



Republic of the Philippines
Department of Education

REGION X
SCHOOLS DIVISION OF LANA DEL NORTE

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August 28, 2026

DIVISION MEMORANDUM

No. 453, s. 2026

**CONDUCT OF THE NATIONWIDE SIMULTANEOUS SCHOOL SAFETY
DRILL FOR ACTIVE ATTACK INCIDENTS**

To: Public Schools District Supervisors and Coordinating Principals
Public and Private Elementary and Secondary School Heads
All Teaching and Nonteaching Personnel
All Others Concerned

1. In line with the Department of Education's issuance on the **Conduct of the Nationwide Simultaneous School Safety Drill for Active Attack Incidents**, this Office enjoined all schools participate the said activity. This will be on **September 3, 2026 (Tuesday) at exactly 9:00 A.M.** An online orientation for School Heads will be done on September 2, 2026 at 8:00 A.M.

2. All schools shall prepare the following:

- Localized School Contingency Plan for Active Attack Incidents
- Identify Preparedness Requirements
- Coordination with Stakeholders and Invite one (1) Expert as an External Evaluator
- Activate the School Disaster Risk Reduction and Management (SDRRM) Team

3. In cases that a school **unable to conduct the drill on the prescribed date**, an adjusted schedule will do to ensure nationwide participation. Schools shall immediately notify the Division Office through the Division DRRM Coordinator indicating the reason for the postponement and the proposed schedule for the conduct of the drill. Since September 2-5, 2026 is allotted for remediation and enrichment activities, schools may consider the Safety Drill as part of their activities during this period.

4. Schools that have **already conducted the drill prior to the prescribed date** shall no longer be required to repeat the activity and may proceed with the

submission of the necessary documentary requirements through the designated online submission form.

5. **Online Reporting Form** can be accessed here: <https://forms.gle/JJTbPyAkHzNjz3rh7>, while other resource materials, including Playbook for School Heads, Teachers and Learners, IEC materials and other reference documents may be access through this link: <https://bit.ly/4oSmov8>.

6. Expenses incidental 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.

7. Schools are reminded that the conduct of the drill shall prioritize the safety and psychological well-being of learners, teaching and non-teaching personnel. Simulation activities shall be age-appropriate, trauma-informed and focused on preparedness, protective actions, coordinated response and post-incidents recovery without depicting actual violence or using any real or simulated weapons.

8. For inquiries, you may contact the Division DRRM Coordinator through the following contact details:

E-mail: deped.drrmlanaodelnorte@gmail.com

Mobile Number: 0946-075-8698

Messenger Account: dimple.gcabasis

9. Attached is the copy of the issuance from the Office of the Secretary for detailed information.

10. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

Reference: DO. 37, s. 2026; DO 32, s. 2019; DO. 14, s. 2026; & DepEd Child Protection Policy

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

DRILL NATIONWIDE SIMULTANEOUS SCHOOL SAFETY DRILL FOR ACTIVE ATTACK INCIDENTS



Republika ng Pilipinas
Department of Education

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;



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

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



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

	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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Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

	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.



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

- 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 the <i>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



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

	4. Consolidate school-level reports and submit the required documentation to the Regional Office.
Schools (through the School Heads)	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>



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

VII. GENERAL PROVISIONS

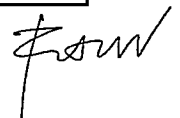
The primary objective of the School Contingency Plan and the School Safety Drill is to ensure the safety and well-being of learners, teaching and non-teaching personnel, and other concerned persons during an active threat. Other concerns, including learning continuity and regular school operations, shall 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

for



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

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



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

		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.



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

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)



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

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



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

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.



Republika ng Pilipinas
Department of Education

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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 LIPD 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.



18th Floor, TechZone Building, Sen. Gil Puyat Ave., Makati City 1209
 Telephone Nos.: (02) 8633-7208/ 8633-7228
 Email: osec@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	OSEC MEMO	Rev	01
Effectivity	08.05.26	Page	2 of 2





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Annex B. School Contingency Plan Template for Active Shooting Attacks/Incidents

School Name:	
School ID:	
District	
Division:	
Region:	
School Year	
Date of Last Revision:	

Policy Foundations & Core Objectives

This plan is established in accordance with the Comprehensive DRRM for Basic Education Framework (DO 37 s. 2015), Schools as Zones of Peace (DO 32 s. 2019), Learning Continuity in Emergencies (DO 14 s. 2026), and the DepEd Child Protection Policy.

