

**DISASTER MANAGEMENT PLAN
OF
EXCISE & NARCOTICS DEPARTMENT,
GOVT. OF MIZORAM**

2014

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Prepared by:

**Commissionerate of Excise & Narcotics,
Aizawl, Mizoram.**

DISASTER MANAGEMENT PLAN (DMP) OF MIZORAM EXCISE & NARCOTICS DEPARTMENT

Introduction

With a view to hazard, risk and vulnerability, the entire region of Mizoram is in a high risk zone to earthquakes. Mizoram is also vulnerable to fire, cyclone, landslide and hailstorm. With a view to the above and as directed, departmental disaster management plan for Excise & Narcotics Department is prepared. Office management plan for Commissionerate building is included in the plan. Likewise, district offices shall also prepare their office plans and submit them to Headquarters. The plan shall be updated as the need arises.

Emergency Support Functions (ESF) Plan, 2014 of Excise & Narcotics Department

- 1. Functions of the Department:** The Excise & Narcotics Department will provide emergency support in the event of natural or man-made disasters in regard to the following:
 - (i) Security arrangement (including materials) in and around the affected site.
 - (ii) Conduct patrolling and prevent all types of ransacking, theft or looting.
 - (iii) Security arrangements for relief materials in transit, in camps and while distribution etc.

- 2. Nodal Officer :** The details of Nodal Officers and the Alternate Nodal Officers for the purpose of co-ordinating Emergency Functions with Department of Disasters Management & Rehabilitations are as under:

Name/Designation/Office Address/Residential address	Phone with STD code e-mail
Ngurchungnunga Sailo Dy. Commissioner of Excise & Narcotics, Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	0389-2310495 (O) 9862315063 (M) ncnasailo@gmail.com

Alternate Nodal Officer (I)

Name/Designation/Office Address/Residential address	Phone with STD code e-mail
F. Lalhminga Asst. Commissioner of Excise & Narcotics, Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	0389-2323788(O) 9436151651 (M)

Alternate Nodal Officer (II)

Name/Designation/Office Address/Residential address	Phone with STD code e-mail
H. Lalthianghlina Superintendent of Excise & Narcotics (Hqrs.), Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	0389-2323146(O) 9436143684 (M)

2.1 List of Designated officers of District/Regional Offices

Sl. No.	Field office Address	Name/Designation/Residential address	Phone with STD code & e-mail
1.	Aizawl	VLMS Dawngliana, Supdt of Excise & Narcotics Resident: Luangmual, Aizawl.	Office: 0389-2323364 Residence: 0389-2330819 Mobile: 9436145036
2.	Lunglei	Lalhmingthanga, Supdt of Excise & Narcotics, Lunglei	Office: 0372-2324776 Residence: Mobile: 8974001260
3.	Champhai	B. Zoliana, Supdt of Excise & Narcotics, Champhai Residence: Kahrawt, Champhai	Office: 03831-234630 Residence: 03831-2327123 Mobile: 9612570751
4.	Serchhip	H. Rongura Supdt of Excise & Narcotics, Serchhip	Office: 03838-222147 Residence: 03838-223012 Mobile: 9436149312
5.	Kolasib	Z. Lalmangaiha, Supdt of Excise & Narcotics, Kolasib Residence: Khuangpuilam, Kolasib.	Office: 03837-221005 Residence: 03837-220861 Mobile: 9436198143
6.	Mamit	Z. Lalmangaiha, Supdt of Excise & Narcotics, Mamit (i/c)	Office: 2565702 Residence: Mobile: 9436198143
7.	Lawngtlai	n.a.	n.a
8.	Saiha	Lalhmingliana Fanai, Supdt of Excise & Narcotics, Saiha, Residence: Meisatla, Saiha	Office: 03835-223011 Residence: 03835-220861 Mobile: 9436143913

3. Quick Response Team (QRT) at the HQs. : The Department has set up the Quick Response Team (QRT) at the HQs (Commissionerate of Excise & Narcotics, Aizawl) for emergency response and the details of the Team and the task assigned are given as follows:-

Name/Designation/Office Address/Residential address	Phone with STD code e-mail
Team Leader: Insptr. V.L. Rengliana, Officer-in-Charge, Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	Office: 0389-2323147 Residence: 0389-2340216 Mobile: 9436153582

Alternate Team Leader: Insptr. Peter Zohmingthanga Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	Mobile: 9436151468
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The task assigned are:

1. Loading /unloading of relief materials at Airport, etc.
2. Security arrangement (including materials) in and around disaster affected areas.
3. Conduct patrolling and preventing all types of ransacking, theft or looting.
4. Security arrangement for relief materials in transit, in camps and while distribution.

4. Quick Response Teams (QRTs) at the District Level: The Department has designated the District Officer for providing Emergency Support Functions at district level and the task assigned are given as follows :

Aizawl District:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Insptr. H. Darhmingthanga, Officer-in-Charge, Office of the Supdt of Excise & Narcotics, Aizawl. Residence: Thuampui, Aizawl.	Office: 0389-2323147 Mobile: 9862577906
Alternate Team Leader: Insptr. C. Chawngnhuna Office of the Supdt of Excise & Narcotics, Aizawl. Residence: Mission Vengthlang, Aizawl.	Mobile: 9612163041

The task assigned are:

1. Loading /unloading of relief materials at Airport, etc.
2. Security arrangement (including materials) in and around disaster affected areas.
3. Conduct patrolling and preventing all types of ransacking, theft or looting.
4. Security arrangement for relief materials in transit, in camps and while distribution.

