



Department of Education
National Capital Region Division of Pasig City
School District IV, Pasig IV
DELA PAZ ELEMENTARY SCHOOL



DELA PAZ ELEMENTARY SCHOOL
136733

Contingency Plan for EARTHQUAKE

CALENDAR YEAR 2024



CHAPTER I. BACKGROUND

A. Introduction



Compound of Dela Paz Elementary School

Three Room Marcos Type Building

During the initial year of its existence, the school had only one building which is the Marcos type building with three rooms in which only two rooms were used as instructional classrooms and the other room as the library, clinic and guidance.

In 1977, the Bagong Lipunan Building was constructed composed of two rooms which were used as the Principal's Office and School Canteen. This building was later demolished and replaced by Rufino Javier Building I and II in 1995 and 1996 respectively.



Dela Paz Elementary School came into existence in 1973. It started as an annex school of Manggahan Elementary School with only four classes operating from Grades I to IV. It became a complete elementary school in 1975 with one class per grade level under the supervision of Head Teacher Mrs. Avelina Porley.

During the initial year of its existence, the school had only one building which is the Marcos type building with three rooms in which only two rooms were used as instructional classrooms and the other room as the library, clinic and guidance.

In 1977, the Bagong Lipunan Building was constructed composed of two rooms which were used as the Principal's Office and School Canteen. This building was later demolished and replaced by Rufino Javier Building I and II in 1995 and 1996 respectively.

Due to rapid increase in population of Dela Paz Elementary School, Vicente P. Eusebio Building was built in 2007. It was a 4-storey building with eight classrooms. From then on classroom shortage was no more a major setback of Dela Paz Elementary School.



Dela Paz Elementary School is one of the smallest schools in the Division of Pasig City in terms of enrolment and number of teachers.



B. Hazard Analysis

CP Form 1: Hazard Analysis

HAZARD	PROBABILITY		IMPACT		<u>AVERAGE PROBABILITY + IMPACT</u> 2	RANK
	RATE*	EARLY WARNING SIGNS	RATE**	TRIGGERING FACTORS		
Earthquake	5	Foreshocks, earthquake swarms	5	Tectonic forces, volcanic activity, climate change	5	1
Flood/Tropical Cyclone	4	Weather forecasts, rapidly changing weather conditions, tropical depression or low pressure, increased wave heights and swells, sky coloration, heavy rainfall, local alerts and emergency notifications	4	Heavy rains, tropical storms and cyclones, flashfloods, blockage of natural drainage systems, dam and levee failures	4	2
Fire	3	Unusual smoke or odor, flickering or dimming lights, overloaded electrical	3	Electrical malfunctions, improper storage and handling of combustible	3	3



		outlets, malfunctioning electrical equipment, faulty or damaged wiring, excessive clutter or blocked exits, false fire alarms		materials, cooking equipment, unattended or misused electrical appliances, smoking near school premises		
Human-Induced Hazard (Industrial Accidents)	2	Abnormal noises or vibrations, unusual odors, smoke or steam, chemical leaks	2	Equipment failure or malfunction, flammable materials, human error or neglect, structural instability	2	2

Based on the probability and impact on life, property, and public service continuity, 7.2 earthquake has the highly impact hazard that might occur in Dela Paz Elementary, thus it is the priority in contingency planning.



C. Hazard to Plan for: EARTHQUAKE

CP Form 2: Anatomy of the Hazard

HAZARD TO PLAN FOR		EARTHQUAKE		
ROOT CAUSES	EARLY WARNING SIGNS	TRIGGERING FACTORS	EXISTING MITIGATING MEASURES	
Movement of tectonic plates, volcanic activity. The location of the school is 2.0 km away from the fault line	Foreshocks, earthquake swarms Shaking of the grounds	Tectonic forces, volcanic activity, climate change, Moving of the fault	Regular Conduct of Earthquake Drill	

The template shows the root cause of the 7.2 Magnitude earthquake in Dela Paz Elementary School, along with the triggering factors that might cause an actual disaster. It shows also the existing mitigating measure the school provide to prevent /mitigate impacts on the school.





