



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

August 25, 2021

No. 328, s. 2021

**REITERATING DEPED ORDER NO. 28, S. 2016 REGIONAL
MEMORANDUM NO. 350 S. 2019 AND REGIONAL MEMORANDUM NO.
350, S. 2019 ON THE STRENGTHENING THE FIRE SAFETY,
AWARENESS AND PREPAREDNESS PROGRAM**

To: Public and Private School Heads and School DRRM Coordinator

1. This Office would like to reiterate the following DepEd Order and Regional Memorandum entitled:
 - a. DepEd Order No. 28, s. 2016 – Strengthening the Fire Safety and Awareness Program and
 - b. Regional Memorandum No. 350 s. 2019 – Reiterating DepEd Order No. 72 s. 2012 and Regional Memorandum 334 and 531 entitled Continuing Fire Safety and Awareness Program, DRRM Related Activities during Brigada Eskwela and Safety Preparedness in the Schools Respectively.
2. In addition to the different mitigating measures enclosed on the aforementioned DepEd Order and Regional Memoranda Schools are directed to intensify the monitoring of unattended plugged gadgets, electric fans and other type of electrical equipment before leaving the school or office premises especially after class/office hours, weekend and long vacation. Burning the garbage is dangerous to our health, our environment and generally against the law, you are encouraged to do recycling and compost pit.
3. All DepEd Orders, Memoranda and other related issuances, rules, regulations, and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.
4. This Order shall take effect immediately upon its issuance.
5. Immediate dissemination of and strict compliance with this Order is desired.

JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent



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Republic of the Philippines
Department of Education

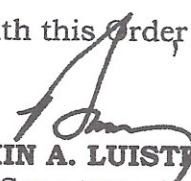
02 MAY 2016

DepEd ORDER
No. **28**, s. 2016

STRENGTHENING THE FIRE SAFETY AND AWARENESS PROGRAM

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
School Division Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on Strengthening the Fire Safety and Awareness Program (FSAP)** which aims to establish specific roles, responsibilities, and monitoring and evaluation mechanisms for the fire safety and awareness program of schools which was launched through DepEd Order Nos. 72, s. 2012 and 13, s. 2013.
2. The roles, responsibilities, and monitoring and evaluation mechanisms constituting the process shall guide the concerned offices of schools, schools divisions, regions, and the central office in addressing fire safety preparedness measures and facilitate the Fire Code compliance of schools through a sustainable program and partnership with the Department of Interior and Local Government (DILG), and the Bureau of Fire Protection (BFP).
3. All DepEd Orders, Memoranda, and other related issuances, rules, regulations, and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.
4. This Order shall take effect immediately upon its issuance.
5. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.: As stated

References: DepEd Order: (Nos. 13, s. 2013; 72, s. 2012) and 55, s. 2007

To be indicated in the Perpetual Index under the following subjects:

CALAMITY
PROCEDURE
PROGRAMS

SAFETY EDUCATION
SCHOOLS
STRAND: Strategic Management

Lem/SMA: DO-FSAP
0210-March 16/May 2, 2016

**GUIDELINES ON STRENGTHENING THE FIRE SAFETY
AND AWARENESS PROGRAM (FSAP)**

I. Rationale

The Department of Education (DepEd), due to the threat of fire to the safety of learners and personnel and the possible effects to school properties, is enhancing the Fire Safety and Awareness Program (FSAP) of schools instituted through DepEd Order Nos. 72, s. 2012 and 13, s. 2013. The issuance shall provide the specific roles and responsibilities of DepEd in terms of the FSAP to ensure proper monitoring and evaluation of the program and facilitate compliance of school to the Fire Code.

II. Scope of the Policy

This issuance aims to define the roles and responsibilities of DepEd at all levels and create monitoring and evaluation mechanisms. This is also in support to the partnership with the Department of Interior and Local Government (DILG), through the Bureau of Fire Protection (BFP), for the purpose of implementing a sustainable program on fire safety for schools (please see Annex A).

III. Definition of Terms

For purposes of this Order, the following terms are defined/understood as follows:¹

- a. **Fire.** The active principle of burning, characterized by the heat and light of combustion.
- b. **Fire Code.** The standard fire prevention and safety measures prescribed in Republic Act No. 9514, also known as the "*Fire Code of the Philippines of 2008*".
- c. **Fire Safety.** The prevention and suppression of all kinds of destructive fires.

IV. Policy Statement

The DepEd Order hereby establishes the roles, responsibilities, and monitoring and evaluation mechanisms of the FSAP described in this Order which or when applied, should ensure the safety of all learners and personnel, the protection of school properties, and the promotion of a supportive, safe and effective learning environment.

