



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
 DIVISION OF BAGUIO CITY
 #82 Military Cut-off Road, Baguio City



TEMPLATE

DepEd Division of Baguio Schools Emergency Standard Operating Procedures

Focal Person:

Name: School drrm coordinator

Title: school Disaster Risk Reduction and Management Coordinator

Telephone/Cell:

Email: -----@gmail.com or yahoo

See figure 1 for School DRRM Team.

Alerts:

In the event of an emergency, employees are alerted by:

- *The Sounding of an alarm*
- *Public Address system announcement*
- *Verbal Announcement*

Other

- *Whistle is used in absence of power cut offs*

Emergency Warning Signal for each emergencies:

ELECTRIC BELL/BUZZER

Earthquake - 1 buzzer press (-----)

Fire - 5 intermittent buzzers w/ 1 second pause (-----)

Evacuate: continuous 1 second bell (-----)

BELL (MANUAL)/BATINGAW

Earthquake - continuous beating of the bell for about a minute.

(-----)

Fire - continuous beating of the bell with one second pause

(-----)

Evacuate: continuous beat (-----)

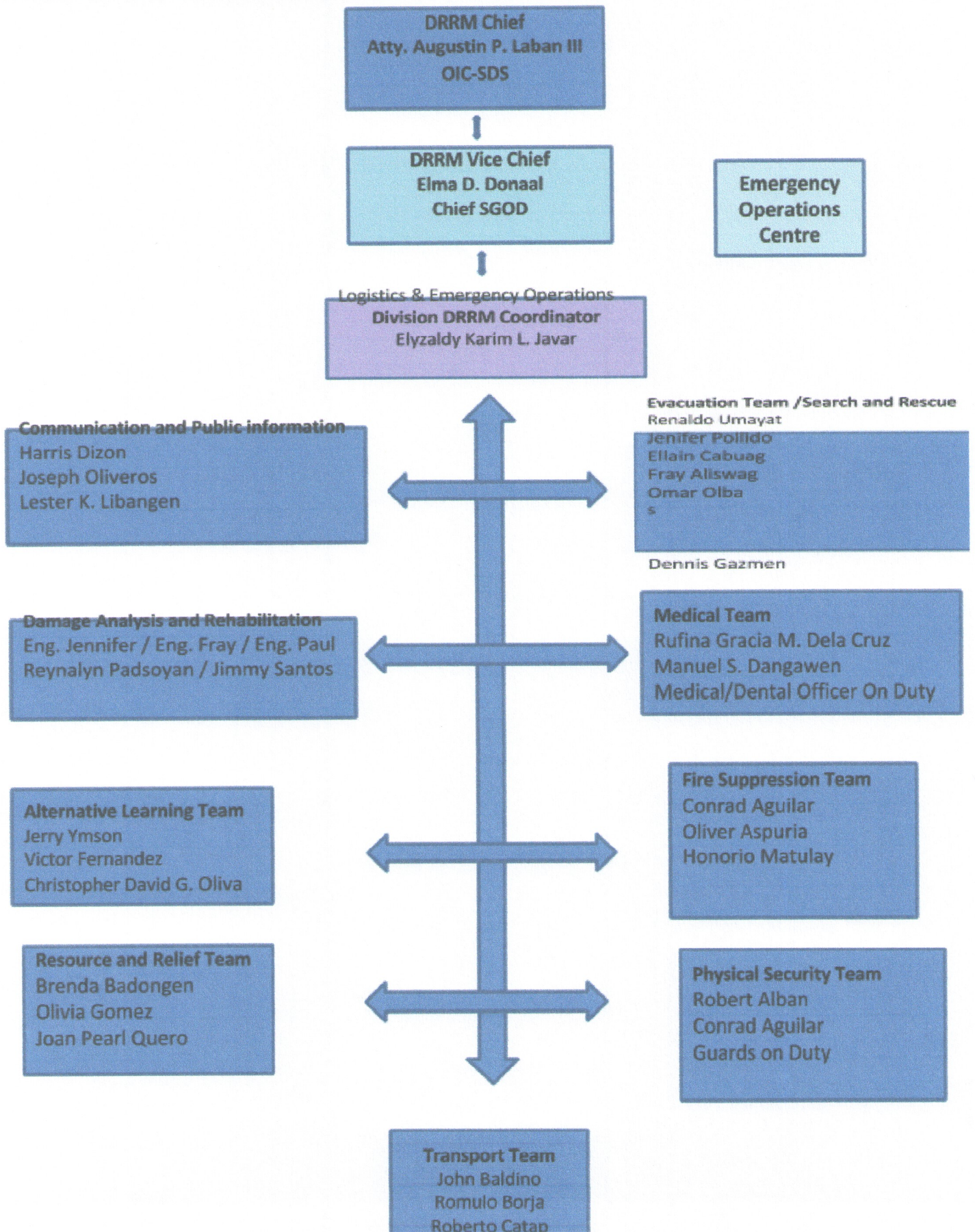
WHISTLE

Earthquake: (-----)

Fire: continuous whistle with this pattern (-----)

Evacuate: continuous whistle (-----)

Figure 1. DEPED SSCHOOL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL ORGANIZATIONAL CHART- PLEASE EDIT THE CHART DEPENDING ON YOUR DRRM TEAM



Please roles of your school drrm team
School DRRM Team
ROLES AND FUNCTIONS

The DRRM Chief - Principal•

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School DRRM Coordinator

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Evacuation Team

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Search and Rescue Team

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Emergency Health and Medical Service Team

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Fire Suppression

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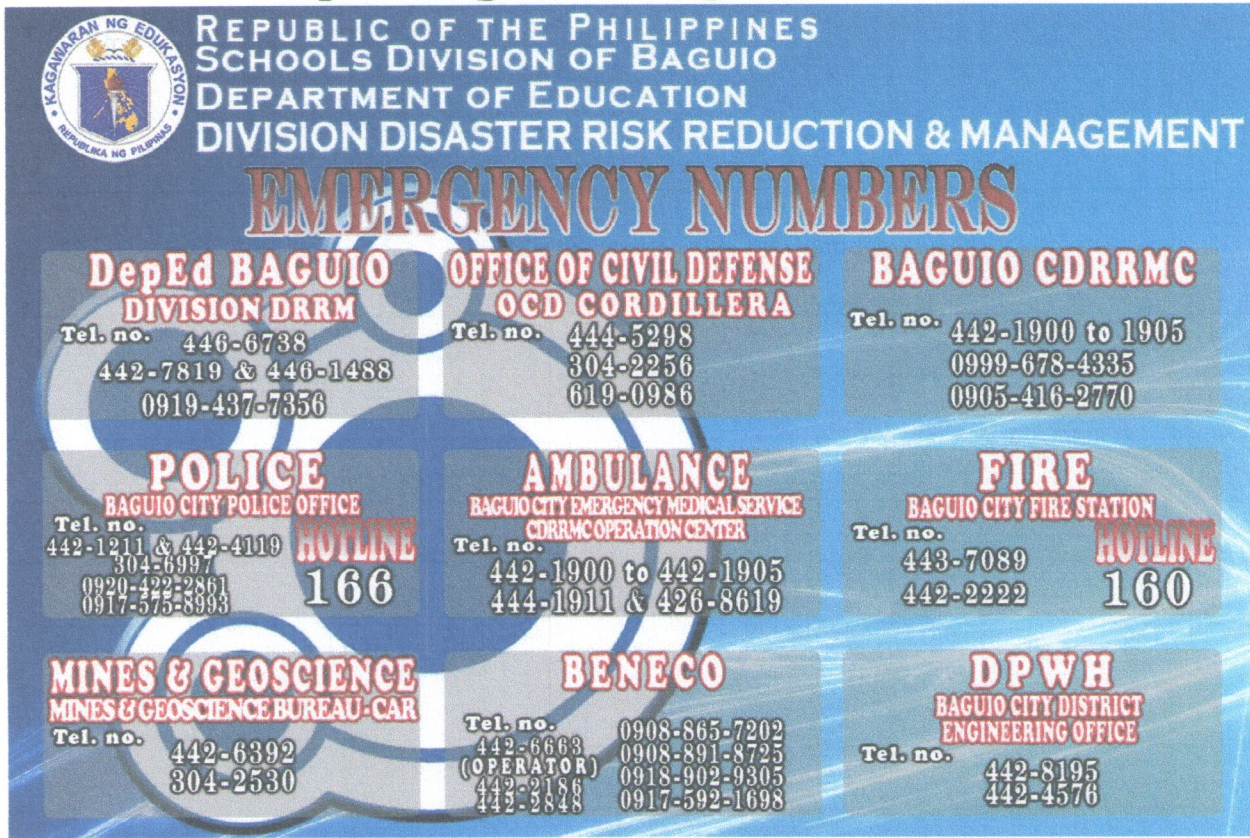
Security Team


