



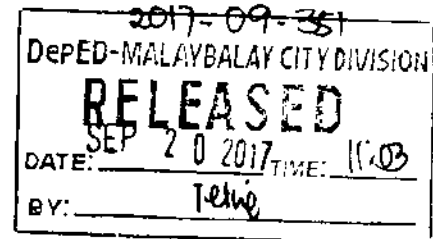
DIVISION MEMORANDUM

No. 485 s. 2017

**To: Chief Education Supervisors and Staff, SGOD and CID
Public/Private Elementary and Secondary School Heads
This Division**

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

Date: September 18, 2017



**Subject: PARTICIPATION TO THE 3rd QUARTER NATIONWIDE SIMULTANEOUS
EARTHQUAKE DRILL (NSED) 2017**

1. Relative to the Letter Request from the City Disaster Risk Reduction and Management Office dated September 14, 2017, the **3rd Quarter Nationwide Simultaneous Earthquake Drill** will be conducted on **September 21, 2017 (Thursday) at 2:00 pm**. With this, all Public Elementary and Secondary schools of Malaybalay City Division are directed to conduct earthquake drills simultaneously.
2. Private Elementary and Secondary schools in the Division are encouraged to conduct the earthquake drill on the above-mentioned date and time.
3. Below are the priority list of actions that should be followed in preparation for the drill:
 - a. Communicate with the Local Disaster Risk Reduction and Management Council (LDRRMC) for an orientation on earthquake to understand intensity and possible impacts and discuss preparedness measures;
 - b. Update list of personnel/learners and contact numbers;
 - c. Determine and prepare a chart of communication flow among offices/schools and overall command system;
 - d. Determine personnel/learners with special needs in case of an earthquake and assign focal persons within the particular office/classroom to take charge of those personnel/learners with special needs;
 - e. Put up signage for evacuation routes and safe places to gather and/or evacuate to;
 - f. Ensure that everyone knows what to do during and after an earthquake;
 - g. Ensure family reunification protocol in the school; and,
 - h. Conduct post evaluation of the drill.

4. Furthermore, School Heads and School DRRM Coordinators are reminded to submit Rapid Assessment of Damages Report (RADaR) through text to **09776592926 (DepEd Central Office)** and **09177135043 (Division Office)** after the drill.

5. Reports shall be submitted to this Office as specified in the **Division Memorandum No. 117, s. 2017** Attention: Jimdandy S. Lucine, Project Development Officer II (DRRM) on or before **September 26, 2017 (Tuesday)**.

6. For compliance.

Encl:

- Enclosure A – Request Letter from City Disaster Risk Reduction and Management Office
- Enclosure B – Earthquake Drill Evaluation Form
- Enclosure C – RADaR Form 1
- Enclosure D – RADaR Form 2

Copy Furnished:

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TO BE POSTED IN THE WEBSITE



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Province of Bukidnon
City of Malaybalay
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OFFICE OF CITY DISASTER RISK REDUCTION AND MANAGEMENT

September 14, 2017

EDILBERTO L. OPLINARIA, CESO VI
OIC, School Division Superintendent
Malaybalay City Bukidnon

Thru: JIM DANDY S. LUCINE
DRRM School Coordinator
Malaybalay City Bukidnon

Sir:

Greetings from the City of Cool Place, Warm People!

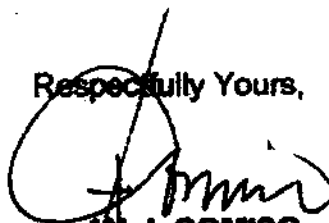
The National Disaster Risk Reduction and Management Office will be having its 3rd Quarter National Simultaneous Earthquake Drill/NSED Activity this coming September 21, 2017 at 2 p.m.

In this connection, May we request your good office to inform the school under your division to disseminate this Memorandum Circular 002-2017 from the Regional Disaster Risk Reduction and Management Council for them to participate of the said activity for better preparedness of our school.

Attached herewith is the Official Communication from the Regional Disaster Risk Reduction and Management Office 10.

Looking forward. Thank you.

Respectfully Yours,



ALAN J. COMISO
Local DRRMO IV



**REGIONAL DISASTER RISK REDUCTION
AND MANAGEMENT COUNCIL**
Regional Center No. 10

MEMORANDUM
Number 002-2017

FOR : Members, Regional Disaster Risk Reduction and Management Council (RDRRMC); Chairpersons, Local Disaster Risk Reduction and Management Council (LDRRMCs); Other Concerned Heads of Offices, Bureaus and Line Agencies

SUBJECT : CONDUCT OF THE CY 2017 3rd QUARTER NATIONWIDE SIMULTANEOUS EARTHQUAKE DRILL (NSED)

DATE : 12 September 2017

REFERENCE: NDRRMC Memorandum Circular No. 112, s. 2017 dated 12 September 2017 on the Conduct of the CY 2017 3rd Quarter Nationwide Simultaneous Earthquake Drill (NSED)