V. Procedures

Table 1 provides for the Roles and Responsibilities of the relevant offices to this issuance. This also includes the reporting protocol from the school to the central office. All expenses related to the implementation and monitoring of this program shall be charged against their respective MOOEs.

The four (4) main initiatives of the program are as follows:

- a. School Fire Safety Plan;
- b. Fire Safety Inspection;
- c. Fire Drills and Fire Safety Lectures for School Personnel; and,
- d. Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel. It is also highly encouraged to conduct the said drills with other hazards (e.g. earthquake, flood, etc.).

¹All terms are adapted from RA No. 9514.

Table 1: Roles and Responsibilities Matrix

School Fire Safety Plan			
<p>Develop a School Fire Safety Plan which consists of the following:</p> <ul style="list-style-type: none"> • identification of fire related hazards; • elimination or reduction of the hazards; and • physical fire precautions and management arrangements necessary to ensure the safety of students and personnel in the school premises. <p>Please see Annex B for the School Fire Safety Measures that should be included in the School Fire Safety Plan.</p>	<p>Consolidate schools' Fire Safety Plan and send to respective regional office (through the regional DRRM Coordinator)</p>	<p>Consolidate division reports and send to central office (through the DRRMS)</p>	<p>Consolidate regional reports and send to BFP, DILG, and DepEd Management and other offices</p>
Fire Safety Inspection			
<p>Accommodate BFP inspectors during Brigada Eskwela Week and Semestral Break for the conduct of fire safety inspection</p>	<p>Provide local BFP with a list of all public elementary and secondary schools for fire safety inspection</p>	<p>Monitor completion of fire safety inspection of all divisions</p>	<p>Closely coordinate with BFP for the crafting of guidelines for the fire safety inspection and the schools' compliance with the recommendations which should not be limited to purchase of equipment (e.g. fire extinguishers)</p>
<p>Identify within one month from receipt of results of inspection the options and plan of action to address violations/deficiencies which should not be limited to procurement of equipment (e.g. fire extinguishers)</p>	<p>Monitor completion of fire safety inspection of all schools</p>	<p>Monitor completion of fire safety inspection of all regions</p>	<p>Closely coordinate with BFP for the crafting of alternative ways for schools to address the violations/deficiencies while pending compliance with the requirements of the Fire Code</p>
<p>Submit reports to respective division office (through the Division DRRM Coordinator) regarding:</p> <ol style="list-style-type: none"> 1. violations/deficiencies noted during inspection; 2. recommendations from BFP; and, 3. options and plan of action identified by the school to address violations/deficiencies 	<p>Consolidate BFP's schools assessment results and schools' plan of action and send to respective regional office (through the regional DRRM Coordinator)</p>	<p>Consolidate division reports and send to central office (through the DRRMS)</p>	<p>Consolidate regional reports and send to BFP, DILG, and DepEd Management and other offices</p>
<p>Address violations/deficiencies noted during BFP inspection</p>	<p>Provide assistance to schools in addressing violations/deficiencies noted during BFP inspections</p>	<p>Provide assistance to divisions in addressing violations/deficiencies noted during BFP inspections</p>	<p>Develop a comprehensive plan that provides options to address the violations/deficiencies raised in the BFP assessment results. Such options should not be limited to purchase of equipment and should provide alternative ways of addressing the violations/deficiencies.</p>

Table 1: Roles and Responsibilities Matrix

				Provide funding support to schools in complying with BFP assessment results, when necessary and subject to the availability of funds. Provide assistance to regions, divisions and schools in addressing violations/deficiencies noted during BFP inspections
		Consolidate implementation of schools' plan of action and send to respective regional office (through the regional DRRM Coordinator)	Consolidate division reports and send to central office (through the DRRMS)	Consolidate regional reports and send to BFP, DILG, and DepEd Management and other offices
Fire Drills and Fire Safety Lectures for School Personnel				
Coordinate with BFP for the conduct of the fire safety lectures and drills for all teaching and non-teaching personnel	Monitor completion of fire safety lectures and drills for all teaching and non-teaching personnel of all divisions	Monitor completion of fire safety lectures and drills for all teaching and non-teaching personnel of all schools	Monitor completion of fire safety lectures and drills for all teaching and non-teaching personnel of all divisions	Monitor completion of fire safety lectures and drills for all teaching and non-teaching personnel of all regions
Submit reports to respective division office (through the Division DRRM Coordinator) regarding the conduct of the fire safety lectures and drills for all teaching and non-teaching personnel	Consolidate school reports and send to respective regional office (through the regional DRRM Coordinator)	Consolidate school reports and send to respective regional office (through the regional DRRM Coordinator)	Consolidate division reports and send to central office (through the DRRMS)	Consolidate regional reports and send to BFP, DILG, and DepEd Management and other offices
Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel				
Coordinate with BFP for the quarterly conduct of the fire safety lectures and drills for all learners and teaching and non-teaching personnel	Monitor completion of fire safety lectures and drills for all learners and teaching and non-teaching personnel of all schools	Monitor completion of fire safety lectures and drills for all learners and teaching and non-teaching personnel of all schools	Monitor completion of fire safety lectures and drills for all learners and teaching and non-teaching personnel of all divisions	Monitor completion of fire safety lectures and drills for all learners and teaching and non-teaching personnel of all regions
Submit reports to respective division office (through the Division DRRM Coordinator) regarding the conduct of the fire safety lectures and drills for all learners and teaching and non-teaching personnel	Consolidate school reports and send to respective regional office (through the regional DRRM Coordinator)	Consolidate school reports and send to respective regional office (through the regional DRRM Coordinator)	Consolidate division reports and send to central office (through the DRRMS)	Consolidate regional reports and send to BFP, DILG, and DepEd Management and other offices

