



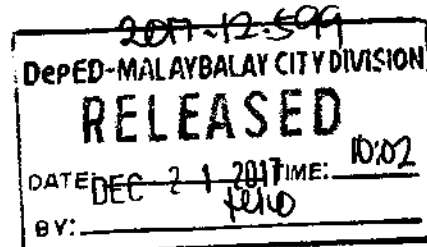
DIVISION MEMORANDUM

No. 694, s. 2017

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

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

Date: December 19, 2017



Subject: SAFETY AND PREPAREDNESS MEASURES DURING THE HOLIDAY SEASON

1. In reference to DepEd Memorandum No. 159, s. 2015 re: Safety and Preparedness Measures During the Holiday Season, this Office enjoins all schools to secure all properties, learning materials, and other important records from any possible occurrence of hazards such as earthquake, flood, and typhoon.
2. All are advised to do the following:
 - a. Anchor the facilities built at ground level by guy wire to strengthen the stability of the structures;
 - b. Store learning materials, teachers' manuals, vital records and equipment (fax, laptops, photocopies, TVs, VCRs, among other machines) in a safe place, preferably on an elevated room to ensure protection from rain or flood;
 - c. Turn off and unplug electrical equipment and appliances;
 - d. Ensure that windows and doors are locked, especially the storage rooms to protect the schools and offices from burglary;
 - e. Prepare the classrooms for possible use as evacuation centers and ensure that the staff-in-charge of the keys are accessible;
 - f. Prune trees to avoid entanglement from electrical wirings and avoid potential harm to life and property; and
 - g. Coordinate with parents living within the school vicinity for the monitoring of any situation concerning the school.
3. Furthermore, School Heads and School DRRM Coordinators should keep monitoring weather updates and maintain communication lines open.
4. Immediate reporting of any untoward incident through the Division's DRRM Hotline Number: **0917 713 5043** should be observed to provide necessary support.
5. For compliance.