

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

2022

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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 and with recent Covid-19 Pandemic taking a huge toll to the country and in the state. 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. This document is an update to the Disaster Management Plan of Excise & Narcotics Department, Govt. of Mizoram, 2020.

Emergency Support Functions (ESF) Plan, 2022 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
Pu Z Lalmangaiha Joint Commissioner of Excise & Narcotics(Admn.), Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	Mobile: 9436198143

Alternate Nodal Officer (I)

Name/Designation/Office Address/Residential address	Phone with STD code e-mail
Pu B. Zoliana Dy. Commissioner of Excise & Narcotics (Enf.), Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	Mobile: 8259914660

Alternate Nodal Officer (II)

Name/Designation/Office Address/Residential address	Phone with STD code e-mail
Pu Peter Zohmingthanga Asst. Commissioner of Excise & Narcotics (Hqrs), Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	Mobile: 9436151468

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	T Lalramzauva, Assistant Commissioner of Excise & Narcotics, Aizawl District. Resident: New Capital Complex, Khatla, Aizawl	Mobile: 9436199066
2.	Lunglei	Lalchansanga Sailo, Assistant Commissioner of Excise & Narcotics Resident: Departmental quarter, near Circuit House, Lunglei	Office: (0372) 2324776 Residence: (0372) 2324821 Mobile: 9612019281
3.	Champhai	Vanlalvura Ralte, Assistant Commissioner of Excise & Narcotics Residence: Kahrawt, Champhai	Office: (03831) 234630 Mobile: 9862579083
4.	Serchhip	B. Ngurchhuana, Assistant Commissioner of Excise & Narcotics Residence: P&E Veng, Serchhip.	Office: (03838) 222147 Mobile: 9612513700
5.	Kolasib	Ngurthanzama Sailo, Assistant Commissioner of Excise & Narcotics Residence: Khuangpuilam, Kolasib.	Mobile: 9862584091
6.	Mamit	M.Lianchhingpuii, Assistant Commissioner of Excise & Narcotics Residence: Lungsir, Mamit	Mobile: 8732080289
7.	Lawngtlai	Inspector Lalrengpuia Officer-In-Charge. Residence: Chanmari, Lawngtlai	Mobile: 9436148263
8.	Saiha	Malsawmkima, Assistant Commissioner of Excise & Narcotics Residence: Meisatla, Saiha	Mobile: 9774585425

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: Inspr. David Lalmawia, Officer-in-Charge, Anti-Narcotic Squad, Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	Office: (0389) 2323147 Mobile: 8794717576

Alternate Team Leader: Inspr. C. Thangchuanga, Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	Mobile: 9436192692
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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:

(a) Aizawl District:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspr. Lalsangzuala Ralte, Officer-in-Charge, Office of the Asst. Commissioner of Excise & Narcotics, Aizawl District. Residence: Laipuitlang , Aizawl.	Office: (0389) 2320810 Mobile: 9436196702
Alternate Team Leader: Inspr. Khawpuiromawia Office of the Asst. Commissioner of Excise & Narcotics, Aizawl. Residence: Tlangnuam, Aizawl.	Mobile: 9436151818

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.

(b) Lunglei District:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspr. P.C Lalchhanhima, Officer-in-Charge, Office of the Asst. Commissioner of Excise & Narcotics, Lunglei. Residence:Pukupui, Lunglei	Office: (0372) 2324610 Mobile: 9862328604/ 8118908917

Alternate Team Leader: Inspr. Lalrinnunga, Office of the Asst. Commissioner of Excise & Narcotics, Lunglei, Residence: Lunglei, Venglai	Office: (0372) 2322028 Mobile: 9862430616
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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.

(c) Saiha District:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspr. Lalmalsawma, Officer-in-Charge, Office of the Asst. Commissioner of Excise & Narcotics, Siaha. Residence: Meisatla, Siaha	Office: (03835) 222076 Mobile: 8732813719
Alternate Team Leader: Sub-Inspr. Lalsangzuala Pachuau Office of the Asst. Commissioner of Excise & Narcotics, Siaha. Residence: Siaha	Mobile: 7005308658

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.

(d) Champhai District:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspr. T.C Lalropuia, Officer-in-Charge, Office of the Asst. Commissioner of Excise & Narcotics, Champhai Residence: Vengsang, Champhai	Office: (03831) 235075 Mobile: 9612217073

Alternate Team Leader: Sub-Inspr. J. Laltlanmawia, Office of the Asst. Commissioner of Excise & Narcotics, Champhai Residence: Champhai	Mobile: 8732014199
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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.

