

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

2025

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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 Cyclone Remal 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, 2025 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 R. Laldinsanga Joint Commissioner of Excise & Narcotics (Admn.), Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	Mobile: 9862108970 0389-2310495 dina23@gmail.com

Alternate Nodal Officer (I)

Name/Designation/Office Address/Residential address	Phone with STD code e-mail
Pu T. Lalramzauva Dy. Commissioner of Excise & Narcotics (Admn.), Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	Mobile: 9436199066 tlauzauva@gmail.com

Alternate Nodal Officer (II)

Name/Designation/Office Address/Residential address	Phone with STD code e-mail
Pi Mandy Lianhhingpuii Asst. Commissioner of Excise & Narcotics (Enf.), Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	Mobile: 9862716202/ 8732080289 Abb.pachauu@gmail.com

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	Vanlalvura Ralte, Assistant Commissioner of Excise & Narcotics, Aizawl District.	Office: 0389-2323364 Mobile: 9862579083 Raltevlvura@gmail.com
2.	Aizawl Prosecution Branch	David Lalmawia, Assistant Commissioner of Excise & Narcotics, Prosecution Branch, Aizawl.	Office: 0389-2320733 Mobile: 8794717576 dlthangluah@gmail.com
3.	Lunglei	B. Ngurchhuana Assistant Commissioner of Excise & Narcotics, Lunglei District.	Office: (0372) 2324776 Mobile: 9612513700 ngurabawihlung66@gmail.com
4.	Champhai	C. Thangchuanga Assistant Commissioner of Excise & Narcotics, Champhai District.	Office: (03831) 234630 Mobile: 9436192692 tchapuipua@gmail.com
5.	Serchhip	Malsawmkima, Assistant Commissioner of Excise & Narcotics, Serchhip District	Office: (03838) 222147 Mobile: 9774585425 bluevirusm@gmail.com
6.	Kolasib	VL. Muana Rokhum, Assistant Commissioner of Excise & Narcotics, Kolasib District.	Office: 03837-220632 Mobile: 9383008152 muanarokhum123@gmail.com
7.	Mamit	Lalsangzuala Ralte Assistant Commissioner of Excise & Narcotics Mamit District.	Mobile: 9436196702 sangzualaralte11@gmail.com
8.	Saiha	TC. Lalropuia Assistant Commissioner of Excise & Narcotics, Siaha District	Office: 03835-223011 Mobile: 9612217073 ropuiatc2018@gmail.com
9.	Lawngtlai	Inspector Lalrengpuia Officer-In-Charge. Lawngtlai Station.	Mobile: 9436148263 rengpuia09@gmail.com
10.	Hnahthial	Inspector C. Lianchungnunga Officer-In-Charge. Hnahthial Station.	Mobile: 8415881373 Chunga17chhakchhuk@gmail.com
11.	Khawzawl	Inspector F. Lallianngura Officer-In-Charge. Khawzawl Station.	Mobile: 9862601488 ngurteafanai52@gmail.com
12.	Saitual	Inspector R. Lalruatlana Officer-In-Charge. Saitual Station.	Mobile: 8014770299 lrranger14@gmail.com

13.	Vairengte	Inspector Malsawmdawngzela Officer-In-Charge. Vairengte Station.	Office: 03837-261369 Mobile: 8118914057 dawngzela91@gmail.com
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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: Inspector Rorelkima, Officer-in-Charge, Anti-Narcotic Squad, Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	Office: (0389) 2323147 Mobile: 9862579089/ 8787791076 rrka.rh@gmail.com
Alternate Team Leader: Inspector Lalengmawia, Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	Mobile: 8014480159 lalengmawia72@gmail.com

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 & Station 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: Inspector C. Lalremsiama, Officer-in-Charge, Office of the Asst. Commissioner of Excise & Narcotics, Aizawl District.	Office: (0389) 2320810 Mobile: 8794398485 Chhangteremsiam73@gmail.com
Alternate Team Leader: Inspector Lalrinnunga Office of the Asst. Commissioner of Excise & Narcotics, Aizawl.	Mobile: 9862306234

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) Prosecution Branch, Aizawl:

Team Leader: Inspector J. Lalduhawmi Officer-in-Charge, Office of the Asst. Commissioner of Excise & Narcotics, Prosecution Branch, Aizawl.	Mobile: 8494632076 jduhawmi15@gmail.com
Alternate Team Leader: H/C 166 Lawmkima Office of the Asst. Commissioner of Excise & Narcotics, Prosecution Branch, Aizawl.	Mobile: 9862577574

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) Lunglei District:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspector Zonunthara Officer-in-Charge, Office of the Asst. Commissioner of Excise & Narcotics, Lunglei.	Office: (0372) 2324610 Mobile: 8974589859 zonunacc2014@gmail.com
Alternate Team Leader: Inspector Zohmingliana Office of the Asst. Commissioner of Excise & Narcotics, Lunglei.	Mobile: 9436159856

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) Saiha District:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspector RV. Bohia Officer-in-Charge, Office of the Asst. Commissioner of Excise & Narcotics, Siaha.	Office: (03835) 222076 Mobile: 9940118875 rv.bohia@gmail.com

Alternate Team Leader: Sub-Inspector Zarzoliani Office of the Asst. Commissioner of Excise & Narcotics, Siaha.	Mobile: 8119870600
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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) Champhai District:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspector Lalhmingthanga Officer-in-Charge, Office of the Asst. Commissioner of Excise & Narcotics, Champhai.	Office: (03831) 235075 Mobile: 8259858506 hmingtea36@gmail.com
Alternate Team Leader: Sub-Inspector J. Laltlanmawia, Office of the Asst. Commissioner of Excise & Narcotics, Champhai.	Mobile: 8732014199

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) Serchhip District:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspector R. Lalrinsanga Officer-in-Charge, Office of the Asst. Commissioner of Excise & Narcotics, Serchhip.	Office: 03838-226006 Mobile: 9862430616 Romeorenthlei1977@gmail.com
Alternate Team Leader: Sub-Inspector H. Laldawngliana Office of the Asst. Commissioner of Excise & Narcotics, Serchhip.	Mobile: 9436376318

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) Kolasib District:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspector Joseph C. Lalmangaihzualla Officer-in-Charge, Office of the Asst.Commissioner of Excise & Narcotics, Kolasib.	Office: (03837) 220632 Mobile: 9436143694 vivoy69joseph@gmail.com
Alternate Team Leader: Sub-Inspector Clinton Vanzarzoliana Office of the Asst.Commissioner of Excise & Narcotics, Kolasib.	Mobile: 9474395198

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.

(h) Mamit District:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspector Lianhluna Pachuau Officer-in-Charge, Office of the Asst. Commissioner of Excise & Narcotics, Mamit.	Mobile: 9774992988 lianhlunapachuau9@gmail.com
Alternate Team Leader: Inspector Lallawmthanga Office of the Asst. Commissioner of Excise & Narcotics, Mamit.	Mobile: 9862584087

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.

(i) Vairengte Excise & Narcotics Station:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspector Malsawmdawngzela Officer-in-Charge, Excise & Narcotics Station, Vairengte.	Office: 03837-261369 Mobile: 8118914057 dawngzela91@gmail.com
Alternate Team Leader: Sub-Inspector Lalremsanga Excise & Narcotics Station, Vairengte.	Mobile: 7005412951

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.

(j) Lawngtlai Excise & Narcotics Station:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Insptr. Lalrengpuia, Officer-in-Charge, Excise & Narcotics Station, Lawngtlai.	Mobile: 9436148263 rengpuia09@gmail.com
Alternate Team Leader: Sub-Inspector HC. Lalramthara Excise & Narcotics Station, Lawngtlai.	Mobile: 9436192601

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.

(k) Hnahtthial Excise & Narcotics Station:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspector C. Lianchunnunga Officer-in-Charge, Excise & Narcotics Station, Hnahtthial.	Mobile: 8415881373 Chunga17chhakchhuk@gmail.com
Alternate Team Leader: Sub-Inspector F. Lalronghaka Excise & Narcotics Station, Hnahtthial.	Mobile: 9612113420

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.

