



Republic of the Philippines
Department of Education
 REGION III-CENTRAL LUZON

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NORMA P. ESTEBAN EdD, CESO V
 Schools Division Superintendent
 Office of the Schools Division Superintendent
 SCHOOLS DIVISION OF BULACAN

FEB 13 2024
 Records Section

MEMORANDUM

ESSD-2024- 035

Reiteration of Fire Safety Measures for DepEd Offices and Schools

To : Schools Division Superintendents
 Region DRRRM Coordinator
 Division DRRM Coordinators
 School DRRM Coordinators
 All others concerned

1. The month of March was declared as Fire Prevention Month because of the alarming increase of fire incidents happening across the country during this particular period.
2. In this regard, to promote safety consciousness among personnel and learners, offices and schools in the region are required to follow the attached Fire Safety Measures for Offices and Schools.
3. For your information and strict implementation.

Spp2
 February 12, 2024

[Signature]
MAY B. ECARR, PhD, CESO III
 Regional Director

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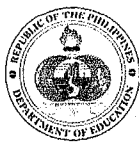
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Fire Safety Measures for Offices and Schools

1. Formulate a FIRE ESCAPE PLAN.
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.
3. Inspect doors and windows of buildings and ensure that they are easy to open.
4. Ensure that exit/escape paths are free of obstruction.
5. Trim shrubs and trees in the vicinity.
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, recycling bins, etc. should be provided.
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.
8. Demand and practice good office and school keeping practices, e.g. inspect laboratories daily; unplug electrical wirings and turn-off lights.
9. Formulate fire safety and control measures for contractors as they can increase the risk of fire and cause obstruction to escape routes.
10. Ensure the provision of fire safety and protection equipment, which should not be limited to fire extinguishers. Other equipment may include pails, hose, etc.
11. Conduct regular FIRE DRILLS.



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