



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



DIVISION MEMORANDUM

No. 099 s. 2016

**To: Public and Private Elementary and Secondary School Heads
Project Development Officer II (DRRM)**

Edilberto L. Oplenaria
From: EDILBERTO L. OPLENARIA, CESO VI
OIC + Schools Division Superintendent

Date: March 4, 2016

2016-03-154
DepEd-MALAYBALAY CITY DIVISION
RELEASED
Date: MAR 08 2016 Time: 10:00
By: *Opain Day*

Subject: Observance of the Fire Prevention Month

1. Pursuant to Presidential Proclamation No. 115-A which declared March of every year as Fire Prevention Month and DepED Order No. 72, s. 2012 re: Continuing Fire Safety and Awareness Program (FSAP) in Schools, all concerned are directed to do the following:
 - a. conduct Fire exit drill on March 10, 2016 (Thursday),
 - b. conduct fire safety education to students, and
 - c. print in tarpaulin the Fire Safety Tips of the Division with a dimension of 3ft (*l*) X 2ft (*w*) and post it in the school's bulletin board. The design can be downloaded in <https://www.sendspace.com/file/83ius7> and DepED Malaybalay City – DRRM Facebook group.
2. Furthermore, School DRRM Coordinators should submit three Fire Exit Drill Evaluation Forms fully filled out and signed by three different evaluators to this Office attention: Project Development Officer II (DRRM) Jimdandy S. Lucine not later than March 18, 2016 (Friday).
3. Expenses incurred in the printing of tarpaulin will be charged against the School's MOOE.
4. For information and compliance.

Encl.:

- A. Fire Exit Drill Evaluation Form
- B. Fire Safety Tips tarpaulin design

Copy Furnished:

Records Unit

TO BE POSTED IN THE WEBSITE



Department of Education
DIVISION OF MALAYBALAY CITY

FIRE SAFETY TIPS



PRACTICE ESCAPE ROUTES

In school or at home, it is very important that all students or family members should know where to exit in the event of a fire.



PUT OUT SMALL FIRES

If you know how to put out small fires, do so within the first two minutes. When using fire extinguishers, just remember the acronym PASS (Pull, Aim, Squeeze, and Sweep).



STOP, DROP, and ROLL

If your clothes catch fire, stay calm and don't run. Remember to stop, drop, and roll to put out the flame.



GET DOWN UNDER SMOKE

If there is smoke, get down and cover your mouth and nose with a wet towel or cloth, then find the safe exit and get out.



GET OUT AND CALL FOR HELP

Don't hide, go outside! Never attempt to get back inside the burning house or building for any reason. Once outside, call the City's emergency hotlines for help.

EMERGENCY HOTLINES:

CDRRMO	09177180080
ACER/MERU	09178276117
FIRE (BFP)	(088) 813 5449
POLICE	09268218803
CSWDO	(088) 813 3054



Automatically call ACER/MERU or
Malaybalay City 117 hotline.



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FIRE EXIT 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.

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)?
 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? _____

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

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