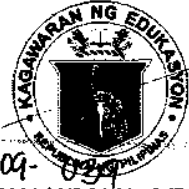




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X- Northern Mindanao

Division of Malaybalay City

Purok 6, Casisang, Malaybalay City
Telefax: (088) 314-0094 email: depedmalaybalay@gmail.com



2015-09-03

Deped-MALAYBALAY CITY DIVISION

RELEASED

DIVISION MEMORANDUM

No. 1120 s. 2015

Date: SEP 04 2015 Time: 1:50pm
By: [Signature]

**To: All Schools District Supervisors/OIC – Schools District Supervisors
Public and Private Elementary and Secondary School Heads
District/School Disaster Risk Reduction Coordinators
Division DRRM Coordinator**

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

Date: September 3, 2015

Subject: Second Conduct of Fire Drill

1. This office enjoins all concerned to conduct the second simultaneous fire drill on **September 7, 2015 (Monday)** as instructed in the Regional Advisory dated March 3, 2015. The drill should be evaluated by local barangay officials using the Drill Evaluation Form (see Enclosure A).
2. Furthermore, School DRRM Coordinators shall submit a two-page accomplishment report with pictures and a copy of the evaluation forms signed by the evaluators to this office attention Division DRRM coordinator Jimdandy S. Lucine.
3. For information and guidance.

Encl.:
Enclosure A – Drill Evaluation Form

Copy Furnished:
Records Unit

TO BE POSTED IN THE WEBSITE



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DRILL EVALUATION FORM

Type of Drill: *(Please check the appropriate box.)*

Fire Drill Earthquake Drill

Date/Time: _____

Place of Drill: _____

School Name: _____

Location in the school during the drill: _____

A. Encircle the letter of your choice.

1. Is the siren loud enough to be heard by all the drill participants?
a. YES b. 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)? *(For earthquake drill only)*
a. YES b. NO *If NO, please elaborate:* _____
3. During the Alarm Phase, what did the participants do?
a. The participants evacuate while the bell is ringing.
b. The participants 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 participants do during the evacuation phase?
a. The participants run.
b. The participants walk casually.
c. The participants 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. Is the evacuation area big enough to accommodate the evacuees?
a. YES b. NO *If NO, please elaborate:* _____
9. What did the participants do while they are in the evacuation area?
a. The participants stay in the evacuation area.
b. The participants move to other place.
c. The participants 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 drill participants (estimate will do): _____
4. Any untoward incident observed during the drill? _____

**This form is based from Evaluation Form A in DepEd Order No. 48, s. 2012*