



Republic of the Philippines

Department of Education

REGION III- CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

22 August 2026

SCHOOLS DIVISION MEMORANDUM

No. 276, s. 2026

SCHOOLS DIVISION PARTICIPATION IN THE CONDUCT OF THE NATIONWIDE SIMULTANEOUS SAFETY DRILL

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary Schoolheads
Private School Administrators
All Others Concerned

1. Pursuant to the OSEC Memorandum titled *Conduct of the Nationwide Simultaneous Safety Drill for Active Attack Incidents*, this Office directs all public and private schools to participate in the Nationwide Simultaneous School Safety Drill for Active Attack Incidents on August 25, 2026 at 9:00 a.m.
2. Schools shall coordinate with relevant partners such as the Parents-Teachers Association (PTA), Local Government Unit (LGU), Philippine National Police (PNP), Bureau of Fire Protection (BFP), City Disaster Risk Reduction and Management Office (CDRRMO), and other stakeholders to ensure the orderly conduct of the drill. Schools shall likewise invite at least one (1) representative from the stakeholders to serve as an external evaluator and provide observations and recommendations to improve the school's contingency plan and future school safety drills. All schools shall document the conduct of the drill and post updates on their official Facebook pages using the Hashtag #SchoolSafetyDrill.
3. Schools are reminded that the conduct of the drill shall prioritize the safety and psychological well-being of learners, as well as teaching and non-teaching personnel. Simulation activities shall be age-appropriate, trauma-informed, and focused on preparedness, protective actions, coordinated response, and post-incident recovery. Schools are also instructed to post Information, Education, and Communication (IEC) materials indicating that a safety drill is being conducted to inform and raise awareness among members of the school community.
4. In relation to this, Coordination Meeting with all the Schoolheads and Private School Administrators, together with representatives from the PNP, shall be held on August 24, 2026, at 9:00 a.m. at the SDO Teacher's Hall. A simulation drill facilitated by the PNP, BFP, and CDRRMO shall be conducted at Science City of Munoz Senior High School on



Address: Brgy. Rizal, Science City of Muñoz, 3119

Email Address: munozonecity@deped.gov.ph



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REGION III- CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

August 25, 2026, at 3:00 p.m. All School Heads, DRRM Coordinators, and Federated PTA officers are encouraged to attend for observation and learning purposes.

5. Following the conduct of the drill, all schools shall accomplish the Nationwide Simultaneous School Safety Drill for Active Attack Incidents Online Reporting Form through <https://forms.gle/JJTbPyAkHzNjzrh7>.
6. Enclosed are the OSEC Memorandum and the QR Code which contain the templates, IEC, sample scenario for the conduct of drill, post-drill evaluation, and other relevant materials.
7. Immediate and wide dissemination of this Memorandum is desired.


JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl: As stated
Reference: OSEC Memorandum on the Conduct of the
Nationwide Simultaneous Safety Drill for Active Attack
Incidents
To be indicated in the Perpetual Index
Under the following subjects:

NATIONWIDE SIMULTANEOUS SAFETY DRILL

*REA Schools Division Participation on the Conduct of the
Nationwide Simultaneous Safety Drill for Active Attack
Incidents
016/August 22, 2026*



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Republic of the Philippines

Department of Education

REGION III- CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 1 to Schools Division Memorandum No. _____, s. 2026

QR Code for the Reference Materials on the conduct of Safety Drill



<https://bit.ly/4oSmov8>



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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

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

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

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

DATE : AUGUST 12, 2026



This Office directs the conduct of the **Nationwide Simultaneous School Safety Drill for Active Attack Incidents on August 25, 2026 (Tuesday) at exactly 9:00 A.M.** The Disaster Risk Reduction and Management Service (DRRMS), in coordination with the regional and division offices, shall instruct all public and private elementary and secondary schools to conduct a drill based on their localized School Contingency Plan for Active Attack Incidents.

This is in view of the Department of Education's commitment to ensuring safe, secure, and resilient learning environments, and in response to the increasing occurrence of active shooting and other active attack incidents affecting schools and communities worldwide, the Department continuously strengthens school preparedness through preventive planning, capacity building, and emergency response measures.

To ensure the effective conduct of the activity, all schools shall undertake the following preparatory and implementation activities:

1. **Develop and Localize the School Contingency Plan.** Schools shall develop, review, or update their School Contingency Plan for Active Attack Incidents using the attached policy, templates, and reference materials. A copy of the approved contingency plan shall be shared with the Local Government Unit (LGU), Philippine National Police (PNP), and Parent-Teacher Association (PTA) to strengthen coordination and preparedness. The contingency plan shall be approved by the School Head and acknowledged by the Schools Division Superintendent.

2. **Identify Preparedness Requirements.** Schools shall identify and address the necessary preparedness measures and logistical requirements for the conduct of the drill, including but not limited to:
 - Installation of double-locking mechanisms or other appropriate classroom security measures;
 - Posting of Information, Education, and Communication (IEC) materials;
 - Identification of family reunification areas;
 - Designation of safe rooms, evacuation routes, and emergency communication procedures; and
 - Other preparedness measures appropriate to the school's risk assessment.
3. **Coordinate with Stakeholders and Invite one (1) Expert as an External Evaluator.** Schools shall coordinate with the PTA, LGU, PNP, Bureau of Fire Protection (BFP), Local Disaster Risk Reduction and Management Office (LDRRMO), and other relevant partners to ensure the orderly conduct of the drill. Schools shall likewise invite at least one (1) representative from the stakeholders or other appropriate emergency response agencies to serve as an external evaluator and provide observations and recommendations to improve the school's contingency plan and future school safety drills.
4. **Activate the School Disaster Risk Reduction and Management (SDRRM) Team.** Schools shall activate their SDRRM Team and ensure that members perform their respective roles in accordance with the localized contingency plan.