(l) Khawzawl Excise & Narcotics Station:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspector F. Lallianngura Officer-in-Charge, Excise & Narcotics Station, Khawzawl.	Mobile: 9862601488 ngurteafanai52@gmail.com
Alternate Team Leader: Asst. Sub-Inspector Lalhmunmawia Excise & Narcotics Station, Khawzawl.	Mobile: 7085531944

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.

(m) Saitual Excise & Narcotics Station:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspector R. Lalruatlana Officer-in-Charge, Excise & Narcotics Station, Saitual.	Mobile: 8014770299 lrlranger14@gmail.com
Alternate Team Leader: Asst. Sub-Inspector PC. Ramdinthara Excise & Narcotics Station, Saitual.	Mobile: 9862354271

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.

(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	3
5	Inspector	4
6	Sub-Inspector	10
7	Asst. Sub-Inspector	0
8	Head Constable	8
9	Wireless Operator	4
10	Constable	73
11	Driver	4
12	Office Superintendent	1
13	Assistant	3
14	UDC	4
15	LDC	3
16	Group-D	4
17	Steno. Grade-II	1
18	Steno. Grade-III	-
	Grand Total	127

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

(iii) **Experts/Specialists in Search & Rescue:** Sub-Inspector Jason Lalrinchhana.

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

(a) Inspector Zothantluangi Chenhrang,

(b) Sub-Inspector C. Lalbiaktluanga,

(c) Sub-Inspector Lalnunfela.

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 14.08.2025.

Authorised signatory

Sd/-

Name : (Z. LALHMANGAIHA)
Designation : Commissioner of Excise & Narcotics
Date : 14.08.2025

OFFICE DISASTER MANAGEMENT PLAN (HEADQUARTERS)

Command, Control And Coordination

1. Safety officer-cum-Incident Commander:

Mr. R. Laldinsanga, 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
R. Laldinsanga, Joint Commissioner of Excise & Narcotics (Admn.) Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	Mobile: 9862108970 dina23@gmail.com

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. Laldinsanga, Joint Commissioner of Excise & Narcotics (Admn.)
(iii)	1 st Floor	Mr. Lawmsanga Khiangte, Sub-Inspector
(iv)	Ground Floor	Mr. Lalthankhuma, Assistant Commissioner of Excise & Narcotics (Law)
(v)	1 st Basement Floor (Garrage)	Mr. Johnson Lalthlamuana, Driver Special Grade

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 and IT Cell

Any Wireless Operator on duty shall be responsible as Floor Commander.

Radio Control Room and IT Cell comprise of 4 Wireless Operators and 3 Computer operators. However, only 1 (one) Wireless

Operator is on duty at day or night.
Total personnel present at day time is 4.

(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. R. Laldinsanga, Joint Commissioner of Excise & Narcotics (Admn.) is appointed as Floor Commander with one staff

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

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

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

(d) 3 (three) Clerical Staff stationed here.

Total personnel at the floor is 11.

(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 14 staff

Total personnel at the floor is 18.

(4) Ground Floor:

Mr. Lalthankhuma, Asst. Commissioner of Excise & Narcotics (Law) is appointed as Floor Commander.

(a) Three Assistant Commissioner of Excise & Narcotics with 3 staff.

(b) Officer-in-Charge with 13 Enforcement officer and
4 Other ranks = 18 staff

Total personnel at the floor is 24.

(5) 1st Basement Floor (Garage):

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

Driver's common room comprises of 3 drivers, 3 head constables and 14 constables.

Total personnel at the floor is 20.

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

M. Lalhuta, Head Constable is appointed as Floor Commander and the floor comprises of 5 head constables and 37 other ranks.

Total personnel at the floor is 42.

