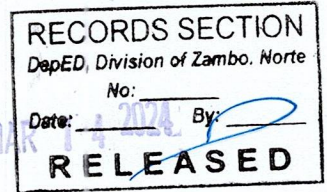




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



March 5, 2024

Division Memorandum

No. 176, s. 2024

**REITERATION ON THE OBSERVANCE OF FIRE PREVENTION MONTH AND
THE CONTINUING FIRE SAFETY AND AWARENESS PROGRAM**

TO: Assistant Schools Division Superintendents
Chief Education Supervisor, SGOD & CID
Public Schools District Supervisors
Elementary & Secondary School Heads
All Others Concerned

1. In relation to DM OUOPS Memorandum No. 2024-04-01692 titled "*Reiteration on the Observance of Fire Prevention Month and the Continuing Fire Safety and Awareness Program*", this Division hereby reiterates to all schools the importance of prioritizing safety through the Continuing Fire Safety and Awareness Program through DepEd Order 72 s. 2012.
2. Specifically, the "Continuing Fire Safety and Awareness Program", as prescribed by the DepEd Order thereof, hereby directs schools to:
 - a. Conduct fire safety inspection and corrective actions by giving priority consideration to proper housekeeping and regular checking of electrical wiring and appliances;
 - b. Attend fire safety education and training in coordination with the Bureau of Fire Protection in the locality;
 - c. Ensure availability and functionality of fire safety equipment, fire alarm activation procedure, and public address system;
 - d. Conduct quarterly fire and evacuation drills; and
 - e. Implement the Kiddie/Junior Fire Marshall in coordination with the Local Government Unit through the BFP contained in a Joint Memorandum circular by and between DepEd and Department of the Interior and Local Government.
3. For monitoring and evaluation, schools are requested to submit activities conducted through <https://bit.ly/ZNFSAP> on before April 9, 2024.
4. For queries and clarifications, you may contact **Ethyl Kimberly S. Labadan** at 0916 959 0394.
5. Widest dissemination and strict compliance of this memorandum is desired.

For the Schools Division Superintendent

RAYMOND M. SALVADOR CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge

Reference/s: as stated

Attachments

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

Fire Safety and Awareness Program

DRRM/EKBSL/DM-0014-2024/FSAP/03142024



Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM
DM-OUOPS-2024- 04- 01692

**FOR : MINISTER, BASIC, HIGHER, AND TECHNICAL
EDUCATION, BARMM
ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL REGIONAL AND DIVISION DRRM COORDINATORS
ALL PUBLIC SCHOOLS**

FROM : ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

**SUBJECT : Reiteration on the Observance of Fire Prevention Month and
the Continuing Fire Safety and Awareness Program**

DATE : 6 March 2024

Pursuant to Presidential Proclamation 115-A declaring the month of March as Fire Prevention Month, the Office of the Undersecretary for Operations (OUOPS), through the Disaster Risk Reduction and Management Service (DRRMS), hereby reiterates to all offices across all levels of the Department and schools the importance of prioritizing safety through the Continuing Fire Safety and Awareness Program. This program was launched in schools through DepEd Order No. 72, s. 2012, with the aim to promote and intensify fire safety awareness, prevention, and preparedness among schools, personnel, staff, and learners nationwide.

Specifically, the "Continuing Fire Safety and Awareness Program", as prescribed by the DepEd Order thereof, hereby directs schools to:

- Conduct fire safety inspection and corrective actions by giving priority consideration to proper housekeeping and regular checking of electrical wiring and appliances;
- Attend fire safety education and training in coordination with the Bureau of Fire Protection in the locality;
- Ensure availability and functionality of fire safety equipment, fire alarm activation procedure, and public address system;
- Conduct quarterly fire and evacuation drills; and
- Implement the Kiddie/Junior Fire Marshall in coordination with the Local Government Unit through the BFP contained in a Joint Memorandum circular by and between DepEd and Department of the Interior and Local Government.

