

Republic of the Philippines
OFFICE OF THE CITY MAYOR
QC DISASTER RISK REDUCTION AND MANAGEMENT OFFICE
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Comprehensive School Safety Checklist
Primary and Secondary Schools Category
Quizon City Green Awards 2024

		School Category, Levels, and Classification:					
Public				Elementary (Kinder to Grade 6)			
Private				Secondary (Junior, Senior High School or Combination)			
Name of School:				Legislative District:			
School ID:				Province:			
Division:				School District:			
Region:				Date Visited/Inspected:			
School Address:				GENERAL SCORE:			
	CRITERIA	Means of Verification	Guidance for Points	Points	Score	Comments/Recommendations	
ENABLING ENVIRONMENT							
1	Adopted/Adapted/localized at least 3 existing policies relating to Disaster Risk Reduction and Management (DRRM) Climate Change Adaptation and Mitigation (CCAM) and Peacebuilding in education	Screenshot or scanned copy of: a. School Memo organizing SDRRM Team b. Information and Communication Protocol c. Quarterly Drills d. Others*	3 or more policies adapted/localized = 3 2 policies adapted/localized = 2 1 policy adapted/localized = 1 No adapted/localized policy (irrelevance policy) = 0	24 3			
2	Formed and functional School DRRM Team with the participation of the Supreme Student Government (SSG)/Supreme Pupil Government (SPG) in the planning process, with school DRRM Coordinator and consisting of personnel from different school stakeholders with defined membership and roles and responsibilities/functions	Screenshot or scanned copy of: a. School Memo creating the organization b. SDRRM Team with duties and responsibilities c. SDRRM Organizational Structure	Presence of all components in the criteria = 2 Absence of even 1 component in the criteria = 1 No formed School DRRM Team = 0	2			
3	Has a Comprehensive School DRRM Plan. This includes DRRM, CCAM, and Peacebuilding measures covering risk assessment, risk reduction including rehabilitation and recovery	a. Approved Comprehensive School DRRM Plan	Presence of all component in the criteria = 1 Absence of even 1 component in the criteria = 0	1			
4	School budget supports regular DRRM activities	a. School Improvement Plan b. Annual Implementation Plan c. School DRRM Plan	The presence of budget allocation for DRRM activities identified in the DRRM Plan and Annual Implementation Plan = 2 The presence of budget allocation for DRRM activities identified any of the DRRM Plan and Annual Implementation Plan = 1 The absence of budget allocation for DRRM activities identified in the DRRM Plan and Annual Implementation Plan = 0	2			
5	Conducted student-led school watching and hazard mapping (DO 23 s 2015), and involved students in DRRM planning	a. DepEd checklist of student-led school watching and hazard mapping b. Documentation of findings c. Photo documentation in the conduct of school watching and hazard mapping	Students involved both school watching and hazard mapping and the DRRM Planning = 2 Students involvement in either school watching and hazard mapping and the DRRM Planning = 1 Absence of student participation in the school watching and hazard mapping and the DRRM Planning = 0	2			
6	Incorporated results of student-led school watching and hazard mapping in the School DRRM Plan and Annual Implementation Plan (AIP)	a. Approved Annual Implementation Plan b. Approved School DRRM Plan	Clear understanding in the inclusion of school watching and hazard mapping in both the approved Annual Implementation Plan and the School DRRM Plan = 4 Inclusion of school watching and hazard mapping in the approved Annual Implementation Plan = 3 Inclusion of school watching and hazard mapping in the approved School DRRM Plan = 2 Inclusion of school watching and hazard mapping in both the Annual Implementation Plan and the School DRRM Plan without the approval of the authorized signatory = 1 Absence of school watching and hazard mapping in the Annual Implementation Plan and School DRRM Plan = 0	4			
7	Copies of the School Report Card (SRC) is presented and distributed to stakeholders	a. School Report Card b. Photo documentation (Presentation and distribution of SRC) c. Posted in Social media platform	Presence of School Report Card and photo documentation of distribution = 2 Absence of any of the School Report Card and photo documentation of distribution = 1 Absence of the School Report Card and photo documentation of distribution = 0	2			
8	Data collection and consolidation of programs and activities on DRRM, covering the 3 Pillars to monitor results and impact exist (Monitoring and Evaluation Tool)	a. DepEd develop monitoring and evaluation tool for the 3 pillars with baseline information and progress reports	Presence of collected and consolidated data covering the 3 pillars = 2 Absence of collected and consolidated data = 0	2			
9	Rapid Assessment of Damages Report (RADaR) is submitted to Central Office, within 72 hours after the onslaught of a hazard in the area or a Certificate of no damage/hazard experience signed by the School Division Office	a. RADaR Screenshot b. Mock RADaR text if the school did not experience any major hazards c. Certificate of no damage signed by the Schools Division Superintendent or his/her authorized representative	Submission of RADaR within 72 hours after onslaught of hazard, either through SMS or other means of communication = 3 Submission beyond 72 hours after the onslaught of hazard, either through SMS or other means of communication = 2 Absence of RADaR submission = 0	3			
10	100% completed of DRR-related questions in the Education Management Information System (EMIS) and Enhanced Basic Education Information System (EBEIS)	a. Education Management Information (School level) b. Enhanced Basic Education Information System (DepEd Databased)	100% completion DRRM related questions in the EMIS and EBEIS = 2 99% to 50% completion DRRM related questions in the EMIS and EBEIS = 1 Below 50% completion DRRM related questions in the EMIS and EBEIS = 0	2			
11	The school has established partnerships that could be tapped to support its DRRM programs and activities, including those during and after a disaster	a. Signed Memorandum of Agreement/ Understanding with partners	Presence of approved MOA/MOU for partnerships = 1 Absence of approved MOA/MOU for partnerships = 0	1			
Pillar 1: Safe Learning Facilities		MOV			33		
1	School building/classroom components are in accordance to DepEd and National Building Code approved standard design and specifications (see criteria and checklist for Pillar 1, No. 1, for corresponding points)	a. Engineering report from LGU and/or Schools Division Office b. Certification from the Bureau of Fire Protection that the school building/classroom met the safety requirements	Strict compliance to the DepEd and National Building Code, Standards and Specifications = 31 Refer to <i>SCHOOLS CHECKLIST ANNEX A</i>		31		

