

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

2020

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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 the recent Covid-19 Pandemic taking a huge toll on 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, 2014.

Emergency Support Functions (ESF) Plan, 2020 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 Dy. Commissioner of Excise & Narcotics (Enf), 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 Lalmingthanga Dy. Commissioner of Excise & Narcotics (Admn), Commissionerate of Excise & Narcotics, Opposite Aijal Club, Khatla, Aizawl.	Mobile: 8794867410 8974001260

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	B. Zoliana, Assistant Commissioner of Excise & Narcotics Residence: Kahrawt, Champhai	Office: (03831) 234630 Mobile: 8259914660
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	H Lalchuanawma, Assistant Commissioner of Excise & Narcotics Residence: Hmunsam, Mamit	Mobile: 9862577848
7.	Lawngtlai	Inspector Khawpuiromawia Officer-In-Charge. Residence: Vengpui, Lawngtlai	Mobile: 8787341363
8.	Saiha	Inspector Lalmalsawma, Officer-In-Charge Residence: Meisatla, Saiha	Mobile: 9615347617

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, 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:

Aizawl District:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspr. Vanlalvura Ralte, Officer-in-Charge, Office of the Asst. Commissioner of Excise & Narcotics, Aizawl District. Residence: Ramhlun , Aizawl.	Office: (0389) 2320810 Mobile: 9862579083
Alternate Team Leader: Inspr. T.C Lalropuia Office of the Asst. Commissioner of Excise & Narcotics, Aizawl. Residence: Thuampui, Aizawl.	Mobile: 9612217073

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: Inspr. P.C Lalchhanhima, Officer-in-Charge, Office of the Asst. Commissioner of Excise & Narcotics, Lunglei. Residence:Pukpui, Lunglei	Office: (0372) 2324610 Mobile: 9862328604/ 8118908917
Alternate Team Leader: Sub-Inspr. Zothuamluaia, Office of the Asst. Commissioner of Excise & Narcotics, Lunglei. Residence: Departmental quarter, near Circuit House, Lunglei	Office: (0372) 2322028 Mobile: 8794361845

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: Inspr. Lalmalsawma, Officer-in-Charge, Office of the Asst. Commissioner of Excise & Narcotics, Saiha. Residence: Meisatla, Siaha	Office: (03835) 222076 Mobile: 8732813719
Alternate Team Leader: Inspr. Lalsangzuala Pachuau Office of the Asst. Commissioner of Excise & Narcotics, Lunglei. Residence: Meisatla, 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.

Champhai District:

Name/Designation/Office Address/Residential address	Phone with STD code & e-mail
Team Leader: Inspr. Malsawmkima, Officer-in-Charge, Office of the Asst. Commissioner of Excise & Narcotics, Champhai Residence: Vengsang, Champhai	Office: (03831) 235075 Mobile: 9774585425
Alternate Team Leader: Sub-Inspr. Laltlanmawia, Office of the Asst. Commissioner of Excise & Narcotics, Champhai Residence: Moria, Champhai	Mobile: 7005610410

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. 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. H. Laldawngliana Office of the Asst. Commissioner of Excise & Narcotics, Serchhip Residence: P&E Veng, 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.

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

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. M.Lianchhingpuii, Officer-in-Charge, Office of the Asst. Commissioner of Excise & Narcotics, Mamit Residence: Lungsir, Mamit	Mobile: 8732080289
Alternate Team Leader: Inspr. Lalsangzuala Ralte Office of the Asst. Commissioner of Excise & Narcotics, Mamit Residence: Field Veng, Mamit	Mobile: 9436196702

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: 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

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	1
5	Inspector	4
6	Sub-Inspector	10
7	Asst. Sub-Inspector	3
8	Head Constable	3
9	Wireless Operator	8
10	Constable	67
11	Driver	7
12	Office Superintendent	1
13	H.A/ Assistant	4
14	UDC	3
15	LDC	4
16	Group-D	7
17	Steno. Grade-II	1
18	Steno. Grade-III	-
	Grand Total	128

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

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

(iv) **Experts/Sppecialists in First Aid:** nil

Lift, 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, Peter Street, Khatla which is about 1.4 kms., Tel. no : 2336537.
- (iii) Aizawl Adventist Hospital, which is about 2.6 kms., Tel. no.: 2340326
- (iv) Ebenezer Medical center, Chawnpui Veng which is about 3 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.

