



Republika ng Pilipinas
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS

MEMORANDUM

OM-OASOPS No. 2024-_____

TO : MINISTER OF BASIC, HIGHER, AND TECHNICAL
EDUCATION
ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL MEMBERS OF THE PALARONG PAMBANSA
MANAGEMENT WORKING COMMITTEES

FROM : FRANCIS CESAR B. BRINGAS
*Assistant Secretary for Operations
Secretary General, Palarong Pambansa
Officer-in-Charge, Office of the Undersecretary for Operations*

NENNETH ESPLANA-ALAMA
*Director of Disaster Risk Reduction and Management Service
Chairperson, Health, Safety, and Welfare Committee, 2024
Palarong Pambansa*

SUBJECT : Protocols and Guidelines on the Health, Safety, and
Welfare of All Participants Relative to the Conduct of the
2024 Palarong Pambansa

DATE : June 18, 2024



In line with DepEd's commitment to fostering a safe and nurturing environment for DepEd personnel, learners, partners, and other stakeholders, this memorandum outlines the comprehensive guidelines and protocols for the health, safety, and welfare of all participants involved in the staging of the 2024 Palarong Pambansa. Please refer to the attached document.

For any questions or clarifications regarding the memo, please get in touch with Mr. Reynante M. Sofera by mobile at 0898 700 1920 or email at reynante.sofera001@deped.gov.ph or drmmow@deped.gov.ph.

For compliance.

July 2, 2024

To: Chief Education Supervisor-SGOD
School Head – MES, ISNHS, TES, BMSE & VCS

For information and compliance of all participants to the 2024 Palarong Pambansa.

VILMA D. EDA, CESO V
Schools Division Superintendent



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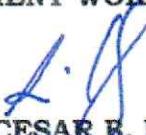
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NENNETH ESPLANA-ALAMA
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For compliance.



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GUIDELINES AND PROTOCOLS ON THE HEALTH, SAFETY, AND WELFARE OF ALL PARTICIPANTS RELATIVE TO THE CONDUCT OF 2024 PALARONG PAMBANSA

To ensure the health, safety, and welfare of all participating learners, chaperones, management working committees, and service providers and a positive experience at the 2024 Palarong Pambansa, the following detailed guidelines and protocols shall be adhered to by all individuals involved in the event:

I. HEALTH

A. Pre-Event

1. All athletes, coaches, and other Palarong Pambansa delegates must have a medical certificate of physically fit as duly certified by a government physician per DepEd Memorandum 020 s. 2024 or the *Conduct of the 2024 Palarong Pambansa Competitions*.
2. All delegates are encouraged to establish a medical team. Chaperones shall carry a basic first aid kit and be prepared to handle minor injuries or illnesses and preferably, should be trained in basic life support and first aid.
3. The host region through the host school shall ensure the availability of first aid stations with basic medical supplies and equipment and PFA providers must be available to respond to any mental health crisis that may arise during the event.
4. The host school in coordination with the regional delegation shall designate an isolation area in case any member of the delegation manifests signs or symptoms of a communicable disease.
5. The host city through the City Health Office/DOH/Provincial Health Office shall ensure the following:
 - a. first aid stations at the billeting and playing venues;
 - b. enough medical human resources at the billeting and playing venues;
 - c. availability of an ambulance at all the billeting quarters and playing venues;
 - d. list of hospitals/medical facilities for referrals and emergency cases to be provided by the host region;
 - e. establishment of medical protocols/process flow for referrals and management of medical cases (especially for contact sports) by the host region;
 - f. submission of daily medical cases through the official application provided by the host city;
6. The host city shall adhere to DO 48, s. 2016 or the *Policy and Guidelines on Comprehensive Tobacco Control*, and DM 111, s, 2019. No Smoking/No Vaping signages shall be displayed in billeting areas. Ensure that no stores within the 100-meter perimeter of schools as billeting venues sell or advertise tobacco and related products.
7. Delegates shall have no sponsorships for delegations from the tobacco industry, including NGOs and foundations that receive funds from tobacco companies.
8. Billeting venues must conform to the standards of WASH facilities (DO 10 s. 2016 or the *Policy and Guidelines for the Comprehensive Water, Sanitation and Hygiene in Schools (WinS) Program*), such as
 - a. Safe drinking water;
 - b. Gender segregated toilets;
 - c. Handwashing facilities; and
 - d. Waste Management.

