



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

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DIVISION MEMORANDUM

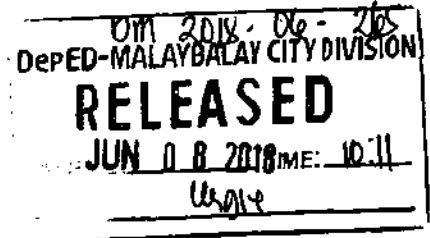
No. 265, s. 2018

TO: Assistant Schools Division Superintendent
Chief Education Supervisors and Staff, SGOD and CID
Public Elementary and Secondary School Heads
This Division

FROM:  **REBONFAMIL R. BAGUIO**
Schools Division Superintendent

DATE: June 6, 2018

SUBJECT: CONDUCT OF STUDENT-LED SCHOOL WATCHING AND HAZARD MAPPING FOR S.Y. 2018-2019



1. Pursuant to **DepEd Order No. 23, s. 2015 re: Student-led School Watching and Hazard Mapping**, all **School Heads** are directed to **organize a student-led school watching and hazard mapping activity** within the month of June following the guidelines stipulated in the said DepEd Order.
2. The objectives of the activity are the following:
 - Improve students' level of awareness on the potential hazards and risks within and around schools;
 - Increase the participation of children in addressing potential disasters by reducing vulnerabilities; and
 - Inculcate a culture of safety in the day-to-day experience of children in school.
3. Accomplishment report using the format attached shall be submitted to this Office **Attention: Jimdandy S. Lucine, Project Development Officer II (DRRM)** on or before **July 6, 2018 (Friday)**.
4. Should there be queries, contact this Office through the **DRRM hotline number: 0917 115 6864**.

Encls:

- Enclosure A – Procedures on how to Conduct School Watching and Hazard Mapping (DO No. 23, s. 2015)
- Enclosure B – School Watching Checklist (DO No. 23, s. 2015)
- Enclosure C – Accomplishment Report Format

Copy Furnished: Records Unit | DRRM
TO BE POSTED IN THE WEBSITE

PROCEDURES ON HOW TO CONDUCT SCHOOL WATCHING AND HAZARD MAPPING

A. Organizing and Preparing the School Watching Team

- The school head shall designate a moderator to facilitate a student-led school watching and hazard mapping activity. The moderator is preferably a DRRM-trained school personnel who is familiar with the hazards and risks in the school or anyone who has previous/current involvement in any DRRM activity.
- The School Watching Team (SWT) should comprise of at least 10 members. For medium and big schools, organizing various students' organizations and/ or student leaders for a school watching activity is preferred to maximize engagement. For very small schools (i.e. With less than five classes), teachers could integrate school watching in their respective lessons as an outdoor activity. For very big schools, more than one team could be organized to ensure that all grade levels, sections and groups are represented.
- The Supreme Student/Pupil Government (SSG/SPG) shall aid in the identification of SWT members. The team members could be student leaders of youth clubs, academic and/or non-academic clubs such as boy/girl scouts, Red Cross, or representatives from various grade levels and/ or sections.
- The moderator is encouraged to redesign the process, if necessary, to ensure appropriateness to the composition of the SWT. Preferably SSG/SPG shall also participate in this activity.
- It is important that the moderator presents the guidelines in the language that the SWT is most familiar and comfortable with.
- The moderator could prepare a timeline on the conduct of this activity to ensure that this will not disrupt regular school activities and/ or classes of SWT members.
- The moderator will prepare the route for the school watching, designate stops and provide a School Watching Checklist (Annex 1) to Team members for guidance in the observation of hazards.
- Designate a start and end point for the school watching activity.
- The moderator shall orient the SSG/SPG on school watching and hazard mapping before convening the SWT.

