



DIVISION MEMORANDUM

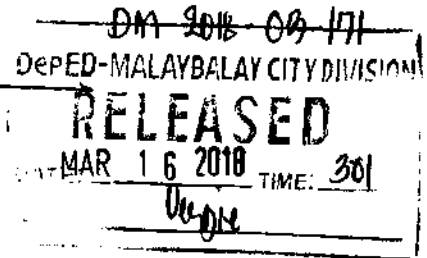
No. 171, s. 2018

To: **Schools Governance and Operations Division Chief and Staff
Curriculum Implementation Division Chief and Staff
Public Elementary and Secondary School Heads
This Division**

From: **EDILBERTO L. OPIENARIA, CESO VI**
Schools Division Superintendent

Date: **March 16, 2018**

Subject: **SCHOOL SAFETY MEASURES IN PREPARATION FOR THE SUMMER
BREAK**



1. In reference to DepED Memorandum No. 159, s. 2015 entitled **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 fire during the summer break.
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, photocopiers, 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;
 - g. Coordinate with parents living within the school vicinity for the monitoring of any situation concerning the school;

3. Furthermore, all must observe Fire Safety measures as stipulated in DepEd Order No. 20, s. 2016 re: Strengthening Fire Safety Awareness Program, to wit:

- a. Formulate FIRE ESCAPE PLAN
- b. Ensure the presence of Fire ESCAPE ROUTES AND EXIT PATHS which the students and personnel should be aware of. These should be clearly marked with readable signage.
- c. Inspect doors and windows of classrooms and other school buildings and ensure that they are easy to open from the inside.
- d. Ensure that exit/escape paths are free of obstruction.
- e. Trim shrubs and trees in the school vicinity.
- f. Enforce proper waste management. Clear the school grounds from waste. Combustible waste such as papers, wood, plastics, paint tins, flammable liquids should not be stored in heaps or loose in the open. Suitable receptacles such as litter bins, recycling bins, etc. should be provided.
- g. Conduct regular electrical safety inspection and take necessary actions to repair or replace defective wirings, light bulbs, etc.
- h. Demand and practice good school keeping practices, e.g. inspect laboratories daily, unplug electrical wirings and turn-off lights.
- i. Formulate fire safety and control measures for contractors as they can increase the risk of fire and cause obstruction to escape routes.
- j. Ensure the provision of fire safety and protection equipment, which should not be limited to fire extinguishers. Other equipment may include pails, hose, etc.
- k. Conduct regular FIRE DRILLS.

4. All School Heads and School DRRM Coordinators are directed to keep monitoring weather updates and to maintain open communication lines.

5. Immediate reporting of any untoward incident through the Division's DRRM Hotline Number: **0917 115 6964** should be observed to provide necessary support.

6. For compliance and guidance.

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