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Communication and Public Information Team/

• **See next page for Division Emergency Numbers**

DepEd Baguio Emergency Numbers




REPUBLIC OF THE PHILIPPINES
SCHOOLS DIVISION OF BAGUIO
DEPARTMENT OF EDUCATION
DIVISION DISASTER RISK REDUCTION & MANAGEMENT

EMERGENCY NUMBERS

DepEd BAGUIO DIVISION DRRM Tel. no. 446-6738 442-7819 & 446-1488 0919-437-7356	OFFICE OF CIVIL DEFENSE OCD CORDILLERA Tel. no. 444-5298 304-2256 619-0986	BAGUIO CDRRMC Tel. no. 442-1900 to 1905 0999-678-4335 0905-416-2770
POLICE BAGUIO CITY POLICE OFFICE Tel. no. 442-1211 & 442-4119 304-6997 0920-422-2861 0917-575-8993 HOTLINE 166	AMBULANCE BAGUIO CITY EMERGENCY MEDICAL SERVICE CDRRMC OPERATION CENTER Tel. no. 442-1900 to 442-1905 444-1911 & 426-8619	FIRE BAGUIO CITY FIRE STATION Tel. no. 443-7089 442-2222 HOTLINE 160
MINES & GEOSCIENCE MINES & GEOSCIENCE BUREAU-CAR Tel. no. 442-6392 304-2530	BENECO Tel. no. 0908-865-7202 442-6663 0908-891-8725 (OPERATOR) 0918-902-9305 442-2186 0917-592-1698 442-2848	DPWH BAGUIO CITY DISTRICT ENGINEERING OFFICE Tel. no. 442-8195 442-4576

Damage Analysis Needs Analysis Team

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- Alternative Learning Team
-
- Resource and Relief Team
-

