



Republic of the Philippines  
Department of Education  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

27 September 2023

DIVISION MEMORANDUM  
NO. 414, s. 2023

**COMPOSITION OF THE SCHOOL DISASTER RISK REDUCTION AND  
MANAGEMENT (SDRRM) COMMITTEE, THEIR ROLES AND  
RESPONSIBILITIES, AND INFORMATION MANAGEMENT AND  
COORDINATION PROTOCOL**

To: **Assistant Schools Division Superintendent**  
**Chief Education Supervisor, SGOD**  
**Project Development Officer II**  
**All Public Elementary and Secondary School Heads**  
**All School DRRM Coordinators**  
**All Others Concerned**  
This Division

1. Relative to Republic Act No. 101021 entitled *Philippine Disaster Risk Reduction and Management Act of 2010*, and DepEd Order No. 21, s. 2015 entitled *Disaster Risk Reduction and Management Coordination and Information Management Protocol*, all schools are directed to establish and/or reconstitute their School Disaster Risk Reduction and Management (SDRRM) Committee to spearhead the conduct of Disaster Risk Reduction, Climate Change Adaptation (DRR/CCA)-related programs, projects, activities and in time of emergency situation in their respective schools.
2. The composition of the SDRRM Committee shall be aligned with DepEd's DRRM Framework (DepEd Order 37, s. 2015) incorporating the Four Thematic Areas of DRRM: (1) Prevention and Mitigation, (2) Preparedness, (3) Response, and (4) Rehabilitation.
3. Further, kindly check Enclosure A for the Composition of School DRRM Committee with their roles and functions and Information Management Protocol.
4. This Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender



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identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

5. Immediate and wide dissemination of this Memorandum is enjoined.

*[Signature]*  
**RANDOLPH B. TORTOLA**  
 Schools Division Superintendent

Encls: As stated

Reference:  
 RA 101021  
 DepEd Order 21, s. 2015

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

SGOD/DRRM/jee      COMMITTEE  
                                  POLICY  
                                  SCHOOL



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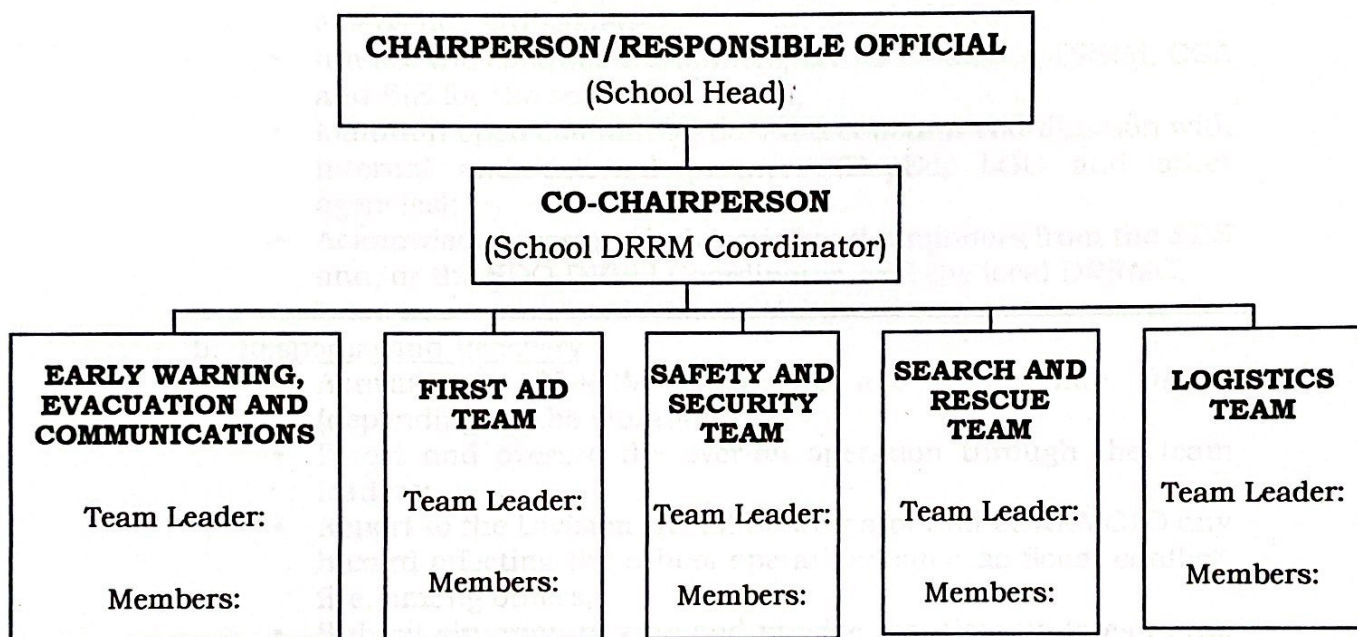




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**Enclosure A:**

**STRUCTURE OF THE SCHOOL DRRM COMMITTEE**



**ROLES AND RESPONSIBILITIES**

**1. School DRRM Chairperson**

As the Responsible and Accountable Official in the school, the School Head shall serve as the Chairperson of the School DRRM Committee. To help/assist the Chairperson in ensuring that the duties and responsibilities of the SDRRMC is performed religiously, the Chairperson may designate the School DRRM Coordinator to serve as the Co-Chairperson.

