



May 31, 2018

DIVISION MEMORANDUM
No. 158 s. 2018

SAFETY AND SECURITY PROTOCOL IN SCHOOLS

TO: OIC, Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
OIC Chief, School Governance and Operations Division
Public Schools District Supervisors
Public Elementary and Secondary School Heads
School DRRM Focal Person

1. In line with the DepEd's thrust in establishing DRRM policies and standards in support of the national, regional and divisions directions (RA 9155: Basic Education Governance Act of 2001) and in accordance with DO 37 s. 2015 "The Comprehensive Disaster Risk Reduction and Management (DRRM) in Basic Education Framework" which focuses DRRM efforts towards resilience-building in offices and schools, and to ensure that quality education is continuously provided and prioritized even during disasters and/or emergencies.
2. The objectives of this memorandum are:
 - 2.1 Reinforce and sustain a safe environment and behavior in schools;
 - 2.2 Increase capacity of schools in dealing with human-induced and natural hazards;
 - 2.3 Protect learners, school personnel and school properties and assets;
3. Immediate dissemination of the Memorandum to all concerned is earnestly desired.
4. In this connection, all is hereby enjoined to strictly comply with this memorandum.

CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent



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In the Classroom:

1. Double check on loose electrical wires , open or defective outlets and switches, especially lighting fixtures and electric fans mounted on ceiling and walls. Students sitting directly under a fan are at high risk of serious injury.
2. An overly polished floor leads to accident caused by slipping. Clean the floor but never let it be too polished.
3. Allow adequate ventilation. If you have indoor plants, take care not to put too much water because damp soil may breed various micro-organisms that seriously affect students with allergies.
4. Before the start of each class, check on the stability and conditions of chairs and desks. Remove broken or defective chairs and desks from the classroom and have them repaired.
5. Pay special attention to broken windows, cracks on concrete walls, holes on roofs and ceilings. These areas and items are common sources of injuries and accidents.
6. Keep the classroom door open for easy and fast exit during emergencies.
7. Availability of First Aid kit.
8. Posting of Evacuation Plan and Emergency Hotlines.

In the Corridor:

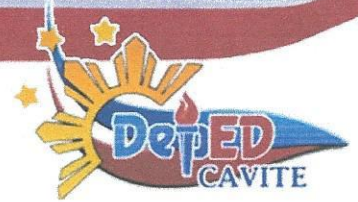
1. Keep corridor and hallways clear for quick exit in case of emergencies and to prevent stampede during evacuation.
2. If there are holes, cover them and don't over polish the floor and keep it dry at all times.
3. Check if cabinets and shelves along corridors do not pose a threat to passing students. Allow enough clearance to prevent students from crashing into them or getting their heads bumped.
4. Post "Keep Right" signs along corridors and stairways.
5. Availability of Fire Suppression Equipments

In the Computer Room/Laboratories:

1. Enforce the "no eating and drinking" policy.
2. Ensure that there are available fire suppression equipments
3. Posting of Evacuation Plan and Emergency Hotlines.
4. Availability of First Aid kit and Fire Suppression Equipments.



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In the Library:

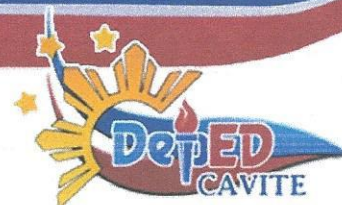
1. See to it that books are stored well, improperly stored books can fall on a student.
2. Store the heaviest books or objects on the lowest shelf.
3. Don't overload a filing cabinet or shelf .
4. Drawers should be closed when not in use.
5. Posting of Evacuation Plan and Emergency Hotlines
6. Availability of fire suppression equipments.

In the Open Field:

1. Remove obstacles like hollow blocks, wooden planks and rocks.
2. Pick up trash and other hazardous materials and dispose of them properly..
3. It must be free from trash and dangerous debris (broken bottles, glass and food waste).

In the Toilets:

1. Always keep the toilet floor clean and dry.
2. Avoid incidents of students getting locked in. Make sure all doorlocks work properly.
3. Assign maintenance personnel to man the toilets to prevent students from doing undesirable activities (e.g. smoking, taking drugs, vandalism).
4. Always have adequate water supply and maintain cleanliness.



