



**DIVISION MEMORANDUM**

No. 229 s. 2016

**To: All Schools District Supervisors/Coordinating Principals  
Public and Private Elementary and Secondary School Heads  
Division Brigada Eskwela Coordinator  
Division DRRM Coordinator  
School Disaster Risk Reduction Coordinators  
School Brigada Eskwela Coordinators**

**From: EDILBERTO L. OPLENARIA, CESO VI**  
OIC - Schools Division Superintendent

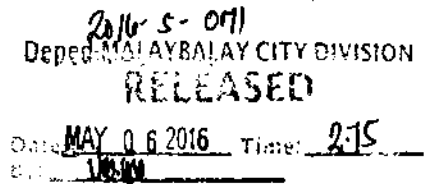
**Date: May 5, 2016**

**Subject: DISSEMINATION OF DEPED ORDER NO. 28, S. 2016 RE:  
STRENGTHENING THE FIRE SAFETY AND AWARENESS  
PROGRAM**

1. For the information and guidance of all concerned, attached is the DepED Order No. 28, s. 2016 re: Strengthening the Fire Safety and Awareness Program (FSAP) of which the content is self-explanatory.
2. Immediate dissemination and strict compliance with this Order is highly enjoined.

Encl.: As stated  
Copy Furnished: Records Unit/DRRM

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Republic of the Philippines  
**Department of Education**

02 MAY 2016

DepEd ORDER  
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and other related issuances, rules, regulations, and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.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	SAFETY EDUCATION
PROCEDURE	SCHOOLS
PROGRAMS	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:<sup>1</sup>

- 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.).

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<sup>1</sup>All terms are adapted from RA No. 9514.

**Table 1: Roles and Responsibilities Matrix**

<b>School Fire Safety Plan</b>			
<p>Develop a School Fire Safety Plan which consists of the following:</p> <ul style="list-style-type: none"> <li>• identification of fire related hazards;</li> <li>• elimination or reduction of the hazards; and</li> <li>• physical fire precautions and management arrangements necessary to ensure the safety of students and personnel in the school premises.</li> </ul> <p>Please see Annex B for the School Fire Safety Measures that should be included in the School Fire Safety Plan.</p>	<p>Consolidate schools' Fire Safety Plan and send to respective regional office (through the regional DRRM Coordinator)</p>	<p>Consolidate division reports and send to central office (through the DRRMS)</p>	<p>Consolidate regional reports and send to BFP, DILG, and DepEd Management and other offices</p>
<b>Fire Safety Inspection</b>			
	<p>Provide local BFP with a list of all public elementary and secondary schools for fire safety inspection</p>		<p>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)</p> <p>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</p>
<p>Accommodate BFP inspectors during Brigada Eskwela Week and Semestral Break for the conduct of fire safety inspection</p>	<p>Monitor completion of fire safety inspection of all schools</p>	<p>Monitor completion of fire safety inspection of all divisions</p>	<p>Monitor completion of fire safety inspection of all regions</p>
<p>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)</p>	<p>Consolidate BFP's schools assessment results and schools' plan of action and send to respective regional office (through the regional DRRM Coordinator)</p>	<p>Consolidate division reports and send to central office (through the DRRMS)</p>	<p>Consolidate regional reports and send to BFP, DILG, and DepEd Management and other offices</p>
<p>Submit reports to respective division office (through the Division DRRM Coordinator) regarding:</p> <ol style="list-style-type: none"> <li>1. violations/deficiencies noted during inspection;</li> <li>2. recommendations from BFP; and,</li> <li>3. options and plan of action identified by the school to address violations/deficiencies</li> </ol>			
<p>Address violations/deficiencies noted during BFP inspection</p>	<p>Provide assistance to schools in addressing violations/deficiencies noted during BFP inspections</p>	<p>Provide assistance to divisions in addressing violations/deficiencies noted during BFP inspections</p>	<p>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.</p>

**Table 1: Roles and Responsibilities Matrix**

			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
<b>Fire Drills and Fire Safety Lectures for School Personnel</b>			
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
<b>Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel</b>			
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**

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

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

FIDIR ARIEL A. BARAYUGA, CEO VI  
Chief, BFP

SUBSCRIBED AND SWORN TO BEFORE  
ME THIS 02 DEC 2015 20  
AT MANILA, PHILIPPINES

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Series of 2015

ATTY. AGUSTIN L. CABREDO  
Notary Public for Manila  
Notarial Commission No. 2015-100  
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Escorial, Manila  
Tel. No. 8047  
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MCLL No. V-0003130 / 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.