D. Scenario

CP Form 3A: Scenario Generation for Natural Hazard

PARTICULARS (CAN BE CUSTOMIZED)	BAD	WORSE	WORST
General Description of Event	Earthquake with the Magnitude 5 hit Pasig City with the shaking effect of "STRONG" based on PHIVOLCS Earthquake Intensity Scale (PEIS)	Earthquake hit Pasig City, Magnitude 6 with the shaking effect of "VERY STRONG" based on PHIVOLCS Earthquake Intensity Scale (PEIS)	Earthquake with the Magnitude 7.2 hit Pasig City with the shaking effect of Destructive base on PHIVOLCS Earthquake Intensity Scale (PEIS)
No. of Affected Individuals	400 individuals	500 individuals	1000 individuals
No. of Dead	2 individuals	10 individuals	15 individuals
No. of Injured	5 individuals	25 individuals	50 individuals
No. of Missing	2 individuals	10 individuals	30 individuals



EFFECTS			
- Communication	Communication lines are disrupted in some areas	Communication lines are disrupted in most of the area	Communication lines are totally cut in the area.
Power/ Electricity	Fluctuations of Electric Current	Rotational Brown-out/Power is interrupted in some areas	Total power shutdown
Transportation	few roads are damaged but still passable to all type of vehicle	Several roads are no longer passable	All roads are no longer passable
School buildings	1 building are partially damaged	Around 1 building are totally damaged and 1 are partially damaged	Around 2 buildings are totally damaged and 1 are partially damaged
School DRR Response Capabilities	All School Risk Reduction Management Team (SDRRM) are able to address the situation.	All School Risk Reduction Management Team (SDRRM) unable to report due to unpassable road.	Even the school DRR Team responders are unable to address the situation; they are part of the victims as well.
Government Response Capabilities	All local responders (BDRRMO) are able to address the situation.	Responders are mobilized, there is a need for augmentation.	Even the local responders are unable to address the situation; they are part of the victims as well.

The CP Form 3A. shows the possible numbers of casualties on the learners, teaching staff and non-teaching staff of the school. It also shows possibility effect on the infrastructure of the school during the worst-case scenario of 7.2 magnitude earthquake.



CP Form 3B: Scenario Generation for Human-Induced Hazard

PARTICULARS (CAN BE CUSTOMIZED)	MOST LIKELY (NORMAL ACTIVITIES)	BEST (WITH COUNTER-MEASURES)	WORST
General Description of Event	Using of nuclear weapon as weapons of mass destruction to threaten the government and gain attention by creating fear and chaos.	Nuclear weapon is unable to activate or detonate due to the International Negotiation action taken by the government.	Nuclear weapon is activated or detonated that cause specific types of shockwaves disrupting the alignment of tectonic plates that results to a destructive earthquake.
No. of Affected Individuals	100 individuals	0	300 individuals
No. of Dead	2 individuals	0	20 individuals
No. of Injured	5 individuals	0	30 individuals
No. of Missing	1 individual	0	5 individuals
EFFECTS			
Communication	Communication lines are disrupted in some areas	Communication lines are disrupted in most of the area	Communication lines are totally cut in the area.
Power/ Electricity	Fluctuations of Electric Current	Rotational Brown-out/Power is interrupted in some areas	Total power shutdown
Transportation	few roads are damaged but still passable to all type of vehicle	Several roads are no longer passable	All roads are no longer passable



School buildings	1 building are partially damaged	Around 1 building are totally damaged and 1 are partially damaged	Around 2 buildings are totally damaged and 1 are partially damaged
School DRR Response Capabilities	All School Risk Reduction Management Team (SDRRM) are able to address the situation.	All School Risk Reduction Management Team (SDRRM) unable to report due to unpassable road.	Even the school DRR Team responders are unable to address the situation; they are part of the victims as well.
Government Response Capabilities	All local responders (BDRRMO) are able to address the situation.	Responders are mobilized, there is a need for augmentation.	Even the local responders are unable to address the situation; they are part of the victims as well.
Others_____			

CP Form 3B The table shows the possible effect of Human-Induced Hazard from normal activity up to worst activity.



CP Form 4A.1: Affected Learners

AREA/ LOCATION	NO. OF LEARNERS AFFECTED	DISPLACED LEARNERS			REASONS FOR DISPLACEMENT
		NO. OF LEARNERS INSIDE EVACUATION CENTERS	NO. OF LEARNERS OUTSIDE EVACUATION CENTERS		
LSEN	0	0	0		60% of pupils residing near around the west valley Faultline
Kinder	158 (AM-78 PM-80)	109	49		
Grade 1	143 AM Shift	113	30		Houses are mostly made of light materials
Grade 2	186 PM Shift	139	47		
Grade 3	156 AM Shift	135	21		
Grade 4	163 PM Shift	133	30		
Grade 5	182 PM Shift	145	37		
Grade 6	168 AM Shift	155	13		
TOTAL	1156	929	227		

CP Form 4A .1 Indicate the number of students per grade level/ building that will be affected of 7.2 magnitude earthquake due to the limited space for evacuation and being in residential area.



