



Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



August 17, 2026

DIVISION MEMORANDUM

SGOD-DRRM No. **151**, s. 2026

**DISASTER PREPAREDNESS AND EMERGENCY SAFETY PROTOCOLS
FOR SCHOOL AND DIVISION OFFICE PERSONNEL**

To: Assistant Schools Division Superintendent
Chiefs of Functional Divisions
Public Schools District Supervisors
Elementary and Secondary School Heads
DRRM Coordinators
All Others Concerned
This Division

1. Pursuant to DepEd Order No. 37, s. 2015 re: Comprehensive Disaster Risk Reduction and Management in Basic Education Framework, which institutionalizes DRRM structures, systems, protocols, and practices, this Offices through the Disaster Risk Reduction and Management Unit establishes basic and uniform disaster preparedness, emergency response, evacuation, and safety protocols for all school and office personnel of the Schools Division Office of Sultan Kudarat.
2. All division office and school personnel shall observe the following principles during disasters and emergencies:
 - a. Life safety shall always be the primary consideration.
 - b. Personnel shall remain calm, avoid panic, and follow official instructions from authorized personnel and emergency responders.
 - c. Personnel shall familiarize themselves with the designated evacuation routes, emergency exits, assembly areas, fire extinguishers, first aid stations, emergency equipment, and other safety facilities within their respective work areas.
 - d. Personnel shall immediately report observed hazards, damaged facilities, injuries, missing persons, fire incidents, and other emergency conditions to their immediate supervisor or designated DRRM/emergency focal person.
 - e. No personnel shall unnecessarily place themselves or others at risk to retrieve documents, equipment, personal belongings, or other property during an emergency.
3. All personnel are directed to undertake the following preparedness measures during the following emergencies:
 - a. In case of earthquake:
 - a.1. DUCK/DROP to the floor or ground before the shaking causes them to fall.



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- a.2. COVER their head and neck and when possible, take cover under a sturdy desk or table.
- a.3. HOLD ON until the shaking stops.
- a.4. Stay away from windows, glass panels, shelves, cabinets, hanging objects, and other items that may fall or break.
- a.5. Avoid rushing towards exits while strong shaking is occurring.
- a.6. After the shaking stops, assess the immediate surroundings and follow the direction of designated emergency personnel.
- a.7. Evacuate in an orderly manner when instructed or when conditions require evacuation, using designated routes and proceeding to the assigned assembly area.
- a.8. Do not re-enter the building until it has been declared safe by the authorized authority.
- a.9. Personnel shall remain alert for aftershocks and other secondary hazards such as fire, falling objects, damaged electrical lines, and structural instability.
- b. In case of fire:
 - b.1. Upon discovery of fire or smoke, immediately activate the fire alarm or alert the nearest personnel and responsible office/unit.
 - b.2. Notify the appropriate emergency responders through established emergency communication channels.
 - b.3. Evacuate immediately through the nearest safe exit.
 - b.4. Assist persons who may require additional assistance, provided that doing so does not place the assisting personnel in danger.
 - b.5. Proceed directly to the designated assembly area.
 - b.6. Do not return to the building to retrieve personal belongings or documents.
 - b.7. Do not re-enter the building until authorized by the appropriate fire or emergency authorities.
 - b.8. Only personnel who are properly trained and authorized to use firefighting equipment should undertake initial firefighting measures when conditions are safe to do so.
- c. In case of typhoon, severe weather, flooding, or heavy rains:
 - c.1. Personnel shall monitor official weather bulletins, warnings, and advisories issued by competent government authorities.
 - c.2. Follow official directives concerning work arrangements, suspension of activities, evacuation, or other protective measures.
 - c.3. Secure documents, equipment, and other office property when conditions permit and when doing so does not compromise personal safety.
 - c.4. Avoid unnecessary travel or exposure to hazardous conditions when authorities have issued warnings or protective directives.



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- c.5. Immediately report flooding, structural damage, electrical hazards, landslides, or other dangerous conditions affecting the workplace.
- c.6. Observe approved flexible work arrangements or other authorized work continuity measures when directed by the appropriate authority.
- d. In case of extreme heat:
 - d.1. Office/School heads may avoid or minimize outdoor activities, drills, and other strenuous activities during the hottest parts of the day.
 - d.2. Ensure proper office/classroom ventilation by keeping windows and doors open whenever practicable to maximize air circulations. Assess the use of window curtains, blinds, and similar coverings. Where such materials restrict airflow, they may be removed, adjusted, or replaced with heat-reflective and well-ventilated alternatives.
 - d.3. Personnel may wear breathable, light-colored, cotton-fabric clothing, consistent with existing DepEd policies.
 - d.4. Monitor personnel for signs and symptoms of heat-related illness such as dizziness, headache, excessive sweating. Fatigue, nausea, and heat exhaustion, and provide immediate medical attention when necessary.
 - d.5. Activate school health, DRRM, and safety mechanisms to promptly address health-related incidents and concerns.
- e. In case of other emergencies or incidents:
 - e.1. For emergencies not specifically identified in this Memorandum, personnel shall immediately assess the situation without unnecessary exposing themselves to danger.
 - e.2. Alert the appropriate authority or emergency focal person.
 - e.3. Follow established emergency procedures and official instructions.
 - e.4. Evacuate or shelter in place, as appropriate to the hazard.
 - e.5. Assist in maintaining order and protecting life when it is safe to do so.
 - e.6. Wait for further instructions from authorized emergency responders or Division officials.
- f. For accountability and reporting:
 - f.1. Following an emergency or disaster, all concerned offices/units shall report injuries, casualties, missing personnel, facility damage, and other urgent needs through the prescribed reporting mechanism.
 - f.2. Document relevant incidents and actions undertaken.



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- f.3. Cooperate in the conduct of rapid assessment and damage and needs assessment, when required.
 - f.4. Assist in identifying priority requirements for the resumption of essential office operations.
 - f.5. Support the implementation of appropriate service/learning continuity and recovery measures.
4. Office and school heads shall ensure that personnel are oriented on these emergency protocols and coordinate with the division/school DRRM coordinator and other concerned authorities regarding emergency preparedness, response, and reporting.
5. For inquiries and clarifications, all concerned may contact Ms. **Kharoll Joy G. Latoza**, Project Development Officer II and/or Ms. **Princess May-Ann B. Andang**, Administrative Support II-DRRM, through drmm.sdosultankudarat@gmail.com.
6. For your information and guidance.


KATHRINE H. LOTILLA

Assistant Regional Director
Concurrent, Officer-In-Charge

Office of Schools Division Superintendent

Encl.: None

Reference: As stated

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

DISASTER

EMERGENCY

SAFETY PROTOCOLS

KGL/SGOD-DRRM/DM- Disaster Preparedness and Emergency Safety Protocols for school and division office personnel/August 17, 2025