



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
DIVISION OF GENERAL TRIAS CITY
LUIS Y. FERRER JR. SENIOR HIGH SCHOOL
SOUTH SQUARE VILLAGE, PASONG KAWAYAN II, GEN. TRIAS CITY, CAVITE

March 24, 2024

School Memorandum
No. 07, s. 2024

**GUIDELINES ON PARTICIPATION IN THE 2024 1st QUARTER
NATIONWIDE SIMULTANEOUS EARTHQUAKE DRILL (NSED)**

TO: ALL TEACHING AND NON-TEACHING STAFF

1. In adherence to the DepEd Memorandum on, "REITERATION ON THE SCHEDULE FOR THE CONDUCT OF CY 2024 QUARTERLY NATIONWIDE SIMULTANEOUS EARTHQUAKE DRILL," our school Luis Y. Ferrer Jr. Senior High School will actively participate in the **1st Quarter Nationwide Simultaneous Earthquake Drill (NSED) on March 25, 2024, Monday at 9:00 am.**
2. In line with this, guidelines regarding the Earthquake Drill are as follows:
 - a. The DRRM Team will orient students by classroom to refresh them on what to do during the Earthquake Drill.
 - b. Nobody is allowed to park any vehicles within and in front of the school. Class Advisers should inform their advisory sections regarding the parking situation. All vehicles shall be parked on the South Square village Parking Lot which is also our evacuation site.
 - c. Since the drill will be conducted during the term exam period, **advisers shall be the ones to supervise it in their advisory classes.** Advisers shall be inside their respective advisory classrooms before 9:00 AM and facilitate the drill in their respective classes.
 - d. Advisers are of utmost responsibility for the class they're handling. Headcount should be done before, during, and after the Earthquake Drill to ensure the safety and protection of the students.
 - e. Before the conduct of the NSED, all students with asthma or other physical-related difficulties shall be sent to the clinic to be excused from the drill.
 - f. The Earthquake Drill shall begin at exactly **9:00 AM** with the sound of the alarm and shall continue for one (1) minute.
 - g. During that one minute all personnel and learners are enjoined to practice **"DUCK, COVER, and HOLD"**.
 - h. After the **1-minute drill**, students will be given 15 seconds to secure their belongings and grab something that can cover their heads. Hard hats will be provided for selected students.
 - i. After the 15-second rest, the students may now proceed to their proper exit points while covering their heads (Students are to be oriented by the DRRM Team on their respective exit points before the Earthquake Drill)
 - j. Attached herewith is an evacuation plan table that will serve as a guide for traffic management.
 - k. Teachers shall guide their students that they will exit the school premises in a brisk walk manner but in an orderly fashion, and make sure that all lights and appliances are turned off before exiting the classroom.
 - l. Pushing, nudging, rough playing, counterflowing, and students going beyond their group shall be avoided.
 - m. In the evacuation site, the adviser shall make a headcount and verify it with the DRRM Team member nearby.
 - n. As soon as all the numbers of the students are verified by the DRRM Team, everybody can now go back to their respective classrooms in an orderly fashion.
3. For strict compliance and widest dissemination. Thank you.



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CY 2024 - 1st Nationwide Simultaneous Earthquake Drill Evacuation Plan					
BUILDING	FLOOR	ROOMS	SECTIONS	STAIRS (From Participants Perspective)	Exit Point
TVL	1ST	ALL ROOMS	No Designated Section	NONE	Left Exit (Guard House)
	2ND	COMLAB 1-3	No Designated Section	LEFT STAIRS (TVL BLDG.)	Left Exit (Guard House)
		ROOM 4 - 5	Molave	RIGHT STAIRS (TVL BLDG.)	Left Exit (Guard House)
	3RD	ROOM 1 - 2	Sampaloc	LEFT STAIRS (TVL BLDG.)	Left Exit (Guard House)
		LABORATORIES	No Designated Section	RIGHT STAIRS (TVL BLDG.)	Left Exit (Guard House)
	4TH	ROOM 1-3	Camachile, Dapdap, Ulayan	LEFT STAIRS (TVL BLDG.)	Left Exit (Guard House)
		ROOM 4-5	Marang, Chico	RIGHT STAIRS (TVL BLDG.)	Left Exit (Guard House)
STEM	1ST	ALL ROOMS	Alagau, Lavan	NONE	Left Exit (Guard House)
	2ND	ALL ROOMS	Tibig	LEFT STAIRS (TVL BLDG.)	Left Exit (Guard House)
	3RD	ROOM 1	Anahaw	LEFT STAIRS (TVL BLDG.)	Left Exit (Guard House)
		ROOM 2	Yakal	RIGHT STAIRS (ACAD BLDG.)	Right Exit (Principal's Office)
	4TH	ROOM 1	Almaciga	LEFT STAIRS (TVL BLDG.)	Left Exit (Guard House)
		ROOM 2	Tuai	RIGHT STAIRS (ACAD BLDG.)	Right Exit (Principal's Office)
ACADEMIC	1ST	ALL ROOMS	No Designated Section	NONE	Right Exit (Principal's Office)
	2ND	FACULTY & ROOM 2	Mahogany	LEFT STAIRS (ACAD BLDG.)	Right Exit (Principal's Office)
		ROOM 3 - 5	Narra, Eucalyptus, Talisay	RIGHT STAIRS (ACAD BLDG.)	Right Exit (Principal's Office)
	3RD	ROOM 1-2	Toog, Katmon	LEFT STAIRS (ACAD BLDG.)	Right Exit (Principal's Office)
		ROOM 3-5	Gmelina, Kamagong, Singuelas	RIGHT STAIRS (ACAD BLDG.)	Right Exit (Principal's Office)
	4TH	ALL ROOMS	Lagundi, Jackfruit, Kamansi, Mangosteen, Tindalo	LEFT STAIRS (NEW BUILDING)	Stage Exit (New Building)
NEW	2ND-4TH	ALL ROOMS	No Designated Section	LEFT STAIRS (NEW BUILDING)	Stage Exit (New Building)

*As a GENERAL RULE, **everyone shall take the closest stairs to their room to make it to the SOUTH SQUARE PARKING LOT** as quickly as possible

*Evacuation plan should be read in the perspective of somebody inside the room


SALLY P. GENUINO
 Principal II