VI. Monitoring and Evaluation

A. For DepEd

The timeline of activities and timeline of reporting of schools, divisions, and regions which are based on the DepEd school year and not calendar year is in Table 2 while the prescribed templates for reporting are in Annex C. To facilitate efficient reporting, schools, divisions, and regions are encouraged to send an electronic copy of their submissions. One (1) scanned or picture copy with signature of the head of office and one (1) copy in Excel file of the final document.

Table 2: Timeline of Activities and Reporting

	Schools	Divisions	Regions	Central
1st Quarter	<ol style="list-style-type: none"> Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel Fire Drills and Safety Lectures for School Personnel Fire Safety Inspection (Brigada Eskwela) Plan of Action to Address Deficiencies/Violations School Fire Safety Plan 	<ol style="list-style-type: none"> Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel Fire Safety Inspection (Brigada Eskwela) Plan of Action to Address Deficiencies/Violation School Fire Safety Plan Monitoring completion of Fire Safety and Awareness Program activities of respective schools 	<ol style="list-style-type: none"> Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel Fire Safety Inspection (Brigada Eskwela) Plan of Action to Address Deficiencies/Violations School Fire Safety Plan Monitoring completion of Fire Safety and Awareness Program activities of schools in respective divisions 	<ol style="list-style-type: none"> Craft guidelines for the fire safety inspection and the schools' compliance with the recommendations Craft alternative ways for schools to address the violations/deficiencies while pending compliance to the Fire Code
2nd Quarter	<ol style="list-style-type: none"> Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel 	<ol style="list-style-type: none"> Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel Fire Safety Inspection (Brigada Eskwela) Plan of Action to Address Deficiencies/Violation School Fire Safety Plan Monitoring completion of Fire Safety and Awareness Program activities of respective schools 	<ol style="list-style-type: none"> Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel Fire Safety Inspection (Brigada Eskwela) Plan of Action to Address Deficiencies/Violations School Fire Safety Plan Monitoring completion of Fire Safety and Awareness Program activities of schools in respective divisions 	
3rd Quarter	<ol style="list-style-type: none"> Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel Fire Safety Inspection (Semestral Break) Plan of Action to Address Deficiencies/Violations 	<ol style="list-style-type: none"> Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel Fire Safety Inspection (Semestral Break) Plan of Action to Address Deficiencies/Violations Monitoring completion of Fire Safety and Awareness Program activities of respective schools 	<ol style="list-style-type: none"> Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel Fire Safety Inspection (Semestral Break) Plan of Action to Address Deficiencies/Violations Monitoring completion of Fire Safety and Awareness Program activities of schools in respective divisions 	
4th Quarter	<ol style="list-style-type: none"> Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel 	<ol style="list-style-type: none"> Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel Fire Safety Inspection (Semestral Break) Plan of Action to Address Deficiencies/Violations Monitoring completion of Fire Safety and Awareness Program activities of respective schools 	<ol style="list-style-type: none"> Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel Fire Safety Inspection (Semestral Break) Plan of Action to Address Deficiencies/Violations Monitoring completion of Fire Safety and Awareness Program activities of schools in respective divisions 	<ol style="list-style-type: none"> Quarterly Fire Drills and Fire Safety Lectures for Learners and School Personnel Fire Drills and Safety Lectures for School Personnel Fire Safety Inspection Plan of Action to Address Deficiencies/Violations School Fire Safety Plan Develop a comprehensive plan that provides options to address the violations/deficiencies raised in the BFP assessment results Monitoring completion of Fire Safety and Awareness Program activities of schools in all regions

Reports on the three (3) main initiatives should not be made into separate reports. Quarterly, semestral, and/or annual reports (per level) should already incorporate all updates for the specific time period.

