN SCHOOLS**

The risk of fatalities in case of fire in schools is being magnified by the (1) violations of the provisions of the Revised Fire Code of the Philippines of 2008 (RA No. 9514); (2) the number of young children who spend most of their time in schools; (3) mentors who are mostly unprepared to manage the emergency situation; and (4) vulnerabilities from bad elements including the risk brought about by the *El Nino* phenomenon. In this connection, the following measures should be adopted/observed in coordination with the Local Government Units (LGUs) through the BFP in their respective localities for the implementation of the above-stated continuing fire safety programs and the correction of all Fire-Code violations as stated:

1. Conduct of seminars and/or orientations on fire drills, trainings on fire prevention and civilian response in fire emergencies, first aid and related topics;
2. Forging into a Memorandum of Agreement (MOA) with the Department of Interior and Local Government (DILG), local government units (LGUs), non-governmental organizations (NGOs) and other stakeholders in the conduct of building/structural integrity assessment to determine the existence of hazardous electrical wirings, lack of fire exits to existing school buildings, the installation of fire exits in schools without such exits and strict adherence to DepEd-Physical Facilities Schools and Engineering Division (PFSED) building standards for all future school building constructions.
3. Purchase of fire fighting equipment or fire extinguishers compliant with ISO 9001-2008 series as certified, to be preferably required to ensure the use of quality and non-ozone depleting products. Conduct of educational campaigns, by incorporating appropriate fire safety and prevention topics in school subjects, focusing on practical applications at home, school and in the community.
4. Integration of fire safety and prevention topics in different subjects designed to enable the pupils and students as well as teachers, to have an outreach effect on the safety awareness levels and practices in their own homes and communities.
5. Activation/Organization of the School Fire Brigade, Kiddie/Junior Marshall who will help in the removal of blockage of exits such as unused furnitures, steel railings in doors and windows and other fire hazards in schools, check Fire Code violations in the school premises and act as fire safety officers and first aiders during emergency situations. The girl/boy scouts, cadets, marshalls shall be the first choice to handle these responsibilities.