Lunglei District:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Insptr. J. Lalmangaiha Officer-in-Charge, Office of the Supdt of Excise & Narcotics, Lunglei.	Mobile: 9862328604

Alternate Team Leader: Insptr. P.C. Lalchhanhima, Office of the Supdt of Excise & Narcotics, Lunglei.	Mobile: 9436370769
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The task assigned are:

1. Loading /unloading of relief materials at Helipad, etc.
2. Security arrangement (including materials) in and around disaster affected areas.
3. Conduct patrolling and preventing all types of ransacking, theft or looting.
4. Security arrangement for relief materials in transit, in camps and while distribution.

Saiha District:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Insptr. Laldinsanga, Officer-in-Charge, Office of the Supdt of Excise & Narcotics, Saiha.	Office: 03835-222076 Mobile: 9862108970
Alternate Team Leader: Sub-Insptr. Lalrengpuia Office of the Supdt of Excise & Narcotics, Lunglei.	Mobile: 9436370769

The task assigned are:

1. Loading /unloading of relief materials at Helipad, etc.
2. Security arrangement (including materials) in and around disaster affected areas.
3. Conduct patrolling and preventing all types of ransacking, theft or looting.
4. Security arrangement for relief materials in transit, in camps and while distribution.

Champhai District:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Insptr. Ngurthanzama Sailo, Officer-in-Charge, Office of the Supdt of Excise & Narcotics, Champhai	Office: Mobile: 9862584091
Alternate Team Leader: S.I. Lalliannura, Office of the Supdt of Excise & Narcotics, Champhai	Office: Mobile: 9862601488

The task assigned are:

1. Loading /unloading of relief materials at Helipad, etc.
2. Security arrangement (including materials) in and around disaster affected areas.
3. Conduct patrolling and preventing all types of ransacking, theft or looting.
4. Security arrangement for relief materials in transit, in camps and while distribution.

Serchhip District:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspr. B. Ngurchhuana, Officer-in-Charge, Office of the Supdt of Excise & Narcotics, Serchhip	Office: 03838-226006 Mobile: 9612513700
Alternate Team Leader: Inspr. J. Vaninmawia	Mobile: 9612522105

The task assigned are:

1. Loading /unloading of relief materials at Helipad, etc.
2. Security arrangement (including materials) in and around disaster affected areas.
3. Conduct patrolling and preventing all types of ransacking, theft or looting.
4. Security arrangement for relief materials in transit, in camps and while distribution.

Kolasib District:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspr. H. Lalchhuanawma Officer-in-Charge, Office of the Supdt of Excise & Narcotics, Kolasib	Office: 03837-220632 Mobile: 9862577848
Alternate Team Leader: Sub-Inspr. Khawpuirimawia	Mobile: 9436151818

The task assigned are:

1. Loading /unloading of relief materials at Helipad, etc.
2. Security arrangement (including materials) in and around disaster affected areas.
3. Conduct patrolling and preventing all types of ransacking, theft or looting.
4. Security arrangement for relief materials in transit, in camps and while distribution.

Mamit District:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspr. Darhmingthanga, Officer-in-Charge, Office of the Supdt of Excise & Narcotics, Mamit	Office: 0389-222147 Residence: 222011 (Serchhip) Mobile: 9862977807
Alternate Team Leader: Sub-Inspr. C. Lalremsiama	Residence: 0389-2322177 (Aizawl) Mobile: 8794398485

The task assigned are:

1. Loading /unloading of relief materials at Helipad, etc.
2. Security arrangement (including materials) in and around disaster affected areas.
3. Conduct patrolling and preventing all types of ransacking, theft or looting.
4. Security arrangement for relief materials in transit, in camps and while distribution.

5. Quick Response Teams (QRTs) at the Field Level: The details of the Designated Field officers who will be coordinating the emergency support functions and the task assigned are given as follows:

Vairengte Excise & Narcotics Station:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspr. Lalchansanga Sailo, Officer-in-Charge, Vairengte Excise & Narcotics Station, Vairengte	Office: 03837-261369 Residence: Mobile: 9612019281
Alternate Team Leader: Sub-Inspr. Rorelkima Vairengte Excise & Narcotics Station, Vairengte	Residence: Mobile: 9862579089

The task assigned are:

1. Loading /unloading of relief materials at Helipad, etc.
2. Security arrangement (including materials) in and around disaster affected areas.
3. Conduct patrolling and preventing all types of ransacking, theft or looting.
4. Security arrangement for relief materials in transit, in camps and while distribution.

Resource Inventory/ Resource Mapping

6. The Department will be in a position to make available various type of resources like equipment/material/technical manpower and services, the details are given in the attached **Form No. ESF-05**.

(1) Within the Building :

Commissionerate of Excise & Narcotics building comprises of four storey building, ground floor and three basement floors. Status of existing resources and facilities available inside the building are as follows:-

(a) Fire Fighting Equipment: Not available at present. To be procured.

(b) Water Storage Capacity : Available and filled.

(c) Electrical Safety Measures : Available.

(d) Number of Entries and Exits: Two main exits and one exit in every floor.

(e) Manpower in the office:

(i) Permanent:

Sl.No	Name of post	
1	Commissioner	1
2	Dy. Commissioner	2
3	Asst. Commissioner	2
4	Superintendent	3
5	Inspector	6
6	Sub-Inspector	6
7	Asst. Sub-Inspector	-
8	Head Constable	3
9	Constable	51
10	Wireless Operator	5
11	Driver	7
12	Office Superintendent	1
13	H.A/ Assistant	4
14	UDC	5
15	LDC	3
16	G/Operator	1
17	4 th Grade	6
18	Steno. Grade-II	1
19	Steno. Grade-III	-
	Grand Total	106

(ii) Security Guard: Nil

(iii) Experts/Spccialists in Search & Rescue: nil

(iv) Experts/Spccialists in First Aid : nil

Emergency lighting, electricity backup and portable public address system is available.