Furthermore, DepEd Order No. 28, s. 2016 “Strengthening the Fire Safety and Awareness Program”, contains provision that outline the specific roles and responsibilities of all DepEd personnel at all levels, including the proper implementation of fire safety protocols, the conduct of regular fire drills and exercises, and the establishment of safety committees to oversee safety and security measures.

Further, it emphasizes the need for continuous monitoring and evaluation of the program’s effectiveness to identify areas for improvement and ensure that safety standards are met. Hence, the DepEd Order No. 28, s. 2016, as attached, delivers a comprehensive framework for the successful implementation of the Strengthening the Fire Safety and Awareness Program in all DepEd schools and offices.

In addition, DepEd Order No. 53, s. 2022 emphasizes the importance of fire safety in schools, and one of the measures that schools must implement is conducting unannounced fire drills. This is to ensure that learners, teachers, and personnel are prepared in case of a fire emergency. The reiteration of this policy is crucial in promoting safety within the school premises.

For further information, you may contact the Disaster Risk Reduction and Management Service, 2nd Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at drmo@deped.gov.ph.

For information and appropriate action.

[DRRMS/AAMS]



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUOPS	Rev	01
Effectivity	03.23.23	Page	2 of 6



Annex A

Guidelines on the Submission of Reports on the Conduct of Fire Prevention Month Celebration

All DepEd Regional Offices and Schools Division Offices should thoroughly follow the guidelines below.

For Schools Division Offices

1. The Division DRRM Coordinators must consolidate reports and pictures from School DRRM Coordinators, and shall accomplish the Reporting Template attached in **Annex B**. The Division DRRM Coordinators have the prerogative on the format or template and specific deadline for the schools to submit their report to the Division office. The Division DRRM Coordinators are requested to select schools with best practices.
2. Consolidated reports and pictures must be submitted by the Division DRRM Coordinators **to respective Regional DRRM Coordinators copy furnished their respective Schools Division Superintendent, and DRRMS through drmo@deped.gov.ph.**
3. The Division DRRM Coordinators shall keep a copy of the submitted report for future reference, as necessary.

For Regional Coordinators

1. The Regional DRRM Coordinators must consolidate, and compile photo documentation reports submitted by the Division DRRM Coordinators and **upload them to their designated folder through this OneDrive link: <http://tinyurl.com/DepEdFirePreventionMonth2024>.**
2. The Regional DRRM Coordinators must submit a regional-level write-up using the standard outline provided in **Annex C**.
3. The regional-level write-up together with the consolidated report must also be submitted by the Regional DRRM Coordinators to the DRRMS via email drmo@deped.gov.ph copy furnished their respective Regional Directors not later than **12 April 2024 EOB**.
4. Regional DRRM Coordinators should use the naming convention below for email subject: **[CY 2024 Fire Prevention Month Celebration] Report_<Region>**

In addition, the Regional DRRM Coordinators shall select schools or SDOs that exhibit best practices in the field. The selected schools or SDOs will be featured in the DRRMS final report which aims to showcase successful demonstrations of Fire Prevention Month implementation for others to learn from and replicate. It is a positive step towards encouraging and recognizing good practices in disaster preparedness and response, which can lead to more effective and resilient communities in the face of disasters.