CP Form 4A.2: Affected Personnel

AREA/ LOCATION	NO. OF TEACHING PERSONNEL AFFECTED	DISPLACED TEACHING PERSONNEL			NO. OF NON-TEACH ING PERSONNEL AFFECTED	DISPLACED NON-TEACHING PERSONNEL		
		NO. OF TEACHING PERSONNEL INSIDE EVACUATION CENTERS	NO. OF TEACHING PERSONNEL OUTSIDE EVACUATION CENTERS	REASONS FOR DISPLACEME NT		NO. OF NON-TEACHIN G PERSONNEL INSIDE EVACUATION CENTERS	NO. OF NON-TEACHING OUTSIDE EVACUATION CENTERS	REASONS FOR DISPLACEME NT
Dela Paz Elementary School	41	23	18	Living near at Marikina River Areas. Houses are mostly made of light materials. Residing near around the West Valley Faultline	12	6	6	Living near at Marikina River Areas. Houses are mostly made of light materials. Residing near around the West Valley Faultline
TOTAL	41	23	18		12	6	6	

CP Form 4A .2 Indicate the number of personnel (teaching and non-teaching) per grade level/ building that will be affected due of 7.2 magnitude earthquake due to the limited space for evacuation and being in residential area.



CP Form 4B.1: Breakdown of Affected Learners

AREA/ LOCATIO N	NO. OF LEARNS ERS AFFEICTED	BREAKDOWN (FILL-UP ONLY WHEN APPROPRIATE)															
		K- G3		G4-G6		SHS		IP LEARNS		LEARNS ERS WITH DISABILITY		MUSLIM LEARNS		ALS LEARNS		OTHERS	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F		
LSEN	0	0	358	28 5	259	254	0	0	0	0	1	2	4	5	0	0	0
Kinder	79	79															
Grade 1	84	59															
Grade 2	101	85															
Grade 3	94	62															
Grade 4	80	83															
Grade 5	82	100															
Grade 6	97	71															
TOTAL	617	539															0

The CP Form 4B1 shows the breakdown of total affected learners based on their gender, grade level and special needs.



CP Form 4B.2: Breakdown of Affected Personnel

AREA/ LOCATIO N	NO. OF TEACHING PERSONNEL AFFECTED		NO. OF NON-TEACHING PERSONNEL AFFECTED		OTHERS
	M	F	M	F	
Dela Paz Elementar y School	4	37	4	8	Living near at Marikina River Areas. Houses are mostly made of light materials. Residing near around the West Valley Faultline
TOTAL	4	37	4	8	

CP Form 4B2 Shows the affected personnel both from teaching and non-teaching in building.



CHAPTER II. GOALS AND OBJECTIVES

A. Goal

This is the Contingency Plan of Dela Paz Elementary School for 7.2 Magnitude Earthquake. The plan is subject for modification in case of failures in the implementation of the plan due to fortuitous event or new threat arises, the strategies do not fit to address the scenario and further recommendation and study of the expert.

This document was developed by the School Head, School Disaster Risk Reduction and Management Coordinator, School Parents- Teachers Association President of Dela Paz Elementary School, and Barangay Captain of Barangay Dela Paz, Pasig City in compliance to Republic Act 10121, also known as the Philippine Disaster Risk Reduction and Management of 2010 that all government agencies have to formulate institutionalized policy measures to address the harmful effects of the hazards.

B. General Objective(s)

This contingency plan aims to:

1. To preserve the health and safety of students, faculty, and staff during and after an earthquake.
2. To minimize property damage and prevent further danger and destruction to school buildings and infrastructure.
3. To ensure that academic activities and education can continue, even after an earthquake disaster has occurred.
4. Provide clear instructions and guidance on what to do during and after an earthquake, including evacuation procedures, communication protocols, and emergency resources.
5. To promote awareness of potential earthquake hazards and encourage everyone to be prepared for an earthquake. This includes regular training and drills to practice response and quick thinking in an emergency.
6. Facilitate recovery and restoration of property, along with institutional operations to help the school return to normal functioning as quickly as possible.

CHAPTER III. CP Form 5: RESPONSE ARRANGEMENTS

The following are the required clusters, the corresponding lead and members offices, that must be activated in response to the 7.2 Magnitude Earthquake.