(2) Outside the Building :

(a) Nearest hospital :

- (i) Aizawl Civil Hospital which is about 1.2 kms via Temple square and 1.7 kms via Assembly House., Tel. no. : 102/2322318
- (ii) Aizawl Hospital and Research Centre, Mission Veng which is about 1.4 kms., Tel. no : 2319643.
- (iii) Aizawl Adventist Hospital, which is about 2.6 kms., Tel. no.: 2340326
- (iv) New Life Hospital, Chanmari which is about 2 kms., Tel. No:

(b) Nearest Police Station :

- (i) Aizawl Police Station which is about 1.3 kms., Tel. no : 100/2322319
- (ii) Kulikawn Police Station which is about 1.7 kms., Tel. no : 2322379
- (iii) Vaivakawn Police Station which is about 2.2 kms., Tel. no : 2342304

(c) Nearest State Disaster Response Force Battalion :

- (i) 1st Bn. MAP Armed Veng, which is about 2.6 kms., Tel. no. : 2322306/2325046
- (ii) 3rd Bn. MAP Mualpui, which is about 4.5 kms., Tel. no. : 2325572/2324862
- (iii) 5th Bn. IR Sakawrtuichhun which is about 15 kms., Tel. no.: 2916156/2341491
- (iv) Fire and Emergency Service : Tel. no. : 101/2322384
- (v) Mobile Fire Station, Mizoram Secretariat Annex -1 which is about 100 metres.
- (vi) Kulikawn Police Station which is about 1.7 kms.
- (vii) Fire Station, Near Aizawl Police Station which is about 1.3 kms.
- (viii) Directorate of Fire and Emergency Services, Hunthar which is about 3.5 kms.
- (ix) Sport and Youth Services (Adventure Wing) which is about 500 metres, Tel. no :2325263/2335807
- (x) Central YMA office which is about 900 metres., Tel. no : 2322869

7. It is certified that the aforesaid resources (manpower, services, material and equipment) are considered adequate for accomplishing the Emergency Support Functions assigned to this Department.

8. It is certified that in addition to above resources this Department has entered in to precontracts for supply of resources are given in the attached Form No. ESF-06.

9. The Department is ready to deploy the resources in the event of disasters and in accordance with the requests received from the Department of Disaster Management & Rehabilitation or from the State or District Disaster Management Authorities.
10. The Emergency Support Functions (ESF) Plan has been last updated on 30/03/2014.

Authorised signatory

Name : LALHMUNSANGA
Designation : Commissioner of Excise & Narcotics
Date :

OFFICE DISASTER MANAGEMENT PLAN (HEADQUARTERS)

Command, Control And Coordination

1. Safety officer-cum-Incident Commander:

Mr. F. Lalhminga, Assistant Commissioner of Excise & Narcotics (Enf.) is appointed as the Safety Officer, who shall also act as Incident Commander during disaster.

Name/Designation/Office Address/Residential address	Phone with STD code e-mail
F. Lalhminga, Assistant Commissioner of Excise & Narcotics (Enf.) Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	Office: 0389-2323788 Residence: 0389-2325119 Mobile: 9436151651

2. **Floor Coordinators/Commanders:** The following officers are appointed as Floor Coordinator/Commander to establish a chain of command and to ensure continuity of operations.

Sl.No.	Name of Floor	Floor Coordinator/Commander
(i)	3 rd Floor	Any Wireless Operator on duty
(ii)	2 nd Floor	Mr. R. Lianhluna, Asst. Commissioner of Excise & Narcotics (Admn.)
(iii)	1 st Floor	Mr. Rex L. Zate, Assistant
(iv)	Ground Floor	Mr. V.L. Rengliana, Inspector of Excise & Narcotics
(v)	1 st Basement Floor (Garrage)	Mr. Lalropuia, Driver Grade I
(vi)	2 nd & 3 rd Basement Floor (ORs Common room and Chowkidar quarters	Mr. Kaphranga, Head Constable

The Floor Coordinator/Commander will coordinate building evacuation and ensure safe evacuation of all the staff to the identified Temporary/Safe Shelter area and perform head count of the staff to confirm whether all staff are evacuate safely or anyone is missing/stack up or trapped inside the building and passed on the information to the Control Room.

3. Floor-wise details of the divisions/sections operating in each floor.

(1) 3rd Floor:

(a) Radio Control Room

Any Wireless Operator on duty shall be responsible as Floor Commander

Radio Control Room comprises of 5 Wireless Operators

(b) Conference Hall:

(2) 2nd Floor:

R. Lianhluna, Asst. Commissioner of Excise & Narcotics (Admn.) is appointed as Floor Commander

(a) Dy. Commissioner of Excise & Narcotics (Admn) with three staff

(b) Dy. Commissioner of Excise & Narcotics (Enf) with three staff

(c) Asst. Commissioner of Excise & Narcotics (Admn) with two staff

(d) Asst. Commissioner of Excise & Narcotics (Enf) with two staff

(e) Computer Room : Three staff

(3) 1st Floor:

Mr. Rex L. Zate, Assistant is appointed as Floor Commander

(a) Commissioner of Excise & Narcotics with four staff

(b) Clerical staff comprises of 19 staff

(4) Ground Floor:

Inspr. V.L. Rengliana, Officer-in-Charge, Anti-Narcotics Squad is appointed as Floor Commander

(a) Supdt of Excise & Narcotics (HQ-1) with 2 staff

(b) Supdt of Excise & Narcotics (HQ-11) with 2 staff

(c) Supdt of Excise & Narcotics with 2 staff

(d) Officer-in-Charge with 10 Enforcement officer and
2 Other ranks = 13 staff

(5) 1st Basement Floor (Garrage):

Lalropuia, Driver Grade I is appointed as Floor Commander

Driver's common room comprises of 7 drivers/staff

(6) 2nd Basement Floor (ORs Common room) :

Kaphranga, Head Constable is appointed as Floor Commander and the floor comprises of 33 other ranks.

