



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. **807**, s. 2025

03 DEC 2025

**LOCALIZED MULTI-HAZARD DRILL PROTOCOLS IN THE
SCHOOLS DIVISION OF THE CITY OF BATAC**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
All Public Elementary and Secondary School Heads
All Private Elementary and Secondary School Heads
All Others Concerned

1. In accordance with DepEd Order No. 48, s. 2012 on the quarterly conduct of school-based earthquake and fire drills and DepEd Order No. 53, s. 2022 on mandatory unannounced earthquake and fire drills, this Office issues the Localized Multi-Hazard Drill Protocol to enhance disaster preparedness in all schools under the Schools Division of the City of Batac.
2. This protocol applies to all public schools under the division, which are required to implement the enclosed procedures for earthquake, fire, and bomb explosion drills. Private schools are highly encouraged to adopt the same procedures to ensure consistent disaster preparedness across all educational institutions in the City of Batac.
3. School heads and school DRRM coordinators shall ensure that all learners and personnel are familiarized with the specific procedures for each hazard. They are also responsible for ensuring strict compliance with the drill protocols, monitoring the conduct of the drills, and documenting observations.
4. This Memorandum takes effect immediately, and all concerned are enjoined to provide full support for the successful implementation of these multi-hazard drill protocols.
5. The full policy is enclosed for strict implementation and reference.
6. For immediate dissemination and strict compliance.

ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: As stated
Reference: DO 022, s. 2025
To be included in the Perpetual Index
under the following subject:
SAFETY EDUCATION

RAG/DRRM_DRILL PROTOCOLS
25016/December 2, 2025



LOCALIZED MULTI-HAZARD DRILL PROTOCOLS

Implementation of the Multi-Hazard Disaster Drill Protocol

This document serves as the official protocol mandating the conduct of specialized, localized disaster preparedness drills, specifically encompassing earthquake, fire, and bomb explosion scenarios within the geographical jurisdiction of the Schools Division of the City of Batac.

I. Rationale and Legal Basis

In line with the overarching goal of strengthening disaster preparedness and resilience across all educational institutions, this Office issues this protocol to localize and standardize comprehensive emergency response capacities, ensuring the safety and protection of all personnel and learners within the school environment. This initiative is undertaken in consistent pursuit of national mandates concerning Disaster Risk Reduction and Management (DRRM), primarily anchored on the following key Department of Education (DepEd) Orders:

1. DepEd Order 48, s. 2012 (Quarterly Conduct of the National School-Based Earthquake and Fire Drills). This order mandates all public and private elementary and secondary schools to conduct simultaneous school-based earthquake and fire drills quarterly. The main goal is to raise awareness on Disaster Risk Reduction/Climate Change Adaptation (DRR/CCA), assess the capacity level of the school and community during emergencies, and ensure the preparedness of learners and personnel.
2. DepEd Order 53, s. 2022 (Mandatory Unannounced Earthquake and Fire Drills in Schools). This order requires all public elementary and secondary schools to conduct unannounced earthquake and fire drills twice monthly, during the first and third week of every month. The drills aim to familiarize students and personnel with emergency procedures and reinforce proper actions, turning them into automatic reflexes to prevent panic and casualties during an actual calamity.

II. Scope and Application

This protocol hereby mandates the strict observance and execution of the enclosed multi-hazard drill procedures in all public schools under Schools Division of the City of Batac. Private schools are highly encouraged to adopt these procedures to ensure comprehensive disaster preparedness across all educational institutions within the Division.

III. Objectives of the Activity

The conduct of these localized drills aims to achieve the following specific objectives:

1. To enhance the preparedness and response capacities of school personnel and learners during distinct shaking and emergency events.
2. To assess the effectiveness of school-level evacuation procedures, the designated assembly areas, and other emergency protocols for each hazard.
3. To promote heightened awareness and understanding of Disaster Risk Reduction and Management (DRRM) among all stakeholders involved in the school.

IV. Common Pre-Drill Preparations

A. Pre-Drill Preparations

The School Head shall ensure the completion of the following preparatory steps before the scheduled conduct of any specialized drill (Earthquake, Fire, or Bomb Explosion).