2	School DRRM Team conducted risk assessment of school facilities, in coordination with the division engineer and other partner agencies and stakeholders. Appropriate action on the findings are included in the Annual Implementation Plan and School DRRM Plan.	a. Certification/report regarding the conducted risk assessment of school facilities b. Approved Annual Implementation Plan c. Approved School DRRM Plan	Presence as per criteria = 1 Absence as per criteria = 0		1	
3	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, if applicable. <i>If not applicable, the school head has knowledgeable and oriented on JMC No. 1 and RA 10821.</i>	a. Presence of MOA, if the school was used as an evacuation center b. If not used as EC, the school head must present a certificate of training/attendance/documentation report on JMC No. 1 and RA 10821	Presence and/or Awareness of School Head in the roles and functions in camp management = 1 Absence of Awareness of School Head = 0		1	
Pillar 2: School Disaster Risk Management						
1	The school has a hazard-specific Contingency Plan, i.e. Preparedness Plan turned into response actions when a disaster strikes or emergency (at least 3 hazards)	a. DepEd Contingency Plan	Presence of approved contingency plans for more than 3 disasters and/or emergencies = 3 Presence of approved 2 contingency plans for disasters and emergencies = 2 Presence of approved 1 contingency plans for disasters and emergencies = 1 Absence of approved contingency plans for disasters and emergencies = 0		3	
2	100% of students and their families have accomplished the Family Preparedness Plan as per DO No. 27, series of 2015	a. Accomplished Family Preparedness Plan	100% of students accomplished as per criteria = 3 80% to 99% of students accomplished as per criteria = 2 50% to 79% of students accomplished as per criteria = 1 Below 50% of students accomplished as per criteria = 0		3	
3	School has a student-family reunification plan that is clearly disseminated to students, teachers, and parents	a. Accomplished Reunification Plan b. Approved Narrative Report	Presence of student-family reunification plan with Narrative Report = 2 Absence of any of the student-family reunification plan or the Narrative Report = 1 Absence of both the student-family reunification plan and Narrative Report = 0		2	
4	The school has established a school personnel and learners tracking system/protocol in the event of a disaster and/or emergency	a. School personnel tracking system b. Learners tracking system	Presence of established tracking systems for both school personnel and learners = 2 Absence of established tracking systems for any of the school personnel and learners = 1 Absence of established tracking systems for both school personnel and learners = 0		2	
5	Hazard and evacuation maps are located in conspicuous places inside the school campus	a. Hazard map b. Evacuation map	Presence of hazard and evacuation maps inside the school = 1 Absence of hazard and evacuation maps = 0		1	
6	The school has available, accessible, and adequate first aid kits in every instructional and non-instructional rooms	a. Presence of First Aid kit <i>Basic Content: alcohol, cotton, scissor, medicine for emergencies, bandages, ammonia, gauze/band-aid, plasters, thermometer, triangular bandage, first-aid book, gloves</i>	Presence and accessibility with adequate first aid kit in every instructional classroom = 1 Absence and inaccessibility with inadequate first aid kit even in one instructional classroom = 0		1	
7	School has at least 3 essential and functional pieces of equipment in case of a disaster and/or emergency	a. Presence of: - fire extinguisher - fire alarm - handheld/based radio - Siren/bell - localized Emergency Warning System - others	Presence of at least 3 of the essential and functioning equipment as per criteria = 1 Absence and/or defective of any of the essential equipment = 0		1	