SAFETY MEASURES IN SCHOOLS
(before and after the occurrence of typhoon/storm)

1. Ensure that computers and other electrical equipment are unplugged and textbooks, sch. records, furniture, and other important materials are moved to safe areas.
2. All DRRM Focal Persons are advised to stay alert and to monitor the effects of the possible typhoon/storm. Everyone should observe necessary class suspensions based on LGU announcements and EO No. 66, s. 2012 .
3. Be informed and updated of weather conditions. Closely coordinate w/your local DRRM office and please report to the Division Office as soon as possible if there are schools use as Evacuation center.

- Template for reporting at the Division Office (if schools were used as Evacuation Center)

School ID:
School Name:
Date of Encampment/Decampment:
Number of individuals:
Families:
Learners:
Official source:

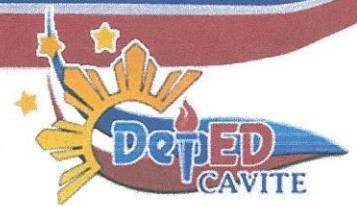
- Template for reporting at the Division Office (if there are cancellation of classes)

School ID:
School Name:
Date of suspension:
Level of suspension:
Official source:

***Send to via SMS to (09955824459) for globe and (09992290970) for smart.**



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4. Submission of RADAR to Deped Central Office DRRMS via SMS to 09288718053 (smart) and 09152053244 (globe).

RADAR 1 (for INFRASTRUCTURAL DAMAGES, PERSONNEL, EVACUATION CENTERS)

RADAR1<name of incident>,<EBEIS ID>,<incurred damages because of incident? (Yes/No)>,<number of totally damaged classrooms>,<number of classrooms with major damage>,<number of classrooms with minor damage>,<number of temporary learning spaces needed for resumption of classes>,<number of deceased personnel>,<number of injured personnel>,<number of missing personnel>,<number of displaced personnel>,<number of classrooms used for evacuation of families>,<are there still evacuees after three days? (Yes/No)>,<Fullname of sender>,<designation>

RADAR 2 (for DAMAGES TO FURNITURES, COMPUTERS, LEARNING MATERIALS)

RADAR2<name of incident>,<EBEIS ID>,<number of damaged school furniture/armchairs>,<number of damaged learning materials/textbooks>,<number of damaged sets of computer equipment>,<Fullname of sender>,<designation>

Important reminders :

1. School heads and school drmm focal persons must coordinate with their local drmm councils/city and municipal engineers before accomplishing and sending the RADAR.
2. By sending this form via SMS, please note that the sender is certifying that the information is true and accurate. Any inaccurate and incorrect information shall be the responsibility of the sender
3. RADAR must be submitted within 72 hours after the occurrence of hazard.



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SAFETY MEASURES IN SCHOOLS
(during activities)

1. Police visibility is required inside and outside the school premises.
2. Coordinate with local authorities for safety and security support.
3. Ensure that there are medical personnel on stand by.
4. Always be aware of the learners medical condition. As necessary, medical clearance shall be required especially if there will be a strenuous physical activity.
5. Safety reminders must be given at the start of the activity on the designated evacuation area/route, emergency hotlines and the conduct of Duck, Cover and Hold (DCH) in case of an earthquake.
6. Establishment of an Incident Command Post to be manned by the designated School DRRM Focal Person and the Schools Safety and Security Team/Mobilization and Transportation Team/Search and Rescue Team.

- Template for reporting at the Division Office (if there are any untoward incident/disturbance)

School ID:

School Name:

Brief Description of the Incident:

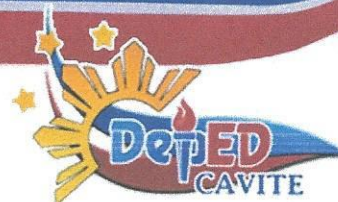
Number of Affected Learners/Personnel (if any):

Response/Action Taken:

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SECURITY MEASURES IN SCHOOLS

1. There should always be security personnel stationed at the school gate.
 - On no account should the school gate be without being manned by a security guard.
2. Students and school personnel should always be in possession of their ID Card.
 - The ID Card, as well as other modes of identification should be issued by the school authority to the student. This is so that all are properly accounted for.
3. Only parents or someone duly authorized should be allowed to pick up students from the school.
4. Students bags should be searched from time to time to prevent them from bringing in dangerous weapons into the school.
5. School visitors must be issued passes after logging their names and surrendering their valid ID's.
6. School safety and security personnel must coordinate with authorities in reporting crimes that happen within the school vicinity.
7. The school compound should be fenced and gated.
8. Students should be encouraged to report any suspicious action or person within the school premises to the School safety and security personnel.
9. Students Should Be Taught Not To Talk To Strangers.
10. Teach teachers to Be Vigilant