



Republic of the Philippines  
**Department of Education**

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JUN 15 2012

DepEd O R D E R  
No. **48**, s. 2012

**QUARTERLY CONDUCT OF THE NATIONAL SCHOOL-BASED  
EARTHQUAKE AND FIRE DRILLS**

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

1. The Department of Education (DepEd) with partner agencies, the Department of National Defense (DND), members of the National Disaster Risk Reduction Management Council (NDRRMC), all public and private schools, and DepEd offices and attached agencies are enjoined to undertake the **Quarterly Conduct of the National School-Based Earthquake and Fire Drills**.
2. The activity aims to generate the highest level of awareness among the public on Disaster Risk Reduction/Climate Change Adaptations (DRR/CCA) concerns and to assess the capacity level of the school and the community in the eventuality of disasters and emergencies.
3. The National School-Based Earthquake and Fire Drills will be hosted by the Pasig Central Elementary School located at Caruncho Avenue, San Nicolas, Pasig City on June 29, 2012 at 8:30 a.m. As host school, it is here where the ceremonial pressing of the button will be undertaken to start the simultaneous quarterly conduct of the national school-based earthquake and fire drills.
4. All public and private schools are enjoined to be ready with the following requirements for the conduct of the said activity:
  - a. School Site Development Plan;
  - b. School Disaster Management Committee;
  - c. Identification of High Risk Areas Inside the School (properly labelled);
  - d. Emergency Preparedness Evaluation and Contingency Plan; and
  - e. Communication and Coordination Plan with the LGUs and Local DRRMOs.
5. Enclosed are the pertinent documents related to the said activity for compliance and submission:

Enclosure No. 1 - The Guidelines on How to Conduct an Earthquake Drill in Schools; and

Enclosure No. 2 - Drill Evaluation Forms A and B

6. Close coordination of the school with the Regional, Municipal and Barangay DRRMC and all other concerned agencies prior to the conduct of the said activity whose assistance are deemed necessary for the successful conduct of the nationwide drill is encouraged.

7. Reports of the drill conducted, level of participation, school evaluation and contingency plan evaluation and assessment shall be submitted by respective schools to the Division DRRM for consolidations. The Drill Evaluation Forms shall be submitted to the DepEd Regional DRRMO or send through the DepEd DRRMO Operation Center at e-mail address: [deped\\_drrmo@yahoo.com](mailto:deped_drrmo@yahoo.com) or through telefax nos. (02) 638-4108 local 108 copy furnished the National and Regional Disaster Risk Reduction Management Council (DRRMC) not later than **July 6, 2012**. Submission of reports are for strict compliance in order to evaluate the level of awareness and preparedness of all schools during disasters and emergencies.

8. Immediate dissemination of and strict compliance with this Order is directed.



**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encls.:

As stated

Reference:

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

CALAMITY  
REPORTS  
SAFETY EDUCATION  
SCHOOLS

# STAGES OF AN EARTHQUAKE DRILL

## Stage 1: Planning

Form a **School Disaster Management Committee (SDMC)**

- Over-all Coordinator
- First Aid Team
- Fire Safety Team
- Communication Team
- Building Safety Inspection Team
- Evacuation Team
- Site Security Team

Prepare **EARTHQUAKE SURVIVAL KIT**

Basic items inside an earthquake survival kit:

- 1 First aid kit (alcohol, bandages, absorbent cotton, gauze, masks, adhesive plasters, medicine, tweezers)
- 2 Food
- 3 Bottled water
- 4 Flashlights and extra batteries
- 5 Radio (battery operated)
- 6 Lighters and matches
- 7 Whistle
- 8 Knife
- 9 Blankets and spare clothes
- 10 Rope - at least 7 meters long
11. Tolerates
12. Pen and paper
13. Emergency contact numbers
14. Cash

**SDMC** should

- Have the yearly update on information of school population
- Prepare the most recent school map
- Prepare the building floor plan of each building

**SDMC** should conduct a **SCHOOL WATCHING EXERCISE**

- Observe safe and unsafe zones
- Suggest corrections for improvements
- Assess the structural integrity of the building/s
- Assess if the school location is tsunami prone

Good practices and safe zones:

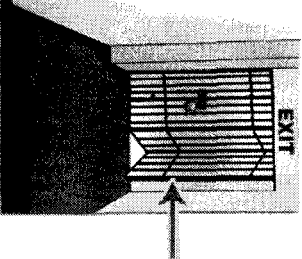
- Swing out door
- Wide corridors
- Wide open space for evacuation
- Fire exits
- Public alarm system

Some of the unsafe zones:

- Windows and glass panes
- Book shelves, machinery, cabinets and furniture that may topple or slide
- Narrow alleys



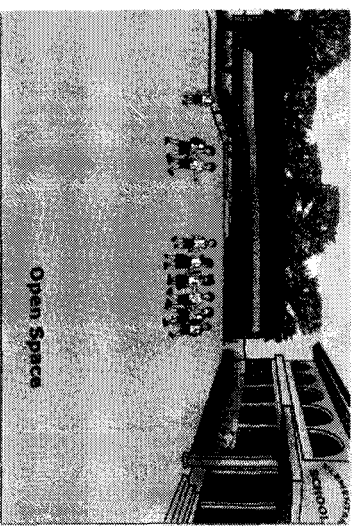
Avoid passing near water tank



Narrow exit

## Stage 2: Developing the Earthquake Evacuation Plan

Use all available **OPEN SPACES** nearest to the building



Open Space

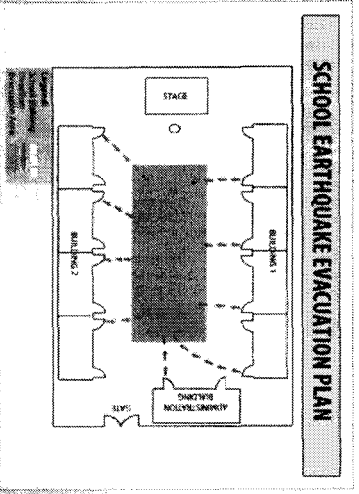
Determine if there is sufficient open space for all, set a buffer zone from the building

$$\text{Length} \times \text{width} = \text{area}$$

(How many students? / 1 square meter)

Consider the number of students in each building (per session)

Make sure that evacuation route will not expose the students to additional hazards



**SCHOOL EARTHQUAKE EVACUATION PLAN**

## Stage 3: Orientation Prior to the Conduct of an Earthquake Drill

**A. Preparations**

1. Conduct of lectures about earthquake
2. Conduct classroom hazard observation activity
3. Introduce evacuation plan
4. Introduce assigned evacuation area
5. Post the school evacuation map in every classroom and bulletin board
6. Assign student in-charge of making sure the door is open during shaking
7. Assign observers and evaluators who will give comments and suggestions
8. Inform the neighborhood about the drill
9. Check available alarm system
10. Assign class marshal
11. Take note of persons with disabilities (PWD), pregnant and elderly and identify their locations for evacuation
12. Assign marshalls to assist the PWD, pregnant and elderly during evacuation

**B. Protect yourself**

What to do **DURING** an earthquake

- DUCK, COVER and HOLD
- Watch out for falling objects
- Keep calm and don't panic



Keep away from glass window and heavy shelves



## Stage 4: Actual Conduct of an Earthquake Drill

# PHASES OF AN EARTHQUAKE DRILL

### Phase 1. Alarm

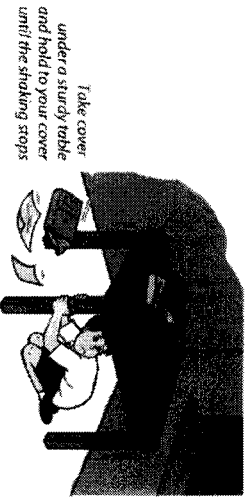
During the drill, the 1-minute alarm indicates earthquake or shaking.



Sample siren used during an earthquake drill

### Phase 2. Response

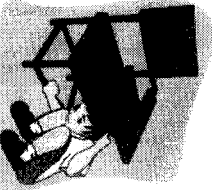
While the alarm is ongoing, everyone should perform "duck, cover and hold". Remain in this position until the "shaking" stops.