1. Orientation

- a. Conduct sessions to orient learners, personnel, and other stakeholders on the proper response protocols for each specific hazard and the standardized alarm system.
 - b. Utilize Disaster Risk Reduction and Management (DRRM) Information, Education, and Communication (IEC) materials, videos, and posters for visual learning.
2. Evacuation Planning
 - a. Designate and clearly mark primary and secondary evacuation routes.
 - b. Identify and secure safe open areas to serve as designated assembly points.
 - c. Ensure visible signage and evacuation maps are posted in classrooms and hallways.
 3. Activation of School DRRM Teams
 - a. Ensure the School Disaster Risk Reduction and Management (SDRRM) Teams are active, operational, and assigned specific roles and responsibilities for each hazard type.
 - b. Conduct a mandatory pre-drill meeting to review and confirm all assigned roles and responsibilities.
 4. Accessibility Considerations
 - a. Ensure that all evacuation plans and procedures accommodate learners and personnel with disabilities.
 - b. Prepare and utilize Inclusive Child Disaster Risk Reduction and Management (ICDRRM) spaces and assistive devices when necessary.
 5. Pre-Drill Announcements
 - a. Inform the school community about the specific drill schedule and details to mitigate potential panic.

V. Standardized Alarm System

Hazard	Standardized Alarm Signal	Description
Earthquake	Continuous Ringing (1 Minute)	A continuous ringing of the school electric bell, alarm or siren for one minute, simulating ongoing shaking.
Fire	Three (3) short rings with 3-second intervals	A series of three (3) short rings with a 3-second interval using the school's electric bell, alarm, or siren to signal a fire emergency.
Bomb Explosion (or Threat)	Two (2) short rings followed by one (1) long ring	A series of two (2) short rings followed by one (1) long ring using the school's electric bell, alarm, or siren to signal a bomb threat or explosion.

The electric bell shall be utilized as the primary alarm system for emergency response within the school premises. A portable manual siren must be readily available and designated to serve as the backup alarm system during instances of power interruption or grid failure.

VI. During the Drills

The specific response phases for each disaster, corresponding to the alarm, are outlined below.

A. Earthquake Drill Procedures

Phase	Duration / Signal	Actions to be Performed
Phase 1: ALARM	Continuous Ringing (1 Minute)	Perform DUCK, COVER, and HOLD ON (DCH). Take shelter under sturdy furniture, protect your head and neck, and hold on until the alarm stops. Wear a hard hat if available, or use any available object to cover or shield your head. Do not stand or leave.
Phase 2: RESPONSE	While the bell/alarm is ongoing.	Teachers shall instruct learners to move away from windows, glass, and light fixtures. All individuals must remain in the DCH position until the alarm stops. Maintain a body position with one knee bent and the other ready to stand. While in the DCH position, avoid looking down continuously, stay aware of your surroundings, and watch for falling hazards.
Phase 3: EVACUATION	Once the ALARM STOPS.	Teachers shall immediately lead learners to evacuate, shielding their heads and moving calmly without running or pushing. Reach the evacuation area within five minutes or less. Teachers must be the last to leave the room and keep the door open. Assign someone to bring the first aid kit and another to turn off lights and electrical devices. Maintain proper posture and follow the buddy system throughout the evacuation.
Phase 4: ASSEMBLY/ HEAD COUNT	At the designated Evacuation Area.	Teachers shall use the attendance sheet to conduct roll call and headcount, reporting any missing persons to the Incident Commander. The First Aid Team shall assist injured individuals.
Phase 5: DISPERSAL	Until an official "ALL CLEAR" signal is given.	Teachers guide learners back to classrooms or follow further emergency protocols.

B. Fire Drill Procedures

Phase	Duration / Signal	Actions to be Performed
Phase 1: ALARM/SIGNAL	Three (3) short rings with 3-second intervals	Initiate the "RACE" protocol: Rescue (victims), Alarm (pull alarm/notify), Confine (close doors/windows), Extinguish (if possible) or Evacuate.

Phase 2: EVACUATION	Immediately after the alarm is sounded.	Teachers shall lead learners to evacuate, closing but not locking doors. Check the doorknob with the back of your hand; if it is hot, do not open it, as this may cause a backdraft or fire surge. Stay low and crawl under smoke, proceeding calmly along designated evacuation routes to the assembly area.
Phase 3: ASSEMBLY/ HEAD COUNT	At the designated Evacuation Area.	Teachers conduct roll call and headcount. Missing persons are reported. First Aid and Search/Rescue Teams execute their roles.
Phase 4: DISPERSAL	Until an official "ALL CLEAR" signal is given by the designated Fire Officer/Incident Commander.	Everyone remains at the evacuation area until cleared.

