



Department of Education  
Region I  
**DIVISION OF CITY SCHOOLS**  
Burgos Street, Dagupan City  
www.depeddagupan.com  
dagupan.city@deped.gov.ph

24 March 2017

Division Memo No. 44 s., 2017

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3/29/17  
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**1<sup>ST</sup> QUARTER NATIONAL SIMULTANEOUS EARTHQUAKE DRILL 2017**

**To:** ASDS, Chiefs of CID & SGOD,  
Public Schools District Supervisors (PSDS) & Education Program Specialists (EPS)  
School Heads of Public Elementary and Secondary Schools  
School DRRM Focal Persons  
All concerned

**From:**  **FROSERFINA J. BRAVO**  
Schools Division Superintendent 

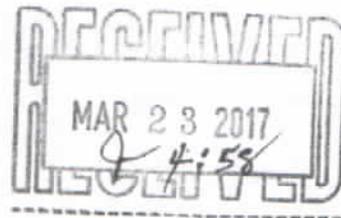
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1. Attached is the DepEd Central Office (unnumbered) Memorandum dated March 17, 2017, re: **1<sup>st</sup> Quarter National Simultaneous Earthquake Drill (NSED) 2017** which shall be implemented simultaneously by all schools and DepEd Offices on March 31, 2017, 2 o' clock pm.
  2. Proper documentation and the conduct of Q1 NSED and Post Activity should be done according to the attached templates. The SDO Dagupan DRRM Monitoring Team is hereby activated to assess the school disaster readiness and resilience (see attached checklist).
  3. Please refer to the list of monitoring officials and School NSED report template attached hereto, for further details. All e-copy of school reports shall be sent to the Division DRRM Coordinator at [margesinayrodriguez@gmail.com](mailto:margesinayrodriguez@gmail.com) for consolidation on or before April 7, 2017.
  4. Immediate dissemination of the contents of this memorandum is desired.



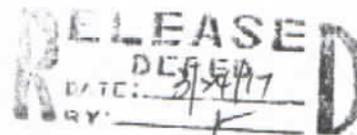
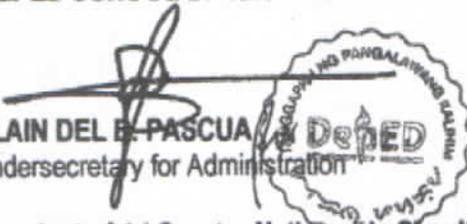
Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**MEMORANDUM**

**FOR :** DEPED ARMM SECRETARY  
DEPED REGIONAL DIRECTORS  
DEPED SCHOOL DIVISION SUPERINTENDENTS



**FROM :** ALAIN DEL B. PASCUA  
Undersecretary for Administration



**SUBJECT :** Conduct of 1<sup>st</sup> Quarter Nationwide Simultaneous Earthquake Drill 2017

**DATE :** 17 MARCH 2017

Relative to the preparedness measures for the possible occurrence of the 7.2 magnitude earthquake in the National Capital Region (NCR), Region III, and Region IVA, the National Disaster Risk Reduction and Management Council (NDRRMC) is spearheading the 1<sup>st</sup> Quarter Nationwide Simultaneous Earthquake Drill (NSED) on 31 March 2017 at 9:00 AM. With this, all schools and DepEd offices are directed to conduct the 1<sup>st</sup> Quarter Nationwide Simultaneous Earthquake Drills. They shall coordinate with their respective Local Disaster Risk Reduction and Management Councils (LDRRMCs) for the preparations related to this activity.

For strict compliance.

**Office of the Undersecretary for Administration**

*(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)*  
Department of Education, Central Office, Meralco Avenue, Pasig City  
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo

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Mor

[nor\\_abdurahim@yahoo.com](mailto:nor_abdurahim@yahoo.com), [ardaahim@yahoo.com](mailto:ardaahim@yahoo.com)  
Cc: DepEd DRRMO <[drmo@deped.gov.ph](mailto:drmo@deped.gov.ph)>

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Dear Sir/Ma'am:

Greetings!

Please NOTE that the schedule indicated in the earlier Memo for the conduct of 1s **revised** from 9:00 AM to **2:00 PM on March 31, 2017.**

Thank you!

