



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

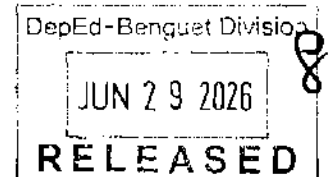
29 June 2026

DIVISION MEMORANDUM

No. 242, s. 2026

**GUIDANCE TO SCHOOLS ON EMERGENCY PREPAREDNESS
AND CRISIS RESPONSE**

TO: Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Public Schools District Supervisors / District In-Charge
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned



1. Pursuant to DepEd Order No. 006, s. 2026 or the Guidelines on Ensuring a Safe and Motivating Learning Environment, this Schools Division Office establishes the following procedures, preventive measures, and response protocols across all schools in this Division to ensure the safety, security, and emotional well-being of learners, personnel, and stakeholders in the event of a threatening school incident.

2. For daily prevention and preparation, the following proactive approaches are directed:

- a. Every school must establish a school security team comprising the school head, guidance counselor/guidance associate, and the barangay captain or barangay tanod.
- b. Partner with the local PNP and Barangay Officials for security visibility in or around the school premises.
- c. Establish a direct, text-based reporting line (via SMS or localized chat groups) where learners or parents or guardians can quietly report unusual behavior or outsiders loitering near school grounds
- d. Gate control: Enforce a strict single-point-of-entry policy during school hours. Keep the main school gate locked during class hours. All visitors must log in with a valid ID at the guardhouse or front office before entering.
- e. Secure or procure CCTV units and position them in high-risk, public areas in the school.

3. In the event of a weapon-related threat, school authorities must immediately take action. They are authorized to make independent, real-time decisions based on the following safety and security measures.

- a. Run (Evacuate)
 - If the threat is far away and there is a safe path, exit the building immediately



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet





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- Utilize designated safe paths toward open, stable areas like the barangay park or a nearby community gym, rather than just running onto main roads.
- b. Hide (Lockdown)
 - If gunshots are heard nearby or running is unsafe, immediately lock the classroom door.
 - Barricade the door with heavy teacher desks or bookshelves
 - Turn off lights, silence all cell phones, and have learners sit quietly on the floor away from windows and doors.
- c. Take action (Defend)
 - As an absolute last resort to save lives, use whatever is available in the classroom to distract or defend against the threat.
- 4. For communication and emergency signals
 - a. Avoid confusion by using plain language.
 - b. Use the school bell or a megaphone with a distinct, continuous ring to signal an active threat
 - c. Over the megaphone, announce clearly: "Active threat on campus. Go into lockdown." Do not use confusing codes.
 - d. The front office must maintain a laminated speed-dial list for the MDRRMO, local PNP station, and the nearest Bureau of Fire Protection unit.
- 5. Post-incident and Family reunification
 - a. If forced to evacuate, all classes will gather at a pre-arranged secure location
 - b. Teachers must immediately check attendance.
 - c. Teachers must also check if there are learners needing immediate medical attention and act appropriately.
 - d. Learners will only be released directly to parents, guardians, or authorized family members after their identity is verified by the teacher
 - e. Conduct post -incident psychological first aid or trauma-focused interventions.
- 6. Practice and review
 - a. Update the school safety plan and threat assessment protocol.
 - b. Test visitor screening, access control, radios and panic alerts, if available.
 - c. Conduct simple, calm lockdown and evacuation drills at least quarterly.
 - d. Ensure drills are explained to learners and parents or guardians.
 - e. Brief all staff, including substitutes and support personnel.


CARMEL F. MERIS
OIC-Schools Division Superintendent