The Disaster Risk Reduction and Management Service (DRRMS) shall develop policy support based on the information collected from the various FSAP reports. In addition to this, it shall conduct a periodic review of this policy to further enhance its provisions and effectiveness.

B. Between DepEd and BFP

The implementation of the MOU and the corresponding policy shall be reviewed on an annual basis to support and strengthen the partnership.

VII. References

Provisions stipulated in DepEd Order No. 13, s. 2013, DepEd Order No. 72, s. 2012 and other previous issuances which are inconsistent with this Order are hereby repealed.

VIII. Effectivity/Transitory Provision

This policy shall take effect immediately upon its issuance.

- nothing follows -

MEMORANDUM OF UNDERSTANDING

This **MEMORANDUM OF UNDERSTANDING (MOU)** entered into this ___th day of _____ 2015, in Pasig City, Philippines, by and between:

DEPARTMENT OF EDUCATION, a national government agency created under Philippine laws with principal office at the DepEd Complex, Meralco Avenue, Pasig City, represented herein by its **Secretary, BR. ARMIN A. LUISTRO FSC**, hereinafter referred to as "**DepED**".

and

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT, a national government agency created under Philippine laws with principal office at DILG-NAPOLCOM CENTER, EDSA cor. Quezon Avenue, Quezon City, represented herein by its **Secretary, MEL SENEN SARMIENTO**, hereinafter referred to as "**DILG**",

WITNESSETH: That

WHEREAS, DepEd annually conducts the National Schools Maintenance Week, also known as "Brigada Eskwela," which aims to prepare all public elementary and secondary schools in the country for the opening of classes;

WHEREAS, DepEd recognizes the importance of the conduct of fire safety inspections and fire prevention programs and drills in all of its schools nationwide as part of its preparation for school opening;

WHEREAS, the Bureau of Fire Protection (BFP), which is under the supervision of the Department of the Interior and Local Government (DILG), is responsible for the prevention and suppression of all destructive fires through rigid fire safety inspections, conduct of fire prevention education programs and drills, and extension of medical assistance to victims of fire, accidents, and other related hazards;

NOW THEREFORE, in view of the foregoing premises, and subject to the undertakings hereinafter provided, the Parties hereto have agreed, as follows:

I. UNDERTAKINGS

DepEd shall:

1. Issue an official communication (order or memorandum) to all its local offices informing them of the partnership with DILG/BFP on fire safety, with the following instructions:
 - a. For the Division offices to provide local BFP offices with a list of all public elementary and secondary schools to be inspected by BFP, and where fire safety and prevention drills will be conducted;
 - b. For the schools to accommodate BFP inspectors during the Brigada Eskwela Week and one during the semestral break, and send an official report to their respective Division Offices to ensure compliance with BFP recommendations;
 - c. For the School Heads/principals/administrators/ to submit a report of violations/deficiencies noted during inspection to the Division Office, through Disaster Risk Reduction Management Office (DRRMO) division coordinator, for appropriate action;
 - d. For the Division Offices to send BFP's assessment results to the DepEd Regional Office, through the DRRMO regional coordinator;

P

e. For the Regional Offices to send a consolidated report of assessment results to the DRRM Central Office on the conduct of BFP inspections and compliance of schools with recommendations.

2. DepEd through the DRRMO shall come-up with a holistic and sustainable master plan to address findings arising from BFP's assessment; and

3. DepEd shall provide support and / or interventions apt for the findings of BFP, subject to availability of resources.

DILG/BFP shall:

1. Conduct fire safety lectures and drills to all employees, teaching and non-teaching personnel, of all elementary and secondary schools before the opening of every school year;

2. Schedule lectures and drills, at least four times (4x) every school year, which shall be participated in by teachers, pupils and students;

3. Ensure the conduct of fire safety inspection in all public elementary and secondary schools in the country twice a year, one during the "Brigada Eskwela Week", and one towards the latter half of the school year, in close coordination with the DepEd division offices and schools to be inspected;

4. Immediately notify within 3 days from the submission of After Inspection Report to the concerned District/City/Municipal Fire Marshal, the school head/administrator/principal of the fire safety violations/deficiencies/defects of the school. As used herein, violations/defects/deficiencies shall mean and/or pertain to fire safety measures not incorporated in school building, which is required under the RA 9514 otherwise known as the Fire Code of the Philippines of 2008 and its implementing rules and regulations, or any prohibited acts or omissions defined thereof.