(7) 3rd Basement Floor (Chowkidar quarters) : Chowkidar and his family comprises of 3 members.

4. Location of Control Room:

The Control Room shall be used for managing disasters, which could be the Reception Centre or an earmarked area outside the building. Tennis court Taxi stand,

opposite to the building is designated as a Control Room in case of emergency.

5. Building Search & Rescue Team:

The Building Search & Rescue teams are the first responder in case of emergency in the office building. They will help the vulnerable groups in building evacuation and will try to rescue anyone trapped inside the building.

Team leader :- Mr. V.L. Rengliana, Officer-in-charge

Members :- All male members/staff in the office

They must be given initial as well as refresher training required for them at periodic intervals.

Name/Designation/Office Address/Residential address	Phone with STD code e-mail
<p>Team Leader:</p> <p>V.L. Rengliana, Officer-in-charge, Anti-Narcotics Squad Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.</p> <p>Members: All male members/staff in the office, namely -</p> <ol style="list-style-type: none">1. Lalrinliana, SE&N2. H. Lalthianghlina, SE&N3. R. Vanlalthlana, Se&N4. Peter Zohmingthanga, IE&N5. R. VL. Sanga, IE&N6. Lalthlamuana, IE&N7. Malsawmkima, IE&N8. Ramdinsanga, IE&N9. Hmart Lalthmuakliana, SIE&N10. David Lalmawia, SIE&N11. Lalrinnunga, SIE&N12. R. Lalruatlina, SIE&N13. Lalbiakhluna Ralte, W/O14. Zohmingliana, W/O15. Lalpanliana, W/O16. Ramengmawia, W/O17. Thangluaia, Driver18. R.C. Tlangthanmawia, Driver19. Zohmingliana, Driver20. H.Roliana, Driver21. Lalropuia, Driver22. Laldanglova, Driver23. H. Thanthuama, Driver24. Rex L. Zate, Asst.	<p>Office: 0389-2323147 Residence: 0389-2340216 Mobile: 9436153582</p>

25. Lalthlengliana Fanai, UDC	
26. P.C. Liantluanga, LDC	
27. R. Zakamlova, Gestetner Operator	
28. Lalchualova, Peon	
29. Lalthlamuana, Peon	
30. Ngurchhuanhuma, Chowkidar	
31. Hc/117 Chalvela	
32. Hc/122 Kaphranga	
33. Hc/126 C. Lallura	
34. C/175 Lalhuta	
35. C/252 Lalkunga	
36. C/265 Zohmingliana	
37. C/286 Lalthanthuama	
38. C/288 Lalmangaihthanga	
39. C/292 R. Muanzova	
40. C/293 Chhuanvawra	
41. C/306 David Lalramsiam	
42. C/308 B. Zothansanga	
43. C/315 Lalduhkima	
44. C/316 P.C. Laldinggheta	
45. C/319 H. Mangkhuma	
46. C/335 Lalngahchhana	
47. C/338 Ngurthansanga	
48. C/350 F. Zothansanga	
49. C/355 J. Ramsangzuala	
50. C/391 Zohmingthanga	
51. C/417 T. Zothanpuia	
52. C/431 Lalengmawia	
53. C/454 Chuahmingthanga	
54. C/461 Lalremkima	
55. C/463 K. Laltanpuia	
56. C/465 Lallawmawma	
57. C/471 Lalnunmawia	
58. C/473 Zoramchhana	
59. C/480 R. Zairemmawia	
60. C/490 R. Dengmawia	
61. C/505 C. Vanlalrosanga	
62. C/517 Lalrinsanga Varte	
63. C/523 Lalramthara	
64. C/537 H. Lalmingliana	
65. C/544 K. Vanlalchaka	
66. C/546 Lalsiamkima	
67. C/557 F. Zonunmawia	

6. First Aid Team :

Team Leader:- Miss M. Lianchhingpuii, Inspector of Excise & Narcotics

Members :- All female members/staff in the office.

They must be given initial as well as refresher training required for them at periodic intervals.

Name/Designation/Office Address/Residential address	Phone with STD code e-mail
<p>Team Leader:</p> <p>M. Lianchhingpuii, Inspector of Excise & Narcotics, Anti-Narcotics Squad Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.</p> <p>Members: All female members/staff in the office</p> <ol style="list-style-type: none"> 1. M. Lianchhingpuii, IE&N 2. V.L. Dintluangi Ralte, SIE&N 3. Lalnghahmawii, SIE&N 4. Baby Lallianmawii, W/O 5. Lalrinpuii, Office Superintendent 6. Hrangzabiaki, Asst. 7. Lalthanpari, Asst. 8. Kapkungi, Asst. 9. Lalngaihzuai, Steno-II 10. Doris Ngurbiakveli, UDC 11. Lalmalsawmi, UDC 12. Malsawmi, UDC 13. C. Lalmalsawmi, LDC 14. Lalramhluni, LDC 15. Tlangthuami, Peon 16. Vanlalluti, Peon 17. Phaikimi, Sweeper 18. C/298 Lahlunchhungi 19. C/325 Vanhmingliani 20. C/330 F. Lalthlamuani 21. C/360 Laldinsangi Varte 22. C/366 Lalrinliani 23. C/377 Lalzikpuii Sailo 24. C/402 Rosie Lalramtiami 25. C/487 Laltluanchhuaki 26. C/498 Lalrampari 27. C/510 C. Lalnunmawii 28. C/525 H. Lalnunsangi 29. C/528 Rosy Malsawmkimi 30. C/532 Lalremzuai 31. C/542 C. Ramthansiami 32. C/545 Lalmuanpuii 33. C/559 Saiengpuii Sailo 	

7. Fire Safety Team:

Same as Building Search & Rescue Team. They will regularly check that Fire fighting equipment in the office building are functioning properly and they will be trained in Fire fighting and refresher training every year.