*This communication may contain confidential or privileged information, and is intended solely for the individual or entity to whom reliance is placed by others, other than the intended recipient, is strictly prohibited. The opinions, conclusions, and statements express the Department of Education.*

—  
DepEd Disaster Risk Reduction Management Service (DepEd DRRMS)  
DepEd Complex, Meralco Ave., Pasig City  
[drmo@deped.gov.ph](mailto:drmo@deped.gov.ph)

T (02) 635-3764; TF (02) 637-4933  
Globe (915) 178-9312; Smart (928) 871-8053

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**QUARTER 1 NATIONAL SIMULTANEOUS EARTHQUAKE DRILL  
SDO DAGUPAN MONITORING TEAM**

DISTRICT 1			
1	West Central ES I	I	TATUM GRACE MANZANO, DIVISION ENGINEER III
2	West Central ES II	I	MITCHELLENE RIVO, SEPS- HR
3	Malued ES	I	VENUS ESTONILO, CID CHIEF
4	Lucao ES	I	ISABELITA DAROYA, PSDS
5	Juan L. Siapno ES	I	VERENA BAUTISTA, SEPS-PLANNING & RESEARCH
DISTRICT II			
1	Ecis (Elem)	II	MARILOU LLAMAS, PSDS
2	Pogo-Lasip ES	II	MYREL ANGELICA LOPEZ, CHIEF-AO
3	Caranglaan ES	II	RENATA G. ROVILLOS, EPS-LRMDS
4	Lasip Grande ES	II	JOHN LESTER CRUZ, Admin Aid VI
5	Bolosan ES	II	MARIA LINDA R. VENTENILLA, SGOD CHIEF
6	PG Villamil ES	II	HAYDEE MAIQUEEZ, EPS II-SOC MOB
7	Mangin-Tebeng ES	II	MARIBEL CONDE, EPS II- ALS
8	Bacayao Sur ES	II	MARISSA O. PEREZ, EPS - SGOD
9	Tambac ES	II	PERPETUA BARONGAN, PSDS
10	Tebeng ES	II	ROSALIND LOMIBAO, EPS-MATH
DISTRICT III			
1	North Central ES	III	DEBBIE GAN, PSDS
2	General Gregorio del Pilar ES	III	ALICIA QUIMBOY, PSDS
3	Bo. Boquig ES	III	CHERRY CAYABYAB, EPS (SCIENCE)
4	Victoria Q. Zarate ES	III	MARJORIE S. RODRIGUEZ, PDO II/DRRMS
5	Sabangan ES	III	AGNES BACUGAN, EPS (ENGLISH)

6	FEDERICO CIS	III	MARIA SOCORRO G. DIMALANTA, EPS (SPED)
7	Leon-Francisco M ES	III	LIEZL CANCINO, EPS (ARAL-PAN)
8	Salisay ES	III	LIBERTY ROXAS, EPS (ALS/VE)
9	BLISS ES	III	ROWENA LAPAAN,PSDS
10	Mamalingling ES	III	VLADIMIR PARAYNO, SEPS-SOC MOB
DISTRICT IV			
1	Pantal ES	IV	NOREEN VIDAL,NURSE II
2	Carael ES	IV	ISAGANI D. ROSARIO, EPS- M& E
3	Salapingao ES	IV	LEMUEL DINO VISPERAS, PDO II, LRMDs
4	T. Ayson-Rosario ES	IV	JAN VINCENT GALVEZ, LIBRARIAN II
5	Pugaro IS	IV	DIOSDADO CAYABYAB, EPS-TLE
6	JP Guadiz ES	IV	DIANA IRISH SOLIS, EPS II-HR
7	Calmay ES	IV	REYMOND VILLARE, SEPS-M& E
8	Lombay ES	IV	TEODORO L. MANAOIS, NURSE II
9	Suit ES	IV	GIOVANNI ANTHONY ARAFILES, DENTIST II
DISTRICT V			
1	DCNHS	V	REYNANTE INFANTE, ICTO
2	BBNHS	V	LEONARDA MANANSALA, PSDS
3	JJDVST-VSS	V	OPHELIA VERGONIA,PSDS
4	Carael NHS	V	JAIME SIAPNO,PSDS
5	Salapingao NHS	V	RONNIE BONAO,PSDS

Approved:

  
**FROSERFINA J. BRAVO**  
**SCHOOLS DIVISION SUPERINTENDENT**



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### SCHOOL DISASTER READINESS AND RESILIENCE CHECKLIST

School/School ID: \_\_\_\_\_

Date: \_\_\_\_\_

#### 1. Ongoing committee guides the school disaster management process.

- An ongoing committee is tasked with leading school disaster management on an ongoing basis.
- School disaster management has the full support of the school leadership.
- School disaster management committee takes lead in ongoing planning for prevention, mitigation, response and recovery.
- School disaster and emergency management plan is reviewed and updated at least annually

