



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS

San Francisco High School Compound, Misamis St.
Bagong Bantay, Quezon City



August 25, 2010

MEMORANDUM TO:

**Asst. Schools Division Superintendents
Division / District Supervisors
Elementary / Secondary School Principals
Head Teachers and Teachers In - Charge
(Public and Private)**

1. To ensure preparedness and to cope with various forms of disaster and calamities that may strike anytime, the Division of City Schools, Quezon City is reissuing DepEd Order No. 26, s. 2006.
2. Attention is invited to paragraphs 1, 2 and 3 and its enclosure.
3. For paragraph no. 1, all schools are encouraged to submit the list of their respective Disaster and Fire Control (CDFC) Groups to this office c/o Dr. Pedro S. Vegim following the functional structure specified in DepEd Order No. 25 s. 2005.
4. Immediate and wide dissemination of and compliance with this Memorandum is desired.

CORAZON C. RUBIO, CESO VI
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



JUN 16 2006

DepED ORDER
No. 25, s. 2005

DEPED CALAMITY/DISASTER PREPAREDNESS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools

1. To insure preparedness and to cope with various forms of disasters and calamities that may strike anytime, the Department's central/regional/division/district and school offices shall submit to the Office of the Director for Administrative Service, DepED Central Office, the list of their respective Calamity, Disaster and Fire Control (CDFC) Groups, following the functional structure specified in the DepED Order No. 25, s. 2005 (copy enclosed).
2. All organized CDFC Groups shall conduct an assessment of all structures and physical facilities within the DepED compound and/or school premises, as the case may be, to evaluate the capacities, and safe-worthiness of the buildings/structures/physical facilities. The group should also designate an area or make available suitable spaces/buildings/tents within the school or DepED premises as evacuation centers. If school buildings are used as evacuation centers during the regular school days, school officials shall schedule the holding of make-up classes in lieu of the suspension of classes of school children whose classrooms were used as evacuation centers.
3. The CDFC Groups shall establish pre-disaster training programs and periodic evacuation/safety drills and exercises. An emergency preparedness evacuation route maps should first be made in advance to orient the participants (DepED personnel and/or school children, as the case may be) on the proper and orderly movement of people and supplies in times of peril.
4. The Regional CDFC Groups shall conduct their respective Training Programs on a yearly basis. For the initial activity, the three (3) days live-in Disaster/Calamity Preparedness Training for the clustered Regional CDFC Groups, are as follows:

Dates	Venue	Participants
July 12 - 14, 2006	Teachers Camp, Baguio City	CAR, I, II and III
July 19 - 21, 2006	Tagaytay Haven, Tagaytay City	IV-A, IV-B and NCR
July 26 - 28, 2006	Ecotech Center, Lahug, Cebu City	VI, VII and VIII
August 3 - 5, 2006	RELC, Cagayan de Oro City	IX, X, XI, XII and CARAGA

The training program should include the conduct of seminar/workshop and orientation on the nature of different calamities/disasters, their causes and prevention

and other precautionary measures. If necessary, intensive training seminar on First Aid shall be conducted in all levels.

5. The CDFC Groups shall coordinate with the other agencies in warning people of impending calamities/disasters, especially in remote areas. Heads of CDFC shall coordinate with PAGASA re typhoon signals and coordinate with school officials re automatic suspension of classes following the guidelines in DepED Order No. 28, 2005, "Guidelines on the Suspension of Classes When Typhoon and Other Calamities Occur".

6. The CDFC shall coordinate with other nongovernment organizations (NGOs) in the provision of emergency relief goods to evacuees and victims of disaster/calamity incidence. The distribution of relief goods must be done in an orderly and systematic manner.

7. All rescue/relief operations and feeding program being conducted in the evacuation area should be reported through media or other possible means of fast communication, for possible assistance.

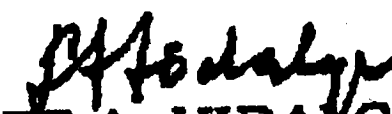
8. After the occurrence of calamities/disasters, the concerned CDFC Group shall provide briefings to the DepED Secretary and to the Local Disaster Coordinating Council. The report shall include the behavioral response of the school children affected by the calamity and the group's proposals for rehabilitation.

9. Funding and logistic support shall be provided from:

- a. A portion of DepED general and contingency funds;
- b. Regular MOOE funds;
- c. Supporting agencies which will provide their own fund support; and
- d. Voluntary donations and contributions from the public and private sectors.

10. Enclosed is the Summarized Guidelines on Calamity and Disaster Preparedness.

11. Immediate dissemination of and compliance with this Order is directed.


FE A. HIDALGO
Undersecretary
Officer-in-Charge

Encl.: As stated

References: DepED Order: No. 25 and 28, s. 2005

Allotment: 1- -(D.O. 50-97)

To be indicated in the Perpetual Index

Under the following subjects:

CALAMITIES
COMMITTEES

SAFETY EDUCATION
TRAINING PROGRAMS

Reformatted by: Maricar/DM-Calamity
05-10-06

STORM / TYPHOON SIGNALS :

When typhoon signals are raised by PAG-ASA the following guidelines on the suspension of classes apply:

Storm Signal No. 1 - classes at the pre-school level shall be automatically suspended in all public and private schools.