Name/Designation/Office Address/Residential address	Phone with STD code e-mail
<i>Same as Building Search & Rescue Team</i>	

Evacuation Plan

Standard Operating Procedure for evacuation is shown as:-

Number of Entries and Exits : Two main exits and one exit in every floor.

On occurrence of disaster, under the directions of the Floor Coordinator occupant of every floor shall come out of their room towards the steps & exits in double line while maintaining –

- (i) *Do not Run;*
- (ii) *Do not look back;*
- (iii) *Do not push, pull and over run;*
- (iv) *Do not return to your desk to take your belonging;*
- (v) *Do not use your mobile etc.*

They will exit the building from the Front exit.

Area opposite to the main Gate (Taxi stand) is identified as the Temporary/Safe Shelter area (Assembly Area/s) where the staff will assemble and head count will be carried out by Floor Coordinators and information passed on to the Control Room.

All these should be rehearsed floor-wise by all the staff during building mock exercises, after every six/twelve months. Each floor should put up the floor level plan and evacuation route at strategic locations indicating the route.

Emergency Ladder and Rope for evacuation, stretcher for transporting the injured/casualty may be procured. Simple Emergency Warning System and method of disseminating such warning and occurrence of disaster may also be procured.

Emergency Medical Plan

As of now, there is no qualified doctors/para-medic staff working in the office, but there may be doctors/para-medic, nursing staff among the trainees at the time of occurrence of disaster, they may be mobilized and work with first aid team members.

First Aids boxes and other First Aids material may be procured.

First Aid Team should be trained in first aid, CPR, TRIAGE, evacuation through ambulances and pre-hospital preparedness.. The number of staff trained in first aid should be increased every year.

Safety & Security of Documents

A Record Room had already been designated in the building for keeping old files/documents. All policy & important documents/files/presentations should be digitized and a copy kept at an alternate place. There should be regular disposal of files/documents as per the existing Govt, guidelines.

All the sections/departments working in the building should have a back-up of their data in their PC/lap-top. Security of the files/documents/PC/laptops and use of pen drives and CDs should be elaborated. Random check by Office Superintendent is recommended.

Likely perceived Scenarios

The worst case of scenarios for perceivable natural and man-made disasters which can affect the functioning in the building are spelled out with their likely consequences and damages/loss which they can cause.

- (i). Catastrophic Earthquake** where Office building collapsed resulting in trapping of some staff by the debris and failure of electricity power and landslide damaging parts of the office building and disruption of road and telecommunication networks
- (ii) Severe Cyclonic storms** with torrential rain resulting in disruption of electricity power and telecommunication networks

(iii) Occurrence of Fire inside the Office building (e.g Store room, establishment room, Library, Canteen etc) gutting document, book and stationery items resulting in trapping of the staff who suffered burn injuries or choking due to inhalation of smoke.

(iv) Armed insurgents and miscreant entering the Office building causing disruption of normal work or physical harm to the staffs or kidnapping demanding ransom etc.

Suggested responses

Suggested responses to manage the perceived natural and man-made disasters listed in the earlier chapter is given out, with scope for changes during decision making by the Incident Commander.

On detection of any incident or development of a hazard, the Commissioner of Excise & Narcotics or Safety Officer may be inform who will notify all building occupants by using Simple Emergency Warning System to take appropriate protective action. The occupants should follow the evacuation procedure and route and proceeds to the identified Temporary/Safe Shelter/Assembly area. In case of an event wherein external agencies take over the situation, the Incident Commander shall be replaced by a member of a local emergency response agency.

Roles and responsibilities

Roles and responsibilities of all key stakeholders within the Organization and outside first responders may be given out as follows :

- i) Warning dissemination by Safety Officer
- ii) All will response by performing Dos and don'ts
- iii) Building Evacuation as drill by all and proceed to the Temporary/Safe Shelter/Assembly area
- iv) Building Search & Rescue team will help the vulnerable groups in building evacuation
- v) Headcounts by Floor Coordinator
- vi) And if any one is missing, Building Search & Rescue team will try to

rescue anyone trapped inside the building.

vii) Building Search & Rescue team/Fire Safety Team will try to douse/control the occurrence of Fire.

Conduct of Mock Exercise

To test the Office Disaster Management Plan and check the state of preparedness periodically (at least once in a year), table top and mock exercises should be conducted.

Outside first responders, like District DM Authority, SDRF, Fire Services, Sport & Youth Services (Adventure Wing), Medical Services, Civil Defence (MRHG), etc. may take part in the annual mock exercises.

Lessons learnt and gaps identified should be used for updating the DM Plan.

Annexures

(a) Annexure A : Building plan with relevant signage for exits and resources like Fire Extinguishers with *you are here sign* in each floor in the building and prominently displayed at various strategic locations. *(To be work out later on)*

(b) Annexure B : Outside responders, like District Disaster Management Authority, Police/SDRF, fire services, District DM authority, Civil Defence (MRHG), hospitals, ambulance services, and other important stake-holders.

Annexure A

Building plan with relevant signage for exits and resources like Fire Extinguishers with ***you are here sign*** in each floor in the building and prominently displayed at various strategic locations. *(To be work out later on)*

Floor-wise details of the divisions/sections operating in each floor.