B. During Event

1. The regional officials shall ensure the nutritional needs of the delegates (appropriate/nutritious food and adherence to food safety). Food to be served must follow the menu approved by the regional nutritionist and dietitian.
2. The medical team of the regional delegates shall do the daily reporting of medical cases through the official application provided by the host city.
3. Drink plenty of water and rest periodically to maintain the participant's energy and focus.
4. The regional officials shall strictly enforce the No Smoking/No Vaping Policy.
5. The regional officials shall ensure no drinking of liquor and other alcoholic beverages.
6. In case of an unfortunate event such as death, the host city shall ensure immediate assistance to facilitate the transfer of the body to their residence. PFA must be provided by trained guidance counselors/medical personnel to all affected individuals.

C. Post Event

1. The host city shall continue to provide medical services to the delegates particularly when a member of the delegation is hospitalized and advised by the medical practitioner as unfit to travel.

II. SAFETY, SECURITY, and CHILD SAFEGUARDING

A. General Information

1. For safety and emergency, there will be a 24/7 Help Desk (consisting of Learners Rights and Protection Focal, Safety and Security Personnel, and Medical Team) stationed at all venues, including billeting schools, for the entire duration of the event to provide immediate support, intervention and referral mechanisms as the need may arise.
2. The Help Desk shall have a counseling room and open area for possible learner activities (e.g. playing venue, coloring area, and/or other recreational activity for learner participants).
3. There shall be female safety and security personnel (both from DepEd and government armed forces) to be detailed in all billeting and activity venues.
4. The event shall abide to:
 - a. DepEd Order No. 32, s. 2019, "*National Policy Framework on Learners and Schools as Zones of Peace*," that provides guidance in conducting activities involving government forces inside schools.
 - b. DepEd Order No. 39, series of 2022, "*Health and Safety Protocols in Light of the COVID 19 Pandemic*," that guides ensuring the health, safety, and well-being of learners and DepEd personnel as it applies to learner formation-related activities including convergence.
 - c. DepEd Order No. 13, s. 2017, "*Policy and Guidelines on Healthy Food and Beverage Choices in Schools and DepEd Offices*," to ensure the promotion and development of healthy eating habits among learners and DepEd personnel.
 - d. DepEd Order No. 40, s. 2012, "*DepEd Child Protection Policy*," to minimize risk, guarantee safe space, and ensure a positive event or activity experience for all participants, organizers, and others who are involved in the event or activity in a non-discriminatory manner,

ensuring equal treatment and access regardless of gender, disability, religion, ethnicity or other characteristics. Further, through the safeguarding guidelines, appropriate preventive, protective, and remedial measures will be properly implemented.

- e. DepEd Order No. 55, s. 2013, *“Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 10627 otherwise known as the Anti-Bullying Act of 2013,”* to address bullying concerns that may transpire during the events and/or billeting quarters. The said DO, further strengthens the implementation of the DepEd Child Protection Policy.
 - f. DepEd Order No. 18, s. 2015, *“DepEd Guidelines and Procedures on the Management of Children-at-Risk (CAR) and Children in Conflict with the Law (CICL),”* to address possible incidents of violence involving learner-athletes/participants ensuring that they are protected and their rights are respected.
 - g. DepEd Order No. 32, s. 2017, *“Gender-Responsive Basic Education Policy,”* to ensure that in all sporting activities and events, the principles of gender equality, gender equity, gender sensitivity, non-discrimination, and human rights provision and governance of basic education are strictly observed.
 - h. DepEd Order No. 31, s. 2022, *“Child Rights Policy: Adopting the Rights-Based Education Framework in Philippine Basic Education,”* ensuring that in all sporting activities and events learner-athletes/participants are recognized as rights holders and adults (i.e. coaches, trainers, parents, and/or chaperones) are duty-bearers who have corresponding obligations to uphold the rights of our learners.
 - i. DepEd Office Memorandum No. OM-OUOPS-2024-05-01115 *“Guidelines on the Implementation of the Safe Spaces Act in Basic Education”* ensuring the strict implementation of Republic Act No. 11313 or the *“Safe Spaces Act,”* promoting the protection of learner-athletes/participants from gender-based sexual harassment and violence.
5. All participants and individuals rendering services for the event must secure and wear the prescribed identification cards, especially during the conduct of activities to help the event staff, safety & security personnel, and fellow participants identify you easily. Ensure that the bearer’s emergency contact information, emergency hotlines, and local transportation fares are placed in the ID holder.
 6. All participants and individuals must familiarize themselves with the emergency exits and procedures at the billeting and activity venues. Participate in the evacuation drill to be conducted in your respective billeting and activity venue.
 7. In case of an emergency, all participants must act quickly and follow the instructions given by the event staff or safety and security personnel.
 8. Keep your personal belongings secure and with you at all times. Never leave your bags or valuables unattended to prevent theft or loss. Avoid bringing valuable items unless necessary. Bring only what is essential to minimize the risk of loss.
 9. For lost and found items, report immediately to the Help Desk.
 10. Standard classrooms shall accommodate not more than 80% capacity to avoid congestion (DepEd Order 34, s. 2022).

