



Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
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March 26, 2019

DIVISION MEMORANDUM # 64, s.2019

TO: CID/SGOD CHIEF
Public Schools District Supervisors
Secondary and Elementary School Heads
School DRRM Coordinators
All others Concerned


FROM: MA. LORLINIE M. ORTILLO, CESO VI
Schools Division Superintendent

SUMMER VACATION SCHOOL ELECTRICAL SYSTEM AND FIRE SAFETY PROTOCOL

1. The Department of Education (DepEd) issues **Guidelines on Strengthening the Fire Safety and Awareness Program (FSAP) through DepEd Order No. 28, series of 2016**, which aims to establish specific roles, responsibilities, and monitoring and evaluation mechanisms for the fire safety and awareness program of schools which was launched through DepEd Order Nos. 72, s. 2012 and 13, s. 2013.
2. School heads and School DRRM Coordinators are advised to observe safety in school to prevent the occurrence of fire incidents in your respective area of responsibility specially during summer vacation.
3. Safety and security of the school, vital records and other school properties should be given priority.
4. For your further reference, kindly download DepEd Order No. 28, series of 2016. And kindly refer actions to Annex A.
5. Widest dissemination and compliance to this memorandum is desired.

ANNEX A.

1. Designate school personnel to be in-charge of the program
2. Formulate a fire escape plan
3. Ensure the presence of FIRE ESCAPE ROUTES and EXIT PATHS which the student and personnel should be aware of. These should be clearly marked with readable signages.
4. Inspect doors and windows of classrooms and other school buildings and ensure that they are easy to open.
5. Ensure that exit/escape paths are free of obstructions.
6. Trim shrub/trees in the school vicinity.
7. Enforce proper waste management. Clear the school grounds from waste. Combustible waste such as papers, wood, plastics, paint tins, flammable liquids should not be stored in heaps or loose on the open. Suitable receptacles such as litter bins, recycling bins, etc. should be provided.
8. Conduct regular safety electrical inspection and take necessary actions to repair or replace defective wirings, light bulbs, etc.
9. Demand and practice good school keeping practices, e.g. inspect laboratories daily; unplug electrical wirings and turn off lights.
10. Formulate fire safety and control measures for contractors as they can increase the risk of fire and cause obstruction to escape routes.
11. Ensure the provision of fire safety and protection equipment which should not be limited to fire extinguishers. Other equipment may include pails, hose, etc.
12. Conduct regular fire drills