Scope of the Plan: The directives and protocols outlined herein apply to all learners, teaching and non-teaching personnel, visitors, and stakeholders across all recognized DepEd learning environments, programs, and activities.

PRIMARY GOAL: TO SAVE LIVES. Under this framework, all other institutional objectives, including education continuity, administrative operations, and property preservation, are strictly secondary until all active life safety risks are entirely stabilized.

To achieve this goal, the contingency plan mandates an immediate operational shift from normal school functions to a tactical survival mindset. This comprehensive approach encompasses physical site hardening, the rapid activation of a specialized Incident Management Team (IMT), the execution of clear tactical response protocols (RUN, HIDE, FIGHT), and a structured transition to a phased recovery process governed by the 4H Learning Continuity Framework.

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Part 1: Pre-Incident – Preparation & Prevention

A. Incident Management Team (IMT) Activation Matrix

In the event of an active threat, the School Disaster Risk Reduction and Management (SDRRM) Committee is immediately reconstituted as the IMT. Fill in the primary and alternate personnel assignments below.

Role	Core Responsibility During Active Attack	Assigned Primary Personnel (Name & Contact #)	Assigned Alternate Personnel (Name & Contact #)
Incident Commander (School Head)	Leads coordination with DepEd SDO, PNP, and LGU; maintains command at a protected remote site.		
Security Lead (Security Guards/Team)	Secures access points (if safe); preserves entry routes for responders; guides arriving police.		
Floor/Wing Captains (Assigned Teachers)	Verifies classroom lockdowns; clears hallways of learners/visitors; monitors designated zones.		
Medical & PFA Lead (School Nurse/Staff)	Prepares immediate Psychological First Aid (PFA) and medical triage post-"All Clear"; coordinates with health units.		
Communications Liaison (Non-Teaching/Admin)	Manages emergency channels (911/PNP); logs incident timelines; files Incident Management Reports (IMRS).		

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B. Physical Site Hardening Checklist & Logistics

<Insert School Layout and Perimeter Map>

Place

Complete the following checklist and fill in the school-specific structural protocols.

- [] Access Control: All external school gates are equipped with functional locks.
 - Designated Single Entry Point for Visitors:

- [] Classroom Security: Classrooms are verified to have internal locks or approved barricading devices.
 - Current Gap/Rooms Needing Repair: _____
- [] Perimeter Integrity: Fencing defines all boundaries.
 - Schedule of Regular Perimeter Patrols/Inspections:
 - ☐ Weekly
 - ☐ Monthly
- [] Early Warning System: Establish a unique, recognizable alarm/duress code distinct from the fire/earthquake alarm to prevent accidental evacuation into danger.
 - Our School's Active Threat Signal / PA Phrase:

(e.g., "Lockout! Secure the perimeter,
Lockdown signal (Bell or PA signal " ...- - - ")

