



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

DIVISION MEMORANDUM
NO. 415, s. 2026

August 31, 2026

**CONDUCT OF THE NATIONAL SIMULTANEOUS SAFETY DRILL
AND ITS IMPLEMENTATION GUIDELINES**

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

1. Pursuant to Memorandum OM-OUGPS-2026 dated August 26, 2026, issued and signed by Malcom S. Garma, Undersecretary for Governance and Operations, titled "Schedule of the National Simultaneous Safety Drill and Implementation Guidelines for its Conduct", all public and private schools in the Schools Division Office of Bataan are hereby directed to participate in the **National Simultaneous Safety Drill for Active Attack incidents on September 3, 2026**.
2. The Nationwide Simultaneous Safety Drill aims to:
 - a) Strengthen the capacity of schools to implement their Localized School Contingency Plan for incidents involving active threats;
 - b) Validate the effectiveness of established lockdown, concealment, evacuation, emergency communication, and reunification procedures;
 - c) Enhance coordination among schools, School Division Offices (SDOs), Regional Offices (Ros), Local Government Units (LGUs), Philippine National Police, and other relevant response agencies;
 - d) Ensure that learners and personnel are familiar with age-appropriate protective actions and emergency procedures; and
 - e) Identify operational safety gaps and establish appropriate measures for continuous improvement of the School Contingency Plan.



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3. All public and private elementary and secondary schools are enjoined to conduct the National Simultaneous School Safety Drill on September 3, 2026, subject to their localized conditions, operational readiness, and compliance with the required preparatory and safeguarding measures.
4. School Heads shall determine the appropriate scheduling and execution methodology based on the school's context and readiness. Schools that have not fully satisfied the prerequisite readiness criteria shall prioritize capacity-building, orientation, and administrative preparation until the necessary safeguards and operational arrangements are in place.
5. The conduct of the drill shall be guided by the School Contingency Plan for incidents involving Active Shooters and the School Safety Drill Sequence Guide issued by the Office of the Undersecretary for Governance and Operations. The drill shall be age-appropriate, child-centered, trauma-informed and consent with the **"Do No Harm"** principle.
6. Prior to the conduct of the drill, School Heads shall conduct their respective School Readiness Self-Assessment (through the School Readiness Checklist):
 - ☐ School safety or security audit
 - ☐ Localized contingency plan established
 - ☐ Safe lockdown or concealment and evacuation areas identified
 - ☐ PNP/LGU/health and emergency contacts established
 - ☐ Teachers and staff oriented first
 - ☐ Parents and learners notified
 - ☐ Psychological First Aid or psychosocial referral arrangements identified
 - ☐ Accommodations identified for learners with disabilities or special needs
 - ☐ Recent traumatic incidents or other local circumstances assessed (e.g. Tacloban, Ateneo de Zamboanga should not proceed with drills)



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7. The School Safety Drill shall generally follow the given sequence:

- Stage 0** – School Readiness and Risk Assessment
- Stage 1** – Learner Preparation, Consent and Safeguarding
- Stage 2** – Classroom Discussion and Protective Action Walkthrough
- Stage 3** – School Safety Drill
 - **Phase 1:** Drill Initiation
 - **Phase 2:** Inner Ring Defense
 - **Phase 3:** Orderly Evacuation & Responder Posture
- Stage 4** – Recovery, Reunification and Psychosocial Support
- Stage 5** – After Action Review and Improvement

8. For the actual drill, schools shall use their established non-fire/non-earthquake duress signal or alarm and shall not introduce in a simulated aggressor or threat. Classroom lockdown, concealment, orderly evacuation, accountability, and coordination with responders shall be practiced in accordance with the school's localized procedures.
9. It is emphasized that hyper-realistic or fear-inducing elements, including active aggressor role-playing, imitation firearms, bladed or blunt weapons, simulated casualties, loud pyrotechnics, and simulated gunfire are **strictly prohibited during the drill**.
10. Immediately after the drill, schools shall conduct learner and personal accounting, provide necessary psychosocial support, and undertake a hotwash/ After-Action Review (AAR) to identify operational and safety gaps, assess emergency communication procedures, and update the School Contingency Plan as necessary.
11. All School Heads and concerned personnel **are directed to ensure the strict observance of the foregoing guidelines**, with primary consideration given to the safety, dignity and psychosocial well-being of all learners and school personnel.