5. Develop a set of guidelines for the fire safety inspection and the school's compliance with the recommendation that are more appropriate but will not compromise the safety and security of the occupants and the structure subject to the provisions of the Fire Code; and,

6. Develop an alternative or interim set of rules, in consultation with DepEd which shall be observed by the latter pending compliance with the formal requirements of the Fire Code.

Both Parties shall:

Agree on a permanent tie-up to implement sustainable program on fire safety, and not merely involvement in seasonal or activity-based engagement.

II. AMENDMENTS

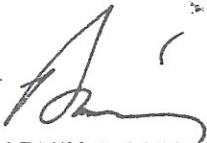
This Memorandum of Understanding contains the entire agreement of the parties with respect to fire safety at schools and supersedes all prior agreements and understanding with respect thereto. This Memorandum of Understanding may be amended only in writing duly signed by authorized representatives of the parties involved.

III. EFFECTIVITY AND TERMINATION

This Memorandum of Understanding shall take effect upon signing hereof by the parties concerned in preparation for the opening of School Year 2015 and shall remain in force until terminated at any time by service of notice to the parties.

IN WITNESS WHEREOF, the parties hereunto set their hands in the place and dated above written.

DEPARTMENT OF EDUCATION



BR. ARMIN A. LUISTRO FSC
Secretary

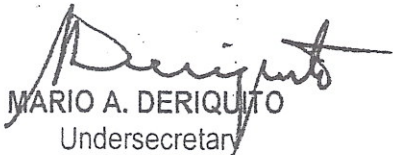
DEPARTMENT OF INTERIOR AND
LOCAL GOVERNMENT



MEL SENEN SARMIENTO
Secretary



WITNESSES:



MARIO A. DERIQUITO
Undersecretary
Partnerships and External Linkages
Department of Education



ATTY. PETER IRVING C. CORVERA
Undersecretary
Public Safety
Department of the Interior and Local Government


F/DIR ARIEL A. BARAYUGA, CEO VI
Chief, BFP

SUBSCRIBED AND SIGNED TO BEFORE
ME THIS 02 DEC 2015 DAY OF 20
AT MANILA, PHILIPPINES

Doc. No. 77
Page No. 16
Book No. XXXIII
Series of 2015

ATTY. AGUSTIN B. CABREDO
Notary Public for Manila
Notarial Commission No. 2015-100
Until December 31, 2016
Rm. 409, First United Bldg. Corp.
Lisbon, Manila
Reg. No. 10097
PTR No. 114671 / 1-5-15 Manila
IBP Lifetime Member 05097
MCLL No. V-0003130 / 07-25-14

Annex B

Fire Safety Measures For Schools

1. Designate a school personnel to be in-charge of the program.
2. Formulate a FIRE ESCAPE PLAN.
3. 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.
4. Inspect doors and windows of classrooms and other school buildings and ensure that they are easy to open.
5. Ensure that exit/escape paths are free of obstruction.
6. Trim shrubs and trees in the school vicinity.
7. 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.
8. Conduct regular electrical safety inspection and take necessary actions to repair or replace defective wirings, light bulbs, etc.
9. Demand and practice good school keeping practices, e.g. inspect laboratories daily; unplug electrical wirings and turn-off lights.
10. Formulate fire safety and control measures for contractors as they can increase the risk of fire and cause obstruction to escape routes.
11. Ensure the provision of fire safety and protection equipment, which should not be limited to fire extinguishers. Other equipment may include pails, hose, etc.
12. Conduct regular FIRE DRILLS.

Annex C: Prescribed School Reporting Templates and Division and Regional Consolidation Templates

School Fire Safety Drills and Lectures Reporting Template

School ID	School Name	Date Quarterly Drills Were Conducted	Date Quarterly Lectures Were Conducted	Remarks





REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



JUL 08 2019


REGIONAL MEMORANDUM

No. 0350, s. 2019

**REITERATING DEPED ORDER NO. 72, S. 2012 AND REGIONAL
MEMORANDUM NO. 0334 AND 0531 ENTITLED CONTINUING FIRE SAFETY
AND AWARENESS PROGRAM, DRRM RELATED ACTIVITIES DURING
BRIGADA ESKWELA AND SAFETY PREPAREDNESS IN THE SCHOOLS
RESPECTIVELY**

