



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

12 Mar 2024

DIVISION MEMORANDUM
SGOD No. **036**s. 2024

REITERATION OF STRENGTHENING THE FIRE SAFETY AND
AWARENESS PROGRAM (FSAP)

To: Public Schools District Supervisors/Principals In-Charge
Public Secondary Cluster Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to DepEd Order No. 28, s. 2016 on the Strengthening the Fire Safety and Awareness Program (FSAP), all schools are directed to ensure the safety of all learners and personnel, the protection of school properties, and the promotion of a supportive, safe and effective learning environment.
2. These are the four main initiatives of the program.
 - a. School Fire Safety Plan.
 - b. Fire Safety Inspection.
 - c. Fire drills and Fire Safety lectures for school personnel.
 - d. Quarterly fire drills and fire safety lectures for learners and school personnel. It is also highly encouraged to conduct the said drills with other hazards (e.g. earthquake, flood, etc.)
3. These are the Fire Safety Measures for Schools.
 - a. Designate a school personnel to be in-charge of the program.
 - b. Formulate a Fire Safety/Escape Plan.
 - c. Ensure the presence of Fire Escape Routes and Exit Paths which the students and personnel should be aware of. These should be clearly marked with readable signage.
 - d. Ensure that exit/escape paths are free of obstruction.
 - e. Trim shrubs and trees in the school vicinity.



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- f. Enforce proper waste management. Clear the 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.
 - g. Conduct regular electrical safety inspection and take necessary actions to repair or replace defective wirings, light bulbs, etc.
 - h. Demand and practice good school keeping practices, e.g. inspect laboratories daily; unplug electrical wirings and turn-off lights.
 - i. Formulate fire safety and control measures for contractors as they can increase the risk of fire and cause obstruction to escape routes.
 - j. Ensure the provision of fire safety and protection equipment, which should not be limited to fire extinguishers. Other equipment may include pails, hose, etc.
 - k. Conduct regular fire drills.
4. The Educational Facilities Manual 2010 recommends the following standards for the school gate.
- a. A school gate shall have a main entrance gate and a service gate.
 - b. Main entrance and service gates shall swing inside the direction of the school property. However, the service gate shall swing outside the direction of the school property for fire and emergency safety as recommended by the Philippine Green Building Council (PhilGBC).
 - c. Main entrance shall be located preferably on a secondary road and must be designed swing-in to the school property.
 - d. Main entrance shall provide enough vertical clearance of at least four meters to allow the passage of big vehicles like fire trucks, dump trucks and ambulance.
 - e. The service gate shall be for entrance and exit for learners, and school personnel.
 - f. The gate shall be functional. It is sturdy, in good condition, and can be locked effectively.
 - g. It shall be designed not only for visual effects but also to ensure safety.

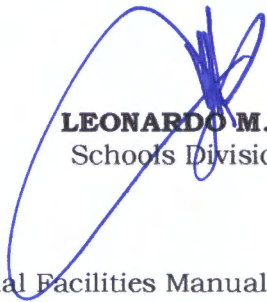


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- h. Pointed, sharp, or spiked tops, which could be dangerous to learners, should be avoided.
 - i. The driveway, which has its own gate with a marked route directed to the parking area is recommended.
 - j. The vehicular path surface may be of different texture from the footpath for learners and school personnel.
 - k. Clear graphics signs (pictures with words) will be advantageous to all users.
5. Immediate dissemination of and strict compliance with this memorandum is directed.


LEONARDO M. BALALA CESO V
Schools Division Superintendent

Encl.: None
Reference: DO 28 s. 2016 and Educational Facilities Manual 2010
To be indicated in the Perpetual Index
under the following subjects:

CALAMITY	SAFETY EDUCATION	PROGRAMS
PROCEDURE	SCHOOLS	

JMEL/DM-reiteration of strengthening the fire safety and awareness program
0000/March 12, 2024



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