



REPUBLIC OF THE PHILIPPINES
NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

Camp General Emilio Aguinaldo, Quezon City, Philippines



MEMORANDUM
No. 285, s. 2024

OCT 29 2024

TO : CHAIRPERSONS OF RDRRMCS / LDRRMCS /
OCD REGIONAL OFFICES

SUBJECT : **MINIMUM PREPAREDNESS CHECKLIST FOR THE
SEVERE TROPICAL STORM "LEON" (KONG-REY)
AND UNDAS 2024**

Following the Weather Update conducted on 28 October 2024 at 2:30 PM, Severe Tropical Storm "LEON" is expected to intensify rapidly as it traverses the Philippine Sea, potentially reaching typhoon status within the next 24 hours. Furthermore, there is an increasing chance that LEON will reach super typhoon category as it makes its closest approach to Batanes.

Additionally, based on the Special Weather Outlook for UNDAS, Tropical Cyclone LEON and its trough will be the dominant weather systems that will affect the entire archipelago during "UNDAS". Given these developments, it is essential for everyone to stay informed, plan accordingly, and prioritize safety. Proactive preparation can help minimize travel disruptions and ensure the safe observance of UNDAS 2024.

In connection with this, all Chairpersons of Regional and Local DRRMCs, as well as OCD Regional Directors, are directed to immediately implement preparedness actions according to the attached minimum preparedness checklist. This checklist outlines preparedness measures for National, Regional, and Local DRRMCs based on their assessment of the situation. Additional directives or measures may be introduced by DRRMC member agencies or during respective PDRA meetings, as necessary.

Let us ensure timely actions to safeguard our communities during this period.

For guidance and compliance.

For the Executive Director, NDRRMC:

ASEC HERNANDO M CARAIG, JR
Civil Defense Deputy Administrator for Operations

Encl: Minimum Preparedness Checklist

Minimum Preparedness Checklist

National	Regional	Local
<p>The following actions represent the preparedness measures that shall be undertaken by the National, Regional and Local DRRMCs based on the respective assessment relative to the event. Additional directives or measures may be introduced as deemed necessary by the DRRMC member-agencies / attendees during the PDRA Meeting.</p> <ul style="list-style-type: none"> • Full activation of national response teams: including search and rescue units, health personnel, and volunteers ready for immediate deployment / support to the affected or requesting region • Prepositioning of emergency response teams and equipment to areas expected to be affected by the disaster. • Establishing communication networks for quick information dissemination and coordination among national responders. • Coordination with national agencies and partner organizations for additional support if the situation escalates. • NDRRMOC on RED ALERT • NDRRMOC on BLUE ALERT • Heightened monitoring • Prepositioning of resources, rescue equipment, and personnel ready for deployment to support affected /requesting region. • Implementation/conduct preemptive evacuation of communities in high-risk areas if necessary, through concerned agencies and RDRRMOCs • Regular updates to the public on the status of the threat and instructions for further action. • Heightened monitoring. • Constant monitoring of weather reports and hazard information from relevant agencies • Dissemination of advisories to stakeholders and the public. • Inventory check of available resources such as food, water, and emergency supplies. • Continued close coordination with key agencies (e.g., military, police, health services) for possible mobilization if needed. • Public awareness campaigns to remind people of safety protocols and preparedness tips through concerned agencies. 	<ul style="list-style-type: none"> • Where necessary, ensure concerned LGUs conducted preemptive evacuations, especially in flood-prone or landslide-prone areas. • Intensify provision of warnings and instructions to the public through all available channels. Emphasize safety measures and evacuation procedures. • Maintain full coordination with the national level for additional resources and support. • Ensure evacuation centers are fully operational, with necessary supplies, medical services, and personnel in place. • RDRRMOC on RED ALERT • RDRRMOC on BLUE ALERT • Heightened monitoring • Mobilize/preposition resources to strategic locations. • Regional and local EOCs are partially or fully activated to ensure readiness for potential activation. • Coordination with LGUs for possible evacuations. • Intensify sending of advisories to at-risk populations, detailing potential evacuation timelines and safety protocols. • Ensure communication systems between national, regional, and local DRRMCs are fully functional. • Ensure the logistics and transportation plans for rapid mobilization of resources are in place. • Continuous monitoring of weather advisories, earthquake bulletins, or other early warning signals. Agencies track potential hazards. • Convene initial meetings with relevant agencies to discuss potential risks and preparations. • Check the availability of resources such as relief supplies, personnel, and equipment. • Coordinate immediately the results of the PDRA to the P/C/L DRRMOs and LCEs. 	<ul style="list-style-type: none"> • All relevant local agencies and stakeholders are placed into full response mode. • Carry out evacuations as required and establish operational emergency shelters. • Deploy personnel, equipment, and relief supplies to affected areas promptly. • If needed, seek additional support and resources from higher levels of DRRMCs. • Provide real-time updates to higher DRRMC levels and the community regarding the situation and response activities. • Implement actions as indicated in the Oplan Listo • Mobilize local disaster response units, including health personnel and volunteers, for readiness. • Prepare and, if necessary, execute evacuation plans for high-risk areas. • Communicate with adjacent localities to ensure coordinated disaster response efforts. • Ensure that communication channels are operational for effective coordination and information dissemination. • Implement actions as indicated in the Oplan Listo • Convene meetings to review and discuss the current situation and potential risks. • Continuously track weather updates, warnings, and advisories from relevant agencies. • Ensure that disaster preparedness and response plans are current and address identified risks. • Inform the community about potential hazards and the importance of preparedness measures. • Verify the readiness of emergency supplies and equipment, and ensure they are accessible if needed. • Implement actions as indicated in the Oplan Listo
	<ul style="list-style-type: none"> • Activate appropriate response cluster 	