To: Schools Division/City Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office would like to reiterate the following DepEd Order and Regional Memoranda entitled:
 - a) DepEd Order No. 72, s. 2012 – Continuing Fire Safety and Awareness Program (FSAP)
 - b) RM No. 0334, s. 2017 – DRRM Related Activities During Brigada Eskwela 2017
 - c) RM No. 0531, s. 2019 – Reiterating the Safety Measures in the Schools.
2. In addition to the different mitigating measures enclosed on the aforementioned DepEd Order and Regional Memoranda, Heads of DepEd offices and schools are directed to intensify the monitoring of unattended plugged gadgets, electric fan and other type of electrical equipment before leaving the school or office premises especially after class/office hours, weekend and long vacation.
3. Schools/Office heads shall be accountable for any untoward incidents due to the negligence/non-implementation of the recommended fire/disaster preparedness measures.
4. Enclosed are the DepEd Order and Regional Memoranda
5. Immediate and wide dissemination of this Memorandum to all concerned is directed.


SALUSTIANO T. JIMENEZ
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

ESSD
TTP/Rde/nam719

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

“EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat”



Republic of the Philippines
Department of Education

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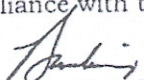
DepEd ORDER
No., 72 s. 2012

AUG 31 2012

CONTINUING FIRE SAFETY AND AWARENESS PROGRAM (FSAP) IN SCHOOLS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

1. In the light of the recent fire incidents in several public elementary and high schools nationwide, and various reports from the Bureau of Fire Protection (BFP) of violations to the Revised Fire Code of the Philippines (RA No. 9514) committed by schools, the Department of Education (DepEd) has felt an urgent need to conduct and implement the **Continuing Fire Safety and Awareness Program (FSAP) in Schools** to give priority attention to these concerns and be conscious about fire safety.
2. The Program aims to promote awareness of fire safety and the importance of prevention and preparedness among school officials, personnel and staff, and pupils/students nationwide.
3. The most common violations of schools as reported by the BFP are as follows:
 - a. Hazardous electrical wirings due to overusage, deterioration, and substandard installations;
 - b. Lack of markings for emergency exits, and the blockage of these exits with unused furniture, among others;
 - c. Absence of fire sprinklers, lack of fire fighting equipment/fire extinguishers, irregular servicing or non-maintenance of existing fire extinguishers that do not comply with ISO 9001-2008 series certified as preferably required to ensure the use of quality and non-ozone depleting products;
 - d. Inadequate provisions of outlets, which cause overload, particularly due to excessive connection of equipment/appliances via octopus outlet and other inappropriate extension; and
 - e. Non-organization of fire brigades and lack of preparedness for fire emergencies.
4. Schools are directed to adopt/observe the fire safety and prevention measures contained in the enclosure. They shall coordinate closely with the LGUs and the BFP in the implementation of the FSAP.
5. The School Maintenance and Other Operating Expenses (MOOE) may be utilized in the implementation of this Program.
6. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:
As stated

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

CALAMITY
PROGRAMS
SAFETY EDUCATION
SCHOOLS

Model: Revised Fire Safety with Enclosure
August 16, 2012/8-23-12

Enclosure to DepEd Order No. 72, s. 2012

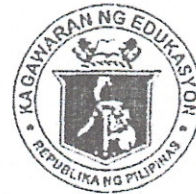
**FIRE SAFETY PREVENTION MEASURES UNDER THE CONTINUING FIRE SAFETY
AND AWARENESS PROGRAM IN SCHOOLS**

The risk of fatalities in case of fire in schools is being magnified by the (1) violations of the provisions of the Revised Fire Code of the Philippines of 2008 (RA No. 9514); (2) the number of young children who spend most of their time in schools; (3) mentors who are mostly unprepared to manage the emergency situation; and (4) vulnerabilities from bad elements including the risk brought about by the *El Nino* phenomenon. In this connection, the following measures should be adopted/observed in coordination with the Local Government Units (LGUs) through the BFP in their respective localities for the implementation of the above-stated continuing fire safety programs and the correction of all Fire-Code violations as stated:

1. Conduct of seminars and/or orientations on fire drills, trainings on fire prevention and civilian response in fire emergencies, first aid and related topics;
2. Forging into a Memorandum of Agreement (MOA) with the Department of Interior and Local Government (DILG), local government units (LGUs), non-governmental organizations (NGOs) and other stakeholders in the conduct of building/structural integrity assessment to determine the existence of hazardous electrical wirings, lack of fire exits to existing school buildings, the installation of fire exits in schools without such exits and strict adherence to DepEd-Physical Facilities Schools and Engineering Division (PFSED) building standards for all future school building constructions.
3. Purchase of fire fighting equipment or fire extinguishers compliant with ISO 9001-2008 series as certified, to be preferably required to ensure the use of quality and non-ozone depleting products. Conduct of educational campaigns, by incorporating appropriate fire safety and prevention topics in school subjects, focusing on practical applications at home, school and in the community.
4. Integration of fire safety and prevention topics in different subjects designed to enable the pupils and students as well as teachers, to have an outreach effect on the safety awareness levels and practices in their own homes and communities.
5. Activation/Organization of the School Fire Brigade, Kiddie/Junior Marshall who will help in the removal of blockage of exits such as unused furnitures, steel railings in doors and windows and other fire hazards in schools, check Fire Code violations in the school premises and act as fire safety officers and first aiders during emergency situations. The girl/boy scouts, cadets, marshalls shall be the first choice to handle these responsibilities.



