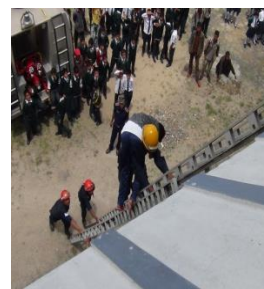




# DISTRICT DISASTER MANAGEMENT PLAN 2016



**DISTRICT DISASTER MANAGEMENT AUTHORITY (DDMA),  
SOUTH WEST KHASI HILLS DISTRICT, MAWKRWAT,  
GOVERNMENT OF MEGHALAYA.**

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## Executive Summary

India has always been in the map for all sorts of Disasters because of its sub- continental dimensions, geographical situation and the behavior of monsoon. The whole region of the North Eastern States lies in the seismic Zone V which is the highest seismic active belt. Beside, North Eastern States including Meghalaya frequently experienced landslides, cyclonic storms, hailstorms, floods etc year after year which causes human, social and economic losses. The success of the “Disaster Risk Management Programme” initiated by the Government of India with the support of the United Nations Development Programme (UNDP) has further motivated for a pro-active approach of prevention, preparedness, and mitigation. This approach acknowledges the importance of having a Disaster Management Plan to enable the Government at various levels to adopt systematic measures to response to disasters, to speed up recovery and to mitigate losses caused by disasters.

The District Disaster Preparedness and Response Plan of South West Khasi Hills, includes the facts and figures of the District which have been collected from various formal and informal sources, hazards, vulnerability, capacity and risk assessment of the District, institutional arrangement for Disaster Management, prevention, preparedness and mitigation measures and a response mechanism by adopting the Incident Response System with a view to meet the challenges during any natural disaster. The Plan needs to be improved and requires the full cooperation of all the Line Departments, and other institutions to furnish data and suggestions for improving, modifications and updating from time to time.

Collection and classification of data are to be updated twice in June and December every year. However, the plan has been prepared with the following points in mind.

1. Contingency Plan in a continuous process
2. All are not equal in a crisis situation
3. While according relief, measures of social auditing to be in place to ensure transparency
4. Involvement of all stakeholders especially Village Headmen/Sardars, Women Groups, Youth Organisations and NGOs is a must in the entire process.

Suggestions are cordially invited for incorporation in the plan

**Smti R. Lyngdoh, IAS,  
Deputy Commissioner & Chairman (DDMA),  
South West Khasi Hills District,  
Mawkyrwat.**

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## **Acknowledgement**

*It gives me great pleasure in acknowledging the support of all members of the District Disaster Management Authority, South West Khasi Hills District, all the Line Departments of our District for providing important data and information. This District Disaster Management Plan would not have been possible without the co-operation and support of all Departments in the District. I also express my gratitude to the State Disaster Management Authority (SDMA) for imparting Training on Incident Response System (IRS) in our District to all District officials. We have been able to modify and improve our response mechanism by adopting the Incident Response System. This have been made possible due to the Training imparted at the right time.*

**Smti R. Lyngdoh, IAS,  
Deputy Commissioner & Chairman (DDMA),  
South West Khasi Hills District,  
Mawkyrwat.**

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## CHAPTER I

### INTRODUCTION:

Meghalaya has been traditionally vulnerable to natural disasters on account of its unique geo- climatic conditions. Meghalaya lies on a Seismic Zone V which is vulnerable to earthquake and the state has experienced it in 1897 and 1950. South West Khasi Hills District with headquarter in Mawkyrwat is one of the 11 districts of the State of Meghalaya which is prone to earthquake, flash flood, thunderstorm/thundersquall, cyclonic storms, hailstorms, landslides, fire, and disaster caused by wild animals. Moreover, the peculiar traditional housing structures especially in rural areas are more susceptible to hailstorms, cyclonic storms and flash floods during monsoon season. The loss in terms of private, community and public assets has been astronomical. As per the National Disaster Management Act, 2005 of the Government of India, disaster is defined as- **“a catastrophe, mishap, calamity or grave occurrence in any area, arising from natural or man-made causes, or by accident or negligence which results in substantial loss of life or human suffering or damage to, and destruction of, property, or damage to, or degradation of, environment, and is of such a nature or magnitude as to be beyond the coping capacity of the community of the affected area.**

The National Act of disaster Management 2005 speaks a volume and it has been made mandatory in India that all the districts, state and the national government compulsorily prepare District Disaster Management Plan which is one of the most important tools for Disaster Risk Reduction DRR. Our main vision and aim regarding the accomplishment of this plan is to provide a fail proof communication and coordination, authentic and accurate database, documented and rehearsed to be activated in the shortest possible time with minimum simple orders and procedures ensuring active participation by Government, Volunteers, Community at all levels, making optimum utilization of men, materials and resources leaving no gaps and no overlaps to prevent the loss of property ensuring fastest

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restoration of the situation in case of any eventuality. The existing government machineries at the district, sub division and block levels were taken in consideration while preparing the plan. The utilization of the voluntary services of the NGOs, elected representatives such as the MLA, MDC, Town Committees, Village Disaster Management Committees, Women Groups, Youth Organisations, NSS, NYK, is also proposed in the plan. Taking all these into consideration, an effective and realistic District Disaster Management Plan is prepared.

### **1.1 District Profile**

**Area & Location :** The South West Khasi Hills District, Mawkyrwat came into being on 3<sup>rd</sup> August 2012. The District lies in the central part of the State of Meghalaya and is situated between 10' and 25 degrees 15' N Latitude, and between 90 degrees 44' and 91 degrees 49'E longitude. The total Area of the District is (1341) 1335.78 SqKms which is 6 percent of the total area of the State. The District is bounded by the West Khasi Hills District in the North, East Khasi Hills in the East, West Khasi Hills and South Garo Hills District in the West and Bangladesh in the South. The total number of villages in the District is 216 (Two hundred and sixteen) under 2 (two) C& RD Blocks, viz., Mawkyrwat C & RD Block and Ranikor C & RD Block. The total population of the District is 98,583 with 49,845 males and 48,738 females. The literacy rate is 76.84 %.

There are 2 Community Health Centres, 2 Primary Health Centres and 18 sub centres in the District, while the number of Anganwadi centres is 200 under the 2 ICDS centres. The Office of the District Social Welfare Officer is also functional from the Office of the Child and Development Project Officer, Mawkyrwat. In handling crime, law & order, there are at present 2 police stations, one each at the Block level, and 4 Police outposts in the bordering villages. The total road connectivity includes 475.76 kms of metalling and black topping road, 268.10 kms of gravelled road and 92.58 kms of kutcha road. The International Trade routes are Borsora, Cheragoan and Bagli. The major markets include the ones at Mawkyrwat, Umdohlun,

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Mawthawpdah, Rangblang, Umjarain, Jashiar, IewTlongSaitwait, Tynnai, Photkroh, Balat, Nongjri, Mawpyllun, Khonjoy, Maheshkhola and Mawyndeng. There are also 3 Financial institutions, viz., the State bank of India( with 2 Branches) , the Meghalaya Co-operative Apex Bank( 1 Branch) and the Meghalaya Rural bank (2 Branches ).

The Mineral Deposits are Coal, Limestone, Uranium, and Granite while the major Crops are Rice, Maize, Potato, Soyabean, Mustard, Betel Nuts & Betel Vine, Kharif& Rabi Vegetables, Spices, Mandarin Oranges, Plum, Peach, Papaya, Jackfruit, Litchi, Pineapple, Mangoes, Tamarin, & Banana. The different places of Interests are - Lawblei-Umjarain (Jakrem) Hotspring, Rilang (Mawranglang) Viewpoint, Syngrangmawrin, Tynnai Viewpoint, Nongnah Viewpoint, Borba Sing Bridge (Anglers' Paradise), Ranikor&MoilamRiver Beaches, Kubah cave and Kubuit cave. While the major peaks include the Nongsynrieh, Iawpaw, Kohtyllaw, KyllaiLongsngun, Kubah, and Domsohlamut.

### **1.2 Demography:**

As per Census 2011 the total population of the District is 98,583 with 49,845 males and 48,738 females. The literacy rate is 76.84 %.

Total population	98,583
Male population	49,845
Female population	48,738
Population Growth	30.25%
Area Sq. Km	1335.78
Density/km2	73.
Sex ratio	985
Average Literacy	76.84 %.
Male Literacy	80.29
Female Literacy	78.30

The block wise population of the community and Rural Development Blocks of South West Khasi Hills District as per the 2011 census is as below :-

Name of Block	Total No of House Hold	Area of The Blocks	Population			Literates
			Adult	Children	Total	
Mawkyrwat C & RD Block	9037	640.78 Sq. Kms	42577	11788	54365	80.96 %
Ranikor C & RD Block	7772 Nos	695 Sq Kms	31871	8918	40789	63.30 %

### 1.3 SOUTH WEST KHASI HILLS AT A GLANCE.

i.	Name of the District	South West Khasi Hills District
ii	No. of Blocks	1. Mawkyrwat C & RD Block 2. Ranikor C & RD Block
iii	No. Of Sub-Division	NIL
iv	No. of Administrative Unit	NIL
v	No. of Assembly Constituencies	2 ( Ranikor & Mawkyrwat)
vi	Name of MLAs	1) Shri. Rowel Lyndoh 2) Shri. M. M. Danggo
vii	No. of ULBs	NIL
viii	No. of Inhabited Villages	216
ix	Household	16809
x	Syiemships	1. Maharam Syiemship 2. Langrin Syiemship 3. Nobo Sohphoh Syiemship 4. Mawiang Syiemship
xi	Sirdarship	NIL
xii	Geographical Area (Sq Kms)	1335.78 Sq Kms
xiii	Longitude	91° 15'0" E
xiv	Latitude	25° 15'40" N
xv	Major Rivers	1. Ranikor River 2. Umngi River 3. Rilang River
xvi	Road Length	475.76 kms
xvii	Normal Rainfall (mm)	1200mm -3000mm
xviii	No. of Police Station	2 (Mawkyrwat PS & Ranikor

		PS)
Xix	No. of Police Outpost	4
Xx	No. of Wireless Communication Station	5
Xxi	No. of Fire Service Stations	1
Xxii	No. of PHCs/ CHCs	2 CHCs, 2 PHCs
Xxiii	No of Family Welfare Clinic Centers	NIL
Xxiv	No. of Health Sub-Centres	18
Xxv	No. of Anganwadi Centres	200
Xxvi	No. of Sub Post Office	1
Xxvii	No. of Branch Post Office	-
Xxviii	No. of Telephone Exchange	1-Mawkyrwat
Xxix	No of Telephone Connections	Landline - 450 WLL - 820 Mobile – more than 2000
Xxxx	No of MDCs	1) Shri Hadrian.Lyngdoh
		2) Shri Mansturdy Nongrem

#### 1.4 Literacy Rate in Percentage:

CATEGORY							
SC		ST		OBC		GEN	
M	F	M	F	M	F	M	F
-	-	80.30	78.30			-	-

#### 1.5 Topographical Details:

##### Climate and Rainfall :

The climate of the district is mildly tropical in the northern and southern foothills, while in the central upland zone, the climate is temperate and places at medium altitude in the northern, western and southern parts of the district, experience sub-tropical climate.

The district is influenced by the south-west monsoon and rainfall is assured during summer, but differs greatly in intensity from area to area within the district. The average rainfall ranges from 1200 mm to 3000 mm per annum.

Sl. No	Month	Average Rainfall (in mm)	Actual Rainfall (in mm)
1	April-October	1200mm to 3000 mm	

The District may be divided into four broad geographical units. There is the Western sector with dense jungles with an elevation of 600-900 metres, bordering the Garo Hills. In the Southern sector especially the South-eastern part, the hills slope rather abruptly to an elevation of about 150 metres, close to plains of Bangladesh. In the Northern sector, there are a series of hills and ranges, which gradually slope down to an altitude of about 150 metres till they reach the plains of Assam. In the Central sector the hill ranges run parallel from East to West forming the highest part of the District with an average altitude of about 1400 metres.

#### **1.5 Rain Recording Stations. - NIL**

Sl. No	Location of RRS	Telephone No	Nos
NIL	NIL	NIL	NIL

#### **1.6 Geographical Area (In Hect):-**

**Paddy :- 1705 Ha**

Name of the Block	Agricultural Land		
	High	Medium	Low
Mawkyrwat C & RD Block	1075 Ha	-	-
Ranikor C & RD Block	-	-	630 Ha

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**Non Paddy:- 13840 Ha**

Sl. No	Name of the Block	Agricultural Land		
		High	Medium	Low
1	Mawkyrwat C & RD Block	9340 Ha	-	-
2	Ranikor C & RD Block	-	-	4500

**1.7 Land Holding Pattern: (no. of HH)**

Sl. No	Name of the Block	Big Farmer	Marginal farmer	Small Farmer	Land Less
1	Mawkyrwat C & RD Block	102	1535	4650	2750
2	Ranikor C & RD Block	164	2781	3705	1122

**1.8 Crop Pattern.**

Sl. No	Name of the Block	Type of Crops	Area Cultivated	Area under Crop insurance (Ha)
1	Mawkyrwat C & RD Block	1. Potato	1912 Ha	N/A
		2. Acrecanut	44 Ha	N/A
		3. Citrus	175 Ha	N/A
		4. Pineapple	234 Ha	N/A
		5. Vegetable	N/A	N/A
		6. Temperate Fruits	N/A	N/A
		7. Black Pepper	N/A	N/A
		8. Betel Leaf	N/A	N/A
		9. Paddy	1075Ha	N/A
		10.Maized	1347 Ha	N/A
2	Ranikor C & RD Block	• Acrecanut	903 Ha	-
		• Citrus	52 Ha	-
		• Pineapple	234 Ha	-
		• Black Pepper	N/A	-
		• Betel Leaf	N/A	-



		• Vegetable	N/A	-
		• Pepper Long	N/A	-
		• Paddy	630 Ha	N/A
		• Maized	80 Ha	N/A

### **1.9 .River & Creeks.**

<b>Sl. No</b>	<b>Name of the river /Creek</b>	<b>Name of the Place</b>	<b>Danger Level</b>
<b>1.</b>	Wah Umngi	Mawkyrwat	-
<b>2.</b>	Wah Rilang	Mawkyrwat	-
<b>3.</b>	Wah Sala	Mawkyrwat	-
<b>4.</b>	Wah Umjarain	Mawkyrwat	-
<b>5.</b>	Wah Langdew	Mawkyrwat	-
<b>6.</b>	Wah Ranikor	Ranikor	-
<b>7.</b>	Wah Umngi	Umpung-Balat	-
<b>8.</b>	Wah Mawlongroh	Mawlongroh	-

### **1.10.Availability of Irrigation Facility.**

<b>Sl. No.</b>	<b>Name of the Project</b>	<b>Ayacut in Hect</b>
1.	NA	-

### **1.11.Minor Irrigation Projects.**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Numbers</b>
1	Flow Irrigation	NIL
2	Lift Irrigation	NIL

### **1.12 Irrigation Facilities and Sources.**

<b>Name of the Block</b>	<b>Ponds</b>	<b>Dug Wells</b>	<b>LI Points</b>	<b>Drift/ Shallow TW</b>	<b>River</b>	<b>Creek</b>	<b>Canal</b>
Mawkyrwat	NIL	NIL	NIL	NIL	NIL	NIL	25055
Ranikor	NIL	NIL	NIL	NIL	NIL	NIL	NIL

### 1.13. Infrastructure (Nos. and/OR distance in Kms)

Sl. No	Name of the Block	PDS Outlets	Post Offices	Police Station /Outpost	Pucca Building	CHC	PHC	Dispensary	Cyclone Shelters	Educationa 1 Institution					Livestock Center	Cottage Industries	Industries	Go down
										LP	UP	Sec	HS	College				
1.	Mawkyrwat	136	1	1	128	1	2	NIL	30	292	130	24	1	1	3	13	1 4	-
2.	Ranikor	-	-	2	15	1	-	-	30	95	15	10	-	-	2	-	-	3

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### 1.14 Industries.

Sl. No	Name of Block	Name of Industries	Nos	Government/ Private	Type of Industries	Manpower Employed	Infrastructure Available	Investment	Production	Insured or Not
1.	Mawkyrwat	Printing Press	1	Private	Service	31	Yes	-	-	-
		Betelnut Processing	1	Private	Agro – based	13	-	-	-	-
		Furniture	3	Private	Forest	12	Yes	-	-	-
		Xerox	4	Private	Service	4	Yes	-	-	-
		Cane & Bamboo	5	Private	Forest	30	Yes	-	-	-
		Electronic	1	Private	Service	2	Yes	-	-	-
		Bakery	3	Private	Agro – based	12	Yes	-	-	-
		Steel Fabrication	1	Private	Metal-based	5	Yes	-	-	-
		Black Smith	8	Private	Metal-based	16	-	-	-	-
2.	Ranikor	Bakery	1	Private	Agro – based	4	Yes	-	-	-

### 1.15 Financial Institution.

Sl. No	Name of the Institution	Address	Telephone Number
1	S.B.I. Mawkyrwat	Mawkyrwat	222226
2	M. R. B. Mawkyrwat	Mawkyrwat	222329
3	M. C. A. B. Mawkyrwat	Mawkyrwat	222282
4	M. R. B. Mawthawpdah	Mawthawpdah	-
5	S. B. I. Ranikor	Ranikor	-
6	United bank, UCO, Balat	Balat	-

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### **1.16 Power Station and Electric Installation.**

<b>Sl. No.</b>	<b>Name of the power Station</b>	<b>Capacity of Installation</b>
1	33/11 KV Distribution Sub-Station, Mawlangwir	i) 1.6 MVA ii) 2.5 MVA
2	33/11 KV Distribution Sub-Station, Mawsaw	i) 1 MVA

### **1.17 Transport and Communication Network.**

- **VHF station/ Telecommunication links** – VHF station are located at Mawkyrwat, Police Stations. In Police Outposts like Borsora, Gomaghat, only HF sets are available. Mawkyrwat Town area has telecommunications.
- **Road network** – National Highway, State Highway, Major District Roads, Other District Roads, Forest Roads, Classified Village Roads, Village Roads, R.L.E.G.P Road, PMGSY Road and Urban Road (in Kms.)
- **Waterways:** Not Connected
- **Internet facilities:** are available in National Informatic Center, DC Office, Mawkyrwat, Election Branch, DC's Office, Mawkyrwat C&RD Block, Ranikor C&RD Block, SWAN, and in other important offices in the district.
- **HAM amateur radio stations:** Not Available

### **1.18 Emergency Contingency Plan-District.**

		Sl. No	
		Name of the Block	
		No. of Population as Per 2001 Census	
		Present Population (Col. 3=20%)	
		Chuda @ 50gms/ Head	
		Gur @ 50gms/ Head	
		Rice @ 250gms/ Head	
		Dal/ @ 25 gms/ Head	
		Salt (10gms /Head)	
		K. Oil (50ml/head)	
		ORS in Pack/Head	
		Halogen Tabs (7 Tabs/ Head)	
		Bleaching Powder in KG(50 Gms/ Head)	
		Medicines	

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### **1.19 Objectives and Goal of the Plan:**

**Under Section 31 of National DM Act 2005, it is mandatory** to prepare a District Disaster Management Plan (DDMP). DDMP shall include Hazard Risk and Vulnerability Analysis (HRVA), prevention, mitigation, preparedness measures, response plan and procedures. The objectives are:

1. To identify the areas vulnerable to major types of the hazards in the district.
2. To adopt proactive measures at district level by all the govt. departments to prevent/ know disaster and mitigate its effects.
3. To define and assign the different tasks and responsibilities to stakeholders during the pre-disaster and post-disaster phases of the disaster.
4. To enhance disaster resilience of the people in the district by way of capacity building.
5. Reduce the loss of public and private property, especially critical facilities and infrastructure, through proper planning.
6. Manage future development to mitigate the effect of natural hazards in the district.
7. To set up an Emergency Operations Centre at the District level to function effectively in search, rescue, response.
8. To develop the standardized mechanism to respond to disaster situation to manage the disaster efficiently.
9. To set up the early warning system so as to prepare the community to deal with the disaster and responsive communication system based upon fail-proof proven technology.
10. To prepare the response plan based upon the guidelines issued in the State Disaster Management Plan so as to provide prompt relief, rescue and search support in the disaster affected areas.
11. To adopt disaster resilient construction mechanism in the district by way of using Information, Education and Communication for making the community aware of the need of disaster resilient future development.
12. To make the use of media in disaster management.
13. Rehabilitation plan of the affected people and reconstruction measures to be taken by different govt. departments at district level and local authority.

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## **1.20 Scope of the Plan**

Disaster Management planning process has become one of the very important components in the last decade as a result of emergencies and disasters having a greater impact on social & economy of the District. Presently there exists an excellent opportunity for organizations to increase their level of preparedness. Most experts today advocate a comprehensive "all hazards" approach to emergency preparedness. A comprehensive disaster response plan that takes into account potential natural, technological, and man-made threats and involves key personnel in the planning process can assist an organization to systematically manage emergencies in an effective and efficient manner. The plan should be utilized by all the stakeholders in Disaster Management in South West Khasi Hills District. This plan should also be of use at any phases of disasters – prevention & mitigation, preparation, response and recovery.

### **1.21 Mandatory provisions of DM Plan**

Under Section 31 of DM Act -2005 the District Plan:

1. There shall be a plan for disaster management for every district of the State.
2. The District Plan shall be prepared by the District Authority, after consultation with the local authorities and having regard to the National Plan and the State Plan, to be approved by the State Authority.
3. The District Plan shall include -
  - (a) the areas in the district vulnerable to different forms of disasters;
  - (b) the measures to be taken, for prevention and mitigation of disaster, by the Departments of the Government at the district level and local authorities in the district;
  - (c) the capacity-building and preparedness measures required to be taken by the Departments of the Government at the district level and the local authorities in the district to respond to any threatening disaster situation or disaster;
  - (d) the response plans and procedures, in the event of a disaster, providing for –
    - i) allocation of responsibilities to the Departments of the Government at the district level and the local authorities in the district;
    - ii) prompt response to disaster and relief thereof;
    - iii) procurement of essential resources;
    - iv) establishment of communication links; and
    - v) the dissemination of information to the public;

- 
- (e) such other matters as may be required by the State Authority.
4. The District Plan shall be reviewed and updated annually.
  5. The copies of the District Plan referred to in sub-sections (2) and (4) shall be made available to the Departments of the Government in the district.
  6. The District Authority shall send a copy of the District Plan to the State Authority which shall forward it to the State Government.
  7. The District Authority shall, review from time to time, the implementation of the Plan and issue such instructions to different departments of the Government in the district as it may deem necessary for the implementation thereof.

### **1.22 Plan Development**

The District Plan is developed and prepared by the Assistant District Project Officer as per the guidelines of the NDMA on behalf of the DDMA. The plan will then circulate to all the members of the DDMA and line departments for their views and suggestions and also shall be reviewed and updated annually.

### **1.23 Stakeholders & Responsibilities**

The District Disaster Management Authority, with Deputy Commissioner as the Responsible Officer (RO) and other line departments at district HQ are the main stakeholders in Disaster Management. They are responsible to deal with all phases of Disaster Management (Preparedness, Prevention, Mitigation, Response & Recovery) within the district.

Other technical institutions, community at large, local self-governments, NGOs etc. are also stakeholders of the District Disaster Management Pan. The role of the stakeholders have been prepared with the avowed objective of making the concerned organizations understand their duties and responsibilities regarding disaster management at all levels and accomplishing them.

#### **Deputy Commissioner (DC)**

- Facilitate and coordinate with local Government bodies to ensure that pre and post Disaster Management activities in the district are carried out.
- Assist community training, awareness programmes and the installation of emergency facilities with the support of local administration, non-governmental organizations and the private sector.
- Function as leader of the team and take appropriate actions to smoothen the response and relief activities to minimize the adverse impact of disaster.



- 
- Recommend Relief Commissioner and State Government for declaration of disaster.

#### **Different Authorities at District level**

- Every Office of the State Government at the District level shall prepare a Disaster Management Plan setting out of the following:
  - Provisions for prevention and mitigation measures as provided in the District Plan and as assigned to the department or agency concerned;
  - Provisions for taking measures relating to capacity-building and preparedness as laid down in the District Plan;
  - The response plans and procedures, in the event of, any threatening disaster situation or disaster;
- Coordinate the preparation and the implementation of its plan with those of the other organizations at the district level including local authority, communities and other stakeholders;
- Regularly review and update the plan; and
- Submit a copy of its disaster management plan, and of any amendment thereto, to the District Authority.

#### **Local Authorities**

- Provide assistance to Deputy Commissioner in Disaster Management activities.
- Ensure training of its officers and employees on Disaster Management
- Ensure that resources relating to Disaster Management are maintained as to be readily available for use in the event of any threatening disaster situation or disaster.
- Ensure that all construction projects under it conform to the standards and specifications laid down.
- Carry out relief, rehabilitation and reconstruction activities in the affected area within the district.

#### **Private Sector**

- Encourage for their active participation in the pre-disaster activities in alignment with the overall plan developed by the DDMA or the Deputy Commissioner
- Adhere to the relevant rules regarding prevention of disasters, as may be stipulated by relevant local authorities.

- 
- As a part of Corporate Social Responsibility (CSR) undertakes Disaster Risk Reduction (DRR) projects in consultation with the Deputy Commissioner for enhancing district's resilience.

#### **NGOs/CBOs and Volunteer Agencies**

- Assist in prevention and mitigation activities under the overall direction and supervision of the DDMA or the DC.
- Participate in all training activities organized and should familiarize themselves with their role in Disaster Management.

#### **Citizens**

It is the duty of every citizen to assist the DC or such other person entrusted with or engaged in Disaster Management whenever demanded generally for the purpose of Disaster Management.

#### **1.24 Concept of Operation:**

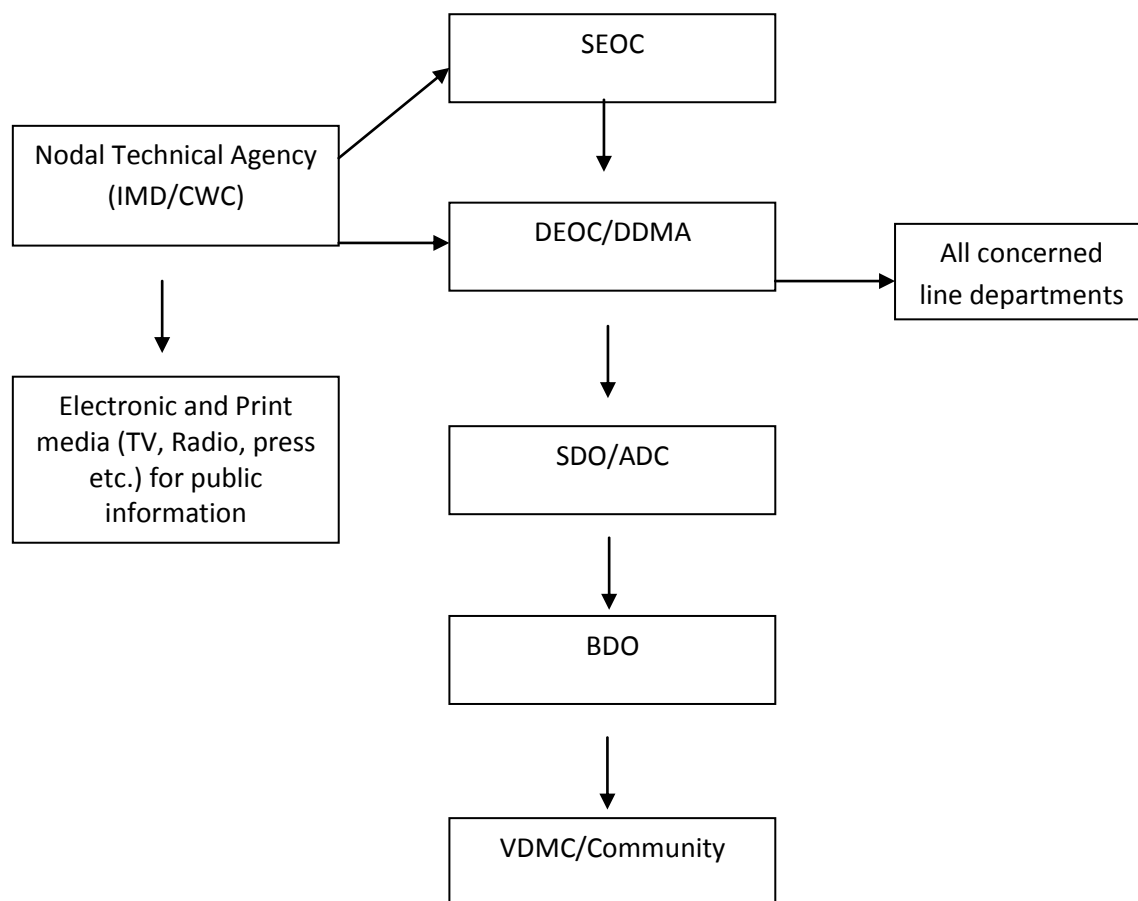
- As per Section 31 of DM Act 2005 it is mandatory to prepare a Disaster Management plan, for the protection of life and property from the effects of hazardous events within the district.
- The Deputy Commissioner (DC)/District Magistrate (DM) & chairman of DDMA has the power of overall supervision and direction control as may be specified under State Government Rules/State Disaster Management Plan guidelines.
- The District EOC will be staffed and operated as the situation dictates. When activated, operations will be supported by senior officers from line departments and central government agencies; private sector and volunteer organizations may be used to provide information, data and resources to cope with the situation.
- Facilities vital to operation of the district government functions have been identified.
- The DM or his designee will coordinate and control resources of the District.
- Emergency public information will be disseminated by all available media outlets through the designated media and information officer.
- Prior planning and training of personnel are prerequisites to effective emergency operations and must be considered as integral parts of disaster preparations.

- 
- Coordination with surrounding districts is essential when events occur that impact beyond district boundaries. Procedure should be established and exercised for inter district collaboration.
  - Departments, agencies and organizations assigned either primary or supporting responsibilities in this document must develop implementation documents in order to support this plan.
  - When local resources prove to be inadequate during emergency operations, request for assistance will be made to the State or higher levels of government and other agencies in accordance with set rules and procedures.
  - District authority will use normal channel for requesting assistance and/or resources, i.e., through the District Emergency Operations Center (DEOC) to the State EOC. If state resources have been exhausted, the state will arrange to provide the needed resources through central assistance.
  - The District EOC will coordinate with the State EOC, Agencies of the Govt. of India like IMD/CWC to maintain up to-date information concerning potential flooding, cyclones etc. As appropriate, such information will be provided to the citizens of the affected areas in the district.
  - Upon receipt of potential problems in these areas, DEOC/designated official will appropriately issue alert and notify action to be taken by the residents.
  - Disaster occurrence could result in disruption of government functions and, therefore, all levels of local government and their departments should develop and maintain procedures to ensure continuity of Government action.

### **1.25 Trigger Mechanism**

There is an institutional trigger mechanism that every agency takes its assigned role at the time of such disaster. There are two types of the Trigger mechanism set up depending upon the warning signals availability as mentioned below:

**Warning Signal Available:** In this case the Govt. of India/State Govt. has authorized agencies generating such early warning signals; in case the matter is very urgent needing action at Block/ Village levels, the alerts and action points will go directly to all concerned. Arrangements need to be in place to ensure prompt receipt of these signals and action thereon. After such warning/advisory received by the State Govt., the SEOC will communicate it to the DEOC urgently. The DEOC will communicate such warning to the departments at the district level. The information flow in such cases will be as follows:-

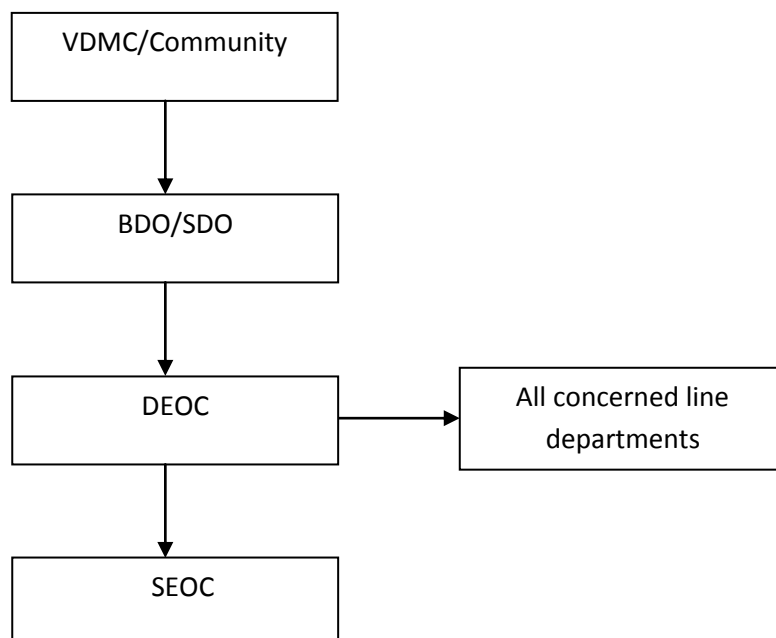


**Fig.1: Information flow chart in Case I: where early warning signals are available**

**Without Early Warning Signal:** In this case the information starts from the place of incident through government agency or community and the institutional mechanism in such cases will be as follows:-

- The concerned village will report to the Sub-Divisional Officer/Block Development Officers/Police Station and the information should reach the Deputy Commissioner/DDMA.
- The DDMA will assess the information and assess the disaster to be of the level L0, L1, L2 or L3.
  - L0: A no-disaster situation. This is the level at which surveillance, preparedness & mitigation activities must be focused on.