8	School conducted hazard-specific drills (at least 3 hazards) with the participation of different stakeholders (BFP, Medic, LGUs, NGOs, community, PTA, alumni, and others)	a. Post-Activity Reports with photos b. Certificate of Participation	Three or more regular hazard-specific drills conducted = 3 Two regular hazard-specific drills conducted = 2 One regular hazard-specific drills conducted = 1 No hazard-specific drill conducted = 0		3	
9	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 (to at least 3 hazards)	a. Functional Early Warning System	Presence of established functional early warning system = 2 Absence of established functional early warning system = 0		2	
10	School has a ready go-bag in every classroom with proper label on its content	a. Presence of Go-bag in every classroom with the minimum required number of specific content	Presence of go-bag in each classroom = 1 Absence of go-bag even in one classroom = 0		1	
11	The school has a pre-identified space for putting up Temporary Learning spaces/Shelters in the aftermath of a disaster and/or emergency	a. If within the school's vicinity: part of the contingency plan containing the identified open space b. If outside the school: Approved MOA with the LGU	Presence of approved MOU/MOA and/or enough space for putting up TLS = 1 Absence of approved MOU/MOA and/or not enough space for putting up TLS = 0		1	
12	The school has ready resumption strategies and alternative delivery modes (ADMs) to ensure education continuity (strategies, materials, focal persons to implement)	a. Approved School DRRM Plan b. Approved Annual Implementation Plan	Presence of approved resumption strategy = 2 Absence of the approved resumption strategy = 0		2	
13	The school has psychosocial interventions for personnel and students. If not applicable, certification of no hazard/disaster experience to enable psychosocial interventions.	a. Training Certificate of school personnel and learners from authorized partners b. Photo documentation	Presence of approved school psychological intervention = 1 Absence of approved school psychological intervention = 0		1	
14	School has trained teaching and non-teaching who could provide psychosocial support to students	a. Training Certificate of teachers and learners b. Photo documentation c. Narrative report	Presence of proof for teachers and other personnel such as Certificate of participation and/or photo documentation = 1 Absence of proof for teachers and other personnel such as Certificate of participation and/or photo documentation = 0		1	
15	School has an evacuation plan / route and procedures (to at least 3 hazards)	a. Contingency Plan b. School DRRM Plan c. Evacuation Map d. Evacuation protocol	Presence of approved evacuation plans = 2 Absence of approved evacuation plans = 0		2	
16	School has conducted awareness and capacity building for families (included during the Parents & Teachers Association Assembly) and learners	a. Photo Documentation b. Narrative Report c. Attendance sheet	Presence of approved attendance sheet, certificate of photo documentation = 2 Absence of proof = 0		2	
17	School participated in the different DRRM, CCAM and Peacebuilding activities of the LGU	a. Narrative Report b. Certificate of Attendance and/or Participation	Presence of approved attendance sheet, certificate of participation and/or photo documentation = 1 Absence of proof = 0		1	
18	School has designated DRRM focal to represent in Local Disaster Risk Reduction and Management Committee LDRRMC in their respective LGUs	a. School DRRM Plan b. Appointment order signed by the school head	Presence of approved Office Order or any equivalent document = 1 Absence of proof = 0		1	
Pillar 3: DRRM in Education						
					13	