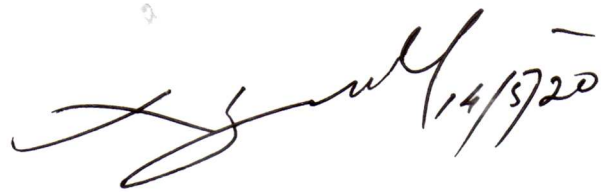
8. It is certified that in addition to above resources this Department has entered in to precontracts for supply of resources.

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 14.5.2020

Authorised signatory



Name : NGURCHUNGNUNGA SAILO
Designation : Commissioner of Excise & Narcotics
Date : 14.5.2020

OFFICE DISASTER MANAGEMENT PLAN (HEADQUARTERS)

Command, Control And Coordination

1. Safety officer-cum-Incident Commander:

Mr. Z. Lalmangaiha, Deputy 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
Z. Lalmangaiha, Deputy Commissioner of Excise & Narcotics (Enf.) 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, Deputy. Commissioner of Excise & Narcotics (Enf.)
(iii)	1 st Floor	Mr. Lawmsanga Khiangte, Assistant Sub-Inspector
(iv)	Ground Floor	Mr. Peter Zohminglana, Assistant Commissioner of Exise & Narcotics
(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
 - (b) **Conference Hall:**
- (2) **2nd Floor:**

Mr. Z. Lalmangaiha, Deputy. Commissioner of Excise & Narcotics (Enf.) is appointed as Floor Commander with one staff

 - (a) Jt. Commissioner of Excise & Narcotics (Enf) with two staff
 - (b) Jt. Commissioner of Excise & Narcotics (Admn) with one staff
 - (c) Dy. Commissioner of Excise & Narcotics (Admn) with one staff
 - (d) Computer Room : Four staff
- (3) **1st Floor:**

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

 - (a) Commissioner of Excise & Narcotics with four staff
 - (b) Clerical staff comprises of 26 staff
- (4) **Ground Floor:**

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

 - (a) Officer-in-Charge with 15 Enforcement officer and
4 Other ranks = 19 staff
- (5) **1st Basement Floor (Garage):**

Mr. Johnson Lalthlamuana, Driver Special Grade is appointed as Floor Commander
Driver's common room comprises of 16 drivers/staff
- (6) **2nd Basement Floor (ORs Common room) :**

Kaphranga, Asst. Sub-Inspector is appointed as Floor Commander and the floor comprises of 35 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 :- 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
<p>Team Leader: C. Lalbiakluanga Sub-Inspector of Excise & Narcotics, 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. DAVID LALMAWIA, IE&N2. C. THANGCHUANGA, IE&N3. LALTHANKHUMA, IE&N4. LALENGMAWIA, SIE&N5. R. LALRINSANGA, SIE&N6. F. ZOTHANZUALA, SIE&N7. CLINTON VANZARZOLIANA CHHAKCHHUAK, SIE&N8. BENJAMIN LALRUATTLUANGA, SIE&N9. F. LALNUNTLUANGA, SIE&N10. LALNUNFELA, SIE&N11. LAWMSANGA KHIANGTE, ASIE&N12. KAPHRANGA, ASIE&N13. C. LALTLANTHANGA, HC14. ZONUNDANGA, HC15. LALKUNGA, HC16. ZOHMINGLIANA, W.O17. F. VL. THLAMUANPUIA, W.O18. LALPANLIANA, W.O19. RAMENGMAWIA, W.O20. VANLALRINGA, W.O21. VANHMINGLIANA, W.O22. C. LALRAMENGA, Driver23. JOHNSON LALTHLAMUANA, Driver24. THANGLUAIA, Driver25. H. ROLIANA, Driver26. LALDANGLOVA, Driver27. H. THANTHUAMA, Driver28. LALRAMTHARA, Driver29. C/292 R. MUANZOVA30. C/306 DAVID LALRAMSIAMA31. C/308 B. ZOTHANSANGA32. C/315 LALDUHKIMA33. C/316 P.C. LALDINGNGHETA	<p>Mobile: 9774631832</p>

