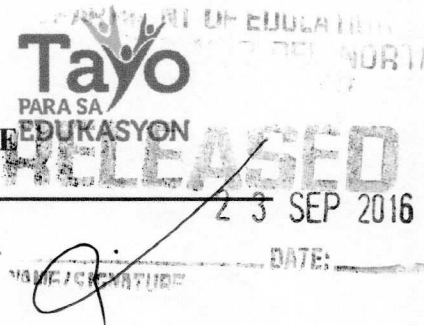




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
 Capitol Drive, Estaka, Dipolog City



**DIVISION MEMORANDUM NO. 372 SERIES OF 2016**

**TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS  
 ELEMENTARY AND SECONDARY SCHOOL HEADS  
 PRIVATE SCHOOL PRINCIPALS AND HEADS  
 SCHOOL DRRM COORDINATORS**  
 This Division

**From : NATIVIDAD P. BAYUBAY, CESO VI**  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

**Subject : 3<sup>rd</sup> QUARTER EARTHQUAKE DRILL 2016**

**Date : SEPTEMBER 23, 2016**

In view of the memorandum dated September 2, 2016 from Ronilda R. Co, Disaster Risk Reduction and Management Service CO, all elementary and secondary public and private schools are hereby directed to conduct the above-captioned subject on **September 28, 2016**.

Herewith is the list of things to do in preparation for the earthquake drill;

- Connect with the Local Disaster Risk Reduction and Management Council 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 particular office/classroom to take charge of those personnel/ learner with special needs.
- Put up signages for evaluation routes and safe places to gather and/or evacuate to.
- Ensure that everyone knows what to do during and after an earthquake.
- Ensure family reunification protocol in the school.
- Conduct post evaluation of the drill.

Reports of the Drill conducted will be submitted by the respective school heads to the Division DRRM **ON OR BEFORE OCTOBER 7, 2016** for consolidation and submission to the Regional Office.

**FOR STRICT COMPLIANCE.**