



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

12 May 2023

DIVISION MEMORANDUM

No. 144, s. 2022

ASSESSMENT AND VALIDATION OF COMPREHENSIVE SCHOOL SAFETY

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisor
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DO 37, s. 2015, titled, **The Comprehensive Disaster Risk Reduction and Management (DRRM) in Basic Education Framework**. This is to guide DRRM efforts in the basic education sector towards resilience-building in offices and schools, and to ensure that quality education is continuously provided and prioritized even during disasters and/or emergencies.
2. In this connection the Division DRRM Coordinator will conduct Assessment and Validation on the Comprehensive School Safety on the 3rd week to the last week of May 2023, to ensure the safety and security of our learners in times of disasters and emergencies.
3. All School Heads are directed to coordinate with their respective DRRM Focal Person to review the monitoring tool herewith attached.
4. For your information, dissemination and compliance.


ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent 

Encl.: As stated
Reference: DepEd Order 37 s. 2015.
To be indicated in the Perpetual Index
under following subjects:
Schools

SGOD/myn/fvg



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School Safety Assessment Monitoring Tool

School: _____
 ID Number: _____

Date: _____

Details		YES	NO	Remarks
1.	Have been implementing the Comprehensive School Safety (CSS) Monitoring Tool			
2.	School with Contingency Plan			
3.	School with organized DRRM Team			
4.	Have received SDRRM Manuals 1 & 2			
5.	Have proper orientation of RADaR			
6.	Recipient of Response Interventions:			
	a. Temporary Learning Space			
	b. School Clean-Up & Minor Repair Fund			
	c. Temporary WASH			
	d. Hygiene Kit			
	e. Learners Kit			
	f. Teachers Kit			
	g. School Emergency Feeding			
7.	Designated Evacuation Center			
8.	Prone to Flooding			
9.	Prone to Landslide			
10.	Prone to Liquefaction			
11.	Prone to Tsunami or Storm Surge			
12.	Prone to Armed Conflict			
13.	With Electricity			
14.	Last Mile School			
II. Safe Learning Facilities				
1.	Facilitate the assessment of school electrical system to make necessary repairs and/or upgrades to prevent fire incident.			
2.	Repair minor classroom damages such as broken windows, doors, blackboards, roofs, etc.			



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3.	Install appropriate and available fire suppression equipment or resources such as fire extinguishers, water source and other indigenous materials.			
4.	Corridors and pathways are unobstructed and all sharp, protruding objects which may cause harm to students 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 in laboratories and workshops.			
9.	Prepare an evacuation/exit plan and directional signage on every floor of the building.			
10.	Identify evacuation areas and classrooms that can 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.			

III. School Disaster Management

1.	Post a directory of emergency contact numbers of relevant government agencies and offices, in various areas of the school.			
2.	Establish early warning mechanisms and inform all students and personnel			



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	on this.			
3.	Equip school with first aid kits, flashlights, megaphones and other necessary supplies that may be needed in times of emergencies. Ensure that these items can be easily located and accessed.			
4.	Identify alternative sources and/or maintain supply of drinking water within the school.			
5.	Ensure that students, teachers and personnel have identification cards with relevant information.			
6.	Create database of student and their family contact details.			
7.	Secure vital records and store in safe locations.			
8.	Coordinate with barangay officials on pedestrian safety of students.			
9.	Document accidents experienced by students 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, computer, and other school equipment.				
References: <i>International Finance Corporation (no date) Disaster and Emergency Preparedness Guidance for schools, (IFC World Bank)</i> <i>Department of Education (2015 DRRM in Basic Education Framework Power Point Presentation).</i>				



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Menu of School Kits

The table below breaks down the minimum content of each school kit:

School Provision	Minimum content
a. Emergency Kit/bags for learners	<ul style="list-style-type: none">➤ Whistle➤ Flashlight➤ Leaflets containing information about the kits.
b. Learners Kit	<ul style="list-style-type: none">➤ Notebook (50 leaves)➤ Pad paper➤ Pencil➤ Ball pen➤ Crayon➤ Ruler➤ Small scissors➤ Pencil sharpener➤ Paste➤ Bag
c. Medical Devices	<ul style="list-style-type: none">➤ Infrared and digital thermometer➤ Pulse oximeter-finger tip➤ Thermal scanner➤ Stethoscope➤ Blood pressure monitor machine➤ stretcher
d. Emergency Kit for school	<ul style="list-style-type: none">➤ First aid kit➤ Contact number for emergencies➤ Flashlight/batteries➤ Radio /Batteries➤ Bell/warning device➤ Whistle➤ Transistor radio➤ Electrical tape➤ rope
e. Aid kit	<ul style="list-style-type: none">➤ Burn ointment➤ Povidone-iodine (Betadine)➤ Adhesive bandage (e.g. Band aid)➤ Bandage➤ Gauze➤ Plaster tape➤ Alcohol➤ Hydrogen peroxide/agua➤ Agua oxinada➤ Bottled water➤ Gloves➤ Cotton



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f. Teacher's kit	<ul style="list-style-type: none">➤ Manila paper➤ Long bond paper➤ Pair of scissors➤ Cartolina➤ Pen (Black and Red)➤ Permanent marker (Black and Blue)➤ Bag➤ Ruler (12 inches)➤ Pencil sharpener➤ Lesson plan notebook➤ Class record
g. Teachers emergency kit	<ul style="list-style-type: none">➤ Whistle➤ Flashlight/batteries➤ Boots➤ Raincoats/umbrella➤ Radio/batteries➤ Emergency hotline list➤ Evacuation guide➤ Toiletries➤ Bottled water
h. Health and hygiene kit	<ul style="list-style-type: none">➤ Face mask (washable/dispensable)➤ Face shield➤ Googles➤ Soap, toothpaste, toothbrush➤ Sanitary pad (for female learners)➤ Drinking water (1 liter)

Comprehensive School Safety Monitoring Tool

Signed:

Certified correct:

SDRRM Coordinator

School Principal



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