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-incident recovery.

Roles and Responsibilities

To facilitate the orderly and coordinated implementation of the activity, the following roles and responsibilities shall be observed by the concerned offices and personnel:

Office/Personnel	Roles and Responsibilities
Disaster Risk Reduction and Management Services (<i>DepEd Central Office</i>)	• The role of the DRRMS is to provide the standard School Contingency Plan template and other relevant reference materials and resources to support schools in the development and

Office/Personnel	Roles and Responsibilities
	implementation of their contingency plans.
Regional Offices <i>(through the Regional DRRM Coordinators)</i>	Monitor and provide technical assistance to Schools Division Offices to ensure compliance with this Memorandum.
Schools Division Offices <i>(through the Division DRRM Coordinators)</i>	- Monitor and provide technical assistance to schools to ensure compliance with this Memorandum. - Validate school submissions, as necessary.
School Heads <i>(through the School DRRM Coordinators)</i>	- Localize and implement the School Contingency Plan. - Activate the School DRRM (SDRRM) Team. - Coordinate with stakeholders. - Facilitate the conduct of the drill. - Conduct an evaluation facilitated by the invited external evaluator. - Accomplish and submit all required reports through the official online submission link.

Conduct of the Drill

- The Nationwide Simultaneous School Safety Drill for Active Attack Incidents shall be conducted on **August 25, 2026 (Tuesday) at 9:00 A.M.** A **ceremonial venue for the conduct of the safety drill shall be identified in each region**, wherein the Regional DRRM Coordinator shall select one school to serve as the venue for the simultaneous drill.
- While the ceremonial venues shall serve as the designated sites for the simultaneous conduct of the drill, **all schools are strongly encouraged to conduct their respective Active Attack Incident Drill**, whether on the prescribed date or on an adjusted schedule, to ensure nationwide participation. *(See Annex D for the list of designated ceremonial venues per region).*
- Schools that are **unable to conduct the drill on the prescribed date** shall immediately notify their respective Division DRRM Coordinator, indicating the

reason for the postponement and their proposed schedule for the conduct of the drill.

- 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.

Reporting Requirements

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

- a. Accomplished Nationwide Simultaneous School Safety Drill for Active Attack Incidents Evaluation Form;
- b. Means of Verification (MOVs), including photo and video documentation of the conduct of the drill; and
- c. Updated School Contingency Plan for Active Attack Incidents.

Online Reporting Form: <https://forms.gle/JJTbPyAkHzNjz3rh7>

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.

Attached to this Memorandum are the following reference materials:

- a. *Annex A – Policy on Active Shooting Attacks/Incidents*
- b. *Annex B – School Contingency Plan Template for Active Shooting Attacks/Incidents*
- c. *Annex C – List of Ceremonial Venues for Safety Drill per Region*



<https://bit.ly/4oSmov8>

Additional resource materials, including the Playbook for School Heads, Teachers, and Learners, IEC materials, and other reference documents may be accessed through the QR Code.

For inquiries, please contact the Disaster Risk Reduction and Management Service (DRRMS) through drrms.capbuild@deped.gov.ph or through Viber via 09684990866.

For immediate dissemination and compliance.



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Department of Education
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.



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Department of Education

DISASTER RISK REDUCTION AND MANAGEMENT SERVICE

Annex A

**SCHOOL CONTINGENCY PLAN FOR INCIDENTS FOR ACTIVE
(SHOOTERS) ATTACK**

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 (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 Attacks
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	Manages all emergency communication channels (dialing 911/PNP, create 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 always escorted by authorized personnel. 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 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).

A. 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.

B. 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:

C. 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:

- a. RUN (AVOID): Evacuate immediately if a clear and safe path is available. Note: Teachers should identify the threat location by auditory cues like gunfire. Prioritize speed over belongings, keep hands visible, and proceed to the designated off-site reunification zone.
- b. 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.
- c. 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.

D. 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:

- a. Specific Location: exact school address, building name, hallway, and classroom or room number.

- b. Number of Attackers/Shooters: State the number of individuals involved (if known).
- c. Physical Description: Clothing, height, and the types of weapons (e.g., handguns, rifles) being used.
- d. Number of Victims: Estimated number of victims and types of injuries observed.

Concurrently 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 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 always.
- Do not distract officers. Do not shout, point, scream, or grab at officers.
- 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.
- **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.

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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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.

DISASTER RISK REDUCTION AND MANAGEMENT SERVICE



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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).		

DISASTER RISK REDUCTION AND MANAGEMENT SERVICE



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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 " ... - - - ...")

DISASTER RISK REDUCTION AND MANAGEMENT SERVICE



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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.

DISASTER RISK REDUCTION AND MANAGEMENT SERVICE



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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. List of Ceremonial Venues for Safety Drill Per Region

REGION	SDO	SCHOOL NAME
I	Laoag City	Ilocos Norte National High School
II	Quirino	Maddela Comprehensive High School
III	Bulacan	Carlos F. Gonzales High School
IV-A	Carmona City	Angelo L. Loyola High School
IV-B	TBD	
V	Albay	San Fernando High School
VI	Roxas City	Inzo Arnaldo Village Integrated School
VII	TBD	
VIII	Tacloban City	Leyte National High School
IX	TBD	
X	TBD	
XI	Davao City Panabo City	Davao City National High School
XII	South Cotabato City Kidapawan City	Lapuz National High School Kidapawan City National High School
NCR	Mandaluyong City	Felimon Javier Elementary School
CAR	Baguio City	Fort del Pilar National High School
CARAGA	Surigao del Norte	Balite National High School
NIR	Bago City	Bago City Elementary School
BARMM	TBD	