1. The CY 2017 3rd Quarter Nationwide Simultaneous Earthquake Drill (NSED) is scheduled on **21 September 2017 and will commence at 2:00 PM.**
2. The objectives of the activity are as follows:
 - a. To test the efficiency and usefulness of the preparedness, response and recovery plans, systems and policies developed in their respective localities/offices/schools;
 - b. To evaluate the effectiveness of contingency plan;
 - c. To test the coordination and communication mechanism during response operation;
 - d. To understand the command and control mechanism in emergency and disaster operation at the DRRMCs.
3. All RDRRMC member agencies and LDRRMCs are enjoined to spearhead the conduct of earthquake drill in their areas of jurisdiction
4. Proper documentation and the conduct of Post Activity Evaluation is encouraged. Result of the analysis and documentation should be submitted to the Office of Civil Defense Region 10 through electronic mail at ocdr10@gmail.com; not later than **28 September 2017** for consolidation and submission to the NDRRMC.

LIZA R. MAZO
Regional Director, OCD-X
Chairperson, RDRRMC-X

Division of Malaybalay City

Purok 6, Casisang, Malaybalay City
Telefax: (088) 314-0094 email: Malaybalay.city@deped.gov.ph



EARTHQUAKE DRILL EVALUATION FORM

School Name: _____ Date/Time of Drill: _____

Location in the school during the drill: _____

Name of Evaluator: _____ Signature: _____

The evaluator works in BDRRM BFP CDRMO LGU Others, pls. specify _____

A. Encircle the letter of your choice.

1. Was the siren loud enough to be heard by all drill participants?
 - a. YES
 - b. NO *If NO, please elaborate:* _____
2. Did the drill participants practice the "Drop, Cover and Hold" technique during the Alarm Phase (while the siren is being sounded)?
 - a. YES
 - b. NO *If NO, please elaborate:* _____
3. During the Alarm Phase, what did the drill participants do?
 - a. They evacuate while the bell is ringing.
 - b. They waited for the siren to stop before evacuating.
 - c. Others, please elaborate _____
4. Did the drill participants follow their designated routes to evacuation area?
 - a. YES
 - b. NO *If NO, please elaborate:* _____
5. What did the drill participants do during the evacuation phase?
 - a. They run.
 - b. They walk casually.
 - c. They walk faster than normal.
6. Did the drill participants bring any first aid kit or any item noticeable during the evacuation phase?
 - a. YES
 - b. NO *If NO, please elaborate:* _____
7. Did the drill participants conduct the headcount during the headcount phase?
 - a. YES
 - b. NO *If NO, please elaborate:* _____
8. Was the evacuation area big enough to accommodate the drill participants?
 - a. YES
 - b. NO *If NO, please elaborate:* _____
9. What did the drill participants do while they are in the evacuation area?
 - a. They stay in their assigned place in the evacuation area.
 - b. They did NOT stay in their assigned place in the evacuation area.
 - c. They go back to the building without instruction.

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

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

PARTICIPANTS	NO. OF LEARNERS	NO. OF PWDS	NO. OF PERSONNEL
COUNT			

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



**Revised Rapid Assessment of Damages Report 1 (RADaR 1) as of January 2015
School-Level Form**

Instructions to School Heads:

1. Accomplish this form on rapid assessment of damages. **Do not leave anything blank.**
2. Send via text message (SMS) to Globe/Smart. The answers should be sent using the following format:
RADAR1,<Name of incident>,<EBEIS School ID>,<Incurred damages because of incident? (Yes/No)>,<Number of totally damaged classrooms>,<Number of classrooms with major damage>,<Number of classrooms with minor damage>,<Number of temporary learning spaces needed for resumption of classes>,<Number of deceased personnel>,<Number of injured personnel>,<Number of missing personnel>,<Number of displaced personnel>,<Number of classrooms used for evacuation of families>,<Are there still evacuees after three days? (Yes/No)>,<Full name of sender>,<Designation>

For example: RADAR1,Luis,102121,No,0,0,0,0,0,0,0,0,0,Orville Benigno,HT
 RADAR1,Mayon Eruption,1999991,No,0,0,0,0,0,0,0,4,4,Yes,Jose Garcia III,MT

Send it to 09776592926 (Central Office) and 09177135043 (Division Office). **Invalid text messages, and forms sent via e-mail or fax shall not be processed.** Kindly check the following before sending: (1) Only the answers are typed, no need to input questions; (2) No spaces between commas; and, (3) **RADAR1** and **SCHOOL ID** is indicated. By sending this form via SMS, please note that the sender is certifying that the information sent is true and accurate. Any inaccurate and incorrect information shall be the responsibility of the sender.

