



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

July 24, 2024

DIVISION MEMORANDUM

No. 282, s. 2024

BRIGADA ESKWELA: SCHOOL SAFETY AND PREPAREDNESS

To: ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEF, CURRICULUM IMPLEMENTATION DIVISION (CID)
CHIEF, SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)
PUBLIC SCHOOLS DISTRICT SUPERVISOR
ALL ELEMANTARY SCHOOL HEADS
ALL SECONDARY SCHOOL HEADS
ALL SCHOOL DRRM COORDINATORS
ALL SCHOOL DRRM TEAM
DIVISION DRRM COORDINATOR
This Division
All Others Concerned

1. The conduct of Brigada Eskwela seeks to engage all education stakeholders to contribute their time, effort and resources in ensuring that all public schools are prepared in time for the forthcoming school opening. This activity can also be the school's channel to put emphasis on school safety and disaster preparedness.
2. This is also in line with the DepEd Order No. 37, s.2015 or the Comprehensive DRRM in Basic Education Framework, where it is expected that schools will be guided in assessing, planning and implementing specific interventions on disaster prevention and mitigation, preparedness, response and recovery and rehabilitation.
3. Thus, this division requires all Schools, through the School DRRM Coordinators and the School DRRM Teams, to conduct assessment on the necessary measures or interventions implemented to ensure that schools are safe and prepared for any disasters. Please refer to the enclosure for the prescribed tool or checklist.



Address: Purok Farmers, Olingan, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.net
Facebook: DepEd Tayo – Division of Dipolog City

4. A signed copy of the **School Safety and Preparedness Checklist** shall be kept on file while an **electronic (PDF) copy** shall be submitted to the Division Office through email at alan.chiu@deped.gov.ph not later than **July 31, 2024**.
5. For any clarification and concerns, contact or coordinate with ALAN D. CHIU, the Division DRRM Coordinator, at 0907-054-7070.
6. 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: none

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

SGOD, DRRM

Schools

School Safety and Preparedness

School-Based DRRM

Brigada Eskwela

ADC/20240724-DM-SSP

July 24, 2024



Address: Purok Farmers, Olingan, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.net
Facebook: DepEd Tayo – Division of Dipolog City



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



Address: Purok Farmers, Olingan, Dipolog City
Telephone No.: (065) 908-2583
Email Address: dipolog.city@deped.gov.ph
Website: dipologcitydivision.net
FB Page: <https://www.facebook.com/depeddipologcity>

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			

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



Address: Purok Farmers, Olingan, Dipolog City
 Telephone No.: (065) 908-2583
 Email Address: dipolog.city@deped.gov.ph
 Website: dipologcitydivision.net
 FB Page: <https://www.facebook.com/depeddipologcity>

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:

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