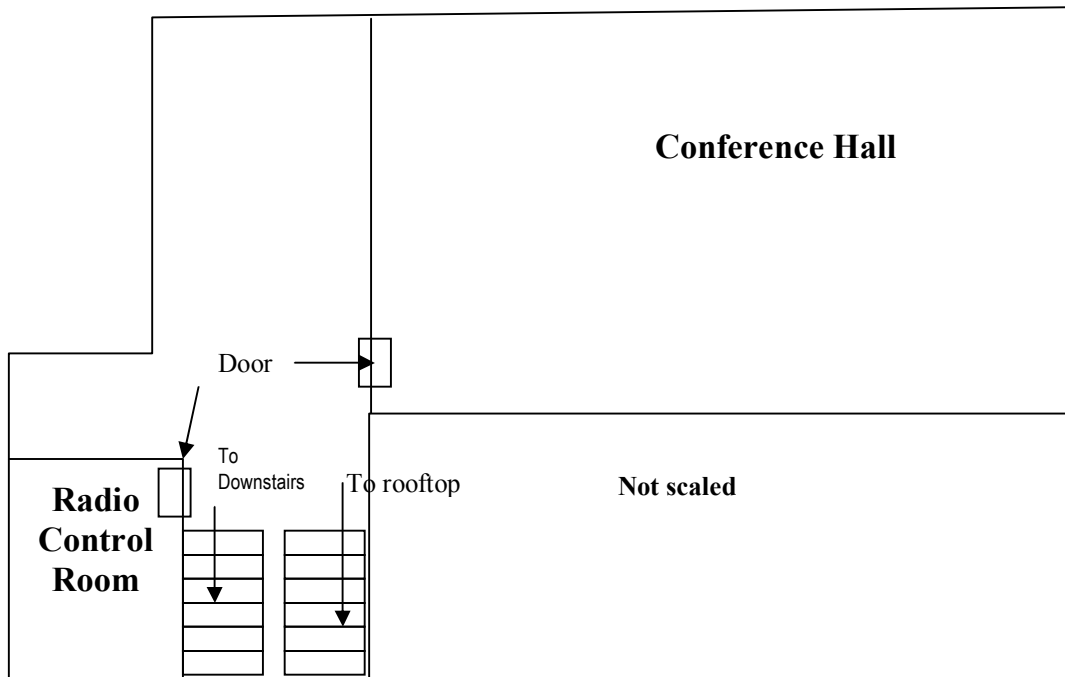
(1) 3rd Floor:

(a) Radio Control Room

Any Wireless Operator on duty shall be responsible as Floor Commander

Radio Control Room comprises of 5 Wireless Operators

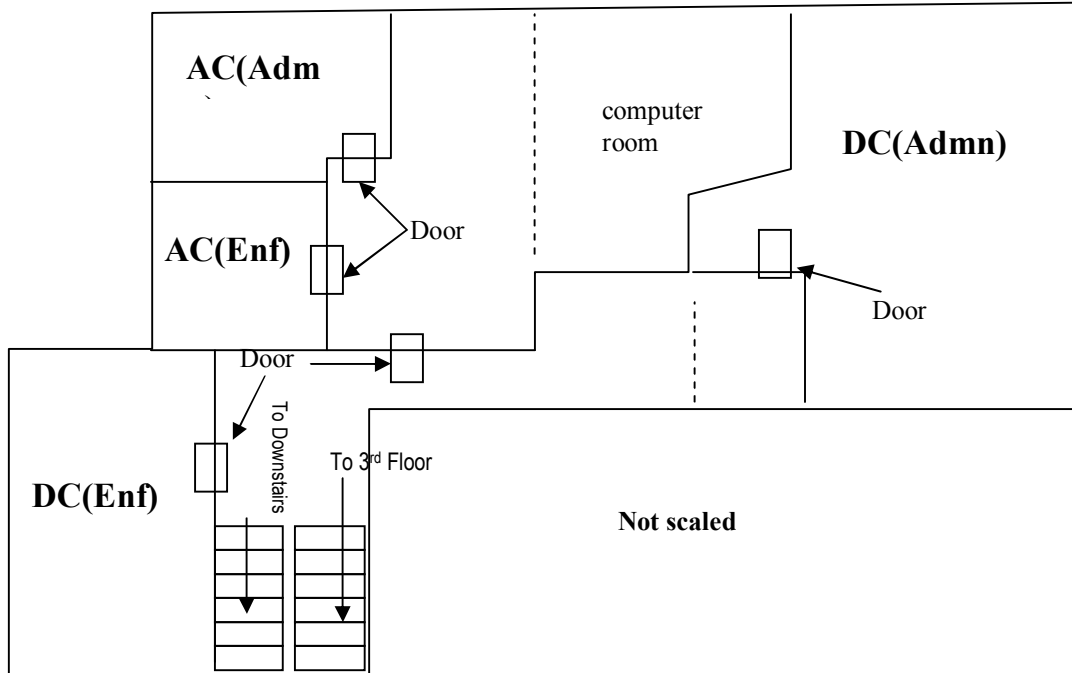
(b) Conference Hall:



(2) 2nd Floor:

R. Lianhluna, Asst. Commissioner of Excise & Narcotics (Admn.) is appointed as Floor Commander

- (a) Dy. Commissioner of Excise & Narcotics (Admn) with three staff
- (b) Dy. Commissioner of Excise & Narcotics (Enf) with three staff
- (c) Asst. Commissioner of Excise & Narcotics (Admn) with two staff
- (d) Asst. Commissioner of Excise & Narcotics (Enf) with two staff
- (e) Computer Room : Three staff