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| <ol style="list-style-type: none">34. C/319 H. MANGKHUMA35. C/335 LALNGHAHCHHANA36. C/338 NGURTHANSANGA37. C/355 J. RAMSANGZUALA38. C/370 V.L. HMUNENGA39. C/391 ZOHMINGTHANGA40. C/431 LALENGMAWIA41. C/432 C. BIAKTHANSANGA42. C/454 CHUAUHMINGTHANGA43. C/461 LALREMKIMA44. C/465 LALLAWMAWMA45. C/471 LALNUNMAWIA46. C/473 ZORAMCHHANA47. C/490 R. DENGMAWIA48. C/505 C. VANLALROSANGA49. C/517 LALRINSANGA VARTE50. C/530 H. LALHRIATPUIA51. C/537 H. LALHMINGLIANA52. C/538 LALRINFELA53. C/544 K. VANLALCHAKA54. C/546 LALSIAMKIMA55. C/577 P.C. ZOHMINGTHANGA56. C/578 LALSANGKIMA57. C/585 ISRAELA58. C/587 C. ZOMUANPUIA59. C/594 LALSANGLIANA60. C/598 RAYMOND LALREMRUATA61. C/610 LALTHARZUALA62. C/613 R. LALRINAWMA63. C/620 VANLALNUNPUIA SAILO64. C/621 F. LALNUNPUIA65. C/629 LALNITHANGA66. C/633 LALDINFELA67. C/638 C. LALNUNTLINGA68. C/645 LALREMSANGA SAILO69. LALTHLENGLIANA FANAI, Assistant70. LALRINMAWIA SAILO, Assistant71. LALRENGPUIA, UDC72. P.C. LIANTLUANGA, LDC73. LALCHUAILOVA, Group-D74. NGURCHHUANKHUMA, Group-D75. B. VANNUNZIRA, Group-D | |
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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
<p>Team Leader: J. Lalduhawmi, Sub-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. ZOTHANTLUANGI CHENHRANG, SIE&N2. RUTH LALRUATPUII, ASIE&N3. LALLIANMAWII, W.O4. F. LALCHHANHIMI, W.O5. C/298 LALHLUNCHHUNGI6. C/325 VANHMINGLIANI7. C/330 F. LALTHLAMUANI8. C/366 LALRINLIANI9. C/377 LALZIKPUII SAILO10. C/458 K. LALSANGPUII11. C/476 LALRINAWMI12. C/510 C. LALNUNMAWII13. C/512 BIAKTHANZAUVI HNAMTE14. C/524 ZOSANGZELI15. C/525 H. LALNUNSANGI16. C/528 ROSY MALSAWMKIMI17. C/559 SAIENGPUII SAILO18. C/565 T. THANGNEIHKIMI19. C/568 THELMA R. ZONUNMAWII20. C/582 T.C. LALREMRUATI21. C/583 H. LALMUANPUII22. C/588 NGURTHANPUII23. C/593 ESTHER LALAWMPUII24. C/596 LALNGAIHAWMI25. C/601 LALRUATZELI26. C/603 SYLVIA MALSAWMZUALI27. C/608 LALRINTLUANGI28. C/614 VANLALCHHANCHHUAHI29. C/639 K. LALRAMNGHAKI30. LALRINPUII, Superintendent31. DORIS NGURBIAKVELI, Assistant32. LALRINPUII, Assistant33. H. LALNGAIHZUALI, Steno-II34. LALMALSAWMI, UDC35. MALSAWMI, UDC36. C. LALMALSAWMI, LDC37. ZIRKUNGI, LDC38. LALRAMHLUNI, LDC39. VANLALLUTI, Group-D40. LALRAMCHUANI, Group-D41. LALTHIANGI, Group-D42. R. LALREMTLUANGI, Group-D	<p>Mobile: 8794632076</p>

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: 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 Lift;*
- (vi) *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 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.