(e) Serchhip District:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspr. Darhmingthanga, Officer-in-Charge, Office of the Asst. Commissioner of Excise & Narcotics, Serchhip Residence: P&E Veng, Serchhip	Mobile: 9862977807
Alternate Team Leader: Sub-Inspr. B. Lalengmawia Office of the Asst. Commissioner of Excise & Narcotics, Serchhip Residence: P&E Veng, Serchhip	Mobile: 8415966755

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.

(f) Kolasib District:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspr. V.L Muana Rokhum Officer-in-Charge, Office of the Asst. Commissioner of Excise & Narcotics, Kolasib Residence: Parkkawn, Kolasib	Office: (03837) 220632 Residence: (03837) 220611 Mobile: 9383008152

Alternate Team Leader: Inspr. Joseph C.Lalmangaihzuala Office of the Asst.Commissioner of Excise & Narcotics, Kolasib Residence: Diakkawn, Kolasib	Mobile: 9436143694
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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.

(g) Mamit District:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspr. C.Lalremsiama, Officer-in-Charge, Office of the Asst. Commissioner of Excise & Narcotics, Mamit Residence: Field veng, Mamit	Mobile: 8794398485
Alternate Team Leader: Sub-Inspr. Jason Lalrinchhana Office of the Asst. Commissioner of Excise & Narcotics, Mamit Residence: Field Veng, Mamit	Mobile: 9862952799

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 Station Level:

The details of the Designated Field officers who will be coordinating the emergency support functions and the task assigned are given as follows:

(a) Vairengte Excise & Narcotics Station:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Sub-Inspr. Zonunthara, Officer-in-Charge, Excise & Narcotics Station, Vairengte Residence: Kawngthar, Vairengte	Office: (03837) 261369 Mobile: 8974589859

Alternate Team Leader: Sub-Inspr. Lalrinthanga Excise & Narcotics Station, Vairengte Residence: Venglai, Vairengte	Mobile: 9862314716
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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.

(b) Lawngtlai Excise & Narcotics Station:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspr. Lalrengpuia, Officer-in-Charge, Excise & Narcotics Station, Lawngtlai Residence: Lawngtlai	Mobile: 9436148263
Alternate Team Leader: Sub-Inspr. T. Vanlalfinga Excise & Narcotics Station, Lawngtlai Residence: Lawngtlai	Mobile: 9089900174

The task assigned are:

5. Loading /unloading of relief materials at Helipad, etc.
6. Security arrangement (including materials) in and around disaster affected areas.
7. Conduct patrolling and preventing all types of ransacking, theft or looting.
8. 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.

(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:** Available at present.
- (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	Joint. Commissioner	2
3	Deputy. Commissioner	2
4	Asst. Commissioner	2
5	Inspector	4
6	Sub-Inspector	11
7	Asst. Sub-Inspector	2
8	Head Constable	3
9	Wireless Operator	6
10	Constable	65
11	Driver	6
12	Office Superintendent	1
13	Assistant	2
14	UDC	1
15	LDC	5
16	Group-D	7
17	Steno. Grade-II	1
18	Steno. Grade-III	-
	Grand Total	120

(ii) **Security Guard:** Enforcement Staff Members.

(iii) **Experts/Specialists in Search & Rescue:** Sub-Inspr. C.Lalbiakluanga.

(iv) **Experts/Specialists in First Aid:**

(a) Inspr. David Lalmawia,

(b) Sub-Inspr. Zothantluangi Chenhrang,

(c) Sub-Inspr. C. Lalbiakluanga

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

(2) Outside the Building :

(a) Nearest hospital :

(i) Aizawl Hospital and Research Centre, Peter Street, Khatla which is about 0.75 kms., Tel. no : 2336537.

(ii) Aizawl Civil Hospital which is about 1.2 kms via Temple square and 1.7 kms via Assembly House., Tel. no. : 102/2322318

(iii) Aizawl Adventist Hospital, which is about 2.6 kms., Tel. no.: 2340326

(iv) Ebenezer Medical center, Chawnpui Veng which is about 3.5 kms., Tel. No: 81189 00590

(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. The Department is ready to deploy its 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.

