



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X - Northern Mindanao

Division of Malaybalay City

Purok 6, Casisang, Malaybalay City
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2016

RELEASED

Date: SEP 20 2016
By: *[Signature]* Time: 9:26

DIVISION MEMORANDUM
No. 483 s. 2016

**To: All Schools District Supervisors/Coordinating Principals
Public and Private Elementary and Secondary School Heads
School Disaster Risk Reduction and Management Coordinators
Project Development Officer II (DRRM)**

[Signature]
From: EDILBERTO L. OPLENARIA, CESO-VI
OIC - Schools Division Superintendent

Date: September 16, 2016

**Subject: REITERATION OF UNNUMBERED REGIONAL ADVISORY
DATED MARCH 7, 2016 RE: SIMULTANEOUS CONDUCT OF
QUARTERLY FIRE DRILLS AND EARTHQUAKE DRILLS TO
ALL DEPED OFFICES AND SCHOOLS OF REGION X CY 2016**

1. Pursuant to Unnumbered Regional Advisory dated March 7, 2016, this Office enjoins all concerned to conduct Fire Exit Drill on **September 20, 2016 (Tuesday)**. The drill should be evaluated by at least three (3) persons using the Fire Drill Evaluation Form (see Enclosure A).
2. Furthermore, School DRRM Coordinators shall submit scanned copy of the evaluation forms fully filled out and signed by the evaluators to this Office attention: Project Development Officer II (DRRM) Jimdandy S. Lucine through his email address jimdandy.lucine@deped.gov.ph not later than September 23, 2015 (Friday).
3. For information and guidance.

Encl.:
Enclosure A - Fire Drill Evaluation Form

Copy Furnished:
Records Unit
DRRM

TO BE POSTED IN THE WEBSITE



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FIRE DRILL EVALUATION FORM

Date/Time: _____ Place of Drill: _____
School Name: _____
Location in the school during the drill: _____
Name of Evaluator: _____ Signature: _____
The evaluator works in the Barangay Office: YES NO, pls. specify _____

A. Encircle the letter of your choice.

- Is the siren loud enough to be heard by all the drill participants?
 - YES
 - NO *If NO, please elaborate:* _____
- 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:* _____
- During the Alarm Phase, what did the participants do?
 - The participants evacuate while the bell is ringing.
 - The participants waited for the siren to stop before evacuating.
 - Others, please elaborate _____
- Did the drill participants follow their designated routes to evacuation area?
 - YES
 - NO *If NO, please elaborate:* _____
- What did the participants do during the evacuation phase?
 - The participants run.
 - The participants walk casually.
 - The participants walk faster than normal.
- Did the drill participants bring any first aid kit or any item noticeable during the evacuation phase?
 - YES
 - NO *If NO, please elaborate:* _____
- Did the drill participants conduct the headcount during the headcount phase?
 - YES
 - NO *If NO, please elaborate:* _____
- Is the evacuation area big enough to accommodate the evacuees?
 - YES
 - NO *If NO, please elaborate:* _____
- What did the participants do while they are in the evacuation area?
 - The participants stay in the evacuation area.
 - The participants move to other place.
 - The participants go back to the building without instruction.

B. Please write down your observations in the space provided.

- Any other problem observed during the drill that might need to be addressed?
Please elaborate: _____
- How long did it take for all the drill participants to vacate the building and time to reach the designated evacuation area? _____
- Observed Number of Participants (estimates will do):

PARTICIPANTS	NO. OF LEARNERS	NO. OF TAVIS	NO. OF PERSONNEL
COUNT			

D. If you have suggestions, please write them down in the space below.