A. Response Clusters

RESPONSE CLUSTER	AGENCIES/OFFICES INVOLVED (NUMBER OF FIELDS CAN BE INCREASED OR REDUCED)										LEAD AGENCY/ OFFICE
	Principal Office	SDRRM C	Finance	Guidance	Property Custodian	School Public	Teachers League / SPTA	School Clinic	TPM O	Cen ro	
Logistics	✓				✓		✓		✓		Principal's Office
Security and Rescue		✓	✓	✓				✓	✓	✓	SDRRMC
Health			✓	✓	✓			✓		✓	School Clinic
Law and Order	✓				✓			✓		✓	Guidance
Learning Resources	✓	✓			✓	✓	✓	✓	▪		Property Custodian
Evacuation Committee	✓	✓	✓	✓				✓	✓	▪	Teachers League/ SPTA
Waste Management	▪	▪				✓		✓	✓		CENRO
Traffic Control	▪	✓						✓		✓	TPMO

These are the agencies/offices identified to be part during the 7.2 magnitude earthquake, each agencies focus on different response base on the necessity needed of the school.



Response Activities

CP Form 6: Response Activities

TIMEFRAME (after the trigger)	RESPONSE ACTIVITIES	RESPONSIBLE TEAM/COMMITTEE
Before	<ul style="list-style-type: none"> ❖ Attend PCDRRMO Seminar related to Earthquake Preparedness Program. ❖ Conduct an Earthquake Drill regularly and follow Duck, Cover and Hold. ❖ Integration of Disaster preparedness lesson to science subject. ❖ Craft a comprehensive Earthquake Contingency Plan 	SCHOOL PRINCIPAL/SDRRM TEAM
After (0-24 hours)	<ul style="list-style-type: none"> ❖ Convene School DRRM members for preparedness response meetings ❖ Activate School DRRM TEAM (activation of CP) ❖ Prepared for monitoring and standby for assistance ❖ Tracking of all school personnel in the AOR. ❖ Coordinate with the Division Office for the update and status of preparedness and response measures. ❖ Updates/report the impacts of hazards "Earthquake" (e.g., suspension of classes works, the use of school as an evacuation center, impacts to learners and personnel) ❖ Attend PCDRRM Response Cluster meeting, updates to Critical Information 	SCHOOL PRINCIPAL/ SDRRM/ BDRRMO/ PCDRRMO TEAM
Within 24 to 72 hours after earthquake impact	<ul style="list-style-type: none"> ❖ Consolidate system for sustaining emergency response operations of school personnel with basic life support training. ❖ Designate staging areas and begin planning to accommodate DLPES support personnel "teaching and non-teaching personnel". ❖ Harvest any available resource in the school vicinity "Gulayan sa Paaralan" for sustaining possible shortage of supply. ❖ Continues coordination and submission of reports and updates to the Division DRRM coordinator, including submission of RADAR via mobile, web application, and SMS 	SCHOOL PRINCIPAL/ SDRRM/ BDRRMO/PCDRRMO TEAM



	<ul style="list-style-type: none"> ❖ Deployment of response and learning continuity interventions, in coordination with SDO-CID, School heads stakeholders and partners 	
Within 48 to 72 hours after earthquake impact	<ul style="list-style-type: none"> ❖ Initiate damage assessment of School facilities like water pipeline, building collapse, major cracks on the wall. ❖ Review and enhance security plans to maintain public order. 	SCHOOL PRINCIPAL/SDRRM/BDRRMO/PCDRRMO TEAM
after 72 hours and onwards	<ul style="list-style-type: none"> ❖ Review and enhance Earthquake Contingency Plans to meet the gap base on real earthquake scenario. ❖ Preparing for ongoing major recovery efforts focusing on restoration and cleaning of Classrooms. 	SCHOOL PRINCIPAL/SDRRM/BDRRMO/PCDRRMO TEAM
Day 4	<ul style="list-style-type: none"> ❖ Deactivation of the Contingency Plan/Continuous School Clearing operation 	SCHOOL PRINCIPAL/SDRRM
As needed	<ul style="list-style-type: none"> ❖ Conduct regular site inspection of schools to ensure the stability of the structure for the safety of the children and their environment 	SCHOOL PRINCIPAL/SDRRM/BDRRMO/PCDRRMO TEAM

Note: Refer to DepEd Order No. 33 s. 2021, Enclosure 2.

These are the response activities of the school within the timeframe of 7.2 magnitude earthquake occurred.