Instructions to Divisions:

A link to the consolidated RADaR shall be given to divisions so that they can check the RADaR1 data sent by school heads. Divisions are in-charge of ensuring all affected schools send RADaRs via SMS and shall be responsible for schools without reports. Only divisions with DepED e-mail accounts can access and check the RADaR submissions of schools. For divisions without DepEd e-mail accounts, kindly inquire with your ICT Coordinators on how to register for a DepEd e-mail account.

For inquiries about this form, contact DRRMO at (02) 637-4933 and/or (02) 635-3764.

Division: _____

QUESTIONS		ANSWERS
1	Name of incident (Can be name of tropical cyclone, name of volcano or description of incident)	
2	EBEIS SCHOOL ID	
3	Incurred damages because of incident? (Indicate Yes/No only)	
4	Number of academic classrooms that are <u>totally</u> damaged (damaged academic classrooms that cannot be used)	
5	Number of academic classrooms with <u>major</u> damage (damaged academic classrooms needing major repair and cannot be repaired by school)	
6	Number of academic classrooms with <u>minor</u> damage (damaged academic classrooms needing minor repair that can all be repaired by school)	
7	Number of temporary learning spaces (TLS) needed for immediate class resumption	
8	Number of deceased DepEd teaching and non-teaching personnel	
9	Number of injured DepEd teaching and non-teaching personnel	
10	Number of missing DepEd teaching and non-teaching personnel	
11	Number of displaced DepEd teaching and non-teaching personnel	
12	Number of academic classrooms used for evacuation of families (all academic classrooms used since Day 1)	
13	Are there still evacuees after three days? (Indicate Yes/No only)	

By sending this RADaR via SMS, I hereby certify that the information sent is true and accurate.

(14) **Full Name** of sender _____ Date _____

(15) **Designation** of sender _____ Contact Number _____



**Revised Rapid Assessment of Damages Report 2 (RADaR 2) as of January 2015
School-Level Form**

Instructions to School Heads:

3. Accomplish this form on rapid assessment of damages. **Do not leave anything blank.**
4. Send via text message (SMS) to Globe/Smart. The answers should be sent using the following format:
RADAR2,<Name of incident>,<School ID>,<Number of damaged school furniture (armchairs)>,<Number of damaged copies of learning materials/textbooks used for instruction>,<Number of damaged sets of computer equipment used for instruction>,<Full name of sender>,<Designation>

**For example: RADAR2,Bush Fire,300461,23,45,0,Juan Dela Cruz Jr, Principal
RADAR2,Luis,102121,0,0,0,Orville Benigno,HT**

Send it to 09288718053 (Smart) or 09151789312 (Globe). **Invalid text messages, and forms sent via e-mail or fax shall not be processed.** Kindly check the following before sending: (1) Only the answers are typed, no need to input questions; (2) No spaces between commas; and, (3) **RADAR2** and **SCHOOL ID** is indicated. By sending this form via SMS, please note that the sender is certifying that the information sent is true and accurate. Any inaccurate and incorrect information shall be the responsibility of the sender.

Instructions to Divisions:

A link to the consolidated RADaR shall be given to divisions so that they can check the RADaR2 data sent by school heads. Divisions are in-charge of ensuring all affected schools send RADaRs via SMS and shall be responsible for schools without reports. Only divisions with DepEd e-mail accounts can access and check the RADaR submissions of schools. For divisions without DepEd e-mail accounts, kindly inquire with your ICT Coordinators on how to register for a DepEd e-mail account. **Divisions are advised to make the necessary detailed assessment for reports received under RADaR2.** They are also advised to send the consolidated detailed assessment to respective DepEd Offices (cc: drmo@deped.gov.ph).

For inquiries about this form, contact DRRMO at (02) 637-4933 and/or (02) 635-3764.

Division: _____

QUESTIONS		ANSWERS
1	Name of incident (Can be name of tropical cyclone, name of volcano or description of incident)	
2	EBEIS SCHOOL ID	
3	Number of damaged school furniture (armchairs) that needs to be replaced for use of learners <i>(Additional information on damaged teachers' tables and chairs, tables and chairs for Kinder, and/or desktops shall be consolidated by respective divisions. Divisions shall endorse the detailed assessment to respective DepEd offices for proper intervention.)</i>	
4	Number of copies of learning materials/textbooks used for instruction that were damaged because of incident <i>(Detailed information on number of copies needed for instruction per grade level and subject area shall be consolidated by respective divisions. Divisions shall endorse the detailed assessment to respective DepEd offices for proper intervention.)</i>	
5	Number of sets of computer equipment used for instruction that were heavily damaged because of incident <i>(Detailed information on type of equipment damaged shall be consolidated by respective divisions. Divisions shall endorse the detailed assessment to respective DepEd offices for proper intervention.)</i>	

By sending this RADaR via SMS, I hereby certify that the information sent is true and accurate.

(6) **Full Name of sender** _____ **Date** _____

(7) **Designation of sender** _____ **Contact Number** _____