11. Use only the designated transportation service provided by the event organizers. During travel, use a seatbelt (if available) and sit comfortably. Adhere to all safety rules during travel to avoid accidents and injuries.
12. Refrain from doing the following potentially dangerous activities or environments to keep yourself and others safe and reduce the risk of accidents, injuries, or other adverse incidents during the entire duration of the event:
 - a. Wandering alone in unfamiliar parts of the venue, billeting schools, or outside designated event areas, especially beyond curfew hours¹;
 - b. Entering restricted or off-limits zones;
 - c. Engaging in high-risk physical activities such as climbing structures, running in crowded areas, or roughhousing (acting or handling someone in a boisterous, violent manner);
 - d. Participating in activities that are not part of the official program without proper supervision;
 - e. Accepting invitations from strangers, unfamiliar individuals, or even family members or relatives (unless there is written permission signed by the authorized emergency contact person of the learner and verified by the chaperone) to leave the event areas or billeting schools or withdraw his/her participation to the event;
 - f. Getting into vehicles with unknown individuals or undesignated transport services;
 - g. Engaging in behaviors such as bullying, fighting, or other forms of violence;
 - h. Bringing and consuming alcohol, drugs, or any other controlled substances;
 - i. Taking any medications not prescribed to the participants;
 - j. Sharing personal information with strangers online or via social media;
 - k. Meeting in person with individuals they only know through the Internet without adult supervision;
 - l. Ignoring safety warnings;
 - m. Pushing or shoving in lines, especially in emergencies.
13. Keep your personal belongings secure and with you at all times. Never leave your bags or valuables unattended to prevent theft or loss.
14. Avoid bringing valuable items unless necessary. Bring only what is essential to minimize the risk of loss.
15. Be cautious about sharing personal information online. Protect your privacy by not disclosing personal details and locations on social media or other platforms.
16. Report any suspicious online activity to a chaperone. If you encounter any suspicious behavior online, inform a responsible adult immediately.
17. Establish the buddy system among participants.
18. Everyone shall ensure that respectful, non-violent, and non-sexualized interactions are done during the event. This applies to:
 - a. adult delegates to learner athletes;
 - b. adult delegates to fellow adult delegates;
 - c. learner athletes to fellow learner athletes; and
 - d. learner athletes to adult delegates.
19. Adult delegates/participants are highly required to observe the following:

¹ Curfew hours will be from 9:00 PM to 6:00 AM except for scheduled night activities and emergencies that require participants to go out of the venue for safety and medical reasons.