1	School has integrated key DRRM, CCAM and Peacebuilding concepts in at least 4 subject area based on the Basic Education Curriculum Guide	a. Lesson Plan b. Daily Lesson Log	Integrated in 4 or more subjects = 5	5	
		c. Activity Worksheets	Integrated in 3 subject areas = 4 Integrated in 2 subject areas = 3 Integrated in 1 subject area = 2 Absence of integration = 0		
2	100% of students are actively participating in various DRRM, CCAM and Peacebuilding activities	a. Approved Narrative Report b. Photo Document c. Certificate of Attendance and/or Participation	100% of students are actively participating in various DRRM, CCAM and Peacebuilding activities = 1 1 of the students are inactively participating in various DRRM, CCAM and Peacebuilding activities = 0	1	
3	School has a DRRM, CCAM and Peacebuilding activities for school personnel	a. Project proposal b. Work plan c. Gantt Chart	Presence of approved capacity building proposal = 1	1	
			Presence of approved capacity building proposal = 0		
4	School Head, teaching and non-teaching personnel have received at least 3 DRRM, CCAM and Peacebuilding trainings from the Department of Education and other partners	a. Photo Documentation b. Activity Report c. Certificate of Attendance and/or Participation	Presence of Certificate of participation and/or documentation of all DRRM, CCAM and Peacebuilding trainings = 3 Presence of Certificate of participation and/or documentation of 2 of any of the DRRM, CCAM and Peacebuilding trainings = 2 Presence of Certificate of participation and/or documentation of 1 any of the DRRM, CCAM and Peacebuilding trainings = 1 Absence of any proof and/or documentation of the DRRM, CCAM and Peacebuilding trainings = 0	3	
5	Availability of at least more than 10 learning materials each of the DRRM, CCAM and Peacebuilding in the school library	a. Modules b. Worksheet c. Books d. Booklets e. Flyers f. Posters g. Brochures	Presence more than 10 DRRM, CCAM and Peacebuilding resource materials = 1 Less than 10 or absence DRRM, CCAM and Peacebuilding resource materials = 0	1	
6	Presence of a DRRM corner in every classroom, with updated IEC materials	a. Classroom DRRM Information Board that contains the following: - Name of teacher, ID Number and Contact Information - Name of Learner, ID Number and parents/guardian contact number - Emergency hotlines b. Information, Education and Communication learning materials c. First Aid kit d. Go Bag	Presence of DRRM corner in every classroom, with updated IEC materials = 2 Absence DRRM corner in every classroom, with updated IEC materials = 0	2	

Summary Sheet			
Criteria for Checking	MAX. SCORE	ACTUAL SCORE	Remarks, Recommendations and Suggestions
I. ENABLING ENVIRONMENT	23		
II. PILLAR 1: SAFE LEARNING FACILITIES	33		
III. PILLAR 2: SCHOOL DISASTER RISK MANAGEMENT	30		
IV. PILLAR 3: DRR IN EDUCATION	14		
TOTAL	100		

Adjectival Rating	Percentage
Excellent	91-100%
Very Good	81-90%
Good	71-80%
Needs Improvement	61-70%

Validated by:

Name:	
Position:	
Agency:	
Date:	