**a. Preparedness, Prevention and Mitigation**

- Represent the Education Sector during the Barangay DRRMC Meeting/Planning;
- Serve as the point person for collaboration and coordination with the Local DRRM Council and other partner organizations;
- Spearhead the development of the School DRRM Plan,



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including Contingency Plan and Learning Continuity Plan;

- Communicate the SDRRM Plan to the Barangay DRRM Council;
- Convene the SDRRM Committee for coordination, planning, and other related activities;
- Facilitate the prepositioning of logistic requirements for emergencies/disasters;
- Initiate the conduct of trainings, LAC sessions on DRRM, CCA and EiE for the school personnel;
- Maintain open communication and constant coordination with internal and external partners (DepEd, LGU and other agencies);
- Acknowledge receipt of advisories and reminders from the SDS and/or the SDO DRRM Coordinator, and the local DRRMC.

b. Response and Recovery

- Activate the SDRRM Committee and appropriate Teams (depending on the situation);
- Direct and oversee the over-all operation through the team leaders;
- Report to the Division DRRM Coordinator and LDRRMC/O any hazard affecting the school operations such as flood, conflict, fire, among others;
- Submit situation reports and provide real-time updates to the Division DRRM Coordinator;
- Accomplish and submit Rapid Assessment of Damages Report (RADaR) within 72 hours after widespread hazard or emergency via Mobile App;
- Immediately contact through fastest means of communication (e.g. SMS, FB, Messenger) the School Division Office thru the SDS or the Division DRRM Coordinator once the school is identified/used as evacuation center;
- Report and update the SDO on the demobilization of evacuation center in schools.

2. **Early Warning, Communications, and Evacuation Team**

Suggested members are School ICT Coordinator, PTA President/P.I.O., SSG/SPG President/P.I.O.

a. Preparedness, Prevention and Mitigation

- Post, maintain and update emergency hotlines and SDRRMC



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Directory in the designated DRRM Bulletin Board;

- Identify communication facilities, including alternative communication in case the network signal and power are down;
- Ensure dissemination of DRRM IEC materials, warnings, weather advisories to fellow teachers; (*Note: Upon receipt of message from the Early Warning Team, teacher-advisers will be the one to disseminate important information like class suspensions to the parents of their advisory class*)
- Ensure availability of baseline data of the school;
- Ensure all advisers have updated list of contact number of their advisory classes/students' parents or guardians;
- Spearhead the regular orientation on safety and preparedness measures (i.e. Drills);
- Establish and implement hazard-specific warning and alarm signals;
- Orient school populace on the warning and alarm signals;

b. Response and Recovery

- Activate appropriate warning alarms and signals depending on triggers;
- Acknowledge receipt of advisories, warning, announcements and reminders from Division/District DRRM Focal Person/Local DRRMC; and disseminate same information ASAP to the school personnel, students and parents, thru the PTA Officers;
- Inform Division DRRM Coordinator and coordinate with the Local DRRMC counterparts when school is used as Evacuation Center;
- Consolidate gathered data and submit it to the SDRRMC Chairperson/Co-Chairperson;
- Perform other related functions.

### 3. Safety and Security Team

The team is involved in securing the safety of the school buildings, the school premises, electrical wirings, and the like. The Property Custodian, Supply Officer-designate, or the School Physical Facilities Coordinator may lead the team. The others may serve as members, together with BSP/GSP Advisers, BSP/GSP student members, PTA Officers (President, Peace Officer, etc.).



