



Republic of the Philippines  
Department of Education  
Region III – Central Luzon  
**DIVISION OF TARLAC PROVINCE**  
San Roque, Tarlac City



June 15, 2016

DIVISION MEMORANDUM  
NO. 104, s. 2016

**2<sup>nd</sup> QUARTER NATIONAL SIMULTANEOUS EARTHQUAKE DRILL 2016**

TO: OIC - Assistant Schools Division Superintendents  
School Governance and Operations Division  
Curriculum Implementation Division  
All Division Personnel  
Public and Private Elementary and Secondary School Heads

1. Pursuant to the Memorandum issued by USEC Reynaldo D. Laguda of Finance and Administration, dated 24 May 2016 re: Conduct of CY 2016 2<sup>nd</sup> Quarter National Simultaneous Earthquake Drill (NSED), the division office and all public and private elementary and secondary schools are directed to conduct Earthquake Drills simultaneously on **June 22, 2016, at 9:00 AM**, as part of preparedness and mitigation strategies to reduce disaster risks.
2. All school heads are further advised to:
  - a. Accomplish the Earthquake Drill Evaluation Form enclosed in this memorandum; and
  - b. Submit the documentation (hard copy) of the said activity to Social Mobilization and Networking Office c/o Ms. Maria Fe Brendalee M. Soriano and email to [dollymartinsoriano@gmail.com](mailto:dollymartinsoriano@gmail.com) not later than **July 8, 2016**.
3. Herewith is the list of things to do in preparation for the earthquake drill:
  - Connect with Local Disaster Risk Reduction and Management Council (LDRRMC) for an orientation on earthquake to understand intensity and possible impacts.
  - Discuss preparedness measures.
  - Map out personnel/learners and contact numbers.
  - Determine Communication flow among offices/schools and overall command system.
  - Determine personnel/learners with special needs in case of an earthquake; assign focal persons within the particular office/classroom to take charge of those personnel/learners with special needs.
  - Put up signage for evacuation routes and safe places to gather and/or evacuate to.
  - Ensure that everyone knows what to do during and after an earthquake.
  - Conduct post evaluation of the drill.
4. Immediate dissemination of and strict compliance with this memorandum is desired.

**DR. ESTRELITA SAGMIT CUNANAN**  
OIC- Schools Division Superintendent





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**SCHOOL GOVERNANCE AND OPERATIONS DIVISION**



**MONITORING AND EVALUATION FOR DISASTER RISK REDUCTION AND MANAGEMENT**

**EARTHQUAKE DRILL EVALUATION FORM**

School Name & ID: \_\_\_\_\_

Principal: \_\_\_\_\_

Evaluator/s: \_\_\_\_\_

Observed number of drill participants (estimate will do): \_\_\_\_\_

Contact No.: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Please check the appropriate box for each indicator.

INDICATORS	YES	NO/None
1. There is a School Disaster Risk Reduction Committee that includes one or more of the following group of people: <ul style="list-style-type: none"><li>• Administrators</li><li>• Teachers</li><li>• Students</li></ul>		
2. The siren is loud enough to be heard by all the students, teachers and staffs.		
3. The drill participants practice the Duck, Cover and Hold technique (while the siren is being sounded).		
4. The drill participants evacuated during the alarm phase.		
5. The drill participants waited for the siren to stop before evacuating.		
6. The drill participants run during the evacuation phase.		
7. The drill participants walk casually during the evacuation phase.		
8. The drill participants walk faster than normal during the evacuation phase.		
9. The drill participants bring first aid kit or any item noticeable during the evacuation phase		
10. The drill participants conducted the headcount during the headcount phase.		
11. The evacuation area is big enough to accommodate the evacuees.		
12. The drill participants vacate the building and observed the time to reach the designated evacuation area.		
13. The drill participants stay in the evacuation area without instruction.		
14. The drill participants move to another place without instruction.		
15. The drill participants went back to the building without instruction.		
16. All exit routes were clearly marked and unobstructed.		
17. The school emergency evacuation route map was posted in each classroom and office.		
18. There is a plan to assist individuals with disabilities and any functional needs.		
19. All chemicals in laboratories were secured in cabinets or on shelves to prevent fire.		
20. Untoward incident is observed during the drill.		