(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 Jason Lalrinchhana (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: Jason Lalrinchhana Sub-Inspector of Excise & Narcotics, Anti-Narcotics Squad. Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	Mobile: 9862952799

Members: All male members/staff in the office, namely –		
Sl.No.	Name	Designation
1	RORELKIMA	Inspector
2	LALENGMAWIA	Inspector
3	C. LALBIAKTLUANGA	Sub-Inspector
4	JASON LALRINCHHANA	Sub-Inspector
5	LALNUNFELA	Sub-Inspector
6	LAWMSANGA KHIANGTE	Sub-Inspector
7	LALMAWIZUALA	Sub-Inspector
8	K. VANLALNGAIZUALA	Sub-Inspector
9	ROHMINGCHHUANGA	Sub-Inspector
10	PC. LALRINPUIA	Sub-Inspector
11	REMRUATFELA	Sub-Inspector
12	K. LALZAWMLIANA	Sub-Inspector
13	LP. LALRUATSAKA	Sub-Inspector
14	HC/142 ZONUNDANGA	Head Constable
15	HC/153 M. LALHUTA	Head Constable
16	HC/164 K. VANLALRUATA	Head Constable

17	HC/181 TLATHANGPUUI	Head Constable
18	HC/184 DAVID LALRAMSIAMA	Head Constable
19	HC/188 LALDUHKIMA	Head Constable
20	HC/198 NGURTHANSANGA	Head Constable
21	HC/199 VANLALKOHVA KHIANGTE	Head Constable
22	VANHMINGLIANA	Wireless Operator
23	JOHNSON L.T.MUANA	Driver Spl. Grade
24	LALDANGLOVA	Driver Grade-I
25	M. LIANTHANGA	Driver Grade-III
26	C/335 LALNGHAHCHHANA	Constable
27	C/351 H. RAMPANLIANA	Constable
28	C/370 VANLALHMUNENGA	Constable
29	C/373 HRANGLIANCHHUNGA	Constable
30	C/431 LALENGMAWIA	Constable
31	C/432 C. BIAKTHANSANGA	Constable
32	C/461 LALREMKIMA	Constable
33	C/465 LALLAWMAWMA	Constable
34	C/473 ZORAMCHHANA	Constable
35	C/477 H. HRANGZOVA	Constable
36	C/501 K. LALMUANTLUANGA	Constable
37	C/505 C. VANLALROSANGA	Constable
38	C/517 LALRINSANGA VARTE	Constable
39	C/537 H. LALHMINGLIANA	Constable
40	C/544 K. VANLALCHAKA	Constable
41	C/570 K. LALHMINGMAWIA	Constable
42	C/571 AMOSA VANLALHRUAIA	Constable
43	C/577 PC. ZOHMINGTHANGA	Constable
44	C/578 LALSANGKIMA	Constable
45	C/584 ZARZOLIANA	Constable
46	C/585 ISRAELA	Constable
47	C/586 SANGTHANZUALA JONGTE	Constable
48	C/587 C. ZOMUANPUIA	Constable
49	C/589 JERRY LALRAMDINA	Constable
50	C/594 LALSANGLIANA	Constable
51	C/598 RAYMOND LALREMRUATA	Constable
52	C/600 LALHRIATPUIA	Constable
53	C/606 ROSANGPUIA	Constable
54	C/610 LALTHARZUALA	Constable
55	C/613 R. LALRINAWMA	Constable
56	C/618 LALLAWMZUALA	Constable
57	C/620 VANLALNUNPUIA SAILO	Constable
58	C/630 LALRINFELA	Constable
59	C/646 LALHMUNMAWIA	Constable
60	C/652 JOHAN VL.CHHANDAMA SAILO	Constable
61	C/657 VANLALHLIMPUIA	Constable
62	C/664 LALREMKIMA	Constable
63	C/676 JOSEPH RAMTHANZAUVA	Constable

64	C/678 LALRINFELA	Constable
65	C/680 LALBIAKSANGA	Constable
66	C/681 MICHAEL LALDUHSAKA	Constable
67	C/687 JOHN LALRUATFELA	Constable
68	C/689 LALTHLANAWMA	Constable
69	C/692 LALSANGZUALA	Constable
70	C/694 GIDEON LALFAKZUALA	Constable
71	C/696 C. SUNLIGHT	Constable
72	C/697 VANLALNUNTLUANGA	Constable
73	C/699 VL. CHHUANPUIA	Constable
74	C/700 MARTIN VANLALHLIMPUIA	Constable
75	PC. LIANTLUANGA	U.D.C
76	RC. LALRINCHHANA	L.D.C
77	B. VANNUNZIRA	GROUP 'D' (PEON)
78	NGURCHHUANKHUMA	GROUP 'D' (CHOWKIDAR)