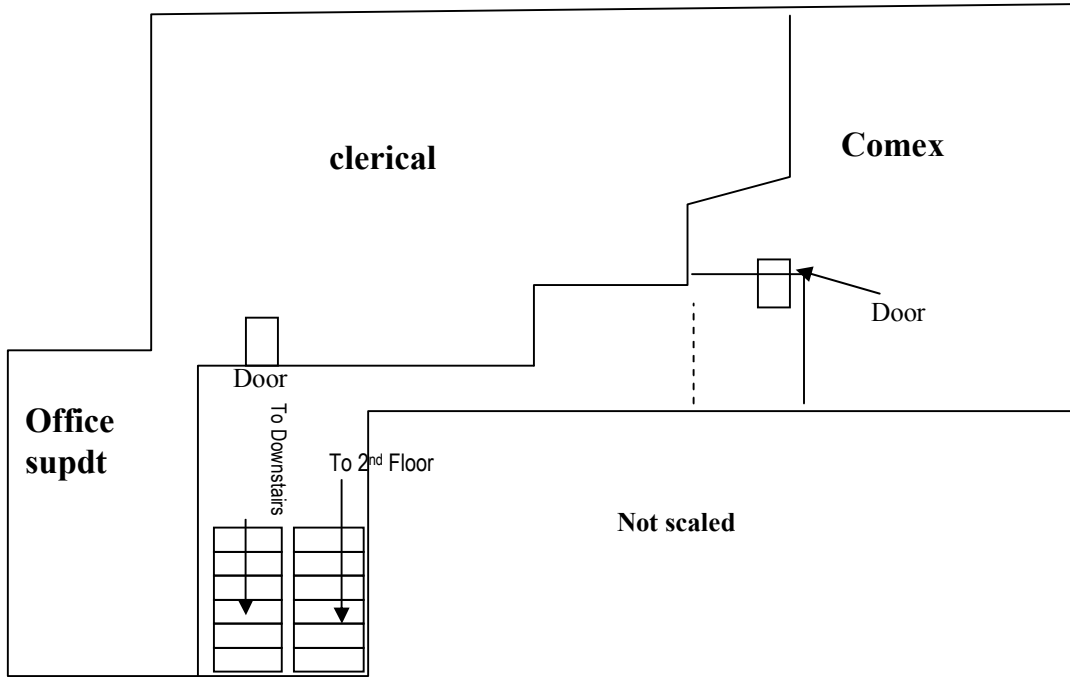


(3) 1st Floor:

Mr. Rex L. Zate, Assistant is appointed as Floor Commander

(a) Commissioner of Excise & Narcotics with four staff

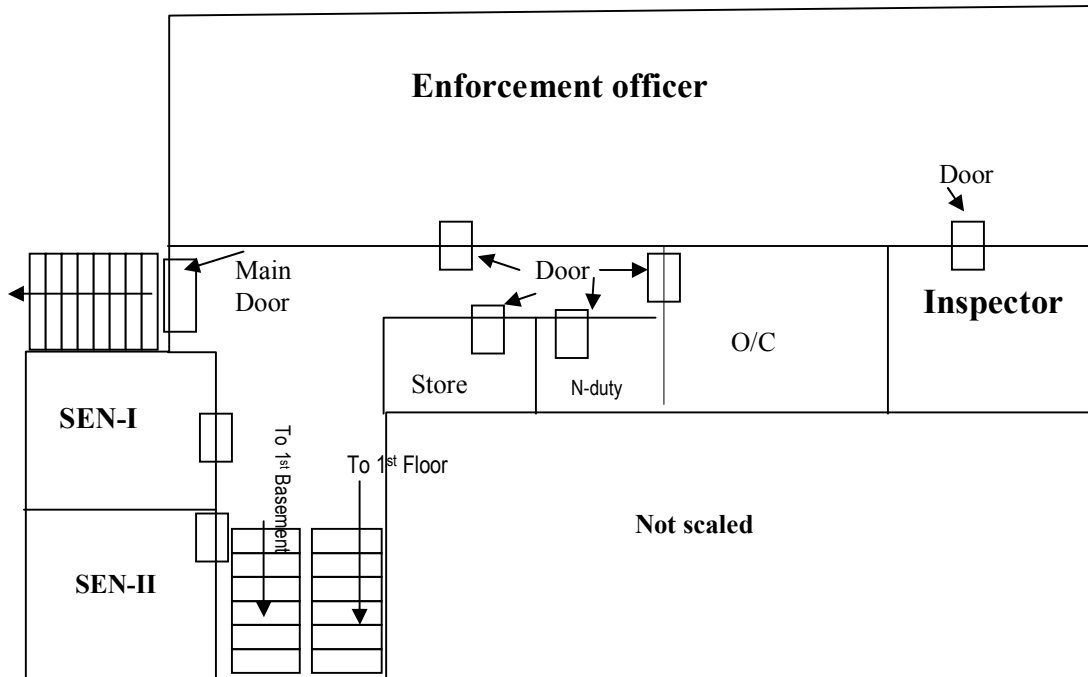
(b) Clerical staff comprises of 19 staff