Take cover under a sturdy table and hold to your cover until the shaking stops



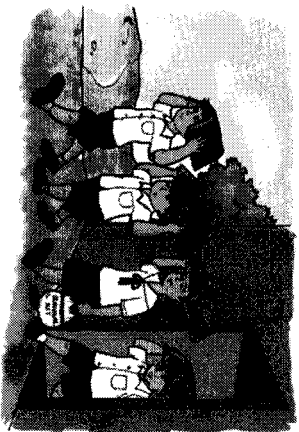
Use a book to cover your head



Hide under an armchair

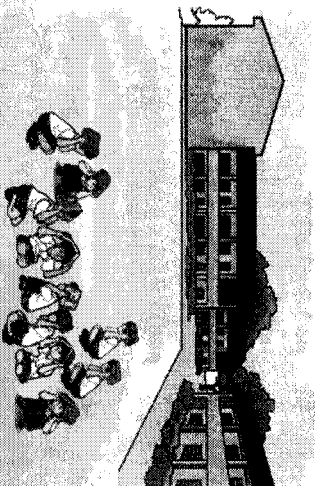
### Phase 3. Evacuation

As soon as the shaking stops, immediately evacuate the school building and proceed to identified evacuation areas using the pre-determined routes guided by the class marshall or teacher.



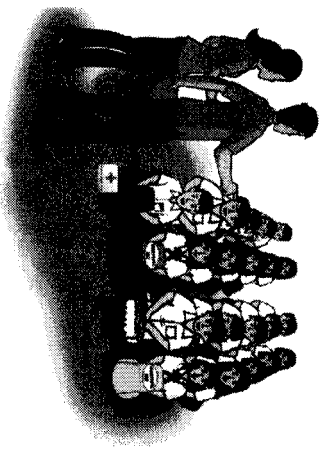
### Phase 4. Assembly

At the designated evacuation area, students must be grouped together according to the class where they belong.



### Phase 5. Head Count

Teachers should check and make sure all students are accounted for.



### Phase 6. Evaluation

The over-all coordinator will announce the termination of drill or "All clear".

An evaluation of the drill must be conducted to identify problems encountered during the drill and how these can be improved in future earthquake drills.

Observers will give their comments and suggestions when all are gathered in the evacuation areas.

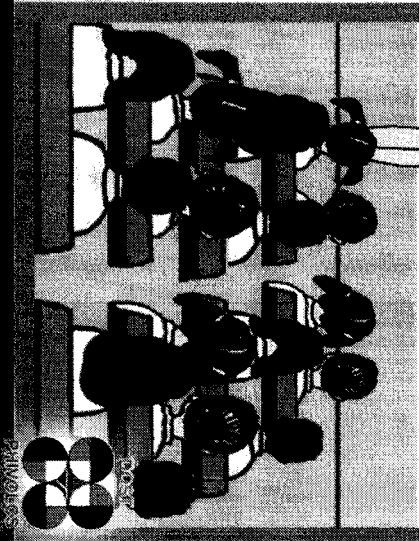
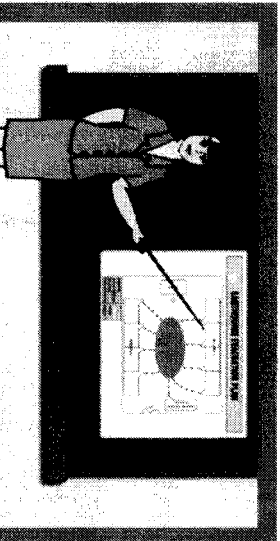
### WHEN IS THE TIME TO EVACUATE?

After a very strong earthquake wherein you lose balance or could not stand, and heavy objects and furniture start to be moved or shifted.

As need arises or as declared by authorities.

# HOW TO CONDUCT AN EARTHQUAKE DRILL IN SCHOOL

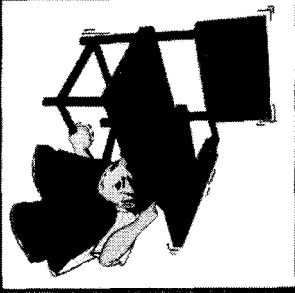
## Primer



KASAMA SA AMING PAGHAHANDA ANG REGULAR NA PAGSAGAWA NG EARTHQUAKE DRILL.



HABANG TUMUTUNGOG ANG ALAMA NA NAGRPAHAWATIG NG PAGYANIG, MAGTAGO SA ILALIM NG MAITIBAY NA MESA AT HUMAWAK SA PAANAN NITO.