- a. They should not share a room with the learner athletes except for authorized chaperons;
 - b. They should not engage in any form of inappropriate touching of the learner athletes;
 - c. They should not make sexually suggestive comments to a learner athlete, even in fun;
 - d. They should not allow allegations made by a learner athlete to go unchallenged, unrecorded, or not acted upon;
 - e. They should maintain a safe and appropriate distance from the learner athletes;
20. All officials and the entire delegations shall also adhere strictly to the safe and unsafe touches in sports, to ensure safe, confident, and dignified practice when using appropriate and necessary touch/es. Thus, the following important reminders are reiterated for safe physical interactions:
- a. Safe touches are only done in the non-private parts of the body such as handshaking, high five or bump lists from a coach/teammate, pat on the back/shoulder, supervised public massage for injured athletes, and spotting during training exercises.
 - b. Safe touches should be merely for reasons of affirmation, reassurance, cohesion/bonding, pump-up and focus, instruction, safety, and sports-specific rituals.
 - c. Unsafe, confusing, or uncomfortable touches that are done either in the non-private or private parts of the body are strictly not allowed.
 - d. Unwanted touches that might be safe but that a student-athlete does not want from that person or at that moment are also not allowed.
21. Obtain informed consent from fellow participants, learners' parents, legal guardians, or teachers before photographing or filming a child and submit it to the Palarong Pambansa Secretariat.
22. Flammable materials or substances should be avoided in all activities at all event areas. If their use is necessary, proper safety precautions must be taken to ensure the safety of all participants. Appropriate fire safety equipment and trained personnel should be readily available to handle any fire-related incidents promptly.

B. Duties and Responsibilities of Coaches, Trainers, Chaperons/Guardians, and Members of the Regional Management Working Committee

- 1. Exercise parental authority and responsibility over the child while under their supervision, instruction, and custody. Authority and responsibility shall apply to all authorized activities whether inside or outside the premises of sporting events and venues.
- 2. Keep them in their company and support, educate, and instruct them by right precept and good example.
- 3. Give them support, advice and counsel, companionship.
- 4. Enhance, protect, preserve, and keep them physically and mentally healthy at all times.
- 5. Protect them from bad company and prevent them from acquiring habits detrimental to their health, studies, and morals.
- 6. Represent them in all matters affecting their interests.

7. Inculcate the value of respect and obedience.
8. Practice positive and non-violent discipline, as may be required under the circumstances; provided, that in no case shall corporal punishment be inflicted upon them.

Pre-event:

1. Submit the composition of the coaches, trainers, chaperones, and members of the Management Working Committee (Safety and Security, Learners Rights Protection, Medical, etc.) per region to the Secretariat.
2. Together with the assigned learners, attend the pre-departure orientation and safety briefing. Emphasize the learner safeguarding guidelines for all delegates (learner-athletes, learner contingents, trainers, coaches, and chaperones) specifically the protocols to be observed to ensure the protection of learners in all national events.
3. Establish communication protocols for reporting and referral, in cases of learner protection concerns.
4. Participate in the evacuation drill to be conducted at the assigned billeting school and activity venues.
5. Before the actual conduct of the event and before moving out of the official station, conduct a safety briefing with learners highlighting the emergency procedures and contact points. Establish a buddy system among assigned learners.

During Event

1. If the primary assigned chaperone(s) is/are unable to perform their duties and responsibilities due to a medical emergency, injury, illness, or other unforeseen circumstances, alternate chaperones shall be designated immediately to take over learner supervision. The transfer of responsibilities shall be properly documented and communicated to all concerned parties to ensure continuous monitoring and safety of learners.
2. Maintain a headcount of your assigned learners at all times. Regularly check that all your assigned learners are present in the expected activity venue, especially during transitions between activities, or in the assigned billeting quarter/school, especially during curfew hours. Report the headcount to the safety and security committee after curfew hours.
3. Communicate the daily itinerary clearly and notify learners promptly about any changes.
4. Keep an open line of communication to share/report important information/updates/incidents with other chaperones, event organizers, and safety and security officers. Follow the ethical sharing/reporting protocols especially when handling confidential cases involving learners. Address all LRP reports and concerns through observance of 5Rs:
 - a. Recognize – acknowledgment of the LRP concern raised
 - b. Record – ensure that the Intake Sheet Form is filled up or completion of an Incidental Report
 - c. Respond – Provide immediate intervention such as but not limited to counseling as may be needed, and lead in reactional activities for learner-delegates
 - d. Refer – endorse the LRP complaints to the proper agencies for immediate intervention or assistance