Resource Inventory

CP Form 7: Resource Inventory

RESPONSE CLUSTER	RESOURCES	QUANTITY	REMARKS
AGENCY/OFFICE			
DELA PAZ ELEMENTARY SCHOOL	Wheel chair	Have-1 Need-3	In good condition
	Spine board	1	In good condition
	Fire Extinguisher	Have-5 Need-5	Serviceable
	Emergency Equipment Cabinet	2	In good condition
	Emergency Bag (First Aid Kit)	1	Serviceable
	Two-way Radio	Have-4 Need-4	Serviceable
	Megaphone	Have-4 Need-4	1-serviceable 3-unserviceable
	Fire Fighting Axe	1	Serviceable
	Bolt Cutter	1	In good condition
	AED	1	Serviceable
	Sledge Hammer	1	Hammer
	Fire Blanket	1	In good condition
	Safety helmet (orange)	4	Serviceable
	Firefighting hose	4 roll	serviceable
	Firefighting Nozzle	1	serviceable
	Respirator with spare	4	serviceable
	Respirator	4	serviceable



	Fire alarm	4	serviceable
	Safety googles	3	serviceable
	Ladder	1 (20ft.)	need
	Flashlights	5	need
	Smoke detector	10	need
	First Aid Cabinet	2-Have 10-need	In good condition

CP form 7 shows the inventory resources of the Dela Paz Elementary School is based on the availability and needed.



Resource Projection

CP Form 8: Resource Projection

RESPONSE CLUSTER						
RESOURCE	NEED	HAVE	GAPS (NEED – HAVE)	ACTIVITIES/ SOURCES TO FILL THE GAPS	COST ESTIMATES (FILL-UP ONLY WHEN APPROPRIATE)	SOURCE OF FUNDS (FILL-UP ONLY WHEN APPROPRIATE)
Wheel chair	4	1	3	Donation/NGO	6,000	NGO
Spine board	2	1	1	Procurement	2,500	MOOE
Fire Extinguisher	10	5	5	Procurement	2,000	MOOE
Emergency equipment cabinet	0	2	0	-	-	-
Emergency bag (First Aid Kit)	2	1	1	Donation/LGU	1,000	SEF
Two-way Radio	8	4	4	donation	1,800	MOOE
Megaphone	5	1	4	Procurement	1,500	MOOE
Fire fighting axe	0	1	0	-	-	-



Bolt cutter	0	1	0	-	-	-
AED	0	1	0	-	-	-
Sledge hammer	0	1	0	-	-	-
Fire blanket	5	1	4	Donation/LGU	250	SEF
Safety helmet (orange)	10	4	6	Donation/LGU	100	SEF
Firefighting hose	2	1	1	Donation/LGU	3,000	SEF
Firefighting nozzle	2	1	1	Donation/LGU	500	SEF
Respirator with spare	0	4	0	-	-	-
Respirator	0	4	0	-	-	-
Fire alarm	8	4	4	Donation/LGU	1,000	SEF
Safety googles	5	3	2	Donation/LGU	100	SEF
Ladder	1	0	1	Donation/LGU	3,000	SEF
flashlights	6	0	6	Procurement	500	MOOE
Smoke detector	6	0	6	Donation/LGU	1,000	SEF
First aid cabinet	12	2	10	Donation/LGU	350	SEF



Medical team	1	0	1	Training	15,000	PNRC
DRRM Alternate	1	0	1	Training	25,000	SDO-DRRM
School nurse	1	0	1	Personnel	37,000 per month	SEF
TOTAL						

CP form 8 shows the resources the school needs based on Education cluster activities, it also shows cost estimated on for the resources needed to purchase and donated.



Resource Gap Summary

CP Form 9: Resource Gap Summary

RESOURCE	TOTAL RESOURCE GAPS	TOTAL COST ESTIMATES
Wheel chair	3	18,000
Spine board	1	2,500
Fire Extinguisher	5	10,000
Emergency bag (First Aid Kit)	1	1,000
Two-way radio	4	7,200
megaphone	4	6,000
Fire blanket	4	1,000
Safety helmet (orange)	6	600
Fire fighting hose	1	3,000
Fire fighting nozzle	1	500
Fire alarm	4	1,000
Safety googles	2	200
Ladder	1	3,000
flashlights	6	3,000
Smoke detector	6	6,000
First aid cabinet	10	3,500
Medical team	1	20,000



SDRRM Alternate	1	25,000
School Nurse	1	37,000 per month
Total	62	148,500.00

CP form 9 shows the summary of school resource gaps of material/equipment that need to be purchased/procured, it also shows the training/seminar needed to obtain by the school incident management team.



