



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
DIVISION OF BAGUIO CITY  
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DIVISION MEMORANDUM

No. 357,s. 2018

To: Public School District Supervisors  
Elementary and Secondary School Heads  
School DRRM Coordinators

From: **FEDERICO P. MARTIN, ED., D. CESO V**  
Schools Division Superintendent

Subject: **Conduct of the CY 2018 3<sup>rd</sup> Quarter National Simultaneous Earthquake Drill (NSED)**

Date: August 29, 2018

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This is to inform the field on the scheduled 3<sup>rd</sup> Quarter National Simultaneous Earthquake Drill (NSED) on Friday, August 31, 2018 at 10:00 AM in the morning.

All School DRRM Coordinators are to invite Barangay Officials in charge of the Barangay Disaster Risk Reduction and Management as the **primary evaluator** for the 3<sup>rd</sup> National Simultaneous Earthquake Drill.

The objectives of our 3<sup>rd</sup> NSED are as follows:

1. To evaluate the readiness and awareness of learners and school personnel for earthquakes.
2. To evaluate the coordination with partners and communication mechanism on reporting after the National Simultaneous Earthquake Drill.

For proper assessment of the drill by the evaluators please use the attached **Earthquake Drill Evaluation Form 2** to be submitted on September 5, 2018 at School Governance and Operations Division, DRRM. A google sheet of the Earthquake Drill Evaluation Form 2 will be sent to your school email to be accomplished after the drill and due on August 31, 2018 at 5:00 PM.

Immediate and wide dissemination of this memorandum is desired.



## EARTHQUAKE DRILL EVALUATION FORM No. 2

Location : \_\_\_\_\_

Date of Drill : \_\_\_\_\_

Time of Evacuation started : \_\_\_\_\_

Time of Evacuation ended : \_\_\_\_\_

### SCHOOL DRRM COMMITTEE / DISASTER CONTROL GROUP

1. Is there an existing Memorandum / Office Directive indicating the institutionalization of a School DRRM Committee / Disaster Control Group including its composition, functions and responsibilities?  
Yes / No. *Please elaborate:* \_\_\_\_\_
2. Are the members of the Committee aware of their functions and responsibilities?  
Yes / No. *Please elaborate:* \_\_\_\_\_
3. Activation of the Committee was observed during the Drill.  
Yes / No. *Please elaborate:* \_\_\_\_\_

### EVACUATION PLAN

1. Is there an EXISTING and UPDATED Evacuation Plan for Earthquake and other Hazards?  
Yes / No. *Please elaborate:* \_\_\_\_\_
2. Has the Evacuation Plan been disseminated to ALL employees and STUDENTS? Have emergency duties been reviewed by ALL employees concerned?  
Yes / No. *Please elaborate:* \_\_\_\_\_
3. Are the students / employees aware of the designated evacuation areas and routes as indicated in the Evacuation Plan?  
Yes / No. *Please elaborate:* \_\_\_\_\_
4. Evacuation Route Map is posted in each room, with the room marked on the map.  
Yes / No. *Please elaborate:* \_\_\_\_\_

### EXECUTION OF THE DRILL

1. Is the siren loud enough to be heard by all the drill participants?  
Yes / No. *Please elaborate:* \_\_\_\_\_
2. Did the drill participants practice the "Duck, Cover and Hold" technique during the Alarm Phase (while the siren is being sounded)?  
Yes / No. *Please elaborate:* \_\_\_\_\_
3. Did the drill participants a) evacuate during the Alarm Phase b) waited for the siren to stop before evacuating c) others. *Please elaborate:* \_\_\_\_\_
4. Evacuation leaders (such as teachers and school personnel) assisted in the Evacuation process.  
Yes / No. *Please elaborate:* \_\_\_\_\_
5. Did the drill participants follow their designated routes to evacuation area?

Yes / No. Please elaborate: \_\_\_\_\_

6. Did the drill participants a)run b)walk casually or c) walk faster than normal during the evacuation phase? Please elaborate: \_\_\_\_\_
7. Students know the 4 rules for building evacuation: Don't Talk! Don't Push! Don't run! Don't turn back! Please elaborate: \_\_\_\_\_
8. Participants with disabilities and functionality needs were properly assisted. Yes/No. Please elaborate: \_\_\_\_\_
9. Did the drill participants bring any first aid kit or any item noticeable during the evacuation phase? Yes/No. Please elaborate: \_\_\_\_\_
10. Did the drill participants conduct the headcount during the headcount phase? Yes/No. Please elaborate: \_\_\_\_\_
11. Is the evacuation area big enough to accommodate the evacuees? Yes/No. Please elaborate: \_\_\_\_\_

**OTHER COMMENTS AND OBSERVATIONS**

1. Any other problem observed during the drill that might need to be addressed? Please elaborate: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. How long did it take for all the drill participants to vacate the building and time to reach the designated evacuation area? \_\_\_\_\_
3. Observed Number of Participants (estimates will do):

<b>PARTICIPANTS COUNT</b>	<b>NO. OF STUDENTS</b>	<b>NO. OF PWDS</b>	<b>NO. OF PERSONNEL</b>

**Other comments and suggestions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Evaluator:**

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Agency / Office