- e. Report – ensure that all LRP concerns received and addressed are reported to the LRPO and the *Palarong Pambansa* Safety and Wellness sub-committee on learner protection.
5. Document and keep detailed records of any incidents for accountability and future reference.
6. Adhere to the DO 55 s. 2013 and DO 40 s. 2012 in relation to the psychological needs of the learners. In cases of child rights and protection concerns and violations, prepare and submit an intake sheet and incident report for appropriate action and intervention.
7. Ensure you have the emergency contact information for each learner, emergency hotlines for the event, and the location of the nearest medical facilities and emergency services.
8. Carry a basic first aid kit and be prepared to handle minor injuries or illnesses. Preferably, chaperones should be trained in basic life support and first aid, Psychological First Aid (PFA), and Mental Health and Psychosocial Support (MHPSS).
9. Coordinate with event transportation to ensure timely and safe travel for assigned learners. Accompany learners during transit to maintain supervision and assistance.
9. Supervise online activities to prevent exposure to inappropriate content or risky interactions. Teach learners about digital privacy and the potential dangers of oversharing.

Post-Event:

1. All incidents and cases shall be reported to the Safety and Security Committee, through channels at the DepEd-Central Office.
2. Continuously monitor the learners for any potential after-event intervention or needs.

C. Duties and Responsibilities of Learner-Athletes

1. As much as possible, stay with your assigned buddy or group/delegation at all times to ensure that no one is left alone or lost during the event and upon return to the assigned billeting school/station. If you get separated, immediately go to a designated Help Desk or contact your chaperone/event staff/safety and security personnel.
2. All learner-athletes are presumed to be in good health. Those who are exhibiting any symptoms of illness must report to the chaperones about their health concerns. Do not hesitate to seek help if you feel unwell or notice someone else who needs assistance.
3. The following protocols shall be implemented to accommodate the needs of learner-athletes with disabilities and ensure their full participation:
 - a. Ensure all event venues and facilities are accessible for learners with mobility disabilities, including ramps, elevators, accessible restrooms, etc.
 - b. Provide sign language interpreters for learners with hearing impairments during all sessions and activities.
 - c. Print materials in large print formats for learners with visual impairments. Arrange for assistants to guide them as needed.

- d. Designate calm rooms/quiet spaces for learners with sensory processing issues to take breaks as needed.
 - e. Assign dedicated staff or volunteers to provide one-on-one assistance to learners with significant disabilities throughout the event.
 - f. Provide clear communications and visual aids to ensure all information is conveyed accessibly.
4. All Student-Athletes shall comply with the *Palarong Pambansa* regulations, as long as they are in harmony with their best interests, and shall refrain from:
 - a. Engaging in discrimination, or leading a group of student-athletes, to discriminate against another, concerning one's physical appearance, weaknesses, and status of any sort.
 - b. Doing any act that is inappropriate or sexually provocative.
 - c. Participating in the behavior of other student-athletes that is illegal, unsafe, or abusive such as but not limited to vulgar language, inciting malicious acts, catcalling, or "paninipol"
 - d. Marking or damaging school / billeting quarter property and sports venues.
 - e. Engaging in fights or any aggressive behavior.
 - f. Bringing into the Palarong Pambansa premises or otherwise possessing prohibited articles, such as deadly weapons, drugs, alcohol, toxic and noxious substances, cigarettes, and pornographic materials.
 - g. Performing other similar acts that cause damage or injury to another.
 5. Student-athletes are strongly encouraged to talk, call, or text, or approach the Palarong Pambansa Child Protection Team for any concerns of bullying or any forms of abuse.
 6. Report any suspicious online and offline activities to a chaperone. If you encounter any suspicious behavior online and offline, inform a responsible adult immediately. Should they receive a friend request or social media message from an adult participant, they are not obliged to accept or respond.
 7. Be mindful of fellow learners' possible unhealthy behaviors and report to the chaperone for appropriate intervention.

