



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

2023-70401

DM-2023-03-104
DEPED MALAYBALAY CITY DIVISION

RELEASED

MAR 27 2023
By: *[Signature]*

Division MEMORANDUM

No. 106, 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: *[Signature]*
VICTORIA V. GAZO, PhD, CESO V
Schools Division Superintendent

DATE: March 27, 2023

SUBJECT: SAFETY REMINDERS IN THE CONDUCT OF UNANNOUNCED DRILLS

1. Per DepEd Order No. 53, s. 2023 entitled Mandatory Unannounced Earthquake and Fire Drills in Schools, all Schools are directed to conduct earthquake and fire drills twice in a month.

2. To ensure the safe conduct of such drills and to avoid disinformation and misinformation, the following must be observed by the schools:

a. Before the Drill

- i. Unannounced drills must not be totally unannounced. The school community, including the parents and teachers, must be informed that a drill will be conducted within the week.
- ii. School's earthquake and fire procedures must be discussed by the class advisers to the learners throughout the week during homerooms.
- iii. The plan to conduct unannounced drills must be coordinated with the barangay and other concerned agencies who will take part of the activity.
- iv. Unannounced drills must be conducted not earlier than 3:00 p.m. or near the dismissal of classes. This is to include the release of students to parents in the drill. This means that the Family Reunification protocol of the schools must be practiced with the parents.

b. During the Drill

- i. At least three tarpaulins with a sign "We are conducting earthquake/fire drill" must be hanged at the entrance of the school to inform the parents and the surrounding community of the school about the activity. This is to avoid unwanted reactions from the



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community. The size of the tarpaulin must be big enough for the community to easily recognize and read.

- ii. The students must be able to bring their things during the drill. It should be practiced that they must be able to do that.
- iii. Wearing of caps and umbrella must be allowed in the evacuation area for health reasons.
- iv. Giving of waters to students in the evacuation sites must be part of the response of the schools.

c. After the Drill

- i. Remove the tarpaulins to indicate that the drill is already over.
- ii. Classes must be dismissed and the students will be released to their parents by their advisers.
- iii. Giving of feedback must be done after every drill.
- iv. Submit reports to the Division through the DRRM Portal at tinyurl.com/drrmportal.

3. Private Schools are encouraged to follow the same safety guidelines in the conduct of their drills.

4. Should there be queries, contact Jimdandy S. Lucine, Project Development Officer II (DRRM), at 0917 115 6864.

5. For compliance.

Encl: None

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