Annex B

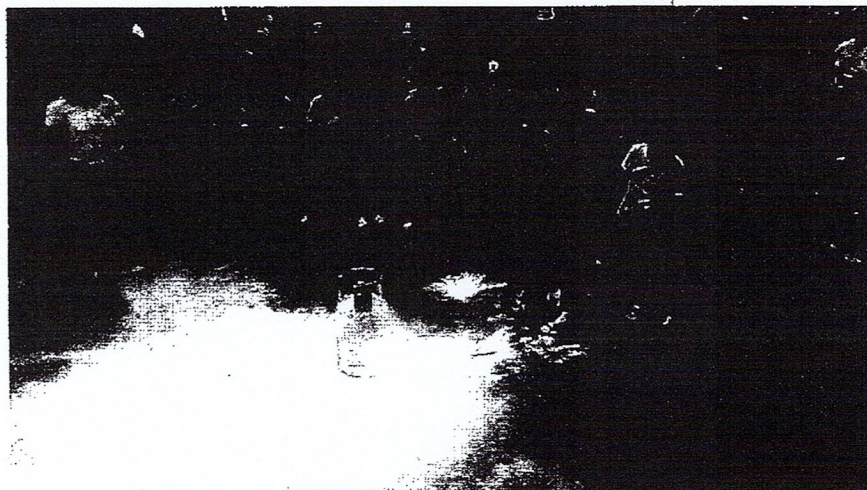
Division Level Report on the Conduct of Fire Prevention Month

I. Data on the conduct of Fire Prevention Month Celebration

Total no. of schools that conducted activities in relation to Fire Prevention Month		
No. of Learners Participated	Male	Female
Total no. of Elementary Learners		
Total no. of Secondary Learners		
No. of Personnel Participated	Male	Female
Total no. of Elementary Personnel		
Total no. of Secondary Personnel		
Grand Total		

II. Documentation

Attach three (3) to five (5) photo documentation of activities conducted during Fire Prevention Month Celebration. See sample photo documentation below:



Caption: Describe the photo/s above in two (2) to three (3) sentences

Sample caption:

Pagasa Elementary School conducted various activities in observance of Fire Prevention Month, including fire safety drills and lectures on fire safety and prevention. These activities aimed to raise awareness of the importance of fire safety and prevention in the school community, promote a culture of safety, and ensure the readiness of school personnel, and learners in the event of a fire emergency.

The following guidelines is set for the photo documentation of activities during the conduct of the Fire Prevention Month Celebration schools and DepEd offices:

1. Photo of the activities during the conduct of the Fire Prevention Month Celebration may be used in information and communication materials of the Department, as may be requested.
2. All materials should display adherence to minimum health protocols such as but not limited to, social distancing and wearing of face masks.
3. The recommended minimum specifications for photo documentation are as follows:
 - a. File format: JPG or PNG
 - b. Dimensions: 4:3 ratio
 - c. Orientation: Landscape
4. Upload photo documentation to designated folder in the OneDrive link:
<http://tinyurl.com/DepEdFirePreventionMonth2024>.

Annex C

Standard Outline for the Regional-level Write-up on the Conduct of Fire Prevention Month

I. Introduction

This section introduces the overall conduct of Fire Prevention Month Celebration in the Region and provides a brief overview of its purpose and objective.

II. Actual Conduct of the Activity

This section describes the regional-level conduct of activities in summary. It includes a step-by-step account of what transpired during the activity, the roles and responsibilities of the participants, the tools and equipment used, and the safety measures that were put in place.

III. Observations and Evaluation

This section provides an assessment of the conduct of activities in schools and its effectiveness. It describes overall observations made during the conduct of activities in schools, including strengths and weaknesses, and evaluates how well the activities achieved the Fire Prevention Month objectives. This can also include feedback from schools about their experience.

IV. Follow-up Actions and Recommendations

This section provides a plan of action based on the observations and evaluations of the overall regional conduct of the celebration. It includes recommendations for future activities and can also outline the action steps that will be taken to implement these recommendations.

V. Conclusion

This section provides a summary of the activity and its outcomes. It reflects on the lessons learned from the overall conduct of the celebration and its significance in achieving the overall goal of fire safety and prevention. It concludes by highlighting the importance of such activities in promoting a culture of safety and preventing fire-related incidents.