B. Emergency Operations Center

CP Form 10: Emergency Operations Center

LOCATION	Division Office-Caruncho Ave., San Nicolas, Pasig City	
CONTACT INFORMATION		
Primary		Alternate
Landline: 8561-6492 Mobile: 09564092626 Email Address: delapaz20@gmail.com Social Media: Dela Paz Elementary School -PASIG Others:		Satellite Phone: N/A Radio Frequency: N/A Others:
EOC MANAGEMENT TEAM		
POSITION (CUSTOMIZE AS APPROPRIATE)	NAMES AND AGENCY/ OFFICE/ ORGANIZATION (PRIMARY AND ALTERNATE)	CONTACT INFORMATION (PRIMARY AND ALTERNATE)
EOC Manager	BRENDA R. PENARANDA	09513395088
Operations Coordinator	JENNIFER U. IBAÑEZ	09774810704
Planning Coordinator	ALLYSSA M. RARO	09485319170
Logistics Coordinator	KATHRINA MAY N. ARIEM	09611582228
Finance/ Admin Coordinator	FILOMENA R. EFONDO	09683396032
Others		
Others		
Others		



CP Form 11: INCIDENT COMMAND SYSTEM

ICS FACILITIES		
FACILITIES	LOCATIONS	
Incident Command Post	Along Peppermint Row.	
Staging Area	Along Peppermint Row.	
Base	Along Peppermint Row.	
Camp	Along Peppermint Row.	
Others:		
Others:		
Others:		
INCIDENT MANAGEMENT TEAM		
POSITION	NAME	CONTACT INFORMATION
Incident Commander	RACEL B. LOPEZ	9163329975
Public Information Officer	MARIANELA P. LOMENARIO	9957005539
Liaison Officer	NIDA D. LIGAMZON	9606128539
Safety Officer	EDGARDO E. DE GUZMAN	9606128529
Operations Section Chief	ELMEL C. ONGCOY	9563051534
Planning Section Chief	JENIL P. MORTEGA	9060612305
Logistics Section Chief	ROSA MARIE C. BARRERA	9702592955
Finance / Admin Section Chief	ELENA M. TOLANG	9173815144
Others:		
Others:		



CHAPTER IV. ACTIVATION

The contingency measure in this document aligns with the 2022 NDRRMC Harmonized Local Contingency Plan (LCP) for Earthquake or Natural Disaster. This will enable DepEd to have better coordination horizontally, i.e. DepEd with other NDRRMC agencies, and vertically, i.e. DepEd Central Office down to the schools.

A. ACTIVATION

The activation of Dela Paz Elementary School Contingency Plan for Earthquake 7.2 is aligned with the activation of the Harmonized Local Contingency Plan. This includes any of the following triggers:

- a. When there is Earthquake warning
- b. when the earthquake has already occurred.

B. Deactivation

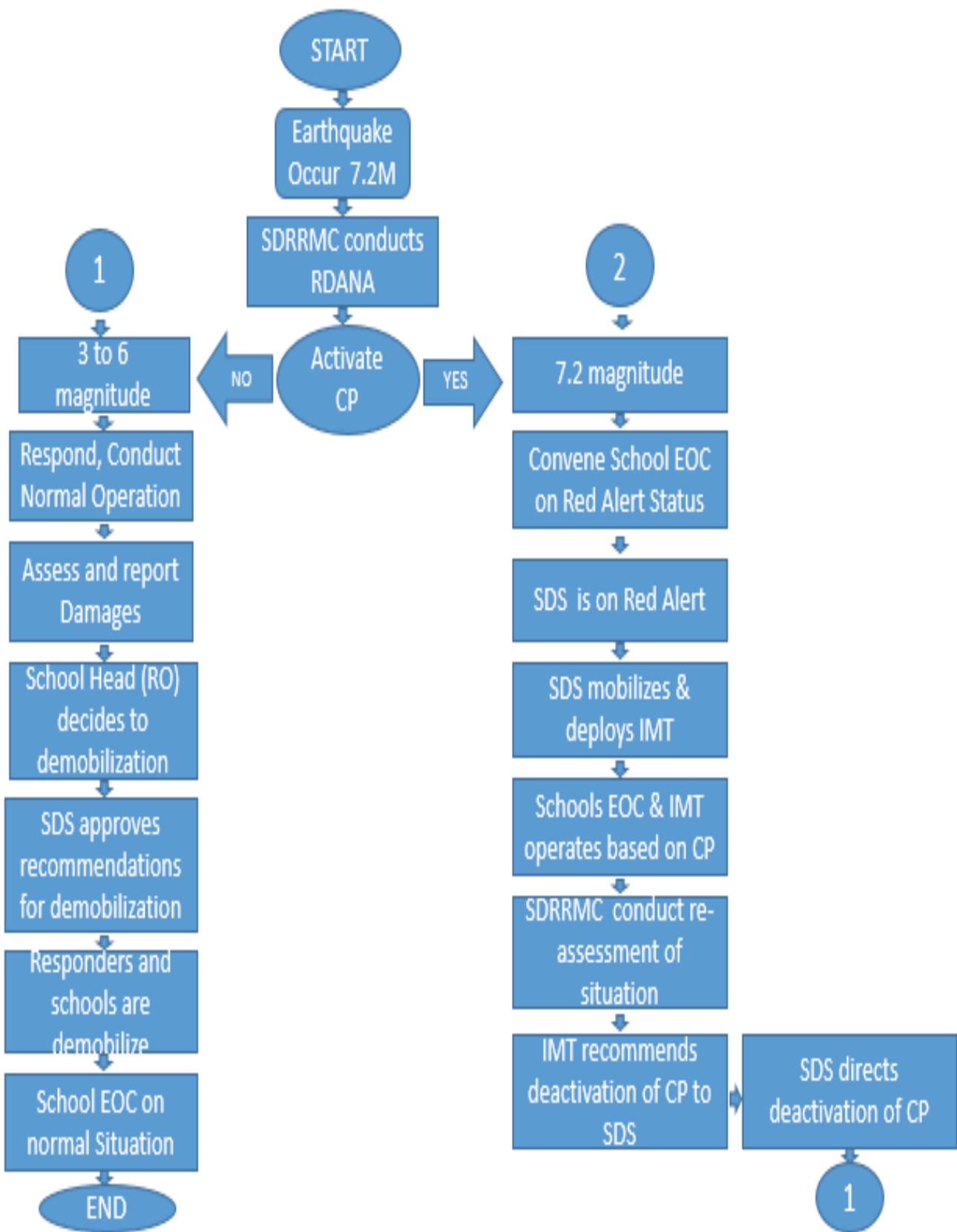
When SDRRMC conduct re-assessment of the situation, The IMT recommend deactivation of contingency plan to SDS. SDS directs deactivation plan.