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12. Expenses relative to the conduct of the drill shall be charged against local funds, School Maintenance and Other Operating Expenses (MOOE), or other available funds, subject to existing budgeting, accounting, and auditing rules and regulations.
13. Attached is a copy of Memorandum for guidance and reference
14. Wide and immediate dissemination of this Memorandum is enjoined.


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

Encl.

As Stated

Reference:

Memorandum: OM-OUGPS-2026
Office of the Undersecretary Governance and Operations Advisory
OSEC Memorandum
DepEd Order No. 14, s. 2024
DepEd Order No. 32, s. 2019
DepEd Order No. 37, s. 2015

To be included in the Perpetual Index
under the following subjects:

Active Shooting Incident Drill
Contingency Planning
Disaster Risk Reduction Management
School Readiness Checklist


SO14/GL
August 31, 2026



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OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM:
OM-OUGOPS-2026-

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL PUBLIC AND PRIVATE ELEMENTARY AND SECONDARY
SCHOOL HEADS

FROM : MALCOLM S. GARMA
Undersecretary
Office of the Undersecretary for Governance and Operations *for*



SUBJECT : CONDUCT OF THE NATIONAL SIMULTANEOUS SCHOOL SAFETY
DRILL

DATE : August 28, 2026

The Department of Education (DepEd) reiterates its commitment to strengthening the preparedness and response capacity of schools for incidents involving active threats and other emergencies. In line with the School Contingency Plan for Incidents Involving Active Shooters, the Department shall conduct the **National Simultaneous School Safety Drill on September 3, 2026 (Thursday)**, with the national ceremonial venue at Carlos F. Gonzales High School in Maguinao, San Rafael, Bulacan, and simultaneous regional ceremonial venues across the country.

The activity, originally scheduled on August 25, 2026, has been rescheduled to September 3, 2026. All concerned offices and schools are directed to adjust their logistical and operational preparations accordingly.

I. OBJECTIVES

The Nationwide Simultaneous Safety Drill aims to:

1. Strengthen the capacity of schools to implement their **Localized School Contingency Plan** for incidents involving active threats;
2. Validate the effectiveness of established lockdown, concealment, evacuation, emergency communication, and reunification procedures;



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3. Enhance coordination among schools, Schools Division Offices (SDOs), Regional Offices (ROs), Local Government Units (LGUs), Philippine National Police (PNP), and other relevant response agencies;
4. Ensure that learners and personnel are familiar with age-appropriate protective actions and emergency procedures; and
5. Identify operational and safety gaps and establish appropriate measures for continuous improvement of the School Contingency Plan.

II. CONDUCT OF THE DRILL

All public and private elementary and secondary schools are enjoined to conduct the **National Simultaneous School Safety Drill on September 3, 2026**, subject to their localized conditions, operational readiness, and compliance with the required preparatory and safeguarding measures.

School Heads shall determine the appropriate scheduling and execution methodology based on the school's context and readiness. Schools that have not fully satisfied the prerequisite readiness criteria shall prioritize capacity-building, orientation, and administrative preparations until the necessary safeguards and operational arrangements are in place.

The drill shall follow the recommended School Safety Drill Sequence, as applicable:

Stage 0 – School Readiness and Risk Assessment	Schools shall assess their site-specific safety and security conditions, evacuation routes, lockdown or concealment areas, emergency contacts, communication systems, and other operational arrangements. The localized School Contingency Plan shall be established and coordinated with relevant response agencies.
Stage 1 – Learner Preparation, Consent and Safeguarding	Schools shall provide advance notice to learners, personnel, and parents or guardians; conduct age-appropriate orientations; secure informed written parental or guardian consent and learner assent, as appropriate; and