Republic of the Philippines
Department of Education

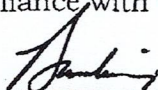
DepEd ORDER
No., **72** s. 2012

AUG 31 2012

CONTINUING FIRE SAFETY AND AWARENESS PROGRAM (FSAP) IN SCHOOLS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

1. In the light of the recent fire incidents in several public elementary and high schools nationwide, and various reports from the Bureau of Fire Protection (BFP) of violations to the Revised Fire Code of the Philippines (RA No. 9514) committed by schools, the Department of Education (DepEd) has felt an urgent need to conduct and implement the **Continuing Fire Safety and Awareness Program (FSAP) in Schools** to give priority attention to these concerns and be conscious about fire safety.
2. The Program aims to promote awareness of fire safety and the importance of prevention and preparedness among school officials, personnel and staff, and pupils/students nationwide.
3. The most common violations of schools as reported by the BFP are as follows:
 - a. Hazardous electrical wirings due to overusage, deterioration, and substandard installations;
 - b. Lack of markings for emergency exits, and the blockage of these exits with unused furniture, among others;
 - c. Absence of fire sprinklers, lack of fire fighting equipment/fire extinguishers, irregular servicing or non-maintenance of existing fire extinguishers that do not comply with ISO 9001-2008 series certified as preferably required to ensure the use of quality and non-ozone depleting products;
 - d. Inadequate provisions of outlets, which cause overload, particularly due to excessive connection of equipment/appliances via octopus outlet and other inappropriate extension; and
 - e. Non-organization of fire brigades and lack of preparedness for fire emergencies.
4. Schools are directed to adopt/observe the fire safety and prevention measures contained in the enclosure. They shall coordinate closely with the LGUs and the BFP in the implementation of the FSAP.
5. The School Maintenance and Other Operating Expenses (MOOE) may be utilized in the implementation of this Program.
6. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:

As stated

Reference: N o n e

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

CALAMITY
PROGRAMS
SAFETY EDUCATION
SCHOOLS

Madel: Revised Fire Safety with Enclosure
August 16, 2012/8-23-12

**FIRE SAFETY PREVENTION MEASURES UNDER THE CONTINUING FIRE SAFETY
AND AWARENESS PROGRAM IN SCHOOLS**

The risk of fatalities in case of fire in schools is being magnified by the (1) violations of the provisions of the Revised Fire Code of the Philippines of 2008 (RA No. 9514); (2) the number of young children who spend most of their time in schools; (3) mentors who are mostly unprepared to manage the emergency situation; and (4) vulnerabilities from bad elements including the risk brought about by the *El Nino* phenomenon. In this connection, the following measures should be adopted/observed in coordination with the Local Government Units (LGUs) through the BFP in their respective localities for the implementation of the above-stated continuing fire safety programs and the correction of all Fire-Code violations as stated:

1. Conduct of seminars and/or orientations on fire drills, trainings on fire prevention and civilian response in fire emergencies, first aid and related topics;
2. Forging into a Memorandum of Agreement (MOA) with the Department of Interior and Local Government (DILG), local government units (LGUs), non-governmental organizations (NGOs) and other stakeholders in the conduct of building/structural integrity assessment to determine the existence of hazardous electrical wirings, lack of fire exits to existing school buildings, the installation of fire exits in schools without such exits and strict adherence to DepEd-Physical Facilities Schools and Engineering Division (PFSED) building standards for all future school building constructions.
3. Purchase of fire fighting equipment or fire extinguishers compliant with ISO 9001-2008 series as certified, to be preferably required to ensure the use of quality and non-ozone depleting products. Conduct of educational campaigns, by incorporating appropriate fire safety and prevention topics in school subjects, focusing on practical applications at home, school and in the community.
4. Integration of fire safety and prevention topics in different subjects designed to enable the pupils and students as well as teachers, to have an outreached effect on the safety awareness levels and practices in their own homes and communities.
5. Activation/Organization of the School Fire Brigade, Kiddie/Junior Marshall who will help in the removal of blockage of exits such as unused furnitures, steel railings in doors and windows and other fire hazards in schools, check Fire Code violations in the school premises and act as fire safety officers and first aiders during emergency situations. The girl/boy scouts, cadets, marshalls shall be the first choice to handle these responsibilities.