

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



TEMPLATE

Focal Person:

DepEd Division of Baguio Schools Emergency Standard Operating Procedures

Name: School drim 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

DRRM Chief Atty. Augustin P. Laban III OIC-SDS **DRRM Vice Chief** Emergency Elma D. Donaal **Chief SGOD** Operations Centre Logistics & Emergency Operations **Division DRRM Coordinator** Elyzaldy Karim L. Javar Evacuation Team /Search and Rescue Renaldo Umayat Communication and Public information Jenifer Pollido Harris Dizon Ellain Cabuag Joseph Oliveros Fray Aliswag Omar Olba Lester K. Libangen Dennis Gazmen Medical Team Damage Analysis and Rehabilitation Rufina Gracia M. Dela Cruz Eng. Jennifer / Eng. Fray / Eng. Paul Manuel S. Dangawen Reynalyn Padsoyan / Jimmy Santos Medical/Dental Officer On Duty **Fire Suppression Team** Conrad Aguilar **Alternative Learning Team** Oliver Aspuria Jerry Ymson Honorio Matulay Victor Fernandez Christopher David G. Oliva Resource and Relief Team **Physical Security Team** Brenda Badongen Robert Alban Olivia Gomez Conrad Aguilar Joan Pearl Quero **Guards on Duty** Transport Team John Baldino Romulo Borja

Roberto Catap

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

The DRRM Chief - Principal•

School DRRM Coordinator

Evacuation Team

Search and Rescue Team

Emergency Health and Medical Service Team

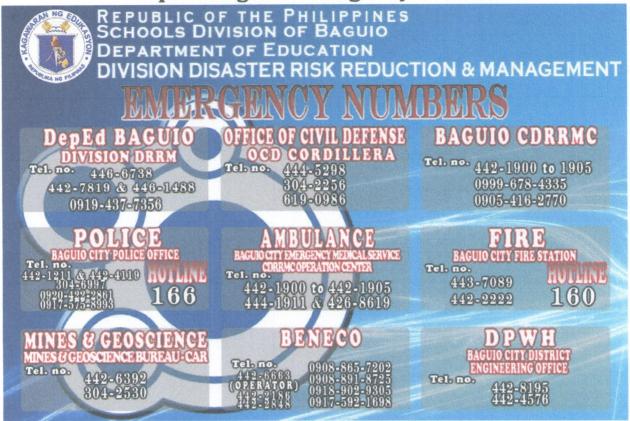
Fire Suppression

Security Team

Communication and Public Information Team/

• See next page for Division Emergency Numbers

Deped BAguio Emergency Numbers



Damage Analysis Needs Analysis Team

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:

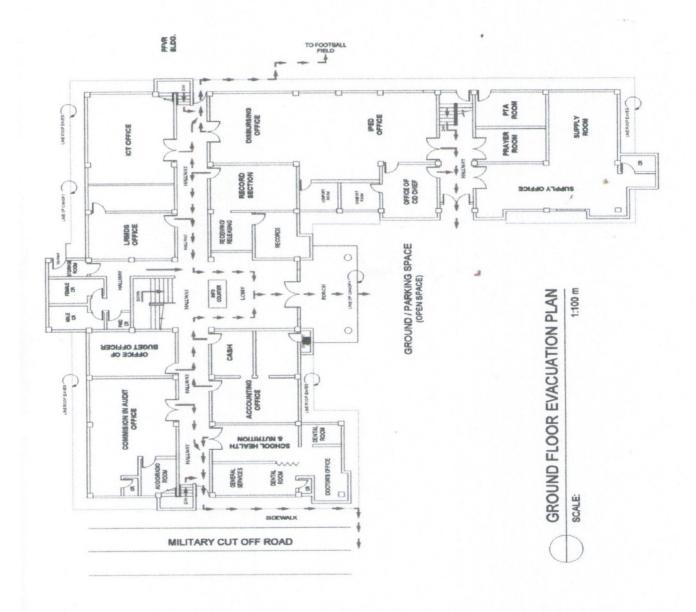
See Emergency Preparedness Action Plan

DROP, COVER & HOLD if necessary EVACUATE TO SAFE HAVEN **EMERGENCY PUPIL RELEASE** WARNIN Release to verify and approved (YES) Z Document unification details SHELTER-IN-PLACE emergency contacts only Anouncement Stay inside in safe areas Request transportion Uses vehicles for shelter No one enters or leaves 0 Move to safer location ALL OTHERS & Acount for learners Is the building REASSESS (INDOORS) **EMERGENCY PREPAREDNESS EVALUATION AND CONTINGENCY PLAN** safe? ARL 2 **W** W 2 2 00 Is the ground safe? EVACUATE BUILDING If safe, is it safe in the Fire: Call emergency number Assist PWDs and visitors community? RELEASES Earthquake: Mark door if necessary Alarm or shake trigger CRAWL FIRE Take Go-supplies Sweep building ш yes yes S WARNING EARTHQUAKE DROP, COVER AND HOLD 0 ASSEMBLE AND SHELTER DROP, COVER & HOLD ON and or Normal Release RESUME CLASSES ٥ Stay inside in safe areas No one enters or leaves 0 Z Call emergency Number Everyone inside? No entering or leaving 4 LOCK DOWN Anouncement Signs and window œ Lock all doors VIOLENCE Alarm signal

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