D. Safety and Security Committee (including health, medical, and learners well-being)

Pre-event:

1. Conduct a thorough risk assessment to identify potential hazards and vulnerabilities specific to the event. Conduct a detailed inspection of the venue and billeting schools to identify potential safety and security risks and ensure all safety measures are in place.
2. Develop comprehensive emergency response and contingency plans that include emergency procedures, evacuation plans, and communication protocols, to handle emergencies and disasters effectively.
3. Set up marked help desks and first aid stations staffed with trained personnel and functional equipment (e.g., two-way radios, megaphones) and supplies.
4. Familiarize yourself with the emergency response plans for fire, medical emergencies, natural hazards, and other critical incidents developed by the Safety and Security Committee and the Local DRRM Office.

5. Know the locations of all exits and evacuation routes. Assist in evacuating learners, chaperones, event organizers, service providers, and other event guests, if necessary.
6. Ensure all Committee members are trained on basic emergency response, including first aid, fire safety, and evacuation procedures, and familiar with communication protocols, including the use of radios and emergency contact numbers. Respond promptly to medical emergencies and provide necessary assistance until professional help arrives.
7. Provide a detailed briefing to all staff and volunteers on security procedures, emergency protocols, and their specific roles.
8. Ensure that all parental/guardian consent has been submitted.

During Event:

1. Ensure the visible presence of all Committee members at all times to deter potential safety and security threats or hazards². Always conduct yourself with integrity, courtesy, and respect. Be alert and attentive at all times.
2. Ensure all emergency exits are marked, unobstructed, and known to all staff, volunteers, and attendees.
3. Wear proper uniform and carry identification at all times.
4. Use clear and concise language. In emergencies, ensure all instructions are unambiguous.
5. Follow the established protocol for reporting incidents, suspicious activities, and security breaches.
6. Use appropriate radio procedures and codes. Keep communication brief and to the point.
7. Ensure all personnel and visitors wear the prescribed identification cards and implement access control measures (ID verification). Always verify the identity/check identification cards of all participants, event organizers, service providers, other personnel, and visitors before granting access to event venues and billeting schools. Check that they are among the authorized individuals listed in the Participants Master List³.
8. Monitor and control the number of attendees to avoid overcrowding and ensure compliance with venue capacity limits.
9. Conduct regular audits of learners' attendance, inspect billeting quarters/rooms, hold debriefing sessions or medical check-ups, and provide relaxation activities.
10. Ensure that all actions to protect participants are in the child's best interest.
11. Maintain accurate logs of entry and exit of individuals, vehicles, and deliveries.
12. Monitor surveillance systems effectively. Report and document any suspicious activity.
13. Use non-violent methods to de-escalate conflicts whenever possible.
14. Call for backup when a situation is beyond your control or poses a high risk.
15. Respond immediately to incidents. Prioritize the safety and security of individuals over property.

² Safety and Security Committee shall prepare a list of detailed officers and duty lead officers of the day with their corresponding day and time of duty and location assigned.

³ Safety and Security Committee shall secure the Participants Master List from the Secretariat and ensure that all participants in the list are oriented with the Safety, Security, and Child Safeguarding Protocols and Guidelines.

16. Document all incidents accurately and in detail. Include time, date, location, and individuals involved.
17. Cooperate with law enforcement and emergency services. Provide them with the necessary information and support.
18. Regularly inspect fire safety equipment. Ensure that fire exits are clear and accessible. Be familiar with the locations and usage of fire extinguishers.
19. Conduct and participate in evacuation drills. Ensure all personnel are aware of safety and evacuation procedures.

Post-event:

1. Facilitate a pre-departure orientation on learner safety rules.
2. Conduct a post-event review to analyze incidents and identify areas for improvement.
3. Review the established feedback mechanism for participants, event organizers, service providers, and other concerned individuals with the safety and security aspects of the event.

E. Service Providers

1. Ensure all service providers wear identifiable uniforms and prescribed identification cards for easy recognition.
2. Maintain clear communication channels among all service providers and with event organizers.
3. Participate in safety and security and child safeguarding briefing to be conducted by the Secretariat, sign the Child Safeguarding Acknowledgement Receipt (AR), and receive the prescribed identification card. No service providers shall be allowed to render service for the event without a signed AR.
4. Participate in regular coordination meetings with event organizers to stay updated on safety protocols and any changes to the event plan.
5. Maintain logs for all incidents, including injuries, equipment malfunctions, and other safety and security concerns.
6. Report any incidents to event security and organizers immediately. Follow clear protocols for reporting incidents, suspicious activities, and emergencies.
7. Participate in a post-evaluation conference to analyze incidents and identify areas for improvement.

