



Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
 DIVISION OF MALAYBALAY CITY

DM-2023-03-105  
 DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
 DATE: 27 2023 Time: 2:57  
 By: \_\_\_\_\_

**Division MEMORANDUM**

No. 105, s. 2023

**TO:** Assistant Schools Division Superintendent  
 Chief Education Supervisor, SGOD and CID  
 School Heads of Private and Public Elementary and Secondary Schools  
 School DRRM Coordinators

**FROM:**  **VICTORIA V. GAZO, PhD, CESO V**  
 Schools Division Superintendent

**DATE:** March 27, 2023

**SUBJECT: POSTING OF HAZARD MAPS IN SCHOOLS**

1. Per DepEd Order No. 23, s. 2015 entitled Student-led School Watching and Hazard Mapping, all schools are enjoined to form their School Watching Team and to conduct activities as stipulated in the said DepEd Order.
2. Output of the School Watching Team must be reflected and considered in the School Improvement Plan. The hazard map must be posted in the conspicuous place in school and must have a size of at least 4 ft x 2 ft for the public to see and be aware of.
3. Private Schools are encouraged to conduct student-led school watching and hazard mapping activities.
4. Should there be queries, contact Jimdandy S. Lucine, Project Development Officer II (DRRM), at 0917 115 6864.
5. For compliance on or before April 14, 2023.

Encl: None

Copy Furnished: Records Section | DRRM



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 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
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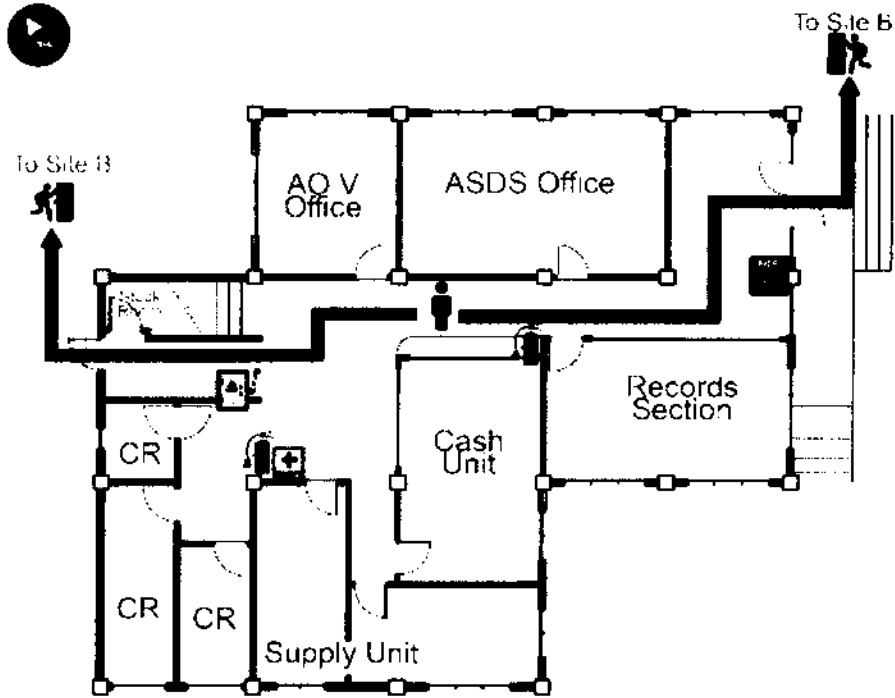


## EVACUATION PLAN TEMPLATE



# EVACUATION PLAN

## *Room Number*



**Legend:**

**Emergency Procedures:**

**Local Emergency Hotline:**  
**CDRRMO – 09178276117**  
**Barangay \_\_\_\_\_**

### Evacuation Sites Capacity

| Grade Level | Number of Pupils | School Personnel | Location                            | Capacity                           | Alternative Areas   | Remarks                                 |
|-------------|------------------|------------------|-------------------------------------|------------------------------------|---|---|
| 50          | 4                |                  |                                     | Enter total number for grade level | Grade II, section Peter Pan, will evacuate to area behind Calabutan Bldg. |   |
| 60          | 2                |                  | Open area front of Principal Office | 120                                |   | Along the road inside the school fence. |

### EVACUATION SITES CAPACITY

*This is to be placed in the Evacuation Plan, especially for the public visiting the school. This is optional for evacuation plans placed in each classroom.*

| Grade Level | No. of Population to Evacuate |                  | Safe Holding Areas/Evacuation Site  |  | Population not Accommodated  | Alternative Areas                       | Remarks   |
|-------------|-------------------------------|------------------|-------------------------------------|--|--|---|---|
|             | Learners                      | School Personnel | Location                            | Capacity   |  |   |   |
| I           | 50                            | 4                | Open area front of Principal Office | <i>Enter total number for grade I and II:<br/><br/>110</i> | Grade II, section Peter Pan, will evacuate to area behind Gabaldon Bldg. | Along the road beside the school fence. | If the whole school is affected: <ul style="list-style-type: none"> <li>• Activate family reunification protocol and send home pupils who live nearby with their guardian.</li> <li>• Evacuate the others to the basketball court in the barangay.</li> </ul> |
| II          | 60                            | 2                |                                     |  |  |   |   |
| III         |                               |                  |                                     |  |  |   |   |
| IV          |                               |                  |                                     |  |  |   |   |
| V           |                               |                  |                                     |  |  |   |   |
| VI          |                               |                  |                                     |  |  |   |   |
| VII         |                               |                  |                                     |  |  |   |   |
| VIII        |                               |                  |                                     |  |  |   |   |
| IX          |                               |                  |                                     |  |  |   |   |
| X           |                               |                  |                                     |  |  |   |   |