



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

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October 14, 2025

**DIVISION MEMORANDUM**  
No. **515** s, 2025

**GUIDELINES ON WHAT TO DO BEFORE, DURING, AND AFTER AN  
EARTHQUAKE IN SCHOOL**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In line with the Department of Education's commitment to ensure safety and preparedness of all personnel and learners, this office reiterates the guidelines to be observed before, during, and after an earthquake. These measures aim to minimize injuries and damages in case of seismic events.

**A. BEFORE AN EARTHQUAKE**

1. Conduct regular earthquake drills and orientations on safety protocols.
2. Identify safe spots such as sturdy desks or tables and mark evacuation routes.
3. Secure heavy furniture and objects that might fall during shaking.
4. Prepare emergency kits containing first aid supplies, flashlights, whistles, and drinking water.
5. Encourage learners and personnel to wear whistles along with their identification cards
6. Review and update Earthquake and other hazard-specific plans in coordination with the Local Government Units (LGUs)



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7. Post all necessary Information Education Campaign (IEC) materials including emergency hotline numbers.
8. Coordinate with the Municipal Engineer for the inspection of school buildings and facilities.

**B. DURING AN EARTHQUAKE**

1. Remain calm. Do not panic and immediately perform the **“Duck, Cover, and Hold”** technique:
  - **Duck** under a sturdy desk or table.
  - **Cover** your head and neck with your arms.
  - **Hold** onto the desk or table until the shaking stops.
2. Stay inside the classroom; do not rush outside during the shaking.
3. Move away from windows, glass, or objects that may fall.
4. If outside, move to an open area away from buildings, trees, or power lines.

**C. AFTER AN EARTHQUAKE**

1. Stay Alert for aftershocks. Move cautiously. Wait until the shaking stops before evacuating the classroom, following the guidance of the teacher.
2. Proceed calmly to the designated open area following the evacuation route.
3. Teachers shall check attendance and report any missing or injured learners to responsible official.
4. Administer first aid to those who are injured and report serious cases immediately.
5. Do not re-enter buildings until declared safe by authorities.
6. Stay alert for aftershocks and repeat “Duck, Cover, and Hold” if necessary.
7. Await official announcements and further instructions from school or local officials.
8. Implement the Family Reunification Plan and Procedures to reunite learners with their families.



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2. Immediate and wide dissemination of this memorandum is desired for the safety and preparedness of all school personnel and learners.

  
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Officer-in-Charge  
Office of the Schools Division Superintendent