



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

DIVISION ADVISORY No. 297, s. 2021
August 20, 2021

To: **Asst. Schools Division Superintendent**
Chief Education Supervisor - SGOD
Public Schools District Supervisors
Public Elementary, Secondary & Integrated School Heads
District & School DRRM Coordinators
All others concerned

SCHOOL SAFETY AND PREPAREDNESS FOR SY 2021 -2022

In adherence to DepEd Memorandum No. 048, S. 2021 entitled “*2021 Brigada Eskwela Implementing Guidelines*”, all School DRRM Coordinators are advised to conduct activities that may contribute to a safer and prepared schools before the opening of classes on September 13, 2021.

Attached is *Annex A* of Enclosure No. 1 of the aforementioned Memorandum No. 048, S. 2021 for the suggested activities for information and guidance.

Wide dissemination of this advisory is highly desired.


SALVADOR O. OCHAVO, JR., EdD, CESO V
Schools Division Superintendent



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph

SCHOOL SAFETY AND PREPAREDNESS GUIDE

In view of the implementation of the 2021 *Brigada Eskwela*, this School Safety and Preparedness Guide is issued to provide guidance to schools and education partners in ensuring safety and preparedness of our learners and personnel before, during and after emergencies. Enumerated below is a list of recommended activities that may contribute to a safer school. School Heads need to identify which of among those listed below are most appropriate and important for their schools. The School Head may also identify other measures that may add-up to this list.

I. SAFE LEARNING FACILITIES

1. Facilitate the assessment of school building structure and electrical wiring and make necessary repairs and/or upgrades to prevent unnecessary incidents.
2. Repair minor classroom damages such as broken windows, doors, blackboard, roofs and other furniture, etc. .
3. Install appropriate and available fire suppression, including fire extinguishers, water source and relevant indigenous materials.
4. Ensure that corridors and pathways are unobstructed and that all sharp, protruding objects which may cause harm to learners are removed.
5. Clean and clear drainage to prevent clogging. Cover drainage canals and provide necessary warnings.
6. Cordon off and post safety signage for on-going construction, unfinished, damaged and condemned buildings.
7. Secure cabinets and drawers and ensure that heavy objects are below head level.
8. Post safety measures to be observed in laboratories, and workshops, and other facilities requiring the same.
9. Prepare an evacuation/exit plan and post directional signage on every floor of the building.
10. Identify evacuation areas and classrooms that may be used as temporary shelters during disasters and emergencies.
11. Prune trees to avoid entanglement from electrical wirings and avoid potential harm to life and property.

II. SCHOOL DISASTER MANAGEMENT

1. Post a directory of emergency contact numbers of relevant government agencies and officers in various high traffic areas of the school.
2. Establish and maintain early warning mechanisms in the school.
3. Equip school with first aid kits, flashlights, megaphones, and other supplies necessary in cases of emergency. Ensure that these items are highly accessible and can be easily located.
4. Identify alternative sources and/or maintain supply of drinking water within the school.
5. Ensure that learners, teachers, and personnel have identification cards with relevant information.
6. Create database of learners with the contact details of their immediate family members/relatives/guardians.
7. Secure and safely store vital school records.
8. Coordinate with barangay officials on pedestrian safety of learners.
9. Document accidents experienced by learners and personnel within the school to improve prevention and mitigation measures.

III. RISK REDUCTION AND RESILIENCE EDUCATION

1. Identify a storage area for safekeeping of vital schools records, textbooks, teaching manuals, computers, and other school equipment.

References:

International Finance Corporation (no date) Disaster and Emergency Preparedness Guidance for Schools, (IFC World Bank).

Department of Education (2015 DRRM in Basic Education Framework PowerPoint presentation)