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**a. Preparedness, Prevention and Mitigation**

- Identify and prepare hazard-specific evacuation plans;
- Assist the in-charge in the conduct of an annual student-led risk identification and mapping (DepEd Order 23, s. 2015);
- Prepare safety and security protocols during emergencies;
- Communicate the safety and security protocol and evacuation plan to the school populace;
- Monitor fire exits and ensure its accessibility at all times and its proper location relative to the evacuation plan;
- Spearhead and monitor the posting of evacuation plans in every classroom and in conspicuous place/s within the school premise;
- Post/Put up signages (i.e. warning signs, caution) on identified hazard-prone areas in the school;
- Check and ensure absence of stray animals that may cause harm/injury to school personnel and students;
- Facilitate/coordinate fencing of school premise for security reasons;
- Regularly check power switches, electrical wiring, gas valves, and the like, and report to the School Head anything that need repair or replacement;
- Ensure that computers and other electrical equipment are unplugged especially during weekends and/or holidays, in coordination with the teachers;
- Ensure security guard/watchman is at his post (if applicable);
- Ensure availability of functional fire extinguisher/s in designated areas in the school/classrooms;
- Regularly prune trees especially those adjacent to buildings and along electrical post;
- Secure roof beams with wires or heavy-duty ropes;
- Board up jalousies and windows with plywood or other secure materials;
- Secure all on-going construction projects including supplies and materials;
- Recommend to SDRRMC construction of ramps for PWDs, and availability of pedestrian crossing if school is near the road.

**4. Health Management/First Aid Team**

The team maybe led by the School Nurse or the Clinic In-charge. Suggested team members are: Guidance Counselor/designate, SPG/SSG Teacher-Adviser and Club Adviser.



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a. Preparedness, Prevention and Mitigation

- Coordinate with agencies like Philippine Red Cross, City Health Office, DepEd-School Health Section, and other similar agencies/organizations, for First Aid, Psychological First Aid (PFA), and medical self-help trainings;
- Conduct health lectures;
- Inspect storage and handling of food and drinking water in the school and when school is used as evacuation center;
- Oversee prudent use of medicines. Ensure ample supply of necessary medicines;
- Prepare basic survival kits and ready for use when needed;
- Map nearest hospitals, clinics, and the like, including contact numbers;
- Make inventory of trained school personnel and students on First Aid, Basic Life Support, etc.
- Maintain herbal garden/medicine for use during emergencies;

b. Response and Recovery

- Administer basic first aid to injured personnel/students;
- Supervise emergency first aid or medical self-help operations within the school during an emergency;
- Coordinate with appropriate organization (e.g. hospitals, Barangay Health Station) for assistance in the event that the incident/injuries are beyond their capacity; (*note: in coordination with the Communication Team*)
- Report to the SDRRMC Chair/Co-Chair in case there is a need to conduct Psychological First Aid (PFA) to affected students/personnel;
- Does other related functions.

**5. Search and Rescue Team (cum Fire Brigade Team)**

*(note: Ensure that members of the SAR have appropriate trainings and are physically and mentally healthy)*

a. Preparedness, Prevention and Mitigation

- Coordinate with possible donors of Personal Protective Equipment (PPEs), rescue equipment/tools, and other paraphernalia needed during the operation;
- Attend trainings on search and rescue;
- Make inventory of external and internal partners who can assist during SAR.



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- Participate in the Fire Safety Assessment of the school and give recommendations to the SDRRM Chairperson.
- Coordinate with concerned partner-agencies (e.g. BFP, PNP, LDRRMC-Responders Team) for capacity-building activities.

b. Response and Recovery

- Upon receipt of information from the SDRRMC Chair/Co-Chair about missing or injured person/s and with the consent of the Site Security Team, the members are to conduct search and rescue to the identified area where the injured or missing person is last seen/located.
- Bring injured/rescued person to the first aid staging area for assessment and performance of first aid by the First Aid Team.

**6. Logistics Team**

The team includes the Transportation Team, Relief Team, Donor Team. The School's designated Property Custodian/Supply Officer, may lead the Team. Suggested members are: Boy/Girl Scout Advisers and other PTA Officers, Property Custodian, Supply Officer. The main function of the Team is to look for partners/linkages that could help school's needs such a:

a. Preparedness, Prevention and Mitigation

- Inventory and store the safety and security equipment and supplies, ensuring availability at all times;
- Manage and ensure procurement and efficient storage of supplies;
- Preposition and keep inventory of supplies and gears identified by the Responders;
- Map out possible transportation vehicles with drivers that can be tapped in case of emergency or disaster;
- Identify the necessary materials, supplies, tools and equipment needed in case of disaster/emergency;
- Include identified materials, supplies, tools and equipment in the APP/PPMP.

b. Response and Recovery

- Manage the distribution of assistance to school personnel and learners who were victims of disasters/emergencies, if there is any;
- Ensure safe and efficient transport of victims to



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clinics/hospitals, whichever is applicable, during disasters/emergencies;

- Prepare a report on received and distributed donations and status of vehicles used during disaster and emergencies, for submission to the SDRRMC Chair;
- Assist in the replenishment of supplies of all Response Teams.

*\*The School DRRM Committee Composition may be expanded based on the needs and availability of human resources. Some teams may also be combined in consideration to the number of school personnel. It is highly encouraged that the School Heads tap the local stakeholders to be part of the School DRRM Committee and ensure functionality of each team in all thematic areas.*



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