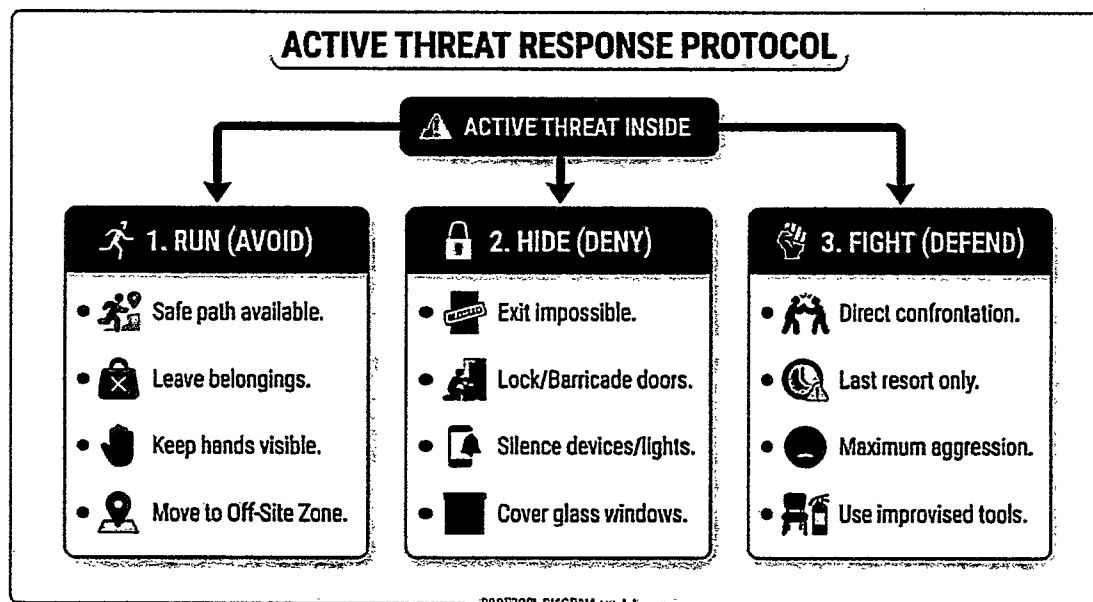
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B. Threat is INSIDE the Building (LOCKDOWN)

Activated if an intruder breaches the campus grounds. Staff and students must execute the **RUN, HIDE, FIGHT** situational framework based on proximity to the threat.



C. Emergency Communications Directory

Once life-safety actions are established and it is safe to do so, call emergency services. Fill in your localized emergency contact numbers below:

- National Emergency Hotline: 911
- Local PNP Station Direct Line: _____
- Local BFP (Fire) / DRRMO Line: _____
- Schools Division Office (SDO) Contact: _____

Information to relay to 911/PNP:

- Exact school address, building name, hallway, and classroom number.
- Number of attackers/shooters and their current direction of movement.
- Physical description (clothing, height, type of weapons used).
- Estimated number of victims and types of injuries.

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Part 3: Law Enforcement, Mass Casualty, & Evacuation Protocols

A. Reacting to arriving Philippine National Police (PNP) Forces

Personnel and learners must be trained to expect aggressive threat-neutralization tactics from responding officers. Memorize and post these rules:

1. Remain completely calm and quiet. Avoid sudden movements or screaming.
2. Keep hands visible and empty at all times, raised high above your head.
3. Do not distract, grab, or point at officers. Do not stop to ask for help or medical aid.
4. Obey immediately. Follow all forceful verbal commands without question.

B. Emergency Medical Services (EMS) & Triage Integration

- ☐ Casualty Collection Point (CCP): If a "Warm Zone" is secured by the PNP, the school nurse and local health units will establish the primary medical stabilization area at:

Primary CCP Location: _____

Alternate CCP Location: _____

Partner Trauma Hospital: _____

Contact #: _____

C. Off-Site Evacuation & Family Reunification Plan

Everyone must remain in their secured location until law enforcement escorts them to the designated reunification point. Do not publicize these locations to the general public to maintain tactical safety.

- Primary Off-Site Reunification Location: _____
- Alternate Off-Site Reunification Location: _____
- Reunification Team Assignments:
 - ID Verification Officer: _____
 - Student Release & Logistics Officer: _____
 - Student Supervision / Safety Officer: _____

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Accountability Rule: Learners will be systematically released only to parents or legal guardians whose identity is verified against the school's official authorized pick-up database.

Part 4: Post-Incident – Recovery and Learning Continuity

A. Psychological First Aid (PFA) Implementation

- Lead PFA Coordinator: _____
- Partner Agencies Contacted for Surge Counseling (DOH/DSWD/LGU): _____

B. DepEd 4H Learning Continuity Matrix (DO 14 s. 2026)

The School Head will activate the appropriate framework level based on the post-incident assessment:

4H Level	Current Status	School-Specific Operational Plan
HINTO (Stop)	Dangerous scene, active PNP investigation. School grounds closed.	Academic demands completely halted. Focus entirely on tracking accountability, securing basic survival needs, and initial mental health triage.
HINGA (Check-in)	Safety secured; high emotional stress environment. Recovery phase.	Prioritize well-being. Transition to optional/reduced asynchronous learning kits. [] Check-in via SMS/Online initiated.
HINAY (Ease-in)	Physical/psychological disruptions exist; recovery ongoing.	Flexible pacing. Slow return to learning via modified schedules, combination of



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		remote and limited hybrid in-person classes.
HAYO (Continue)	Stakeholders stabilized, safety certified, ready to return.	Full resume. Standard in-person delivery of full curriculum with ongoing long-term psychological monitoring.

