



February 4, 2019

**TRAVEL ORDER**

No. 164 s. 2019

To : **1. Sonny O. Aniñon**, Amlan District  
**2. Jufel D. Eranes**, Mabinay 3 District  
**3. Ian Sherwin V. Misamis**, Mabinay 3 District  
**4. Henley L. Barrera**, Mabinay 4 District  
**5. Ralpmair T. Cadano**, Mabinay 4 District  
**6. Elmar C. Kadusale**, Manjuyod 2  
**7. Asterlo P. Badon**, Siaton 1 District  
**8. John-Rey Cadiente**, Jimalalud District  
**9. Urvilo L. Gadingan**, Siaton 2  
**10. Ramil S. Palomera**, Sta. Catalina 4  
**11. Joseph R. Gemina**, Division Office

Purpose : To serve as members of the Safety and Security during the conduct of CVIRAA Meet 2019

Date : February 6 – 23, 2019

Place/Venue : Dumaguete City

1. Service Credits and Compensatory Overtime Credits (COC) for Non-teaching personnel will be given as provided in DepEd Order No. 53 s. 2003 entitled, "Updated Guidelines on Grant of Vacation Service Credits to Teachers".
2. Please attend the Coordination Meeting on February 6, 2019, 3:00 PM at the SGOD Office.
3. ALLOWED/CHARGED TD: (Division/School MOOE, subject to the usual accounting and auditing rules and regulations)

\_\_\_\_\_ : Registration  
\_\_\_\_\_ : Transportation  
\_\_\_\_\_ : Board and Lodging  
\_\_\_\_\_ : Meals  
 : Transportation & other incidental expenses

**WILFREDA D. BONGALOS, Ph. D., CESO V**  
Schools Division Superintendent



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net



# Schools Division of Negros Oriental **SAFETY & SECURITY REMINDERS**

## **2019 Central Visayas Regional Athletic Association Meet (CVIRAA)**

### **Safety and Security Committee Members Reminders**

- All security personnel shall be attired in a manner to readily identify them as such.
- Members of the Security shall regularly patrol around the billeting quarter at least once every hour, doing so on a random basis to secure the safety of all the participants.
- The billeting quarter should have only one Main entrance/exit gate where day and night time access is monitored.
- Some members of the security will be assigned in every corner of the event billeting quarter.
- From the time the 2019 CVIRAA Meet ends and for 30 minutes thereafter, some members of the security shall be stationed outside the school premises to assist, guide and encourage participants to leave safely. Security Officer shall be assigned outside as participants depart.
- The DRRM ID and polo shirt shall be worn at all times.
- **"NO ID, NO ENTRY"** policy shall be strictly enforced at the gate.

Tel. Nos: (035)225-2638 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGO); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1840 (Acct. Budget Section); (035) 422-3921 (Supply Section)



# Schools Division of Negros Oriental

## **SAFETY & SECURITY REMINDERS**

### **2019 Central Visayas Regional Athletic Association Meet (CVIRAA)**

#### **I. Coaches, Athletes, Members of the Different Committees**

- You shall wear your ID at all times in going in and out of the billeting quarter.
- The **"NO ID, NO ENTRY"** policy shall be strictly enforced at the gate.
- Don't leave room doors open. If you find one open, close it.
- Never allow individuals you do not recognize, and who do not have any concerns, to enter your room.
- If you see someone suspicious, go to the nearest place of safety and call for help. Don't walk alone after dark. Use a buddy system. Call a friend to accompany you and don't forget to ask permission from your coach.
- Avoid walking in shortcuts through dark, secluded areas. Walk where other people are around.
- Keep valuables out of sight.
- Keep your friends or roommates informed of where you are going.
- Drinking alcoholic beverages is not allowed.
- Keep your belongings together to ensure you don't leave anything behind.
- Keep your gadgets hidden until you are ready to use it.
- Save the emergency contact numbers.

#### **II. EMERGENCY PLAN, PROCEDURES and SAFETY TIPS**

- Evacuation Map is posted in every classroom. Please find time to familiarize yourself and get acquainted with the safety routes.
- If the need arises, all gates will be opened to move all participants to a total or relative place of safety without delay.
- **Building Evacuation**
  - Take only keys, wallets and essential belongings with you
  - If possible, wear weather appropriate clothing
  - If you are the last one to exit your room close, and lock doors
  - Leave the building immediately
  - Do not investigate the source of the emergency
  - Walk, don't run, to the nearest exit
  - Use stairs
  - Assist people with special needs
  - As you make your way out, encourage those you encounter to exit as well
  - Wait for instructions before returning to your building after an evacuation
- **If someone is injured or becomes ill:**
  - Stay Calm
  - Do not move the victim unless there is danger of further injury if s/he is not moved
  - Do not leave the injured person except to summon help
  - Comfort the victim until emergency medical services arrive
  - Have someone stand outside the building to flag down the ambulance and/or Safety and Security when they reach the vicinity

