

REPUBLIKA NG PILIPINAS  
Republic of the Philippines  
KAGAWARAN NG EDUKASYON AT KULTURA  
Department of Education and Culture  
Manila

TANGGAPAN NG KALIHIM  
Office of the Secretary

July 8, 1975

DEPARTMENT MEMORANDUM  
No. 90 , s. 1975

SAFETY ACTIVITIES IN SCHOOLS

To: Bureau Directors &  
Heads of Offices,  
All Regional Directors,  
Coordinator, State Col-  
leges & Universities:

1. Enclosed herewith are letters of the President, Safety Organization of the Philippines, Inc. (SOPI) and the Chairman of the SOPI School Safety Council dated June 25 and July 2, 1975, respectively, which are both self-explanatory.
2. In view of SOPI's laudable aim to instill safety consciousness among our pupils and students as well as our teachers and other school personnel, it is requested that full support be given to this year's extensive nationwide safety and accident prevention campaign as well as its fund drive which has been extended to November 30, 1975, by virtue of Presidential Proclamation No. 1328.
3. It will be recalled that this Office issued to the field a Memorandum dated April 16, 1971, urging the creation of school safety councils in each school, college, and university. It is requested in this connection, that the involvement of all segments of the educational institution be represented in these councils composed of representatives of the school administration, faculty, PTA, student government or council, if any, security, boy and girl scouts, school physician, CAT/ROTC, building superintendent/supervisor, and other civic or barangay organizations. Quarter-

ly reports of school safety councils should be submitted direct to the Chairman, School Safety Council, SOFI, c/o Office of the Director-General for ROTC/CAT and Youth Affairs, Camp General Aguinaldo, Quezon City, using the enclosed sample form, copy furnished Mrs. Josefina S. Albaracin, Co-Chairman, SOFI School Safety Council, c/o Department of Education and Culture, Arrocerez, Manila.

4. It is also requested that fire drills be conducted periodically and an anti-fire plan in each school, college, and university be prepared and distributed to all concerned. Sample of an anti-fire plan is herewith enclosed as well as some "Safety Tips."

5. It is desired that the contents of this Department Memorandum be brought to the attention of the entire school population of your region as well as school heads, teachers, employees, and other personnel under your jurisdiction for their information and guidance and that appropriate steps be taken immediately for their effective implementation.

(Sgd.) JUAN L. MANUEL  
Secretary

Incls.:  
As stated

True Copy

SAFETY ORGANIZATION OF THE PHILIPPINES, Inc.  
Rm. 504 Guiso Ver Bldg., Jhocson-España, Manila

June 25, 1975

Mrs. Josefina S. Albarracin  
c/o Department of Education & Culture  
Arroceros, Manila

Dear Mrs. Albarracin:

The Safety Organization of the Philippines, Inc., is a civic, non-profit, non-sectarian and non-political organization, devoted to the prevention of accidents and making safety a way of life. One of its major units is the School Safety Division.

This Division will conduct this year an extensive nationwide safety program in all schools of all levels. Knowing your leadership, expertise and deep involvement and concern in the safety movement, we have decided to request you to lead this important campaign. On behalf of the Board of SOPI, we are pleased to designate you Co-Chairman of the School Safety Division. It may please you to know that Brig. Gen. Bienvenido R. Castro is the Chairman of this Division.

We hope the above appointment merits your acceptance and we look forward to working with you for a very good cause - - SAFETY.

Thank you so much and best regards.

Yours in safety,

(Sgd.) JOSE D. REGALA, MNSA  
President

A TRUE COPY/mbr

cc: Brig. Gen. Bienvenido R. Castro

ORGANIZATION OF SCHOOL SAFETY COUNCIL  
C/O OFFICE OF THE DIRECTOR GENERAL FOR ROTC/CAM  
AND YOUTH AFFAIRS  
Camp General Emilio Aguinaldo  
Quezon City

July 2, 1975

The Secretary  
Dept. of Education & Culture  
Arroceros, Manila

Dear Mr. Secretary:

With reference to the conference of The Safety Organization of the Philippine last June 26, 1975. The following points were taken up concerning the school safety program for school year 1975-76:

- a. Organization of the school safety council in schools.
- b. A quarterly report of school safety activities for private and public schools to Safety Organization of the Philippines, Inc.
- c. A periodic rehearsal of safety drills in schools.

Attached are formats, safety tips for schools and sample fire plan for guidance and reference of school officials concern.

In this connection request wide dissemination of the safety program in Primary, Secondary and Collegiate levels.

Very truly yours,

(Sgd). BIENVENIDO R. CASTRO  
Brigadier General, AFP  
Chairman

A TRUE COPY/mbr

(Sample Format of)  
(School Safety Council Quarterly Report)

Name of School

(Date)

Subject: Quarterly Report  
(School Safety Council)

To: The President  
Safety Organization of the Phil., Inc.  
(Attn: School Safety Council)

1. Submitted herewith is the quarterly report of

FROM

to \_\_\_\_\_ 1975.