#### 2. Assessment and Planning for Disaster Mitigation takes place continuously

- Hazards, vulnerabilities, risks, capacities and resources are researched and assessed.
- Mitigation measures are identified and prioritized for action
- Building evacuation routes and safe assembly areas are identified
- Area evacuation and safe havens for student – family reunification are identified, as needed.
- Education Continuity Plans are in place for recurring hazards and high impact hazards

#### 3. Physical Protection Measures are Taken to protect Students and staff and Facilities

- School buildings and grounds are maintained and repaired for disaster resilience (e.g. against moisture, termites, fungus).
- Fire prevention and fire suppression measures are maintained and checked regularly.
- Safety measures related to building and non-structural elements, furnishings and equipment are taken to protect students and staffs from hazards within the building especially due to earthquakes, severe weather
- Measures are taken to protect equipment and materials from wind and water damage (from floods, storms).
- School Infrastructure, including access routes, shelters and safe havens are developed as needed and maintained for safety.
- Crime, vandalism and bullying prevention measures are maintained and students and staff feel safe and secure on school premises.
- Measures are taken to provide clean drinking water, food security and drought and hazardous materials protection (e.g. rain water harvesting, school gardens, solid waste management, erosion prevention).

**4. School personnel have Disaster and Emergency response skills and School has Emergency Provisions**

- School personnel are ready to organize disaster response using a standard emergency management system (e.g. Incident command systems etc)
- School personnel receive training in a range of response skills including, as necessary: (building and area evacuation, first aid, light search and rescue, student supervision, shelter, nutrition and sanitation).
- School maintains first aid supplies.
- School maintains fire suppression equipment/facility/mechanism.
- School maintains emergency water, nutrition and shelter supplies to support expected staff and students for a minimum of 72 hours.

**5. Schools have and practice policies and procedures for disasters and emergencies**

- Policies and standard operating procedures are adopted to address all known hazards.
- Standard operating procedures include: building evacuation and assembly, evacuation to safe haven, shelter-in-place, lock down, and student family reunification protocol.
- School has identified a safe assembly area, everyone knows how to go there, after building evacuation.
- School personnel know and practice procedures to ensure safe students reunification with emergency contacts which were identified in advance by parents or guardians.
- School drills are held at least four times per year to practice and improve upon. These include disaster mitigation and preparedness skills plans. One of these drills is response preparedness. It is a full scenario drill which needs practice.

**6. REMARKS**

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\_\_\_\_\_  
**SDO DRM MONITORING OFFICIAL**

**Date:** \_\_\_\_\_



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**SCHOOL REPORT ON THE QUARTER 1 NATIONAL SIMULTANEOUS EARTHQUAKE DRILL 2017**

School ID: \_\_\_\_\_

Total No. of participants: \_\_\_\_\_

School Name: \_\_\_\_\_

Date Conducted: \_\_\_\_\_

Questions	Answers	Remarks
Total Number of participants:		
- Pupils/learners/students		Male__ Female__ CWD male__ CWD female__
- School personnel (teaching)		Male__ Female__
- (non-teaching)		Male__ Female__
- Parents		Male__ Female__
- LGUs/ barangay officials/		Male__ Female__
- Evaluators		
- School personnel		Male__ Female__
- Other agencies		Male__ Female__
School Coordinated with the Local Disaster Risk Reduction And Management Council	YES _____ NO _____	
School Conducted orientation on earthquake & discuss preparedness measures prior to conduct of NSED	YES _____ NO _____	
School mapped out personnel and/or learners information and contact number	YES _____ NO _____	
School conducted post-evaluation of the drill	YES _____ NO _____	
Common issues and concerns encountered during the actual conduct of the drill (please enumerate; use another sheet if necessary)		
Were there any untoward incident that happened during the conduct to the NSED? Please provide an explanation on another sheet, if any.		
Learnings/insights noted -from student -from teacher -from parents		
Evaluation Results & recommendations		

\*\*\*Please attach photo documentation.\*\*\* In case of non-participation to the Q1 NSED, the school shall inform the Division Office of the reason together with the alternate plan relative thereto. ☺

Prepared by:

Name: \_\_\_\_\_

Position: School Disaster Risk Reduction Focal Person

Approved by:

Name: \_\_\_\_\_

Position: School Head/Principal



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)

(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 unoward incident observed during the drill? \_\_\_\_\_

(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: \_\_\_\_\_