



REPUBLIC OF THE PHILIPPINES  
**NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL**

National Disaster Risk Reduction and Management Center, Camp General Emilio Aguinaldo, Quezon City, Philippines

**Comprehensive School Safety Checklist**  
**Schools Category**  
**Gawad KALASAG CY 2017**  
**NDRRMC**  
**Department of Education**

| School Category, levels and classification: |                       |  |              |
|---|-----------------------|--|--------------|
|   | <b>Public School</b>  |  | <b>Urban</b> |
|   | <b>Private School</b> |  | <b>Rural</b> |

|                        |                                |
|------------------------|--------------------------------|
| <b>Name of School:</b> | <b>Legislative District:</b>   |
| <b>School ID:</b>      | <b>Province:</b>               |
| <b>Division:</b>       | <b>School District:</b>        |
| <b>Region:</b>         | <b>Date Visited/Inspected:</b> |
| <b>School Address:</b> |                                |

|   | CRITERIA  | YES | NO | Points | Remarks/<br>Recommendation |
|---|---|-----|----|--------|----------------------------|
|   | <b>ENABLING ENVIRONMENT</b>   |     |    | 23     |                            |
| 1 | Adopted/Adapted/localized at least 3 existing policies relating to DRRM/CCA/EiE in education/school safety  |     |    | 3      |                            |
| 2 | Formed School DRRM Team, with a focal person and consisting of personnel from different offices; with defined membership and roles and responsibilities/functions |     |    | 2      |                            |
| 3 | Has a comprehensive School DRRM Plan, which includes CCA and EiE measures, covering risk assessment, risk reduction, and rehabilitation and recovery              |     |    | 1      |                            |
| 4 | School budget supports regular DRRM activities  |     |    | 2      |                            |
| 5 | Conducted student-led school watching and hazard mapping (DO 23 s 2015), and involved students in DRRM planning   |     |    | 2      |                            |
| 6 | Incorporated results of student-led school watching and hazard mapping in the School DRRM Plan and School   |     |    | 4      |                            |

|    |  |  |  |   |  |  |
|----|--|--|--|---|--|--|
|    | Improvement Plan ( SIP)  |  |  |   |  |  |
| 7  | Data collection and consolidation of programs and activities on DRRM, covering the 3 Pillars to monitor results and impact exist       |  |  | 2 |  |  |
| 8  | Rapid Assessment of Damages Report (RADAR) is submitted to Central Office, within 72 hours after the onslaught of a hazard in the area |  |  | 3 |  |  |
| 9  | 100% completion of DRR related questions in the EMIS/EBEIS   |  |  | 2 |  |  |
| 10 | School has partnerships that could be tapped to support its DRRM programs and activities, including those during after a disaster      |  |  | 2 |  |  |

|   |  |  |  |    |  |  |
|---|--|--|--|----|--|--|
|   | <b>Pillar 1: Safe Learning Facilities</b>  |  |  | 35 |  |  |
| 1 | School building/classroom components are according to DepEd and/or National Building Code approved standard design and specifications (see criteria and checklist for Pillar 1, No. 1, for corresponding points)   |  |  | 29 |  |  |
| 2 | School conducted risk assessment of buildings, in coordination with the Education Facilities Division, and with support of other agencies and partners   |  |  | 2  |  |  |
| 3 | School has taken appropriate action with respect to unsafe school buildings (e.g. upgraded/retrofitted, non-usage, etc.)   |  |  | 2  |  |  |
| 4 | Undertaken regular inspection and repair of minor classroom (including facilities) damages   |  |  | 1  |  |  |
| 5 | School Heads are clear with the roles and functions of the school in camp management vis-à-vis the LGU and DSWD as per Joint Memorandum Circular No. 1, series of 2013 "Guidelines on Evacuation Center Coordination and Management" and RA 10821 "Children's Emergency Relief and Protection Act" and its corresponding IRR |  |  | 1  |  |  |

|   |  |  |  |    |  |  |
|---|--|--|--|----|--|--|
|   | <b>Pillar 2: School Disaster Risk Management</b>   |  |  | 30 |  |  |
| 1 | School has a Contingency Plan, i.e. Preparedness Plan turned into response actions when a disaster strikes     |  |  | 3  |  |  |
| 2 | 80% of students and their families have accomplished the Family Preparedness Plan together (family evacuation, |  |  | 3  |  |  |

