MEMORANDUM TO:

OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools

REITERATION OF THE MARIKINA CITY FLOOD AND HEALTH PROTOCOL IN IDENTIFIED SCHOOLS USED AS EVACUATION AREAS DURING THE PANDEMIC

1. To ensure effective and efficient camp management during the pandemic, the Local Government Unit of Marikina City in coordination with the Schools Division Office - Marikina City are reiterating the following:

   a. At 13 meters of the Marikina River Water Level, the Initial Reaction Group (IRG) of the School DRRM Team used as evacuation centers will report, open the entrance gate and assigned classrooms.

      a.1. Evacuation camp kit will be posted in the designated areas.

   b. At 15 meters of the Marikina River Water Level (1st Alarm- (1-minute continuous airing) residents of low-lying areas must be alert and prepare to evacuate, the LGU’s Camp Management counterparts will report to their respective evacuation camp assignment/schools.

      b.1. The personnel of the evacuation camp are instructed to wear type B or appropriate clothing with distinction wearing nametags or identification (ID’s) as the evacuation camp personnel.

      b.2. Evacuation Camp is now activated and ready to accept guests.

      b.3. Reservation of rooms for evacuees is NOT allowed, unless they will bring their personal properties and settle in the assigned room.

      b.4. The Initial Reaction Group (IRG) of the School DRRM Team of school used as evacuation centers must provide their own food until the Evacuation Camp Kitchen prepares the meal.

      b.5. The School Heads are instructed to furnish a duplicate key of the entrance gate, and of the room where intact keys of the assigned rooms are placed and surrender it to Division DRRM Coordinator.
b.6. Specific list of school personnel must be posted in the most visible area for reference purposes.

b.7. MCDRRMO Command Center must be updated using two-way radios and other communication means.

b.8. DepEd personnel responders must maximize the use of Group Chat for information dissemination and for updates on Marikina river water level and PAG ASA weather system.

b.9. School Heads will provide food expenses for DepEd personnel responders which shall be charged against their respective LOCAL OR CANTEEN FUNDS, subject to existing accounting and auditing rules and regulations.

c. Concerning health protocols:

c.1. School personnel and responders must wear personal protective equipment during evacuation operation.

c.2. Mandatory temperature checks of every displaced individual upon entering the main entrance and spraying alcohol for hand sanitation and disinfection must be done.

c.3. School Camp Managers must assign an Isolation room for displaced individuals with above normal temperature, colds, fever and flu symptoms.

c.4. Suspected COVID 19 carrier must be separated from the general evacuee population to suppress the spread of virus.

c.5. Designated Health Officer from City Health Office must ensure that health measures were observed in the facility.

c.6. Availability of hand washing area, sanitation and hygiene etiquette and solid waste management must be observed (for disposable of hazard materials like disposable facemask, gloves etc.)

c.7. Prioritize the vulnerable citizens like PWD, SENIOR CITIZEN, PREGNANT/LACTATING MOTHERS, they must be assigned in the ground floor rooms.

c.8. Persons with disabilities, children, and pregnant women are advised to stay at the room to limit the exposure and contact to other people.

c.9. To observe social distancing, two (2) families only or 8 individuals only can stay in the room.
c.10. Excess numbers of Displaced Individuals must be coordinated to MCDRRMO Command Center, and Barangay DRRM will initiate the transfer to the nearest spill over school.

c.11. School utility personnel must be assigned to secure the Comfort Rooms, to maintain cleanliness and monitor vandalism.

c.12. Mandatory disinfection of the school facility after the event is a must.

c.13. Partners schools will report and assume with proper turn-over after 24 hours.

2. The evacuation camp will be demobilized upon the announcement of the Marikina City Disaster Risk Reduction Office (MCDRRMO).

3. Immediate and wide dissemination of this Memorandum is desired.

SHERYLL T. GAYOLA
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Officer-in-Charge
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