



Republic of the Philippines
Department of Education
REGION III

SCHOOLS DIVISION OFFICE OF ANGELES CITY



25 Feb 2025

DIVISION MEMORANDUM

No. **075**, s. 2024

LOCALIZED EARTHQUAKE DRILL PROCEDURES

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
School Heads of Public and Private Elementary and Secondary Schools
All Others Concerned

1. In line with DM-OUOPS-2024-04-00865 and NDRRMC Memorandum No. 027, s2025 on the implementation of the Quarterly Nationwide Simultaneous Earthquake Drill (NSED) and in pursuit of strengthening disaster preparedness in schools, this Office mandates the conduct of a **Localized Earthquake Drill** in all **public schools** within Angeles City. **Private schools** are highly encourage to adopt these procedures to ensure comprehensive preparedness across all education institutions .
2. The activity aims to:
 - a. enhance the preparedness and response capacities of school personnel and learners during seismic events.
 - b. assess the effectiveness of school-level evacuation procedures and emergency protocols.
 - c. promote awareness and understanding of Disaster Risk Reduction and Management (DRRM) among all stakeholders.
3. Attached herewith are the detailed **Localized Earthquake Drill Procedures** to serve as guidance for the successful execution of the activity.
4. The School Head is required to submit the Accomplished Monitoring and Reporting Template, along with photo and video documentation, to the Division DRRM Focal Person following the schedule below:

Date of Quarterly Conduct	Submission of School-based NSED
March 13, 2025	March 20, 2025
June 19, 2025	June 25, 2025
September 11, 2025	September 17, 2025
November 6, 2025	November 12, 2025



Jesus St., Brgy. Pulungbulu, Angeles City 2009
[\[045\] 901-9498/angeles.city@deped.gov.ph](mailto:angeles.city@deped.gov.ph)



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5. The **Division DRRM Team** will conduct random monitoring visits during the scheduled drills to ensure compliance with established safety standards and to provide technical assistance as needed to improve the implementation of drills.
6. Wide dissemination of and strict compliance to this Memorandum is desired.

ENGR. EDGARD C. DOMINGO, PhD, CESO V
Schools Division Superintendent 

Enclosure: As stated.

Reference: OUOPS Memorandum No. 2024-04-00865 and NDRRMC Memo No. 27, s2025

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

DISASTER RISK REDUCTION MANAGEMENT
SAFETY EDUCATION
SCHOOLS

CAL/DRRM/February 25, 2025



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Enclosure No. 1, Division Memorandum No. 075 s.2025

LOCALIZED EARTHQUAKE DRILL PROCEDURES

A. PRE-DRILL PREPARATIONS

1. Orientation

- Conduct sessions to orient learners and personnel on proper earthquake response protocols (**Duck, Cover, and Hold**).
- Use DRRM IEC materials, videos, and posters for visual learning.

2. Evacuation Planning

- Designate and clearly mark primary and secondary evacuation routes.
- Identify and secure safe open areas as assembly points.
- Post visible signage and evacuation maps in classrooms and hallways.

3. Activation of SB-DRRM Teams

- Ensure the School-based Disaster Risk Reduction and Management (SB-DRRM) Teams are active and assigned specific roles.
- Conduct a pre-drill meeting to review roles and responsibilities.

4. Accessibility Considerations

- Ensure evacuation plans accommodate students and personnel with disabilities, utilizing ICDRRM spaces and assistive devices when necessary.

5. Pre-Drill Announcements

- Inform the school community about the drill schedule to avoid panic.

B. DURING THE DRILL

PHASE 1. ALARM

Warning Signal

- A continuous ringing of the **school bell (1 MINUTE)** will signal the start of the drill, simulating an earthquake.
- During the alarm, everyone should perform **DUCK, COVER and HOLD ON**.

Duck under sturdy furniture.

Cover head and neck.

Hold On until the shaking stops.

Note: Do not stand or leave during the alarm as it simulates ongoing shaking.



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PHASE 2. RESPONSE

While the bell/alarm is ongoing:

1. Teachers must instruct students to move away from windows, glass and light fixtures.
2. All individuals should:
 - Perform **“DUCK, COVER and HOLD ON”** under desks, tables, or near sturdy posts.
 - Remain in position until the alarm stops.

PHASE 3. EVACUATION

Once the ALARM STOPS:

1. Teachers will IMMEDIATELY lead students to evacuate the classroom, instructing them to bring their bags and valuables.
2. Proceed calmly along the designated evacuation routes to the assembly area.
3. During evacuation, everyone should
 - ✓ Walk calmly without running.
 - ✓ Be alert for falling debris.
 - ✓ Use bags, books, or arms to shield the head.
 - ✓ Avoid pushing, screaming, or returning for forgotten items.
4. All should arrive at the evacuation area within **FIVE MINUTES or less**.