C. After-Action Review (AAR) Commitment

Within two (2) weeks of any active threat incident or major simulation, the SDRRM Committee must conduct an operational debrief to evaluate the tactical response, address physical security vulnerabilities, and update this document.

Plan Sign-off & Approvals

Prepared by: _____

SDRRM Coordinator / Security Lead (Signature over Printed Name / Date)

Approved by: _____

School Head / Incident Commander (Signature over Printed Name / Date)

Concurred by: _____

Schools Division Superintendent / SDO Representative (Signature over Printed Name / Date)

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Annex C. School Contingency Plan for Active Shooting Attacks/Incidents

Incidents involving active shooters are characterized by individuals actively engaged in killing or attempting to kill people in confined and populated areas.. Within the Department of Education (DepEd) framework, these are classified as major school violence or armed threats, necessitating the implementation of specialized defensive protocols.

The Disaster Risk Reduction and Management Service (DRRMS) emphasizes that the safety of learners and personnel is the paramount objective during these crises. Response efforts must utilize a Whole-of-DepEd and Whole-of-Community Approach, seamlessly merging preventive measures with immediate tactical response. Consequently, The DRRMS strongly advocates for the institutionalization of this contingency plan across all learning centers, including the regular conduct of mandatory simulations and drills.

Policy Foundations and Core Objectives

Policy Basis	DRRM Service Framework (DO 37 s. 2015), Schools as Zones of Peace (DO 32 s. 2019), Learning Continuity in Emergencies (DO 14 s. 2026), and the DepEd Child Protection Policy.
Primary Goal	TO SAVE LIVES. All other actions, including preserving property or continuing education, are secondary until life safety risks are stabilized.
Scope	Applies to all learners, personnel, visitors, and stakeholders across all DepEd-recognized learning environments and activities.

Part 1: Pre-Incident – Preparation & Prevention

Prevention is the most critical phase. Schools must prioritize creating a secure environment through physical hardening, establishing a culture of vigilance, and ensuring all stakeholders are thoroughly oriented on their roles.

A. Incident Management Team (IMT) Roles

In the event of an active threat, the School Disaster Risk Reduction and Management (SDRRM) Committee is immediately reconstituted as the **Incident Management Team**

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(IMT). While school leadership maintains control over internal response operations, established active attack protocols dictate that law enforcement holds exclusive authority over tactical threat neutralization.

Role	Responsibility during Active Shooter
School Head (Incident Commander)	Functions as the lead coordinator with higher DepEd offices and PNP/LGU; maintains a presence at a protected remote site or the Command Post to oversee all critical tactical choices.
Security Guard(s)/Team	Ensure access points are secured if safety permits, preserve entry routes for emergency responders, and provide guidance to arriving police units.
Assigned Teachers (Floor/Wing Captains)	Verifies the successful lockdown of adjacent classrooms and offices; ensures hallways are clear of learners and visitors; monitors designated zones for potential security breaches.
School Nurse / PFA Team	Prepared to provide immediate Psychological First Aid (PFA) and medical triage once an "All Clear" is officially declared; coordinates with local health units for surge capacity.
Non Teaching Personnel/ Admin Staff	Manages all emergency communication channels (dialing 911/PNP, creates the incident management reports via the IMRS; maintains documentation logs of incident timelines.

B. Physical Site Hardening & Procedures

- **Access Control:** All external school gates must be lockable. Visitors must report to a single, designated entrance for screening and must be escorted by authorized personnel at all times. Classrooms must be equipped with internal locks or approved barricading devices that allow occupants to secure the room from within.
- **Fencing:** Adequate perimeter fencing must define school boundaries and deter intruders. This physical barrier must be regularly inspected for vulnerabilities or breaches.
- **Security Guards/ School Marshals:** Personnel must be trained specifically on armed intruder protocols focusing on immediate perimeter securing, initiating alarms, and acting as the first point of contact for responding law enforcement units.
- **Early Warning System:** Establish a simple, recognizable duress code or unique alarm system, such as a special bell pattern or specific PA announcement. *Avoid codes that*

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can be confused with fire alarms to prevent staff and students from inadvertently evacuating into danger zones.