- L1: A District Level Disaster, within the capabilities of the District Administration to deal with.
- L2: A State Level Disaster, within the capabilities of the State Government to deal with.
- L3: A National Level Disaster, requiring major direct intervention of the Central Government.
- The DEOC will be activated and if required the SEOC will be kept at alert if assistance needed; otherwise information of the incident will be passed on to the SEOC.
- The DDMA will convene the meeting of DEOC and plan the management of the disaster as Incident Action Plan (IAP).
- The respective Incident Response Teams (IRTs) will be rushed to the site for effective management.



**Fig.2: Information Flow Chart in Case II: Where Incident happens without any early warning signals**

The disaster response structure will be activated on the receipt of disaster warning or on the occurrence of the disaster by the competent authority. The occurrence of disaster may be reported by the concerned monitoring authority to the Relief Commissioner/SDMA by the fastest means. The SDMA/SEC will activate all

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departments for emergency response including the SEOC & DEOC. In addition, they will issue instructions to include the following details:

- Exact quantum of resources (in terms of manpower, equipments and essential items from key departments/stakeholders) that is required.
- The type of assistance to be provided
- The time limit within which assistance is needed
- Details of other Task/Response Forces through which coordination should take place
- The DEOC and other control rooms at the district should be activated with full strength.

### **1.27 Approval Mechanism of the Plan**

As per Section 30 of DM Act 2005, the DDMA shall act as the district planning, coordinating and implementing body for disaster management and take all measures for the purpose of DM in the district in accordance with the guidelines laid down by the National Authority and the State Authority. Accordingly, the District Plan is prepared by the DDMA, after consultation with the local authorities and having regard to the National DM Plan and the State DM Plan.

### **1.28 Plan Implementation and Maintenance**

- **Training** – After developing a plan, it will be disseminated and managers must be required to train their personnel so that they will have the knowledge, skills and abilities needed to perform the task identified in the plan. Personnel will be trained on the organization-specific procedure necessary to support those planned tasks.
- **Exercise the Plan** – The effectiveness of the plan will be evaluated which involves training events, exercises and real incidents to determine whether the goals, objectives, decisions, action and timing outlined in the plan led to a successful response. The purpose of an exercise is to promote preparedness by testing policies, plans and training personnel.
- **Revise and Maintain** – This plan will be reviewed on an annual basis. However, a plan may be reviewed and updated after the following events also:
  - A major incident
  - A change in operational resources (e.g. policy, personnel, organizational structures, management processes, facilities, equipment).

- A formal update of planning guidance or standards
- Each activation
- Major exercises
- A change in the district's demographic or hazard or threat profile
- The enactment of new or amended laws or ordinances

This process will also be used to summarize the accomplishments of the past year and help the administration to prioritize mitigation goals for the future.

## **CHAPTER II**

### **HAZARD, VULNERABILITY, CAPACITY AND RISK ASSESSMENT**

The State of Meghalaya being situated in Seismic Zone - V is highly vulnerable to earthquakes. During 1897 the state was severely affected by an 8.7 magnitude earthquake which resulted in untold miseries. The earthquake of 8.5 magnitude which occurred in 1950 also caused loss of human lives and properties. The State experiences several low to medium intensity earthquakes regularly. Apart from earthquakes, it is affected by a number of landslides, storms, flash floods, fire accidents, road accidents and other kinds of hazards.

The Hazard Risk Vulnerability Analysis (HRVA) for South West Khasi Hills District will be done in coordination with North Eastern Space Applications Centre, Umiam by the Revenue & Disaster Management Department and State Disaster Management Authority,(SDMA)

#### **2.1 HISTORY OF DISASTER AND PROBABILITY OF DISASTER EPISODES IN THE DISTRICT**

<b>Type of Hazard</b>	<b>Year of occurrence</b>	<b>Area of Affected</b>	<b>Impact on Life</b>	<b>Livelihood</b>	<b>Livestock</b>	<b>Damage to Crops</b>
Cyclonic Storm/ Thunder squall	2007	Mawten	Loss of houses , crops	Affected miserably	Loss of large numbers of cattles, pigs, poultry	Loss of, crops

					goats.	
Cyclonic Storm/ Thunder squall	2013	Umdohlun	Loss of Crops & houses			Crops& houses
Hail Stone	2006 & 2013& 2016	Rangblang GS Circle, Mawthawpda h GS Circle, Mawsaw GS Circle, Mawlangwir GS Circle, Mawkyrwat GS Circle, Shngimawlein GS Circle, Pawphlang GS Circle.	Loss of houses , crops	Affected miserably	Loss of large numbers of cattles, pigs, poultry goats.	Loss of crops
Landslide	Annually	Mawbri and Photjaud GS Circle Ranikor-Nongnah, Ranikor-Nongthymmai -Trongpleng	NIL	NIL	NIL	NIL
Flood		Balat & Moilam areas				
Fire Accidents	2005-2014	Ranikor – Nongnah areas				



## **2.2 Seasonality of Hazard.**

Type of Hazard	Jan-Mar				Apr-Jun				Jul-Sep				Oct-Dec			
	H	C	A	I	H	C	A	I	H	C	A	I	H	C	A	I
Cyclonic Storm	NIL	NIL	NI L	N IL	YE S	YE S	YE S	YE S	NI L	NI L	NI L	NI L	NI L	NI L	NIL	NIL
Hail Stone	NIL	NIL	NI L	N IL	NI L	YE S	NI L	YE S	NI L	NI L	NI L	NI L	NI L	NI L	NIL	NIL
Landslide	NIL	NIL	NI L	N IL	YE S	YE S	YE S	YE S	YE S	YE S	YE S	YE S	NI L	NI L	NIL	NIL
Fire	Yes	Yes	Ye s	N IL	NI L	NI L	NI L	NIL	NI L	NI L	NI L	NI L	NI L	Ye s	NIL	NIL

H- Human, C- Crop, A- Animal, I- Infrastructure

## **2.3 Risk Assessment – Mawkyrwat**

Type of Hazard	Time of Occurrence	Potential Impact	Vulnerable Areas
Cyclonic Storm	April to June	Infrastructure	Whole area under the Block
Hail Stone	April to June	Crops and Infrastructure	Whole area under the Block
Landslide	April to October	Infrastructure	Mawbri and Photjaud GS Circles

## **2.4 Risk Assessment – Ranikor**

Type of Hazard	Time of Occurrence	Potential Impact	Vulnerable Areas
Cyclone	April to June	Road & Residential Houses	Most the Villages

Hailstorms/Heavy rainfall	April-June	Residential Houses	Villages in Mawkyrwat and Ranikor Block
Flood	June – July	Human & Crops	Balat- Moilam Areas
Landslide	July- August	Crop, Animal & Human	Ranikor-Nongnah, Ranikor-Nongthymmai- Trongpleng
Fire	Dec-April	Crops (broom Cultivation)	Ranikor – Nongnah Areas
Accidents	Anytime	Human & Animals	Anywhere

## 2.5 **Vulnerability Analysis**

### **Infrastructure Vulnerability against Hazards**

Vulnerability	Vulnerability against each Hazards				
	Cyclone	Landslide	Fire	Earthquake	Heavy rainfall with Hailstorms
	Area Name	Area Name	Area Name	Area Name	Area Name
	Whole area under the Block	Mawbri and Photjaud GS Circles	Whole area under the Block	Whole area under the Block	Whole area under the Block

## 2.6 **Identification of Weak and Vulnerability Embankments.**

Sl. No	Name of the Weak and Vulnerable Embankment	Location	Reason of its vulnerability	Population likely to be affected
N/A	N/A	N/A	N/A	N/A

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## 2.7 Alternate route structure.

Sl. No.	Vulnerable Area	Main route	Alternate route
1	Lailad to Borsora village	M. B. G. M. Road	1. J. R. Road
2	Lailad to Nongjri village		2. M. B. G. M. via Mawsynram
3	All Villages Connected by this road	Mawthawpdah-Phlangdiloin Road	-
4	All Villages Connected by this road	Jakrem Road	-
5	All Villages Connected by this road	Mawkyrwat-Rangblang Road	Mawkyrwat-Nongstoin via Mawranglang
6	All Villages Connected by this road	Jakrem – Nongshilong Road	-
7	All Villages Connected by this road	Mawthawpdah – Nongstoin Road	-

## 2.8 RISK REDUCTION , MITIGATION & RESPONSE PLANNING

(Sector wise Vulnerability Reduction Measure):

Type of Sector	SUB SECTOR	Mitigation Measures	Responsible Dept.	Time Frame
Infrastructure Development	IEC activities	<ul style="list-style-type: none"> <li>• Distribution of leaflets, posters &amp; wall painting.</li> <li>• Awareness generation in school, colleges, various competition &amp; rallies.</li> <li>• Training to concerned department, BMTs, NGOs etc.</li> <li>• Conduct regular Mock Drill.</li> <li>• Plantation Programme..</li> </ul>	<ul style="list-style-type: none"> <li>• DDMA</li> <li>• NGOs</li> </ul>	Throughout the year
	Road	<ul style="list-style-type: none"> <li>• Identification/repair of main &amp; alternative routes.</li> <li>• Repair of identified vulnerable points.</li> <li>• Conversation of Pucca road to village roads.</li> </ul>	<ul style="list-style-type: none"> <li>• Public Works Deptt (Roads)</li> <li>• District Administration.</li> <li>•</li> </ul>	During normal time

	Embankment	<ul style="list-style-type: none"> <li>• Strengthening &amp; raising the height of weak embankments, points.</li> <li>• Storage of flood fighting material like sandbags, bamboo's mat etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Irrigation Deptt</li> </ul>	During pre flood season
	Bridges	<ul style="list-style-type: none"> <li>• Regular maintenance of bridges &amp; culverts.</li> </ul>	<ul style="list-style-type: none"> <li>• PWD</li> </ul>	During normal period
	Safe Shelters	<ul style="list-style-type: none"> <li>• Building of safe shelters.</li> <li>• Ensures maintenance of shelters</li> <li>• Identification of shelters like School, community hall etc.</li> <li>• Preparation of moulds &amp; cattle shelters</li> </ul>	<ul style="list-style-type: none"> <li>• DDMA</li> <li>• Health &amp; Animal Husbandry Dept.</li> <li>• PWD</li> </ul>	During normal period

	Communication	<ul style="list-style-type: none"> <li>• Ensure proper maintenance of Telephone, FAX, WLL phone, Wireless &amp; VHS sets</li> <li>• Installation of VHS/HAM Radio in DCR</li> </ul>	<ul style="list-style-type: none"> <li>• Telecom Dept.</li> <li>• DDMA</li> </ul>	Normal time
	Drinking water and sanitation	<ul style="list-style-type: none"> <li>• Repair/ arrangement of defunct tube wells.</li> <li>• Arrangement of tankers</li> <li>• Ensure provision of safe drinking water and sanitation</li> <li>• Installation of water supply system</li> <li>• Using disinfectants &amp; ensure its regular use.</li> </ul>	<ul style="list-style-type: none"> <li>• PHE Dept.</li> </ul>	Throughout the year

	Power	<ul style="list-style-type: none"> <li>• Ensure proper maintenance of Electric Sub Stations, power grids.</li> <li>• Complete electrification throughout the District.</li> <li>• Install Solar Lamps near safe shelters &amp; ensure its maintenance.</li> <li>• Ensure proper &amp; safe electric connections to the consumers &amp; from electric stand posts/ transformer.</li> </ul>	<ul style="list-style-type: none"> <li>• MeECL Dept.</li> </ul>	Throughout the year
	Technology dissemination	<ul style="list-style-type: none"> <li>• Ensure proper functioning of internet.</li> <li>• Checking and maintenance of all telecommunication and communication system</li> </ul>	<ul style="list-style-type: none"> <li>• Telecom Dept.</li> <li>• DDMA</li> <li>• NIC</li> </ul>	Throughout the year

<b>Health/ Animal Husbandry</b>	IEC activities	<ul style="list-style-type: none"> <li>• Distribution of leaflets, posters &amp; wall painting.</li> <li>• Conducting meeting/ workshop/ orientation to staff, volunteers etc.</li> <li>• Awareness generation</li> </ul>	<ul style="list-style-type: none"> <li>• H &amp; AH</li> </ul>	During normal period
	Vaccination	<ul style="list-style-type: none"> <li>• Procurement &amp; storage of vaccines</li> <li>• Regular vaccination of domestic animals.</li> <li>• Procurement of Refrigerator for Veterinary Hospital.</li> <li>• Regular disinfections of tube wells, wells, ponds etc.</li> <li>• Identify areas for carcass disposal</li> </ul>	<ul style="list-style-type: none"> <li>• H &amp; AH</li> </ul>	During normal period
	Training	<ul style="list-style-type: none"> <li>• Training on Health care, Sanitation, First Aid to staff, volunteers etc.</li> </ul>	<ul style="list-style-type: none"> <li>• AH &amp; AH</li> </ul>	During normal period



<b>Livelihood Sector</b>	IEC activities	<ul style="list-style-type: none"> <li>• Distribution of leaflets, posters &amp; wall painting</li> <li>• Conducting meeting/ workshop/ orientation to staff, volunteers etc.</li> <li>• Awareness generation</li> </ul>	<ul style="list-style-type: none"> <li>• Agri. Dept</li> <li>• NGOs</li> </ul>	During normal period
	Agriculture	<ul style="list-style-type: none"> <li>• Alternative cropping</li> <li>• Installation of LI Point</li> <li>• Crop insurance, Provision of credit facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Agri. Dept</li> <li>• banks</li> </ul>	During normal period
	Horticulture	<ul style="list-style-type: none"> <li>• providing nursing raising training &amp; insurance facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Agri. Dept</li> </ul>	Normal time
<b>Insurance</b>	IEC activities	<ul style="list-style-type: none"> <li>• Distribution of leaflets, posters &amp; wall painting</li> <li>• Conducting meeting/ workshop/ orientation to staff, volunteers etc.</li> <li>• Awareness generation</li> </ul>	<ul style="list-style-type: none"> <li>• District Administration</li> <li>• Agri. Dept.</li> <li>• Bank</li> </ul>	During normal period

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	Infrastructure	<ul style="list-style-type: none"> <li>• Maintenance of roads/building.</li> <li>• Maintenance of District level godowns</li> </ul>	<ul style="list-style-type: none"> <li>• District Administration</li> </ul>	Normal time
	Live and Livelihood	<ul style="list-style-type: none"> <li>• Insure insurance of life, livestock, crop &amp; small business units etc.</li> </ul>	<ul style="list-style-type: none"> <li>• District Administration.</li> <li>• Insurance Companies</li> <li>• Agri. Dept.</li> <li>• Bank</li> <li>• A. H.</li> </ul>	Normal time

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## **CHAPTER III**

### **INSTITUTIONAL ARRANGEMENTS FOR DISASTER MANAGEMENT**

The Disaster Management Act, 2005 provides for an effective institutional mechanism for drawing up and monitoring implementation of Disaster Management Plan for prevention and mitigating effects of disasters and for taking a holistic, coordinated and prompt response to any disaster situation. Under Section 78 of the DM Act 2005, powers are conferred to the State Government for making rules to carry out the provisions of this Act and notify such rules in the official gazette.

The institutional mechanism for Disaster Management at the District Level, as envisaged in the National Plan and other national guidelines, is as given below:

#### **3.1 District Disaster Management Authority (DDMA)**

The District Disaster Management Authority under the chairmanship of the Deputy Commissioner was constituted as per the Section 25 of DM Act 2005. DDMA acts as the planning, coordinating and implementing body for Disaster Management in the District and take all measures for the purposes of DM in accordance with the Guidelines laid down by the NDMA and SDMA. The DDMA will prepare the District DM Plan and monitor the implementation of the National Policy, the State Policy, the National Plan and the State Plan. The DDMA also ensures that the Guidelines for prevention, mitigation, preparedness and response measures laid down by NDMA and SDMA are followed by all Departments of the State Government and the Local Authorities in the District.

#### **3.2 District Disaster Management Advisory Committee**

The Deputy Commissioner as Chairman may co-opt any expert or specialist in the relevant field as member of the Committee or to attend the meeting of the committee as and when considered necessary.

#### **3.3 Local Self Government Authorities**

Local Authorities include the District Council, Rangbah Shnong, Municipal Board, Cantonment Board and Town/Urban Planning Authorities. These bodies will prepare DM plans in accordance with the Guidelines of NDMA, SDMA and the DDMA and will ensure capacity building of their officers and employees for managing disasters, carry out relief, rehabilitation and reconstruction activities in the affected areas.

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### **3.4 District Emergency Operations Centre (DEOC)**

The DEOC is the hub of activity in a disaster situation in the district. The EOC will have the flexibility to expand when demand increases and contract when the situation comes to normal. The DEOC is connected with the SEOC in the upstream which further connects to NEOC and other EOCs in the downstream including other field offices during emergencies.

## **CHAPTER IV**

### **PREVENTION, MITIGATION AND PREPAREDNESS MEASURES**

Prevention, Mitigation and Preparedness are actions or activities taken before a disaster that helps to reduce the risk from any disaster whether man-made or natural. Recently, the approach of the Government for dealing with disasters has undergone a change from Relief-centric Approach to planning, prevention, preparedness and mitigation. The focus on capacity building of all the stakeholders is being given due emphasis by the Government for better management of disasters. The district can avail itself the four mechanisms to reduce risk and vulnerability:

- Long term planning for mitigation, preparedness and prevention investments in the district,
- Enforcement of regulations, particularly the building codes and land use,
- Review and evaluation of development plans and activities to identify ways to reduce risks and vulnerability, and
- Capacity building, including warning, the provision of relief and recovery assistance and community-level identification of risk and vulnerability.

The Deputy Commissioner, assisted by the Addl. Deputy Commissioner, is responsible for developing plans and activities to effect mitigation, preparedness and prevention using the mechanism noted above. Base on the interim assessment of risk and vulnerabilities, the District will focus on the following areas for mitigation, preparedness and prevention;

- Provide better early warning methods for flash floods, storms
- Resilience of lifeline systems (water, power and communications)
- Reduction impact on health care facilities, schools and roads
- Vulnerability reduction in flash flood-prone areas

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- Vulnerability reduction to road accidents

#### **4.1 Preventive Measures (for all disasters)**

The principle of prevention and mitigation is to reduce both exposure and vulnerability. Environmental management, site selection, urban planning and sound construction are critical to the safety of communities, whereas socio-economic measures can be used to increase resilience, spread risk and responsibility, create redundancy and minimize the impact.

#### **4.2 Mitigation Measures (for all disasters)**

Mitigation refers to all measures undertaken in anticipation of a possible threat/hazard. These may include both structural and non-structural activities which aim at reducing the physical and socio-economical vulnerability, enhancing capacity and reduce damaging impacts of disasters. Mitigation measures should include the following activities-

- Town Planning Act: Planning, adopting and enforcing stringent building codes, flood-proofing requirements, seismic design standards for new construction or repairing existing buildings.
- Land use Planning & Zoning Regulations: Planning and adopting zoning ordinances that steer development away from areas subject to flooding and landslides.
- Development Control Regulations: To incorporate the Disaster Management concerns into development.
- Retrofitting: To undertake retrofitting work on public buildings to withstand earthquake.
- Capacity Building: Mock Drills, Coordination and Linkages, Insurance, Awareness Generation, Training and Capacity Building at all levels.

#### **4.3 Preparedness Measure (for all disasters)**

Preparedness is building up capabilities before a disaster situation prevails in order to reduce the impacts. Planning is one of the key elements in preparedness and continuous process. The following preparedness measure have been taken by the DDMA-

##### **4.3.1 Incident Response System (IRS)**

The Incident Response System (IRS) is an effective mechanism for reducing the scope for ad-hoc measures in response. It incorporates all the tasks that may be performed during DM irrespective of their level of complexity. It envisages a composite team with various Sections to attend to all the possible response

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requirements. The IRS identifies and designates officers to perform various duties and get them trained in their respective roles.

#### **4.3.2 Incident Response Team (IRT)**

IRT is constituted at the District level and will be instructed to constitute at Block levels. (Details on IRS & IRT in Chapter VI)

#### **4.3.3 District Emergency Operations Centre (DEOC)**

The DEOC is the nodal point for overall coordination of planning and response. The EOC should have:

- a. One Sr. Administrative Officer as EOC in-charge having experience in DM with required assistants;
- b. Representation of all concerned line departments with authority to quickly mobilize their resources;
- c. Adequate space with proper infrastructure to accommodate the participating agencies and departments;
- d. Communication facilities with last mile connectivity;
- e. A vehicle mounted with HF, VHF and satellite telephone for deployment in the affected site to provide immediate connectivity with the headquarters and ICP;
- f. A representative of central teams (NDRF, Armed Forces) whenever they are deployed to integrate their resources, expertise and to resolve conflicts that may arise during the response effort;
- g. Provision and plan for dovetailing the NDRF, Armed Forces communication capabilities with the local communication set up. There will be proper plan so that all are able to connect with each other in case of large scale disasters or failure of the local communication systems;
- h. Map depicting affected site, resources deployed, facilities established like Incident Command Post, Staging Area, Incident Base, Camp, Relief Camp, Helibase, Helipad, etc.
- i. DM plans of all line departments;
- j. DM plans of the State and the District;
  - Directories with contact details of all emergency services and nodal officers;
  - Connectivity with all District headquarters and police stations;
  - Database of NGOs working in different geographical areas;
  - Demographic details of the State and Districts;

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- k. Online/Web based DSS with the availability of at least the following components: Standardization of Command Structure with the details of the earmarked and trained personnel in IRS;

#### **4.3.4 Resource Inventory**

This is done by uploading all the resources on the India Disaster Resource Network (IDRN). This website is also for knowledge management, networking and sharing of information and updated regularly.

#### **4.3.5 Assistance from National Disaster Management Force/Armed Forces/Paramilitary Forces**

The District Administration will ask for assistance from National Disaster Management Force (NDRF)/Armed Forces/Paramilitary Forces if the capacity is exhausted in consultation with the State Government. The nearest NDRF is in Guwahati, Assam.

### **CHAPTER V**

#### **CAPACITY BUILDING AND TRAINING MEASURES**

As per the High Powered Committee Report, Capacity Building is a complex, long-term phenomenon requiring the development of human resources, the establishment of well functioning organizations within a suitable work environment and a supportive socio-political environment for improving the performance of institutions and personnel.

Capacity Building develops and strengthens skills, competencies and abilities of both Government and Non-Government officials and communities to achieve the desired results during and after disasters, as well as preventing hazardous events from becoming a disaster. All the stakeholders and communities are critical components to a successful, long term, sustainable management plan.

The DDMA is implementing, Capacity Building for Disaster Response of the 13<sup>th</sup> Finance Commission, NDMA Fund & State Fund to capacitate all the stake holders like officials, policy makers, engineers, architects, masons, doctors, nurses, teachers, police, fire personnel, drivers, MRWs/CBRWs, ASHAs, Anganwadi workers, NGOs and volunteers (NYK, NCC, NSS). Schools and colleges are also included in Capacity Building and training.

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Search & Rescue/First Aid training and Mock Drills are the priority of the DDMA which is imparted by Civil Defence & Home Guards, District Medical Health Officer, Fire & Emergency Services, CHC/PHC etc. Gender and Disaster awareness is also one of the components in Capacity Building along with preparation of Disaster Management Plans by all stakeholders.



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## **CHAPTER VI**

### **RESPONSE PLAN AND RELIEF MEASURES**

Response is the set of activities implemented after the impact of a disaster in order to assess the needs, reduce the suffering, limit the spread and the consequences of the disaster and open the way to rehabilitation. Response planning provides rapid and disciplined incident assessment to ensure a quickly scalable, adaptable and flexible response. It also defines the roles and responsibilities for incident response across all levels of the government and private sectors.

The District is adopting the Incident Response System (IRS) of the Govt. of India to respond to any disaster. The following District Officers of South West Khasi Hills District, have been assigned with the following IRS position in the District:

<b>Sl No</b>	<b>Name / Designation</b>	<b>IRS Position</b>
<b>1.</b>	<b>Smti R. Lyngdoh , IAS, Deputy Commissioner</b>	<b>Responsible Officer</b>
2.	Shri H.S. Diengdoh, MCS Addl DC	Incident Commander
3.	Smti S.K. Phanbuh, DPRO	Information & Media Officer
4.	Smti D. Kharshiing, MCS, EAC	Liaison Officer
<b>5.</b>	Station Officer Fire & Emergency Service,Mawkyrwat	Safety Officer
	<b>Operation Section</b>	
<b>6.</b>	<b>SP South West Khasi Hills District</b>	<b>Operation Section Chief</b>
7.	Shri A.Nongbri BDO, Mawkyrwat C&RD Block	Staging Area Manager
8.	BDO, Ranikor C&RD Block	Response Branch Director
9.	Dy Supdt of Police	Division Supervisor/Goup-in-charge
10.	Officer -in charge, Mawkyrwat, Police Station	Task Force/ Strike Team Single Resources
11.	District Transport Officer	Transportation Branch
12.	DMHO	Medical Unit Leader
	<b>Road</b>	
	District Transport Officer	Group -in-charge
13.	Sub Registra Cooperative Society	Vehicle Coordinator
14.	Officer-in-Charge Ranikor Police	Loading -in - Charge/ uploading in-

	Station	charge
	<b>Planning Section</b>	
	<b>Smti I. Iangrai, MCS, ADC,</b>	<b>Planning Section Chief</b>
15.	Supdt of Fisheries	Resource Unit Leader
16.	Smti S.Ch. Momin, EAC	Relief Camp Manager
17.	Asst Engineer, District Urban Affairs	Check in and Deployment Status Recorder
18.	EE, PHE (Rws) Mawkyrwat	Situation Unit Leader
19.	SDO, PHE (Rws)	Display Processor
20.	Inspector of legal Metrology	Field Observer
21.	District Statistical Officer Mawkyrwat	Documentation Unit Leader
22.	EE, Water Resources, Mawkyrwat	Demobilisation Unit Leader
23.	Asst Executive Engineer, PWD (Rd) Mawsaw	Technical Specialist
24.	District Agriculture Officer	Weather Observer
25.	DSEO/ SDSEO	Base Manager
26.	AEE,MePDCL	Power Unit
27.	Dist AH&Vety Officer	Carcass Disposal
28.	Divisional Soil & Water Conservation Officer	Observer
29.	Range Officer Forest,Mawkyrwat	Observer ( ICP)
30.	Principal, Maharam Govt.Sec School	Observer ( Planning Section)
31.	District Sports Officer	Observer(Logistic Section)
	<b>Logistic Section</b>	
32.	<b>Shri Biam, MCS,ADC</b>	<b>Logistic Section Chief</b>
33.	EE, PWD Rd, Mawkyrwat	Service Branch Director
34.	SubDivisional Telecommunication, Mawkyrwat	Communication Unit Leader
35.	DMHO, Mawkyrwat	Medical Camp Leader
36.	Inspector of Supply, Mawkyrwat	Food Unit Leader
37.	District Horticulture Officer,	Support Branch Director
38.	Officials from Horticulture/District Child Protection Officer	Resource Provisioning Unit Leader

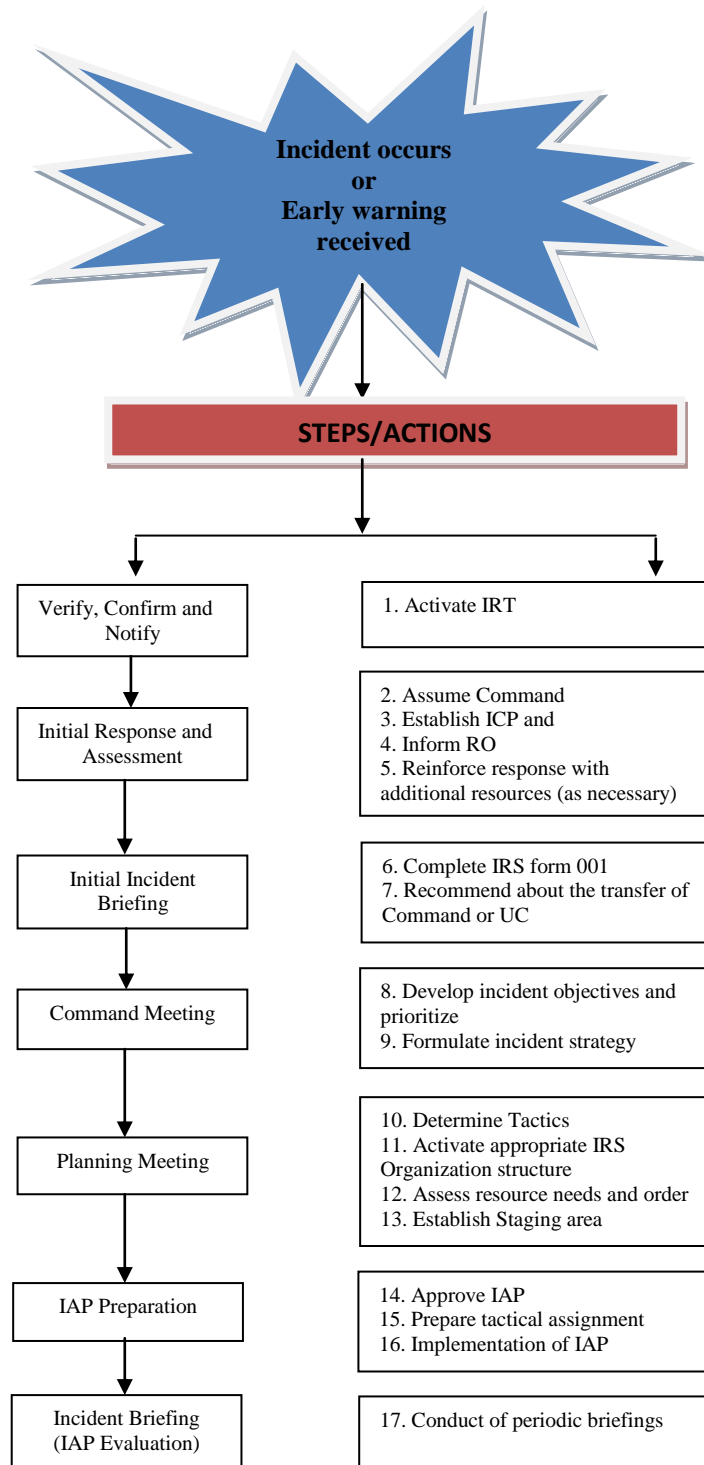
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39.	Supdt. of Excise Mawkyrwat	Facilities Unit Leader
40.	Inspector of Excise, Mawkyrwat	Ground Support Unit Leader
41.	Treasury Officer, Mawkyrwat	Finance Branch Director
42.	Border Area Devt Officer Mawkyrwat	Time Unit Leader
43.	District Social Welfare Officer	Compensation/Claim Unit Leader
44.	ICDS Project Officer Mawkyrwat	Procurement Unit Leader
45.	District Commerce & Industries Officer	Cost Unit Leader

### 6.1 The Incident Action Plan (IAP)

Management of every incident needs an action plan and proper briefing of all personnel. The purpose of the action plan and briefing is to provide all concerned personnel with appropriate directions for the various tasks in hand. **Before taking up response activities, the RO/IC will need to take stock of the situation, availability and mobilization of resources for listing out the various tasks and to provide proper briefing to the responders.** For this, RO/IC will need to hold a proper briefing meeting at the beginning of each operational period. At the end of the operational period, a debriefing meeting is equally important where he will be able to again review whether the objectives were achieved or not and then decide what further steps need to be taken in the next operational period. Both the briefing and debriefing meetings are the basis on which the IAP will be prepared and tasks assigned. For the convenience of the IC, a briefing form-001 will be used. The briefing form - 001 can also be used for briefing of senior officers who arrive on the scene. In certain circumstances when important developments take place and further immediate intervention is needed in-between the briefing and debriefing meetings, the IC may issue directions even before completion of one operational period. IAP can be written or oral depending on the duration and magnitude of the incident. **The incident may be of low, medium or large levels. Low level incident would be of less than 24 hours, medium would be of more than 24 hours and less than 36 hours and a large incident would be of more than 36 hours of emergency operations. In low or medium level incidents, oral action plan may suffice.** The directions given orally may be jotted down by the Command Staff and handed over to the PS to be integrated in the IAP. At times there may be sudden disasters without warning and the IC may have to respond immediately. In

such cases also the Command Staff will jot down the decisions taken for response and hand it over to the PS when it is activated and it should be incorporated in the IAP. In larger incidents when there is adequate early warning, a written IAP will be required. IAP may consist of incident objectives, organization assignment and division assignment list, incident communication plan, traffic plan, safety plan and incident map etc.