OSAGAWA ANG DUCK COVER AND HOLD AT HUMAWAK SA PAANAN NG UPUAN.

KAPAG NAKARAMDAM NG LINDOL, GAWIN ANG 'DUCK COVER AND HOLD'.

INAASAHAN NA SA LAKAS NG PAGYANIG, MAARING GUMALAW ANG MESA. KAYA'T KAILANGAN NA HABANG NAKAKUBILI SA ILALIM, HUMAWAK SA PAANAN NITO. NAKKUBILI SA ILALIM NG MESA UPANG PROTEKTAHAN ANG SARILI SA MGA MAARING BUMAGSAK. MANATILI DITO HANGGANG SA TUMIGIL ANG PAGYANIG.



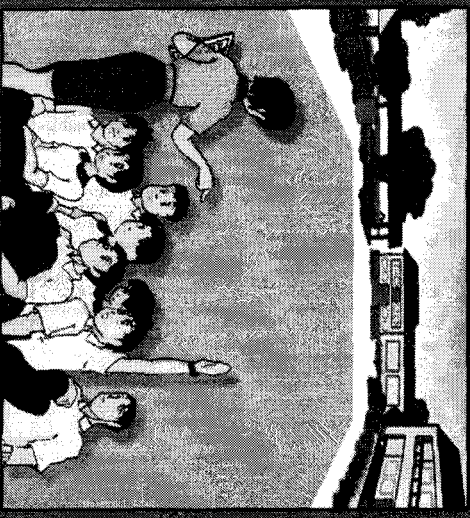
SA EARTHQUAKE DRILL, KASAMA ANG AKTUWAL NA PAGLABAS NG GUSALI AT ITO AY GINAGAWA MATAPOS ANG 'PAGYANIG'.



HUWAG TUMAKBO, MAG-USAP, AT MAGTULAKAN PATUNGO SA EVACUATION AREA.



SINISIGURO NA MABULIS, NGUNIT MAAYOS AT TAHIMIHAN ANG PAGLABAS NG SILID. PAGABA SA HADDAN HANGGANG SA MAKALABAS NG GUSALI AT BINAGAWA ANG PAKIBIBANG NG MAGAABAL NA MACTIPON SA TEMPORARY EVACUATION AREA.



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N.K. HANDA HIGH SCHOOL

MGA PAGHAHANDA

NG PAARALAN

SALINDOL

Gabay para sa mga guro

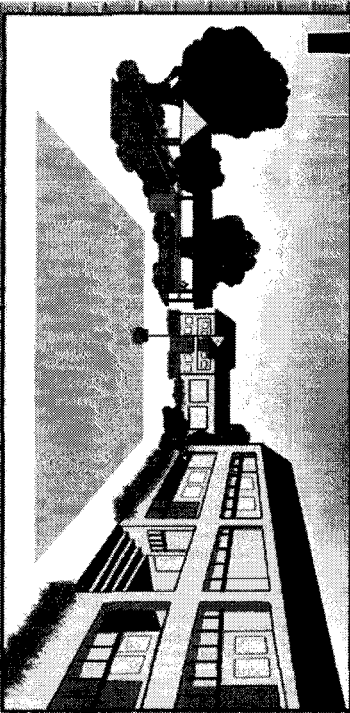
**DITO SA N.K. HANDA HIGH SCHOOL**  
 PINAHAHALAGAHAN ANG KALIGTASAN NG BAWAT  
 ISA LAO NA SA MGA PANGANIB NA MAAARING  
 IDULOT NG ISANG MALAKAS NA LINDOL.

DALAWA ANG MAHALAGANG LAYUNIN NG  
 PAARALAN:

- 1.) PAGSIGURO NA ANG KAPALIGIRAN AY  
 LIGTAS PATA SA MGA MAG-AARAL AT
- 2.) PAGSIGURO NA ALAM NG MGA  
 MAG-AARAL ANG GAGAWIN SAKALING  
 MAY LINDOL.