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	identify learners who may require additional safeguards or reasonable accommodation. Safe alternative activities shall be provided for learners who are not ready or are unable to participate.
Stage 2 – Classroom Discussion and Protective-Action Walkthrough	Teachers shall guide learners through the appropriate protective actions, including RUN, HIDE , and the procedures for securing classrooms, responding to the alarm, evacuating, and proceeding to reunification areas.
Stage 3 – School Safety Drill	The drill shall consist of the following phases: Phase 1 – Drill Initiation and Alarm. The School Head shall initiate the drill using the school's designated non-fire/non-earthquake duress signal or alarm. The school shall also test its emergency notification and communication system with the local PNP. No simulated aggressor or threat shall be introduced. Phase 2 – Inner Ring Defense. Upon hearing the designated signal, classrooms shall implement lockdown procedures, secure doors, use approved barricading measures, turn off lights, cover windows, and practice silent concealment away from doors and windows. Phase 3 – Orderly Evacuation and Responder Compliance Posture. Once the hypothetical threat is declared resolved, the School Head shall issue the



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	evacuation order. Learners and personnel shall proceed through designated safe routes and practice the appropriate compliance posture upon encountering responders.
Stage 4 – Recovery, Reunification and Psychosocial Support	Schools shall conduct learner and personnel accounting, implement family reunification procedures where applicable, and provide Psychological First Aid (PFA) and other appropriate psychosocial support.
Stage 5 – After-Action Review and Improvement	Immediately after the drill, the School Head and Incident Management Team shall conduct a hotwash and debriefing, assess the implementation of the drill, identify operational and safety gaps, review emergency communication workflows, and update the School Contingency Plan as necessary.

III. SAFEGUARDING MEASURES

The safety, dignity, and psychosocial well-being of learners and personnel shall remain the primary consideration throughout the activity. All preparatory and operational activities shall adhere to child-centered principles and the “Do No Harm” directive.

Schools are strictly prohibited from incorporating hyper-realistic or fear-inducing elements into the drill. There shall be **no active aggressor role-playing, imitation firearms, bladed or blunt weapons, simulated casualties, loud pyrotechnics, or simulated gunfire.**

IV. INTER-AGENCY COORDINATION

- School Heads shall ensure coordination with the **PNP, LGUs, BFP, Local DRRM Offices, Local Social Welfare and Development Offices, local health offices, PTAs, and other concerned stakeholders** in the preparation and conduct of the drill.



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- Regional and Division DRRM Coordinators shall coordinate with their respective offices and concerned LGUs and partner agencies involved in the drill to ensure synchronized preparations, clear roles and responsibilities, and effective implementation.
- The Regional DRRM Coordinator shall select **one (1) school within the region** to serve as the **ceremonial venue** for the Nationwide Simultaneous Safety Drill. The designated ceremonial venue shall serve as the pilot school for the simultaneous conduct of the drill and related coordination activities. (See *Annex A for the list of designated ceremonial venues per region.*)

V. ROLES AND RESPONSIBILITIES

Regional Offices (through <i>Regional DRRM Coordinators</i>)	1. Provide technical assistance and guidance to SDOs and schools; 2. Coordinate with concerned regional counterparts and partner agencies; 3. Select one (1) school to serve as the ceremonial venue for the simultaneous drill, consistent with the designated ceremonial venues indicated in Annex B; 4. Monitor the implementation of the drill within the region; and 5. Consolidate and submit required reports in accordance with established reporting mechanisms.
Schools Division Offices (through <i>the Division DRRM Coordinators</i>)	1. Provide technical assistance to schools in the localization and implementation of their School Contingency Plans; 2. Coordinate with LGUs, PNP, and other concerned agencies; 3. Monitor school readiness and implementation of the drill; and



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	4. Consolidate school-level reports and submit the required documentation to the Regional Office.
Schools (<i>through the School Heads</i>)	1. Ensure that all prerequisite readiness, orientation, consent, and safeguarding measures are completed before the drill; 2. Activate and brief the School Incident Management Team and other concerned personnel; 3. Coordinate with local authorities and partner agencies; 4. Ensure the safe and age-appropriate conduct of the drill; 5. Provide appropriate psychosocial support and reasonable accommodations; and 6. Conduct the post-drill evaluation and update the School Contingency Plan based on identified gaps.

VI. REPORTING AND DOCUMENTATION

Following the conduct of the drill, all schools shall accomplish the **National Simultaneous School Safety Drill Online Reporting Form** through the submission link provided below. The online reporting shall include the following:

- a. Accomplished Evaluation Form; <https://bit.ly/4iwrXhO>
- b. Updated School Contingency Plan for Active Attack Incidents; and
- c. Drill report/documentation

Schools shall ensure that reports accurately capture participation, implementation, observations, challenges, identified gaps, and recommended actions.