6. First Aid Team :

Team Leader:- Miss Zothantluangi Chenhrang,
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: Zothantluangi Chenhrang, Inspector of Excise & Narcotics, Anti-Narcotics Squad Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	Mobile: 9612215858

Members: All female members/staff in the office		
Sl.No.	Name	Designation
1	ZOTHANTLUANGI CHENHRANG	Inspector
2	BABY LALLIANMAWII	Wireless Operator
3	MELODY VANLALHMANGAIHI	Wireless Operator
4	F. LALCHHANHIMI	Wireless Operator
5	C/396 C. LALHMANGAIHZUALI	Constable
6	C/474 C. ROLUAHPUII	Constable
7	C/476 LALRINAWMI	Constable
8	C/485 LALNEIHPUII	Constable
9	C/516 LALNUNTIKIMI	Constable
10	C/524 ZOSANGZELI	Constable
11	C/525 H. LALNUNSANGI	Constable
12	C/528 ROSY MALSAWMKIMI	Constable
13	C/548 C. LALSANGPUII	Constable
14	C/565 T. THANGNEIHKIMI	Constable
15	C/566 B. LALMUANKIMI	Constable
16	C/588 NGURTHANPUII	Constable

17	C/593 ESTHER LALAWMPUII	Constable
18	C/597 CHRISTY LALHMINGMAWII	Constable
19	C/601 LALRUATZELI	Constable
20	C/603 SYLVIA MALSAWMZUALI	Constable
21	C/608 LALRINTLUANGI	Constable
22	C/609 ANGELINE LALBIAKDIKI	Constable
23	C/639 K. LALRAMNGHAKI	Constable
24	C/661 HK. LALSAWMTLUANGI	Constable
25	C/695 VANLALLIANZAMPUII	Constable
26	DORIS NGURBIAKVELI	Assistant
27	LALMALSAWMI	Assistant
28	SANGHLUNCHHUNGI	Assistant
29	MALSAWMI	Assistant
30	C. LALMALSAWMI	U.D.C
31	LALRINDIKI	U.D.C
32	ZIRKUNGI	L.D.C
33	LALRAMHLUNI	L.D.C
34	VANLALLUTI	GROUP 'D' (PEON)
35	R. LALNUNTLUANGI	GROUP 'D' (PEON)
36	REBECCA LALTHAKIMI RALTE	Stenographer

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: In case 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

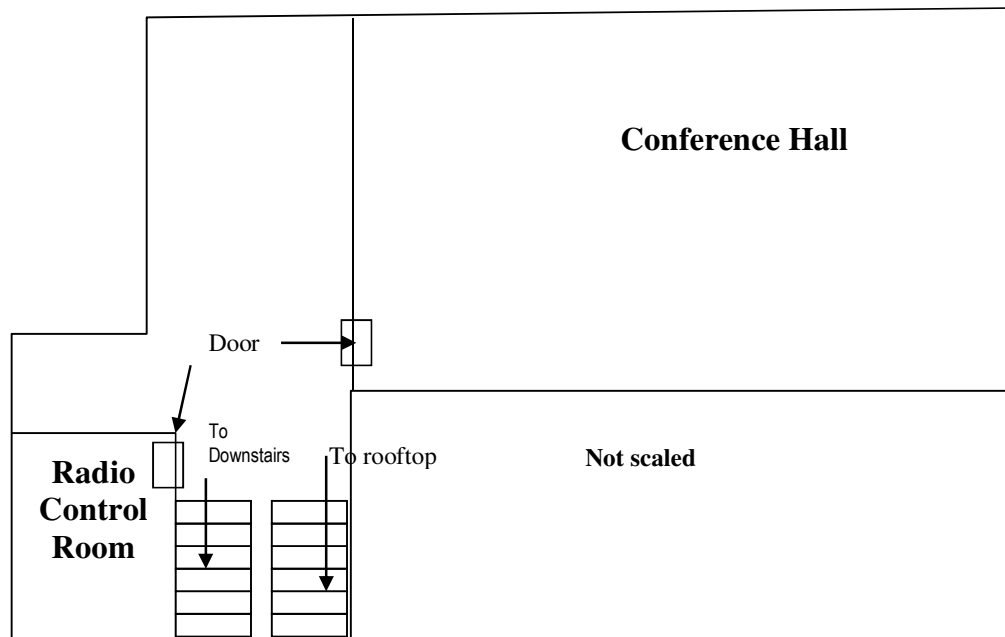
Any Wireless Operator on duty shall be responsible as Floor Commander.