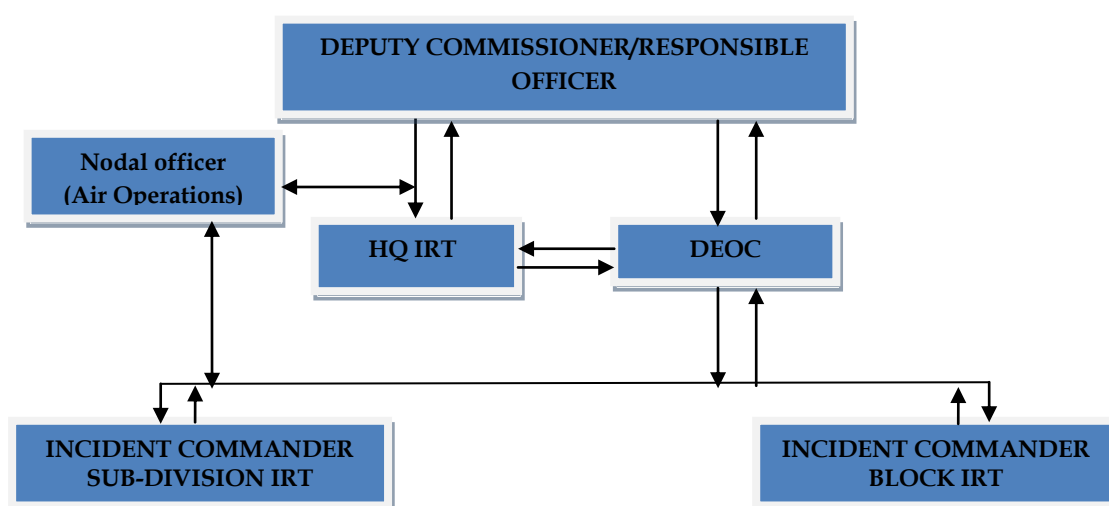


**Fig. 1: Steps and actions for response**

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## 6.2 Incident Response System (IRS) and its activation

The DC being the head of the district and chairman of the DDMA is designated as the Responsible Officer (RO) of the district. The DC may delegate some of the functions to the ADC for the day to day supervision and management of the incident. However, he will remain fully briefed by the DEOC and Incident Commander (IC) and be aware of all developments and progress of response activities at all times. The hierarchical representation of RO is shown at Fig. 2



**Fig.2: Hierarchical representation of RO**

The heads of different departments in the District will have separate roles to play depending on the nature and kind of disaster. The roles and responsibilities of the members of the DDMA will be decided in advance in consultation with the concerned members. The roles of other line departments also have to be clearly delineated in various disaster situations in the District DM Plan which will be duly approved by the State Government, so that there will be no ambiguity about their functions during response.

## 6.3 Roles and Responsibilities of District Magistrate as RO

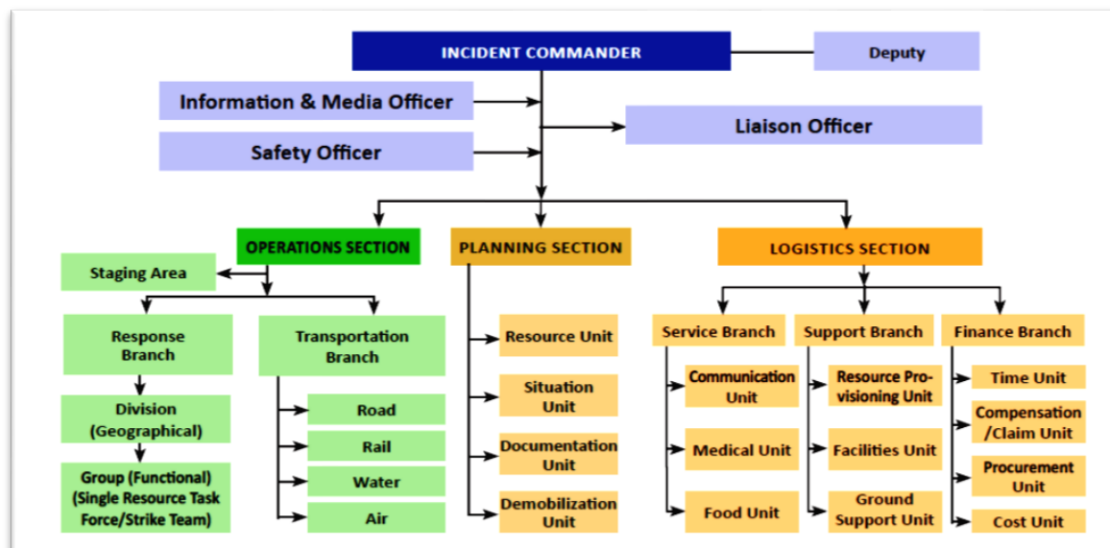
- i. Ensure that IRTs are formed at District, Sub-Division, Block levels and IRS is integrated in the District DM Plan as per Section 31 of the DM Act, 2005. This may be achieved by issuing a Standing Order by the RO to all SDO and BDOs;
- ii. ensure web based/on line Decision Support System (DSS) is in place in EOC and connected with Sub-Division and Block level IRTs for support;

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- iii. ensure that toll free emergency numbers existing for Police, Fire and Medical support etc. are linked to the EOC for response, command and control. For e.g., if there is any fire incident, the information should not only reach the fire station but also the EOC and the nearest hospital to gear up the emergency medical service;
  - iv. obtain funds from State Government as recommended by the 13th FC and ensure that a training calendar for IRTs of District is prepared and members of IRTs are trained through MATI and other training institutions of the District;
  - v. delegate authorities to the IC;
  - vi. activate IRTs at District headquarter, Sub-Division, Block levels, as and when required;
  - vii. appoint/deploy, terminate and demobilize IC and IRT(s) as and when required;
  - viii. decide overall incident objectives, priorities and ensure that various objectives do not conflict with each other;
  - ix. ensure that IAP is prepared by the IC and implemented;
  - x. remain fully briefed on the IAP and its implementation;
  - xi. coordinate all response activities;
  - xii. give directions for the release and use of resources available with any department of the Government, Local Authority, private sector etc. in the District;
  - xiii. ensure that local Armed Forces Commanders are involved in the planning process and their resources are appropriately dovetailed, if required;
  - xiv. ensure that when Armed Forces arrive in support for disaster response, their logistic requirements like camping grounds, potable water, electricity and requirement of vehicles etc. are sorted out;
  - xv. appoint a NO at the District level to organize Air Operations in coordination with the State and Central Government NO. Also ensure that all ICs of IRTs of the District are aware of it;
  - xvi. ensure that the NGOs carry out their activities in an equitable and non-discriminatory manner;
  - xvii. deploy the District Headquarter IRTs at the incident site, in case of need;
  - xviii. ensure that effective communications are in place;
  - xix. ensure that telephone directory of all ESF is prepared and available with EOC and members of IRTs;

- xx. ensure provision for accountability of personnel and a safe operating environment; in case the situation deteriorates, the RO may assume the role of the IC and may seek support from the State level RO;
- xxi. mobilize experts and consultants in the relevant fields to advise and assist as he may deem necessary;
- xxii. procure exclusive or preferential use of amenities from any authority or person;
- xxiii. conduct post response review on performance of IRTs and take appropriate steps to improve performance; and
- xxiv. take other necessary action as the situation demands.

#### 6.4 The Incident Response Team (IRT)

The IRT is a team comprising of all positions of IRS organization as shown in Fig.3, which is headed by Incident Commander (IC). The Operations Section (OS) helps to prepare different tactical operations as required. The Planning Section (PS) helps in obtaining different information and preparing plans as required. The Logistic Section assesses the availability and requirement of resources and takes action for obtaining them. The District IRT is enclosed at Fig.4 and also at Appendix-1.



**Fig.3: Incident Response Team**

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## **6.5 Triggering Mechanism for Deployment of IRT**

Some of the natural hazards have a well established early warning system. The District should have a functional 24x7 EOC. On receipt of information regarding the impending disaster, the EOC will inform the RO( Deputy Commissioner), who in turn will activate the required IRT and mobilize resources. The scale of their deployment will depend on the magnitude of the incident. At times the information about an incident may be received only on its occurrence without any warning. In such cases the local IRT (District, Sub-Division, Block) as the case may be, will respond and inform the higher authority and if required seek reinforcement and guidance. The measures decided to be taken for response will be jotted down by the Command Staff and later handed over to Planning Section. It will thus form the initial IAP.

- **In case of early warning, the RO will trigger the IRT as required or necessary.**
- **In case there is no early warning, the lowest formation of IRT will respond and alert the higher formation.**

The structure depicted above may be activated as and when required. For monitoring and support of the incident response, the RO will involve all required ESF and headquarter IRT to support the on-scene IC. In case when central teams (NDRF, Armed Forces) are deployed, the RO will ensure resolution of all conflicts. For this purpose he may attach a representative of such agencies in the EOC where all conflicts can easily be resolved at the highest level. The teams so deployed will have to work in OS in the form of Single Resource, Strike Teams or Task Forces under the supervision of OSC. The IC will also exercise close supervision for resolution of all conflicts, if required. The IC will work in close coordination with EOC and report to RO. The RO will ensure that the strategic goals are achieved through the implementation of the IAP by the IRTs working in the field.

## **6.6 Incident Commander (IC) (Addl Deputy Commissioner I/C Disaster Management)**

The IC is the overall in-charge for the management of onsite response to any incident. He/She is appointed by the RO. He/She may have a deputy with him depending upon the magnitude and nature of the incident. For his assistance and management of the incident there are two sets of staff: a) Command Staff and b) General Staff. The command staff comprises IC, Information & Media Officer (IMO), Safety Officer (SO), and the Liaison Officer (LO). The General Staff consists of the OS, PS and LS, each having a specific function in the overall response.



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### **6.6.1 Roles and Responsibilities of IC**

- i) obtain information on:
  - a. situation status like number of people and the area affected etc.;
  - b. availability and procurement of resources;
  - c. requirement of facilities like ICP, Staging Area, Incident Base, Camp, Relief Camp, etc.; availability and requirements of Communication system;
  - d. future weather behavior from IMD; and
  - e. any other information required for response from all available sources and analyze the situation.
- ii) determine incident objectives and strategies based on the available information and resources;
- iii) establish immediate priorities, including search & rescue and relief distribution strategies;
- iv) assess requirements for maintenance of law and order, traffic etc. if any at the incident site, and make arrangements with help of the local police;
- v) brief higher authorities about the situation as per incident briefing form - 001 of IRS and request for additional resources, if required;
- vi) extend support for implementation of AC and UC if considered necessary by the RO;
- vii) establish appropriate IRS organization with Sections, Branches, Divisions and/or Units based on the span of control and scale of the incident;
- viii) establish ICP at a suitable place. There will be one ICP even if the incident is multijurisdictional. Even a mobile van with complete communication equipment and appropriate personnel may be used as ICP. In case of total destruction of buildings, tents, or temporary shelters may be used. If appropriate or enough space is not available, other Sections can function from a different convenient location. But there should be proper and fail safe contact with the ICP in order to provide quick assistance;
- ix) ensure that the IAP is prepared;
- x) ensure that team members are briefed on performance of various activities as per IAP;
- xi) approve and authorize the implementation of an IAP and ensure that IAP is regularly developed and updated as per debriefing of IRT members. It will be reviewed every 24 hours and circulated to all concerned;

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- xii) ensure that planning meetings are held at regular intervals. The meetings will draw out an implementation strategy and IAP for effective incident response. The decision to hold this meeting is solely the responsibility of the IC. Apart from other members, ensure that PSC attend all briefing and debriefing meetings;
  - xiii) ensure that all Sections or Units are working as per IAP;
  - xiv) ensure that adequate safety measures for responders and affected communities are in place;
  - xv) ensure proper coordination between all Sections of the IRT, agencies working in the response activities and make sure that all conflicts are resolved;
  - xvi) ensure that computerized and web based IT solutions are used for planning, resource mobilization and deployment of trained IRT members;
  - xvii) consider requirement of resources, equipment which are not available in the functional jurisdiction, discuss with PSC and LSC and inform RO regarding their procurement;
  - xviii) approve and ensure that the required additional resources are procured and issued to the concerned Sections, Branches and Units etc. and are properly utilized. On completion of assigned work, the resources will be returned immediately for utilization elsewhere or to the department concerned;
  - xix) if required, establish contact with ULBs, CBOs, NGOs etc. and seek their cooperation in achieving the objectives of IAP and enlist their support to act as local guides in assisting the external rescue and relief teams;
  - xx) approve the deployment of volunteers and such other personnel and ensure that they follow the chain of command;
  - xxi) authorize release of information to the media;
  - xxii) ensure that the record of resources mobilized from outside is maintained so that prompt payment can be made for hired resources;
  - xxiii) ensure that Incident Status Summary (ISS) is completed and forwarded to the RO (IRS form-002);
  - xxiv) recommend demobilization of the IRT, when appropriate;
  - xxv) review public complaints and recommend suitable grievance redressal measures to the RO;
  - xxvi) ensure that the NGOs and other social organizations deployed in the affected sites are working properly and in an equitable manner;

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- xxvii) ensure preparation of After Action Report (AAR) prior to the demobilization of the IRT on completion of the incident response.
  - xxviii) perform any other duties that may be required for the management of the incident;
  - xxix) ensure that the record of various activities performed (IRS Form-004) by members of Branches, Divisions, Units/Groups are collected and maintained in the Unit Log (IRS Form-003)
  - xxx) perform such other duties as assigned by RO.

#### **6.6.2 Roles and Responsibilities of Information and Media Officer (IMO)**

##### **( District Public Relation Officer)**

- i) prepare and release information about the incident to the media agencies and others with the approval of IC;
- ii) jot down decisions taken and directions issued in case of sudden disasters when the IRT has not been fully activated and hand it over to the PS on its activation for incorporation in the IAP;
- iii) ask for additional personnel support depending on the scale of incident and workload;
- iv) monitor and review various media reports regarding the incident that may be useful for incident planning;
- v) organize IAP meetings as directed by the IC or when required;
- vi) coordinate with IMD to collect weather information and disseminate it to all concerned;
- vii) maintain record of various activities performed as per IRS Form-004; and
- viii) perform such other duties as assigned by IC.

#### **6.6.3 Roles and Responsibilities of Liaison Officer (LO) (EAC, Revenue)**

The LO is the focal point of contact for various line departments, representatives of NGOs and ULBs etc. participating in the response. The LO is the point of contact to assist the first responders, cooperating agencies and line departments. LO may be designated depending on the number of agencies involved and the spread of affected area. **The LO will:**

- i) maintain a list of concerned line departments, agencies (CBOs, NGOs, etc.) and their representatives at various locations;
- ii) carry out liaison with all concerned agencies including NDRF and Armed Forces and line departments of Government;
- iii) monitor Operations to identify current or potential inter-agency problems;

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- iv) participate in planning meetings and provide information on response by participating agencies;
  - v) ask for personnel support if required;
  - vi) keep the IC informed about arrivals of all the Government and Non Government agencies and their resources;
  - vii) help in organizing briefing sessions of all Governmental and Non Governmental agencies with the IC;
  - viii) maintain record of various activities performed as per IRS Form-004;
  - ix) and perform such other duties as assigned by IC.

#### **6.6.4 Roles and Responsibilities of Safety Officer (SO)(Station Officer Fire & Emergency Service)**

The SO's function is to develop and recommend measures for ensuring safety of personnel, and to assess and/or anticipate hazardous and unsafe situations. The SO is authorized to stop or prevent unsafe acts. SO may also give general advice on safety of affected communities. **The SO will:**

- i) recommend measures for assuring safety of responders and to assess or anticipate hazardous and unsafe situations and review it regularly;
- ii) ask for assistants and assign responsibilities as required;
- iii) participate in planning meetings for preparation of IAP;
- iv) review the IAP for safety implications;
- v) obtain details of accidents that have occurred within the incident area if required or as directed by IC and inform the appropriate authorities;
- vi) review and approve the Site Safety Plan, as and when required;
- vii) maintain record of various activities performed as per IRS Form-004; and
- viii) perform such other duties as assigned by IC.

#### **6.7 Operations Section (OS)**

The OS deals with all types of field level tactical operations directly applicable to the management of an incident. This section is headed by an Operation Section Chief (OSC). In addition, a deputy may be appointed to assist the OSC for discharging his functions depending on the magnitude of the work load. OS is further sub-divided into Branches, Divisions and Groups which assist the OSC/IC in the execution of the field operations.

##### **6.7.1 Operations Section Chief (OSC)( Superintendent of Police)**

On activation of the OS, the OSC will assume command of all the field operations and will be fully responsible for directing all tactical actions to meet the incident objectives. The OSC will report to the IC. He will be responsible for activation,

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deployment and expansion of his Section as per IAP. As the operational activities increase and because of geographical reasons, the OSC will introduce or activate and expand the Branch into Divisions for proper span of control and effective supervision.

### **6.7.2 Roles and Responsibilities of OSC**

- i) coordinate with the activated Section Chiefs;
- ii) manage all field operations for the accomplishment of the incident objectives;
- iii) ensure the overall safety of personnel involved in the OS and the affected communities;
- iv) deploy, activate, expand and supervise organizational elements (Branch, Division, Group, etc,) in his Section in consultation with IC and in accordance with the IAP;
- v) assign appropriate personnel, keeping their capabilities for the task in mind and maintain On Duty Officers list (IRS Form-007) for the day;
- vi) request IC for providing a Deputy OSC for assistance, if required;
- vii) brief the personnel in OS at the beginning of each operational period;
- viii) ensure resolution of all conflicts, information sharing, coordination and cooperation between the various Branches of his Section;
- ix) prepare Section Operational Plan in accordance with the IAP; if required;
- x) suggest expedient changes in the IAP to the IC;
- xi) consult the IC from time-to-time and keep him fully briefed;
- xii) determine the need for additional resources and place demands accordingly and ensure their arrival;
- xiii) ensure record of various activities performed (IRS Form-004) by members of Branches, Divisions, Units/Groups are collected and maintained in the Unit Log IRS Form-003; and
- xiv) perform such other duties as assigned by RO/IC.

### **6.8 Response Branch**

#### **6.8.1 Roles and Responsibilities of Response Branch Director (RBD) (BDO, Ranikor C&RD Block)**

Response Branch is the main responder in the field dealing with the situation and performing various functions. Depending on the scale of disaster, the RBD may have to expand the number of Groups which in turn may require creation of Division. This structure is meant for close supervision by the OSC in the

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management of a large incident. The ideal span for supervision is 1:5. i.e. one Branch Director can supervise up to five Divisions, one Division Supervisor can supervise up to five Groups and one Group-in-charge can supervise five teams. More Branches, Divisions, Groups may be formed as required.

**The RBD will:**

- i) work under the supervision of the OSC and is responsible for the implementation of IAP as per the assigned role;
- ii) attend planning meetings as required by the OSC;
- iii) review Assignment Lists IRS Form-005 for Divisions or Groups under his Branch;
- iv) assign specific tasks to Division and Groups-in-Charge;
- v) supervise Branch functions;
- vi) resolve conflicts reported by subordinates;
- vii) report to OSC regarding modifications required if any in the IAP, need for additional resources, availability of surplus resources and when hazardous situations or significant events occur, etc.
- viii) provide Single Resource, Strike Team and Task Force support to various operational areas;
- ix) ensure that all team leaders maintain record of various activities performed as per IRS Form-004 relating to their field Operations and send to OSC; and
- x) perform any other duties assigned by the OSC;

**6.8.2 Roles and Responsibilities of Division Supervisor and Groups-in-charge ( Dy. SP, HQ)**

As the operational activity increase because of the largeness and magnitude of the disaster, the OSC who is responsible for directing all tactical actions to meet the incident objectives will have to deploy more and more functional teams. There may be such locations which are distant, isolated and difficult to reach. There may also be a situation when simultaneously different types of incidents occur requiring different specialized handling. For example, while a lot of building may have collapsed in case of earthquake, gas leaks may also have occurred resulting in fire at a number of places.

The OSC may create a Division for close and proper supervision, when the span of control becomes larger or when some locations are very distant and difficult to reach.

Except for the hierarchical difference, the roles and responsibilities of the Division Supervisors and the Groups-in-charge are the same. Divisions are activated when

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there are supervisory requirements in an isolated and distant geographical area or for the purpose of a proper span of control when the number of functional Groups increases or for various specialized response. While Groups-in-charge are assigned to accomplish specific functions within the Branch, Divisions are created for effective supervision over a large number of Groups.

**The Division Supervisors and Group-in-charge will:**

- i) implement Division or Group assignment list;
- ii) assign resources within the Division or Group under them;
- iii) report on the progress of Operations, and the status of resources within the Division or Group;
- iv) circulate Organisational Assignment List (Divisional/Group) IRS Form-005 to the leaders of the Group, Strike Team and Task Force;
- v) review assignments and incident activities with subordinates and assign tasks as per the situation;
- vi) coordinate activities with adjacent Divisions or Groups, if required;
- vii) submit situation and resource status to the RBD and the OSC;
- viii) report all hazardous situations, special occurrences or significant events (e.g., accidents, sickness, deteriorating weather conditions, etc.) to the RBD and the OSC;
- ix) resolve problems within the Division or Group;
- x) participate in the development of IAP for next operational period, if required;
- xi) ensure that record of various activities performed (IRS Form-004) are collected and sent to the RBD and OSC; and
- xii) perform any other duties as assigned by the RBD/OSC.

**6.8.3 Single Resource (Circle Inspector ,E)**

Single Resource includes both personnel and their required equipment to be deployed in a given incident, e.g. a fire tender with the required personnel, an ambulance with the required medical officer, paramedic and driver etc. In IRS, resources are categorized under; a) 'kind' and b) 'type'. **'Kind' refers to equipment, vehicles or personnel for example; truck, medical team, bulldozer, etc. 'Type' refers to its capacity for that kind of resource e.g. truck having 1 ton capacity or 2 tons capacity, medical team having 1 doctor and 3 paramedics etc.**

**6.8.4 Roles and Responsibilities of Single Resource Leader**

- i) take charge of necessary equipment and supplies;
- ii) assess local weather and environmental conditions, law and order situation etc. in the assigned area and report to the in-charge;



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- iii) perform the assigned duty;
  - iv) keep contact with his supervisor; and
  - v) perform any other duties that may be assigned by his supervisor.

#### **6.8.5 Strike Team or Task Force Leader (Officer I/C Mawkyrwat PS)**

A Strike Team is a combination of same 'kind' and 'type' of Single Resource with a common communication facility and one leader. A Task Force is a combination of different 'kinds' and 'types' of Single Resources. They are assembled for a particular tactical need, with a common communication facility and one leader. A Strike Team may be needed when specific type of work, requiring specific expertise and resources are grouped under one leader.

A Task Force may be grouped with different 'kinds' and 'types' of Single Resource and despatched under a leader, when a number of different tasks requiring different expertise need to be performed. For example, if a combination of Medical team, Rescue personnel, Fire personnel, Sanitation workers and workers for disposal of dead bodies and animal carcasses is required to be sent to a particular location, the team so constituted will be called a Task Force. The concept of proper span of control should be kept in mind while constituting the Task Force.

The Strike Team or Task Force Leader reports to the Division Supervisor or Group Supervisor and is responsible for performing the tactical assignments assigned to the Strike Team or Task Force. The leader of the Strike Team and Task Force reports on work progress and status of resources, maintains work records on assigned personnel and relays important information to their supervisor. In case the Branch, Division, or Group is not activated, the team leader will directly report to the OSC.

#### **6.8.6 Roles and Responsibilities of Strike Team or Task Force Leader**

- i) review assignments with members of his team;
- ii) report on work progress;
- iii) coordinate activities with adjacent Single Resource, Strike Teams and Task Forces if assigned;
- iv) establish and ensure communications;
- v) perform any other duties assigned; and
- vi) maintain record of various activities.

#### **6.9 Transportation Branch (TB) (District Transport Officer & Second OC of Mawkyrwat)**

The TB in the OS supports the response effort by transporting different resources, relief materials, personnel to the affected site and also transportation of victims if



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necessary. Though there is a Ground Support Unit (GSU) in the LS which is responsible for providing all transportation and other related resources, the TB in the OS manages the actual deployment and utilization of the transport at ground zero according to the needs of the IRT and the IAP.

The TB may comprise four operational Groups such as Road, Rail, Water and Air. But in the Meghalaya there is no Rail & water operation. Hence, only Road and Air operations will be included. These Groups may be activated as and when required. Air Operations is an important transportation activity during disasters which requires coordination at the National, State and District level. For coordination of Air Operations, the RO of the District will identify and designate a NO.

#### **6.9.1 Roles and Responsibilities of Transportation Branch Director (TBD)**

All functional Groups (Road and Air) of the TB are managed by the TBD. Since the air transportation is to be coordinated at the State and District levels, the TBD also needs to function in close coordination with RO, IC and NO for Air Operations. He will collect the details of all related flights from the concerned NO and organise the ground support requirement. The TBD will also be responsible for the activation and expansion of various functional Groups as per the IAP. **The TBD will:**

- i) activate and manage different Operations Groups like Road and Air;
- ii) coordinate with the LS for required resources, and activate Groups of his Branch;
- iii) coordinate with railways, road transport, waterways and airport authorities for support as required;
- iv) ensure that Organisational Assignment List (Divisional / Group) IRS Form-005 is circulated among the Group-in-charge(s) and other responders of his Branch;
- v) provide ground support to the air operations and ensure appropriate security arrangements;
- vi) provide Road transport support to the Rail and Water Operations Group as required;
- vii) ensure safety of all personnel of his Branch involved in the Incident Response activities;
- viii) ensure that all units moving in the area are familiarized with route with the help of road maps or local guides;
- ix) report to the OSC and IC about progress of the TB;
- x) prepare transportation plan as per the IAP, if required;

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- xi) determine the need for additional resources, their proper and full use and place demand accordingly in advance;
  - xii) resolve problems and conflicts, if any;
  - xiii) ensure the maintenance of the status of hired resources, their full utilisation and timely release;
  - xiv) ensure that the record of various activities performed (IRS Form-004) by different operational groups (Road and Air) are collected and sent to the Section concerned; and
  - xv) perform any other duties assigned by the IC or OSC;

#### **6.9.2 Roles and Responsibilities of Coordinator (Road Operations)**

The Coordinator (Road Operations) is primarily responsible for coordinating the Road transport needs. There may be more than one coordinator depending upon the number of vehicles deployed. **The Coordinator (Road Operations) will:**

- i) survey the assigned incident area to analyse situation and identify other potential problems in the context of transportation;
- ii) requisition an Assistant Coordinator (Road Operations) depending on the magnitude of the incident and requirement;
- iii) coordinate with SAM for smooth transportation of resources;
- iv) receive assignments, brief drivers regarding the routes, assign missions, supervise vehicle movement and attend to the vehicle maintenance and repair needs;
- v) monitor activities of all assigned vehicles and keep senior officers informed;
- vi) report incidents or accidents that occur in Road Operations to the TBD;
- vii) maintain the records of supplies to different locations;
- viii) keep track of vehicle movements. Provide GPS support, if available;
- ix) request security support for transportation of relief materials if required and alert the police administration in the affected areas along the transportation route;
- x) maintain coordination at loading and unloading points;
- xi) ensure that communication facilities are established at loading stations, SAs and destination points;
- xii) attend to and resolve the needs of the personnel working under him;
- xiii) maintain record of various activities performed (IRS Form-004) and send to the Group-in-charge or TBD; and
- xiv) perform any other duties assigned by the OSC or TBD.

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### **6.9.3 Air Operations( Seniormost ADC)**

For disaster response air operations may be needed for four tasks: (a) quick transportation of relief materials and resources to the affected area, (b) quick distribution of relief materials, food, medicine etc (Air dropping) in inaccessible and affected areas, (c) search and rescue of victims trapped in inaccessible areas, and (d) evacuation of casualties.

Air Support operation needs a close liaison among the NDMA, NEC, Air Force, Ministry of Civil Aviation, State RO and the RO of the District where the Air Operations is to be performed. It is therefore very essential that a NO be identified and designated in advance at all these levels for coordination and activation of the Air Support. The stakeholders should be aware of the designated NO for Air Operations. In the context of the IRS, a ground support element will have to be placed at all required landing and takeoff facilities in the affected areas. The ground support requirements including Aviation Turbine Fuel (ATF), security etc. for the Air Operations will be the responsibility of the TBD. On taking the decision to launch Air Operations, the TBD will activate the Air Operations Group under him. The Group will be headed by a supervisor and necessary organizational elements will have to be activated at all required landing and takeoff locations headed by an in-charge at airbases, helibases and helipads. The composition of the Air Operations will be: NO who will be designated by the RO who will work directly under the TBD for coordination of logistic support at Airbase, Helibase and Helipad. Identification of Helipad in the district is still under process and will be notified by the DDMA for the purpose of Relief Operations during emergencies .

### **6.9.4 Roles and Responsibilities of Nodal Officer (NO)**

- i) coordinate with concerned authorities for air operations;
- ii) project the type of Air support required to the appropriate authorities based on the IAP and place the demand at least 24 hours in advance or as early as possible;
- iii) inform the IC and OSC about the Air movements and landing schedules in their respective areas;

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- iv) ensure that relevant Maps of the incident locations are available with all agencies involved in the Air Operations to give the correct coordinates etc. of the locations where Air support is required;
  - v) determine the suitability of Helipads or Helibases in coordination with the Air Force authorities and the State authorities;
  - vi) maintain communication with Air Traffic Control and the ground support staff regarding the Air movements and other related activities;
  - vii) assist the IC and the LSC in the procurement of required ATF etc.;
  - viii) report on Air Operations activities to the RO; and
  - ix) perform any other duties assigned by the RO and IC.

### **6.10 Planning Section (PS)**

The PS deals with all matters relating to the planning of the incident response. It is headed by the Planning Section Chief (PSC). This section helps the IC in determining the objectives and strategies for the response. It works out the requirements for resources, their allocation and subsequent utilisation. It maintains up-to-date information about the ongoing response and prepares IAP. For the closing phase of the Operations, this Section also prepares the Incident Demobilisation Plan (IDP).

### **6.11 Planning Section Chief (PSC)( District Planning Officer)**

The PSC is responsible for collection, evaluation, dissemination and use of information. It keeps track of the developing scenario and status of the resources. In case of need, the PS may also have Technical Specialist for addressing the technical planning matters in the management of an incident. A list of such specialists will be kept available in the PS. The PSC reports to the IC and will be responsible for the activation of Units and deployment of personnel in his Section as per requirement.

