



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM
NO. 002, s. 2025

JAN 08 2025

**REITERATION OF FIRE SAFETY MEASURES FOR
DEPED OFFICES AND SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Principals
School DRRM Coordinators
All Others Concerned

1. In line with our commitment to ensuring the safety and well-being of all personnel, students, and visitors, this Office reiterates the importance of following fire safety measures within our offices and school premises. Fire safety is a shared responsibility, and it is essential that everyone is familiar with the procedures in place to handle emergency situations.

Fire Prevention Measures:

- **Proper Handling of Electrical Equipment:** Always ensure that electrical equipment is used safely. Turn off electrical appliances when not in use and avoid overloading power outlets.
- **Safe Storage of Flammable Materials:** Keep flammable materials such as paper, cleaning products, and chemicals stored in designated areas away from heat sources.
- **Regular Inspections:** Participate in periodic fire drills and ensure that all fire alarms, fire extinguishers, and emergency exits are functioning properly. Report any concerns immediately to the building management.

Fire Emergency Procedures:

- **Know Your Evacuation Routes:** Familiarize yourself with all fire exits and evacuation routes. Clear any obstructions from pathways leading to fire exits and ensure that they are well-marked.



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- **Evacuate Calmly and Quickly:** In the event of a fire alarm, evacuate the building promptly without delay. Move in an orderly manner to the designated assembly area.
- **Assembly Points:** Ensure that you know the location of the assembly points and gather there after evacuating. Do not re-enter the building until it is declared safe by the authorities.

Fire Safety Equipment:

- **Fire Extinguishers:** Know the locations of fire extinguishers within your area and be familiar with their proper use (PASS method: Pull, Aim, Squeeze, Sweep).
- **Fire Alarms:** Ensure that you can recognize the fire alarm and respond accordingly. Do not ignore alarm signals or any fire-related announcements.
- **First Aid Kits:** Familiarize yourself with the location of first aid kits and fire safety equipment, which can be critical during emergencies.

Staff and Student Responsibility:

- **Stay Alert:** Report any potential fire hazards, suspicious odors, or unusual activities to the appropriate authorities immediately.
- **Cooperate during Drills:** Active participation in fire drills is crucial to ensure that everyone knows what to do in the event of an actual emergency.

Additional Tips for Fire Safety:

- Avoid blocking fire exits or stairwells with furniture or other items.
- Do not leave candles or open flames unattended.
- Educate yourself and others on the proper steps to take when encountering fire hazards.

2. For guidance and compliance.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

Encl.: as stated

SO12/CAL
January 6, 2025



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