

ANNEX A

School Preparedness Checklist

CATEGORY	PREPAREDNESS STATUS			REMARKS
	Fully Prepared	Partially Prepared	Not Prepared	
I. Facilities and Infrastructure				
▪ Classrooms are clean, well-ventilated, and conducive to learning	☐	☐	☐	
▪ Electrical wiring, outlets, and lighting systems are inspected and functional	☐	☐	☐	
▪ Water supply, plumbing, and sanitation facilities are clean and operational	☐	☐	☐	
▪ Furniture (desks, chairs, tables) is in good condition and sufficient for enrolled learners	☐	☐	☐	
▪ Emergency exits are clearly marked and accessible	☐	☐	☐	
▪ School grounds are free from hazards (e.g., debris, broken glass, etc.)	☐	☐	☐	
II. Learning Resources				
▪ Sufficient textbooks, modules, and other learning materials are available	☐	☐	☐	
▪ Teaching aids (projectors, visual materials, etc.) are functional and accessible	☐	☐	☐	
▪ ICT equipment (computers, tablets) is tested and ready for use	☐	☐	☐	
▪ Libraries and reading corners are organized and equipped	☐	☐	☐	
III. Health and Safety				
▪ First aid kits are complete and easily accessible	☐	☐	☐	
▪ Emergency contact information is updated and displayed prominently	☐	☐	☐	
	☐	☐	☐	

▪ School disaster preparedness plan is reviewed and communicated to staff ▪ Health protocols (e.g., handwashing stations, sanitation supplies) are in place	☐	☐	☐	
IV. Staff and Personnel ▪ Teachers have received orientation or briefing on school policies and programs ▪ Security personnel are properly assigned and briefed on protocols ▪ Guidance counselors and support staff are available as needed	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	
V. Enrollment and Documentation ▪ Updated student records, including contact details and medical information ▪ Class schedules, sections, and teacher assignments are finalized ▪ Parent-teacher communication channels are established	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	
VI. Partnerships and Community Engagement ▪ Partnerships with local stakeholders (e.g., LGUs, NGOs) are coordinated ▪ Volunteers for school maintenance and volunteer activities are identified ▪ Advocacy campaigns for Brigada Eskwela are implemented	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	
VII. Emergency and Disaster Preparedness ▪ Fire extinguishers, emergency alarms, and evacuation plans are in place ▪ Emergency drills (earthquake, fire, etc.) are scheduled and communicated ▪ Designated evacuation areas are identified and prepared	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐	

VIII. Support for Learners				
▪ Counseling support services are available	☐	☐	☐	
▪ Inclusive education measures for learners with special needs are implemented	☐	☐	☐	
▪ School feeding programs are prepared if applicable	☐	☐	☐	