PHASE 4. ASSEMBLY/HEAD COUNT

At the designated **EVACUATION AREA**:

1. Teachers will conduct a roll call and headcount.
2. Any missing persons should be immediately reported to the **Incident Commander**.
3. The **First Aid Team** will assist simulated injured individuals.

PHASE 5. DISPERSAL

Everyone will remain at the evacuation area until:

1. An official “ALL CLEAR” signal is given by the Person-in-Charge.
2. Teachers and personnel will guide back to classrooms or proceed with further emergency protocols if necessary.

C. POST-DRILL EVALUATION

1. Conduct debriefings with teachers, students, and SB-DRRM teams to assess the drill’s effectiveness.
2. Identify strengths and areas for improvement.
3. Document the activity:
 - Photos, attendance sheets, and observations.
 - Gather feedback from participants.



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D. REPORTING

- Schools must submit an **Accomplished Monitoring and Reporting Template** signed by the **School Head** within **five (5) working days** after the scheduled quarterly NSED.
- Reports should be forwarded to the Division DRRM Focal with the following attachments:
 - Attendance sheets
 - Photo documentation
 - Evaluation and feedback forms

E. SAFETY REMINDERS

- Prioritize safety over speed.
- Practice inclusive evacuation procedures.
- Continuously update evacuation plans based on drill evaluations.



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Enclosure No. 2, Division Memorandum No. 075 s.2025

Localized Earthquake Drill Monitoring and Reporting Template

Date Conducted: _____ Time Started: _____ Time Ended: _____

SCHOOL ID NUMBER	
SCHOOL NAME	
SCHOOL ADDRESS	
SCHOOL HEAD	
CONTACT NUMBER	

A. PRE-DRILL PREPARATIONS

Item	Activity	Yes	No	Remarks
1	Orientation conducted for learners and personnel on Duck, Cover, and Hold procedures			
2	DRRM IEC materials, videos, and posters used during orientation			
3	Primary and secondary evacuation routes designated and clearly marked			
4	Safe open areas identified and secured as assembly points			
5	Evacuation maps and visible signage posted in classrooms and hallways			
6	SB-DRRM Team activated with roles and responsibilities assigned			
7	Pre-drill meeting conducted with SB-DRRM team			
8	Evacuation plans reviewed for accessibility (considering PWDs)			
9	ICDRRM spaces and assistive devices prepared for students with disabilities			
10	Pre-drill announcement made to avoid panic			

B. DURING THE DRILL
PHASE 1: ALARM

Item	Activity	Yes	No	Remarks
1	Continuous alarm (school bell) rung for 1 minute			
2	All individuals performed Duck, Cover, and Hold On during the alarm			
3	No one stood or left during the alarm			



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PHASE 2: RESPONSE

Item	Activity	Yes	No	Remarks
1	Teachers instructed students to move away from windows/glass			
2	Students and staff performed Duck, Cover, and Hold On under sturdy furniture			
3	Participants stayed in position until the alarm ended			

PHASE 3: EVACUATION

Item	Activity	Yes	No	Remarks
1	Teachers led students to evacuate immediately after the alarm stopped			
2	Students brought their bags and valuables			
3	Evacuation was done calmly and orderly without running or pushing			
4	Participants used designated evacuation routes			
5	Heads were shielded using bags, books, or arms during evacuation			
6	All participants reached the evacuation area within 5 minutes			

PHASE 4: ASSEMBLY/HEAD COUNT

Item	Activity	Yes	No	Remarks
1	Teachers conducted roll call and headcount at the evacuation area			
2	Missing persons were reported to the Incident Commander			
3	First Aid Team assisted simulated injured individuals			

PHASE 5: DISPERSAL

Item	Activity	Yes	No	Remarks
1	Participants remained in the evacuation area until the "All Clear" signal			
2	Teachers guided students back to classrooms or followed further emergency protocols			



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C. POST-DRILL EVALUATION

Item	Activity	Yes	No	Remarks
1	Debriefing conducted with teachers, students, and SB-DRRM team			
2	Strengths and areas for improvement identified			
3	Photos, attendance sheets, and observations documented			
4	Feedback gathered from participants			

D. REPORTING

Item	Activity	Yes	No	Remarks
1	Monitoring and Reporting Template completed and signed by the School Head			
2	Photos, attendance sheets, and evaluation forms attached			
3	Report submitted within five (5) working days			

E. SAFETY REMINDERS

Item	Activity	Yes	No	Remarks
1	Safety prioritized over speed during the drill			
2	Inclusive evacuation procedures were followed			
3	Evacuation plans will be updated based on evaluation findings			

Prepared:

School Head / Date

Validated:

Division DRRM Team / Date