C. Training and Drills

- **Mandatory Drills:** Lockout, lockdown, and evacuation drills must be conducted at least twice per school year for all learners and staff to build muscle memory.
- **Behavioral Awareness:** Train teachers and staff to recognize behavioral signs of potential violence and pre-attack indicators, while fostering an environment that encourages students to report concerning behaviors or threats.

Part 2: During Incident – PROTECTIVE ACTIONS

To guarantee the safety of everyone present, this survival mentality necessitates an immediate shift from routine operations to tactical response (protective actions).

1. Threat is OUTSIDE the building (LOCKOUT/SECURE)

A lockout is activated when violence occurs in the neighborhood or outside school walls.

Signal: *"Lockout! Secure the perimeter."*

Action: Upon activation, security personnel are required to immediately secure all perimeter gates, halting all movement in or out of the campus. Standard classroom activities may proceed as security teams conduct perimeter patrols. Students should remain alert and prepared for potential evacuation as the situation develops.

2. Threat is INSIDE the building (LOCKDOWN) (Teacher-Led Decision Making)

Should an intruder penetrate the school grounds, a lockdown is initiated. Once a threat is verified, staff and students must promptly adopt the **RUN, HIDE, FIGHT** protocol for situational decision-making, tailored to their specific surroundings:

3. Internal Threat Response: LOCKDOWN (Teacher-Led Protocols)

If an intruder breaches the campus, a lockdown must be triggered. Upon threat verification, all personnel and learners are required to employ the **RUN, HIDE, FIGHT** situational response framework, adapted to their immediate environment:

1. **1. RUN (AVOID):** Evacuate immediately if a clear and safe path is available.
Note: Teachers should identify the threat location by auditory cues like

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gunfire. Prioritize speed over belongings, keep hands visible, and proceed to the designated off-site reunification zone.

2. **2. HIDE (DENY): LOCKDOWN, SILENCE, AND CONCEAL.** If evacuation is impossible, secure the room by locking and barricading doors, extinguishing lights, and silencing devices. Note: In Philippine settings, curtains or blinds are necessary to cover glass windows. Stay low, maintain distance from others, and ignore all door requests until police breach the area.
3. **3. FIGHT (Last Resort):** Commit to this *only* under direct confrontation when life is at risk. Utilize maximum aggression and improvised tools (e.g., fire extinguishers, chairs) to disable the attacker. Note: This is reserved for capable adults or older learners; for younger students, focus on teacher-directed protection.

Communicating with Emergency Services

Once life-safety actions (Run or Hide) are established and it is safe to do so, call 911 or the local PNP station duress line. Remain on the line and clearly provide:

1. **Specific Location:** exact school address, building name, hallway, and classroom or room number.
2. **Number of Attackers/Shooters:** State the number of individuals involved (if known).
3. **Physical Description:** Clothing, height, and the types of weapons (e.g., handguns, rifles) being used.
4. **Number of Victims:** Estimated number of victims and types of injuries observed.

Concurrent with local emergency calls, the School Head must notify the Schools Division Office (SDO) an online report via the Incident Management Report System (IMRS).

Part 3: Law Enforcement Response

Philippine National Police (PNP) forces arriving at the scene have one priority: **STOP THE SHOOTER**. They will not stop to help injured persons or provide medical aid until the threat is completely eliminated and the scene is secured.

How Personnel and Learners Must React to the PNP:

To prevent misidentification during a high-stress tactical intervention, everyone must strictly adhere to the following behavioral protocols:

- Remain calm and quiet. Avoid any sudden, aggressive, or unexpected movements.
- Keep hands visible. Hands must be empty, open, and raised high above your head at all times.
- Do not distract officers. Do not shout, point, scream, or grab at officers.

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- Obey immediately. Follow all verbal commands without question. Expect officers to be loud, forceful, and direct as they clear the area.