9. The Emergency Support Functions (ESF) Plan has been last updated on 9.5.2022

Authorised signatory



Name : (NGURCHUNGNUNGA SAILO)
Designation : Commissioner of Excise & Narcotics
Date : 9.5.2022

OFFICE DISASTER MANAGEMENT PLAN (HEADQUARTERS)

Command, Control And Coordination

1. Safety officer-cum-Incident Commander:

Mr. Z. Lalmangaiha, Joint Commissioner of Excise & Narcotics (Admn.) 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
Z. Lalmangaiha, Joint Commissioner of Excise & Narcotics (Admn.) Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	Mobile: 9436198143

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. Z. Lalmangaiha, Joint Commissioner of Excise & Narcotics (Admn.)
(iii)	1 st Floor	Mr. Lawmsanga Khiangte, Sub-Inspector
(iv)	Ground Floor	Mr. Peter Zohmingthanga, Assistant Commissioner of Excise & Narcotics (Hqrs.)
(v)	1 st Basement Floor (Garrage)	Mr. Johnson Lalthlamuana, Driver Special Grade
(vi)	2 nd & 3 rd Basement Floor (ORs Common room and Chowkidar quarters)	Mr. Kaphranga, Assistant Sub-Inspector

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 6 Wireless Operators. However, only 1(one) Wireless Operator is on duty at day or night.

Total personnel present at day or night time is 1.

(b) Conference Hall:

Any Wireless Operator on duty shall be responsible as Floor Commander while Conference Hall is not in used. While Conference duty is in used, the senior-most present at the Conference hall is in-charge or Officer-in-charge, Anti-Narcotics Squad whoever is present.

(2) 2nd Floor:

Mr. Z. Lalhmangaiha, Joint Commissioner of Excise & Narcotics (Admn.) is appointed as Floor Commander with one staff

(a) Jt. Commissioner of Excise & Narcotics (Enf) with two staff

(b) Deputy Commissioner of Excise & Narcotics (Admn) with one staff

(c) Deputy Commissioner of Excise & Narcotics (Enf.) with one staff

(d) Computer Room : Three staff

Total personnel at the floor is 12.

(3) 1st Floor:

Mr. Lawmsanga Khiangte, Sub-Inspector is appointed as Floor Commander

(a) Commissioner of Excise & Narcotics with three staff

(b) Clerical staff comprises of 18 staff

Total personnel at the floor is 22.

(4) Ground Floor:

Mr. Peter Zohmingthanga, Asst. Commissioner of Excise & Narcotics (Hqrs) is appointed as Floor Commander

(a) Two Assistant Commissioner of Excise & Narcotics with 2 staff.

(b) Officer-in-Charge with 15 Enforcement officer and 5 Other ranks = 20 staff

Total personnel at the floor is 25.

(5) 1st Basement Floor (Garage):

Mr. Johnson Lalthlamuana, Driver Special Grade is appointed as Floor Commander

Driver's common room comprises of 6 drivers.

Total personnel at the floor is 6.

- (6) **2nd Basement Floor (ORs Common room) :**
Kaphranga, Asst. Sub-Inspector is appointed as Floor Commander and the floor comprises of 36 other ranks.
Total personnel at the floor is 36.
- (7) **3rd Basement Floor (Chowkidar quarters) :** Chowkidar and his family comprises of 4 members.
Total personnel at the floor is 4.

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 :- Sub-Inspector. C. Lalbiakluanga (ANS) who has undergone training on search & rescue and having Expert certificate on the subject.

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
Team Leader: C. Lalbiakluanga Sub-Inspector of Excise & Narcotics, Anti-Narcotics Squad. Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	Mobile: 9774631832

Members: All male members/staff in the office, namely –		
Sl.No.	Name	Designation
1	J. VANINMAWIA	Inspector
2	DAVID LALMAWIA	Inspector
3	C. THANGCHUANGA	Inspector
4	LALENGMAWIA	Sub-Inspector
5	C. LALBIAKLUANGA	Sub-Inspector
6	R. LALRINSANGA	Sub-Inspector
7	F. ZOTHANZUALA	Sub-Inspector
8	CLINTON VANZARZOLIANA CHHAKCHHUAK	Sub-Inspector