|    |  |  |  |    |  |  |
|----|--|--|--|----|--|--|
|    | reunification), as per DO No. 27, series of 2015   |  |  |    |  |  |
| 3  | School has established a school personnel and learners tracking system/protocol in the event of a disaster or emergency  |  |  | 2  |  |  |
| 4  | Hazard and evacuation maps are located in conspicuous places in the school   |  |  | 1  |  |  |
| 5  | School has available, accessible, and adequate first aid kit in every instructional classroom  |  |  | 1  |  |  |
| 6  | School has at least 2 necessary and functioning equipment, in case of a disaster (e.g. fire extinguisher, handheld/base radio, generator, etc.)  |  |  | 1  |  |  |
| 7  | School conducted regular hazard-specific drills (at least 3 hazards) with participation of stakeholders (BFP, Medic, LGUs, NGOs, community, PTA, alumni, and others)   |  |  | 3  |  |  |
| 8  | School has established functional early warning system to inform students and personnel of hazards and emergencies (protocol, warning signs, devices, IEC), considering national and LGU warning systems and protocols |  |  | 2  |  |  |
| 9  | School has trained personnel to administer first aid to students and personnel   |  |  | 1  |  |  |
| 10 | School has pre-identified spaces for putting up Temporary Learning spaces/Shelters in the aftermath of a disaster or emergency   |  |  | 1  |  |  |
| 11 | School has ready resumption strategies and alternative delivery modes to ensure education continuity (strategies, materials, focal persons to implement)   |  |  | 2  |  |  |
| 12 | School has psychosocial interventions for personnel and students   |  |  | 1  |  |  |
| 13 | School has trained teachers and other personnel who could provide psychosocial support to students   |  |  | 1  |  |  |
| 14 | School has an evacuation plan and procedures   |  |  | 2  |  |  |
| 15 | School has a student-family reunification plan that is clearly disseminated to students, teachers, and parents   |  |  | 2  |  |  |
| 16 | School has conducted awareness and capacity building for families and learners   |  |  | 3  |  |  |
| 17 | School participated in the different DRRM/CCA/EiE activities of the LGU  |  |  | 1  |  |  |
|    | <b>Pillar 3: DRR in Education</b>  |  |  | 12 |  |  |
| 1  | School has integrated key DRRM/CCA/EiE concepts in at least 4 subjects based on  |  |  | 5  |  |  |

|   |   |  |  |   |  |  |
|---|---|--|--|---|--|--|
|   | the national Curriculum Guide   |  |  |   |  |  |
| 2 | More than 75% of students are actively participating in various DRRM/CCA/EiE activities                       |  |  | 1 |  |  |
| 3 | School has a DRRM/CCA/EiE capacity building plan for teachers and personnel                                   |  |  | 1 |  |  |
| 4 | School Head and personnel have received at least 3 DRRM/CCA/EiE trainings from division or region or partners |  |  | 3 |  |  |
| 5 | At least more than 10 DRRM/CCA/EiE resource materials are available in the school                             |  |  | 1 |  |  |
| 6 | Presence of DRRM corner, with updated IEC materials posted in it, in every classroom                          |  |  | 1 |  |  |

### SUMMARY SHEET

| CRITERIA                                       | POINTS     | Remarks/Recommendation |
|--|------------|------------------------|
| I. Enabling Environment                        | 23         |                        |
| II. Pillar 1: Safe Learning Facilities         | 35         |                        |
| III. Pillar 2: School Disaster Risk Management | 30         |                        |
| IV. Pillar 3: DRR in Education                 | 12         |                        |
| <b>TOTAL</b>                                   | <b>100</b> |                        |

### RATING SCHEME

|                    |         |
|--------------------|---------|
| Excellent          | 91-100% |
| Very Good          | 81-90%  |
| Good               | 71-80%  |
| Needs Improvements | 61-70%  |

### INSPECTED BY:

|           |
|-----------|
| Name:     |
| Position: |
| Agency:   |
| Date      |
|           |
| Name:     |
| Position: |
| Agency:   |
| Date      |
|           |
| Name:     |
| Position: |
| Agency:   |
| Date      |