EMS Response and Mass Casualty Plan

Effective emergency medical response during an active shooter event is secondary only to the immediate neutralization of the threat. This phase focuses on life-saving interventions and organized triage following the arrival of professional medical services.

A. Integration with Law Enforcement

Medical responders will not enter "Hot Zones" where a threat is active. School personnel must be aware that EMS personnel will typically operate in "Warm Zones"—areas secured by the Philippine National Police (PNP) but where a potential threat may still exist—to provide rapid life-saving care such as hemorrhage control.

B. Medical Triage and Stabilization

Once an "All Clear" is declared or a "Warm Zone" is established, the School Nurse and PFA Team will coordinate with local health units to perform the following:

- **Immediate Life-Saving Care:** Utilization of trauma kits to address severe bleeding and airway obstructions.
- **Casualty Collection Point (CCP):** Establishment of a designated area where the injured are gathered for stabilization before transport to hospitals.
- **Surge Capacity Coordination:** Communication with nearby medical facilities to ensure they are prepared for a sudden influx of multiple trauma victims.

Assembly and Evacuation: Everyone must remain in their secured location until law enforcement arrives to escort them to the designated Off-Site Reunification Point. These locations must be predetermined and communicated only to authorized personnel and parents to maintain security, as they are not necessarily the same as Assembly Areas used in earthquake drills.

Reunification and Accountability: The Incident Management Team (IMT) will utilize the latest class rosters and assembly point logs to account for every learner and staff member. Learners will be systematically released *only* to parents or guardians whose photo IDs are verified against the school's official authorized pick-up lists and database.

Family Reunification and Parent Communication Controls

- **Designated Reunification Areas:** Schools must establish primary and alternate off-site locations to ensure a safe distance from the active scene. The site will include a waiting area for parents and a secure supervision area for students.

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- **Reunification Team Staffing:** Staff will be assigned specific roles, including ID Verification, Student Release, and Student Supervision to maintain order and ensure comfort and safety.
- **Communication Channels:** The Communications Liaison will disseminate instructions via pre-determined channels such as SMS alerts, social media, and local radio. Template messages will be prepared to provide clear situation updates and instructions on where to report.
- **Parental Notification:** Parents must be informed pre-event about the reunification process and the vital importance of maintaining updated contact information.

Part 4: Post-Incident – Recovery and Learning Continuity

The transition to recovery begins only after the PNP has officially declared an "ALL CLEAR." A. Immediate Post-Incident Management

- **Psychological First Aid (PFA):** The SDRRM PFA Team and School Nurse will initiate immediate supportive care to stabilize survivors at the reunification site while awaiting long-term professional services.

B. DepEd Learning Continuity Response (DO 14 s. 2026)

Following the incident, the School Head will activate the appropriate level under the 4H Learning Continuity Framework to manage education delivery:

4H Level	Status	Learning Continuity Response
HINTO (Stop)	Dangerous scene, investigation ongoing.	Immediate Halt: Academic demands stop. Priority is safety, basic needs, and mental health support. School grounds are closed.
HINGA (Check-in)	Safety secured, high stress, recovery phase.	Prioritize Well-being: Academics are reduced or optional. Focus on counseling, check-ins, and light learning kits. Asynchronous/home-based learning.
HINAY (Ease-in)	Disruptions exist, recovery ongoing.	Flexible Pace: Slow return to learning. Reduced subjects, modified schedules, combination of remote and limited in-person. Mindfulness is key.
HAYO (Continue)	Stakeholders are safe and ready.	Full Resume: Standard in-person learning returns. Full curriculum delivery.

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C. Counseling, Remediation, and Review

- **Mental Health Support:** In coordination with the DOH, DSWD, and LGU, DepEd will provide mandatory professional long-term psychosocial support and monitoring for affected learners, staff, and families
- **Facility Remediation:** The school administration will prioritize physical site remediation, including physical site cleanup, clearing of debris, and structural repairs to restore a sense of safety and normalcy before reopening.
- **Plan After-Action Review:** Within two weeks of the incident, the SDRRM committee must conduct a comprehensive debrief to analyze the tactical response, identify operational gaps, and update this Contingency Plan to address specific vulnerabilities discovered during the event.

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