9	BENJAMIN LALRUATTLUANGA	Sub-Inspector
10	F. LALNUNTLUANGA	Sub-Inspector
11	LALNUNFELA	Sub-Inspector
12	LAWMSANGA KHIANGTE	Sub-Inspector
13	KAPHRANGA	Assistant Sub-Inspector
14	HC/133 C. LALTLANTHANGA	Head Constable
15	HC/142 ZONUNDANGA	Head Constable
16	HC/170 LALKUNGA	Head Constable
17	LALPANLIANA	Wireless Operator
18	RAMENGMAWIA	Wireless Operator
19	VANLALRINGA	Wireless Operator
20	VANHMINGLIANA	Wireless Operator
21	JOHNSON L.T.MUANA	Driver Spl. Grade
22	THANGLUAIA	Driver Gr - I
23	H. ROLIANA	Driver Gr - I
24	LALDANGLOVA	Driver Gr - I
25	H. THANTHUAMA	Driver Gr - I
26	LALRAMTHARA	Driver Gr - III
27	C/306 DAVID LALRAMSIAMA	Constable
28	C/308 B. ZOTHANSANGA	Constable
29	C/315 LALDUHKIMA	Constable
30	C/316 P.C. LALDINGNGHETA	Constable
31	C/319 H. MANGKHUMA	Constable
32	C/335 LALNGHAHCHHANA	Constable
33	C/338 NGURTHANSANGA	Constable
34	C/355 JESSY RAMSANGZUALA	Constable
35	C/370 VANLALHMUNENGA	Constable
36	C/391 ZOHMINGTHANGA	Constable
37	C/431 LALENGMAWIA	Constable
38	C/432 C. BIAKTHANSANGA	Constable
39	C/454 CHUAUHMINGTHANGA	Constable
40	C/461 LALREMKIMA	Constable
41	C/465 LALLAWMAWMA	Constable
42	C/473 ZORAMCHHANA	Constable
43	C/505 C. VANLALROSANGA	Constable
44	C/517 LALRINSANGA VARTE	Constable
45	C/530 H. LALHRIATPUIA	Constable
46	C/537 H. LALHMINGLIANA	Constable
47	C/538 LALRINFELA	Constable
48	C/544 K. VANLALCHAKA	Constable
49	C/546 LALSIAMKIMA	Constable
50	C/570 K. LALHMINGMAWIA	Constable
51	C/571 AMOSA VANLALHRUAIA	Constable
52	C/577 P.C. ZOHMINGTHANGA	Constable
53	C/585 ISRAELA	Constable
54	C/587 C. ZOMUANPUIA	Constable
55	C/594 LALSANGLIANA	Constable

56	C/598 RAYMOND LALREMRUATA	Constable
57	C/604 JONATHAN LALSANGZUALA	Constable
58	C/610 LALTHARZUALA	Constable
59	C/613 R. LALRINAWMA	Constable
60	C/620 VANLALNUNPUIA SAILO	Constable
61	C/621 F. LALNUNPUIA	Constable
62	C/629 LALNITHANGA	Constable
63	C/633 LALDINFELA	Constable
64	C/638 C. LALNUNTLINGA	Constable
65	C/645 LALREMSANGA SAILO	Constable
66	P.C. LIANTLUANGA	L.D.C.
67	R.C. LALRINCHHANA	L.D.C.
68	LALCHUAILOVA	Group 'D' (Peon)
69	NGURCHHUANKHUMA	Group 'D' (Chowkidar)
70	B. VANNUNZIRA	Group 'D'

6. First Aid Team :

Team Leader:- Miss J. Lalduhawmi, Sub-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
Team Leader: J. Lalduhawmi, Sub-Inspector of Excise & Narcotics, Anti-Narcotics Squad Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	Mobile: 8794632076

Members: All female members/staff in the office		
Sl.No.	Name	Designation
1	J. LALDUHAWMI	Sub-Inspector
2	ZOTHANTLUANGI CHENHRANG	Sub-Inspector
3	RUTH LALRUATPUII	Assistant Sub-Inspector
4	LALLIANMAWII	Wireless Operator
5	F. LALCHHANHIMI	Wireless Operator
6	C/298 LALHLUNCHHUNGI	Constable
7	C/325 VANHMINGLIANI	Constable
8	C/330 F. LALTHLAMUANI	Constable
9	C/366 LALRINLIANI	Constable
10	C/377 LALZIKPUII SAILO	Constable
11	C/458 K. LALSANGPUII	Constable
12	C/476 LALRINAWMI	Constable
13	C/510 C. LALNUNMAWII	Constable
14	C/512 BIAKTHANZAUVI HNAMTE	Constable

15	C/524 ZOSANGZELI	Constable
16	C/525 H. LALNUNSANGI	Constable
17	C/528 ROSY MALSAWMKIMI	Constable
18	C/559 SAIENGPUII SAILO	Constable
19	C/565 T. THANGNEIHKIMI	Constable
20	C/582 T.C. LALREMRUATI	Constable
21	C/583 H. LALMUANPUII	Constable
22	C/588 NGURTHANPUII	Constable
23	C/593 ESTHER LALAWMPUII	Constable
24	C/596 LALNGAIHAWMI	Constable
25	C/601 LALRUATZELI	Constable
26	C/603 SYLVIA MALSAWMZUALI	Constable
27	C/608 LALRINTLUANGI	Constable
28	C/614 VANLALCHHANCHHUAHI	Constable
29	C/639 K. LALRAMNGHAKI	Constable
30	DORIS NGURBIAKVELI	Assistant
31	LALMALSAWMI	Assistant
32	REBECCA LALTHAKIMI RALTE	Stenographer - II
33	MALSAWMI	U.D.C.
34	C. LALMALSAWMI	L.D.C.
35	ZIRKUNGI	L.D.C.
36	LALRAMHLUNI	L.D.C.
37	VANLALLUTI	Group 'D' (Peon)
38	LALRAMCHUANI	Group 'D' (Peon)
39	LALTHIANGI	Group 'D' (Sweeper)
40	R. LALREMTLUANGI	Group 'D'