C. Bomb Explosion Drill Procedures

Phase	Duration / Signal	Actions to be Performed
Phase 1: ALARM/ SIGNAL	Two (2) short rings followed by one (1) long ring	Implement EVACUATION if a device is known to be inside or an explosion has occurred, or STAY/SHELTER-IN-PLACE if the threat is external.
Phase 2: RESPONSE/ EVACUATION	Upon receipt of the signal.	Evacuating: Proceed quickly but quietly to the assembly area. Do not use cell phones or radios near the building. Teachers shall advise learners to bring only essential belongings. Shelter-in-Place: Move away from windows and glass, take cover low, and lock the room.
Phase 3: ASSEMBLY/ HEAD COUNT	At the designated Evacuation Area.	Teachers shall conduct roll call and headcount, reporting any missing persons. Security and law enforcement units shall assume control of the scene.
Phase 4: DISPERSAL	Only after the Philippine National Police (PNP) or Bomb Squad gives an official "ALL CLEAR" signal	Everyone remains at the evacuation area until cleared.

VII. Post-Drill Activities and Reporting

A. Post-Drill Evaluation

1. The School Head shall ensure that a comprehensive evaluation of the conducted drill is undertaken immediately following the dispersal phase.

2. **Conduct of Debriefings:** Conduct thorough debriefings with teachers, learners, and the School Disaster Risk Reduction and Management (SDRRM) teams to formally assess the drill's effectiveness.
3. **Assessment of Findings:** Identify specific strengths observed during the exercise and document areas requiring improvement for future drills.
4. **Documentation:** Document the entire activity, compiling essential records such as photos, attendance sheets, and critical observations.
5. **Feedback Mechanism:** Gather formalized feedback from all participants to inform subsequent enhancements to the school's emergency protocols.

B. Reporting

1. Schools must accomplish online Reporting Template within five (5) working days after the scheduled quarterly drill.
2. Ensure to upload photo documentation of the drill.

C. Safety Reminders

All school personnel and participants must be guided by the following principles:

1. **Priority of Safety:** Safety must be prioritized over speed during the entire conduct of the drill.
2. **Inclusivity:** Practice inclusive evacuation procedures in consideration of learners and personnel with disabilities or special needs.
3. **Continuous Improvement:** Evacuation plans must be continuously updated based on the evaluation findings and recommendations from drill exercises.

Standardized Alarm Signals



Earthquake

Continuous ringing of the school bell for one minute, simulating shaking.



Fire

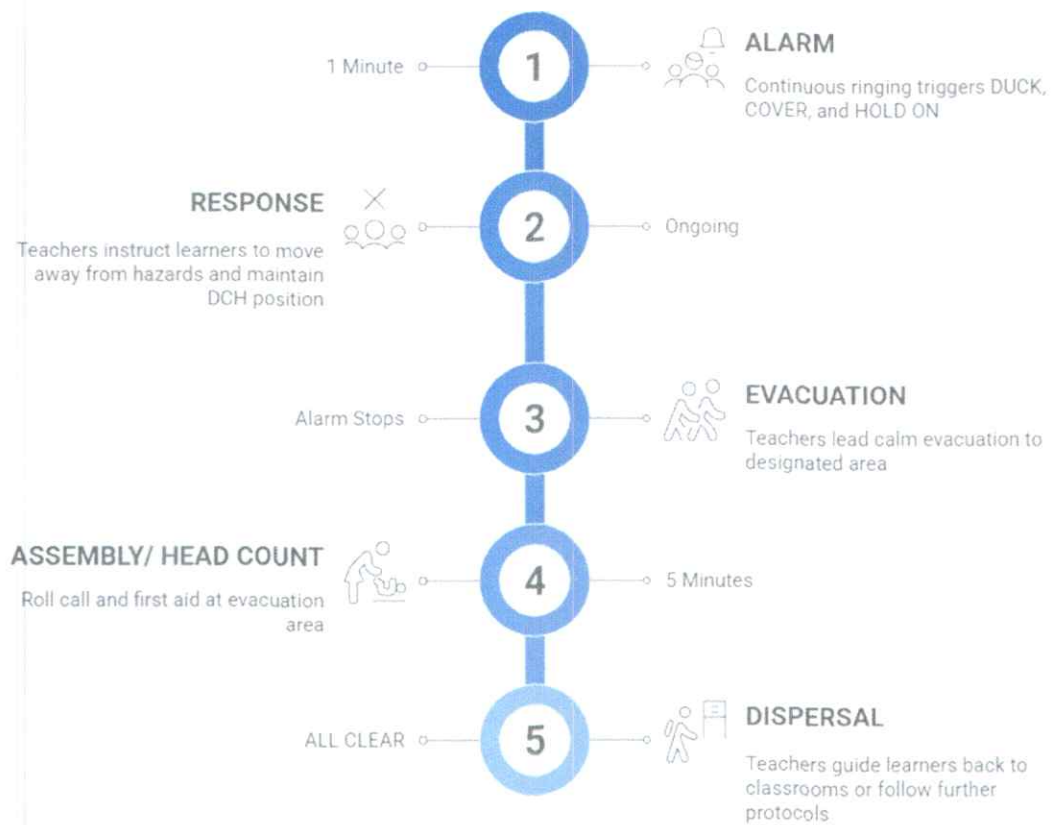
Three short rings with three-second intervals to signal a fire.



