



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

24 Jun 2026

DIVISION MEMORANDUM

No. 302, s. 2026

DRRM COORDINATION AND EMERGENCY MEETING

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Sub-Office DRRM Coordinators
All Others Concerned

1. In line with the continuing efforts of this Office to strengthen the implementation of Disaster Risk Reduction and Management (DRRM) program and ensure alignment of plans, priorities, and interventions across all sub-offices, this Office announces the conduct of the **DRRM Coordination and Emergency Meeting** on July 16, 2026. Specific venue will be communicated through an advisory.
2. The activity aims to:
 - a. discuss emerging challenges, and issues in the implementation of DRRM initiatives;
 - b. orient about Incident Management Reporting System,
 - c. present the **Contingency Plan for Active Shooter Incidents**, and;
 - d. harmonize DRRM priorities, targets, and strategies for SY 26-27.
3. The participants of this activity are the 34 Sub-Office DRRM Focal Persons, SDO PDO II of DRRM, Administrative Support II- DRRM, Engineer III, and select SDO personnel (*Annex A*). This memorandum also serves as their travel order.
4. Expenses relative to this activity shall be charged against the available Disaster Preparedness and Response Program Fund/MOOE, while the travel and incidental expenses of participants shall be charged against respective MOOE/local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination and compliance of this Memorandum is directed.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent



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Encl.: as stated
Reference: None

To be indicated in the Perpetual Index
under the following subjects:

Issuances-Division Memorandum

JATA/DRRM Coordination and Emergency Meeting/R2-153154/06/24/2026



Active Shooter Contingency Plan

The DepEd Tactical Playbook for
Immediate Crisis Response

Issuing Body:
Disaster Risk Reduction and
Management Service (DRRMS)

Document Classification:
Operational Playbook &
Training Guide

Status:
ACTIVE

Scope:
All DepEd Schools



TO SAVE LIVES.

All other actions, including preserving property or continuing education, are secondary until life safety risks are stabilized.

POLICY FOUNDATIONS



CDRRM-BEF
(DO 37 s. 2015)



Schools as Zones of Peace
(DO 32 s. 2019) & DepEd
Child Protection Policy



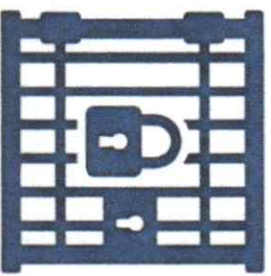
Learning Continuity in
Emergencies (DO 14 s. 2026)

APPROACH: WHOLE-OF-DEPED & WHOLE-OF-COMMUNITY

IMT COMMAND MATRIX

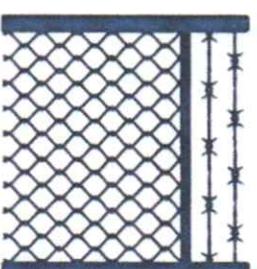


PHYSICAL SITE HARDENING



ACCESS CONTROL

All external gates lockable. Single designated visitor entrance with screening. Classrooms require internal locks or approved barricades.



PERIMETER FENCING

Adequate fencing to define boundaries and deter intruders. Requires regular inspection for breaches.



SECURITY MARSHALS

Trained specifically for armed intruder protocols. First point of contact for responding law enforcement.



EARLY WARNING SYSTEM

Unique duress code or special bell pattern.



CRITICAL WARNING: Avoid codes that can be confused with fire alarms to prevent inadvertent evacuation into danger zones.

THE CULTURE OF READINESS

THE DRILL MANDATE



REQUIREMENT:

Minimum of TWO (2) specialized drills per school year.

FOCUS AREAS:

Lockout, Lockdown, and Evacuation.

OBJECTIVE:

Build instant physical muscle memory among all staff and learners.

THE CULTURE OF VIGILANCE



BEHAVIORAL AWARENESS:

Train staff to spot pre-attack indicators and violent behavioral shifts.

REPORTING ENVIRONMENT:

Foster a culture where students feel empowered and safe to report concerning behaviors or threats.

THREAT ASSESSMENT MATRIX

LOCKOUT (Threat Outside)

Trigger: 	Violence in neighborhood/outside walls. 
Signal: 	"Lockout! Secure the perimeter." 
Action: 	Lock exterior gates. Restrict entry/exit. Guards patrol perimeter. Interior classes continue as usual. 