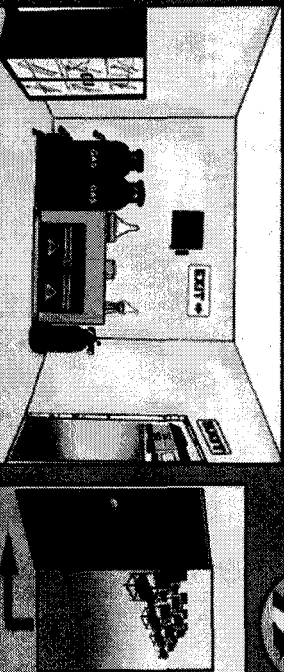
ITO AY NAISASAKATUPARAN  
 SA PAGKAKARON NG  
**GOOD PRACTICES.**  
 ANG N.K. HANDA HIGH SCHOOL  
 AY MAY OPEN SPACE  
 NA MAAARING GAMITIN  
 NA TEMPORARY  
 EVACUATION AREA.

Sa paaralan:



**2**

MAAYOS AT LIGTAS ANG PAGKAKATAGO NG MGA  
 GAMIT SA LOOB NG SLID-ARALAN, HALIMBAWA  
 SA LABORATORYO.



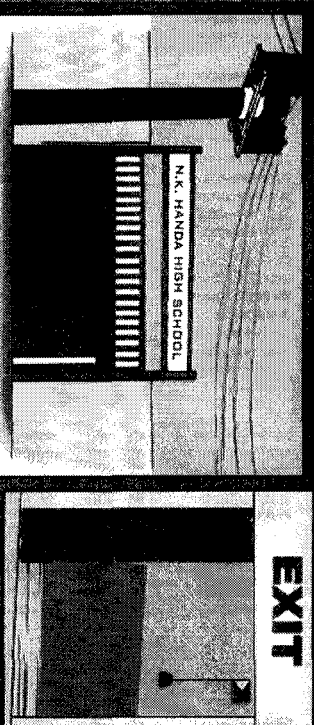
**3**

MAY LISTAHAN ANG PAARALAN NG MGA TAONG MAY  
 KAPANISAHAN, BUNTIS AT MATATANDA.



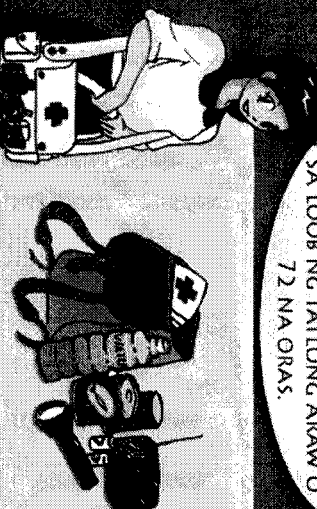
**4**

ALAM NG MGA MAG-AARAL ANG MGA  
 LAGUSAN (ENTRY/EXIT POINTS) AT MGA TAMA  
 AT LIGTAS NA DADAANAN.



**5**

KAMI AY NAGHAHANDA NG  
**EARTHQUAKE SURVIVAL KIT.**  
 ANG NILALAMAN NITO AY SAPAT  
 SA LOOB NG TATLONG ARAW O  
 72 NA ORAS.

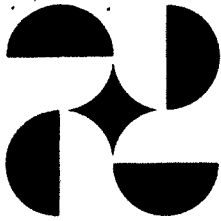


ANG SUKUSUNOD AY NILALAMAN NG SURVIVAL  
 KIT: PAGKAIN, TUBIG SA BOTE, FLASHLIGHT AT  
 BATERYA, RADIO, LIGHTER AT POSPORO, PITO, KUTSILYO, KUMOGT AT  
 MGA SOBRIANG DAMIT, LUBID (S METRO), TOILETRIES, PANULAT AT PAPEL,  
 EMERGENCY CONTACT NUMBERS, AT PERA, SAMANTALA, ANG LAMANG NG  
 FIRST AID KIT AY ALCOHOL, BANDAGES, BULAK, GASA, MASSS, ADHESIVE  
 PLASTERS, GAMOT, AT TIVANI.

**6**

KASAMA SA MGA TINUTURO SA MGA MAG-AARAL ANG  
 PAG-IWAS NA MAGING DAANAN PARA SA EVACUATION ROUTE  
 ANG MGA LUGAR NA MAY ISTRUKTURA NA MAAARING  
 BUMAGSAK, KATULAD NG MGA POSTE AT WATER TANK.