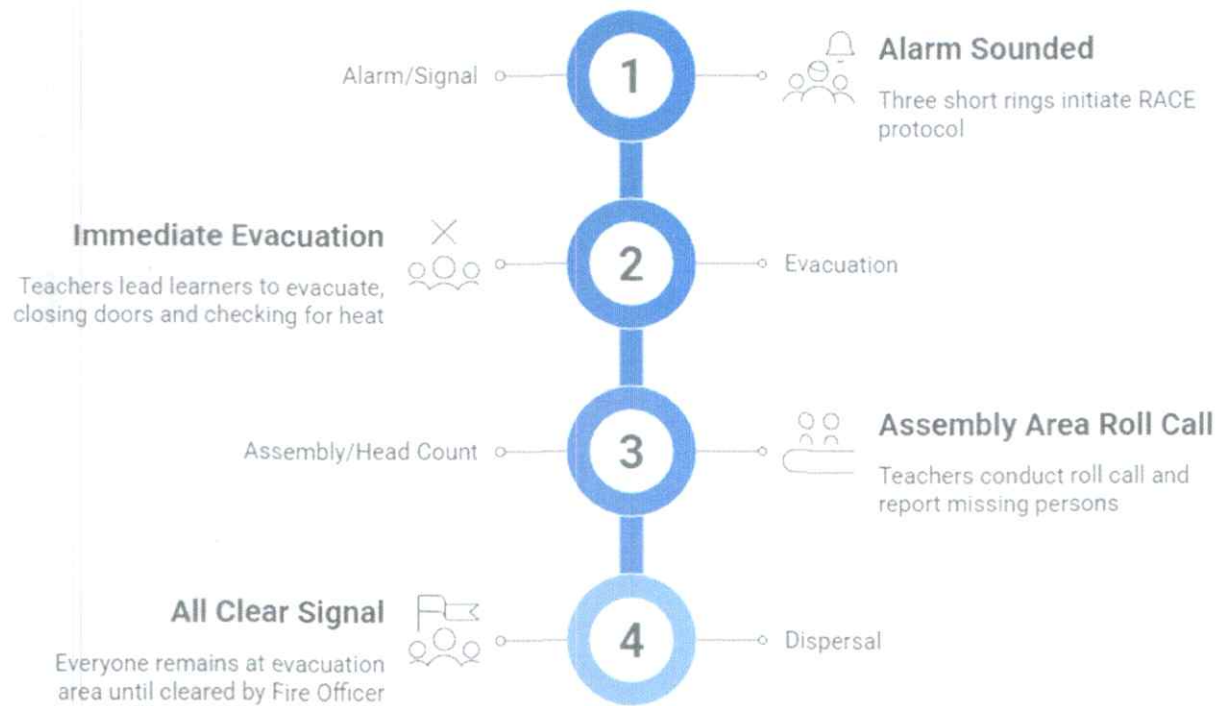
Bomb Explosion

Two short rings followed by one long ring to signal a bomb threat.

Earthquake Emergency Response Protocol



Fire Drill Procedures



Bomb Explosion Drill Procedures