#### **6.11.1 Roles and Responsibilities of PSC**

- i) coordinate with the activated Section Chiefs for planning and preparation of IAP in consultation with IC;
- ii) ensure that decisions taken and directions issued in case of sudden disasters when the PS had not been activated are obtained from the IMO (Command Staff) and incorporated in the IAP;
- iii) ensure collection, evaluation, and dissemination of information about the incidents including weather, environment toxicity, availability of resources etc. from concerned departments and other sources. The PS must have a

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databank of available resources with their locations from where it can be mobilised;

- iv) coordinate by assessing the current situation, predicting probable course of the incident and preparing alternative strategies for the Operations by preparing the IAP. The IAP contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period (24 hours is considered as one operational period). The plan may be oral or written. Written plan may have a number of attachments, including incident objectives, organisation assignment list IRS Form-005), incident communication plan IRS Form-009, demobilisation plan IRS Form-010, traffic plan, safety plan, and incident map etc. The major steps for preparing IAP are as follows;
  - a. Initial information and assessment of the damage and threat;
  - b. Assessment of resources required;
  - c. Formation of incident objectives and conducting strategy meetings;
  - d. Operations briefing;
  - e. Implementation of IAP;
  - f. Review of the IAP; and
  - g. Formulation of incident objectives for the next operational period, if required;
- v) ensure that Incident Status Summary (IRS Form-002) is filled and incorporated in the IAP;
- vi) ensure that Organisational Assignment List (Divisional / Group) IRS Form-005 is circulated among the Unit leaders and other responders of his Section;
- vii) plan to activate and deactivate IRS organisational positions as appropriate, in consultation with the IC and OSC;
- viii) determine the need for any specialized resources for the incident management;
- ix) utilise IT solutions for pro-active planning, GIS for decision support and modeling capabilities for assessing and estimating casualties and for comprehensive response management plan;
- x) provide periodic projections on incident potential;
- xi) report to the IC of any significant changes that take place in the incident status;

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- xii) compile and display incident status summary at the ICP;
  - xiii) oversee preparation and implementation of Incident Demobilisation Plan (IRS Form-010);
  - xiv) assign appropriate personnel, keeping their capabilities for the tasks in mind and maintain On Duty Officers List (IRS Form-007) for the day;
  - xv) ensure that record of various activities performed (IRS Form-004) by members of Units are collected and maintained in the Unit Log (IRS Form-003); and
  - xvi) perform any other duties assigned by IC.

#### **6.11.2 Roles and Responsibilities of Resource Unit Leader (Supdt of Fisheries)**

- i) maintain and display the status of all assigned resources (Primary and Support) at the incident site by overseeing the check-in of all resources, and maintaining a resource status-keeping system. Primary resources are meant for responders and support resources are meant for affected communities;
- ii) compile a complete inventory of all resources available. He will also access information about availability of all required resources at other locations and prepare a plan for their mobilisation, if required. IDRN facilities will also be used for this purpose;
- iii) ensure and establish Check-in function at various incident locations;
- iv) update the PSC and IC about the status of resources received and despatched from time to time;
- v) coordinate with the various activated Branches, Divisions and Groups of OS for checking status and utilisation of allotted resources;
- vi) ensure quick and proper utilisation of perishable resources;
- vii) maintain record of various activities performed as per IRS Form-004 and send to Section concerned; and
- viii) perform any other duties assigned by PSC.

#### **6.11.3 Roles and Responsibilities of Check-in/Status Recorder (Asst Engineer, District Urban Affairs)**

- i) report to the RUL;
- ii) Ensure that all resources assigned to an incident are accounted for at each check-in point;

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- iii) obtain required work materials, including Check-in Lists, Resource Status display boards showing different locations for deployment of resources, collection of resources with time of arrival and type of resources etc. The status of resources would be displayed through T card board or through a computerized programme on the computers;
  - iv) establish communications with the EOC and Ground Support Unit (GSU) of LS;
  - v) ensure displays of check-in locations on signboard so that arriving resources can easily locate the Check-in location(s);
  - vi) enter or record information on Incident Check-in and deployment list as per the IRS Form-006;
  - vii) transmit Incident Check-in and deployment information to Resource Unit on a regular and prearranged schedule or as needed;
  - viii) forward completed Check-in Lists to the Resource Unit;
  - ix) maintain record of various activities performed as per IRS Form-004 and send to Sections concerned; and
  - x) perform any other duties as assigned by PSC.

#### **6.11.4 Roles and Responsibilities of Situation Unit Leader (SUL) (EE, PHE (Rws) Mawkyrwat)**

- i) collect, process and organise all incident information as soon as possible for analysis. For such purposes, he can take the help of members of the Single Resource, Task Forces, Strike Teams, field level Government officers and members of Local Institutions, CBOs, NGOs etc;
- ii) prepare periodic future projections of the development of the incident (along with maps if required) and keep the PSC and IC informed;
- iii) prepare situation and resource status reports and disseminate as required;
- iv) provide authorised maps, photographic services to responders, if required;
- v) attend IAP Meeting with required information, data, documents and Survey of India maps etc;
- vi) maintain record of various activities performed as per IRS Form-004 and send to Section concerned; and perform such other duties assigned by SUL or PSC.

#### **6.11.5 Roles and Responsibilities of Display Processor (DP) (SDO, PHE (Rws))**

The DP is responsible for the display of incident status information obtained from Field Observers (FOs), Single Resource, Strike Teams, Task Forces, and through other sources.

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**The DP will:**

- i) display incident status obtained from Field Observers (FOs), Single Resource, Strike Teams, Task Forces, aerial photographs and other data received from technical sources;
- ii) report to the SUL;
- iii) ensure timely completion of display chart;
- iv) obtain necessary equipment and stationery;
- v) assist in analyzing and evaluating field reports;
- vi) maintain record of various activities performed as per IRS Form-004 and send to the SUL; and
- vii) perform such other duties as assigned by SUL or PSC.

**6.11.6 Roles and Responsibilities of Field Observer (FO) (Inspector of legal Metrology)**

The FO is responsible for collecting situation information from personal observations of the incident and provides this information to the SUL. He may be a local private individual or a member of any of the operational Units/Groups. The PSC will specially designate the individuals for such purpose. **The FO will:**

- i) report to SUL immediately on any situation observed which may cause danger and safety hazard to responders and affected communities. This should also include local weather conditions;
- ii) gather intelligence that may facilitate better planning and effective response;
- iii) maintain record of various activities performed as per IRS Form-004 and send to the SUL; and
- iv) perform such other duties as assigned by SUL or PSC.

**6.11.7 Roles and Responsibilities of Documentation Unit Leader (DUL) (District Statistical Officer *Mawkyrwat*)**

- i) ensure that all the required forms and stationery are procured and issued to all the activated Sections, Branches, Divisions, Groups and Units;
- ii) compile all information and reports related to the incident;
- iii) review and scrutinize the records and various IRS forms for accuracy and completeness;
- iv) inform appropriate Units of errors or omissions in their documentation, if any, and ensure that errors and omissions are rectified;
- v) store files properly for post-incident analysis;



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- vi) maintain record of various activities performed as per IRS Form-004 and send to Sections concerned; and
  - vii) perform any other duties as assigned by the PSC.

**6.11.8 Roles and Responsibilities of Demobilization Unit Leader (Demob. UL)  
( EE, Water Resources, *Mawkyrwat*)**

In the management of a large incident, demobilisation can be quite a complex activity and requires proper and separate planning. When the disaster response is nearing completion, the resources mobilised for response need to be returned. This should be done in a planned and phased manner. Demobilisation requires organising transportation of both equipment and personnel to a large number of different places both near and far away. The Demob. Unit will prepare the demobilisation plan in consultation with RO, IC and PSC. The plan should include the details of the responders to be demobilised, the date, mode of transport, location from where they will be demobilised, the destination where they have to finally reach etc. There will be a similar plan for out of service equipment and sick personnel also.

**The Demob. UL will:**

- i) prepare Incident Demobilisation Plan (IDP) as per IRS Form-010;
- ii) identify surplus resources and prepare a tentative IDP in consultation with the PSC and give priority to demobilisation of surplus resources;
- iii) develop incident check-out functions for Sections, Branches, Divisions and units in consultation with all Sections and send to the PS; plan for logistics and transportation support for Incident Demobilisation in consultation with LS; disseminate IDP at an appropriate time to various stakeholders involved;
- iv) ensure that all Sections, Units, Teams and Resources understand their specific Incident Demobilisation responsibilities and avail Demobilisation facilities;
- v) arrange for proper supervision and execution of the IDP;
- vi) brief the PSC on the progress of Demobilisation;
- vii) request the PSC for additional human resources, if required;
- viii) maintain record of various activities performed as per IRS Form-004 and send to Sections concerned; and perform any other duties assigned by the PSC.

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#### **6.11.9 Technical Specialists (TS) (Asst Executive Engineer, PWD (Rd) Mawsaw)**

In consultation with the RO and IC, the PSC may mobilise Technical Resources and Specialists for specialised response, if required. They may be deployed for technical planning or specialized technical response and will function under the concerned section chief. The TSs will provide technical support to the response management. A data base of TS will be prepared in advance at the District, level and incorporated in their DM Plan.

#### **6.12 Logistics Section (LS)**

LS provides all logistic support for effective response management. The Units under different Branches of the LS are responsible not only for the supply of various 'kinds' and 'types' of resources, but also for the setting up of different facilities like the Incident Base, Camp, ICP and Relief Camp etc. This would entail the involvement of several line departments of Government and other agencies. It would require a proper and smooth coordination at the highest level of the administration. The LS will work closely with the RO, EOC and the IC. The DM plan will have comprehensive details like where the required resources can be procured from and manpower mobilized, etc. IDRN may also be useful for the mobilisation of equipment and manpower.

#### **6.13 Logistics Section Chief (LSC) ( *Addl Deputy Commissioner*)**

The LS comprises Service, Support and Finance Branches. The Section is headed by a chief known as the LSC. The activation of various Branches of the LS is context specific and would depend on the enormity and requirements of the incident. The Finance Branch (FB) constitutes an important component of the LS to specially facilitate speedy procurement, and proper accounting following financial procedures and rules.

##### **6.13.1 Roles and Responsibilities of LSC**

- i) coordinate with the activated Section Chiefs;
- ii) provide logistic support to all incident response effort including the establishment of SA, Incident Base, Camp, Relief Camp, Helipad etc.;
- iii) participate in the development and implementation of the IAP;
- iv) keep RO and IC informed on related financial issues;
- v) ensure that Organisational Assignment List (Divisional/Group) IRS Form-005 is circulated among the Branch Directors and other responders of his Section;

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- vi) request for sanction of Imprest Fund, if required;
  - vii) supervise the activated Units of his Section;
  - viii) ensure the safety of the personnel of his Section;
  - ix) assign work locations and preliminary work tasks to Section personnel;
  - x) ensure that a plan is developed to meet the logistic requirements of the IAP with the help of Comprehensive Resource Management System;
  - xi) brief Branch Directors and Unit Leaders;
  - xii) anticipate over all logistic requirements for relief Operations and prepare accordingly;
  - xiii) constantly review the Communication Plan, Medical Plan and Traffic Plan to meet the changing requirements of the situation;
  - xiv) assess the requirement of additional resources and take steps for their procurement in consultation with the RO and IC;
  - xv) provide logistic support for the IDP as approved by the RO and IC;
  - xvi) ensure release of resources in conformity with the IDP;
  - xvii) ensure that the hiring of the requisitioned resources is properly documented and paid by the FB;
  - xviii) assign appropriate personnel, keeping their capabilities for the tasks to be carried out and maintain On Duty Officers List (IRS Form-007) for the day;
  - xix) ensure that cost analysis of the total response activities is prepared;
  - xx) ensure that record of various activities performed (IRS Form-004) by members of Branches and Units are collected and maintained in the Unit Log IRS Form 003; and
  - xxi) Perform any other duties as assigned by RO or IC.

**6.13.2 Roles and Responsibilities of Service Branch Director (SBD) ( EE, PWD Rd, Mawkyrwat)**

- i) work under the supervision of LSC, and manage all required service support for the incident management;
- ii) manage and supervise various Units of the Branch like Communication Unit, Medical Unit, Food Unit and any other activated Unit;
- iii) discuss with activated Unit leaders for the materials and resources required and procure the same through LS;
- iv) ensure proper despatch of personnel, teams, resources etc as per the IAP;
- v) prepare an assignment list, if required;
- vi) keep the LSC informed about the progress of Service Branch, from time-to-time;

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- vii) resolve Service Branch problems, if any;
  - viii) maintain record of various activities performed as per IRS Form-004 and send to sections concerned; and
  - ix) perform any other duties assigned by the IC and LSC.

**6.13.3 Roles and Responsibilities of Communication Unit Leader (Com. UL) (SubDivisional Telecommunication, Mawkyrwat & District Informatic Officer)**

- i) work under the direction of the SBD;
- ii) provide communications facility as and when required;
- iii) ensure that all communications equipment available are in working condition and that the network is functional;
- iv) supervise Communication Unit activities;
- v) maintain the records of all communications equipment deployed in the field;
- vi) recover equipment provided by Communication Unit after the incident is over. Ensure that it is properly linked with the IDP;
- vii) ensure setting up of a message centre to receive and transmit radio, telephone and other messages from various activated Sections, Branches, Units and higher authorities and maintain their records;
- viii) prepare an alternative communication plan for execution in case of possible failure of the normal communications network. The alternative communications network may have wireless, satellite phones, cell phones, HAM radios etc;
- ix) prepare a plan for integration of the communications set up of the central teams (NDRF, Armed Forces) with the local communications set up for the management of large scale disasters when they come to assist in the response effort;
- x) ask for and ensure adequate staffing support;
- xi) ensure that the communications plan is supporting the IAP;
- xii) demobilise Communications Centre in accordance with the IDP;
- xiii) maintain record of various activities performed as per IRS Form-004 and send to SBD; and
- xiv) Perform any other duties assigned by the SBD or LSC.

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#### **6.13.4 Roles and Responsibilities of Medical Unit Leader (MUL) (DMHO, Mawkyrwat)**

- i) work under the direction of the SBD;
- ii) prepare the Medical Plan and procurement of required resources as per IAP, provide medical aid and ambulance for transportation of victims and maintain the records of the same, as given in IRS Form 008, obtain a road map of the area from the PS for the ambulance services, transportation of medical personnel and victims;
- iii) respond to requests of the OS for medical aid, transportation and medical supplies etc. under intimation to the SBD and LSC;
- iv) maintain the list of medical personnel who could be mobilised in times of need;
- v) requisition more human resources as and when required to meet the incident objectives;
- vi) prepare and circulate list of referral service centres to all the medical team leaders;
- vii) maintain record of various activities performed as per IRS Form-004 and send to SBD; and perform any other duties assigned by the SBD and LSC.

#### **6.13.5 Roles and Responsibilities of Food Unit Leader (FUL) (Inspector of Supply, Mawkyrwat)**

- i) work under the direction of the SBD;
- ii) supply resources to various activated Sections, Branches, Units and Groups of IRT as per direction of the SBD;
- iii) supply food to: a) Personnel of IRT(s) at ICP, Camps, Incident Base, SA, etc., and b) Victims at the temporary shelters, relief camps etc.;
- iv) request for assistants if the task becomes very large. The FUL may request the LSC to split the unit into two groups—one to supply food for personnel and another for victims. Requisition transport for supply of food to incident base, relief camp and other facilities;
- v) determine food and drinking water requirements and their transportation, and brief the SBD and LSC;
- vi) maintain an inventory of receipt and despatch of resources;
- vii) supervise the Unit activities; maintain record of various activities performed as per IRS Form-004 and send to SBD; and
- viii) perform any other duties assigned by the SBD and LSC.

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### **6.13.6 Roles and Responsibilities of Support Branch Director (Sup. BD)**

#### **( District Horticulture Officer,)**

- i) work under the supervision of LSC, and supervise the function of Resource Provisioning Unit, Facility Unit and Ground Support Unit;
- ii) procure and despatch required tactical materials and resources for Operations with the concurrence of the Section Chief;
- iii) participate in the planning meeting of the LS;
- iv) ensure that organisation assignment list concerning the Branch is circulated to all Units under him;
- v) coordinate various activities of the Support Branch;
- vi) keep the LSC informed about the progress of work;
- vii) resolve problems within his unit, if any;
- viii) maintain record of various activities performed as per IRS Form-004 and send to Section concerned; and
- ix) perform any other duties assigned by the LSC.

### **6.13.7 Roles and Responsibilities of Resource Provisioning Unit Leader (RPUL)**

#### **(District Child Protection Officer& Asst Director Horticulture MKT)**

- i) work under the supervision of Sup.BD;
- ii) organise movement of personnel, equipment and supplies,
- iii) receive and store safely all supplies required for the incident response,
- iv) maintain the inventory of supplies and equipment;
- v) maintain the records of receipt and despatch of supplies including equipment and personnel;
- vi) organise repair and servicing of non-expendable supplies and equipment;
- vii) participate in the planning meeting of LS;
- viii) monitor the 'Kind', 'Type' and quantity of supplies available and despatched;
- ix) receive and respond to requests for personnel, supplies and equipment from the activated Sections, Branches, Divisions, Units and Groups of the IRS organisation under intimation to Sup. B.D.;
- x) requisition additional human resource assistance, if needed. These assistants may be deployed for different functional activities such as Resource Ordering, Resource Receiving and Tool & Equipment maintenance;
- xi) maintain record of various activities performed as per IRS Form-004 and send to Sup.BD; and

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xii) Perform any other duty as assigned by LSC or Sup.BD.

**6.13.8 Roles and Responsibilities of Resource Ordering-in-charge( Asst Director Horticulture)**

- i) report to the RPUL;
- ii) prepare a list of resources to be procured and obtain its approval;
- iii) place resource orders in a timely manner as per procedure laid down;
- iv) maintain record of various activities performed as per IRS Form-004 and send to RPUL; and
- v) perform any other duties assigned by the RPUL.

**6.13.9 Roles and Responsibilities of Resource Receiving and Distribution-in-Charge( Horticulture Development Officer)**

- i) report to the RPUL;
- ii) receive and distribute all resources and services which have been ordered;
- iii) identify and ensure time and locations for delivery of supplies and equipment;
- iv) prepare separate lists for the resources received from line departments of Government and from other sources;
- v) organise physical layout of supply area;
- vi) set up a filing system for receiving and distributing supplies and equipment and keep RPUL informed;
- vii) ensure security requirements;
- viii) keep the Resource Ordering-in-Charge informed about the positions of supplies and equipment received;
- ix) maintain record of various activities performed as per IRS Form-004 and send to RPUL; and
- x) perform any other duties assigned by the RPUL.

**6.13.10 Roles and Responsibilities of the Tool and Equipment Specialist**

- i) report to RPUL;
- ii) supervise the service and repair all tools and equipment and keep the RPUL informed of their status;
- iii) maintain record of activities performed as per IRS Form-004 and send to RPUL; and perform any other duties assigned by the RPUL.

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#### **6.13.11 Roles and Responsibilities of Facilities Unit Leader (Fac. UL) (*Supdt. of Excise Mawkyrwat*)**

- i) prepare the layout and activation of incident facilities, e.g., Incident Base, Camp(s), Relief Camp(s), ICP, etc., and provide basic amenities to the responders;
- ii) report to the Sup.BD;
- iii) locate the different facilities as per the IAP;
- iv) participate in the planning meeting of the Section, prepare list for each facilities and its requirements in coordination with the LSC;
- v) ask for additional personnel support if required to monitor and manage facilities at Incident Base and Camp etc;
- vi) maintain record of various activities performed as per IRS Form-004 and send to Sup. BD; and
- vii) perform such other duties as assigned by the Sup. BD.

#### **6.13.12 Other in-charges under the Fac. UL**

Depending on the enormity and magnitude of the arrangements required, the Fac.UL may need to deploy other incharge under him for maintenance of various facilities and their security. The various other in-charges and their roles and responsibilities are as follows:

#### **6.13.13 Roles and Responsibilities of Facility Maintenance-in-charge**

- i) ensure that proper sleeping and resting facilities are organised;
- ii) organise and provide toilet, bath and sanitation;
- iii) maintain lighting arrangements;
- iv) maintain general cleanliness in Incident Base, Camp(s), Relief Camp(s), ICP etc.;
- v) maintain record of various activities performed as per IRS Form-004 and send to Fac. UL; and
- vi) perform any other duties directed by the Fac. UL.

#### **6.13.14 Roles and Responsibilities of Security-in-charge**

- i) provide security to the deployed resources including responders, relief materials at the required places and relief camps;
- ii) establish contact with local law enforcement agencies, as required;
- iii) request personnel support to accomplish work assignments, if required;
- iv) coordinate security plan for incident facilities;
- v) maintain record of various activities performed as per IRS Form-004 and send to Fac. UL; and perform any other duties assigned by the Fac. UL.



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#### **6.13.15 Roles and Responsibilities of Ground Support Unit Leader (GSUL)**

##### **( *Inspector of Excise, Mawkyrwat* )**

- i) work under the supervision of the Sup. BD;
- ii) provide transportation services for field operations to TBD;
- iii) in case Air Operations are activated, organise and provide required ground support through TBD;
- iv) provide maintenance and repair services for all the vehicles and related equipment used for incident management as per proper procedures and keep the concerned line departments informed through the Sup. BD and LSC; develop and implement the Incident Traffic Plan;
- v) inform Resource Unit about the availability and serviceability of all vehicles and equipment;
- vi) arrange for and activate fueling requirements for all transport including Aircrafts in consultation with the Sup. BD;
- vii) maintain inventory of assigned, available and off road or out of service resources;
- viii) ensure safety measures within his jurisdiction;
- ix) maintain record of various activities performed as per IRS Form-004 and send to the Sup. BD; and perform any other duties as assigned by the Sup. BD.

#### **6.13.16 Roles and Responsibilities of Finance Branch Director (FBD)(*Treasury Officer, Mawkyrwat*)**

The FB is responsible for managing all financial aspects of response management. The FB has been kept under the LS for quick and effective procurement. Due diligence is very important in all financial transactions and proper procedure needs to be followed. Special precautions will be taken in selecting knowledgeable and experienced personnel conversant with the financial rules for functioning in this Branch. **The FBD will:**

- i) work under the LSC;
- ii) attend planning meetings;
- iii) prepare a list of resources to be mobilised, procured or hired in accordance with the IAP. Obtain orders of the competent authority as per financial rules and take steps for their procurement without delay;
- iv) ensure that time records of hired equipment, personnel and their services are accurately maintained as per Government norms for payment;

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- v) examine and scrutinize cost involved in the entire response activity including the demobilisation, analysis the cost effectiveness and keep the LSC informed;
  - vi) ensure that all obligation documents initiated at the incident are properly prepared, completed, verified and signed by the appropriate Section Chief and BD;
  - vii) brief the LSC or IC on all incident related financial issues needing attention or follow-up;
  - viii) maintain record of various activities performed as per IRS Form-004 and send to Sections concerned; and perform any other duties as assigned by the LSC or IC.

**6.13.17 Roles and Responsibilities of Time Unit Leader (TUL) ( *Border Area Devt Officer Mawkyrwat*)**

- i) maintain time recording of hired equipment and personnel and ensure that it is maintained on a daily basis and according to government norms;
- ii) examine logs of all hired equipment and personnel with regard to their optimal utilisation;
- iii) ensure that all records are correct and complete prior to demobilisation of hired resources;
- iv) brief the FBD on current problems with recommendations on outstanding issues, and any follow-up required;
- v) ask for additional support of human resources for assistance, if required;
- vi) maintain record of the activities performed as per IRS Form-004 and send to FBD; and
- vii) perform any other duties as assigned by the FBD.

**6.13.18 Roles and Responsibilities of Procurement Unit Leader (PUL)(District Social Welfare Officer)**

- i) attend to all financial matters pertaining to vendors and contracts;
- ii) review procurement needs in consultation with the FBD;
- iii) prepare a list of vendors from whom procurement can be done and follow proper procedures;
- iv) ensure all procurements ordered are delivered on time;
- v) complete final processing of all bills arising out of the response management and send documents for payment with the approval of the FBD, LSC and IC;

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- vi) brief FBD on current problems with recommendations on outstanding issues and follow-up requirements;
  - vii) maintain record of activities performed as per IRS Form-004 and send to FBD; and
  - viii) perform any other duties as assigned by the FBD.

**6.13.19 Roles and Responsibilities of Compensation/Claims Unit Leader (Com./CUL) (ICDS Project Officer *Mawkyrwat*)**

DM Act 2005, Section 65 and 66 provides for payment of compensation. Payments are also to be made for requisitioned premises, hired services, resources and vehicles for the purpose of disaster response and rescue operations etc. The Government may also decide to make ex-gratia payments depending upon the magnitude and the quantum of damage. There are some benchmarks for quantifying the level of loss in different scenarios like flood, drought, etc. While some states may have their own norms for such purposes the GoI has also laid down the CRF Norms which should be followed. If the incident is such that there may be a requirement of making payments concerning compensations and claims, the IC in consultation with the RO will activate a Compensation/Claims Unit and appoint a leader to collect and compile figures of loss of life and property etc. as provided by the relevant Government norms and directions. The leader in such cases should be advised to get photographs taken of the damages that may have occurred and even get the photographs of the dead victims and animals. He will also compile details of premises requisitioned, services and resources hired for which payments have to be made. These details should be sent to RO through IC for further necessary orders and payments.

**The Com./CUL will:**

- i) collect all cost data and provide cost estimates;
- ii) prepare and maintain a list of requisitioned premises, services, resources and vehicles, etc. with correct date and time of such requisition;
- iii) follow appropriate procedures for preparation of claims and compensation;
- iv) requisition additional human resources, if required;
- v) maintain record of various activities performed as per IRS Form-004 and send to FBD; and
- vi) perform any other duties as assigned by the FBD.

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### **6.13.20 Roles and responsibilities of Cost Unit Leader (CUL) (District Commerce & Industries Officer)**

The CUL is responsible for collecting all cost data, and providing cost estimates. At the end of the response the CUL provides cost effectiveness analysis.

- i) develop incident cost summaries in consultation with the FBD on the basis of Cost Analysis Report;
- ii) make cost-saving recommendations to the FBD;
- iii) complete all records relating to financial matters prior to demobilisation;
- iv) maintain record of various activities performed as per IRS Form-004 and send to FBD; and
- v) perform any other duties as assigned by the FBD.

### **6.14 Area Command (AC)**

Area Command is activated when span of control becomes very large either because of geographical reasons or because of large number of incidents occurring at different places at the same time. Area Command may also be activated when a number of administrative jurisdictions are affected. It provides closer supervision, support to the IRTs and resolution of conflicts locally. When a number of Districts get affected, involving more than one Revenue Division, the concept of Area Command may be introduced Revenue Division wise by the State RO. In such cases the District Magistrate (RO) of the District will function as the IC. Similarly the District RO may introduce it Sub-Division wise when a large number of Blocks in different Sub-Divisions get affected. The RO will ensure adequate supporting staff for the AC.

The roles and responsibilities of AC are as follows. **The AC will:**

- i) ensure that incident management objectives are met and do not conflict with each other;
- ii) allocate critical resources according to identified priorities;
- iii) ensure proper coordination in the management of incidents;
- iv) ensure resolution of all conflicts in his jurisdiction;
- v) ensure effective communications;
- vi) identify critical resource needs and liaise with the EOC for their supply;
- vii) provide for accountability of personnel and ensure a safe operating environment; and
- viii) perform any other tasks as assigned by the RO.

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### **6.15 Unified Command (UC)**

In an incident involving multiple agencies, there is a critical need for integrating resources (men, materials and machines) into a single operational organization that is managed and supported by one command structure. This is best established through an integrated, multidisciplinary organisation. In the IRS this critical need is addressed by the UC.

UC is a framework headed by the Governor/CM and assisted by the CS that allows all agencies with jurisdictional responsibilities for an incident, either geographical or functional, to participate in the management of the incident. This participation is demonstrated by developing and implementing a common set of incident objectives and strategies that all can subscribe to, without losing or abdicating specific agency authority, responsibilities and accountability. The organisations that constitute the UC have the mandate for specific task and functional responsibilities to address the incident requirements.

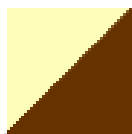
#### **UC incorporates the following components:**

- a. A set of objectives for the entire incident;
- b. A collective approach for developing strategies to achieve incident goals;
- c. Improved information flow and inter-agency coordination;
- d. Familiarity with responsibilities and constraints of other agencies;
- e. Respect for the authority or legal responsibilities of all agencies;
- f. Optimal synergy of all agencies for the smooth implementation of the IAP;
- and
- g. Elimination of duplication of efforts.

### **6.16 IRS Facilities & Symbols used**

Apart from the EOC, for effective response the following facilities may be required to be established depending on the needs of the incidents, the length and time the facilities are needed to be used, the cost to establish it and prevailing weather conditions etc.

#### **6.16.1 Incident Command Post (ICP)**



The ICP is the location at which the primary command functions are performed. The IC will be located at the ICP. There will only be one ICP for each incident. This also applies to situations with multi-agencies or multi jurisdictional incidents operating under a single or

Unified Command.

The ICP can be located with other incident facilities like Incident Base. For the initial location of the ICP, the nature of the incident, whether it is growing or

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moving and whether the ICP location will be suitable in size and safe for the expected duration of the incident should be taken into consideration. Larger and more complex incidents will require larger ICP.

The ICP may be located at Headquarters of various levels of administration of State (District, Sub-Division, Block). In case of total destruction or reasons of non availability of any other space, the ICP may be located in a vehicle, trailer or tent. It should however have adequate lighting, effective communication system and other such facilities so that one can function effectively. In such a situation the other components of IRT may function from a convenient location and the ICP should be in constant and regular touch with them.

**General guidelines for Establishing the ICP:**

- a. Position away from the general noise and confusion associated with the incident;
- b. Position outside the present and potential hazard zone;
- c. Position within view of the incident, when appropriate;
- d. Have the ability to expand as the incident grows;
- e. Have the ability to provide security and to control access to the ICP as necessary;
- f. Should have distinctive banner or sign to identify location; and
- g. Activation of ICP and its location should be announced via radio or other communications so that all concerned personnel are notified.

**6.16.2 Staging Area (SA)**



The SA is an area where resources are collected and kept ready for deployment for field operations. These may include things like food, vehicles and other materials and equipment. The SA will be established at a suitable area near the affected site for immediate, effective and quick deployment of resources. More than one SA may be established if required. If resources are mobilised at other locations to be ultimately despatched to the affected areas, these locations are also known as SAs. The overall in-charge of the SA is known as Staging Area Manager (SAM) and he needs to work in close liaison with both the LS and PS through the OSC. School and college playgrounds, community halls, shelters and Offices, stadia etc. may be used as SA. In case of total destruction of buildings in an incident, tents or temporary shelters may be used for such purposes.


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For Air Operations, open space of Airport Authority of India (AAI) may be used for loading and unloading of relief materials. If area of AAI is not available, other suitable places near Helipads, Helibases etc. will have to be selected for such purpose. For parking of vehicles, playgrounds of the schools or any large plain areas may be used. Such parking area will preferably have separate entry and exit points. The SAM will arrange for separate entry and exit points to avoid and reduce traffic jam in an emergency.

### **6.16.3 Roles and Responsibilities of the Staging Area Manager (SAM) (BDO, Mawkyrwat)**

- i) establish the SA with proper layout, maintain it in an orderly condition and ensure that there is no obstruction to the incoming and outgoing vehicles, resources etc;
- ii) organise storage and despatch of resources received and despatch it as per IAP;
- iii) report all receipts and despatches to OSC and maintain their records;
- iv) manage all activities of the SA;
- v) utilise all perishable supplies expeditiously;
- vi) establish check-in function as appropriate;
- vii) request maintenance and repair of equipment at SA, as needed;
- viii) ensure that communications are established with the ICP and other required locations e.g. different SAs, Incident Base, Camp, Relief Camp etc;
- ix) maintain and provide resource status to PS and LS;
- x) demobilise SA in accordance with the Demobilisation Plan IRS Form-010;
- xi) maintain record of various activities performed as per IRS Form-004 and send to Sections concerned; and
- xii) perform any other duties as assigned by OSC.

### **6.16.4 Incident Base**

 All primary services and support activities for the incident are usually located and performed at the Incident base. The LS will also be preferably located here. Normally base is the location where all uncommitted/out-of-service equipment and personnel to support operations are located. There will be only one Base established for each incident and normally it will not be relocated. It will be designated by incident name. In locations where major incidents are known to occur frequently, it is advisable to pre-designate possible base locations and plan their layouts in advance.