C. Non-Activation

No Earthquake reported.

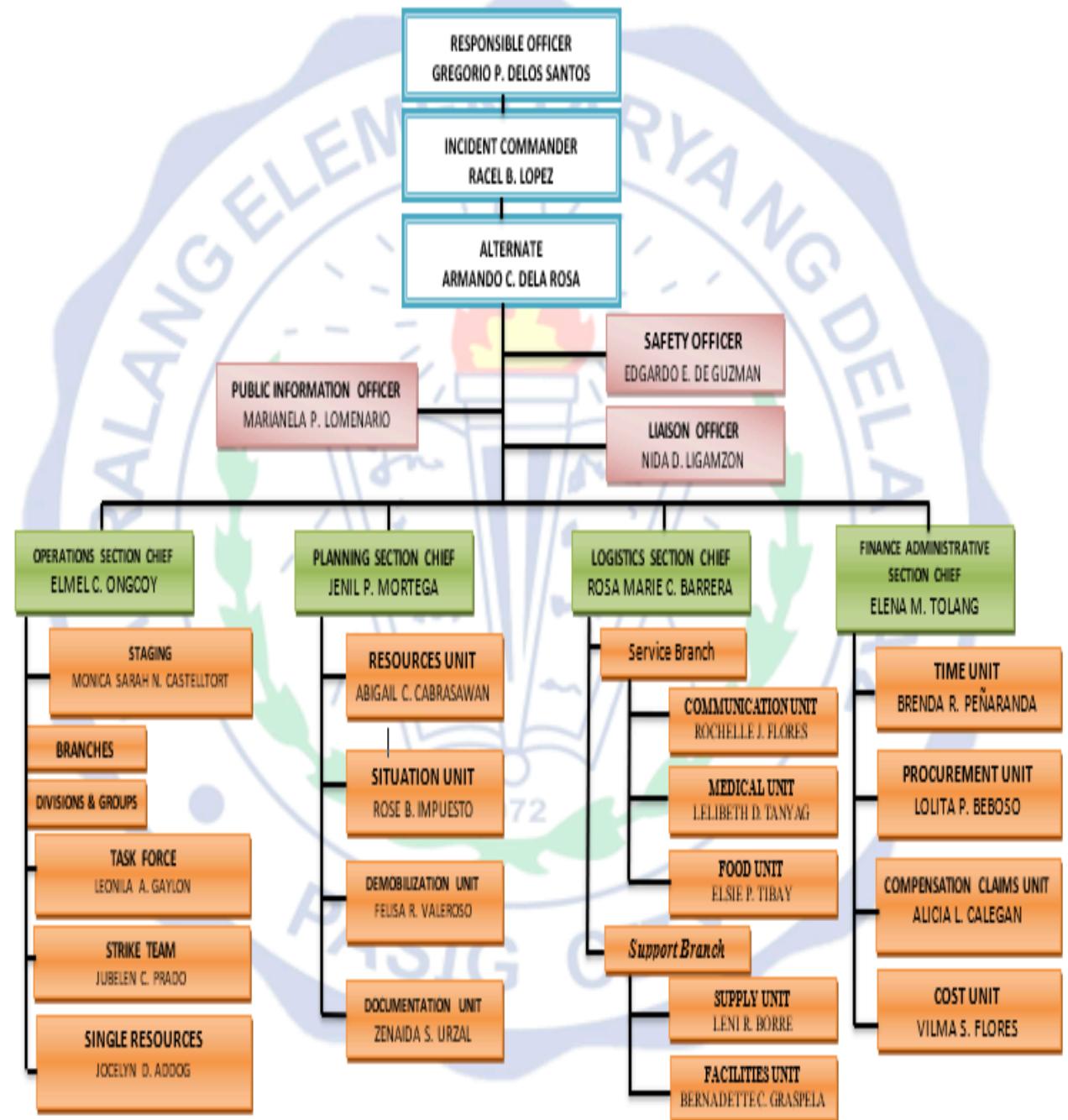


CP Activation Flow Chart for Earthquake





Division of Pasig City
School District IV (Pasig City)
DELA PAZ ELEMENTARY SCHOOL



The SDRRMC is composed of the Principal, SDRRM coordinator, SDRRM Alternate, Public Information Officer, Safety Officer. Liaison Officer, Operations, Planning, Logistics and Finance Section Chiefs down the line. This Working Group will be responsible for the refinement, finalization, testing, evaluation, packaging, updating and improvement of the CP (Earthquake, Flood, Fire and Industrial Accident).



Duties and Responsibilities

Responsible Official

- Undertake an important role he/she provide leadership and guidance to the team.

Incident Commander (or its Alternate)

- Has overall authority for on-scene response operations
- Selected by RO based on qualifications and experience
- Acts as First Responder to the incident
- Receives briefing from RO/ outgoing IC
- Determines incident objectives based on situation assessment and priorities

Public Information Officer

- Focal person for information dissemination
- Works closely with other PIOs and the media
- May have assistant(s)
- Determines information for dissemination
- Develops press statements
- Conducts periodic media briefings
- Arranges tours and interviews
- Monitors external information (such as news and social media posts)
- Maintains summaries and displays
- Participates in the Planning Meeting

Liaison Officer

- Maintains lists of agency representatives (AREPs)
- Monitors current or potential inter-agency problems
- Undertake external coordination
- Joins in Planning Meeting

Safety Officer

- Identifies/connects hazardous situations
- Reviews IAP for safety implications
- Investigates accidents
- Develops safety messages and briefings
- Joins Tactics Meeting
- Joins in Planning Meeting