7. Fire Safety Team:

Same as Building Search & Rescue Team. They will regularly check that firefighting equipment in the office building are functioning properly and they will be trained in Firefighting 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:

There are two main exits and one emergency exit at 3rd Basement 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 Lift;*
- (vi) *Do not use your mobile etc.*

They will exit the building from the Front exit or Garage or emergency exit at 3rd Basement.

Area opposite to the main Gate (Taxi stand) is identified as the Temporary/Safe Shelter area (Assembly Areas) 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-medical staff working in the office, but there may be doctors/para-medical, nursing staff nearby at the time of occurrence of disaster, they may be mobilized/requested 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/laptop. 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.

(v) Epidemic: Incase of Epidemic which falls under Disaster as maybe declared by the Government, staffs under the department may also be subjected to such rules as maybe made by the Government.

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 informed and who will in turn 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 proceed 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 the leader of such 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 anyone 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

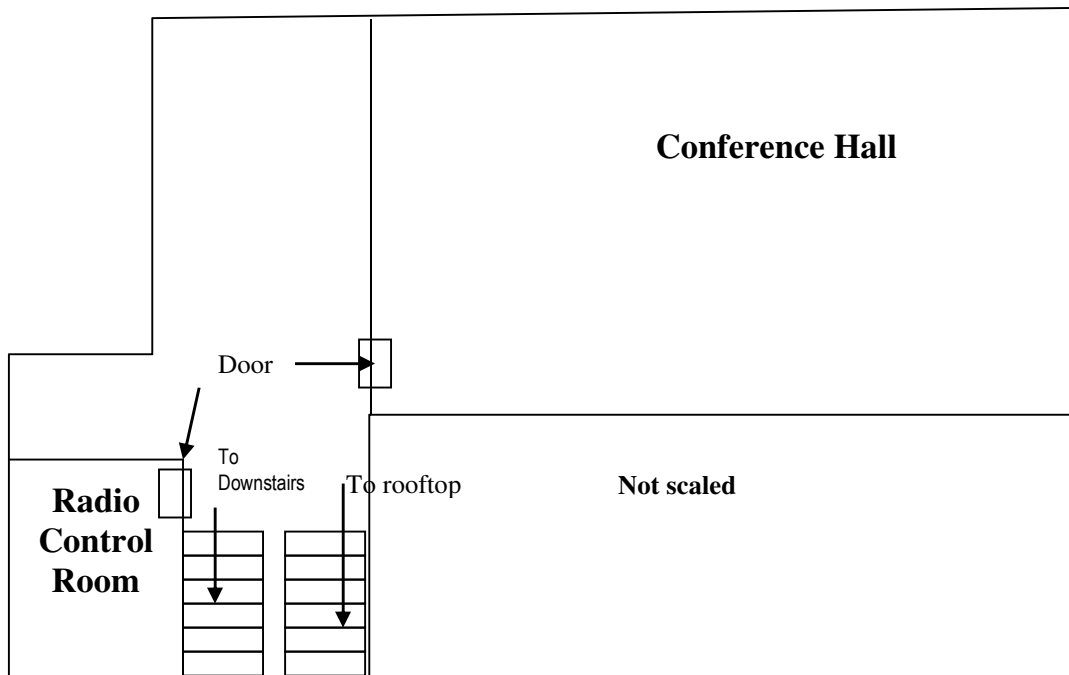
Any Wireless Operator on duty shall be responsible as Floor Commander

Radio Control Room comprises of 6 Wireless Operators. However, only 1(one) Wireless Operator is on duty at day or night.

Total personnel present at day or night time is 1.

(b) Conference Hall:

Any Wireless Operator on duty shall be responsible as Floor Commander while Conference Hall is not in used. While Conference duty is in used, the senior-most present at the Conference hall is in-charge or Officer-in-charge, Anti-Narcotics Squad whoever is present.