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The management of the Incident Base comes under the LS. If an Incident base is established, a Base Manager will be designated. The Base Manager in a fully activated IRS organization will be in the Facility Unit of the LS.

### 3.16.5 Camps



Camps are temporary locations within the general incident area which are equipped and staffed to provide rest, food, drinking water and sanitary services to the responders. These are separate facilities which may not be located at the Incident Base. Camps may be in place for several days and they may be moved depending upon incident needs while the Incident Base remains at the same location.

Very large incidents may have one or more Camps located in strategic areas. All IRS functional unit activities performed at the incident Base may also be performed at camps. Each camp will have a Camp Manager assigned. The Camp Managers are responsible for managing the camp and for providing coordination to all organizational Units operating within the camp. The Camp manager will report to the Facility Unit in the LS. If the FUL has not been activated he will report to the LSC. After the camp is established, additional personnel and support needs will normally be determined and ordered by the Camp manager. If Logistics Units are established at Camps they will be managed by assistants. Camps will be designated by a geographic name or by a number.

### 6.16.6 Relief Camp (RC) (EAC I/C Relief)



All support services to the affected communities are usually provided in the Relief Camps (RCs). They will be established as per demands of the situation.

**The resources required for the establishment of RC will be provided by the LS and it will be maintained and managed by the Branch or Division of the OS deployed for the purpose.** It may be established at the existing buildings like Schools, Community halls, Shelters, etc. or tents may also be used for such purposes. While establishing the RC, priority will be given for cleanliness of the RC. Each RC will have a Camp Manager assigned. After RC is established, additional personnel and support needs will normally be determined and requested for by the RC Manager. The RCs will be designated by a geographic name or by a number.



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### 6.16.7 Helibase/Helipad



A Helibase is the main location for parking, fueling and carrying out the maintenance of the Helicopters. It may also be used for loading and



unloading of relief materials. Helipads are temporary locations in the incident area where Helicopters can safely land and take off. The

Helibase is often located at the Airport or at another location decided by the District administration in consultation and approval by the agency operating the Helicopter. When more than one Helibase is established it will be designated by name of the incident with number. Helipads are established and used for operational purpose only like loading unloading of personnel and equipment and other relief materials etc. The Helibase / Helipad-in-charge will report to the TBD.

### 6.16.8 Roles and Responsibilities of Helibase/Helipad-in-Charge

- i) provide all ground support requirement of Helicopters at the location;
- ii) keep appropriate Maps in order to provide correct coordinates to the pilots;
- iii) survey the Helibase / Helipad area to analyse situation, potential Aircraft hazards and other likely problems;
- iv) ensure that the Helipad and Helibase is properly marked so that it is visible from the air for smooth landing of Aircrafts;
- v) coordinate with the ground supervisor for Helicopter Operations;
- vi) determine and implement ground and air safety requirements and procedures;
- vii) maintain continuous monitoring of the assigned Helibases and Helipads and remain vigilant for unusual happening or hazards that may affect the Air Operations and take precautionary measures;
- viii) ensure that all personnel deployed at the Helibases and Helipads are aware of the safety requirements;
- ix) establish ground communication facilities;
- x) notify supervisor immediately of any delays in Helicopter schedules;
- xi) ensure Aircraft rescue measures, firefighting services, lights, smoke candles, weighing facilities, wind direction socks, dust abatement measures and security etc. are in place and working properly at Helibases and Helipads;
- xii) ensure proper facilities for rest, refreshment, water and sanitation for the Air crew;
- xiii) inform the supervisor about the mission completion;

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- xiv) maintain record of various activities performed as per IRS Form-004 and send to Group-in-charge; and
  - xv) perform any other duties assigned by the Group-in-charge.

### **6.17 Plan Activation**

The disaster response structure will be activated on the receipt of disaster warning/on the occurrence of the disaster and with approval of competent authority. The occurrence of disaster will be reported by the DC/DDMA to the Relief Commissioner/SDMA by the fastest means. The Relief Commissioner will activate all departments for emergency response including the EOC.

### **6.18 Emergency Support Functions (ESFs)**

Emergency Support Functions (ESFs) are the essentials of Emergency Management comprising of various coordinating agencies, which manage and coordinate specific kinds of assistance common to all disasters types. Emergency Support Functions (ESFs) consisting of activities like Communication, Search and Rescue, evacuation, law and order, medical response and Trauma Counseling, water supply, electricity, warning and transport, relief etc. All of these emergency functions consist of emergency plans that would be activated at the time of emergency. The designated primary agency would be assisted by one or more supporting agencies (secondary agencies) and will be responsible to manage activities of the Emergency Support Functions and ensuring the mission accomplished. The primary and secondary agencies have the authority to execute response operations to directly support the district needs.

The ESF outlines the objective, scope, organization setup and Standard Operating Procedures (SOPs) for each ESF that is to be followed by the respective ESF agencies when the Responsible Officer will activate the response plan. Standard Operation Procedures (SOPs) provides a basic concept of the operations and responsibilities of Nodal and Secondary agencies.

At the district level, the Nodal Agency will lead the ESF with direct link to the Responsible Officer of the District and the district EOC. The Nodal Agency will also be a member of the Incident Team lead by an officer of the Revenue/Police or other department as decided upon by the district IC, and as required by the Incident Commander who may draw upon some or all of the ESFs for onsite response. The Nodal Agency must hence nominate a Team Leader (TL).

The Nodal and Support Agencies must together or separately (as decided according to need of the specialized function) constitute QRTs with members, and appropriate (at least two) backstopping arrangements. Team Leader (TL) of EOC would be on

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the basis of its authorities, resources, and capabilities in the functional area. He would be the member of Disaster Management Team that represents all of the key functions of the district in a single location under the direction of the Deputy Commissioner (Responsible Officer).

The success of ESF will be of critical importance and would reflect in the lives saved in the golden hour. Below a list of ESFs has been given which will be activated at state/district level during emergency situation.

## **1. Standard operating Procedure of ESFs**

### **1.1 Emergency Support Function # 1: Coordination**

Team Leader: Deputy Commissioner, Responsible Officer , Mawkyrwat  
Support Agencies: ADC/ (DM)/ (Law and Order); SP(POLICE), Superintendent of Supply, Station Officer, Fire & Emergency Service, DTO, Programme Coordinator NSS, Youth Coordinator, NYK; Executive Engineer (PWD), DPRO, and other relevant departments of District desired during the crisis.

In anticipation of any disaster, the District Administration has taken various precautionary measures. Functioning of the Control Room, Closure of past breaches in river and canal embankments and guarding of weak points, rain recording and submission of rainfall report, communication of Gauge reading, deployment of power/country boats, installation of temporary VHF stations, arrangement for keeping telephone and telegraph lines in order, storage of food stuff, arrangement for keeping drainage clear, agricultural/health/veterinary measures, selection of Flash flood/Earthquake shelters, etc. have been properly planned. The government officials of different departments have been apprised of their duties for pre, during and post disaster periods.

The ULBs, Executive Engineers of Water Resource Department, Executive Engineers of PWD Department, Executive Engineers of MeECL, DM&HO, AH &Veterinary, Superintendent of Supply etc. have been requested to take all precautionary and preparatory measures and to remain alert to face the challenge of any disaster. The other government officials have also been apprised of their roles and responsibilities to be played during pre-disaster arrangement and during/post disaster management. Every possible kind of cooperation from all the line departments has been sought for by the District Administration in combating the severe natural calamities that may occur anytime.

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## **1.2 Emergency Support Function # 2: Communication**

Team Leader: SP, Mawkyrwat

Support Agencies: MPRO, DPRO, Bharat Sanchar Nigam Limited (BSNL), NIC, IMD, CWC, FM Radio, Doordarshan, All India Radio, Private Satellite Channels.

The Emergency Support Function (ESF) 'Communication' supports the Response Plan in case of Major Communication links damage in various parts of the city during a Disaster and there is a requirement for immediate restoration or replacement of the network. The objective of the ESF is to provide safe and reliable communication support during and after a disaster; to restore communication facilities in the aftermath of a disaster and provide vital communication linkages between Emergency Operations Center, and important response agencies. This ESF encompasses setting up of temporary communication centers in and around the area of impact and activation of Mobile units in case of widespread damage in a disaster like an earthquake.

### **Immediate Tasks:**

- Collection of initial reports of damage
- Status of the affected regions in respect of establishing communication with rest of the town /District
- Status of the key officials in the area
- The main focus of the activities is to coordinate life saving activities concurrent with re- establishing control of the disaster affected area
- Establish radio communication with the State Emergency Operations Centre, District Emergency Operations Centre as well as Relief Centers
- Appoint a Nodal Officer, Communications
- Renew and update precautionary measures and review with the staff the precaution to be taken to protect the equipment
- Alternative Communication

### **Initial Action:**

- Identify operational telecommunication facilities within the affected area.
- Identify telecommunication facilities that need to be transported to the affected site to establish the emergency operational services

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- Identify the actual and planned action of private telecommunication companies towards reconstruction of their facilities
  - Establish temporary communication facility through mobile exchange on priority for use by District Officials, Officers in the transit, relief camp, NGOs.
  - Establish a temporary communication facility for use by the public
  - Carry out an assessment of overall damage for the following:
    - (i) Overhead route damage, (ii) Cable damage, (iii) Specific equipment damage.

**Task during sustained Phase:**

Establish emergency communications in order of priority to the functions and locations most in need of them for the mitigation of life- threatening situations and the relief of human suffering. Provide a communication advisory function and internal communication organization. Monitor and control, where possible, the re-establishment of telephone services.

**Standard Operating procedures for the Nodal Agency**

- Team leader (TL) of Communication ESF will activate the ESF on receiving the intimation of occurrence of the disaster from the Responsible Officer
- Wireless operators would be informed about the current requirements and coordination mechanisms shared. Till the restoration of normal telecom facilities, the police wireless system would be the main communication network
- TL issues orders to establish systems and reports to District EOC on the action taken
- TL would inform Nodal Officers (NOs) of support agencies about the event and ESF activation
- TL would establish contact with the district EOC for First Information Report
- TL requests for reports from local ESF contact persons (this would be the local office of ESF Primary Agency) to understand the current situation and actions take
- Based on information given by the support agencies, TL decides on the need to launch an assessment mission to estimate the extent of damage to telecom services and network as well as to come up with possible arrangements to establishing reliable and appropriate network

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- TL communicates situation to support agencies and also requests to provide details on the status of equipment and infrastructure in the affected area(s).
  - TL informs the Responsible Officer on the status of telecom services
  - TL works out a plan of action for telecom companies and convenes a meeting of all ESF members to discuss and finalize the modalities
  - TL gets the temporary telephone facilities established for the public. Prior information on this would be announced through media/ and locally through mega phones and other feasible mediums
  - TL monitors the situation and arranges emergency staff required to operate established systems
  - TL sends the District Quick Response team (QRT) at the affected site with the required equipments and other resources

### **SOPs for Quick Response Team on Help Lines, Warning Dissemination**

The QRT (Quick Response Team) members will reach to the Nodal office as soon as they will get instructions. Once the QRTs receive any intimation from the Nodal Officer to reach at the site they would reach to the site at the earliest, without wasting any time.

- At the emergency site QRT members will take stock of the situation from the site communication manager
- QRTs would assess the ground situation and would send sectoral report to the District ESF agency

A sectoral report would contain following:

An assessment of overall damage, listing specifically:

- Overhead route damage (in miles/ kilometres)
- Cable damage (in yards/ meters)
- Specific equipment damaged
- Establish a temporary communication facility for use by the public
- Identify requirements of manpower, vehicles and other materials and equipments Give priority and concentrate on repairs and normalization of communication system at disaster affected areas
- Begin restoration by removing and salvaging wires and poles from the roadways with the help of casual labourers
- Carry out temporary building repairs to establish a secured storage area for the equipments and salvaged materials
- Report all activities to head quarter

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- Begin restoration by removing damaged wires and poles through recruited casual labourers
  - Establish a secure storage area for incoming equipments and materials

### **1.3 Emergency Support Function # 3: Emergency Public Information, Help line & Warning**

Team Leader: DPRO,

Support Agencies: NIC,BSNL, NGOs, Media (Print/Audio-Visual), Local Cable TV Network, FM Radio, Doordarshan, AIR, NSS, NYK, Scouts & Guides.

All levels of government and the news media have a responsibility to provide emergency information to the public that is accurate, timely and consistent. Just when public and media demands for information are at their highest following an earthquake, the probability is that most media in the area will not be operational due to power failures. Nevertheless, media will be present to gather information for later local dissemination, and for media outside the disaster area. The media represent the major resource to inform the public about the disaster situation, and some Local Cable TV Network and radio broadcast media have long been oriented to their role. It then follows that the utilization of the media for the benefit of ongoing relief, rehabilitation and restoration activities is essential, and a high level of priority should be set to restore an adequate radio broadcast capability.

#### **Immediate Tasks:**

- Assist in the determination of damage to media public information capabilities
- Pass prepared and updated public information announcements to the operational media from the District Emergency Operations Centre (DEOC)

#### **Tasks during sustained Phase:**

- Establish the requisite level of emergency public information capabilities; establish the necessary media relations capabilities for release of government information to the general public through the national/international media
- Control media personnel access through a system of accreditation and access control, in conjunction with the Law and Order function; as capabilities are available, assist media personnel to prepare and send their material from the Operational Area; arrange for official government and media tours of the Operational Area subject to availability of resources;

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assist district/sub- divisional authorities with their own requirements when requested

#### **SOP OF NODAL AGENCY**

- Upon finding out about any hazardous event, ESF-TL will contact the District EOC by any means possible (phone, wireless, personally)
- If asked to activate the ESF, Team leader (TL) will call nodal officers of supporting agencies of the ESF
- QRTs will be activated and deployed at the affected sites
- Coordinate with the different ESFs to get regular information in order to compile and prepare updates, situation reports, damage assessment reports, and media briefs
- Upon finding out about any hazardous event, Nodal officers will contact the ESF-TL/ District EOC by any means possible (phone, wireless, personally)

#### **SOP OF QUICK RESPONSE TEAM (QRT)**

- The QRT members will reach to the nodal office as soon as they will get instructions
- QRT teams would reach to the site immediately after receiving instructions from the nodal officer
- On the site QRT members will take stock of the situation from the RO at the site and their counter parts
- The QRTs will coordinate, collect, process, report and display essential elements of information and facilitate support for planning efforts in response operations

#### **1.4 Emergency Support Function # 4: Search & Rescue**

Team Leader: Station Officer Fire and Emergency

Support Agencies: PWD (Roads and Building); Police Department, SDRF, NDRF, Health Dept, Ambulance Services, NSS, NYK, NGOs Dorbar Shnong , VDP, Volunteer, BSF, Ranikor, Army, Air force and Para-military forces.

Search and Rescue operations are one of the primary activities taken up in a post disaster situation. The promptness in these operations can make a remarkable difference in the amount of loss of life and property and will include removal of trapped and injured persons from buildings collapses and other structural collapses, administering first aid, and assisting in transporting the seriously



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injured to medical facilities. This activity involves the use of professional and volunteer search teams including the use of dog teams.

**Immediate Tasks:**

The objectives of the team would be to:

- Locate and remove injured people who are trapped in the wreckage of damaged buildings and other structures
- To ascertain the safety of damaged buildings and structures
- To provide on- site medical treatment; and to remove the dead

**Task during sustained Phase:**

- Assist in removal of the dead from collapsed structures
- Team Organization (Conceptual)

The S&R ESF has to respond to assist the Operation Section Chief as per their assigned duty, which has been described in the SOP's and is to be followed during emergency within the State. The scope of Response function includes the following broad areas:

- Rescue of those trapped
- Search for victims of a disaster (whether living or dead)

**SOPs FOR Nodal Agency**

- The ESF would be activated on receiving order from the RO/IC/OSC to the Team Leader (TL) of Primary Agency for ESF activation
- TL of primary agency will call Nodal Officers of supporting agencies
- TL would activate the District Quick Response Team
- Quick Assessment for the scale of S& R operations required to be carried out
- On requirement request for additional S&R teams sent to National Disaster Response force through state Govt. without wasting time, almost simultaneously
- Assessments of the specific skill sets and the other equipments required
- Using IDRN network to check and map the availability of resources in and around the disaster site
- Responsible Officer/District EOC (on orders from RO) would contact the team leader of S&R Operations to activate the ESF response plan

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- Team leader of Nodal agency would report to the Quick response teams for immediate operation and inform supporting agencies to coordinate in the situation depending upon the scale of the disaster
  - QRTs (of both nodal and supporting agencies) would perform a physical damage assessment and report to the leaders of central and nodal agency about the percentage of damage, percentage of casualties expected and possible requirement of equipments, manpower and rescue sites
  - Medical and Trauma Counseling Response Teams at District Level to be activated by ESF-TL if needed, and report to the Incident Commander at the Onsite EOC who will coordinate their activities
  - Response Teams in the field communicate with the ESF-TL at the District EOC, through the Incident Commander
  - Major hospitals given warning to activate their contingency plan, if required
  - ESF-TL to inform Responsible Officer at District EOC if activation of the State EOC will be needed
  - Following up a systematic approach of transferring resources, manpower equipments, vehicles at the Disaster affected areas
  - Determine the release of QRTs and facilities at effected site may be considered on a priority basis
  - Contacting health services to instruct them to send first-aid and trauma counseling team to the affected site, so the patients can be treated before transporting to the hospital for the advance treatment (if needed)
  - Contacting damage assessment teams and send them to the site so that assessment reports can be prepared and situation analysis can be done properly
  - Establishing a failsafe communication system with QRTs members so that current reports on situation analysis can be gathered and accordingly help can be provided to the site
  - Declaration of further help required at State and National level in case of damage is at large scale and situation is unmanageable with the available resources
  - At the site, QRTs should contact the local volunteers and local people to gather information about vulnerable areas so that search and rescue operation can be taken place through a proper channel in heavily dense

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areas, large buildings, community centres, hotels, hospitals, public building and any other area having large gathering.

- Special care to women and children groups should be given as they are expected to be more affected and helpless in case of any emergency situation
- Further request to the health department to deploy mobile hospitals in case the casualties are severe and transportation of patients may take much more time
- Provide regular updates to the RO at the District/State EOC based on reports from the field and the hospitals Coordinate with the Transportation ESF if a large number of medical professionals need to be sent to the affected sites and/or a large number of victims need to be transported to health facilities.
- Ensure the provision and continuous supply of medical facilities (medicines, equipments, ambulances, doctors and manpower etc) required at the disaster affected site and the hospital health centres catering to disaster victims
- Coordinate with the ESFs on Law & Order, Evacuation, and Debris and Road Clearance, for setting up of field medical posts, transport of victims, and setting up of mobile hospitals

#### **SOP for Quick Response Team on Search & Rescue**

- Assessment of damage (locations, number of structures damaged, severity of Damage)
- The QRTs will be deployed at the affected site
- Enlisting the types of equipment required for conducting the S&R
- QRTs will report the situation and the progress in response activities to the respective EOCs
- QRTs will reach on the spot and take a damage assessment including type of injuries, number of people affected and possible medical assistance need
- QRTs will provide situation and progress reports on the action taken by the team to the ESF-TL
- QRTs will ensure timely response to the needs of the affected victims by Establishing field medical posts at disaster sites, as needed
- QRTs should maintain a coordination with the local people so the S&R operation may take place at more vulnerable locations having dense,

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population, multi-storied buildings and community gatherings as more people are expected to be trapped in such areas

- QRT will report to Nodal agency in case of shortage of vehicles, manpower, resources and relief materials
- QRT will also work effectively with the other teams conducting first aid, trauma counselling, law and order, debris clearance, damage assessment and water and sanitations so the effective
- rehabilitation may take place accordingly.

### **1.5 Emergency Support Function # 5: Evacuation**

Team Leader (TL): Additional SP, Police.

Support agencies: Police Department; Dorbar Shnong, Voluntary Organization, NSS, NYK,NGOs, VDP, SDRF,NDRF , Army , Para-military forces

The purpose of this Emergency Support Functions is to coordinate efforts in safely evacuating the public from a threat to life and/or health. Evacuation and movement involves the coordination of varying agencies and good communications with the public. Evacuation and movement is the responsibility of public safety and the legislative authorities of a jurisdiction. This ESF applies to those agencies and others that are necessary for an evacuation. The ESF on evacuation is primarily responsible for establishing evacuation plans, identification of fastest evacuation routes and alternate routes and coordinating evacuation logistics during field operations.

#### **SOPS FOR Nodal Agency:**

- Team leader (TL) of Evacuation ESF would activate the ESF on receiving the warning of the disaster/disaster from District EOC
- TL would inform Nodal Officers (NOs) of other primary and support agencies about the event and ESF activation
- TL will direct the QRTs to be deployed on the affected site
- TL will gather information on availability of predefined evacuation routes
- Where the predefined evacuation routes are not available, the Nodal officer would coordinate through District EOC with other ESFs Nodal officers and the support agencies about clearing of routes and identifying alternate routes.

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## **SOPS for Quick Response Team on Evacuation**

- The QRT members will reach the Nodal office as soon as they get instructions to do so from the TL
- Once the quick response teams receive an order from the Nodal officer for reaching the site they would reach to the site immediately
- On reaching at the site the QRT members will take stock of the situation from the Incident Management Team at the site and their counter parts
- The quick response teams with the help of local task forces will start evacuating peoples to safe shelters or open areas
- The QRT members should concentrate more on evacuation in areas that have been worst affected by the disasters
- Keep reporting about all the activities to the TL

### **1.6 Emergency Support Function # 6: Emergency Medical Response**

Team Leader: DM&HO

Support Agencies: CHC/PHC; ASHA, Anganwadi Workers, Multi purpose Rehabilitation workers,CBRW, Women Groups, NSS volunteers; Ambulance Services; NYK, EMRI .

All disasters affect human life and health. Health is both a main objective and a yardstick in disaster management. This Emergency Support Function (ESF) will be responsible for the emergency medical treatment and mental trauma support in the aftermath of any hazardous event.

The ESF on Emergency Medical Services and Public Health Counseling will look after emergency treatment for the injured people immediately after the disaster take place.

#### **Functions:**

The function includes:

- District level health services responsibilities shall be mobilized to provide emergency medical treatment to the injured; sustained hospital care to the seriously injured or seriously ill
- Continue care at an appropriate level to patients in hospital and outpatients at the time of the earthquake and other hazards response
- Evacuation of the sick and injured to a location where care can be provided as well as sustained emergency care until evacuation can be carried out with medical or paramedical supervision

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- District level coordination of delivery of medical supplies, blood and blood Products; operation of ambulance services
  - Prevention of epidemic through education of the general population
  - Carrying out of health inspections of food and water supplies
  - Initiation of vaccination programs under epidemic conditions. Radiological and toxicological services could be in increased demand and require an expanded response
  - There will also be a need to provide initial establishing of death, and the temporary safe storage of human remains in support of coroner operations.

A major earthquake would require a much greater degree of control of resources within the Operational Area and would necessitate the establishment of a health services coordination center at the State Capital. The Health Department is to identify some safe locations to use as first aid centers and to shift the patients whenever needed. In each ward the general public should be trained up for first aid assistance and dispensary should maintain a rotating reserve stock of blood, saline, bandage, cotton, benzene, dettol and life saving drugs/injections.

**Immediate task:**

- Appoint one person as Nodal Health Officer for the district
- Ensure that the personnel working within the district come under the direct control of the District Nodal Health Officer
- Any other personnel once deployed for the purpose will directly come under the control of the District Nodal Health Officer
- Identify emergency patient holding facilities
- To prepare and keep ready Mobile Hospitals and stock them with emergency equipment that may be required after the disaster
- Transfer patients who can be removed from hospitals to make room for the injured; where necessary implement a system of staging casualty collection, treatment, and evacuation to places where facilities are available (probably outside the Operational Area)
- Arrange delivery of emergency medical supplies; arrange for temporary suitable storage of the dead until taken over by the coroner

All efforts should be made to keep the health care receiving centre and outpatient service centre free from any kind of panic; prevent disease outbreak or spread; attend to mental health requirements; expand local public health services as

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necessary, particularly the supply of essential drugs and pharmaceuticals in areas where the private sector drug stores have ceased to function; carry out sanitary inspections.

**SOPs for Nodal Agency**

- Upon finding out about any hazardous event, RO will call the TL of Primary Agency and get the ESF activated
- Team leader (TL) of primary agency will call Nodal officers of support agencies
- In coordination with the transport ESF, it will ensure a critical number of medical professionals to be reached at the site including specialists.
- QRTs will be activated and deployed at the affected sites
- Medical and Trauma Counseling Response Teams to be activated, based on report from the QRTs
- Provide systematic approach to patient care (Mass Casualty Management)
- Trauma counseling provided to the victims and their relatives at the site and in the hospital. In the hospital emergency department, triage carried out again to prioritize treatment, and appropriate care provided
- Maintain patient tracking system to keep record of all patients treated
- Deploy mobile hospitals as needed
- If medical facilities severely affected by the disaster, or roads blocked preventing transport of patients to the hospital, mobile hospitals deployed at required sites.
- Provide regular updates to the RO at the District EOC based on reports from the field and the hospitals
- Coordinate with the Transportation ESF if a large number of medical professionals need to be sent to the affected sites and/or a large number of victims need to be transported to health facilities
- Ensure the provision and continuous supply of medical facilities (medicines, equipments, ambulances, doctors and manpower etc) required at the disaster affected site and the hospital health centres catering to disaster victims
- Coordinate with the ESFs on Law & Order, Evacuation, and Debris and Road Clearance, for setting up of field medical posts, transport of victims, and setting up of mobile hospitals

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- If temporary housing arrangements are being made for the affected population, the ESF must ensure high standards of sanitation in settlements in order to reduce epidemic outbreak
  - Ensuring the provision and continuous supply of medical facilities (medicines, equipments, ambulances, doctors and manpower etc) required at the disaster affected site and the hospital health centres catering to disaster victims
  - In case of orthopaedic care required, the immediate response would have to be complimented by a follow up treatment schedule for a majority of the patients in/near their place of shelter
  - Trained professionals should be mobilized by psychological support
  - Ensuring setting up of temporary information centres at hospitals with the help of ESF through help lines and warning dissemination system
  - TL will coordinate, direct, and integrate district level response to provide medical and sanitation health assistances
  - On the recommendations of the EOC, the TL is also responsible to :
    - Send required medicines, vaccines, drugs, plasters, syringes, etc
    - Arrange for additional blood supply. Send additional medical personnel equipped with food, bedding and tents etc.

#### **SOP of Quick Response Team (QRT)**

- QRT's will assess the damage: type of injuries, number of people affected and possible medical assistance need
- QRTs will provide situation and progress reports on the action taken by the team to the ESF-TL
- QRTs will ensure timely response to the needs of the affected victims by establishing field medical posts at disaster sites, as needed
- QRTs should maintain check posts and surveillance at each railway junction, bus depots and all entry and exit points from the affected area, especially during the threat or existence of an epidemic

#### **1.7 Emergency Support Function # 7: Relief**

The purpose of this Emergency Support Function is to identify food and water needs in the aftermath of a disaster or emergency; obtain these resources; and transport them to the impact area. Food supplies obtained and



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distributed by Emergency Support Function (Food, Water, Shelter etc). Obtaining food and supplies, arranging for transportation and authorizing assistance may be required. Food must be suitable for household distribution or congregate meal service. Transportation and distribution of food and supplies will be arranged by local, state, private and/or federal agencies/organizations. The Food & Civil Supplies Department assumes overall coordination for this function. The scope of the function is to primarily provide food and civil supplies to the affected area. It would include setting up of storage facilities at the disaster site and distribution of the supplies to the effected.

**Immediate Tasks:**

- Establish mobilization centre at the different points like bus station, airport etc for movement of relief supplies
- Inform all suppliers of relief materials within 2-3 hours of the occurrence of the disaster to keep ready the required supply;
- Arrange for transportation of the relief supplies;
- Provide assistance to in establishing local offices, relief camps, etc., by providing beddings, furniture, etc

Emergency Social Services includes feeding, clothing, shelter, reception, registration and inquiry, and personal services provided to evacuees, victims, and response workers. The services are defined as follows:

- **Personal Services-** Counseling of victims and response workers, welcoming the evacuees at entrance to relief centres in order to screen for need and to give information, and supervision and support of groups of dependent individuals including children separated from their parents, frail elderly, and the handicapped
- **Registration and Inquiry-** Registering individuals and families involved in the disaster, answering inquiries from relatives and friends concerning victims' whereabouts, reuniting separated family members, and providing information to response workers on the whereabouts and numbers of evacuees
- **Clothing-** Emergency clothing, blankets, toiletry articles, baby supplies, and other related goods necessary to protect health and safety
- **Shelter-** Temporary housing or sleeping space for individuals and families forced to leave their dwellings

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- **Feeding-** Provision of meals, hot beverages and snacks to protect health, to maintain strength of response personnel, and to reassure victims

#### **Immediate Tasks**

- Help the Deputy Commissioner in opening staff reception centres in all affected areas and alert the response workers and the public about the location of these centres
- Mobilize feeding units to provide support to response workers on location; Coordinate supporting debriefing, counseling, and related services for responders and victims
- Inventory of the available habitable shelter supply
- Begin registering all persons involved in the disasters.

#### **Task during sustained Phase:**

Continue basic emergency social services to all evacuees, victims and others requiring help; continue the registering process and respond to enquiries from around the world; initiate public information services on emotional responses to disasters; transform reception centers into multi- service centers; lay basis for outreach, self- help, and educational programs.

#### **A. Food Supply**

Team Leader:	Additional Deputy Commissioner / EAC (Relief)
Support Agencies	Revenue & Disaster Management Department, Mawkyrwat ,Superintendent of Supply; Social Welfare Dept; Dorbar Shnong /VDMC,Women Groups ;NGOs,MRWs/CBRWs, Market Association; Local Civil Suppliers Traders.

#### **Immediate Tasks:**

- TL will activate ESF on receiving the information about the incident and will also inform to the supporting agencies
- Food coordinator would gather information about the locations of shelters and number of persons housed in each of these shelters.
- TL will guide QRTs to reach at rehabilitation centre to provide food packages
- TL will keep on coordinating about the distribution of food items to the evacuees and will give appraisal to the IC

In case of shortage of food items TL will arrange more food packages and will ensure continuous supply

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**Tasks for QRTS:**

- Management and distribution of relief items to affected victims
- Report the progress on action to the TL
- Inform TL about more requirement of staff members, additional materials and food packages
- Initiate procurement of food items available at nearby markets
- Prepare take-home food packets for the families
- Ensuring equal distribution of relief material including children, aged groups, women and poor people

**B. Shelter Arrangements**

Team Leader: District Social Welfare Officer,  
Support Agencies: PWD (Buildings), District School Education Officer, District Housing Officer, PHE; District Sports Officer, Relief Branch, Social Welfare department, Nazarat Department, SSA, Local Traders, Dorbar Shnong /VDMC, NGOs etc.

**Immediate Action:**

- TL would be the in-charge of rehabilitation centre that will ensure number of people evacuated, care of evacuees and availability of essential supplies
- Those who will reach to the relief centre would also like to know about their missing members. TL will response to their queries and also pass on the message to the evacuation and rescue related coordinators
- QRT will help them in arranging temporary shelters, food and sanitary facilities
- Medical facilities will also be provided to the victims and injured people.

**1.8 Emergency Support Function # 8: Water**

Team Leader: Executive Engineer, PHE  
Support Agencies: Water Resource; PHE; Fire & Emergency Services, Health Dept, Local water suppliers; Dorbar Shnong /VDMC.

The purpose of this Emergency Support Function is to identify water needs and restore basic water supply if damaged, in the aftermath of a disaster or emergency.

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Till the time water supply to the damaged areas is restored water requirements need to be arranged by the ESFs and distributed either using their own transportation mechanisms or in coordination with transportation agencies.