REPUBLIKA NG PILIPINAS
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KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM
No. 0334, s. 2017

MAY 16 2017

DRRM RELATED ACTIVITIES DURING BRIGADA ESKWELA 2017

To: Schools Division/City Superintendents
Officer-In-Charge of Regular and Interim Divisions
All Others Concerned

1. The DRRM unit of Education Support Services Division of this Office would like to remind the Division and School Coordinators in addressing all the hazardous facilities within the perimeters of our School during The Brigada Eskwela, ensuring the safety of the learners and personnel.

2. The following checklist that needs to be done shall be observed:

- a) Pruning of tree branches which should be at the level of the roof of the building;
- b) Protruding nails at the wall, floor, stairs it should be fixed;
- c) Electrical outlets and lighting installation must be checked and fixed every six months;
- d) Lighting installation should not be tapped for electrical outlet, electric fan and etc.;
- e) Schools vulnerable to flooding should construct drainage/canal to divert the water outside of the school;
- f) Dilapidated school building including ceiling, walls, and floors should be fixed;
- g) Material Recovery Facilities (MRF) must be functional and
- h) Schools high risk to landslide should be stabilized by planting of deep-rooted trees (madre de cacao/kakawate, Acacia mangium, Acacia auriculiformis, narra) and cover crops (vetiver grass, kudzu) around the school site.

3. All DRRM activities should be documented and send to Regional Office and drmo@deped.gov.ph

4. For dissemination and support.

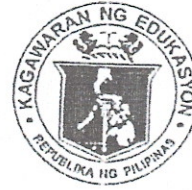
Julius A. Jeruta
JULIUS A. JERUTA, Ph. D., CESO V
Director III
Officer-In-Charge

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Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9930;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7266; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

" ESK 2015: Karapatan ng Lahat, Pananagutan ng Lahat "



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Sudlon, Lahug, Cebu City




REGIONAL MEMORANDUM
No. 0531, s. 2017

AUG 1 1 2017

REITERATING THE SAFETY PREPAREDNESS MEASURES IN THE SCHOOLS

To: Schools Division/City Superintendents
Officer-In-Charge of Regular and Interim Divisions
All Others Concerned

1. Congruent to DepED's mandate and the national framework for DRRM (DepED Order No. 37, s. 2017), all schools are hereby directed to establish mechanisms to safeguard and protect the learners and education workers from death, injury and harm in schools.
2. The recent incidents in Bohol, Cebu City and some other untoward incidents in the Region necessitates the reiteration of the safety prepared measures and guidelines to effectively manage and response to all to all types of emergencies.
3. All DRRM interventions and other safety preparedness measures (schools, division offices) shall be incorporated in the plans of schools and offices.
4. Immediate dissemination of this Order is directed.


JULIET A. JERUTA, Ph. D., CESO V
Director III
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"ESD 2015: Ilawapitan ng Lahat, Pananagutan ng Lahat"