Online Reporting Form: <https://forms.gle/JJTbPyAkHZNjz3rh7>



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VII. GENERAL PROVISIONS

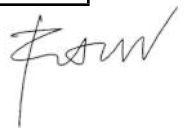
The primary objective of the School Contingency Plan and the School Safety Drill is to ensure the safety and well-being of learners, teaching and non-teaching personnel, and other concerned persons during an active threat. Other concerns, including learning continuity and regular school operations, shall remain secondary until the threat has been neutralized and competent authorities have declared that regular operations may resume.

Attached herein is the School Safety Drill Sequence Guide (*See Annex B*), which shall serve as a reference in adapting the drill to the specific context and readiness of each school.

For strict compliance and appropriate action.

Annex A: Regional Ceremonial Venues

Region	Venue
Region I	Ilocos Norte National High School, Laoag City
Region II	Libag Integrated School, Tuguegarao City
Region III	Carlos F. Gonzales High School, San Miguel, Bulacan
Region IV A	Angelo L. Loyola High School, Carmona City
Region IV B	Sta.Monica National High School, Puerto Princesa City
Region V	San Fernando HS, Sto. Domingo, Albay
Region VI	Inzo Arnaldo Village Integrated School, Roxas City
Region VII	Ramon Duterte Memorial National High School, Cebu City
Region VIII	Leyte National High School, Tacloban City
Region IX	Rebokon Agricultural and Vocational High School
Region X,	Iligan City National High School
Region XI	Davao City National High School Davao City Division
Region XII	Lagao 2nd Bo. ES Gen. Santos Lapuz NHS South Cotabato Kidapawan City NHS
NCR	Felimon Javier Elementary School, Mandaluyong City
CAR	Baguio City High School Fort del Pilar National High School
CARAGA	Balite NHS, San Francisco, Surigao del Norte
NIR	Bago City Elementary School, Brgy. Poblacion, Bago City



National Simultaneous School Safety Drill

September 3, 2026; 9:00 AM

Carlos F. Gonzales High School, Maguinao, San Rafael, Bulacan

TIME	DURATION	ACTIVITY	LEAD
9:00 AM - 9:30 AM	30 mins	Arrival of Guests, Registration	SDO Bulacan, DRRMS
9:30 AM - 9:35 AM	5 Mins	PRELIMINARIES National Anthem Song of Acclamation/Prayer	Audio Visual Presentation
9:35 AM - 9:40 AM	5 Mins	Welcome Remarks	CIPRIANO "GOTO" D. VIOLAGO JR. Municipal Mayor of San Rafael
9:40 AM - 9:50 AM	10 Mins	Message	SONNY ANGARA Secretary, Department of Education
9:50 AM - 9:55 AM	5 mins	Scenario Briefing	MALCOLM S. GARMA Undersecretary for Governance and Operations, DepEd
9:55 AM - 10:25 AM	30 Mins	Lockdown Drill Proper	Carlos F. Gonzales High School
10:25 AM - 10:50 AM	25 Mins	Drill Review and Evaluation	MARTIN AGUDA Incident Management Expert MANUEL M. LUKBAN JR. Local DRRM Officer RICHARD C. SANTOS OCD III, Officer P/LTC LAWRENCE GERALD A BATHAN Acting Chief of San Rafael MPS
10:50 AM - 10:55 AM	5 Mins	DILG: Emergency Hotlines	JED MABILOG Undersecretary for Public Safety, DILG
10:50 AM - 11:00 AM	5 Mins	Closing Remarks	MARK CHOLO VIOLAGO Rep, 3rd District of Bulacan
10:55 AM - 11:25 AM	30 Mins	Discussion of School Contingency Plan for Active Attacks	(For School Only) FELINO O. CASTRO V Director IV DRRMS





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Annex B. School Safety Drill Sequence Guide

Schools are advised to adapt their localized drills using this recommended School Safety Drill Sequence Template as a guide, tailored to their specific context.