Radio Control Room and IT Cell comprise of 4 Wireless Operators and 3 Computer operators. However, only 1 (one) Wireless Operator is on duty at day or night.

Total personnel present at day time is 4.

(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. R. Laldinsanga, Joint Commissioner of Excise & Narcotics (Admn.) is appointed as Floor Commander with one staff

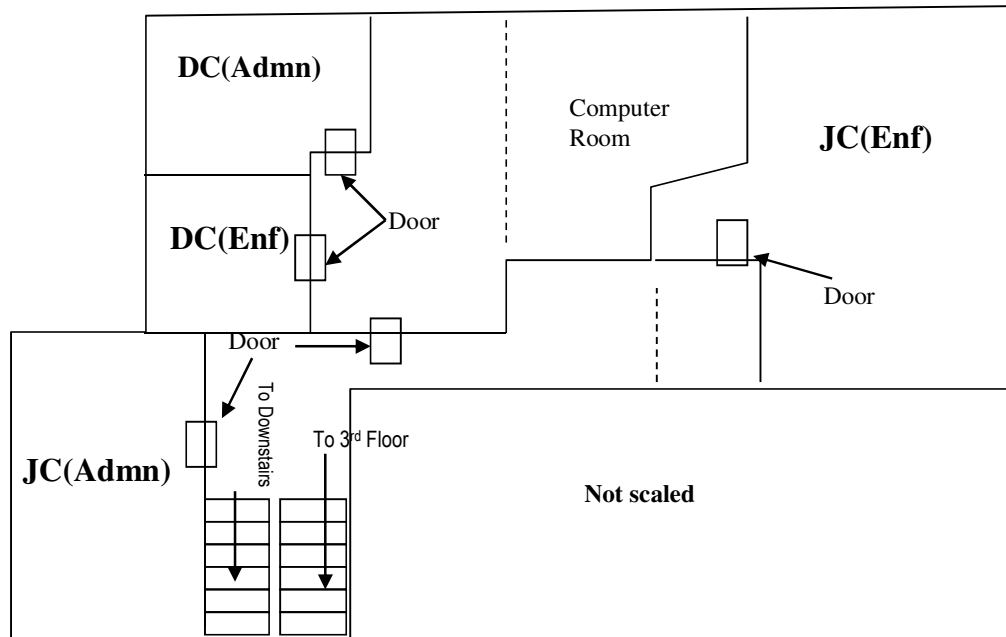
(a) Jt. Commissioner of Excise & Narcotics (Enf) with one staff

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

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

(d) 3 (three) Clerical Staff stationed here.

Total personnel at the floor is 11.



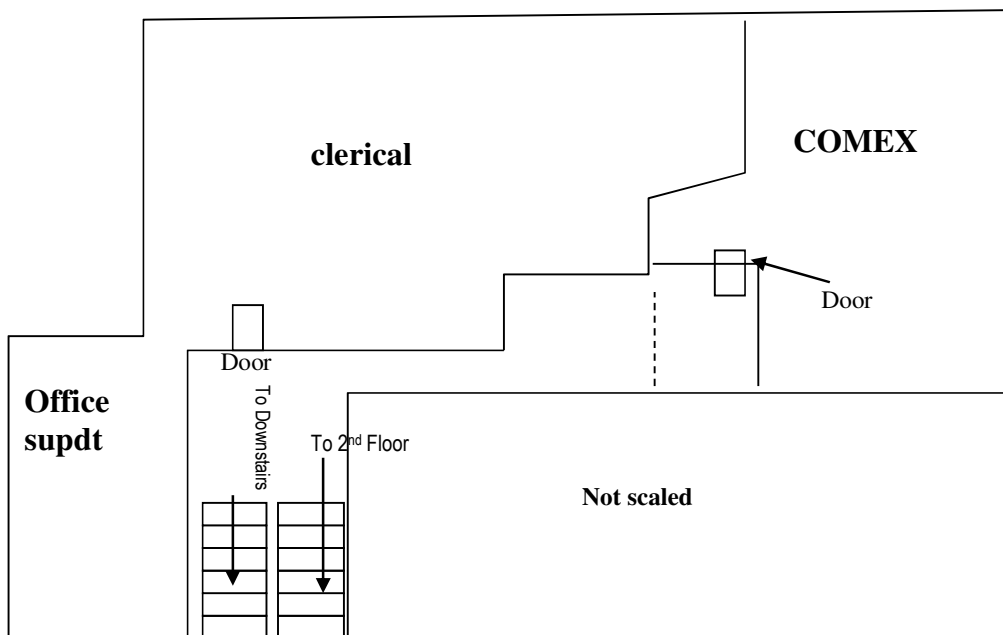
(3) 1st Floor:

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

(a) Commissioner of Excise & Narcotics with three staff

(b) Clerical staff comprises of 14 staff

Total personnel at the floor is 18.

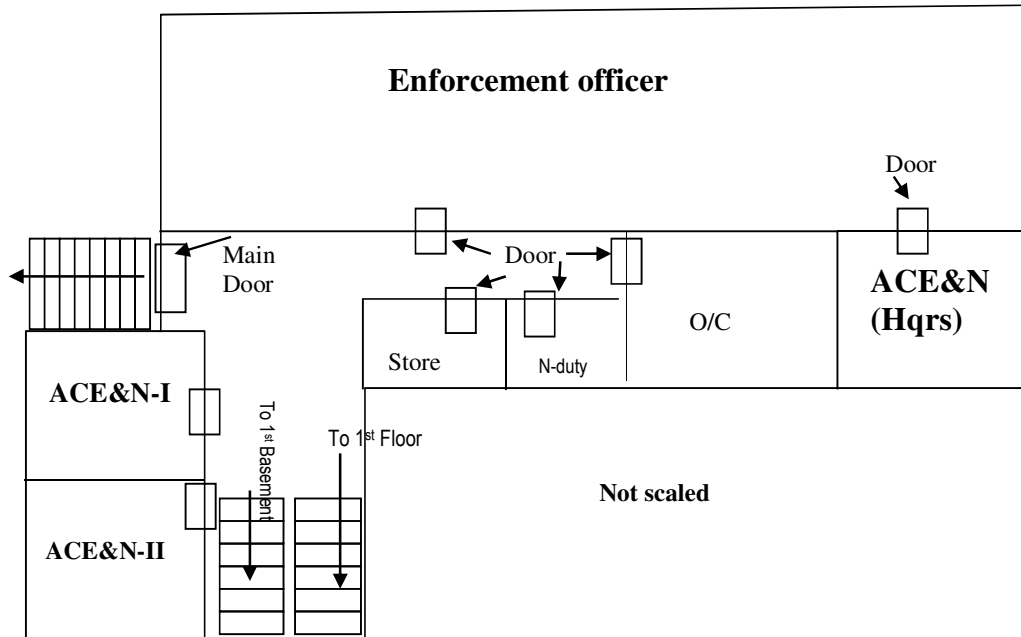


(4) Ground Floor:

Mr. Lalthankhuma, Asst. Commissioner of Excise & Narcotics (Law) is appointed as Floor Commander.

- a) Three Assistant Commissioner of Excise & Narcotics with 3 staff.
- b) Officer-in-Charge with 13 Enforcement officer and 4 Other ranks = 18 staff

Total personnel at the floor is 24.