GUIDELINES ON THE WORKPLACE AND SCHOOL DISASTER PREPAREDNESS FOR SAFETY AND SECURITY

1. Construct a sturdy fence surrounding the school premises or ensure existing fence is secured to prevent easy entrance and exit of outsiders within school premises;
2. Establish two (2) entry points for the school, one (1) for students and personnel only while the other should be designated as the entry point for visitors only;
3. Hire (if applicable)/request assistance from the LGU or ask for volunteers from the community for the security personnel of the school who shall man the two (2) entry points and inspect the belongings of visitors, students, and personnel;
4. Require all students and personnel to wear ID's and proper school uniform (if applicable) upon entering the school premises;
5. Require all visitors to sign in a logbook, to be managed by the security personnel, upon entering and sign out upon leaving the school premises. The logbook should contain the following details:
 - a) Name of visitor/s
 - b) Date/Time/In/Out
 - c) Organization/agency/affiliation
 - d) Designation/position
 - e) Name and designation of personnel to meet
 - f) Purpose of the visit
 - g) Contact details (e.g. email address/es, landline/es, etc.)
 - h) Signature
6. If possible, visitors shall seek for appointment schedule with notification from the school /office personnel at the guard house or security personnel. If no appointment was made earlier, permission from the school/Office Head shall be sought before the visitor(s) are allowed to enter and meet the personnel involved.
7. Proper baggage handling should be implemented:
 - During class hours or official/recognized co-curricular and extra-curricular activities (e.g. catch up classes, intramurals, Nutrition Month, etc.) students and personnel should ensure that their respective bags/backpacks are brought and kept in their respective classrooms/offices or on their designated school seats/office seats; and,
 - If learners and personnel are within school premises during break time (recess and lunch), before/after class hours, their respective bags/backpacks should be brought by the person or kept on their designated school seats/office seats.
8. All security and maintenance personnel should be instructed to make periodic checks of all rest rooms, staircases, and other areas of the building to assure that there are no unattended and suspicious bags/backpacks lying around;
9. Ensure that the school has all emergency contact numbers (e.g. LGU, local PNP, local BFP, etc.) posted in appropriate visible areas within school premises;
10. Ensure that the school regularly conducts evacuation drills, and students and personnel strictly adhere the Anti-Bomb Joke Law.
11. The SDRRM team should draft a School Incident Management Plan to manage all possible effects of the bomb threat and/or bombing and other untoward disasters risk to the school, learners and personnel (Please see Annex A for the SIM Plan Minimum Standards).

Annex A: School Incident Management (SIM) Plan Minimum Standards

1. The School DRRM Team shall develop the SIM Plan;
2. The SDRRM Team should draft the plan in consultation with parents/PTA, LGU, CSOs, and other relevant partners and stakeholders. This ensures that the SIM Plan coincide with the respective plans of the community and to increase awareness and accountability of all stakeholders;
3. Specific to each human-induced hazard (one plan per hazard) to ensure responsiveness to the different characteristics of each hazard (e.g. bomb threat and bombing, armed conflict, fire, etc.);
4. The SIM Plan should have reporting/monitoring mechanism. The incident Report Template should be accomplished with the following attachment/s:
 - a) School Consolidation Sheet for Damaged Learning Resources;
 - b) PNP report (blotter)/ BFP report (as applicable);
 - c) Pictures of damages due to the incident (if any); and,
 - d) Other supporting documents.
5. The Incident Report should be sent to the Division Office (DO) through the Division DRRM Coordinator. The DO shall then endorse the report, along with the assistance provided/actions taken by the DO (if any), to the Regional Office (RO) through the Regional DRRM Coordinator and copy furnished the Central Office through the Disaster Risk Reduction and Management Service (DRRMS). For faster reporting, the DO may send the documents by emailing their respective RO and DRRMS through email addresses at raniloedar@gmail.com and drmo@deped.gov.ph respectively.
6. Evacuation and/or lockdown protocols (as needed) which include:
 - a) Triggers for both lockdown initiation and termination;
 - b) Internal and external coordination system (communication of essential information among each other and to appropriate authorities);
 - c) Safe designated evacuation area (enough for the number of learners and personnel);
 - d) Checking of attendance after evacuation (head count); and,
 - e) Student-family reunification plan with name/s of approved emergency contact/s for pick-up of each learner (sample template may be found in the School Disaster Risk Reduction and Management Manual, 2016).
7. Point person/teams designated for the following task:
 - a) Evacuation Safety and Security-enforces crowd control inside and outside the evacuation area, facilitate the entry and exit from the school of approved emergency contact/s of learners in coordination with student-family reunification plan; prepares report of unaffected learners and personnel;
 - b) Search and Rescue-locates, rescues, and identifies injured/trapped learners and personnel and endorses them to the Medical Team/Point Person, and prepares report of missing/deceased learners and personnel. Designated members/point person should have appropriate training and/or relevant experience regarding Search and Rescue Operations/strategies; and,
 - c) Medical- provides medical assistance to all persons injured due to the incident and prepares report of injured learners and personnel. Designated members/point person should have appropriate training and/or relevant experience regarding first aid or basic life support.
8. An Incident Commander (IC) should be designated to manage all related needs brought about by the incident by overseeing the operations of the point persons/teams and coordinating the said needs to authorities and partners/stakeholders. In addition, consolidate the reports regarding unaffected and casualties from the aforementioned point person/teams for reporting to proper authorities and provide information to media as necessary. The IC should be knowledgeable on essential DRRM concepts and/or have experience on response operations; and,

9. The school may opt to designate more point persons/teams for other needs or may opt to assign some of the roles and responsibilities of the aforementioned IC and the different point persons/teams to other school personnel if there are available personnel.