



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

RELEASED
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July 29, 2024

DIVISION MEMORANDUM

No. 318 s. 2024

SCHOOL-BASED PREPAREDNESS AND RESPONSE MEASURES FOR TROPICAL CYCLONE, FLOODING AND OTHER RELATED WEATHER DISTURBANCES

To: Asst. Schools Division Superintendent
CES CID & SGOD
School Heads – Elementary and Secondary
District and School DRRM Coordinators
All Persons Concerned

1. In adherence to **DO 83, s. 2011 and DepED Order No. 33, s. 2021**, entitled Preparedness Measures for the Rainy Season, all public elementary, junior and senior high schools in the Schools Division of Abra are informed to observe and follow the Preparedness for the Rainy Season.
2. School Heads of Public Elementary and Secondary are advised to:
 - a. Prepare Contingency Plan for Tropical Cyclone, flood and Earthquake.
 - b. Establish a hazard-specific Early Warning System and post in conspicuous areas with the school.
 - c. Secure database of students and their family details; these are essential in tracking learners.
 - d. Craft and disseminate a Student-Family Reunification Plan.
 - e. Plan for resumption strategies, e.g. Alternative Delivery Modes and availability of learning resources.
 - f. Pre-identify possible sites for **TEMPORAY LEARNING SPACES**.
 - g. Post **EMERGENCY HOTLINES** in conspicuous areas within the school.
 - h. Forge a MOA with the LGU, if the school is to be used as an evacuation center.
 - i. Prepare an **EVACUATION PLAN** and identify **EVACUATION AREAS** and **CLASSROOMS** that ca be used as temporary shelters during emergencies in accordance with RA 10821.
 - j. Coordinate with the LGU on the locations of evacuation centers outside the school, and other safety areas where learners and their families can go to in case of super typhoon. Inform the learners and their parents.
 - k. Monitor **TROPICAL CYCLONE WIND SIGNALS (TWCS), RAINFALL WARNING** from **DOST-PAGASA** and **Division DRRM**.



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1. Coordinate with local DRRM Councils for suspension of classes
 - m. Orient students and parents on the rules on suspension of classes (**DO 14, s. 2021 and DO 037, S. 2022**).
 - n. Advise learners and their families to secure their family disaster kit at home.
 - o. Have an adequate first aid kit, flashlights, megaphones, and other necessary supplies.
 - p. Assess school buildings, Repair minor damages.
 - q. Switch off ELECTRICITY before locking the school buildings.
 - r. CLEAN and CLEAR ALL DRAINAGE SYSTEM to prevent them from clogging. Cover open drainage canals with proper warning signs.
 - s. Store textbooks, teaching manuals, school records and school equipment (fax machine, laptop, photocopier, TV, VCR and science equipment, etc.) at a safe place, preferably on an elevated room.
 - t. **PRUNE TREES** that may cause harm to **LEARNERS, PEOPLE, CLASSROOMS** and other **PROPERTIES** of the school.
 - u. **STORE ALL VITAL DOCUMENTS, LEARNING, and TEACHING MATERIALS, COMPUTERS and EQUIPMENT** in safe buildings and storage.
 - v. **Submit RADaR Rapid Assessment Damage Report (RADaR)** within **72 hours** after any hazard or emergency or right after a registered mobile number receives a triggering message from the **Disaster Risk Reduction and Management Information System (DRRMIS)**.
3. Preparedness activities will be monitored by the Division Prevention and Mitigation, and Preparedness Team (DPMPT)
 4. All School Heads and SDRRM Coordinators should maintain an open communication for any needed assistance. Immediate coordination and reporting of any untoward incident should be observed to provide timely and necessary support.
 5. Immediate dissemination and compliance with this memorandum are earnestly desired.


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Schools Division Superintendent



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