LOCKDOWN (Threat Inside)

Trigger: 	Intruder breaches the perimeter. 
Signal: 	Immediate execution of survival protocol. 
Action: 	Instant shift from normal operations. Evaluate immediate environment. Execute RUN, HIDE, FIGHT. 

THE SURVIVAL PROTOCOL

FIGHT (Defend)

- Only when life is in imminent danger and directly confronted.
- Act aggressively to incapacitate the shooter.
- Use improvised weapons (chairs, fire extinguishers).



HIDE (Secure Area)



If escape is impossible.

- Lock and heavy-barricade doors.
- Turn off lights, silence electronics.
- Stay low, spread out.



Rule: Do not open the door until law enforcement breaches.

RUN (Evacuate)



- If a safe, clear route exists, go immediately.
- Leave belongings behind.
- Keep hands visible.
- Move to predetermined off-site reunification point.

EMERGENCY COMMUNICATIONS



Phone Interface

The 911 / PNP Duress Checklist (Initiate only when safe)

[1] Specific Location: Exact school address, building, hallway, room number.

[2] The Threat: Number of shooters involved.

[3] Description: Clothing, height, and specific weapons (handguns vs. rifles).

[4] Victims: Estimated number of victims and types of injuries.



System Upload

Internal Reporting (IMRS)



Responsibility

School Head / Incident Commander.



Action

Concurrently file an online incident management report to the Schools Division Office (SDO) via the DepEd IMRS.

LAW ENFORCEMENT ARRIVAL

THE PNP PRIORITY: STOP THE SHOOTER.

Police will not stop to provide medical aid or assist the injured until the threat is completely eliminated.

PREVENTING MISIDENTIFICATION

DO

Remain calm and quiet.

Keep hands open, empty, and raised high above the head.

Follow all loud, forceful verbal commands instantly.

