



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

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February 15, 2024

DIVISION MEMORANDUM  
No. **111** , s. 2024

**SDO PAMPANGA FIRE SAFETY MEASURES FOR SCHOOLS**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Functional Unit Heads  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

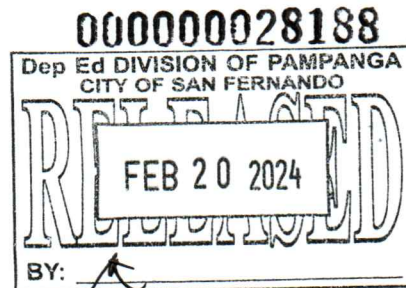
1. Pursuant to Regional Memorandum ESSD-2024-035 re: Reiteration of Fire Safety Measures for DepEd Offices and Schools. This Office, through the School Governance & Operations Division (SGOD)-DRRM Unit announces the “SDO Pampanga Fire Safety Measures for Schools.”
2. School heads are mandated to observe all required Fire Safety Measures for Schools and submit the School Fire Safety Plan through this link: <https://shorturl.at/cgtzW> on February 29, 2024.
3. Attached herewith are the following:
  - Annex A-School Fire Safety Plan Template
  - Annex B-SDO Pampanga Fire Safety Measures for Schools Monitoring Tool
  - Annex C-Sample of Fire Escape Plan
  - Annex D-Monthly Electrical Safety Inspection Report
  - Annex E-Daily School Good Keeping Practice Report
  - Annex F-Quarterly Fire Drill Activity Report
4. Monitoring will be conducted by the Public Schools District Supervisors of SDO Pampanga in the month of March 2024. Validation will be done by the Division DRRM Unit and Division Education Facilities Unit.



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5. For more information, all concerned may contact the SGOD-DRRM Division Focal Person, Paula S. Meneses through [drmm.pampanga@deped.gov.ph](mailto:drmm.pampanga@deped.gov.ph) / 0932-185-1240, DepEd Schools Division of Pampanga, High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga.
6. Immediate dissemination of this Memorandum is earnestly desired.

**ROMEO M. ALIP, PhD CESO V**  
Schools Division Superintendent





School Fire Safety Plan for CY 2024							
Fire Safety Measures Indicators	Program/Project/Activities	PPAs Objectives	Target Participants	Target Date of Implementation	Target Date of Completion	Budgetary Requirements	Source of Funds
<b>Indicator I-</b> Formulate Fire Escape Plan							
<b>Indicator II-</b> Ensure the presence of Fire Escape Routes and Exit Paths which the personnel and learners should be aware of. These should be clearly marked with readable signage.							
<b>Indicator III-</b> Inspect doors and windows of building and ensure that they are easy to open							

Annex A.

School Logo

<p><b>Indicator IV-</b> Ensure that exit/escape paths are free of obstruction</p>							
<p><b>Indicator V-</b> Trim shrubs and trees in the vicinity</p>							
<p><b>Indicator VI-</b> Enforce proper waste management. Clear the offices and school grounds from waste. Combustible waste such as papers, wood plastics, paint tins, flammable liquids should not be stored in heaps or loose in the open. Suitable receptacles such as litter</p>							



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Annex A.

School Logo
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bins, etc. should be provided.							
<b>Indicator VII-</b> Conduct regular electrical safety inspection and take necessary actions to repair or replace defective wirings, light bulbs, etc. and disconnect the electrical wirings on a condemned building.							
<b>Indicator VIII-</b> Demand and practice good office and school keeping practices, e.g. inspect laboratories daily; unplug							



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Annex A.

School Logo

electrical wirings and turn-off lights.							
<b>Indicator IX-</b> Formulate fire safety and control measures for contractors as they can increase the risk of fire and cause obstruction to escape routes.							
<b>Indicator X-</b> Ensure the provision of fire safety and protection equipment, which should not be limited to fire extinguishers. Other equipment may include pails, hose.							

Annex A.

School Logo

<b>Indicator XI-</b> Conduct regular Fire Drills							

Prepared by:

School Head  
(Signature Over Printed Name)



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Annex B.

**SDO PAMPANGA FIRE SAFETY MEASURES FOR SCHOOLS  
MONITORING TOOL**

**Name of School:** \_\_\_\_\_  
**School ID:** \_\_\_\_\_  
**District/Cluster:** \_\_\_\_\_  
**School Head:** \_\_\_\_\_  
**Active Contact Number:** \_\_\_\_\_

Kindly assess the extent of Fire Safety through the following measures. Put a check mark (✓) in the box of your choice.

Fire Safety Measures Indicators (RM ESSD-2024-035)	Means of Verification (MOVs)	Observed	Not Observed	Not Applicable	Remarks
1. Formulate Fire Escape Plan	<ul style="list-style-type: none"><li>Developed School Fire Safety Plan using the prescribed template (Refer to Annex A) including Fire Escape Plan (Refer to Annex C.) <i>(Signed by the School Head)</i></li></ul>				
2. Ensure the presence of Fire Escape Routes and Exit Paths which the personnel and learners should be aware of. These should be clearly marked with readable signage.	<ul style="list-style-type: none"><li>Presence of Fire Escape Routes and Exit Paths</li></ul>				
	<ul style="list-style-type: none"><li>Clearly marked with readable signage</li></ul>				





