



Republic of the Philippines
Department of Education

DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM

No. 096, s. 2019

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

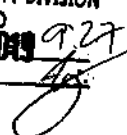
FROM:  REBONGAMIL R. BAGUIO
Schools Division Superintendent

DATE: March 15, 2019

SUBJECT: SCHOOL SAFETY MEASURES IN PREPARATION FOR THE
SUMMER BREAK

1. In reference to DepED Order No. 28, s. 2016 entitled *Strengthening Fire Safety Awareness Program* and DepED Memorandum No. 159, s. 2015 entitled *Safety and Preparedness Measures during the Holiday Season*, schools shall take precautionary measures to secure its properties, learning materials, and other important records from any possible occurrence of hazards such as earthquake, flood, and fire during summer break.

2. All are advised to do the following:
- Anchor the facilities built at ground level by guy wire to strengthen the stability of the structures;
 - Store learning materials, teachers' manuals, vital records and equipment (fax, laptops, photocopiers, TVs, VCRs, among other machiens) in a safe place, preferably on an elevated room to ensure protection from rain or flood;
 - Ensure that windows and doors are locked, especially the storage rooms to protect the schools and offices from burglary;
 - Prepare the classrooms for possible use as evacuation centers and ensure that the staff-in-charge of the keys are accessible;
 - Prune trees to avoid entanglement from electrical wirings and avoid potential harm to life and property;
 - Coordinate with parents living near the school vicinity for the monitoring of any situation concerning the school.
 - Inspect doors and windows of classrooms and other school buildings and ensure that they are easy to open from the inside;
 - Trim shrubs in the school vicinity;
 - 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 of loose in the open;
 - Conduct regular electrical safety inspection and take necessary actions to repair or replace defective wirings, light bulbs, etc.;

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BY: 

- k. Demand and practice good school keeping practices, e.g. inspect laboratories daily, unplug electrical wirings, and turn-off lights;
 - l. Formulate fire safety and control measures for contractors as they can increase the risk of fire and cause obstruction to escape routes; and
 - m. Ensure the provision of fire safety and protection equipment, which should not be limited to fire extinguishers. Other equipment may include pails, hose, etc.;
3. School Heads must keep on monitoring weather updates and maintain open communication lines during summer break.
4. Immediate reporting of any untoward incident to the Division DRRM Coordinator must be observed for timely provision of necessary support.
5. Should there be queries, contact **Jimdandy S. Lucine**, Project Development Officer II, through mobile number **0917 115 6864**.

Encls: None

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TO BE POSTED IN THE WEBSITE