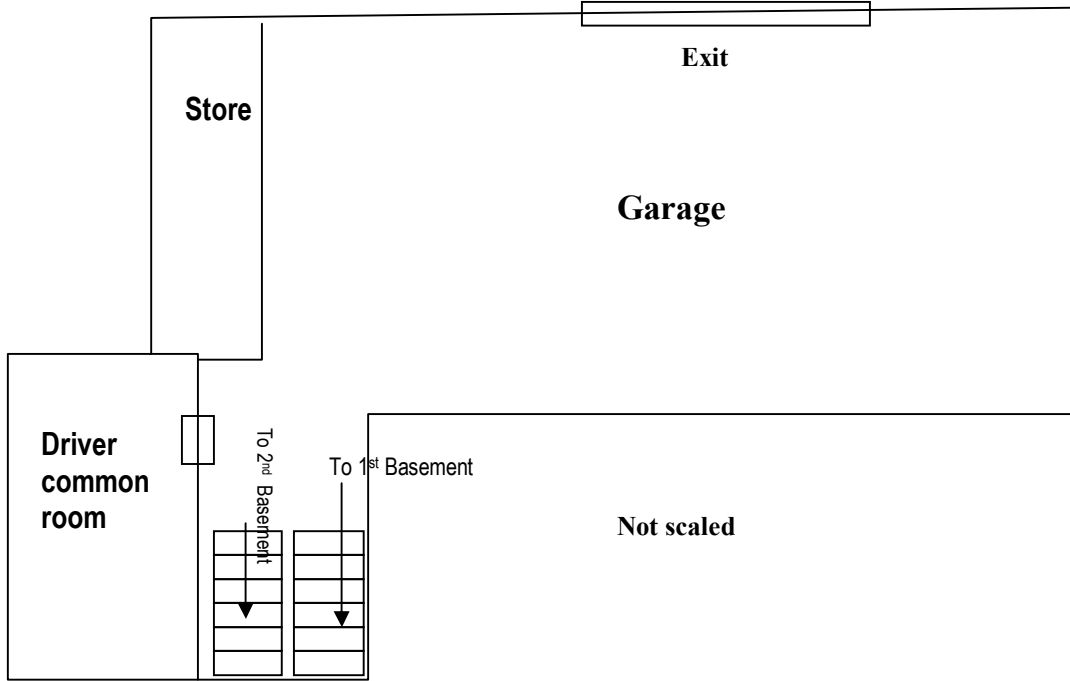
(4) Ground Floor:

Inspr. V.L. Rengliana, Officer-in-Charge, Anti-Narcotics Squad is appointed as Floor Commander

- (a) Supdt of Excise & Narcotics (HQ-1) with 2 staff
- (b) Supdt of Excise & Narcotics (HQ-II) with 2 staff
- (c) Supdt of Excise & Narcotics with 2 staff
- (d) Officer-in-Charge with 10 Enforcement officer and 2 Other ranks = 13 staff

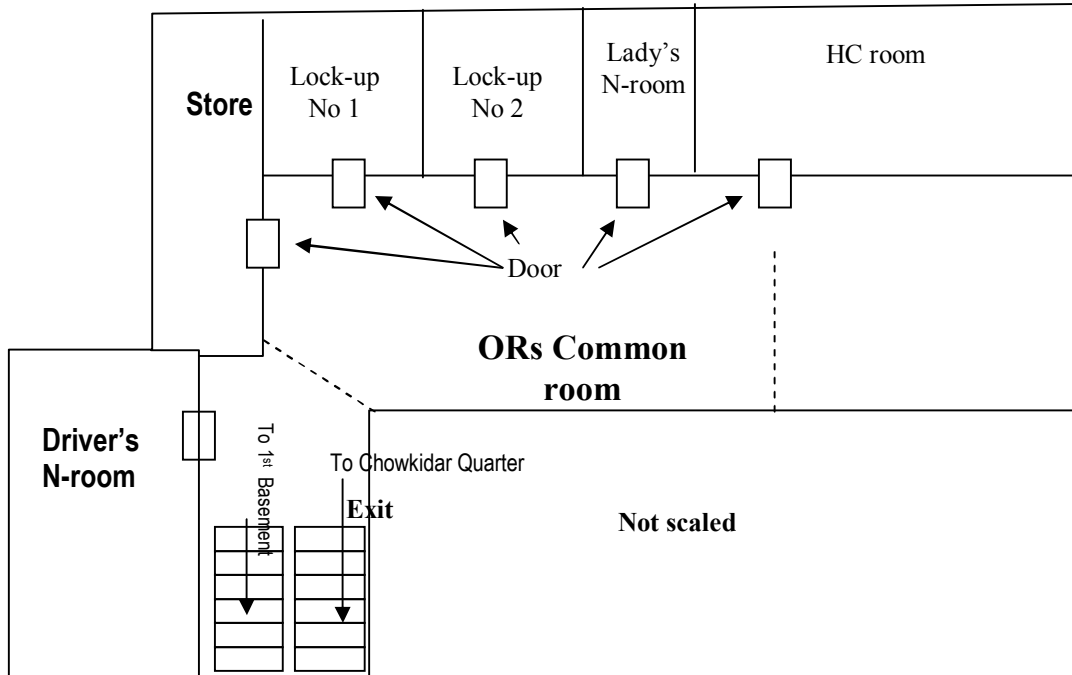


- (5) **1st Basement Floor (Garage):**
Lalropuia, Driver Grade I is appointed as Floor Commander
Driver's common room comprises of 7 drivers/staff

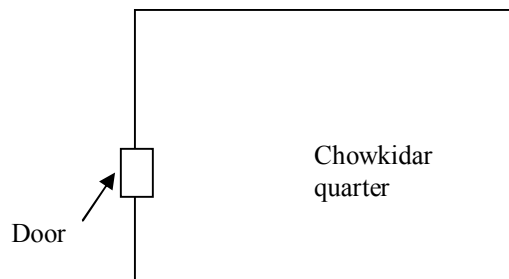


(6) 2nd Basement Floor (ORs Common room) :

Kaphranga, Head Constable is appointed as Floor Commander and the floor comprises of 33 other ranks.



(7) 3rd Basement Floor (Chowkidar quarters) : Chowkidar and his family comprises of 3 members.



Not scaled