Storm Signal No. 2 - classes at the pre-school, elementary and secondary levels shall be automatically suspended in all public and private schools.

Storm Signal No.3 - all classes are automatically suspended in all elementary, secondary schools, colleges and universities.

Storm Signal No. 4 - all travel and outdoor activities should be cancelled.

The dangers are: strong winds cause trees and electrical wires to fall, or roof and debris to fly through the air. Electrical companies have the policy to cut off electrical power until after the storm and inspection have been made in the city to repair downed lines.

EARTHQUAKE AND FIRE DRILLS :

To generate awareness among teachers and students of the need to be prepared for disaster, earthquake and fire drills should be made a part of the safety drills being conducted in the schools. School officials should coordinate with local government officials and private sectors to make the activity a success.

In most earthquakes, the worst danger is over after the first minute. Always strive to maintain presence of mind during this moment. **Do not panic.**

Large earthquakes are normally followed by aftershocks, tremors of lesser energy. Aftershocks are often not as strong as the main shock, but may cause additional damage to weakened structures. After the main shock, stay away from unstable objects or weakened or partially damaged structures, walls, ceilings, loosely hanging objects. Stay in places like open grounds, plazas, or undamaged houses or buildings.

(Enclosure to DepED Order No. 26 s. 2006)

SUMMARIZED GUIDELINES ON CALAMITY AND DISASTER PREPAREDNESS

LA NIÑA AND FLOODS :

Unusually heavy rains, called "La Niña", may cause quick or "flash floods." Watch out for areas where rivers, creeks, gullies, dry stream beds, etc. overflow their banks and frequently flood very quickly, and endanger people, sometimes before any warning can be given.

Those living in dwellings situated close to banks of rivers subject to sudden rise in water levels during rainstorms, should be prepared to evacuate to high ground. Evacuation plan should be made in advance.

Occupants of dwellings affected by swift currents should evacuate to high area when the depth of flood is still below knee deep. When a typhoon warning is announced, secure weak habitations against being carried away by swift currents.

Disconnect any electrical appliance or equipment that cannot be moved, but don't touch them if you are wet or are standing in water. Electrocution due to open power lines and lightning may happen. Get away from power lines, particularly those immersed on the water, and stay in dry and shaded areas.

Do not go swimming or bathing on flooded rivers. Avoid wading, since broken glass metal fragments and other debris may be on the water.

Drink only boiled water during and immediately after a flood. Avoid eating food that has come in contact with flood water.

Mosquito-borne diseases such as malaria, dengue and chickungunya fever are also expected to rise after heavy rainfall because of an increase in mosquito-breeding sites. Submit to immunization against cholera, dysentery and typhoid as required by health authorities.

TSUNAMI :

On the seashore, watch for a sudden receding or rising of water level. A tsunami might be generated by the earthquake. Seek high ground.

Extinguish at once incipient fires that may start before attempting to save lives. To save lives and properties, be well informed and educated on the following important instructions:

1. **SOUND** the alarm to inform everybody of a fire in progress. The most common cause of death in fire situations is when people were not informed at the early stage of fire.
2. **ADVICE** the fire brigade or call the fire department. One cause of late response of fire department is the delayed calls. Know the telephone number of the nearest fire station in your vicinity.
3. **FIGHT THE FIRE.** Extinguish at once incipient fires that may start before attempting to save lives. Confinement is very important in fire suppression. Fire is more disastrous to life and property.
4. **EVACUATE** when there is a fire. Concentrate on immediate escape. No possessions are worth your life.

Prepare emergency food and drinking water (3 liters per day per person), radio, flashlight, batteries, matches and keep them easily accessible to be used in the event of an emergency.

HANDLING MAN-MADE DISASTER: (BOMB-THREAT, TERRORISM, ETC.)

TERRORISM has blown up to become not only a national but global concern. As such, the DepED Security personnel must exercise extreme care in allowing ingress of visitors into the schools and DepED premises by strictly enforcing OFFICE ORDER dated July 26, 2005, **"OMNIBUS RULES ON SECURITY AND SAFETY MEASURES WITHIN THE DEPARTMENT OF EDUCATION (DepED) COMPLEX"**, to avert attempts of terrorism and bomb-threats. In case of bomb-threats, do not attempt to open or go near the unidentified bag or package, suspected to contain the bomb. Call the local bomb-experts and let them do the job. Inform also the nearest Philippine National Police (PNP).

FIRST AID MANAGEMENT:

Make available a collapsible emergency tent to be put up by the rescue team in case of emergency. Establish a **First Aid Station** not far from the fire scene. Apply first aid to injured persons and maintain a record of all persons treated at the first aid station during an emergency.

Name of School

Over-all Chairman

Chairman

Co-Chairman

RESCUE & EVALUATION					
Leader					
Asst. Leader					
Members:					
1					
2					
3					
4					
5					
6					

RELIEF OPERATION TEAM					
Leader					
Asst. Leader					
Members:					
1					
2					
3					
4					
5					
6					

FIRST AID TEAM					
Leader					
Asst. Leader					
Members:					
1					
2					
3					
4					
5					
6					

SECURITY TEAM					
Leader					
Asst. Leader					
Members:					
1					
2					
3					
4					
5					
6					

DAMAGE ASSESSMENT TEAM					
Leader					
Asst. Leader					
Members:					
1					
2					
3					
4					
5					
6					