### **SOPs for Nodal Agency**

- Team leader (TL) of ESF on Water Supply will activate the ESF on receiving the intimation of the disaster from District EOC
- TL would inform Nodal Officers (NOs) of support agencies about the event and ESF activation
- TL will ensure special care for women with infants and pregnant women
- Provide for sending additional support along with food, bedding, tents
- Send vehicles and any additional tools and equipments needed

### **Immediate Tasks:**

- QRTs will ensure that supply of drinking water is made available at the affected site and relief camps
- QRTs will ensure the temporary sewerage lines and drainage lines are kept separate
- QRTs will report the situation and the progress on action taken by the team to the EOC
- QRTs will intimate their TL of the additional resources needed
- Carry out emergency repairs of all damages to water supply systems
- Assist health authorities to identify appropriate sources of potable water
- Identify unacceptable water sources and take necessary precautions to ensure that no water is accessed from such sources, either by sealing such arrangements or by posting the department guards
- Arrange for alternate water supply and storage in all transit camps, feeding centres, relief camps, cattle camps, and also the affected areas, till normal water supply is restored
- Ensure that potable water supply is restored as per the standards and procedures laid down in “Standards for Potable Water”
- Plan for emergency accommodations for staff from outside the area
- QRTs will ensure timely response to the needs of the affected victims
- QRTs will set up temporary sanitation facilities at the relief camps
- TL will ensure that QRTs are on the site along with the required resources

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- TL shall be ensuring uninterrupted supply of water for fire-fighting to all the brigades in operation
  - TL shall coordinate with the transport coordinator for replenishing the depleted stock of fire water at the incident site through water tanks
  - Carry out repairing task of all damages to water supply system
  - Arranging alternate storage of potable water at temporary shelters
  - Ensure restoration of potable water as per standards and procedures laid down under 'Standards for Potable Water
  - Plan for emergency accommodation of water supply in or near temporary shelters
  - Establish temporary sanitation facilities at the shelters
  - Ensure cleanliness of sanitation facilities, relief shelters and local command post.

#### **Emergency Support Function # 9: Electricity**

Team Leader: Executive Engineer, MePDCEL

Support Agencies: MeECL, Power Grid

#### **Primary Functions:**

- Ensure smooth transportation links at all levels and to all nodal and support agencies
- Assess damage to power supply infrastructure for assistance from other states
- Restoration of power supply or temporary power supply to critical areas
- Restore major electricity failure anticipated during disasters due to falling of cables/poles
- Facilitate restoration of electricity distribution systems at most affected sites on priority to help in Search and Rescue operations
- Provide electricity in lifeline buildings
- Procurement of clean drinking water
- Transportation of water with minimum wastage
- Ensure quick restoration of drainage system
- Sewer pipes to be kept separate from drinking water facilities

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**Task Involved**

- Team leader will activate the Emergency Support Function (ESF) by informing his headquarter team and field team
- Inform nodal and supporting agencies about the incident
- A Notification and shutdown of electricity utilities
- As per the instruction given by RO, TL should instruct to concerned officers to shut down the power supply immediately.
- Provisioning Backup Power during Emergency
- Once power system is closed down, but power would still be required for response teams, EOC, water supply stations, temporary houses and temporary hospitals. Therefore, electricity coordinator will be responsible for providing back-up or alternate source of uninterrupted power supply for smooth operations
- In addition to the above, QRTs should also undertake following responsibilities:
  - Take stock of situation immediately on reaching the incident site
  - Coordinate with other team leaders and provide essential help expected from the electricity department
  - Conduct repairing work of dismantled connections
  - Provide temporary electricity supply to EOC and relief centres
  - Appraise the team leader about the situation

**1.9 Emergency Support Function # 10: Debris Clearance**

Team Leader: EE,PWD,(Roads),

Support Agency: PWD; MeECL; Forest Dept, Water Resources, Local and Private Contractors, Dorbar Shnong, VDMC.

**Background:** The importance of this ESF emanates from the fact that most large-scale disasters such as earthquakes, cyclonic wind storms, flash flood primarily affect the building structures. The ESF would involve in identification, removal, and disposal of rubble, wreckage, and other material which block or hamper the performance of emergency response functions and procure needed equipments from support agencies using IDRN; is a high priority action.

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**SOPS for Primary Agency:**

- Team leader (TL) will activate the ESF on receiving the information of the disaster from District EOC.
- TL would inform Nodal Officers (NOs) of support agencies about the event and ESF activation. TL will coordinate with the support agencies to mobilize equipments from the ware houses through IDRN database
- The respective supporting agencies will contact their respective personnel to move the equipments to central warehouse
- The equipments like earth movers, concrete cutters identified as per the need will be transported to the site.
- The equipments like JCB, concrete cutters identified as per the need will be transported to the site.
- As per the information the nodal officer of Debris road clearance will make an assessment on of the damages of roads and built structures at the site and surrounding areas
- The nodal officers of Supporting Agencies will immediately start debris clearance operation to enable movement to the affected site
- Review of the current situation is taken up by the nodal agency to update the support agencies and to delegate their respective personnel to take precautionary measure to plan de-routes for the transportation ESF to be operational
- All supporting agencies will inspect the road and rail network and structures within the disaster site and surrounding
- The Response Teams will immediately start debris clearance operation to enable movement to the affected site
- TL will also ensure proper corpse disposal and post mortem by coordinating with ESF on medical response

**SOP for Quick Response Team on Equipment Support and Debris Clearance:**

- Damage assessment including locations, number of structures damaged and severity of damage
- The QRTs will be deployed at the affected site.
- Enlisting the types of equipment as compiled from IDRN resource inventory required for conducting the debris clearance
- The QRTs will report the situation and the progress in response activities to the respective EOCs.

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- Undertake construction of temporary roads to serve as access to temporary transit and relief camps, and medical facilities for disaster victims.

#### **1.11 Emergency Support Function # 11: Law and Order**

Team Leader: EAC Extra Assistant Commissioner (L&O)

Support Agency: Police; SP Traffic; VDPs, Dorbar Shnong /VDMC, NSS;  
NYK, Para-military agencies

The purpose of Emergency Support Function on Law and Order is to establish procedures for the command, control, and coordination of all law enforcement personnel and equipment. The Law and Order function encompasses a broad range of routine policing activities. The response function has its primary goal in the maintenance of law and order activities, and, if necessary the restoration of law and order should there be a breakdown within the normally law-abiding community.

##### **Immediate Tasks:**

- Deploying a quick response teams (QRTs) to maintain law and order at the incident site
- Quick Assessment of law and order situation in affected areas
- Cordon off the site to restrict movement of curious onlookers, vehicles and pedestrians
- Control and monitor traffic movements
- Support and coordinate with local administration
- Prepare updates on the law and order situation in every 2 hours and brief the authorities
- Ensure law and order at assembly points and evacuation points
- Carry out any necessary actions to save lives and prevent injury or damage to property
- Carry out route damage assessment to permit identification of usable emergency routes
- Assess and report other damage within capabilities
- Maintain a control over traffic with priority to emergency services
- Assist with the movement of emergency traffic
- Assist the Coroner as requested to provide investigation of causes of deaths, security of body, staging areas, identification of bodies
- Assist in the dissemination of emergency notifications
- Assist in the manning of coordination centers and the provision of immediate radio communication to them, if necessary



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**Sustained Phase:**

Maintain emergency functions and restore normalcy as quickly as possible; provide personnel to protect abandoned and damaged properties and areas, which may attract the curious and tempt the criminal elements and augment prison staffs as needed to maintain a peaceful situation.

**SOPs for Nodal Agency**

- IC will call the TL of Primary Agency and get the ESF activated.
- TL of primary agency will call nodal officers of supporting agencies.
- TL would activate the State Quick Response Team.
- The QRTs will be deployed at the affected site.
- Cordoning of area to restrict movement of onlookers, vehicular and pedestrian traffic should be done.
- Any additional requirements at site to be taken care of.
- To coordinate and communicate with concerned functionaries
- To detail traffic staff to reach the place of occurrence
- To give directions whenever necessary to ensure free passage for fire brigade ambulance, police vehicles and vehicles of other respondents

**1.12 Emergency Support Function #12: Damage Assessment**

Team Leader: ADC/ EAC ( Relief & Rehabilitation)

Support Agencies: Urban Affairs; BDOs, Agriculture Depts.; and other relevant departments of South West Khasi Hills District as desired, during the crisis.

**Departmental Plan:**

The Departments involved in this team will develop the Damage Assessment functional concept. The District Disaster Management Authority (DDMA) will include Damage Assessment as a staff function of the Damage Assessment Team, capable of coordinating the gathering of collated damage information from Deputy Commissioners, Block Officers and other agencies for the purpose of assessing overall damage on behalf of the State Government.

The Deputy Commissioner and the Block Development Officers will plan for the gathering of post- earthquake damage information from within their jurisdiction with their own resources and with pre-planned assistance provided directly to them by private sector Agencies.

**The Tasks:**

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Immediate Tasks: Assess areas likely to require life- saving response action. Help of nearest army units may also be obtained as and when required.

**Tasks during sustained Phase:** Assess total damage as the basis of response efforts, future recovery activities, and claims; coordinate the gathering of information from all sources.

### **1.13 Emergency Support Function # 13: Donations and Volunteers:**

Team Leader: Principal Sngapsyiem College

Support Agencies: Maharam Govt School, Programme  
Coordinator NSSUnit SngapsyiemCollege;  
District Programme  
coordinatorNYK,VDPs:NGOs,  
Youth Clubs,CHC/PHC.

#### **Immediate Tasks:**

To identify the donation sectors (like general public, public and private sector organizations, clubs, etc., international community); Type of donations (like food, water, cloths, medicines, tools, generators, etc.) and to arrange to handover the same to the appropriate authority.

With emphasis on life- saving operations:

- Determine requirements of lead agencies and seek out suitably qualified personnel
- Pre-arranged public announcements for general broadcast (if possible) should be used. Establish method of reception and delivery of personnel to the requesting agency, or arrange direct reporting to collecting points or response sites, where feasible

#### **Tasks during sustained Phase**

Continue human resource support to all response functions, through direct recruiting and central support, to obtain out-of - area skilled personals.

### **6.19.13 Emergency Support Function # 13: Public Works and Engineering**

Team Leader: Executive Engineer, PWD (Roads/Building )

Support Agencies: District Urban Affairs; PWD (Road & Building);  
MeEPDCL; Public Health Engineering Deptt;  
Water Resource (WR) Deptt.

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**Immediate Tasks:**

- All technical Officers shall be notified for immediate response function
- Make provisions for resources to meet life saving operational requirements
- Inspect all roads, bridges including underwater inspection of foundations and piers
- Inspect all buildings and structures of the State Government-by a competent officer and identify structures which are endangered by the impending disaster
- Helping the Deputy Commissioner/DDMA in identifying locations for setting up transit and relief camps, feeding centres and quality of construction materials;
- Keep ready the earth moving equipment, cranes, farm tractor (requisitioned) with chain, cables and buffer stock of fuel
- Adequate road signs should be installed to guide assist the relief work
- Establish priority list of roads which will be opened first which should include roads to hospital and main trunk roads
- Construct temporary roads to serve as access to temporary transit to relief camps and medical facilities to disaster victims
- Technical damage assessment of potentially life- threatening situations (dams, dykes, etc.)
- Demolition, route clearance of debris, etc.

**Tasks during sustained Phase:**

- Continuing on to generate cleanup and debris removal
- Emergency repairs to prevent further damage, and assistance to other emergency response functions requiring construction and engineering support
- This function will probably continue beyond the response stage into recovery operations and will be involved in detailed recovery planning during the response

**1.14 Emergency Support Function # 14: Animal Health**

Team Leader (TL): District Animal Husbandry and Veterinary Officer  
Support Agencies: NSS/NYK volunteers, VDP, Dorbar Shnong /VDMC, VDMTs.

**Tasks:**

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Public health during disasters is directly related to the safety of animals. Owners may fail to evacuate because they cannot take their animals with them, or owners who left their animals behind will later try to re-enter the disaster area to rescue them. Dead animals may create a threat to public health and safety.

### **SOP for Animal Health**

- The TL will coordinate with the district level and block level Veterinarian
- Animal related organizations and individuals to provide assistance at the affected site
- Co-ordinate with the Shelter Task Force on the sheltering of companion animals
- In case of Animal Disease Outbreak, take immediate actions to control and quarantine the disease and issue the advisory for safeguarding one self and others
- Injuries and death of animals will be documented
- Deceased, diseased or contaminated animals to be dispensed with

### **1.20 Relief**

In the aftermath of disasters, the affected people must be looked after for their safety, security and well being and provided food, water, shelter, clothing, medical care etc. so as to ensure that the affected people live with dignity. The District Administration shall be responsible for providing prompt and adequate relief assistance to the victims of disasters as per the minimum standards of relief laid down by the NDMA and SDMA.

### **2.1 Food & Nutrition**

People affected by disasters may be deprived of food and therefore food aid shall be provided to sustain life. The following measures shall be taken:

- Where necessary, free distribution of food shall be made to those who need the food most.
- Food distribution will be discontinued as soon as possible.
- Wherever possible, dry rations shall be provided for home cooking.
- Community Kitchen for mass feeding shall be organised only for an initial short period following a major disaster, particularly where affected people do not have the means to cook.

- 
- While providing food assistance, local food practices shall be kept in mind and commodities being provided must be carefully chosen, in consultation with the affected population.
  - Food must be of good quality, safe to consume, and appropriate and acceptable to recipients.
  - Rations for general food distribution shall be adopted to bridge the gap between the affected population's requirements and their own food resources.
  - Food distributed should be of appropriate quality and fit for human consumption.
  - Food should be stored, prepared and consumed in a safe and appropriate manner at both household and community levels
  - Food should be distributed in a responsive, transparent, equitable manner.
  - NGOs, CBOs and other social organizations should be involved for supplementing the efforts of the Government.
  - The nutritional needs of the population should be met and malnutrition and micronutrient deficiencies of identified risk groups addressed.

## **2.2 Water**

Water supply is invariably affected in natural disasters. Safe drinking water might not be available particularly in hydro-meteorological disasters. The following measures shall be taken by the district administration:

- The department concerned shall identify alternative sources of water and make necessary arrangements for supply to the affected population.
- The District Administration shall ensure that affected people have adequate facilities and supplies to collect, store and use sufficient quantities of water for drinking, cooking and personal hygiene.
- It shall be ensured that drinking water supplied conforms to the prescribed quality standards
- It shall be ensured that water made available for personal and domestic hygiene should not cause any risk to health.

## **2.3 Health**

During post disaster phase many factors increase the risk of diseases and epidemics. These include poverty, insecurity, overcrowding, inadequate quantity and quality of water, poor environmental and sanitary conditions, inadequate shelter and food supply.

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## **2.4 Medical Response**

Medical response has to be quick and effective. The execution of medical response plans and deployment of medical resources warrant special attention at the District level in most of the situations. The following measures shall be taken by the District:

- A mechanism for quick identification of factors affecting the health of the affected people shall be established for surveillance and reporting.
- An assessment of the health and nutritional status of the affected population shall be done by experts with experience of emergencies and, if possible, local knowledge.
- The voluntary deployment of the nearest medical resources to the disaster site, irrespective of the administrative boundaries, will be warranted.
- Mobile medical hospitals and other resources available with the Central Government shall be provided to the District Administration.
- Adequate supply of medicines, disinfectants etc. shall be made.
- Where necessary inoculation shall be done.
- Vaccination of the children & pregnant women shall be undertaken.
- Vector-borne diseases are a major cause of sickness and death in many disaster situations. Vector control measures shall be undertaken.
- Water borne diseases may cause sickness and deaths and therefore adequate measures shall be taken to prevent such outbreaks.

## **2.5 Mental Health Services**

Disasters cause tremendous mental trauma to the survivors. Psychosocial support and mental health services should be made available immediately in the aftermath of disaster so as to reduce the stress and trauma of the affected community and facilitate speedy recovery. The following measures shall be undertaken by the District Administration:

- A Nodal Mental Health Officer shall be designated by the concerned Department.
- Rapid needs assessment of psycho-social support shall be carried out by the Health Department.

- 
- Trained man power for psycho-social and mental health services shall be mobilized and deputed for psycho-social first aid and transfer of critically ill persons to referral hospitals.
  - Psycho-social first aid shall be given to the affected community/population by the trained community level workers and relief and rescue workers.
  - Psycho-social first aid givers shall be sensitized to local, cultural, traditional and ethical values and practices.
  - Psycho-social support and mental health Services shall be arranged in relief camps set-up in the post disaster phase.
  - Where large number of disaster victims have to be provided psychosocial support a referral system for long term treatment shall be followed.
  - The services of NGOs and CBOs may be requisitioned for providing psycho-social support and mental health services to the survivors of the disasters.
  - Community practices such as mass prayers, religious discourse etc. should be organized with for preventive and promotive mental health services.

## **2.6 Clothing & Utensils**

During disasters, people lose their clothing and utensils. The following measures shall be taken by District authority:

- The people affected by the disaster shall be provided with sufficient clothing, blankets etc. to ensure their dignity, safety and well-being.
- Each disaster-affected household shall be provided with cooking and eating utensils.

## **2.7 Shelter**

In a major disaster a large number of people are rendered homeless. In such situations shelter becomes a critical factor for survival of the affected people in the initial stages of a disaster. Further, shelter becomes essential for safety and security and for protection from the adverse climatic conditions. Shelter is also important for human dignity and for sustaining family and community life in difficult circumstances. The following measures shall be taken by District Authority for providing shelter to the affected people:

- 
- Disaster affected people who have lost their dwelling units or where such units have been rendered damaged/useless shall be provided sufficient covered space for shelter.
  - Disaster affected households shall be provided access to appropriate means of artificial lighting to ensure personal security.
  - Disaster-affected households shall be provided with necessary tools, equipment and materials for repair, reconstruction and maintenance for safe use of their shelter.

## **2.8 Relief Camp**

The following steps shall be taken for setting up relief camps in the affected areas:

- Adequate numbers of buildings or open space shall be identified where relief camps can be set up during emergency.
- The use of premises of educational institutions for setting up relief camps shall be discouraged.
- One member of the DM Team of the district trained in running and management of relief camps will be deputed for management of relief camps.
- The requirements for operation of relief camps shall be worked out in detail in advance.
- Agencies to supply the necessary stores will be identified in the pre-disaster phase.
- The temporary relief camps will have adequate provision of drinking water and bathing, sanitation and essential health-care facilities.
- Adequate security arrangements shall be made by local police
- Adequate lighting arrangements shall be made in the Camp Area including at water points, toilets and other common areas.
- Wherever feasible, special task forces from amongst the disaster affected families will be set up to explore the possibility of provision of food through community kitchens, provision of education through the restoration of schools and anganwadis.
- Efficient governance systems like entitlement cards, identification cards, bank accounts for cash transfers etc shall be developed.

## **2.9 Sanitation and Hygiene**

Sanitation services are crucial to prevent an outbreak of epidemics in post disaster phase. Therefore a constant monitoring of any such possibilities will be necessary. It should be ensured that disaster-affected households have access to sufficient



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hygiene measures. Soap, detergents, sanitary napkins and other sanitary items should be made available to ensure personal hygiene, health, dignity and well-being. In the relief camps, toilets should be sited, designed, constructed and maintained in such a way as to be comfortable, hygienic and safe to use.

### **2.10 Provision of Intermediate Shelters**

In the case of devastating disasters, where extreme weather conditions can be life-threatening or when the period of stay in temporary shelters is likely to be long and uncertain, the construction of intermediate shelters with suitable sanitary facilities will be undertaken to ensure a reasonable quality of life to the affected people. Such shelters shall be designed to be cost effective and as per local needs.

### **2.11 Management of Relief Supplies**

Speedy supplies of relief materials shall be ensured in relief operations. A supply chain management system shall be developed. Standard Protocols shall be put in place for ensuring the procurement, packaging, transportation, storage and distribution of relief items. A mechanism shall be developed for receiving donations in cash or kind and their distribution.

### **2.12 Transparency in Relief**

DDMA shall take all appropriate measures for transparency in the relief operations. Affected people shall be apprised of the nature and quantum of relief admissible to them. Proper formats will be developed to acknowledge the receipt of relief materials and their further distribution.

## **2 Concept of Operation:**

- As per Section 31 of DM Act 2005 it is mandatory to prepare a Disaster Management plan, for the protection of life and property from the effects of hazardous events within the district.
- The Deputy Commissioner (DC)/District Magistrate (DM) & chairman of DDMA has the power of overall supervision and direction control as may be specified under State Government Rules/State Disaster Management Plan guidelines.
- The District EOC will be staffed and operated as the situation dictates. When activated, operations will be supported by senior officers from line departments and central government agencies; private sector and volunteer organizations may be used to provide information, data and resources to cope with the situation.

- 
- Facilities vital to operation of the district government functions have been identified.
  - The DM or his designee will coordinate and control resources of the District.
  - Emergency public information will be disseminated by all available media outlets through the designated media and information officer.
  - Prior planning and training of personnel are prerequisites to effective emergency operations and must be considered as integral parts of disaster preparations.
  - Coordination with surrounding districts is essential when events occur that impact beyond district boundaries. Procedure should be established and exercised for inter district collaboration.
  - Departments, agencies and organizations assigned either primary or supporting responsibilities in this document must develop implementation documents in order to support this plan.
  - When local resources prove to be inadequate during emergency operations, request for assistance will be made to the State or higher levels of government and other agencies in accordance with set rules and procedures.
  - District authority will use normal channel for requesting assistance and/or resources, i.e., through the District Emergency Operations Center (DEOC) to the State EOC. If state resources have been exhausted, the state will arrange to provide the needed resources through central assistance.
  - The District EOC will coordinate with the State EOC, Agencies of the Govt. of India like IMD/CWC to maintain up to-date information concerning potential flooding, cyclones etc. As appropriate, such information will be provided to the citizens of the affected areas in the district.
  - Upon receipt of potential problems in these areas, DEOC/designated official will appropriately issue alert and notify action to be taken by the residents.
  - Disaster occurrence could result in disruption of government functions and, therefore, all levels of local government and their departments should develop and maintain procedures to ensure continuity of Government action.

### **3.1 Trigger Mechanism**

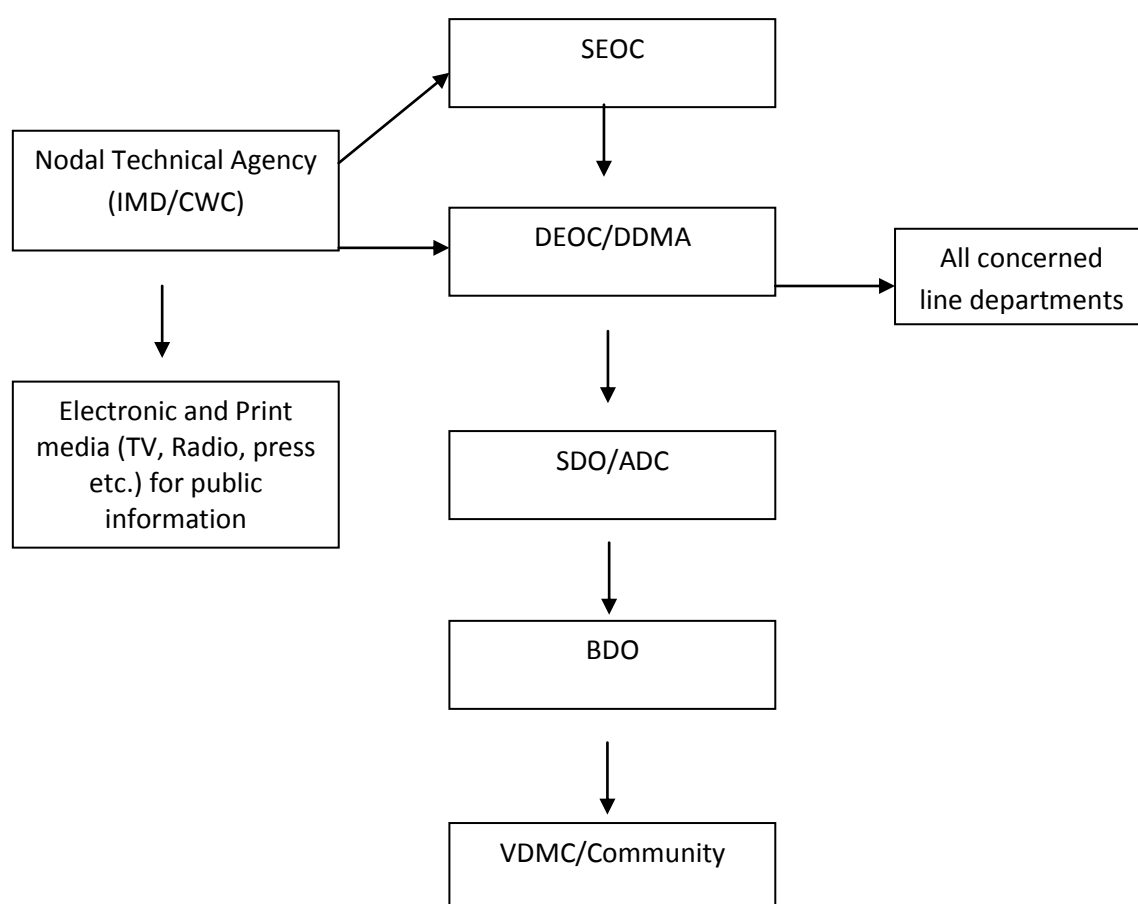
There is an institutional trigger mechanism that every agency takes its assigned role at the time of such disaster. There are two types of the Trigger

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mechanism set up depending upon the warning signals availability as mentioned below:

**Warning Signal Available:** In this case the Govt. of India/State Govt. has authorized agencies generating such early warning signals; in case the matter is very urgent needing action at Block/ Village levels, the alerts and action points will go directly to all concerned. Arrangements need to be in place to ensure prompt receipt of these signals and action thereon. After such warning/advisory received by the State Govt., the SEOC will communicate it to the DEOC urgently. The DEOC will communicate such warning to the departments at the district level.

The information flow in such cases will be as follows:-

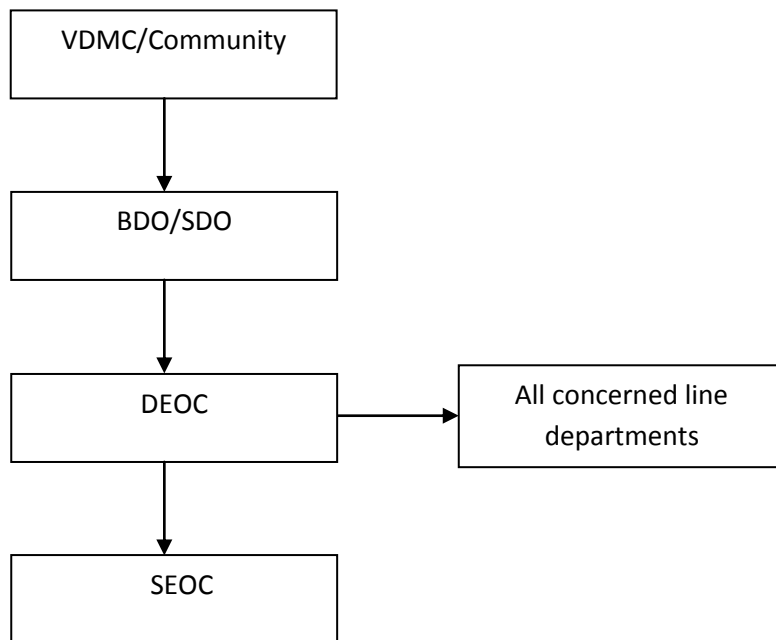


**Fig.1: Information flow chart in Case I: where early warning signals are available**

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**Without Early Warning Signal:** In this case the information starts from the place of incident through government agency or community and the institutional mechanism in such cases will be as follows:-

- The concerned village will report to the Sub-Divisional Officer/Block Development Officers/Police Station and the information should reach the Deputy Commissioner/DDMA.
- The DDMA will assess the information and assess the disaster to be of the level L0, L1, L2 or L3.
  - L0: A no-disaster situation. This is the level at which surveillance, preparedness & mitigation activities must be focused on.
  - L1: A District Level Disaster, within the capabilities of the District Administration to deal with.
  - L2: A State Level Disaster, within the capabilities of the State Government to deal with.
  - L3: A National Level Disaster, requiring major direct intervention of the Central Government.
- The DEOC will be activated and if required the SEOC will be kept at alert if assistance needed; otherwise information of the incident will be passed on to the SEOC.
- The DDMA will convene the meeting of DEOC and plan the management of the disaster as Incident Action Plan (IAP).
- The respective Incident Response Teams (IRTs) will be rushed to the site for effective management.



**Fig.2: Information Flow Chart in Case II: Where Incident happens without any early warning signals.**

The disaster response structure will be activated on the receipt of disaster warning or on the occurrence of the disaster by the competent authority. The occurrence of disaster may be reported by the concerned monitoring authority to the Relief Commissioner/SDMA by the fastest means. The SDMA/SEC will activate all departments for emergency response including the SEOC & DEOC. In addition, they will issue instructions to include the following details:

- Exact quantum of resources (in terms of manpower, equipments and essential items from key departments/stakeholders) that is required.
- The type of assistance to be provided
- The time limit within which assistance is needed
- Details of other Task/Response Forces through which coordination should take place
- The DEOC and other control rooms at the district should be activated with full strength

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## **CHAPTER VII**

### **EVACUATION PLAN**

The Evacuation component is a part of the plan which is of great importance as people will be evacuated first if there is a warning, i.e. for disaster that can be warned.

The ESF for Evacuation under the leadership of the Superintendent of Police, Mawkyrwat and Support agencies like Police Department; Dorbar Shnong, Voluntary Organization; NSS; NYK; ,VDP, NDRF; Army, Air force and Para-military forces will be responsible for evacuation especially in the town area. In rural areas, the planning has been given the responsibility to all the BDOs under their respective jurisdiction

The purpose of this Emergency Support Functions is to coordinate efforts in safely evacuating the public from a threat to life and/or health. Evacuation and movement involves the coordination of varying agencies and good communications with the public. Evacuation and movement is the responsibility of public safety and the legislative authorities of a jurisdiction. This ESF applies to those agencies and others that are necessary for an evacuation.

The ESF on evacuation is primarily responsible for establishing evacuation plans, identification of fastest evacuation routes and alternate routes and coordinating evacuation logistics during field operations.

#### **Situation Assumptions:**

Any disaster situation could cause the need for evacuation. So far particular concern to Shillong is from earthquake, flash flooding or a fire, which could cause the need for an immediate evacuation, with very little time to plan for the specific evacuation.

- Individuals and families may be displaced from their homes and may be provided shelters by one or more volunteer organizations
- Approximately 10% of the populous may seek shelter in organized shelters. The rest usually will find their own through friends, family, relatives or commercial sources
- Displaced persons may require transportation to shelter facilities. This should be provided for by private transportation
- Shelter operations will have sufficient sanitation and cooking facilities, including cold and frozen storage, to maximize the use of available products
- Most of the buildings would be damaged and would not remain serviceable.

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- Many structures would be damaged and there would be an urgent need to evacuate

#### **SOPS for Nodal Agency:**

- Team leader (TL) of Evacuation ESF would activate the ESF on receiving the warning of the disaster/disaster from District EOC
- TL would inform Nodal Officers (NOs) of other primary and support agencies about the event and ESF activation
- TL will direct the QRTs to be deployed on the affected site
- TL will gather information on availability of predefined evacuation routes
- Where the predefined evacuation routes are not available, the Nodal officer would coordinate through District EOC with other ESFs Nodal officers and the support agencies about clearing of routes and identifying alternate routes.

#### **SOPS for Quick Response Team on Evacuation**

- The QRT members will reach the Nodal office as soon as they get instructions to do so from the TL
- Once the quick response teams receive an order from the Nodal officer for reaching the site they would reach to the site immediately
- On reaching at the site the QRT members will take stock of the situation from the Incident Management Team at the site and their counter parts
- The quick response teams with the help of local task forces will start evacuating peoples to safe shelters or open areas
- The QRT members should concentrate more on evacuation in areas that have been worst affected by the disasters
- Keep reporting about all the activities to the TL
- The safe places for evacuation/Relief Shelters identified in Mawkyrwat town area are:
  - Mawlangwir Football Ground.
  - Nativity School Ground, Mawkyrwat .
  - Maharam Govt. Higher Sec. School, Mawkyrwat.
  - Nongnah Village ground
  - Mawten Village Ground
  - Sakwang Village ground.

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**Open Grounds that can be used as helipads**

- Mawlangwir Football Ground.
- Nongnah Village ground
- Mawten Village Ground



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## **CHAPTER - VIII**

### **RECONSTRUCTION, REHABILITATION AND RECOVERY MEASURES**

Recovery encompasses both short-term and long-term efforts for the rebuilding and revitalization of affected communities. Recovery planning must provide for a near-seamless transition from response activities to short-term recovery operations—including restoration of interrupted utility services, reestablishment of transportation routes and the provision of food and shelter to displaced persons. Planners should design long-term recovery plans to maximize results through the efficient use of resources and incorporate national recovery doctrine.