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3. Inspect doors and windows of building and ensure that they are easy to open	<ul style="list-style-type: none"> <li>The window panels, when opened, must not be an obstruction along the corridor</li> </ul>				
	<ul style="list-style-type: none"> <li>There shall be two (2) doors for every classroom and the swing-out should be 180 degrees</li> </ul>				
4. Ensure that exit/escape paths are free of obstruction	<ul style="list-style-type: none"> <li>Free from obstruction Exit/Escape paths</li> </ul>				
5. Trim shrubs and trees in the vicinity	<ul style="list-style-type: none"> <li>Trimmed shrubs and trees in the vicinity</li> </ul>				
6. Enforce proper waste management. Clear the offices and school grounds from waste. Combustible waste such as papers, wood plastics, paint tins, flammable liquids should not be stored in heaps or loose in the open. Suitable receptacles such as litter bins, etc. should be provided.	<ul style="list-style-type: none"> <li>Proper waste management                             <ul style="list-style-type: none"> <li>waste free</li> </ul> </li> </ul>				
	<ul style="list-style-type: none"> <li>combustible waste such as papers, wood plastics, paint tins, flammable liquids are not stored in heaps or loose in the open</li> </ul>				
	<ul style="list-style-type: none"> <li>suitable receptacles such as litter bins, etc. are provided</li> </ul>				



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<p>7. Conduct regular electrical safety inspection and take necessary actions to repair or replace defective wirings, light bulbs, etc. and disconnect the electrical wirings on a condemned building.</p>	<ul style="list-style-type: none"> <li>Monthly electrical safety inspection report (Refer to Annex D)</li> </ul> <p><i>(Signed by the School Head)</i></p>				
<p>8. Demand and practice good office and school keeping practices, e.g. inspect laboratories daily; unplug electrical wirings and turn-off lights.</p>	<ul style="list-style-type: none"> <li>Daily School Good Keeping Practice Report (Refer to Annex E)</li> </ul> <p><i>(Signed by the School Head)</i></p>				
<p>9. Formulate fire safety and control measures for contractors as they can increase the risk of fire and cause obstruction to escape routes.</p>	<ul style="list-style-type: none"> <li>Developed fire safety and control measures plan</li> </ul> <p><i>(Applicable to those schools with ongoing construction)</i></p>				
<p>10. Ensure the provision of fire safety and protection equipment, which should not be limited to fire extinguishers. Other equipment may include pails, hose.</p>	<ul style="list-style-type: none"> <li>Provision of fire safety and protection equipment</li> </ul> <p><i>(not limited to fire extinguishers)</i></p>				
<p>11. Conduct regular Fire Drills</p>	<ul style="list-style-type: none"> <li>Quarterly Fire Drill Accomplishment report (Refer to Annex F)</li> </ul>				

**Identified Issues and Concerns:**



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Recommended Solutions:

Monitored by:

Conforme:

\_\_\_\_\_  
PSDS in-charge  
(Signature Over Printed Name)  
Date:

\_\_\_\_\_  
<<School Head>>  
(Signature Over Printed Name)  
Date:

# School Header

## Sample of School Fire Escape Plan



Noted by : School Head  
(Signature Over Printed Name)



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### MONTHLY ELECTRICAL SAFETY INSPECTION REPORT

**Name of School:** \_\_\_\_\_

**School ID:** \_\_\_\_\_

**Month and Year:** \_\_\_\_\_

Instruction: Kindly put a check mark(✓) where it applies.

Indicators	Accomplished	Not Yet Accomplished	Not Applicable	Remarks
1. Electrical Safety Inspection				
2. Repaired or Replaced Defective Wirings				
3. Repaired or Replaced Defective Light Bulbs etc.				
4. Disconnected Electrical Wrigs on a condemned building (If Applicable)				

Prepared by:

School Head  
(Signature Over Printed Name)

## School Header

### DAILY SCHOOL GOOD KEEPING PRACTICE REPORT

**Name of School:** \_\_\_\_\_  
**School ID:** \_\_\_\_\_  
**Month and Year:** \_\_\_\_\_

Instruction: Kindly put a check mark(✓) if conducted.

Indicators	Date	Date	Date	Date	Date	Date	Date
	Accomplished	Accomplished	Accomplished	Accomplished	Accomplished	Accomplished	Accomplished
1. Inspected laboratories							
2. Unplugged Electric Wirings							
3. Turned-Off Lights							
General Findings:							
_____							
_____							
_____							

Prepared by:  
 School Head  
 (Signature Over Printed Name)



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### QUARTERLY FIRE DRILL ACTIVITY REPORT

Name of School: \_\_\_\_\_  
 School ID: \_\_\_\_\_  
 Year: \_\_\_\_\_  
 Quarter: \_\_\_\_\_  
 Date/s Conducted: \_\_\_\_\_  
 Month and Year: \_\_\_\_\_  
 Total No. of Enrolled Learners: \_\_\_\_\_  
 Total No. of learner-participants: \_\_\_\_\_  
 Male: \_\_\_\_\_ Female: \_\_\_\_\_  
 Total No. of teaching personnel \_\_\_\_\_  
 Male: \_\_\_\_\_ Female: \_\_\_\_\_  
 Total No. of teacher-participants: \_\_\_\_\_  
 Male: \_\_\_\_\_ Female: \_\_\_\_\_  
 Total No. of non-teaching personnel: \_\_\_\_\_  
 Male: \_\_\_\_\_ Female: \_\_\_\_\_  
 Total No. of non-teaching personnel-participants: \_\_\_\_\_  
 Male: \_\_\_\_\_ Female: \_\_\_\_\_

List of Partners

- a.
- b.
- c.

**List of Equipment/Materials Used:**

Item	Quantity

**List of Equipment/Materials Not Available:**

Item	Quantity

General Findings:

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Prepared by:

School Head  
(Signature Over Printed Name)