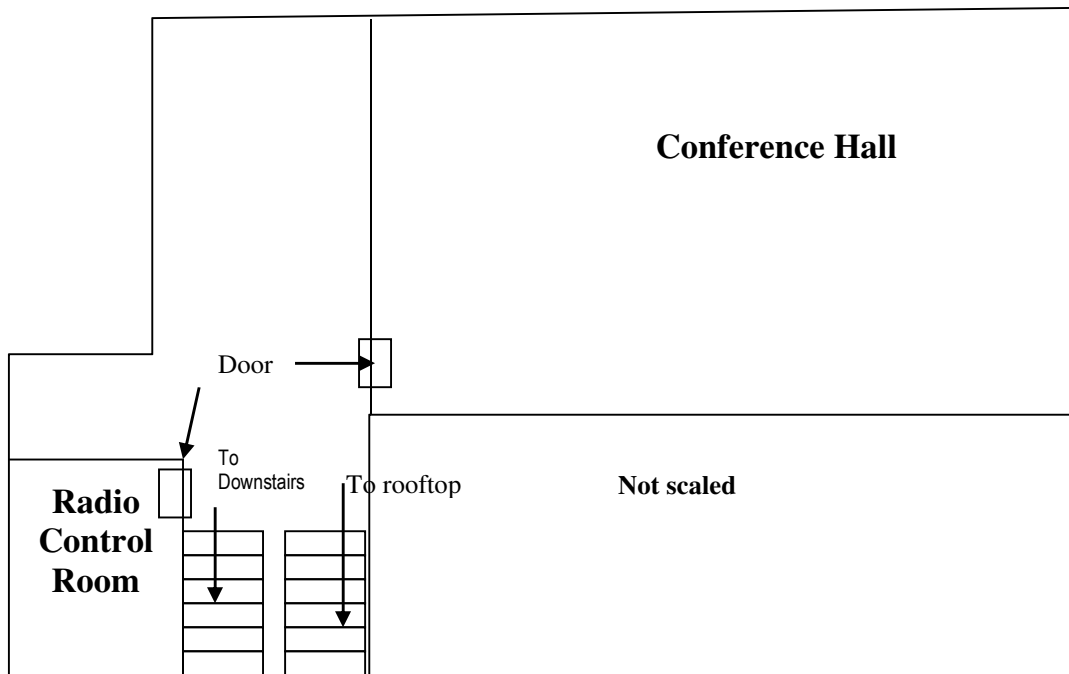
(1) **3rd Floor:**

(a) **Radio Control Room**

Any Wireless Operator on duty shall be responsible as Floor Commander

Radio Control Room comprises of 6 Wireless Operators

(b) **Conference Hall:**



(2) 2nd Floor:

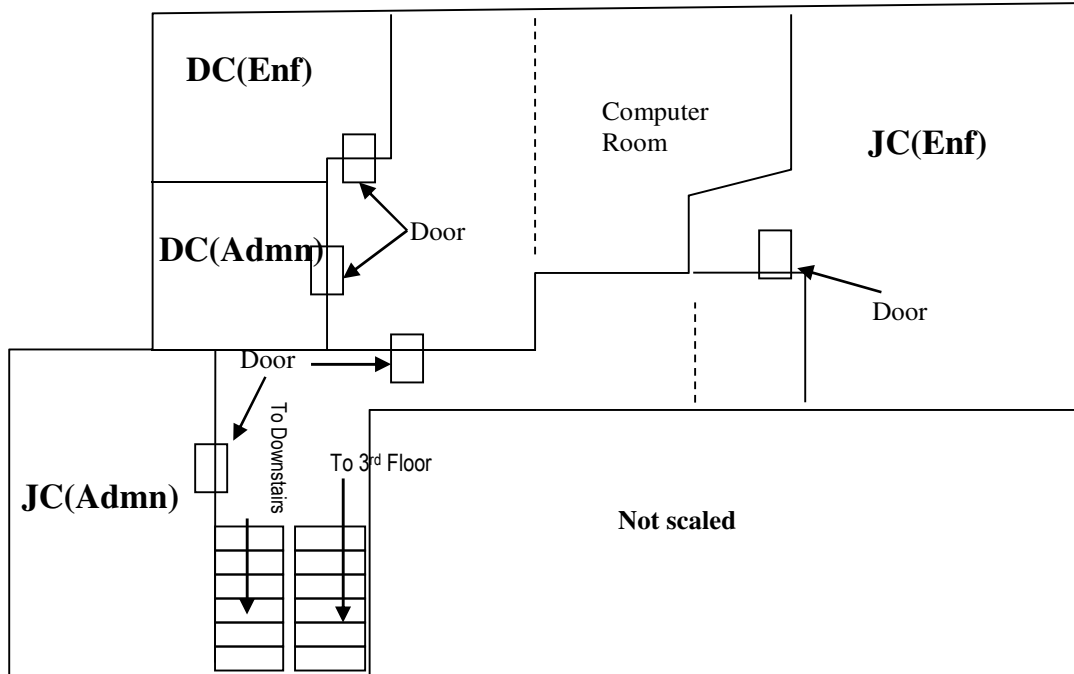
Mr. Z. Lalmangaiha, Deputy. Commissioner of Excise & Narcotics (Enf.) is appointed as Floor Commander with one staff

