

October 4, 2012

## DIVISION MEMORANDUM

No. 142 s. 2012

## CONTINUING FIRE SAFETY AND AWARENESS PROGRAM (FSAP) IN SCHOOLS

To: Public Schools District Supervisors/Coordinating Principals  
Public/Private Elementary School Heads  
Public/Private Secondary School Heads

1. In view of Regional Memorandum No. 80 s. 2012 and in consonance to DepED Order No. 72. S. 2012, that stresses the reports from the Bureau of Fire Protection (BFD) on the Revised Fire Code of the Philippines (RA No. 9514) committed by the schools, this Office urges the strict implementation of Continuing Fire Safety and Awareness Program (FSAP) in school to give priority attention to this concern and be conscious on fire safety and its measures.
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. All schools shall conduct regular fire drills in schools among pupils, students, all personnel and organize and train school fire brigades in the schools.
4. The School Maintenance and other Operating Expenses (MOOE) may be utilized in the conduct of activities mentioned above.
5. The Schools District Supervisors shall make a report to the Office of the Schools Division Superintendent Attn. : Division DRRM Coordinator **Mrs. Anely L. Ocier** on or before **October 19, 2012** of any action to be undertaken by the schools that needs the support from the higher Offices.
6. Immediate and wide dissemination of and strict compliance with this Memorandum to all concerned is directed.

Thank you very much for your cooperation and continued support in this disaster preparedness/ management program.

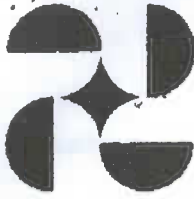
  
**EDILBERTO L. OPLENARIA**  
OIC, Schools Division Superintendent 

Encls.: As stated

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

CALAMITY  
REPORTS  
SAFETY EDUCATION

(Enclosure No. 1 to DepEd Order No. 48, s. 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@yahoo.com](mailto:deped_drrmo@yahoo.com) 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.*