For Catering Service Providers

1. Adhere to strict food safety standards, including proper handling, storage, and temperature control of food.
2. Ensure catering staff follow rigorous personal hygiene practices.
3. Prepare a separate menu for individuals with special dietary requirements.
4. Keep the catering area clean and dispose of waste properly to avoid contamination and pests.
5. Equip the catering area with fire extinguishers and train staff in their use.

For Lighting, Sound, and Visual Operators

1. Regularly inspect all equipment for safety and functionality. Ensure all electrical installations meet safety standards.
2. Follow safe procedures for setting up and tearing down equipment. Use proper lifting techniques and equipment to avoid injuries.

3. Secure and manage cables to prevent tripping hazards. Use cable covers and signage as necessary.
4. Monitor and control sound levels to prevent hearing damage and comply with local noise regulations.
5. Ensure operators are familiar with the venue's emergency protocols and know how to quickly shut down equipment if needed.

For Transport Providers

1. Ensure all vehicles are well-maintained and meet safety standards. Perform pre-trip inspections.
2. Ensure drivers are trained in safe driving practices and emergency response procedures.
3. Provide safety briefings to passengers. Ensure all passengers use seat belts and follow safety instructions.
4. Designate safe and organized areas for pick-up and drop-off to avoid congestion and ensure pedestrian safety.
5. Equip vehicles with first aid kits, fire extinguishers, and emergency contact information.

F. Turn-over of Physical Custody and Family Reunification Guidelines

These guidelines should only be used in the following situations to ensure the safe and orderly reunification of learners with their families, relatives, or authorized individuals:

- a. end of event when learners should be picked up by their parents, guardians, or authorized individuals, or when learners should be dropped off by their chaperones at their respective residences or the nearest strategic safe location;
- b. emergency/unexpected situations especially medical emergencies;
- c. lockdowns due to security threats;
- d. learner's behavior that necessitates their removal from the event for disciplinary reasons;
- e. family emergency or unexpected need arises, requiring a learner to leave the event early;
- f. parental/legal guardian requests to pick up their learner before the scheduled end of the event for personal reasons.

The assigned chaperones shall adhere to the following guidelines and protocols:

1. Inform families about the turn-over and reunification process before the event, including the location of the turn-over/reunification area and required identification. Ensure continuous communication with families during the event via group chats, text alerts, or other means.
2. Ensure all individuals authorized to pick up learners have valid identification and are listed on the learner's emergency contact and information form. If an (authorized) individual is not listed in the learner's file, verify with the primary contact of the learner before releasing the learner.
3. For medical emergencies, disciplinary issues, or any other unexpected situations requiring the learner's removal from the event or early pick-up/drop-off, contact the parent/guardian immediately and coordinate the quickest way to reunite them with their child. Ensure all necessary medical information and incident reports are communicated clearly and completely to the parents/guardians.

4. Turnover/Reunification process should be done in an established secure area identified and supervised by the event staff (LRPO/Safety and Security personnel). Have the authorized individual sign the turn-over/reunification log. Release the learner only after all checks are complete.
5. Maintain a log of all learners being turned over/reunified, including the time, name of the learner, and the individual they were released to.
6. Have consent forms signed by parents/guardians before the event, specifying who is authorized to pick up the learner.
7. In situations where participants get stranded during their travel from and to their official stations, the following protocols shall be observed:
 - a. Participants should report their situation including their locations, the number of stranded DepEd personnel, and learners, and their needs to the Safety and Security Personnel.
 - b. The concerned DRRM Coordinator in the area or responsibility where the stranded participants are located shall coordinate with their respective LGUs to provide basic needs and other resources and support to ensure their safety and well-being until they are permitted by the authorities for safe travels.
8. Ensure psychological first aid (PFA) and Mental Health and Psychosocial Support (MHPSS) are available in the turnover/reunification area for learners and families.
9. Double-check with the learner's immediate family the safe and completed turn-over/reunification process.