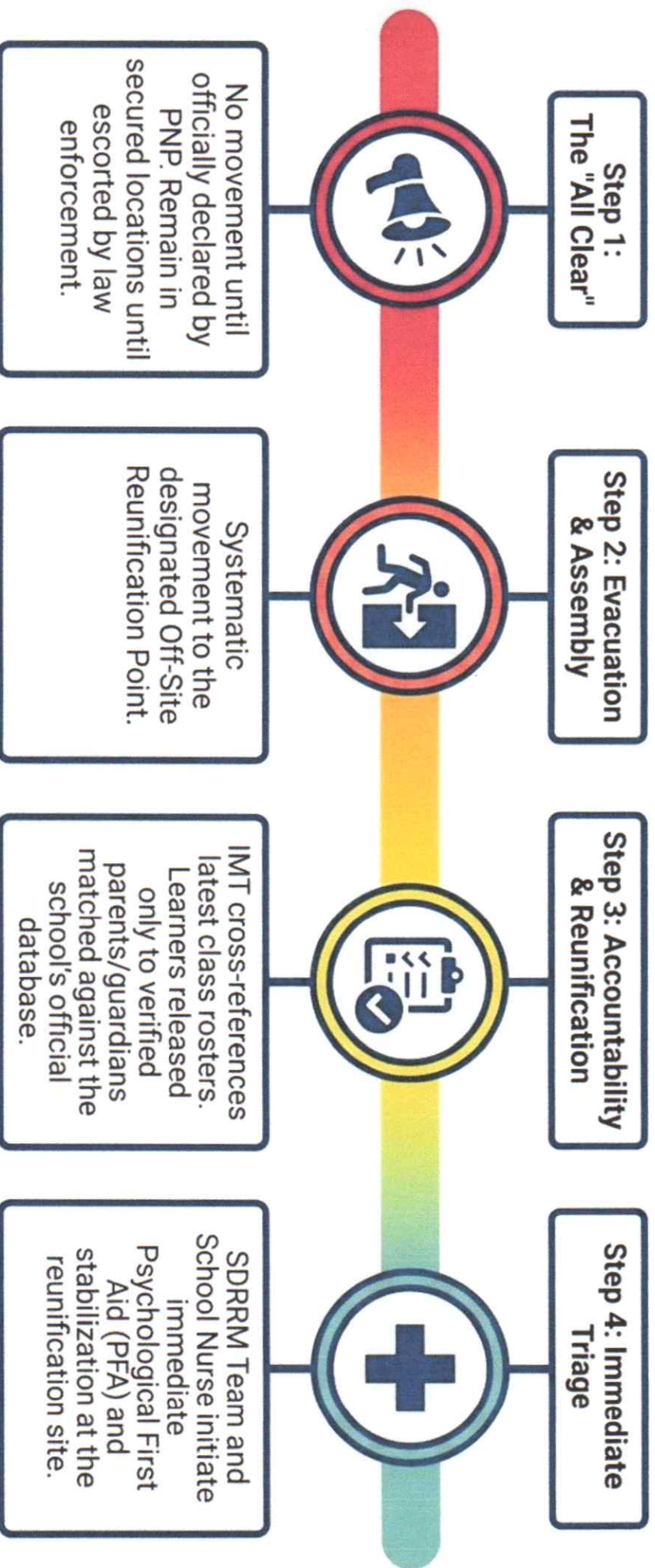
DON'T

Make sudden or aggressive movements.

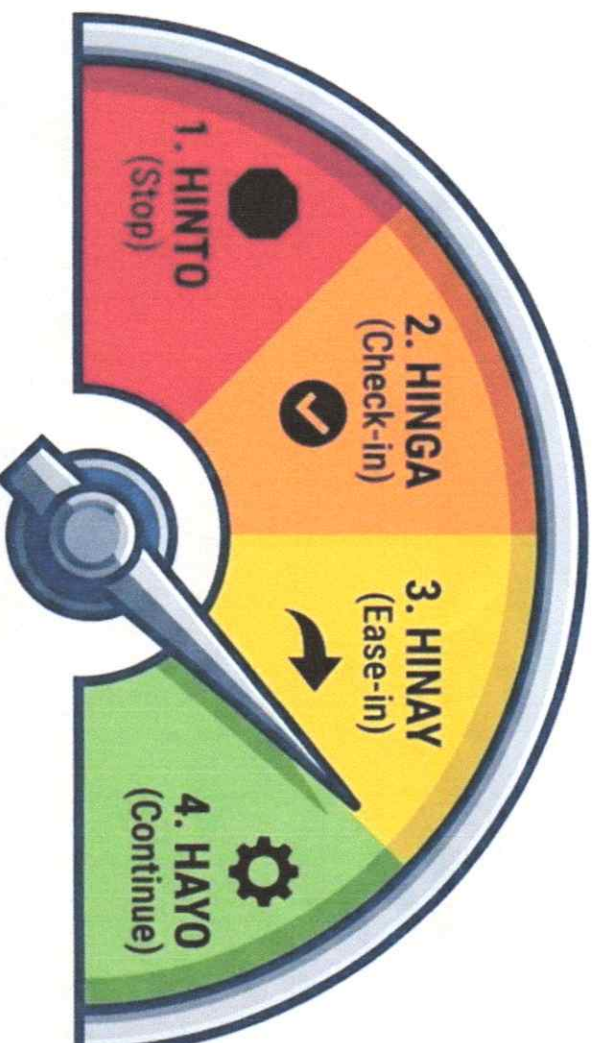
Shout, scream, point, or grab at officers.

Ask questions.

IMMEDIATE POST-INCIDENT



THE 4H LEARNING CONTINUITY FRAMEWORK



1. HINTO (Stop)



Status: Dangerous scene, investigation active.

Response: Academic demands STOP. Grounds closed. Focus strictly on safety and basic needs.

2. HINGA (Check-in)



Status: Safety secured, trauma high.

Response: Academics reduced/optional. Home-based/asynchronous. Focus on counseling and check-ins.

3. HINAY (Ease-in)



Status: Recovery ongoing.

Response: Flexible pace. Reduced subjects, modified schedules, blended learning. High mindfulness.

4. HAYO (Continue)



Status: Stakeholders safe and ready.

Response: Full resume of in-person learning and standard curriculum delivery.

Long-Term Remediation

The New Baseline of Readiness



Pillar 1: Long-Term Mental Health (DOH, DSWD, LGU)

Mandatory professional psychosocial support and ongoing monitoring for learners, staff, and affected families.



Pillar 2: Physical Remediation

Site cleanup, debris clearing, and structural repairs prioritized to restore a sense of physical safety before reopening.



Pillar 3: The 14-Day AAR Window

Within two weeks, the SDRRM committee must conduct a comprehensive After-Action Review (AAR).

Goal: Analyze tactical response, identify gaps, and formally update the Contingency Plan to eliminate discovered vulnerabilities.