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

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

(c) Dy. Commissioner of Excise & Narcotics (Admn) with one staff

(d) Computer Room : Four staff

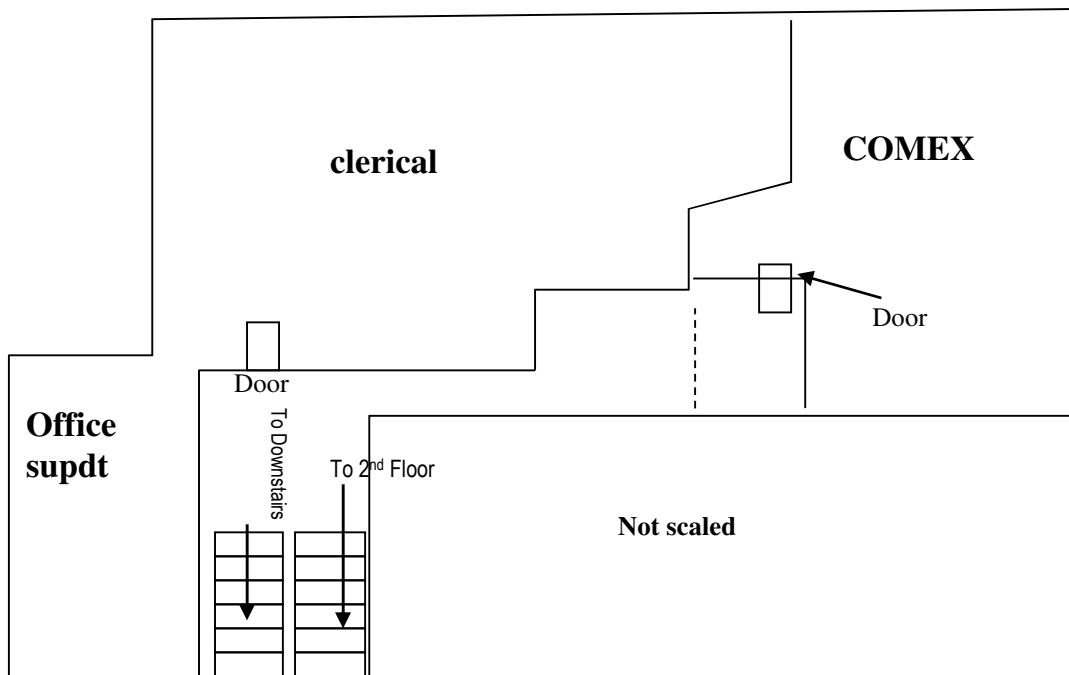


(3) 1st Floor:

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

(a) Commissioner of Excise & Narcotics with four staff

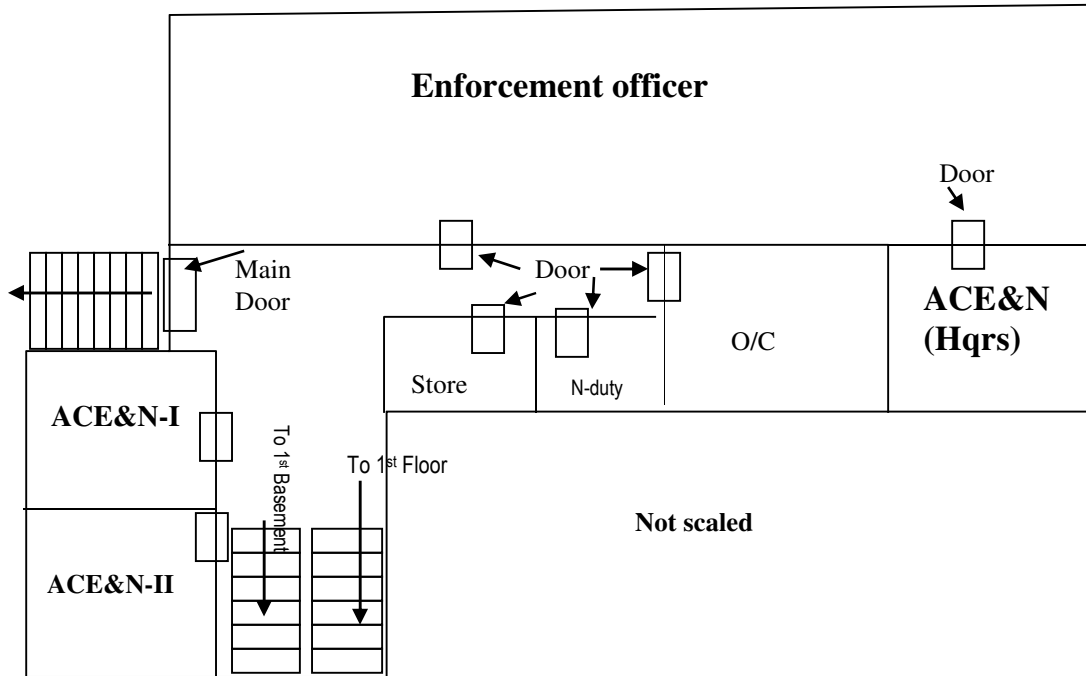
(b) Clerical staff comprises of 26 staff



(4) Ground Floor:

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

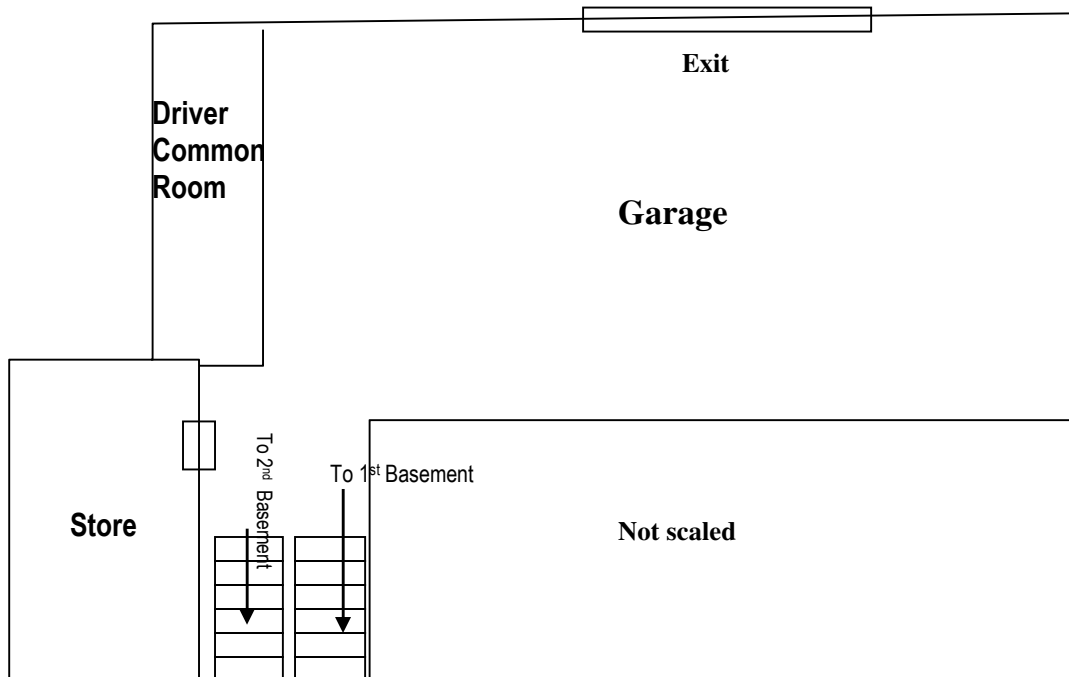
- (a) Officer-in-Charge with 15 Enforcement officer and 4 Other ranks = 19 staff