SUMMARY OF SCHOOL SAFETY DRILL STAGES AND OBJECTIVES

Stages	Activity	Objectives
Stage 0	School Readiness and Risk Assessment	Determine whether the school is fully prepared and equipped to safely execute active threat responses by evaluating operational readiness, facility infrastructure, and staff training prior to conducting full-scale drills.
Stage 1	Learner Preparation, Consent and Safeguarding	Establish foundational safety protocols and learner protection safeguards prior to drill execution, including securing parental consent, conducting health and psychosocial screenings, notifying the school community in advance, and providing safe alternative activities for vulnerable learners.
Stage 2	Classroom Discussion and Protective-Action Walkthrough	Ensure learners understand why safety drills are necessary, learn what actions to take in an emergency, and practice protective-action procedures in a calm, structured manner.
Stage 3	School Safety Drill • Phase 1: Drill Initiation and Alarm • Phase 2: Inner Ring Defense • Phase 3: Orderly Evacuation & Responder Compliance Posture	Execute standardized active threat response protocols outlined in the school contingency plan, comprising three distinct operational phases: Phase 1 (Drill Initiation and Alarm) involves sounding a non-fire/non-earthquake duress signal/alarm and testing emergency dispatch communication; Phase 2 (Inner Ring Defense) focuses on immediate classroom lockdown, physical door barricading, room darkening, and silent concealment; and



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		Phase 3 (Orderly Evacuation & Responder Compliance Posture) entails safe egress along designated pathways and demonstrating compliance posture—hands raised, visible, and empty—upon encountering first responders.
Stage 4	Recovery, Reunification and Psychosocial Support	Restore school safety and emotional well-being by conducting immediate post-drill student accounting, executing structured family reunification procedures in coordination with local authorities, and delivering accessible Psychological First Aid (PFA) and specialized mental health support to address distress among learners and staff.
Stage 5	After-Action Review and Improvement	Conduct a comprehensive post-drill evaluation and hotwash debriefing session with the Incident Management Team, school staff, and external evaluators. Analyze operational performance metrics, assess emergency communication workflows, address identified safety and procedural gaps, and gather feedback on learner and staff emotional well-being to continuously refine and update the localized School Contingency Plan.



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Stage 0: School Readiness and Risk Assessment

1. **Comprehensive Risk Assessment and Safety Management:** Conduct a rigorous site-specific security and safety assessment to thoroughly evaluate physical site hardening, access control measures, perimeter integrity, and classroom locking mechanisms. Map out clear, unblocked primary and secondary evacuation routes, establish designated safe rooms or concealment zones, and outline structured off-site family reunification areas to ensure complete accountability during an emergency.
2. **Standardized Emergency Action Plans:** Formulate, document, and operationalize standardized response procedures structured around the RUN, HIDE, FIGHT situational framework. Establish distinct audible and visual duress alarms and warning signals to unequivocally differentiate active threat scenarios from routine fire or earthquake evacuations. Incorporate early threat detection protocols, rapid emergency communication trees, and post-incident psychosocial recovery workflows using the 4H Learning Continuity Framework (Hinto, Hinga, Hinay, Hayo).
3. **Inter-Agency Coordination and Plan Approval:** Establish formal operational linkages and communication channels with external response entities, including local law enforcement (PNP), Local Government Units (LGU), Bureau of Fire Protection (BFP), Local DRRMO, Local Social Welfare and Development Offices, local health offices, and Parent-Teacher Associations (PTA). Secure formal review, acknowledgment, and final approval of the localized School Contingency Plan from the School Head, Schools Division Superintendent, and external partner response agencies before full implementation.
4. **Conduct of School Readiness Self-Assessment (through School Readiness Checklist):**
 - ☐ school safety or security audit
 - ☐ localized contingency plan established
 - ☐ safe lockdown or concealment and evacuation areas identified
 - ☐ PNP/LGU/health and emergency contacts established
 - ☐ teachers and staff oriented first
 - ☐ parents and learners notified
 - ☐ Psychological First Aid or psychosocial referral arrangements identified
 - ☐ accommodations identified for learners with disabilities or special needs
 - ☐ recent traumatic incidents or other local circumstances assessed (e.g. Tacloban, Ateneo de Zamboanga should not proceed with drills)