(2) 2nd Floor:

Mr. Z. Lalhmangaiha, Joint Commissioner of Excise & Narcotics (Admn.) is appointed as Floor Commander with one staff

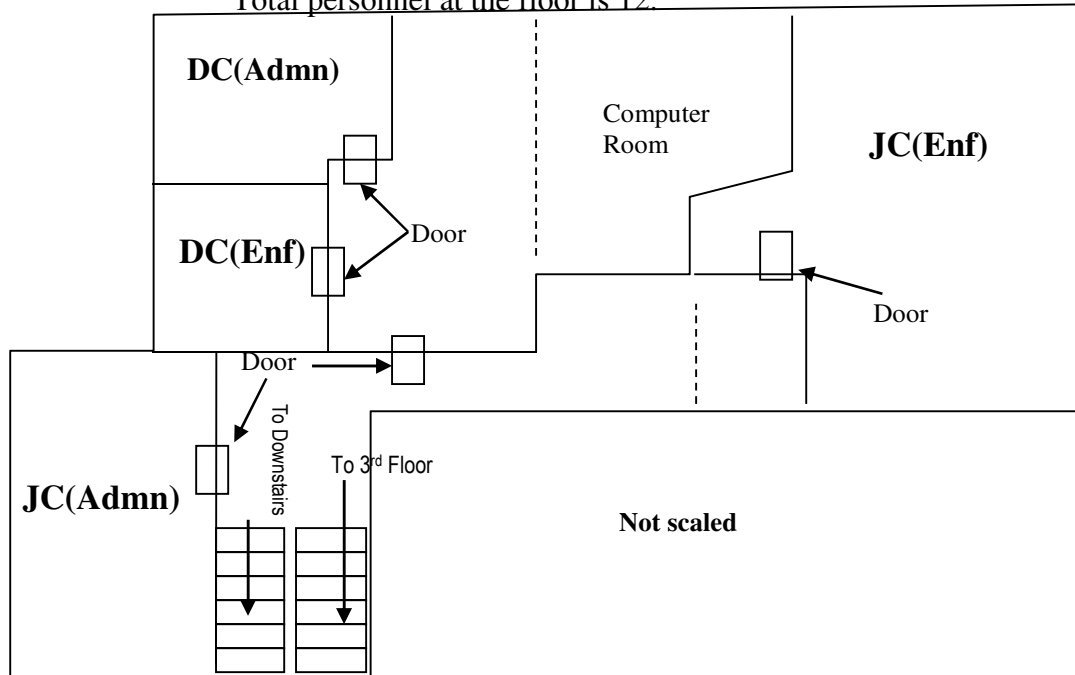
(a) Jt. Commissioner of Excise & Narcotics (Enf) with two staff

(b) Deputy Commissioner of Excise & Narcotics (Admn) with one staff

(c) Deputy Commissioner of Excise & Narcotics (Enf.) with one staff

(d) Computer Room : Three staff

Total personnel at the floor is 12.



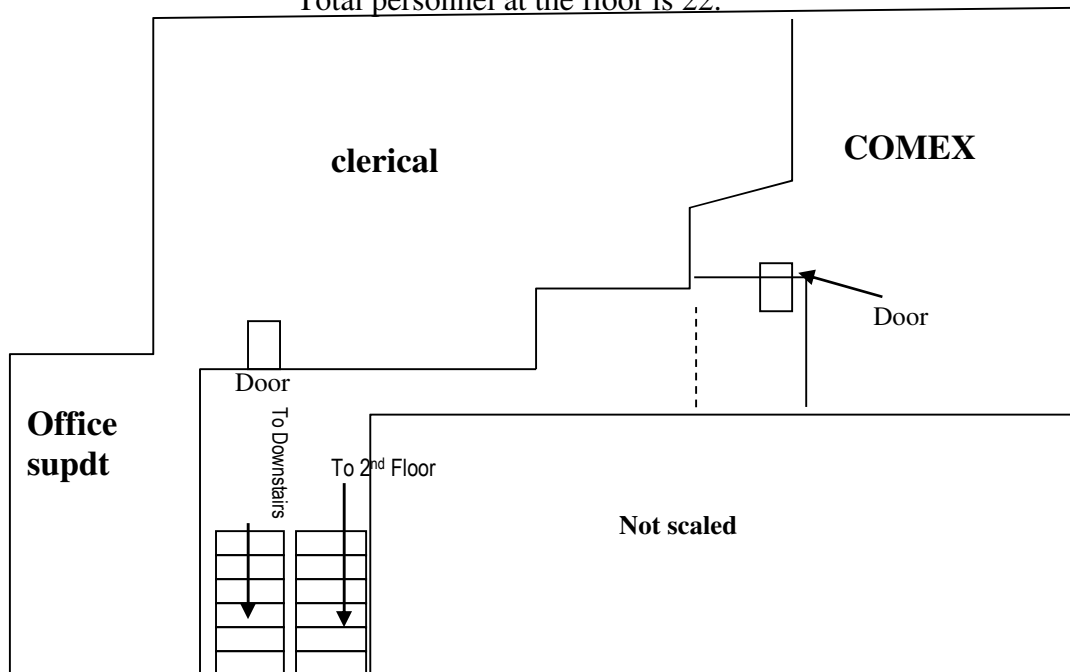
(3) 1st Floor:

Mr. Lawmsanga Khiangte, Sub-Inspector is appointed as Floor Commander

(a) Commissioner of Excise & Narcotics with three staff

(b) Clerical staff comprises of 18 staff

Total personnel at the floor is 22.



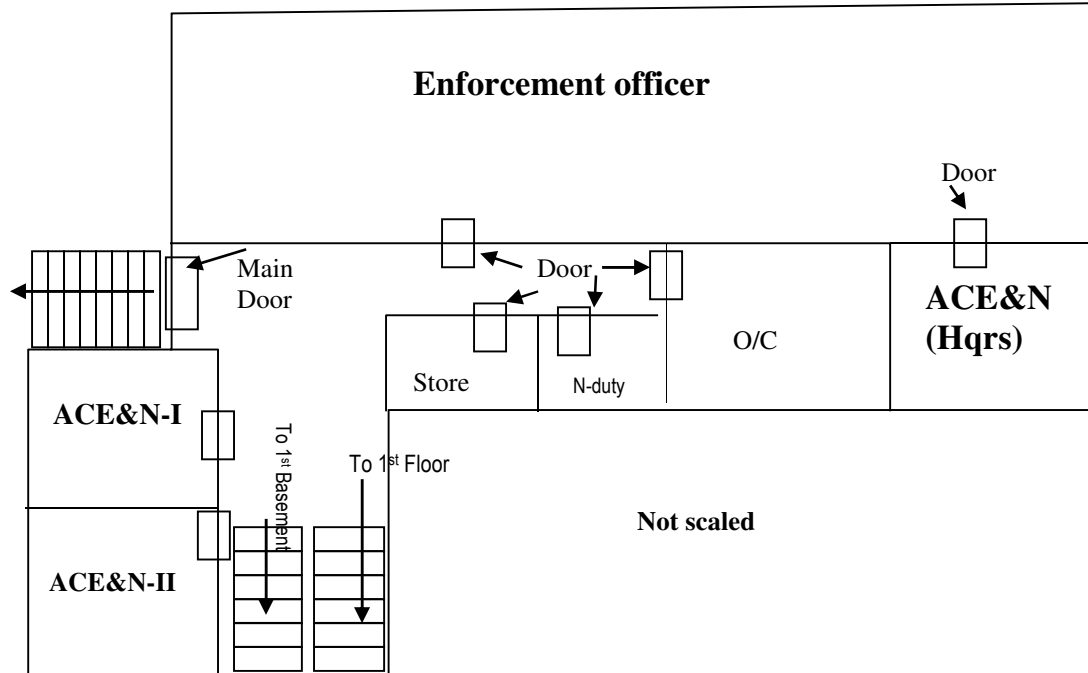
(4) Ground Floor:

Mr. Peter Zohmingthanga, Asst. Commissioner of Excise & Narcotics (Hqrs) is appointed as Floor Commander

(c) Two Assistant Commissioner of Excise & Narcotics with 2 staff.

(d) Officer-in-Charge with 15 Enforcement officer and 5 Other ranks = 20 staff

Total personnel at the floor is 25.

