

DISASTER RISK REDUCTION RESOURCE MANUAL



Republic of the Philippines
Department of Education



Acknowledgments

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This manual was prepared by the Technical Working Group, created through DepED Memo No. 175 s. 2007, on the preparation of DepED Calamity, Disaster and Risk Management and Control Operations Manual. The complete list of the members of the Technical Committee and those others involved in the development of the manual can be found in Annex 6.

Message



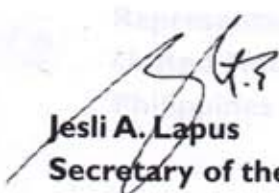
I wish to congratulate the Department's Technical Working Group (TWG) on the preparation of the Disaster Risk Reduction Resource Manual led by Undersecretary Teodosio C. Sangil, Jr., Writers from the Bureau of Elementary Education (BEE), Bureau of Secondary Education (BSE), and the Audio Visual Division, Office of the Technical Service; all the Consultants from the Land Bank of the Philippines; Office of the Civil Defense (OCD), Department of National Defense; Department of Science and Technology (DOST) through the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA), Philippine Institute of Volcanology and Seismology (PHIVOLCS); Philippine National Red Cross (PNRC); United Nations Children's Fund (UNICEF); and the central secretariat from the Office of the Director, Administrative Service, for putting together their hearts, minds and efforts in order to come up with a ready reference and resource manual on disaster risk reduction.

Saving lives and properties is a challenge accepted by all stakeholders in private and governmental entities. As such, aside from the business of providing basic education, the Department of Education is responsible for providing safe teaching-learning facilities and hazard-free environment to the schoolchildren.

This manual, therefore, has been developed to make the Principals, School Heads, Teachers and School Personnel aware, alert and vigilant of the hazards, what to do before, during and after their occurrence, in order to reduce their damages and impact to lives and properties.

I hope that this Manual will be useful and beneficial to all.




Jesli A. Lapus
Secretary of the
Department of Education

Message



The Philippines is considered one of the most disaster-prone countries. Every year, storms, flash floods, landslides, earthquakes, and volcanic activities batter the country. In disaster or emergency situations, children are very vulnerable to illness and trauma and require special care and attention. During these trying moments, schools offer safety and shelter to those displaced by disasters.

Schools, however, should not only offer safety after a disaster has struck. Our schools should also be ready even before any disaster strikes. Our teachers, school officials, and school children should learn basic life-saving tips. Our schools should be a beacon of safety, and should be an example to the communities which they serve.

The United Nations Children's Fund (UNICEF) is pleased to support the development of this Disaster Risk Reduction Resource Manual. We, at UNICEF, hope that the Department of Education and the whole Philippine school system will use this resource manual to preserve life and health, and make our communities safer for our children.



Vanessa J. Tobin
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Introduction

Disaster Risk Reduction Resource Manual (Safer Schools Resource Manual)

The Manual is for school administrators, teachers and school workers to provide them with information needed to reduce risk and cost

The Department of Education, as mandated by the Constitution is primarily responsible for the education and manpower development of the country and for the formulation, planning, implementation and coordination of the policies, plans, programs and projects in the areas of formal, informal, and non-formal education at the elementary, secondary and the alternative learning system. This mandate also includes supervision of all basic educational institutions, both public and private, as well as the establishment and maintenance of a complete, adequate and integrated system of education.

The Department is in charge of raising the standard of basic education and administrative efficiency in the delivery of educational services that are relevant and in pursuance to the national development goals. The Department, as provider of basic education, serves 17 million school children (School Year 2007-2008) and envisions highly competent, civic-spirited, life skilled and God-loving Filipino youth who will be the future contributor towards the building of a humane, healthy and productive society.

The destructions brought about by the series of typhoons that swept our country in 2006 resulted in damage to 5,600 schools in Southern

of a program of disaster risk reduction, the promotion of the monitoring, evaluation, and disaster recording procedures ensure the continuous

Luzon with estimated cost at about PHP 3.1 billion and affected about 8 million school children in both elementary and secondary schools. Those destructive fortuitous events, prompted educational authorities to prepare and adopt this Safer Schools Resource Manual to guide education officials, school administrators, teachers and eventually the schoolchildren on what to do before, during and after the onslaught of any hazard, in order to reduce its disastrous impact and damages.

This Manual of the Department of Education is based on the Hyogo Framework for Action, a 10-year plan to make the world safer from natural hazards. This was formulated during the World Conference on Disaster Reduction held in Kobe, Hyogo, Japan, January 2005.

The Hyogo Framework is a global blueprint for disaster risk reduction efforts during the next decade. Its goal is to substantially reduce by 2015 disaster losses in lives, and in the social, economic, and environmental assets of communities and countries. It also offers guiding principles, priorities for action, and practical means for achieving disaster resilience for vulnerable communities.

How To Use This Resource Manual

The Manual is for school administrators, supervisors and school teachers, to provide them with information needed to reduce risk and make schools safer. The Department of Education (DepED) through the Technical Working Group (TWG) of the Department's Disaster Risk Reduction Management conceptualized the promotion of hazard/disaster awareness, to manage impacts, and to help all school communities to reduce the risk of threats from natural and human-made/induced disasters.

This resource manual provides procedures based on the policy statement of the Department of Education for the empowerment of DepED personnel. It outlines the legal bases of the program and spells out the role of the Department's Central Office, Regional Offices, Division Offices, down the school level. The adopted 4-phase strategy: Mitigation, Preparedness, Response, and Rehabilitation, illustrates the basic procedures that a school may employ before, during and after the occurrence of a disaster. This manual offers safeguarding mechanisms to protect and preserve personnel and students, DepEd property, school facilities, equipment, fixtures, instructional materials and school records.

Alternative learning system as well as rehabilitation of learning venues is further predetermined to ensure continuity of instruction. This is to carry out the duties and responsibilities of the school to deliver instruction even in times of emergencies or calamities. Sustainability

of a program is always an issue, so, provision of the monitoring, evaluation, and proper reporting procedures ensures the continuity and effectiveness of the implementation of the Disaster Risk Management Program.

The ultimate goal of this resource manual is to protect the lives of the members of the school community and property. Every school personnel must:

- Analyze the condition of the school or conduct situational analysis;
- Identify possible hazards/threats faced by the school;
- Follow and strictly act according to the disaster management strategies especially in times of emergencies, calamity/disaster;
- Provide feedback to the authorities for policy formulation; and
- Request the DepED Division/Regional/Central Offices / other local and international GOs, NGOs and stakeholders for any assistance.

To effectively achieve the expected response in times of emergency and calamity, school officials and other personnel must take time to understand the contents of this Safer Schools Resource Manual, practice and internalize the risk reduction measures to eventually make a habit of being prepared before, during and after a calamity, be it a natural or a human-made / induced hazard.