**Following should form a part of this section:-**

- Damage assessment mechanism
- Restoration of basic infrastructure

**Short term** - Restoration of Basic Infrastructure including roads, bridges, drinking water supply, electricity, communication network and roads/paths leading to the villages; Restoration/ Repair of the lifelines/critical buildings – repair/reconstruct the lifeline buildings /critical buildings which are necessary for treating the affected people or rehabilitation in these buildings as shelters.

- Reconstruction and Repairs
- Recovery program (both short and long term)

The nodal departments are to be assigned the responsibilities of reconstruction and restoration activities and perform these activities and restore the minimum basic infrastructure in the area which is vital for sustaining human life in the area. These departments are Health & family welfare, Social Welfare Department, MeEcl , PWD Roads and Buildings, Water Resources, PHE Department and all other relevant departments in the district..

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## **CHAPTER IX**

### **FINANCIAL RESOURCES FOR IMPLEMENTATION OF DDMP**

District Disaster Response Funds and District Disaster Mitigation Funds are proposed to be created at the District Level as mandated by Section 48 of the DM Act. The disaster response funds at the district level would be used by the DDMA towards meeting expenses for emergency response, relief, rehabilitation in accordance with the guidelines and norms laid down by the Government of India and the State Government.

All State Government Departments, Corporations and ULBs would prepare their DM plans including the financial projections to support these plans. The necessary financial allocations would be made as part of their annual budgetary allocations and ongoing programmes and should be used for mitigation and preparedness measures. They will also identify mitigation projects and project them for funding in consultation with the SDMA/DDMAs to the appropriate funding agency. The guidelines issued by the NDMA vis-a-vis various disasters should be considered while preparing mitigation projects.

DDMA should look at other options of new financial tools like catastrophe risk financing, risk insurance, micro-insurance etc. to compensate for massive losses on account of disasters.

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**CHAPTER X**  
**PROCEDURE AND METHODOLOGY FOR MONITORING, EVALUATION,**  
**UPDATION AND MAINTENANCE OF DDMP**

Evaluating the effectiveness of plans involves a combination of training events, exercises etc. to determine whether the goals, objectives, decisions, actions and timing outlined in the plan will result in an effective response. Guidelines for monitoring and evaluation of the plan are as given below:

- Regularly review the implementation of the plan.
- Check the efficacy of the plan after any major disaster/emergency in the district and see what did work and what did not work and make amendments to the plan accordingly.
- As per Sub Section (4) of Section 31 of the Disaster Management Act, 2005, the plan would be reviewed and updated annually and the year in which the plan has been reviewed would be clearly mentioned in shape of header in each page of the plan.
- Keep India Disaster Resource Inventory (IDRN) updated and connected with the plan.
- Update coordinates of responsible personnel and their roles/responsibility every six months or whenever a change happens. Names and contact details of the officers/officials who are the nodal officers or the in-charge of resources to be updated on regular basis.
- Plan should be web enabled with access on intra and internet.
- Plan should be circulated to all stakeholder departments, agencies and organizations so that they know their role and responsibilities and also prepare their own plans.
- Regular Drills/exercises should be conducted to test the efficacy of the plan and check the level of preparedness of various departments and other stakeholders.
- Regular training and orientation of the officers/officials responsible to implement the plan should be done so that it becomes useful document to the district administration.

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- Army, NDRF, SDRF and other agencies should be integrated into the plan exercise regularly.
  - DDMA should hold Regular interaction and meetings with the Army or any other central government agencies for strengthening coordination during disasters.
  - The DEOC should be made responsible for keeping the plan in updated form and collecting, collating and processing the information.

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## **CHAPTER XI**

### **COORDINATION MECHANISM FOR IMPLEMENTATION OF DDMP**

Dealing with a major disaster requires resources from outside the district. When the capacities of a district administration are overwhelmed, higher levels are called upon to assist. Likewise, assets and capabilities in the corporate and non-governmental sectors available around the district may be brought to bear.

There are many actions undertaken by participants in disaster management that support this goal, both pre-disaster (to forestall or reduce potential damage) and post-disaster (to recover from actual damage) and ideally these activities would reduce the potential effects of a disaster significantly. For achieving this objective, the plan should have a pre-established and practiced mechanism for Inter, intra and extra agency coordination.

Communication is the most important tool for effective coordination. Generally, Emergency Operation centre (EOC) is the enabler of communication and coordination. EOC communication and coordination plan (EoC-SoP) should specify procedures for interfacing with different stakeholders during all phases of emergency, as stated in the DDMP framework. Pre-Disaster meetings to review the DDMP with all stakeholders should be planned.

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## **CHAPTER XII**

### **STANDARD OPERATING PROCEDURES (SOPs)** **AND CHECK LIST**

#### **12.1 Standard Operating procedures (SOPs)**

Standard Operating Procedures (SOPs) are a common method of implementing instructions. SOPs provide response protocols for carrying out specific responsibilities. They describe who, what, when and how SOPs are appropriate for complex tasks requiring step-by-step instructions for performing a task.

#### **12.2 SOP for Earthquake (without warning situation)**

Earthquakes can neither be predicted nor prevented. When an earthquake strikes, the district team must be ready to respond. To survive, the administration and neighbourhood community members should be prepared with 'survival plans'. The basic approach should be: (a) Avoid injury to self and help others; (b) minimize damage to Critical Infrastructure and Key Resources (CIKR) installations and property; (c) Be prepared to survive and function for at least 72 hours after an earthquake without help from external aid.

#### **12.3 Special Hazards/Precautions**

- Earthquake impact can cause damage to critical infrastructures including telecom, power transmission, water supply, gas or oil pipelines resulting in pipe rupture or blast from ignition of accumulated associated well gas and vaporization of crude oil pool.
- Each agency must immediately shut down all operations and supply in pipeline / transmission lines as per their on-site emergency response plan.
- Depending upon the intensity, <6 Magnitude evacuation may be required for both within the facility as well as for neighbouring community to assemble in designated open ground/ muster point.
- Fire fighting, search and rescue teams to be kept in standby for any emergency rescue operations.
- Emergency coordination team to monitor the situation.

- Only after proper safety inspection, critical infrastructure facilities may be asked to resume their operation.

#### 12.4 Emergency Response Resource Requirements

- **Emergency Communication** - Sat phones for wide area communication , Wireless for local area communication
- **Fire management services** -Mobile fire protection system
- **Specialised resources** – SAR, Specialised equipments for SAR
- **Manpower**- Additional fire fighters/support personnel
- **Medical** –Ambulances, Doctors, Nurses, Stretchers, Pharmacy supply / First aid kits
- **Law and Order** –Police

#### 12.5 Incident Action Plan

Task/Function/Activity	Department/Officer Responsible
Raise alarm	
The staff to follow 'drop-cover-hold' procedures and assemble at pre-designated safe muster points	All staff
Emergency Alarm/Notification/ Notify Authorities & external agencies	RO/IC/EOC
Issue instructions to shut down all operations immediately on CIKR	RO/IC/EOC
Activate IRTs	RO/IC
Assess situation, make evacuation plan and evacuation	IRT
Activate special resources for SAR including JCBs, Earth-movers, Steel cutters	IRT
Coordinate and mobilize specialized medical teams with mobile operation theatres	IRT
Coordinate and mobilize transport and	IRT

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logistics	
Assess Hazards – potential for leakage and consequent explosion	IRT
Cordon off the area – Establish “hazard zone” and secure area from unauthorized entry.	IRT
<b>Community Evacuation Plan</b>	Community
Trigger alarm/early warning siren and evacuate community to pre-designated open ground	Community & IRT
Ensure speedy coordination for evacuation	IRT
Attend the injured with first aid and transport them to hospital	IRT
Assure the people by sharing the real impact of incident and seek their cooperation	IRT
Provide temporary shelter with water, food and sanitation facilities	IRT
<b>Conduct Damage Assessment</b>	IRT
Only after thorough check-up and formal clearance, community can be permitted to return to their habitation	IRT

## 12.6 SOP for Flash Flood/Thunderstorm/Cyclone (with warning situation)

### Precautions:

- Flooding can disrupt continuity of Governance and the life of the community
- Flooding can lead to disruption in electrical supply and communication and cause damage to roads, bridges and other infrastructure.
- Depending upon the level and quantum of water inundation evacuation required for community to move to safe zones.



- Search and rescue teams to be kept in standby for any emergency rescue operations
- Emergency coordination team to monitor the situation
- Ensure that drainage channels / nallas are de-silted and bunds are periodically maintained.

#### 12.7 Emergency Response Resources:

- **Specialist Resources** -Search and rescue teams (divers/swimmers, Emergency Medical; Specialized equipment- like boats, life jackets (helicopters), etc.
- **Manpower** -Support Personnel
- **Medical Support** -Ambulances (complete with emergency medication), Doctors, Nurses, Stretcher Bearers, Oral Rehydration Satchets (ORS)
- **Law & Order Agencies** -Police
- **Other Essentials** -Water storage tanks, Chlorine tablets , Temporary shelters with sanitation facilities, Temporary common kitchen or food packets

#### 12.8 Incident Action Plan

Task/Function/Activity	Department/Officer Responsible
Raise alarm/Mass messaging/Community siren system	IPR
Look out for regular updates from Indian Meteorological Department (IMD) and Central Water Commission (CWC) for forecast and follow up action	EOC/IPR/IMD
Alert all IRT & ESF to start working on their role	RO/IC
Raise alarm if water level is reaching critical level of jeopardizing safety of	IRT

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infrastructure	
Assess situation, make evacuation plan and move community to safer zones	IRT
Activate special resources <ul style="list-style-type: none"> <li>• Search and rescue (divers/swimmers, boats, life jackets, searchlights, nylon ropes)</li> <li>• Specialized equipment (helicopters, sandbags, crowbars, spades, portable motor pumps)</li> </ul>	IC
Close / cordon flooded roads and areas from entry	IRT
Assess situation hour to hour in close contact with IMD/CWC and other agencies	IRT
Conduct damage assessment	IRT
Only after thorough check-up and formal clearance, community can be permitted to return to their habitation	IRT

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## **ANNEXURES**

### **District Emergency Operations Centre-**

#### **ANNEXURE 1: DISTRICT DISASTER MANAGEMENT AUTHORITY (DDMA)**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>	<b>Status</b>	<b>Address</b>	<b>Contact Nos.</b>
<b>1.</b>	Smti. R.Lyngdoh , IAS,	Deputy Commissioner	Chair-person	O/O Deputy Commissioner, South West Khasi Hills, Mawkyrwat	<b>(O):</b> <b>(F):</b> <b>(M):94361-06109</b> <b>(M):0</b>
<b>2.</b>	Shri. H. Lyngdoh	Executive Member, District Council	Co-Chairperson	O/O Khasi Hills Autonomous District Council, Mawkyrwat.	<b>(O):</b> <b>(M):09436104009</b> <b>9863024568-</b> <b>mansturdy</b>
<b>3.</b>	Shri H.Diengdoh	Addl.Deputy Commissioner	CEO	O/O Deputy Commissioner, South West Khasi Hills, Mawkyrwat	<b>(O):</b> <b>(M): 09436302114</b>
<b>4.</b>	Shri H.G. Lyngdoh, MPS	Superintendent of Police	Member	O/O Supdt. Of Police, South West Khasi Hills, Mawkyrwat .	<b>(O):</b> <b>(R):</b> <b>(M):09436103993</b> <b>(F):</b>
<b>5</b>	Dr.M. Marbaniang	DM&HO	Member	O/O District Medical & Health Officer, South West Khasi Hills,	<b>(M):</b>

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DISTRICT DISASTER MANAGEMENT AUTHORITY, MAWKYRWAT

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				Mawkyrwat	
<b>6</b>	Vacant	Superintendent Engineer, PWD, Roads	Member	O/O Superintendent Engineer, PWD (R ), South West Khasi Hills, Mawkyrwat	<b>(M):09436100832</b>
<b>7</b>	Smti S. Mihsil	District Agriculture Officer	Member	O/O District Agriculture Officer , South West Khasi Hills, Mawkyrwat	<b>(M):09863080792</b>

**ANNEXURE 2. IMPORTANT CONTACT NUMBER OF SOUTH WEST KHASI HILLS DISTRICT.**

<b>SL. NO.</b>	<b>NAME OF OFFICERS</b>	<b>DESIGNATION</b>	<b>CONTACT NO.</b>	<b>EMAIL ADDRESS</b>
1.	Smti. R. Lyngdoh, IAS	Deputy Commissioner, SWKHD, Mawkyrwat.	94361-06109	
2.	Shri H.G. Lyngdoh, MPS	Superintendent of Police, SWKHD, Mawkyrwat	0943610399 3	<a href="mailto:spmawkyrwat@gmail.com">spmawkyrwat@gmail.com</a>
3.	Shri W. Biam, MCS	Addl. Deputy Commissioner	9856994407	
4.	Smti. R. Iangrai, MCS	Addl. Deputy Commissioner	9863068652	<a href="mailto:riakorliniangrai@gmail.com">riakorliniangrai@gmail.com</a>
5.	Shri. H. S. Diengdoh, MCS	Addl. Deputy Commissioner	9436302114	<a href="mailto:ssmalthus@yahoo.com">ssmalthus@yahoo.com</a>
6.	Shri. A. Nongbri, MCS	BDO/ EAC SWKHD, Mawkyrwat	8575743423 / 9402546618	<a href="mailto:alenongbri@yahoo.com">alenongbri@yahoo.com</a>
7.	Miss. D. Kharshiing, MCS	E. A. C. O/O Deputy Commissioner	8794253442 / 8974059224	<a href="mailto:daallii@yahoo.com">daallii@yahoo.com</a>
8.	Smti. S. Ch. Momin, MCS	E. A. C. O/O Deputy Commissioner	0948510218 1/ 0961556261 5	<a href="mailto:shelleymomin@gmail.com">shelleymomin@gmail.com</a>
9.	Shri. F. B. Basan, MCS	BDO/ EAC SWKHD, Ranikor	0943636242 0	
10	Dr.M. Marbaniang	DMHO	9436105574	
11.	Dr. F. R. Lartang	Senior Specialist,	9436165337	<a href="mailto:Seniorspecialist.mktchc">Seniorspecialist.mktchc</a>

		Mawkyrwat CHC		<a href="mailto:">@yahoo.in</a>
12.	Dr. W. E. Litting	District A.H. & Vety. Officer, SWKHD, Mawkyrwat	9436337162	NIL
13.	Shri. S. Phanbuh	DPRO, SWKHD, Mawkyrwat	8974007697	
14.	Shri. F.Sohlang	E. E. PWD, (Rds), SWKHD,Ranikor	9402578039	
15.	Shri. Bary K. Syiem	District Horticulture Officer, SWKHD, Mawkyrwat	9436110914	<a href="mailto:barysyiem@gmail.com">barysyiem@gmail.com</a>
16	Smti B. Wanshong	Asst Director of Horticulture(MKT)	8258881376	
17.	Shri D. Shabong	E. E. (PHE), SWKHD, Mawkyrwat	9402196462	<a href="mailto:dshabong2014@gmail.com">dshabong2014@gmail.c om</a>
18.	Shri. M. Kharnaier	E. E. PWD, (Rds), SWKHD, Mawkyrwat	9436117669	<a href="mailto:markhia@yahoo.com">markhia@yahoo.com</a>
19.	Smti. S. Mihsil	District Agriculture Officer, SWKHD, Mawkyrwat	0986308079 2	<a href="mailto:sildarismihsil@gmail.com">sildarismihsil@gmail.co m</a>
20.	Shri. B. Mawlieh	Station Officer, Fire & Emergency, Mawkyrwat	03656- 290700	NIL
21	Shri. P. K. Snaitang	Inspector of Supply	0961247461 8	NIL
22	APS Warnongbri	General Manager, DCIC,Mwt	9436102756	

23	Smti. B. Laitstep	Sub Registra Cooperative Society	9436336288	
24	Smti B. Blah	SCO, Sub Registra Cooperative Societies	9436306504	
25	Shri M.P. Jala	Inspector of Legal Metrology	9856583179	
26	Shri Albertson Lyngdoh	District Statistical Officer	9615500038	albertson <a href="mailto:lyndoh@yahoo.com">lyndoh@yahoo.com</a>
27	Shri T. Wahlang	I/C DSEO, Mawkyrwat	8014193008	
28	Shri M.Kharbudon	Research Assistant, Dist. Planning Office	8014460452	
29	Shri O. Kharbuli	AEE, Mawkyrwat, Me.PDCL	9856033048	<a href="mailto:okharbuli@yahoo.co.in">okharbuli@yahoo.co.in</a>
30	B. Majaw	JE, Mawkyrwat, Me.PDCL	94363-03670	
31	Smti N.F. Sunn	CDPO, Mawkyrwat	9615969800	
32	Shri Daniel Dan	District Sports Officer	9436301601	
33	Shri E.G. Sohklet	Treasury Officer	9436103017	
34	Shri A. Lyngdoh	Accountant	9436700465	
35	Smti P.Suchiang	District Social Welfare Officer	9436103008	
36	Smti B. Wanniang	Supervisor	9856901226	
37	Shri S. Mawlong	Border Area Development Officer, Ranikor.	9402544897	Shongdor Mawlong @gmail.com
38	Shri B.J. Dkhar	Border Area Development	9774102791	bjdkhar@gmail.com

		Officer, Mawkyrwat		
39	Smti Halleynia Sahkhar	Child Devt. Project Officer, Ranikor	9402150388	
40	Shri D. Nongtdu	AEE PWD (Rds)Mawkyrwat Sub Divn	9856469935	
41	Smti Daily Grace Lyngdoh	Superintendent of Fisheries	9436312538	<a href="mailto:sfswkhd@gmail.com">sfswkhd@gmail.com</a>
42	Shri Oman Leyoo Passah	Fishery Officer	9856173518	
43	Shri Hamklet Suchiang	Asst Conservator Forest	9856576402	<a href="mailto:Hamklet12@gmail.com">Hamklet12@gmail.com</a>
44	Shri Mediator Wanniang	Beat Officer O/o Range Forest Officer		
45	Shri Wooward Syiemlieh	SDO Mawkywat Sub Divn	9856000141	woodwardsyiemlieh365@gmail.com
46	Shri B.J. Syiem	SDO, Ranikor Sub Divn	8794862949	
47	Shri B.C. Sarma	SDO TC	8794862949	
48	Shri K. Snaitang	DPM, DRDA	9863599631	
49	Smti M Kharlyngdoh	Vice Principal Cum I/C PrincipalMaharam Govt. H/S School	9436312465	<a href="mailto:mklyngdoh@gmail.com">mklyngdoh@gmail.com</a>
50	Shri Carlden Wahlang	EE(WR)	9862721094	<a href="mailto:wrdskh@gmail.com">wrdskh@gmail.com</a>
51	Shri O T Lyngwa	DSWCO, Soil & Water Conservation Department	9436165249	<a href="mailto:otlyngwa@gmail.com">otlyngwa@gmail.com</a>
52	Dr. S.B. Marak	AH&VO	9089687746	Meg-ranikor@nic.in



**ANNEXURE 3 :NAME AND CONTACT NUMBERS OF IMPORTANT POLICE OFFICERS FOR DISASTER MANAGEMENT:**

<b>Sl No</b>	<b>Rank &amp; Name</b>	<b>Designation</b>	<b>Mobile</b>	<b>Email</b>
1	<b><u>Shri H.G. Lyngdoh,</u></b> <b><u>MPS</u></b>	<b><u>Superintendent of Police</u></b>	<b><u>9436103993</u></b>	N/A
2	Shri L.W. Nongpluh, MPS	Dy. Superintendent of Police, (HQ)	9436731749	
3	Inspr. P.S. Khongtip	IBI(Infil/DSB)	9856011690	
4	INSP K. N. Sangma	Circle Inspector (Mwt)	0940126694 3	
5	INSP P.K. Kharlyngdoh	ProsecutingInspector Mawkyrwat Court	0943630715 9	
6.	Inspr. Motilal Hajong	Attached Officer Mwt Police Reserve	9436744664	
7	SI J.R.Marak	IC Borsora CP	0940254185 1	
8	SI C. Ch.Marak	IC Nonghyllam AD Camp	9436334114	
9	SI A.R. Deep	OC Ranikor PS	0940284658 5	
10	SI R.D.Shira	MTO Mwt	0986376430 8	
11	SI R.H.Koch	IC Gumaghat CP	0943672712 6	
12	SI E. B. Manih	IC DSB Mawkyrwat	0940231131 0	
13	SI.P.C. Malngiang	IC DCRB, Mwt	0841408687 8	

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14	SI O.S.L Nonglait	RSI Mawkyrwat	0857504929 7	Shaniah.nonglait@gmail.com
15	SI D. Myrthong	SO, F&ES, Mawkyrwat Station	9856177717, 903656- 290700	
16	SI S.Katrai	I/C,Cyber cell, Mwt	0940219057 2	
17	WPSI J. M. Kurbah	Mawkyrwat PS	0986314061 3	
18	SI T. Kharbani	OC, MPRO, Mawkyrwat Station	0985648937 2	
19	SI Ban Thangkiew	2 <sup>nd</sup> OC Mwt PS	0857536381 7	
20	SI K. Jyrwa	IC, Anti Infiltration (Special Squad), Mawkyrwat	0985681819 3	
21	SI B. Shadap	Mwt PS	9615860388	
22	SI ACL Nonglait	Reserve Officer, Mwt	9856801774	

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**ANNEXURE 4: OTHER IMPORTANT OFFICES WITH CONTACT NUMBERS:**

Sl.No.	Name of Offices	Contact Numbers
1	Indian Red Cross Society, Meghalaya Branch, Oxford Hill, Kenches Trace, Laban, Shillong	2223403/2220459/2223674
2	All India Radio, Shillong	2224153/2230075/2223057/2224439
3	Doordarshan Kendra, Shillong.	2580312/2580320/2580311
4	Meghalaya Transport Corporation	2232779/2222864
5	Head Quarter Army 101 Area, Shillong	2224300/2224302
6	Eastern Air Command, Upper Shillong	2561461/2561465
7	National Disaster Response Force, Guwahati	0361-2841464, Fax-2840284
8	Indian Meteorological Department, Shillong	2560106
9	Indian Meteorological Department, Guwahati	0361-2840225/2840552/2842421 (F)
10	North Eastern Space Applications Centre, Shillong	2570141, Fax-2570139
11	Chief Engineer, Central Water Commission, NER	2226226

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**ANNEXURE 5. TRADERS:**

<b>Type of Traders</b>	<b>Contact person &amp; Address</b>	<b>Telephone office/ residence</b>
Medicine	Shri. S. L. Marshilong, Mawkyrwat.	-
Medicine	Shri. D. Nongsiej, Mawkyrwat	-
Building Materials	Shri. B. Sohkhlet, Mawkyrwat	-
Building Materials	S.K. Lyngdoh, Mawkyrwat	-
Building Materials	Shri. M. Marwein, Mawkyrwat	-
Building Materials	Shri. T. Lyngkhei, Mawkyrwat	-
Building Materials	Shri. M. K. LYngdoh, Mawkyrwat	-
Medicine	Shri. D. Nongsiej, Mawkyrwat	-
Medicine	Shri. G. Thongni, Mawkyrwat	-

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Medicine	Shri. Y. Nongsiej, Mawkyrwat.	-
Grocery	Shri. T. Marwein, Mawkyrwat	-
Grocery	Smti. M. K. Lyngdoh, Mawkyrwat	-
Grocery	Smti. Hun Khardewsaw, Mawkyrwat	-
Grocery	Shri. Tri Nongsiej, Mawkyrwat	-
Grocery	Smti. Aida K. Lyngdoh, Mawkyrwat	-
Grocery	Shri. S. K. Lyngdoh, Mawkyrwat	-
Grocery	Shri. K. L. Lyngdoh, Mawkyrwat	-
Grocery	Shri. B. Thongni, Ranikor	-
Grocery	Smti. T. Marwein, Ranikor	-
Building Materials	Shri. M. Marak, Mawpyllun	-
Grocery	Smti. K. Thongni, Ranikor	-
Medicine	Shri. K. Marak, Ranikor	-
Kerosene	Shri. B. Sangma, Pamdaba	-
Medicine	Shri. S. Thongni, Mawkyrwat	-

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**ANNEXURE 6 FIRE & EMERGENCY SERVICE INFORMATION:****FIRE AND EMERGENCY SERVICES OF SOUTH WEST KHASIHILLS DISTRICT:-**

<b>Sl No</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile</b>	<b>Email ID</b>
1	K Romingstar Shylla	Sub Officer	<b>9615453120</b>	
2	Wargust Pachiang	Leading Fireman	8794741962	
3	Madan K R KChourasiya	Fireman	9774383226	
4	Sengning K Marak	Fireman	9615591619	
5	Sachin Mohato	Fireman	9862265210	

<b>Name of the Fire &amp; Emergency Service Station</b>	<b>Telephone No.</b>	<b>Disposition of Vehicles &amp; Pumps</b>	<b>Disposition of man Power</b>	<b>Remarks</b>
Mawkyrwat Fire & Emergency Service Sub-Station	03656-290700	1. W/T.P= 2 Nos 2. Pump = 1 No	1. S. O. = 1 No 2. L/FM=2 Nos 3. D/FM=3 4. FM=8 5. Sweep = 1 Total= 15 Nos	1. On attachments for the other F & ES Station Sub-Officer=2, , L/FM=1, D/FM=2, FM=7,Mech =1 Total=13

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**ANNEXURE 7 : PHC/ CHC/SC IN THE DISTRICT :-****Name of staff & telephone No under DM&HO South West Khasi Hills District**

<b>Sl No</b>	<b>Name Of Office/CHC/PHC/SC</b>	<b>Name of staffs</b>	<b>Designation</b>	<b>Phone No.</b>
<b>1</b>	<b>DM&amp;HO Office</b>	<b>Dr. M Marbaniang</b>	<b>DM&amp;HO</b>	
<b>2</b>		<b>Smt. Ibadapjingkyrmen Myrthong</b>	<b>LDA (Officiating)</b>	
<b>3</b>		<b>Shri. Martin K. Wanniang</b>	<b>Peon (Officiating)</b>	
<b>4</b>		<b>Smt. Edralin Lyngoh</b>	<b>CE</b>	
<b>5</b>		<b>Smt. Dolcymory Thongni</b>	<b>CE</b>	
<b>6</b>		<b>Smt. Kyntiewlin K. Jahrin</b>	<b>CE</b>	
<b>7</b>		<b>Smt. Ibandarihun Wanniang</b>	<b>CE</b>	
<b>8</b>		<b>Smt. Goldaman Nongrum</b>	<b>CE</b>	
<b>9</b>		<b>Shri. Bernard Saibone</b>	<b>CE</b>	
<b>10</b>		<b>Smt. Daphisha Nongrum</b>	<b>CE</b>	
<b>1</b>	<b>Mawkyrwat CHC</b>	<b>Dr.F.R Lartang</b>	<b>Sr. Specialist Grade-I</b>	<b>9436165337</b>
<b>2</b>		<b>Dr.W.L .Narry</b>	<b>M&amp;HO</b>	<b>9863495890</b>
<b>3</b>		<b>Dr A. Lyngdoh</b>	<b>M&amp;HO</b>	<b>7308056773</b>
<b>4</b>		<b>Dr .R. Lathong</b>	<b>M&amp;HO</b>	<b>9856909569</b>
<b>5</b>		<b>Dr. Nadon</b>	<b>Dental Surgeon</b>	<b>9863087917</b>
<b>6</b>		<b>Dr. Nangbha Dkhar</b>	<b>Ayush Physician</b>	<b>9863116247</b>

7		Smt. A.B.Lyngkhohi	Staff Nurse	9436302178
13		Smt. I. Kharkongor	Staff Nurse	9863346863
14		Shri. E. Syiemlieh	Staff Nurse	8014828233
15		Smt. P. Lyngdoh	Staff Nurse	8575980280
		Balari K.Lyngdoh	Staff Nurse	
17		Smt. D. Syiemlieh	LHV	9615514980
18		Smt. D. Lyngkhohi	ANM	9485049490
19		Smt. P. Wanniang	ANM	9863356307
20		Smt. L.Wanniang	ANM	9856832233
21		Smt. P. Marwein	ANM	9863356089
22		Smt. B. Marwein	ANM	9863599732
23		Smt. Y. Biam	Pharmacist	9863356363
24		Shri. S. Nongsiej	Pharmacist	9436302150
25		Smt. B. Iawphniaw	UDA	8014494864
26		Smt. S.Thangkhiew	LDA	9856028188
27		Smt.I.Papang	LDA	8575451280
28		Shri. C. Nonglang	Computer Clerk	8014660394
29		Shri.K.K.Nongrum	UDA cum storekeeper	-----
30		Smt.S. Shangpliang	Lab. Tech	9612630167
31		Shri. V. Marbaniang	Lab. Tech	8414087581
32		Smt. B. Lyngkhohi	Microscopist	-----
33		Smt. A. Wanniang	Radiographer	8575663516
34		Shri. B. Shullai	Radiographer	9856989696
35		Smt. S. Lyngdoh	Dental tech	9856039054
36		Shri . P. Markhap	Surveillance Inspector	9863363724
37		Shri.S.Nongsiej	Surveillance Inspector	
38		Shri. M. Lyngkhohi	Vaccinator	9615463645
39		Smt.F.Wanniang	Vaccinator	
40		Shri. P.Iawphniaw	Peon	9615753785



41		Shri. K.P.Lyngdoh	Paniwala	----
42		Shri. D.K. Lyngdoh	Driver	9615514980
43		Smt. R.Mawkhan	Chowkidar	9615911949
44		Smt. P. Lyngdoh	Chowkidar	9615610128
45		Smt.M. Khongsit	Gr IV	-----
46		Smt.B.Lyngkhai	Ward Girl	9402546802
47		Smt.S. Iawphniaw	Gr IV	8014215873
48		Shri. F.K.Bani	Cook	9615251290
49		Smt. B.Syiemlieh	Sweeper	8014893781
50		Smt. D. Marbaniang	BPM	8014682841
51		Shri C. Khyllap	BDM	9856767818
52		Shri. F.Kurbah	BAM	8575745877
53		Smt. H.Lyngkhai	CHC Acct	9615498255
54		Smt. L. Nongrum	SN	9856412123
55		Smt. A. Lyngkhai	SN	9856588228/ 9436302178
56		Smt. B. Nongrem	SN school health	9615916790
57		Smt. S. Malngiang	ANM school health	9615504155
58		Smt.W.Lyngkhai	ICTC Counsellor(cont ractual)	9856404863
59		Smt.R.Shangpliang	ICTC Lab.Tech (contractual)	
60		Smt. Ibanring Shylla	CE	
61		Smt . Wanaikerlin Lyngdoh	CE	
62		Smt. Tendarly Nongrum	CE	
63		Shri. Kandedo Thongni	CE	
64		Shri. Kordor	CE	