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Stage 1: Learner Preparation, Consent and Safeguarding

1. Provision of age-appropriate classroom discussions
2. Identify learners or personnel who may require accommodation or additional support based on mental health and psychosocial screening under Learner Health Assessment and Screening policy
3. The school shall identify available trained personnel and establish referral arrangements with the SDO, LGU, health facilities, medical societies, or other appropriate partners for Psychological First Aid and additional psychosocial support when necessary
4. Advance Notice: At least several days before the drill, the school must provide transparent advance notices to all learners, school personnel, and parents to eliminate any element of surprise.
5. Parental Consent and Learner Safeguarding. Prior to learner participation in the school safety drill, the school shall secure informed written consent from the parent or guardian and, as developmentally appropriate, the assent of the learner. Parents or guardians shall be informed of the purpose, nature, sequence, and safeguards of the activity, including the absence of hyper-realistic or graphic simulation.
6. As part of the consent process, parents or guardians shall be given the opportunity to indicate whether there are health, developmental, psychosocial, sensory, or other circumstances that may make participation distressing or inappropriate for the learner, or may require reasonable accommodation. Disclosure of a specific diagnosis shall not be required.
7. Learners identified by their parent or guardian, the learner themselves, or appropriate school personnel as requiring additional safeguards shall not be required to participate in the school-wide drill until their readiness and appropriate accommodations have been determined. A safe alternative activity shall be provided, without penalty or stigmatization.

Stage 2: Classroom Discussion and Protective-Action Walkthrough

1. Role Briefing: The School Head briefs the Incident Management team on their specific roles: Security Guards/Watchmen/Tanods for perimeter control, Wing Captains (assigned teachers/designated learners) for internal security, Admin Staff for emergency communications, and the PFA Team (school nurse / guidance counselors, PFA volunteers) for post-drill support.
2. Strict Prohibitions: All participants are reminded that hyper-realistic or fear inducing elements are completely banned. There will be no active aggressor



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role playing, no imitation firearms, no bladed and blunt weapons, no simulated casualties, and no loud pyrotechnics or simulated gunfire.

3. Walkthrough: Teachers shall physically walk learners through
 - RUN → where would we go?
 - HIDE → where is the safe area in our classroom?
 - How do we secure the room?
 - What does the alarm mean?
 - When do we evacuate?
 - When do we reunify?

Stage 3: School Safety Drill

Phase 1: Drill Initiation and Alarm

1. The Signal: The School Head initiates the drill by sounding the school's unique, non-fire/non-earthquake duress signal/alarm. For purposes of the drill, participants shall respond to the signal according to the school's established protective-action procedures. No simulated aggressor or threat shall be introduced.
2. Emergency Dispatch Test: The Admin Staff immediately contacts the local Philippine National Police (PNP) to test the notification system and response timing. They practice filling out the 4-Point Dispatch Checklist, communicating hypothetical details regarding location, attackers, description, and victims. The PNP coordinates without simulating any realistic threats in front of students.

Phase 2: Inner Ring Defense (Classroom Lockdown & Concealment) DDAY

1. Securing the Rooms: Upon hearing the duress code, teachers immediately initiate classroom lockdown procedures. Teachers secure and lock classroom doors from the inside, utilize approved barricading devices, turn off the lights, and cover windows.
2. Silent Concealment: Teachers instruct learners to silence all mobile devices. Students and staff practice silent concealment, moving away from windows and doors, maintaining complete silence, and ignoring any door requests until officially cleared.
3. Wing Captain Actions: Assigned teachers serving as Wing Captains check adjacent hallways, verify that neighboring rooms have locked down, and ensure hallways are completely clear before securing themselves.



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Phase 3: Orderly Evacuation & Responder Compliance Posture

1. The Evacuation Order: Once the hypothetical threat is declared resolved, the School Head issues an orderly evacuation order.
2. Orderly Exit: Teachers guide learners to evacuate immediately along designated safe paths, prioritizing speed over personal belongings.
3. Compliance Posture Practice: During the evacuation and upon "encountering" the PNP in the designated warm zone, all learners and personnel practice the Compliance Posture to build muscle memory:
 - Keeping hands raised high, visible, and empty at all times.
 - Moving calmly and avoiding sudden or aggressive actions.
 - Following all verbal commands immediately without screaming at or grabbing officers.

