

DUTIES AND RESPONSIBILITIES OF SCHOOL DRRM COORDINATOR

by:

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Being a School Disaster Risk Reduction and Management Coordinator, the primary work is to ensure the continuity of implementation in managing disaster risk reduction procedures and protocols in the school by strengthening the culture of security and safety. The School Disaster Risk Reduction and Management Coordinator (SDRRM) serves as the point person for collaboration and coordination within the school.

These are the duties and responsibilities of the school's disaster risk reduction and management coordinator.

Acknowledge receipt of advisories and reminders from the SDS and/or the Division DRRM Coordinator, and the local DRRMC.

Ensure the establishment of an Early Warning System (update the bulletin board for weather advisories, bell/siren emergency signals)

Conduct an annual student-led risk identification and mapping within and around the school premises to ensure a safe environment that is conducive to teaching and learning.

Sustain close coordination with the local DRRM Council on the conduct of preparedness activities and on response needs, among others.

Provide DRRM capacity-building activities for teachers, non-teaching staff, and students.

Sustain or maintain, disseminate, and post relevant and updated emergency hotlines in strategic locations throughout the school.

Post-conference discussion of safety and preparedness measures, as well as evacuation plans;

Conduct disaster preparedness measures, including but not limited to quarterly multi-hazard drills applicable to the school's identified hazards such as earthquake, fire, and flood;

Keep vital school records, learning materials, and other important documents safe.

Establish a school DRRM team to support the implementation of preparedness and response measures.

Ensure the availability of updated baseline education data for the school.

Participate in regular school programs and activities, as well as the school improvement plan.

Pre-identify possible temporary learning spaces and alternative delivery modes of education.

Monitor the effects of hazards, including the use of the school as an evacuation center.

Track all school personnel during disasters and/or emergencies.

Prepare and submit reports on the effects of any hazard.

Ensure the implementation and guidelines for prescribing cancellation rules.

and suspension of classes and work in government offices due to typhoons, flooding, other weather disturbances, and calamities.

Conduct rapid assessment of damage after every hazard and submit RADAR within 72 hours via SMS and/or online application.

Facilitate the immediate resumption of classes to track learners.

Monitor recovery and rehabilitation interventions being implemented in the school

The School Disaster Risk Reduction and Management Coordinator must be familiar with and perform all the tasks to be able to be prepared for an unexpected disaster and ready for a quick response.

References:

<https://acdrmmoknowledgecenter.wordpress.com/2014/10/10/roles-and-functions-of-the-school-drrm-committees-sdrmmcs-a-reference/>

<https://www.teacherph.com/deped-school-district-drrm-coordinators-duties-and-responsibilities>

DepEd Order No. 43, s. 2012 - Guidelines on The Implementation of Executive Order No. 66 (Prescribing Rules on The Cancellation or Suspension of Classes And Work In Government Offices Due To Typhoons, Flooding, Other Weather Disturbances, And Calamities)