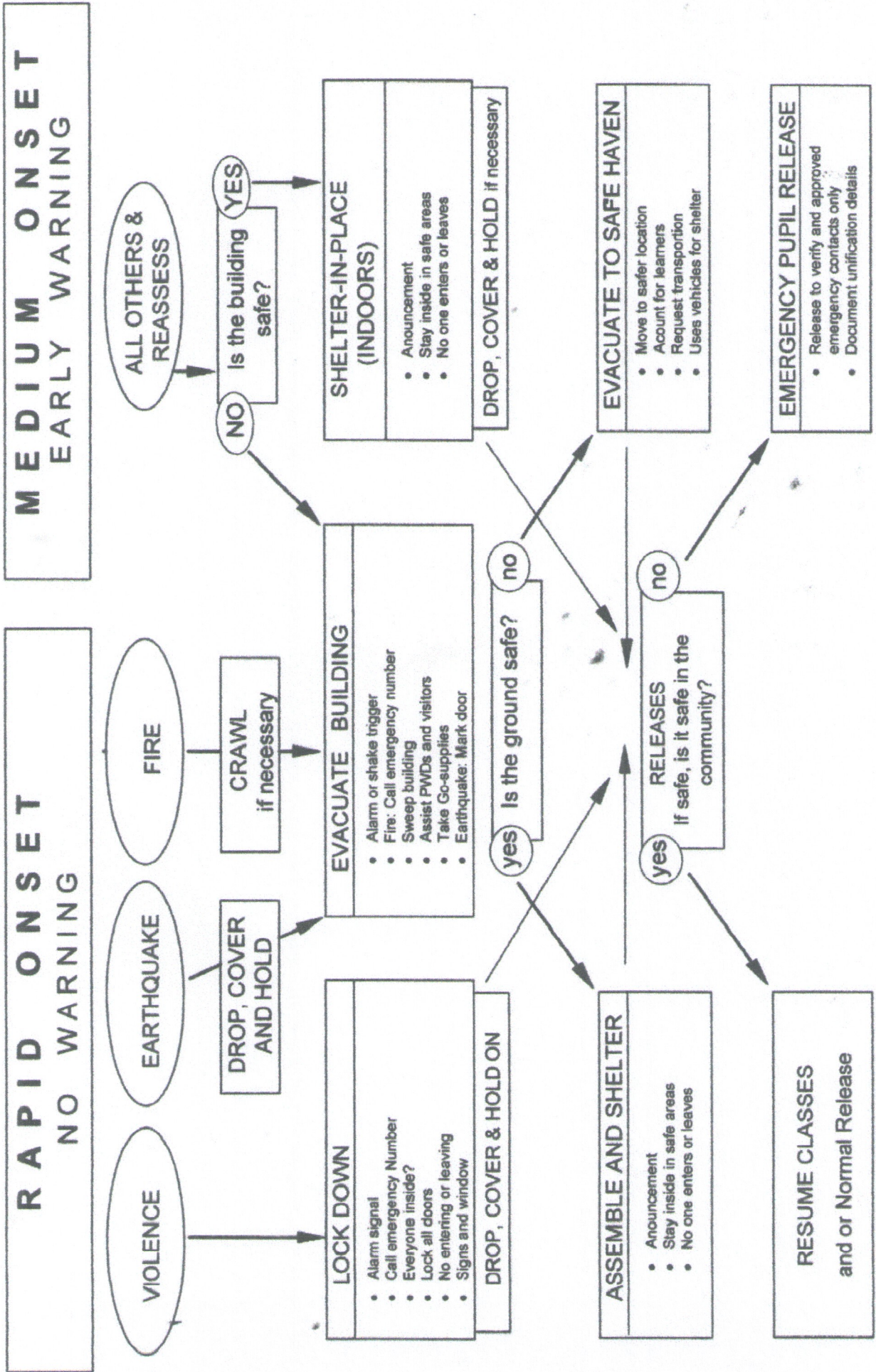
Transportation Team

Policy:

In the event of fire or other emergency, ALL employees shall follow the emergency preparedness plan action flowchart:

See Emergency Preparedness Action Plan

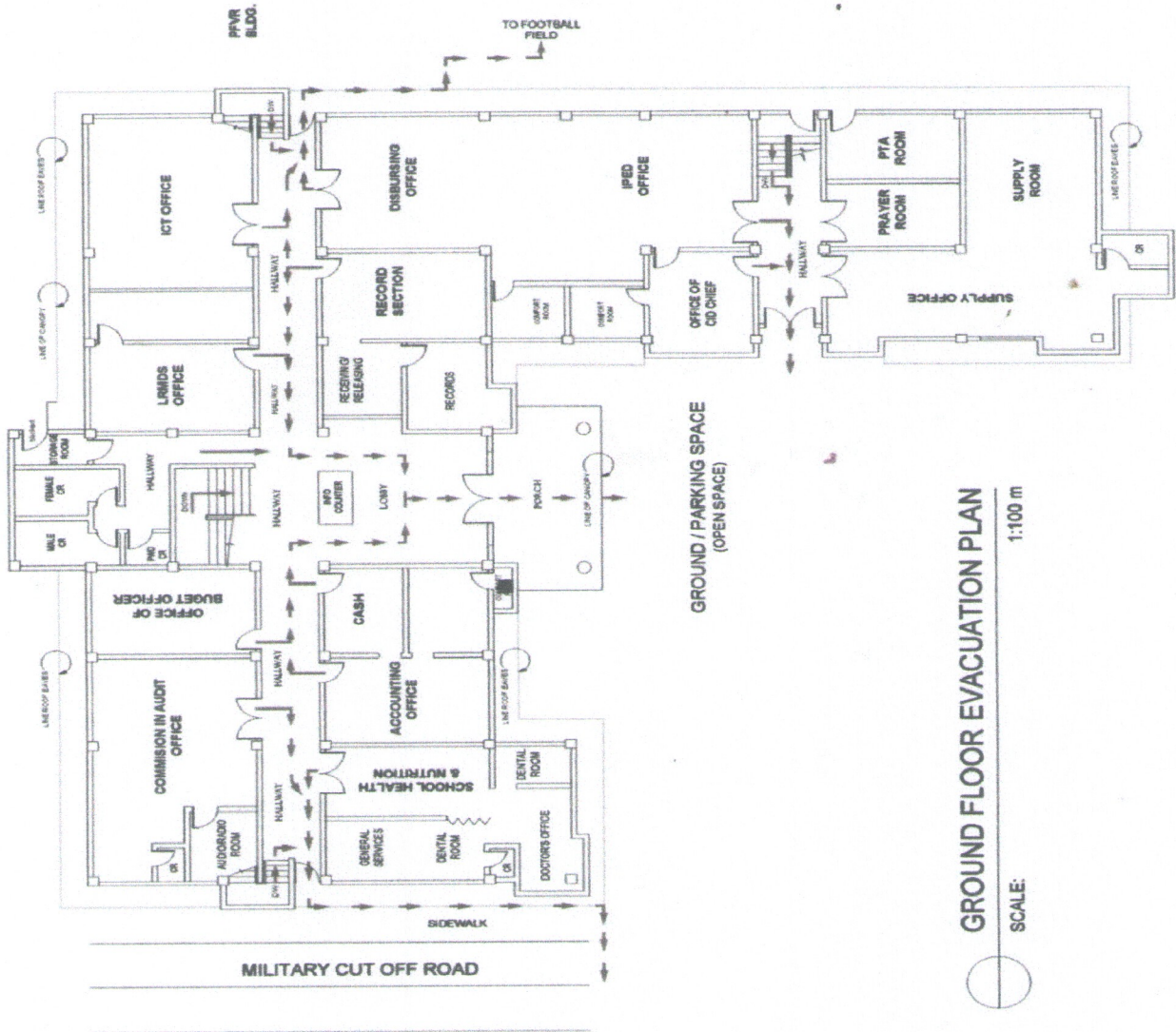
EMERGENCY PREPAREDNESS EVALUATION AND CONTINGENCY PLAN



Routes: (put your emergency exit plans)

In the event of an emergency, employees shall evacuate by means of the *nearest* available marked exit.

EVACUATION / EMERGENCY ROUTES



Extinguishers:**Operations:**

In the event of an emergency, the following employees are to remain in the workplace to shutdown or monitor critical operations before they evacuate:

Security and Facilities team

Duties:

The following employees are to perform rescue or medical duties during an emergency:
Division Medical Team

Assembly:

After an emergency evacuation, employees are to gather in the following location(s):
Quezon Elementary School Open Ground or Division Parking lot

Accounting:

After an emergency evacuation, the procedure for accounting for all employees:

Team leaders of each unit are to account and submit reports to the Division DRRM Coordinator or Incident Commander

Additional Evacuation Plan and Procedures:

After each drill on fire or earthquake Division DRRM team are to convene for post evaluation of the activities.

Prepared by:

ELYZALDY KARIM L. JAVAR
School Division DRRM Coordinator

Noted:

Principal

Approved:

Public Schools District Supervisor