Stage 4: Post-Drill Recovery and Psychosocial Support

1. Accountability Check: Teachers take attendance at the designated assembly point.
2. Psychosocial Support: Guidance counselors and/or the PFA team immediately conduct debriefings, monitoring the emotional well-being of learners and staff and providing Psychological First Aid (PFA) to anyone experiencing stress.

Stage 5: Post-Drill Evaluation & After-Action Review

1. Immediately following the exercise, school leadership and the Incident Management Team must convene a hotwash and debriefing session with the external evaluator.
2. Review performance metrics
3. Address identified operational or safety gaps
4. Analyze emergency communication workflows, and
5. Update the School Contingency Plan to drive continuous framework improvement.
6. Operational assessment: did people know what to do? Did communications work? Were learners accounted for?
7. Well-being: Did learners understand why the drill was conducted? Did anything cause unnecessary fear or confusion? Were vulnerable learners adequately supported? Did teachers feel capable of implementing the procedure?



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OFFICE OF THE SECRETARY

MEMORANDUM

TO : REGIONAL DIRECTORS
ASSISTANT REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC AND PRIVATE PRIMARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : 
ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff
Office of the Secretary

SUBJECT : SCHOOL CONTINGENCY PLAN FOR INCIDENTS INVOLVING
ACTIVE SHOOTERS

DATE : AUGUST 5, 2026



Pursuant to Part VI(C)(2) of DepEd Order No. 32, s. 2019 or the “National Policy Framework on Learners and Schools as Zones of Peace,” schools shall be recognized and respected as places for learning, caring and nurturing – a true second home for the learners, where children can receive utmost peace and security. Thus, to ensure the safety of learners and all teaching and non-teaching personnel while in school, all learning institutions, public and private, are hereby directed to adopt and use the “School Contingency Plan for Incidents for Active (Shooters) Attack” (School Contingency Plan) as part of their School Disaster Risk Reduction and Management Plan.

The School Contingency Plan shall provide directions on the proper handling of incidents involving armed threats within school premises and nearby areas. It shall guide teaching and non-teaching personnel, as well as learners, on pre-incident preparedness, activation of the school Incident Management Team, lockdown and lockdown procedures, emergency communication, coordination with law enforcement, post-incident recovery, psychosocial support, reunification, and learning continuity.

All learning institutions shall contextualize the School Contingency Plan in their school setting, taking into consideration the site conditions, available resources, learner population, local risk profile, and existing coordination arrangements with Local Government Unit (LGU), law enforcement, local health and social welfare offices, Parent-Teacher Associations, and other relevant stakeholders. For this purpose, all school heads are directed to ensure compliance with the following:

1. Incorporate the School Contingency Plan as part of the existing School Disaster Risk Reduction and Management Plan and other school safety related measures;
2. Provide periodic orientation to teaching and non-teaching personnel, parents, and learners, including security personnel and other stakeholders on the School Contingency Plan, emphasizing their respective duties and responsibilities in cases of armed threats;
3. Identify and update emergency contact numbers, school maps, evacuation routes, lockdown areas, lockout procedures, off-site reunification points, and parent or guardian release protocols;
4. Ensure open coordination with the Philippine National Police (PNP), LGUs, Local health and social welfare offices, and other stakeholders on school-level preparedness and response arrangements;
5. Conduct age-appropriate simulations, tabletop exercises, or drills on lockout, lockdown, evacuation, emergency communication, and reunification procedures, with due care to prevent fear, distress, or harm among learners;
6. Review access control, visitor management, perimeter security, gate security, emergency alarms, and classroom security measures within the bounds of existing laws, policies, and available resources;
7. Submit incident reports, drill reports, and other required documentation through established DepEd reporting channels; and
8. Conduct post-drill and post-incident assessments to identify gaps and provide appropriate remedial measures to address the same by updating the School Contingency Plan.

By way of policy, the primary objective in cases of armed threats within school premises and nearby areas is to ensure the safety and well-being of teaching and non-teaching personnel, learners, and other parties concerned until such threat is neutralized by the PNP and other competent authorities. Accordingly, other concerns, such as learning continuity, protection of school property, and other regular school operations, shall remain secondary until such time that the PNP or other competent authority has declared that regular school operations may resume.

