



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

August 04, 2023

DIVISION MEMORANDUM
No. 289, s. 2023

BRIGADA ESKWELA 2023: SCHOOL SAFETY AND PREPAREDNESS

To: ASST. SCHOOLS DIVISION SUPERINTENDENT
CURRICULUM IMPLEMENTATION DIVISION CHIEF
SCHOOLS GOVERNANCE AND OPERATIONS DIVISION CHIEF
PUBLIC SCHOOLS DISTRICT SUPERVISOR
DIVISION SCHOOL MOBILIZATION & NETWORKING SECTION
DIVISION DRRM COORDINATOR
ALL ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL SCHOOL DRRM TEAMS AND COORDINATORS
ALL SCHOOL BRIGADA ESKWELA COORDINATORS
SELECT DIVISION PERSONNEL
ALL OTHERS CONCERNED

1. In line with Division Memo No. 381, s.2023 entitled SCHOOL-LEVEL BRIGADA ESKWELA IMPLEMENTATION the Brigada Eskwela (BE) Activities are to be conducted from August 14 to 19, 2023.
2. Furthermore, in line with the DepEd Order No. 33, s.2021 entitled SCHOOLS-BASED DISASTER PREPAREDNESS AND RESPONSE MEASURES FOR TROPICAL CYCLONES, FLOODING AND OTHER WEATHER-RELATED DISTURBANCES AND CALAMITIES under Enclosure 1 Item 20 is ^{stipulated} the minimum measures for assessment, planning, and capacity building measures which will be undertaken by schools to prepare for and build capacities for disaster response (see Enclosure 1).
3. Thus, to ensure that such measures are implemented, **all schools shall administer the DRRM Form 04 SCHOOL SAFETY AND PREPAREDNESS CHECKLIST** and submit a report not later than August 25, 2023 through this link: <https://bit.ly/BE-SSP2023>.
4. See enclosure 2 for the DRRM Form 04 School Safety and Preparedness Checklist, a PDF version can be downloaded from <https://bit.ly/SDRRMC-References> and look for the folder DRRM Controlled Forms.



5. The Division Monitoring team shall also **verify the administration and implementation of the School Safety and Preparedness Checklist** during the BE activities.
6. For questions or clarifications, kindly contact ALAN D. CHIU, Division DRRM Coordinator, at 0907-054-7070.
7. Immediate dissemination of this Memorandum is highly desired.


MA. LIZA R. TABILON, EdD., CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

SGOD, DRRM
Schools

Brigada Eskwela
School Safety & Preparedness

ADC/20230803-DM-BE-SSP
August 04, 2023



ENCLOSURE NO. 1 [Excerpt from DO33, s.2021 School-Based Disaster Preparedness and Response Measures for Tropical Cyclones, Flooding, and Other Weather-Related Disturbances and Calamities]

V. Guidelines on School-Based Disaster Preparedness and Response Measures

20. The following minimum assessment, planning, and capacity building measures shall be undertaken to prepare for and build capacities for disaster response:

- a. Ensure the availability of updated baseline education data of the school;
- b. ...
- c. Remove structures or items (e.g. garden or landscape decorations, school ground furniture) that may obstruct the movement of learners and personnel from the classrooms towards the open school grounds, pre-identified evacuation areas, and entrance/exits;
- d. Prune/trim trees that may cause harm to people or damage structures or properties in the event of any weather disturbances,
- e. Regularly clean and clear all drainage systems;
- f. Conduct an annual risk assessment through the Student-Led Watching and Hazard Mapping prior to the development of the School Improvement Plan (SIP), guided by DO23, s.2015, and address identified hazards in coordination with concerned DepEd offices, the LGU, and community stakeholders;
- g. Coordinate with the local DRRM council to harmonize and align DRRM measures;
- h. ...
- i. Integrate DRRM in regular school program and activities and in the SIP;
- j. Pre-identify possible locations for Temporary Learning Spaces (TLS), and alternative delivery modes of education;
- k. Establish and operate an Early Warning System (e.g. bulletin board for weather advisories, bell/siren emergency signals, mobile or web-based warning system);
- l. Maintain, disseminate, and post relevant and updated emergency hotlines, and disaster measures and plans in strategic locations throughout the school;
- m. In coordination with the DRRM coordinator of Schools Division Office and community stakeholders, make available emergency response equipment and supplies;
- n. ...
- o. ...



ENCLOSURE NO. 2 [DRRM FORM 04 SCHOOL SAFETY AND PREPAREDNESS CHECKLIST]



Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY

SCHOOL SAFETY AND PREPAREDNESS CHECKLIST

Date Conducted: _____

School Profile	
Region	
Division	
Name of School	
School ID	
School Address	

Brigada Eskwela is an annual school maintenance, which seeks to “engage all education stakeholders to contribute their time, effort and resources in ensuring that all public school facilities are prepared in time for the forthcoming school opening”. This can also be the school’s channel to put emphasis on school safety and disaster preparedness. Enumerated below is a list of recommended activities that may contribute to a safer school; other measures may be added to this list as appropriate and necessary.

No.	Activities	Evident	Not Evident	Remarks
I. SAFE LEARNING FACILITIES				
1.	Facilitate the assessment of school building structure and electrical wiring and make necessary repairs and/or upgrade 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, 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.			

Form 04, SGOD-DRRM-01, Rev. 0, Effective 04/18/2022



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No.	Activities	Evident	Not Evident	Remarks
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 measure.			
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.			
IV. EMERGENCY SUPPLIES				
1.	Emergency Kits/Bags for Learners			
	a. Whistle			
	b. Leaflets of information of the kits			
2.	Medical Devices			
	a. Infrared Thermometer			
	b. Digital Thermometer			
	c. Pulse Oximeter - fingertip			
	d. Thermal Scanner			
	e. Stethoscope			
	f. Blood Pressure (BP) Monitor Machine			
	g. Stretcher			
3.	Emergency Kit for School			
	a. First Aid Kit			
	b. Contact Numbers for Emergencies			
	c. Flashlights and batteries			
	d. Radio and batteries			
	e. Bell/Warning Device			
	f. Whistles			
	g. Transistor Radio			
	h. Electrical Tape			
	i. Rope			
4.	First Aid Kit			
	a. Burn Ointment			
	b. Povidone-iodine (e.g. Betadine)			
	c. Adhesive Bandage (e.g. Band Aid)			
	d. Bandage			
	e. Gauze			
	f. Plaster Tape			
	g. Alcohol			



No.	Activities	Evident	Not Evident	Remarks
	h. Hydrogen Peroxide/Agua Oxigenada			
	i. Bottled Water			
	j. Gloves			
	k. Cotton			
5.	Teacher's Emergency Kit			
	a. Whistle			
	b. Flashlights and batteries			
	c. Rubber Boots			
	d. Raincoats/Umbrella			
	e. Radio and batteries			
	f. Emergency hotline list			
	g. Evacuation guide			
	h. Toiletries			
	i. Bottled water			
6.	Health and Hygiene Kits			
	a. Face mask (washable/disposable)			
	b. Face shield			
	c. Goggles			
	d. Soap, toothpaste, toothbrush			
	e. Sanitary pads for female high school learners			
	f. Drinking water (1 liter)			
V. Enumerate other activities or measures (additional sheets may be added):				

Other remarks:

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Prepared by: <i>(Name and Signature)</i>	Checked and Noted by: <i>(Name and Signature)</i>
SDRRM Coordinator	School Head/Principal

