

## DISASTER RISK REDUCTION MANAGEMENT OPERATION

**I. Guidelines on Hazard/Risk assessment:**

A. **Rating Guidelines:**

**1. Hazard Probability (Rating: Either Yes or No)**

Evaluate your school’s hazard probability according to the hazards listed in column 1. Assessment should be based on historical data or existing hazard maps from LGUs and other concerned agencies.

Rate your school’s hazard probability by ticking either the yes or no column.

**2. Capacity (Rating: 1 = lowest; 5 = highest)**

a) Assess your school’s capacity to mitigate or lessen the impact of these disasters. Factors that could be considered in evaluating your school are projects/programs related to:

* + - * Safe and Climate-adapted School Facilities (Access)
      * DRR and CCA education (i.e. training, drills, curriculum integration) and ensuring continuity of education during emergencies)
      * School DRR and CCA Management (Governance) (i.e. organizing an active school DRRM Team with child participation, crafting of contingency/disaster preparedness plans)

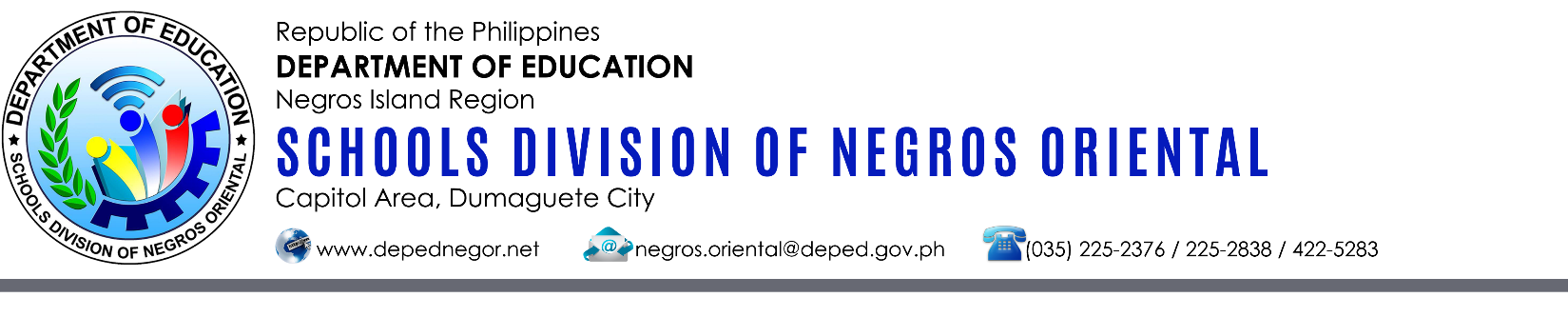
**Risk Assessment Matrix (Hazard Probability)**

School is Identified as Evacuation Center (Yes/No):

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazards** | **Hazard Probability (HP)**  **Rating**  **(Yes or No)** | | **Capacity Rating (1=lowest; 5=highest)** |
|  | YES | NO |  |
| Earthquake\* | ✓ |  |  |
| Cyclone \*(Typhoon) | ✓ |  |  |
| Fire |  |  |  |
| Flooding |  |  |  |
| Tornado |  |  |  |
| Landslide |  |  |  |
| Drought |  |  |  |
| Tsunami |  |  |  |
| Volcanic eruption |  |  |  |
| Security Threat  *(i.e. armed conflict, lock down, etc.)* |  |  |  |
| Health Threat (i.e., Dengue, Malaria) |  |  |  |
| Other. Please Specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |

*\*The entire country has a high risk from the threat of the hazards of earthquakes and cyclones. Thus, risk reduction measures are mandatory for all schools for these hazards.*

|  |  |  |  |
| --- | --- | --- | --- |
| **DISASTER PREPAREDNESS OF THE SCHOOL** | | | |
|  | **Evident** | **Not Evident** | **Remarks** |
| **I. Safety Learning Facilities** | | | |
| 1. Calibrate electrical system for repair & upgrade. |  |  |  |
| 1. Repair minor classroom damages. |  |  |  |
| 1. Install appropriate and available fire suppression equipment or resources. |  |  |  |
| 1. Ensure that corridors and pathways are free from any obstruction. |  |  |  |
| 1. De-clog drainage and provide cover to open canals. |  |  |  |
| 1. Post safety precaution tips in the laboratories and workshops. |  |  |  |
| 1. Prepare an evacuation and exit plan. |  |  |  |
| 1. Prune trees to avoid entanglement from electrical wiring. |  |  |  |
| 1. Cordon off and post safety signage along or near construction sites and condemned buildings |  |  |  |
| 1. Secure cabinets and ensure that heavy objects are below head level |  |  |  |
| 1. Identify evacuation areas and classrooms as temporary shelters during emergencies. |  |  |  |
| **II. School Disaster Management** | | | |
| 1. Post emergency contact numbers in various areas |  |  |  |
| 1. Warning mechanisms installed (working emergency button/bell/ fire alarm/speakers/ text blasts) |  |  |  |
| 1. Equip school with first aid kits and other emergency preparedness supplies |  |  |  |
| 1. Identify other sources of water supply |  |  |  |
| 1. Ensure that comfort rooms & hand washing areas are functioning. |  |  |  |
| 1. ID of personnel and students/pupils have relevant personal information |  |  |  |
| 1. Database/ Directory of contact details |  |  |  |
| 1. Secure storage for safekeeping of important documents |  |  |  |
| **III. Disaster Risk Reduction in Education** | | | |
| 1. Identify storage area for safekeeping of pertinent school records, textbooks, teaching manuals, computers and other school equipment. |  |  |  |