Republic of the Philippines  
Department of Science and Technology  
**PHILIPPINE INSTITUTE OF VOLCANOLOGY AND SEISMOLOGY**  
Department of Education  
**DISASTER RISK REDUCTION MANAGEMENT OFFICE**



**NATIONAL EARTHQUAKE DRILL 2012**  
**CHECKLIST OF REQUIREMENTS**

(To be filled up by the School Principal, Head Teacher or Teacher-in-Charge)

Direction:

Please check in the appropriate space if the school has the following requirements in conducting the Earthquake/ Fire Drill:

- School Site Development Plan
- Organized Disaster/ Calamity Control Group or a School Disaster Management Committee (SDMC) composed of several teams with specific tasks (e.g. First Aid Team, Site Security Team, Fire Safety Team, Evacuation Team, Communications Team, with Organizational Chart and persons involved, their duties and functions;
- Hazard and Risks Areas / Assessment
- Emergency Preparedness Evacuation and Contingency Plan
- Communication and Coordination Plan with the LGUs and Local DRRMOs

Submitted by :

\_\_\_\_\_  
(Signature over Printed Name)

\* Please send this back to the DepED Central Office DRRMO through fax number (02) 638-4108 loc 108 or email at \_\_\_\_\_ on or before July 6, 2012.

**(Enclosure No. 2 to DepEd Order No. 48, s. 2012)**

**EVALUATION FORM A**  
**EARTHQUAKE DRILL EVALUATION FORM**

Date/Time: \_\_\_\_\_  
Place of Drill: \_\_\_\_\_  
Evaluator: \_\_\_\_\_  
Location During the Drill: \_\_\_\_\_

1. Is the siren loud enough to be heard by all the drill participants?  
Yes/No      If NO, please elaborate \_\_\_\_\_
2. Did the drill participants practice the "Duck, Cover and Hold" technique during the Alarm Phase (while the siren is being sounded)? Yes/No  
If NO, please elaborate \_\_\_\_\_
3. Did the drill participants a) evacuate during the Alarm Phase b)waited for the siren to stop before evacuating c)others, please elaborate \_\_\_\_\_
4. Did the drill participants follow their designated routes to evacuation area?  
Yes/No      If NO, please elaborate \_\_\_\_\_
5. Did the drill participants a)run b)walk casually or c) walk faster than normal during the evacuation phase?      Please specify a, b or c
6. Did the drill participants bring any first aid kit or any item noticeable during the evacuation phase? Yes/No      If NO, please elaborate \_\_\_\_\_
7. Did the drill participants conduct the headcount during the headcount phase?  
Yes/No      If NO, please elaborate \_\_\_\_\_
8. Is the evacuation area big enough to accommodate the evacuees?  
Yes/No      If NO, please elaborate \_\_\_\_\_
9. Any other problem observed during the drill that might need to be addressed?  
Please elaborate \_\_\_\_\_
10. How long did it take for all the drill participants to vacate the building and time to reach the designated evacuation area? \_\_\_\_\_
11. Did the drill participants a) stay in the evacuation area b) move to other place c) go back to the building without instruction? Please specify a, b or c
12. Observed number of drill participants (estimate will do) \_\_\_\_\_
13. Any untoward incident observed during the drill? \_\_\_\_\_

*\* Please send this back to the DepED Central Office DRRMO through fax number (02) 638-4108 loc 108 or email at [deped\\_drrmo@yahoo.com](mailto:deped_drrmo@yahoo.com) on or before July 6, 2012.*



**(Enclosure No. 2 to DepEd Order No. 48, s. 2012)**

**EVALUATION FORM B**  
**Primer on “ How to Conduct an Earthquake/ Fire Drill in School”**

Dear Sir/Madam:

We would like to request you to evaluate the effectiveness of the PHIVOLCS primer on “ **How to Conduct an Earthquake/ Fire Drill in School**” in order to improve it further.

1. Are the instructions in the primer very clear? If not, why?

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2. Which part of the primer is difficult to implement and why?

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3. In order to improve future drills, which part of this primer needs improvement?

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4. What do you think would be the other form of media that this primer be best represented?  
Example: Poster, VCD, Comics, etc.

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Date / Time : \_\_\_\_\_

Place/location of drill: \_\_\_\_\_

Drill Implementor: \_\_\_\_\_

*\* Please send this back to the DepED Central Office DRRMO through fax number (02) 638-4108 loc 108 or email at \_\_\_\_\_ on or before July 6, 2012.*