- **Utility Failures.** These may include electrical outages, plumbing failure/flooding, gas leaks, steam line breaks, ventilation problems, elevator failures, etc. For your personal safety, in the event of a utility failure:
  - Remain calm
  - Immediately notify authorities. (See Emergency Contact Directory)
  - If the building must be evacuated, follow the instructions on Building Evacuation
  - Unplug all electrical equipment (including computers) and turn off light switches
  - Use a flashlight: Do not light candles or use other kinds of flames for lighting
  
- **Earthquakes.** In the event of an earthquake:
  - Stay away from large windows, shelving systems, or tall room partitions
  - Get under a desk, table, door arch, or stairwell
  - If none of these is available: move against an interior wall and cover your head with your arms
  - Remain under cover until the movement subsides
  - After the shaking stops, survey your immediate area for trapped or injured persons and ruptured utilities (water, gas, etc.)
  - If damage has occurred in your area, inform authorities.
  - If it is safe to do so, remain at your location and await further instructions.
  - Do not evacuate until instructed by emergency personnel
  - If out in the open:
    - Stay in an open area away from buildings, power lines, trees or roadways
  - After an earthquake:
    - Put on enclosed shoes to protect against broken glass
    - If the power is out, use a flashlight. Do not light a match or candle
    - Be alert for safety hazards such as fire, electrical wires, gas leaks, etc.
    - Evacuate if the building seems unsafe or if instructed to do so
    - Unplug small electrical appliances
    - Bring keys, purses, wallets, warm clothing
    - Be prepared for aftershocks
    - Cooperate with emergency personnel, keep informed, and remain calm
  
- **Floods.** For imminent or actual flooding, and only if you can safely do so:
  - Secure vital equipment, records, and other important papers
  - Move to higher, safer ground
  - Shut off all electrical equipment
  - If in a lab, secure all laboratory experiments
  - Do not attempt to drive or walk through flooded areas
  - Wait for further instructions on immediate action from Safety and Security
  - If the building must be evacuated, follow the instructions on Building Evacuation
  - Do not return to your building if you have been evacuated by flooding until you have been instructed to do so by authorities.
  
- **Fire Emergency.** When fire is discovered:
  - Activate the nearest fire alarm (if installed)
  - Notify the local Fire Department by calling.
  - If the fire alarm is not available, notify the site personnel about the fire emergency
  - Fight the fire ONLY if:
    - The Fire Department has been notified.
    - The fire is small and is not spreading to other areas.
    - Escaping the area is possible by backing up to the nearest exit.
    - The fire extinguisher is in working condition and personnel are trained to use it.
  - Upon being notified about the fire emergency, you must:
    - Leave the building using the designated escape routes.
    - Assemble in the designated area (specify location):
    - Remain outside until the competent authority (Designated Official) announces that it is safe to reenter.

- Designated Official must:
  - Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
  - Coordinate an orderly evacuation of personnel.
  - Perform an accurate head count of personnel reported to the designated area.
  - Determine a rescue method to locate missing personnel.
  - Provide the Fire Department personnel with the necessary information about the facility.
  - Perform assessment and coordinate weather forecast office emergency closing procedures.

## EMERGENCY CONTACT DIRECTORY

Agency/Department	Phone Number
• PNP – Dumaguete City	Tel. No. : 225-1766 / 422-9702 / 422-2818 Hotline: 116 / Sibulan Hotline: 112
• Fire Station – Dumaguete City	Tel. No. : 225-3445 / 422-9672 / Hotline: 160
• Water District Office	Tel. No. : 422-6961
• NORECO	Tel. No. : 422-6522 / 225-4830
• City Engineer's Office – Dgte City	Tel. No. : 422-1653
• Philippine Red Cross – Negros Oriental	Mobile : 09261837299
• One Rescue EMS	Tel. No. : 225-9110 / 422-9110 Mobile #: 09228808897
• Negros Oriental Search and Rescue	Tel. No. : 225-7817
• Negros Oriental PDRMC	Tel. No. : 422-366 / Mobile #: 09369224547
• Dumaguete City Rescue 348	Tel. No. : 226-3483 / 421-5073
• Division DRRM Focal Person	Mobile #: 09279651919 (Otep)
• Division SGOD Office	Tel. No. : 225-6180

Prepared by:

  
**JOSEPH R. GEMINA**  
 Project Development Officer II - DRRM