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**SCHOOL CHECKLIST ON**

**DISASTER RISK REDUCTION (DRR) & CLIMATE CHANGE ADAPTATION (CCA)**

**ON-SITE MONITORING AND EVALUATION TOOL**

|  |  |
| --- | --- |
| District/Division: |  |
| School: |  |
| School Address: |  |
| School ID: |  |
| Level of School:  Elementary  Secondary | Type of School  Central Non Central Multi Grade  Primary Integrated School |
| School Head: |  |
| Contact Number &  Email Address: |  |

Rate your school according to the following criteria/factors. Refer to the 4th column for the highest possible rating (HPR) per factor.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CRITERIA/FACTORS** | **YES** | **NO** | **HPR** | **RATING** | **REMARKS** |
| **Access** | | | | | |
| Conduct of school facilities inspection to assess the structural integrity of the school buildings. |  |  | 2 |  |  |
| Applied mitigation measures for each specific hazard. (i.e. elevated classrooms or footpath against flooding; fire exits. Strengthened structures to address earthquake impacts.) |  |  | 2 |  |  |
| Safe facilities are in place to address each hazard threat (i.e. fire exits, fire extinguishers or fire retardant measures such as ready water buckets of water or sand, appropriate electrical wirings, etc.). |  |  | 2 |  |  |
| The school has an efficient early warning system. |  |  | 2 |  |  |
| Identified and prepared alternative learning spaces in cases of emergencies. |  |  | 2 |  |  |
| First aid kits are adequate and are readily available. |  |  | 2 |  |  |
| **Quality** | | | | | |
| Involvement of school children in the organizing, planning and execution of the preparedness plan. |  |  | 2 |  |  |
| Teachers, learners, parents and other key stakeholders are aware and familiar with the School Disaster Preparedness Plan, family reunification plan\* |  |  | 3 |  |  |
| Regular conduct of evacuation drills (Earthquake, Fire, Tsunami, Flooding) and lock down drill. |  |  | 3 |  |  |
| Implementation of climate change mitigation programs such as tree planting [National Greening Program, school gardening, waste reduction and management program. |  |  | 2 |  |  |
| Teachers are knowledgeable on the different hazards and risk reduction activities. |  |  | 2 |  |  |
| Students are knowledgeable on the different hazards and risk reduction activities. |  |  | 2 |  |  |
| DRR and CCA are integrated in actual classroom instruction. |  |  | 2 |  |  |
| Students have access to ADM materials for their use during emergencies. |  |  | 2 |  |  |
| Teachers are knowledgeable in the usage of Alternative Delivery Modes (ADMs) and materials are on stand-by for ready use during emergencies. |  |  | 2 |  |  |
| Teachers are knowledgeable in providing psycho-social support to children after a disaster. |  |  | 2 |  |  |
| **Governance** | | | | | |
| The school has strong partnerships with external stakeholders in order to address the DRR and CCA related needs of the school. (i.e. data and statistics, capacity building, resources, etc.). |  |  | 2 |  |  |
| Organized and capacitated School Disaster Risk Reduction Committee (SDRRC) with the following functions:  **Early Warning**. Monitors any possible threat and provides early warning to the school. **Search and Rescue**. Coordinates search and  rescue with authorities  **Rapid Disaster and Needs Assessment**. Conducts damage assessment to personnel and learners and assess immediate and priority needs.  Immediately submit reports.  **Evacuation**. Leads evacuation planning, drills and actual evacuation.  **Camp Evacuation**. Manage activities as per designated tasks by the local disaster risk reduction management councils (LDRRMC) during usage of schools as an evacuation center. **Educational Services**. Plans and provides logistical support in ensuring continuity of education during emergencies  **Medical Services**. Provides necessary first aid during emergencies.  **Psycho-social support services**. Coordinates and ensures psycho-social services are provided during emergencies. |  |  | 4 |  |  |
| Existing School Disaster Preparedness Plan  Evacuation Plan, Communication Plan, Family Reunification Plan\* |  |  | 4 |  |  |
| Existing plan and stockpiles in cases when students and school personnel need to stay in school after school hours during emergencies (food, sleeping facilities, water, etc.) |  |  | 1 |  |  |
| Ensures protection of school records and practices a back-up system. |  |  | 1 |  |  |
| Established Emergency Reunification Plan. Existing and accessible student emergency contact numbers, authorized guardians and protocols in releasing students during emergencies. |  |  | 2 |  |  |
| Has an existing and practices an emergency incident control system. |  |  | 2 |  |  |
| **TOTAL SCORE** |  |  | **50** |  |  |
| *\*In case of a school emergency or a natural disaster, the school must have a plan for releasing the students. It is a plan for an orderly dismissal and release of our students.* | | | | | |

### SUMMARY SHEET

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **SCORE** | **REMARKS** |
| **Access** |  |  |
| **Quality** |  |  |
| **Governance** |  |  |
| **TOTAL SCORE** |  |  |
| **ADJECTIVAL RATING** |  |  |

**RATING SCALE:**

|  |  |
| --- | --- |
| **RANGE** | **ADJECTIVAL RATING** |
| **01-10** | **VERY LOW CAPACITY** |
| **11-20** | **LOW CAPACITY** |
| **21-30** | **MODERATE CAPACITY** |
| **31-40** | **HIGH CAPACITY** |
| **41-50** | **VERY HIGH CAPACITY** |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rater**

(Signature over Printed Name)