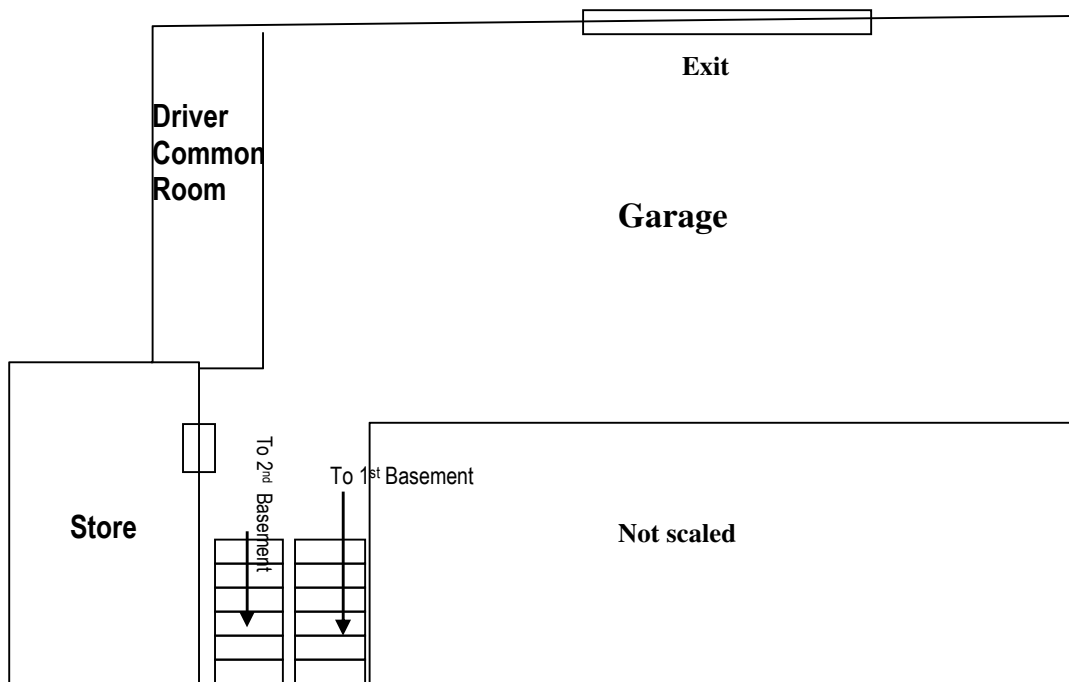


(5) 1st Basement Floor (Garage):

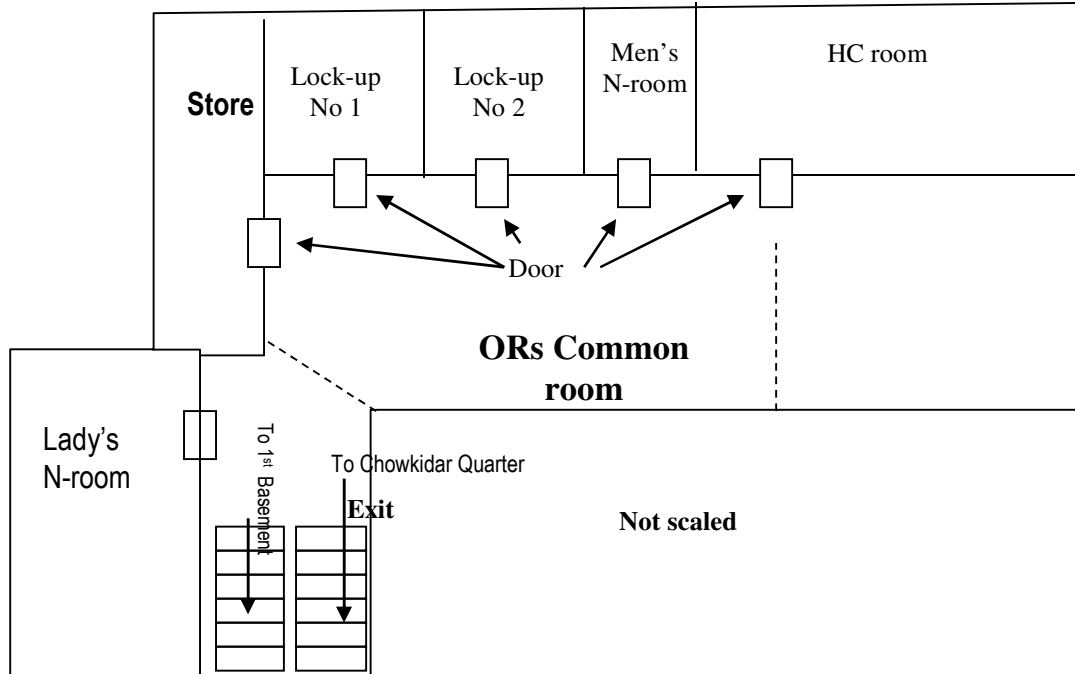
Mr. Johnson Lalthlamuana, Driver Special Grade is appointed as Floor Commander

Driver's common room comprises of 6 drivers.

Total personnel at the floor is 6.



- (6) **2nd Basement Floor (ORs Common room) :**
Kaphranga, Asst. Sub-Inspector is appointed as Floor Commander and the floor comprises of 36 other ranks.
Total personnel at the floor is 36.



- (7) **3rd Basement Floor (Chowkidar quarters) :**
Chowkidar and his family comprises of 4 members.
Total personnel at the floor is 4.