Operation Section Chief

- Supervises tactical operations
- Directs the execution of IAP
- Implements the safety plan
- Makes expedient changes to IAP, as needed

Planning Section Chief

- Collects and manages information about the situation updates



- Accounts and prepares information about resources checked-in
- Anticipates resource needs
- Manages technical specialists
- Supervises preparation of IAP
- Facilitates incident documentation
- Facilitates resource demobilization

Logistics Section Chief

- Estimates resource needs in IAP
- Provides inputs for the Communication, Medical, and Traffic Plan components of the IAP.
- Reviews and implements the logistics portion of the demobilization plan
- Activates Units or Branches under logistics section
- Facilitates resource and supply orders/requests
- Participates in Tactical and Planning Meeting

Finance Section Chief

- Meets with AREPs for financial concerns
- Ensures compliance with financial and administrative policies, rules, and regulations
- Ensures personnel time records are maintained
- Provides financial input to demobilization planning
- Joins in Planning Meeting



ANNEXES

Working Group

EFFECTIVITY

This contingency plan for Industrial Accident shall be effective upon publication. The plan shall be considered a “working document” and be subjected to continuous review and enhancement by the DepEd Technical Working Group based on latest scientific studies about geological hazards, risk assessment findings and innovations in DRRM policies and standards.

Signatories:

ISIDRO C. MARIANO JR.

Barangay Chairman

Barangay Dela Paz, Pasig City

JONATHAN Y. FANG

SPTA

RACEL B. LOPEZ

SDRRMC

GREGORIO P. DELOS SANTOS

Principal III

DR. SOFIA J. PAPIO

PSDS Cluster X

MARIBEL L. LIDDAN

Project Development Officer II

Division DRRMO

SHERYLL T. GAYOLA



Schools Division Superintendent