(5) 1st Basement Floor (Garage):

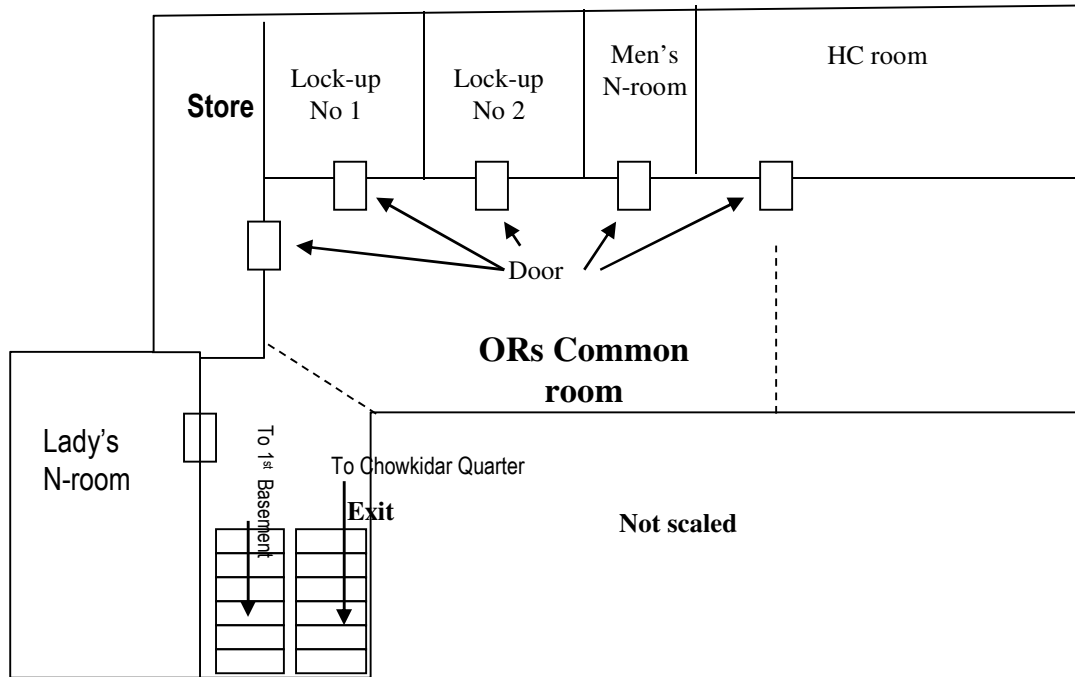
Mr Johnson Lalthlamuana, Driver Special Grade is appointed as Floor Commander

Driver's common room comprises of 16 drivers/staff.

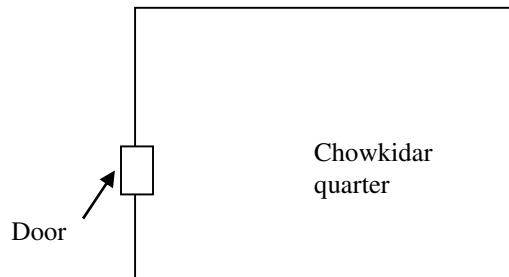


(6) 2nd Basement Floor (ORs Common room) :

Kaphranga, Asst. Sub-Inspector is appointed as Floor Commander and the floor comprises of 35 other ranks.



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



Not scaled