2. Narrative:

(State the activity for the month relevant  
to School Safety, like seminars, rehearsal  
on fire drills and other Safety Program)

3. Observations:

4. State your Observation:

5. Accidents (If any)  
(Detailed Report)

6. Action taken:

7. Evaluation:

8. Recommendation:

\_\_\_\_\_  
Principal or School Head

(Sample of Anti-Fire Plan)

Name of School

(Date)

SUBJECT: Anti-Fire Plan of the School Campus

To: All Concerned

1. Published herewith are the Guidelines for Anti-Fire Plan of this school for the reference of all concerned.

2. Situation.

a. Fire may occur from unknown origin or resulting from a misplaced lighted cigarette, faulty electrical wiring, accidental burning of waste/papers/garbage and or faulty electrical connection in the school premises which may cause damage to lives and property.

b. Assumption.

(1) That the fire will occur during school hours wherein school children are in the classroom.

(2) That the fire will occur during off school hours or week-ends.

3. Mission: The school personnel, pupils and/or firemen will combat and/or extinguished fires that may occur within the school campus and to further provide preventive measures that will prevent the occurrence of possible conflagration.

4. Execution:

a. Concept of Operation - The school will organize into different Fire Fighting Teams, Security Teams, Salvage and Education Team of pupils in order to carry out and effect fire preventive measures, combat and/or extinguish fire if it occurs within the school campus.

## Safety Tips for Schools

### School Safety Guides

1. Records - Accident records should be maintained and consulted for evidence of particular danger spots to help determine priority of safety projects.

2. The School Building - The condition of corridors and stairways should be looked into, they should be free of obstacles and sharp projections.

Firm handrails should be installed on both sides of all stairways. Stairways should be constructed with rough surfaces. Old stairways which have been worn smooth and have become slippery should be equipped with safety treads. Floor surfaces should be provided sure footing; nonslip waxes and preservatives should be used to prevent accidents. Corridors should be well-lighted and exit doors constructed to open outward and provided with panic bolts. Conduct of students should be controlled while in the halls and on the stairway. Some children might want to tamper with fire-fighting equipment and some would slide down the banister if no one is watching.

3. The Playground - Constant attention is required in the school grounds to keep them clear of hazards. The school personnel or members of the School Safety Council should inspect the playground thoroughly every day to see that it is free of holes, sharp objects and rubbish. All play equipment like swing, slides, seesaws, etc. should be in good operating condition and not interfere with one another. Such equipment should be held to a minimum and set up around the sides so that adequate space will be left for other activities. The playground should be level and well drained and large enough to accommodate all students. It should be fenced all round and activities in it should be supervised with the help of school safety patrols.

4. Student Behavior - The school safety instruction program should be effective to gain the willing cooperation of the school children or students. They should develop safety-consciousness and be concerned not only about their own welfare but of others. They must be taught to meet the following specific requirements:

- a. To walk safely through halls, on stairways and around chairs, desks and other objects
- b. To carry chairs, working materials and other equipment safely in the classroom, on halls, and on stairs

c. To handle scissors, knives, glass objects and tools properly;

d. To avoid pushing, crowding, and running in the building

e. To refrain from interfering with anyone using the drinking fountain

f. To avoid using the toilet rooms as play areas

g. To observe clean and orderly habits

h. To observe safety procedures, rules and regulations in play areas and in going to and from play areas

i. To play only in areas designated for their own age group

j. To help make play areas clean and safe by removing glass, sticks, stones, and rubbish.

k. To develop a safety sportsmanship code applicable to the play areas

l. To participate in organizing playground and school building patrols and to obey such patrols

m. To recognize and report to school authorities hazards in and around the school, such as broken and cracked windows, rough surfaces, and loose and worn electrical equipment

n. To follow the proper procedure of an accident should occur.

o. To participate in and learn by heart the fire drills

p. Safety for passengers

(1) Safety is the surest way to keep healthy

(2) Passengers Safety is not much as what you say but on how much you practice it from day to day

(3) To make sure of passenger safety, don't stand or cling yourself along the way



(Safety Tips for Schools)

- 3 -

(4) A cat has nine lives but you have only one

(5) Make passenger safety compulsory

p. Pedestrian safety slogans and guides

(1) Jaywalking is a Short Cut to the Hospital

(2) Always Look Carefully in All Directions Before Crossing

(3) Use Highway Sidewalks Where They Are Provided

(4) Wear or Carry Something White at Night or Carry a Light

(5) Walk on the Left Side of the Highway, Facing on-coming Vehicles

(6) Never Step Out into the Street From Between Parked Vehicles

(7) Obey Traffic Signals as Rigily as You Expect Drivers to Obey Them. Cross Only with Green Light

(8) Use Highway Sidewalks, Where they are Provided

(9) Step Off the Road If Nearby Cars are Going to Face Each Other