B. School Watching and Hazard Mapping

- The moderator should ensure that all SWT members have a pen and notebook for note taking during the school watch.
- The moderator shall orient the SWT on the background and purpose of this activity, and level-off with the Team on the conduct of this activity.
- Walk through each building, classroom, office, laboratory, workshop, play area, garden and any open area of the school.
- At each point, give a 3-5-minute stop for the Team to observe and take down notes in every building, classroom, office, laboratory, workshop, play area, garden and any open area.
- Use the School Watching Checklist as a basic guide in identifying hazard factors and/ or at risk areas in the school. The Team members are encouraged to add other risk factors based on their observation, experience and appreciation of the condition of the school environment/facilities.
- After walking around the school premises, the moderator will facilitate the processing of the information noted by the SWT.

- Then, materials such as cartolina, pens, crayons, coloured papers or any drawing material will be distributed to the SWT to map and plot the identified hazards and/ or at risk areas in the school.
- Allow the SWT to discuss the plotted hazard areas in the map to enhance the initially placed markings.
- Finalize the hazard map based on the SWT discussion and prepare for a presentation to the School Planning Team (SPT)

C. Reporting, Submission and Information Dissemination

- After preparing the hazard map, the moderator shall coordinate the presentation and submission of this document to the SPT.
- The SSG/SPG shall present the result of school watching and hazard map to the SPT.
- The hazard map should be reproduced and posted in different areas of the school, preferably in all buildings.

Note:

For more information, kindly read DepEd Order No. 23, s. 2015 re: Student-led School Watching and Hazard Mapping

School Watching Checklist

- Broken window
- Slippery pathway
- Blocked corridor
- Heavy objects mounted on top of cabinets/shelves
- Flooded area
- Busted plugs/light bulbs/electrical facilities
- Exposed electrical wires
- Protruding nails in chairs and tables
- Broken door knobs
- Warning sign: Slippery pathways/corridors
- Plants mounted on the building railings
- Flooding
- Exposed chemicals and liquids
- Lack/absence of storage for equipment
- Unlabeled chemicals
- Dripping ceiling
- Open pit
- Stagnant water
- Unpruned trees/bushes/shrubs
- Open/Clogged canals
- No ramps for elevated school buildings or other facilities
- Swing-in doors
- Broken/dilapidated ceiling
- Open/incomplete perimeter fence
- Presence of stray animals inside the school campus
- Presence of electrical post/transformer near or within the school perimeter
- No system of release to parents during emergencies
- No posted emergency hotlines around the school
- Garbage Area (Segregation of Biodegradable and Non-Biodegradable)
- Detached or peeled off GI sheet
- Broken toilet bowl and/or sinks
- Broken chairs/desks/tables
- Blocked/no emergency exits
- Unmounted cabinets/shelves
- Medical kits in every classrooms
- Bells/alarms
- Condemnable building (i.e. very old structure, collapsing building and/or prominent cracks on classroom walls)
- Others (*List as many as possible*)

Narrative Report Format

School Name

School ID

CONDUCT OF SCHOOL WATCHING AND HAZARD MAPPING NARRATIVE REPORT

S.Y. 2018 - 2019

A. Organizing and Preparing the School Watching Team (SWT)

Insert the SWT organizational chart. Make sure that the following are found (with pictures):

- 1. School Watching Team Moderator*
- 2. School Watching Team Leader*
- 3. School Watching Assistant Team Leader (optional)*
- 4. Members (at least 8 members)*

B. School Watching and Hazard Mapping

Please read the guidelines on student-led school watching and hazard mapping (D.O. No. 23, s. 2015) before conducting the activity. Narrate how you go through the activity. Attach the checklists that were filled out by the SWT. Include pictures of SWT doing the school watching and making the hazard map.

C. Reporting, Submission and Information Dissemination

The Hazard Map and findings of the SWT should be disseminated to the School Planning Team (SPT) through the SSG/SPG officers. Narrate how the reporting was done. Attach the letters sent to SPT members, minutes and attendance sheet during the presentation, and pictures on how the dissemination was done including the posting of hazard maps inside the campus.

D. Hazard Map

In one page, insert the final hazard map done by SWT.

Prepared by:

SWT Moderator

Noted:

School Head