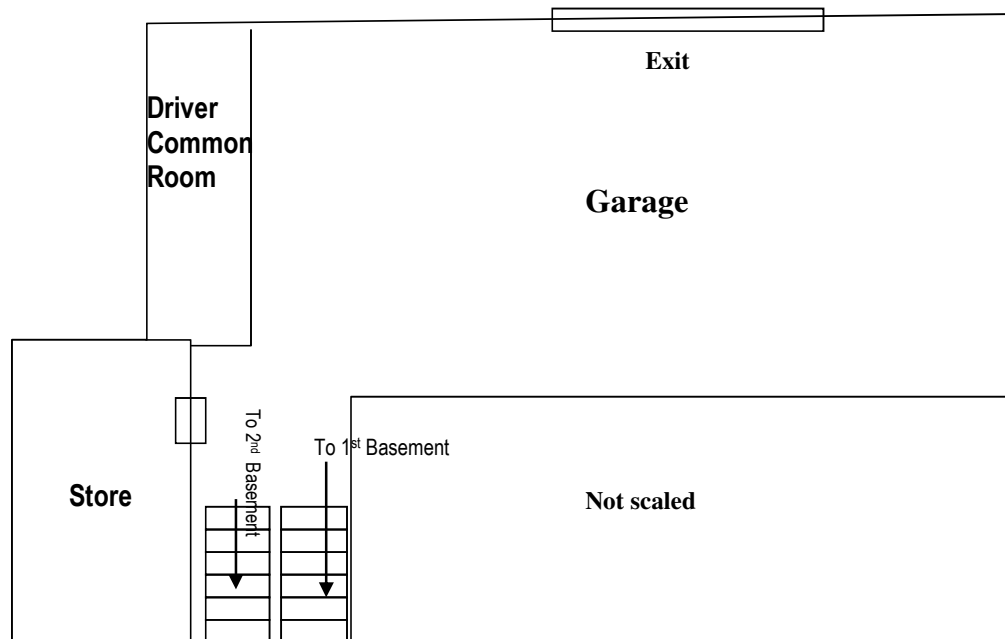


(5) 1st Basement Floor (Garage):

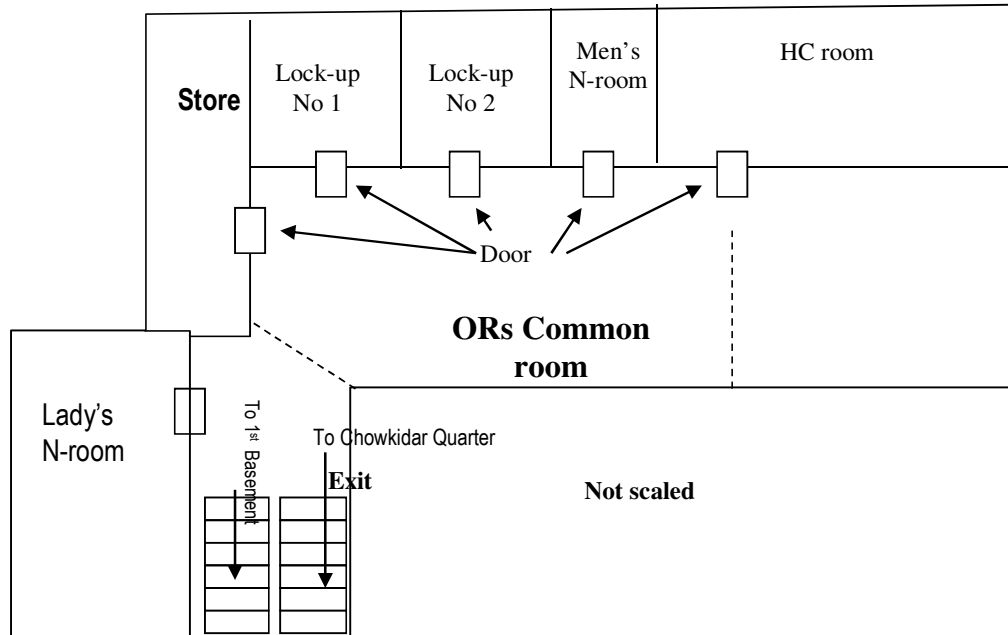
Mr. Johnson Lalthlamuana, Driver Special Grade is appointed as Floor Commander.

Driver's common room comprises of 3 drivers, 3 head constables and 14 constables.

Total personnel at the floor is 20.



- (6) **2nd Basement Floor (ORs Common room) :**
M. Lalhuta, Head Constable is appointed as Floor Commander and the floor comprises of 5 head constables and 37 other ranks.
Total personnel at the floor is 42.



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