During the existence of an armed threat, the PNP and other competent authorities shall have the sole responsibility of neutralizing the threat through tactical intervention, arresting the perpetrators, and handling the relevant evidence material for investigation and prosecution of the case. Teaching and non-teaching personnel shall coordinate with the PNP and other competent authorities as soon as they become aware of the armed threat; and shall prioritize the safety and well-being of learners until such threat is neutralized.

Regional Directors, Assistant Regional Directors, Schools Division Superintendents, and Assistant Schools Division Superintendents, in coordination with the LGUs, the PNP, and other competent authorities, shall provide technical assistance to the Public and Private Primary and Secondary School Heads in the contextualization of the School Contingency Plan in their respective schools, and shall monitor compliance therewith.

For more information, you may read the attached School Contingency Plan for Incidents for Involving Active (Shooters) Attack, or watch the explainer video through: <https://bit.ly/ActiveThreatPlan>

Immediate dissemination of this Memorandum is directed.

School Safety Drill Evaluation Tool

School Name and ID:		Division:	
Date:		Region:	

Instructions: Check YES when the indicator was met or demonstrated; check NO when it was not met, not demonstrated, or could not be confirmed. Use the Remarks column for specific gaps, observations, or actions needed. The checklist is intended for both elementary and secondary schools. Please note that this tool shall serve as basis to conduct age-appropriate and trauma-informed school safety drill.

NO.	INDICATORS	YES	NO	REMARKS
A. SCHOOL OPERATIONAL READINESS				
1.	The school conducted the safety drill on the prescribed date/time.			
2.	The School Contingency Plan was available and contextualized to the school.			
3.	Safe areas, lockdown/concealment areas, evacuation routes, and emergency contact arrangements were identified and communicated to concerned personnel.			
B. LEARNER PROTECTION AND SAFEGUARDING MECHANISMS				
4.	Learners, personnel, and parents/guardians were given advance notice of the activity.			
5.	Required parental/guardian consent and appropriate learner assent were secured before learner participation.			
6.	The activity was conducted without prohibited hyper-realistic or fear-inducing elements, including role-playing of aggressors, imitation weapons, simulated casualties, simulated gunfire, or pyrotechnics.			
7.	Simulation exercises were age-appropriate and trauma-informed.			
8.	The incident/drill was clearly communicated and distinguishable from routine fire/earthquake alarms.			
9.	Classroom lockdown/concealment procedures were practiced safely and appropriately.			
C. COORDINATION WITH LOCAL SECURITY AUTHORITIES AND OTHER RELEVANT STAKEHOLDERS				
10.	Established coordination with the local PNP or relevant local authorities.			

NO.	INDICATORS	YES	NO	REMARKS
11.	Participants demonstrated appropriate behavior when encountering designated responders, including keeping hands visible and following instructions.			
12.	School Head and other school personnel coordinated with the local PNP or relevant local authorities as to the proper evacuation, clearance on safety and facilitation of learning continuity.			
D. EMERGENCY AND RESPONSE PROTOCOLS				
13.	The school's emergency communication/notification procedure was tested or demonstrated.			
14.	Where evacuation is part of the localized activity, learners and personnel followed the designated safe routes and proceeded orderly to the designated assembly area			
15.	Learners, teaching personnel, non-teaching personnel, and other participants were accounted for.			
16.	Incident Management Team (IMT) or DRRM Team were mobilized to manage the incident in coordination with the local PNP or relevant local authorities.			
E. POST-INCIDENT RECOVERY (PSYCHOSOCIAL SUPPORT, LEARNER REUNIFICATION AND INSTRUCTIONAL CONTINUITY)				
17.	Reunification/accountability procedures were demonstrated, where applicable.			
18.	Appropriate psychosocial support/PFA arrangements were available following the activity.			
19.	Medical services were available for affected learners and personnel.			
20.	Announcement of safety clearance and appropriate learning continuity strategies was facilitated by the School Head			

Comments/Recommendations:		
Prepared by:	Conforme:	
Evaluator: _____	School Head: _____	