		<b>Lyngdoh</b>		
<b>65</b>		<b>Smt. O. Syiemlieh</b>	<b>CE</b>	
<b>66</b>		<b>Smt. Ristalin Lyngdoh</b>	<b>CE</b>	
<b>67</b>		<b>Smt. Iadalin Marbaniang</b>	<b>CE</b>	
<b>68</b>		<b>Shri. Boldwen Lyngdoh</b>	<b>CE</b>	
<b>69</b>	<b>Jakrem SC</b>	<b>Shri. M. Turnia</b>	<b>Sanitary Inspector</b>	<b>9402546070</b>
<b>70</b>		<b>Smt. H. Syiemlieh</b>	<b>ANM</b>	<b>9863551865</b>
<b>71</b>		<b>Smt. D. Ramsiej</b>	<b>BHW</b>	<b>9856658332</b>
<b>72</b>		<b>Shri. N.Jyrwa</b>	<b>Chowkidar</b>	<b>9615788576</b>
<b>73</b>		<b>Smt. W. Syiemlieh</b>	<b>ANM</b>	<b>8014757487</b>
<b>74</b>		<b>Smt. Medalin K. Wanniang</b>	<b>CE</b>	
<b>75</b>	<b>Photjaud SC</b>	<b>Smt. E.Shangdiar</b>	<b>ANM</b>	<b>9436160093</b>
<b>76</b>		<b>Smt. H. Wanniang</b>	<b>ANM</b>	<b>9856527582</b>
<b>77</b>		<b>Smt. F.K. Lyngdoh</b>	<b>BHW</b>	<b>9856484521</b>
<b>78</b>		<b>Shri. P.K. Jahrin</b>	<b>Sanitary Inspector</b>	<b>9436951988</b>
<b>79</b>		<b>Shri. T.Shangdiar</b>	<b>Chowkidar</b>	<b>9615922110</b>
<b>80</b>		<b>Smt. M. Lyngdoh</b>	<b>PHC</b>	<b>9863188378</b>
<b>81</b>	<b>Phlangkynshi SC</b>	<b>Smt M. Dkhar</b>	<b>LHV</b>	<b>9856946026</b>
<b>82</b>		<b>Smt. J.K. Kharai</b>	<b>ANM</b>	<b>9615180339</b>
<b>83</b>		<b>Shri.E. Shylla</b>	<b>BHW</b>	<b>9863688523</b>
<b>84</b>		<b>Shri. L.Iawphniaw</b>	<b>Chowkidar</b>	<b>-----</b>
<b>85</b>		<b>Smt. G.D.Iawphniaw</b>	<b>ANM</b>	<b>8014325793</b>
<b>86</b>	<b>Umjarain SC</b>	<b>Smt. N. Vaiphei</b>	<b>LHV</b>	<b>8575412685</b>
<b>87</b>		<b>Smt. H.L. Marshillong</b>	<b>ANM</b>	<b>9615044031</b>
<b>88</b>		<b>Shri .D.Lyngdoh</b>	<b>Health Assistant</b>	<b>9856815854</b>

89		<b>Smt. B. Nongphut</b>	<b>ANM</b>	<b>8014010793</b>
90		<b>Smt. Shidalin Lyngkhoi</b>	<b>CE</b>	
2		<b>Dr. Daniel D. Warbah</b>	<b>MO I/C</b>	
3		<b>Dr. Jeany D. Syiemlieh</b>	<b>MO</b>	
5		<b>Dr. Llewelyn D. Sutnga</b>	<b>(AYUSH) Homoeopathic</b>	
6		<b>Mr. Wanlamjop Kharsyntiew</b>	<b>CHO</b>	
7		<b>Ms. Balarishisha Kharmudai</b>	<b>PHN</b>	
8		<b>Mr. Hunlang Mukhim</b>	<b>Pharmacists</b>	
9		<b>Mr. Arun Chetri</b>	<b>Lab. Technician</b>	
10		<b>Ms. Dabianglang Dkhar</b>	<b>Radiographer</b>	
11		<b>Mr. Menlongkumno Suchen</b>	<b>Microscopist</b>	
12		<b>Mrs. Rupamon Iawrod</b>	<b>Staff Nurse</b>	
13		<b>Ms. Evangelyne Lyngdoh</b>	<b>Staff Nurse</b>	
14		<b>Mr. Sikkim Law</b>	<b>Staff Nurse</b>	
15		<b>Mrs. Sortilin Nengnong</b>	<b>Staff Nurse</b>	
16		<b>Ms. Ilaiasuk Mawthoh</b>	<b>Staff Nurse</b>	
17		<b>Ms. Mayshallborn Marwein</b>	<b>Staff Nurse</b>	
18		<b>Ms. Wilbiolin Wanniang</b>	<b>Staff Nurse( School Health)</b>	

19		<b>Ms. Barisha Kharjana</b>	<b>ANM( School Health)</b>	
20		<b>Mrs. Lucky Merry Nongrem</b>	<b>ANM</b>	
21		<b>Mrs. Punhunshisha Snaitang</b>	<b>ANM</b>	
22		<b>Mr. Premil Sangma</b>	<b>UDA</b>	
23		<b>Mr. Humbert Thongni</b>	<b>MTS</b>	
24		<b>Ms. Joane P. Hoojon</b>	<b>BPM</b>	
25		<b>Mr. Skhemborlang Lyngdogh</b>	<b>BAM</b>	
26		<b>Mrs. Luckcy Mary Syiemlieh</b>	<b>BDM</b>	
27		<b>Mrs. Jukrymphai Rngaid</b>	<b>Dresser</b>	
28		<b>Mr. Seibor Nongrum</b>	<b>Grade IV</b>	
29		<b>Mr. Welbin Marak</b>	<b>Grade IV</b>	
30		<b>Mr. Grossbell Marak</b>	<b>Grade IV</b>	
31		<b>Mr. Dentist Thongni</b>	<b>Sweeper</b>	
32		<b>Mr. Phostar Syiemlieh</b>	<b>Chowkidar</b>	
33		<b>Mr. Silvestar Thongni</b>	<b>Wardboy</b>	
34		<b>Mrs. Hundalin Syiemlieh</b>	<b>Wardgirl</b>	
35		<b>Mrs T. Nongtnger</b>	<b>Cook</b>	
36		<b>Ms. Dashisha Rngaid</b>	<b>Cassual</b>	
37		<b>Mr. Jamspar Kharsali</b>	<b>Cassual</b>	
38		<b>Mrs. Brilliancy Syiemlieh</b>	<b>Cassual</b>	

39		Mr. Benedict Marak	Cassual	
40		Mr. Prosen Hajong	SMI	
41		Mr. Anklestar D. Thongni	MPW	
42		Mr. Reynold D. Phanbuh	Pharmacists	
43		Mr. Khialin Syiemlieh	Driver	
44	Khonjoy PHC/SC	Mrs. Ibodency Syiemlieh	LDA	
45		Ms. Arjenish Sangma	ANM	
46		Ms. Chengma Momin	ANM	
47		Mr. Welmin Marak	Chowkidar	
48		Mr. Vincent Sangma	SW	
49		Mr. Fullmoon Marwein	Wardboy	
50	Nongnah SC	Mrs. Darihun Thongni	ANM	
51		Mr. Banlum Syiemlieh	Chowkidar	
52		Mr. Spik Thongni	SW	
53	Mawpud SC	Mrs. Merilik Thongni	ANM	
54		Ms. Ridalin Thongni	ANM	
55		Mr. Rangdajied Nonglong	Chowkidar	
56	Nonghylla m SC	Ms. Bandashisha Diengdoh	ANM	
57		Mr. Ludri Hashah	Chowkidar	

58		Mr. Ioanis P. Shylla	BHW	
59	Gellagora SC	Mrs. Apsara Rabha	ANM	
60		Ms. Yumly Marak	ANM	
61		Mr. John Saxson Marak	Chowkidar	
62	Puksora SC	Mrs. Munmun Sangma	ANM	
63		Mr. Bibross Sangma	Chowkidar	
64		Mrs. Safi Lamin	Health Assistant	
65		Mr. R.Dwos Lyngkhoi	Health Assistant	
66		Mr. Sujon N. Marak	MPW	
67		Mr. Rangstar Lyngdoh	SW	
68	Maheshkola SC	Mrs. Mayberina D. Shira	ANM	
69		Ms. Dilchi Sangma	ANM	
70		Mr. Herosingh Marak	Chowkidar	
71	Kullang SC	Ms. Iaidapkyrmen Jamu	ANM	
72		Mr. Peter Hashah	Chowkidar	
73		Mr. Winter D. Shira	Health Assistant	
1	Mawthawpdah PHC	Dr.B.Nongrum	M/O Mawthawpdah	9774065897

2	Shngima wlein SC	Dr.D.tariang	AYUSH	8575132946
3		I.B.Nongrum	CHO	9856007814
4		R.Galong	H/E	9856721441
5		A.Dkhar	S/I	9856452491
6		T.Lyngdoh	S/N	8575436664
7		O.Marwein	S/N	9485026864
8		B.Lyngkhohi	S/N	
9		C.Chyrmang	Pharmacist	8014891706
10		K.Marbianiang	Lab.tech	8575187629
11		K.Kharjahrin	BHI	9485182156
12		B.Syiemieli	Accountant	9856877212
13		B.sumer	UDA	9856381627
14		K.Iawphniaw		9436952094
15		N.Syiemiiong	ANM MPD NSC	8014586076
16		A.Langrin	H/A MPD NSC	9856946904
17		S.Lyngdoh	H/A Phlangdiloin S/C	
18		B.Rynchiang	H/A Mawsaw S/C	
19		B.Mawlong	W/G	9615961851
20		A.Iawphniaw	W/G	
21		Saradadeihun	Peon	8014340589
22		N.lapang	C/E MPD	
23		K.Kharjahrin	C/E MPD	
24		A.Thyrniang	C/E MPD	
25		A.Lyngdoh	C/E MPD	
26		J.Lyngkhohi	Malaria staff (Officiate)	
27		C.Synchiang	BHW	
28		D.Lyngkhohi	ANM Shngimawlein S/C	9856019155

29		O.Wanshong	ANM Shngimawlein S/C	
30		E.Nongrum	Chowkidar Shngimawlein S/c	9645738376
31		B.Marwein	C/E shngimawlein s/c	
32	Nongsynrieh SC	V.Riahtam	ANM Nongsynrieh S/C	9863689165
33		T.Rani	ANM Nongsynrieh S/C	9856877411
34		I.Thongni	Nongsynrieh s/c	
35		S.Marwein	C/E Nongsynrieh s/c	
36	Mawsaw SC	P.syiemlieh	ANM Mawsaw S/C	9863232415
37		N.Kharbani	ANM Mawsaw S/C	9615733637
38		T.Iawphniaw	mawsaw s/c	
39		J.Marwein	C/E Mawsaw S/c	
40		K.Iawphniaw	C/E Mawsaw S/c	
41	Rangblang SC	A.Thyrniang	ANM Rangblang S/C	8575454663
42		U.G.Marwein	ANM	9856528780



			<b>Rangblang S/C</b>	
<b>43</b>		<b>B.Paliar</b>	<b>Rangblang s/c</b>	
<b>44</b>		<b>D.Thyrniang</b>	<b>C/E Rangblang s/c</b>	
<b>45</b>	<b>Umdohlun SC</b>	<b>T.Thyrniang</b>	<b>ANM Umdohlun S/C</b>	<b>9402551792</b>
<b>46</b>		<b>D.Lyngkhai</b>	<b>ANM Umdohlun S/C</b>	
<b>47</b>		<b>R.Paliar</b>	<b>Umdohlun S/c</b>	<b>8014392087</b>
<b>48</b>		<b>S.Shangpliang</b>	<b>C/E Umdohlun S/c</b>	
<b>49</b>	<b>Phlangdiloin SC</b>	<b>R.Khardewsaw</b>	<b>ANM Phlangdiloin S/C</b>	<b>8014953453</b>
<b>50</b>		<b>M.Marwein</b>	<b>ANM Phlangdiloin S/C</b>	
<b>51</b>		<b>M.Lyngdoh</b>	<b>Phlangdiloin s/c</b>	<b>8575436807</b>
<b>52</b>		<b>C.Marngar</b>	<b>C/E Phlangdiloin S/c</b>	
<b>53</b>	<b>Wahkaji SC</b>	<b>T.K.bani</b>	<b>Chowkidar Wahkaji S/C</b>	<b>9402301028</b>

1	Rangthong PHC	Dr.M.Surong	M&HO	9856978031
2		Dr.M.Dorphang	MO(ayush)	8794799856
3		Smt.B.Tariang	HE	9856171880
4		Smt.B.Kharlyngdoh	SN	9856381178
5		Smt.D.Lyngkhai	SN	8014590623
6		Smt.K.Nongrem	ANM	9856789112
7		Smt.D.Lamare	ANM	9615862704
8		Smt.B.Nongrem	HA	9615526928
9		Smt.E.Dhar	Pharmacist	9856607784
10		Shri.B.Marshiing	Accountant	8575424117
11		Shri.E.Lyngkhai	LDA	9615252826
12		Shri.Y.Khardewsaw	MPW	9615975277
13		Shri.S.Thongni	Chowkidar	9856907371
14		Shri.R.Nongrum	Driver	9856122018
15		Shri.P.Lartang	Casual Employee	9774333134
16		Shri.R.Kharjahrin	Casual Employee	8257847541
17		Shri.T.Lyngkhai	Cook	9402194044

**ANNEXURE -8 LIST OF INSTITUTION IN THE DISTRICT ( LIST OF HIGHER SECONDARY SCHOOLS AND SECONDARY SCHOOL IN SOUTH WEST KHASI HILLS DISTRICT INCLUDING COLLEGES CYCLONE/ FLOOD SHELTER (SINGLE/ DOUBLE STORED) WITH CAPACITY)**

**STATIC FIRST AID POSTS/SHELTERS IN URBAN AREAS SECONDARY SCHOOL:**

<b>Sl. No</b>	<b>Name of School</b>	<b>Type of Shelter/ Educational Institution</b>	<b>Capacity (Room and Plinth Area)</b>	<b>Contact Person (Address and Phone No.)</b>	<b>Remarks (Single or Double)</b>
1.	Maharam Government Sec. School, Mawkyrwat	Pucca	N/A	9856052540	Double
2.	Presbyterian Sec. School, Mawkyrwat	N/A	N/A	N/A	N/A
3.	Ngunraw Sec. School, Ngunraw	Partly Pucca	N/A	9615310626	N/A
4.	Eleven Sec. School, Mawten	Pucca	N/A	N/A	N/A
5.	Presbyterian Sec. School, Nongsynrieh.	Partly Pucca	N/A	N/A	N/A
6.	Mawthawpdah Pres. Sec. School, Mawthawpdah	Pucca	N/A	9856782730	N/A
7.	Nonglang Sec School, Nonglang	Partly Pucca	N/A	9436108004	N/A
8.	Balang Mawlangwir Girls Sec School, Mawlangwir	Partly Pucca	N/A	8974239122	N/A

9.	Lyngdoh Wanniang Sec School, Marshilong	Pucca	N/A	8014935406	N/A
10.	Rymphang Sec. School, Mawjyrsim	Partly Pucca	N/A	N/A	N/A
11.	Christian Secondary School, Mawsaw	Partly Pucca	N/A	9402556157	N/A
12.	Raplang Morning Sec School, Mawkyrwat.	Partly Pucca	N/A	9863366115	N/A
13.	Jakrem Prres. Sec School, Jakrem	Pucca	N/A	9856382025	N/A
14.	United National Sec. School, Photjaud	N/A	N/A	N/A	N/A
15.	Jingiaseng Kynthei Rangthong Presbytery Girls Sec school	Partly Pucca	N/A	N/A	N/A
16.	Mawten Sec School, Mawten	Pucca	N/A	9436173757	N/A
17.	Holirai Syiemlieh Memorial Sec School	Pucca	N/A	09436302093	N/A
18.	Rangmaw Church of God Sec School, Rangmaw	Pucca	N/A	9856625940	N/A
19.	Turnia Shining Sec School, Pynnon Ngunraw	Partly Pucca	N/A	9863253485	N/A
20.	Mawranglang Pres. Sec School	Partly Pucca	N/A	9863434177	N/A

21.	Wahsiej Sec School, Wahsiej	Pucca	N/A	N/A	N/A
22.	Mawpud Sec School, Mawpud	N/A	N/A	N/A	N/A
23.	Khonjoy Sec School, Khonjoy	N/A	N/A	N/A	N/A
24.	Border Achik Sec School, Puksora	N/A	N/A	N/A	N/A
25.	Sharakrit Sec School, Nongkynbah	N/A	N/A	N/A	N/A
26	Jingaiti Sec School, Nonghyllam	N/A	N/A	N/A	N/A
27.	Lyngngam Sec School, Nongkulang	N/A	N/A	N/A	N/A
28.	Nolikata Sec School, Nolikata	N/A	N/A	N/A	N/A
29.	Keniong Sec School, Keniong	N/A	N/A	N/A	N/A
30.	Domsken Sec SchoolDomsken	N/A	N/A	N/A	N/A
31.	Indira Gandhi Memorial Sec School, Rangasora	N/A	N/A	N/A	N/A
32.	Little Star Sec. School, Mawkyrwat	Pucca	N/A	9436102551	N/A
33.	Christian Principle Sec. School, Mawkyrwat	Pucca	N/A	9856999450	N/A
34.	Mawranglang	Partly Pucca	N/A	9863434177	N/A

	Pres. Sec. School, Mawranglang				
35.	Nongpynden Pres Sec. School, Sakwang	Pucca	N/A	9863346873	N/A
36.	Phlorosi Dew S/S, Mawkyrwat	Pucca	N/A	09436333640	N/A
37.	Modern Academy S/S, Rangmaw	Pucca	N/A	9436118322	N/A
38.	Umjarain Hot Spring Sec. School, Umjarain	Partly Pucca	N/A	N/A	N/A
39.	Sainjingtip Multi- purpose Sec. School, Mawlangwir	Pucca	N/A	03656290637	N/A
40.	Seven Sister Sec. School, Mawmitbah	Pucca	N/A	9856924505	N/A
41.	St. Mary's Sec. School, Rangblang	Pucca	N/A	9856725235	N/A
42.	Pres. Sec. School, Mawlangwir	Pucca	N/A	9436723328	N/A
43.	Marshillong Pres. Sec. School, Marshillong	Pucca	N/A	9856381932	N/A
44.	Pyndendiwah R. C. Sec. School, Pyndendiwah	Partly Pucca	N/A	9615197996	N/A
45.	Pyndensakwang Sec. School, Sakwang	Pucca	N/A	N/A	N/A

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**8.1 STATIC FIRST AID POSTS/SHELTERS IN URBAN AREAS SECONDARY****SCHOOL:**

<b>Sl. No</b>	<b>Name of School</b>	<b>Type of Shelter/ Educational Institution</b>	<b>Capacity (Room and Plinth Area)</b>	<b>Contact Person (Address and Phone No.)</b>	<b>Remarks (Single or Double)</b>
1.	Nativity Higher Sec School , Mawkyrwat	Pucca	N/A	09863356243	Double
2.	Rangthong Christian Higher Secondary School, Mawkyrwat.	Pucca	N/A	03656290033	Double
3.	Hynriew Shnong Higher Secondary School, Mawkyrwat.	Pucca	N/A	9856789083	N/A
4.	Balang Mawlangwir Higher Secondary School, Mawkyrwat.	Partly Pucca	N/A	9863253485	N/A
5.	Mawthawpdah Presbyterian Higher Secondary School, Mawkyrwat.	N/A	N/A	N/A	N/A
6.	Horirai Higher Secondary School, Mawkyrwat.	N/A	N/A	N/A	N/A

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**8.2 STATIC FIRST AID POSTS/SHELTERS IN URBAN AREAS SECONDARY****SCHOOL:**

<b>Sl. No</b>	<b>Name of College</b>	<b>Type of Shelter/ Educational Institution</b>	<b>Capacity (Room and Plinth Area)</b>	<b>Contact Person (Address and Phone No.)</b>	<b>Remarks (Single or Double)</b>
1.	Sngap Syiem College, Mawkyrwat.	Pucca	N/A	N/A	Double



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**ANNEXURE 9 : S.K.OIL DEALERS:**

<b>1</b>	<b>M/s.Mawlong, Enterprise, Weilo</b>	<b>Contact No. 96154-30365</b>
<b>Sl.No.</b>	<b>S.K.OIL DEALER</b>	<b>S.K.OIL CENTRE</b>
1	Shri. Lanton	Upper-Rajapara
2	Shri. Mrankly	Domshken
3	Shri. Phindar	Nongthymmai-Raidewsaw
4	Shri. Bijoy	New-Moilam
5	Shri. Lainbording	Panchering-B
6	Shri Ristingland	Phodkroh
7	Shri Dominus	Gulsora
8	Shri. Sujendro	Koltapara
9	Shri. Pailish	Rajapara
10	Shri. Kyrshan	Balat
11	Shri. Duronto	Koraikora
12	Shri. Breminstar	Ranikor
13	Shri. Phemet	Rangasora
14	Shri. Nimbush	Upper-Puksora
15	Shri. Anderson	Khonjowai

16	Shri. Enesh	Nolikata
17	Smti. Aibilin	Umpung
18	Shri. Brelent	Lower-Umsih
19	Shri. Rohendro	Munaisora
20	Shri. Deswell	Sarin-B
21	Shri. Darius	Myriaw
22	Shri. Esbishonroy	Panchering-A
23	Shri. Samish	Kakorkora
24	Shri. Worningshon	Sarin-A
25	Shri Phulman	Mawlongbah
26	Smti. Aprilla	Pomdaba
27	Shri. Shantu	Old-Moilam
28	Shri. Bikendro	Bolabeta
29	Shri. G.D.Marak	Mawpyllun
30	Smti. R.Nonglong	Pyndenlaru
31	Smti. Tomilla	Gillagora
32	Shri. Letin	East-Rangasora
33	Shri Holyson	Chimasora
<b>2</b>	<b>M/s. S.Hynniewta, Mawkyrwat Sub-Depot</b>	<b>Contact No. 94361-04063</b>
<b>Sl.No.</b>	<b>S.K.OIL DEALER</b>	<b>S.K.OIL CENTRE</b>

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1	Smti.Ephrida	Jakrem-B
2	Smti. Bless	Pyndenlyngdoh
3	Shri. Klaining	Keniong-Thiepdingan
4	Smti. Lilytifull	Rangthong-Nongbah
5	Smti. Roslinda	Mawmerang
6	Shri. Worbet	Wahsiej
7	Smti. Klandingstar	Sohkhyllam
8	Smti. Syntarlin	Nonglang – II
9	Shri. Kosparlin	Nonglang-III
10	Shri. Limrai	Ngunraw
11	Smti. Redolency	Dilein-Mawlangwir
12	Smti. Plistina	Mawlangwir
13	Shri. Kressland	Jakrem-B
14	Smti. Roselinda	Nonglang-I
15	Shri. Livingwell	Domjyrti
16	Smti. Bashisha	Mawkyrwat
17	Shri. Lamphranglin	Mawten-A
18	Shri. Franklin	Mawten-B
19	Shri. Khrolington	Nongeitser
20	Shri. Kworning	Mawranglang-A

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21	Shri. Marcel	Mawranglang-B
22	Smti. Kwiansy	Phodjaud-Rangthong
23	Shri. Bombar	Rangjadong
24	Smti. Shidalin	Dirang
25	Shri. Lumlang	Kensimphlang
26	Shri. Transport	Mawpud-A
27	Shri. Polland	Keniong
28	Shri. Shaitbor	Manad
29	Smti. Susana	Nongnah
30	Smti. Shkentilan	Shnongkalong
31	Shri. Mandelot	Phlangkynshi
32	Shri.Nisroy	Lummawbah
33	Shri. Shoulding	Nongkdait
34	Shri. Shipstar	Mawpud-B
35	Smti. Diamond	Nongpdengkynbah
36	Shri. Marshall	Mawlyngngad
37	Shri. Slikshon	Mawkohphet
38	Shri. Master	Mawsain
39	Shri. Sendar	Pawphlang
40	Smti. Swilliness	Phodjaud

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41	Shri. Kreling	Rangmaw
42	Shri. Sorendro	Mawbidong
43	Shri Thweitstar	Pynden-Lyngdoh
44	Shri. Omega	Nongkynbah
45	Smti. Merentina	Mawsynrang
46	Shri. Plingdarius	Domruah-Kharew
47	Smti. Dromlina	Mawsaw
48	Shri Kordorwell	Thangrai
49	Shri Kupborlin	Nongktieh
50	Smti. Itmoris	Phlangmawtangdiar
51	Smti. Jlensy	Pynden-Sakwang
52	Smti. Elubi	Sakwangbah
53	Smti. Margarate	Breimahriang
54	Shri. Orester	Marshillong
55	Shri. Donbor	Jashiar
56	Shri. Srikstarwell	Diwian
57	Shri. Elness	Nongnam
58	Shri Hasting	Mawrap
59	Shri. Jambor	Domtynrong
60	Shri. Hoster	Domkawlein

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61	Shri. Stanborlang	Shiliangktieh
62	Shri. Bristo	Nongkrem
63	Smti. Aidamery	Jakrem-C
64	Shri Diengson	Shaid-Shaid Umoid
65	Shri. Nestor	Diwah
66	Shri. Belarian	Mawsynrap-Rangdkhiew
67	Shri Shanbor	Mawthawiang-Nongtraw
68	Shri. Tralning	Umsohlang
69	Shri. Helpiswell	Mawthawpdah
70	Shri. Balentin	Laitlawsnai
71	Shri. Kmandar	Nongsynrieh
72	Shri. Kardelius	Nonglynkien
73	Shri. Ferdinand	Pynden-Mawramhah
74	Smti. Khrel	Mawjysim-Mawsep
75	Shri. Aquilin	Pynden-Diwah
76	Shri. Dwainstar	Mawsep
77	Shri. Skhendar	Mawthong-A
78	Smti. Shantiris	Mawthong-B
79	Shri. Ngenstarlin	Lawblei
80	Shri. Distingwell	Umjarain

81	Shri. Chivalrous	Tynnai
82	Shri. Slikshon	Pynden-Mawthawiang
83	Smti. Krobina	Nongbrei-Nongdom
84	Smti. Phirda	Laitnong
85	Shri. Tarsius	Shngimawlein
86	Smti. Banisha	Sohma
87	Shri. Phain	Pynden-Umsaw
88	Shri. Klassdy	Pharmahiong
89	Shri. Sriak	Umsaw-Domrisai
90	Smti. Blimsy	Jerlang
91	Smti Phraida	Mawiawkhon-Laitkroh
92	Shri. Sohbasuk	Nongbah-Marshillong
93	Shri Mailosstar	Mawkhyrwang
94	Smti. Ebari	Mawbri
95	Shri. Rodrick	Perjet-Mawkhan
96	Smti. Mostana	Mawkyrwat-B
97	Smti. Smarless	Mawmluh-Mawphansyiem
98	Shri Pynskhembor	Mawsaw-Mihngi
<b>3</b>	<b>M/s. C.Sohshang, Umdohlun Sub-Depot</b>	<b>Contact No. 98560-40958</b>
<b>Sl.No.</b>	<b>S.K.OIL DEALER</b>	<b>S.K.OIL CENTRE</b>

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1	Smti.Elmolin	Phlangmawprah
2	Shri Elbin	Nongrynniang
3	Shri Dwisland	Ngundilang
4	Smti. Rillinda	Rangblang-Pombriew
5	Smti. Elbina	Rangblang-A
6	Smti. Selina	Rangblang-Pdengshnong
7	Smti Lindamary	Rangblang-Sohsyniang
8	Smti. Tilis	Rangblang-Nongbah
9	Smti. Biktoria	Rangblang-Dommawthung
10	Smti. Bruldaris	Wahkaji
11	Shri. Los	Awro
12	Shri. Pel	Mawjarain
13	Shri. Iustaius	Rembyrngaw
14	Shri. Darphin	Phlangdiloin
15	Smti. Agness	Nongtynniaw
16		Umjarain
17	Shri. Khlur	Umdohlun



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18	Shri. Bharatsnar	Mawjai
19	Smti. Khianda	Lower-Mawjai
20	Shri. Stephan	Pyndenkseh-Sepngi
21	Smti. Smensimora	Nongummer
22	Smti. Lawravicona	Rangblang-Namlang

**ANNEXURE -10 PUBLIC DISTRIBUTION SYSTEM (PDS):-**

	M/s.T.Shylla, Phodjaud	Contact No. 98633-35168
Sl. No.	FPS Dealer	FPS Centre
1	Smti. Tiosdingwell	Manad-A
2	Smti.Morality	Manad-B
3	Shri. Kitborlang	Mawkhyrwang
4	Shri. Khrolington	Nongeitser
5	Shri. Elnes	Nongnam

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6	Shri. Glansly	Mawbidong
7	Shri. Thombor	Mawtangden
8	Shri. Hasting	Mawrap
9	Shri. Dipang	Mawsain
10	Smti.Ebari	Mawbri
11	Smti. Merrisy	Mawkhoh
12	Shri. Diston	Jerlang
13	Shri. Swiklyman	Tynnai
14	Shri. Sandarlin	P.Lyngdoh(P)
15	Smti. Merrisy	Phodjaud
16	Shri.Nisroy	Lummawbah

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17	Smti. Jowellis	Pynden Sohlang
18	Smti. Kiolinda	Hilland
13	M/s.P.Nongmin, Nonghyllam	Contact No. 98562-86343
Sl. No.	FPS Dealer	FPS Centre
1	Shri. Stanly	Nonghyllam
2	Shri. Gitalu	Borsora
3	Smti. Debelin	Rajai
4	Shri. Heavenly	Nongkulang
5	Shri. Toland	Nongjri
6	Smti. Januda	Alekwareng
7	Shri.Bejen	Thateja
14	M/s.S.Marwein. Umdohlun	Contact No. 94363-02143

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Sl. No.	FPS Dealer	FPS Centre
1	Shri. Khlur	Mawpad
2	Smti.Agnes	Nongtynniaw
3	Smti. Elmolin	Phlangmawprah
4	Shri. Nestor	Myriem
5	Shri. Stelbiroy	Nongtnger
6	Shri. Trilian	Demnar
7	Shri. Elwin	Nongrynniang
8	Shri. Bharatsnar	Mawjai
9	Shri. Rodington	Pyndensynnia
10	Shri. Darphin	Phlangdiloin
11	Shri. Losing	Awro
12	Smti. Khiarda	Lower Mawjai
13	Shri. Phrangstul	Nongmluh

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14	Shri. Kelibar	Phudumyiap
15	Smti. Smensimora	Nongummer
16	Shri. Johnpaul	Umsaw Byrki
17	Shri. Maiandonal	Umdohlun
18	Smti. Bruldaris	Wahkaji
19	Shri. Stephan	Pyndengkseh Sepngi
20	Shri. Him	Pyndengkseh
21	Smti. Dakerlin	Sasniang
22	Smti. Siril	Thangmaw

**ANNEXURE 11: LIST OF MAIN HOSPITALS AND NURSING HOMES IN GUWAHATI FOR REFERRAL**

<b>Sl. No.</b>	<b>Name</b>	<b>Address</b>	<b>Phone No.</b>
1.	M/S Dispur Polyclinic & Nursing Home	Ganeshguri Dispur, Guwahati – 36	2220769/2260864
2.	M/S Nemcare Hospital	G.S. Road, Bhangagarh, Guwahati – 5	2455906/2528587 Fax – 2457344
3.	M/S Wintrobe Hospital	G.N.B. – Road, Ambari, Guwahati – 1	2522860
4.	M/S Central Nursing Home	Behola Basistha Road, Guwahati – 28	2262044/2265923/2227342
5.	M/S Down Town Hospital Ltd.	G.S. Road, Dispur, Guwahati – 36	2331003/2330659/2330695/2332741
6.	M/S Guwahati Neurological Research Centre Ltd.	Dispur, Guwahati – 36	2227700-04 Fax – 2227711
7.	M/S Agile Hospital	Jayanagar Chariali, Beltola, Guwahati	2620611
8.	M/S Gutucharan Polyclinic cum Nursing Home	M.D. Shah Road, Paltanbazar, Guwahati – 8	2514194/2540876
9.	M/S H.M. Hospital & Research Centre (P) Ltd.	Hatigaon, Dispur, Guwahati – 33	260948
10.	M/S East End Nursing Home & Research Institute	G.N.B. Road, Bamunimaidam, Guwahati – 21	2550334/2556008/2740045
11.	M/S Care Home & Diagnostic Centre	Bamunimaidam, Guwahati – 21	2550202
12.	M/S International Hospital	Lotus Tower, Christianbasti, G.S. Road, Guwahati – 5	2347700/01/02/03 Fax – 2347715
13.	M/S Central Clinic and Nursing Home	M.S. Road, Faneybazar, Guwahati – 1	2602104/2549065
14.	M/S Kalicharan Das Nursing Home & Polyclinic	Kalapahar, Gopinath Nagar, Guwahati –	2472963/2476774

		16	
15.	M/S Nightingale Hospital (E.N.T.)	Ganeshguri, Kacharibasti, Dispur, Guwahati – 5	2342920
16.	M/S Marwari Maternity Hospital	Satijoymati Road, Guwahati	2541201/2541202
17.	M/S Good Friend Hospital & Research Centre	G.S. Road, Dlubari, Guwahati – 7	2515209
18.	M/S Swagat Endolaparoscopic, Surgical Research Institute	A.T. Road, Santipur, Guwahati – 9	2131726/2637899 Fax – 2519026
19.	M/S Barthakur Clinic Pvt. Ltd. Hospital	Kharghuli, Guwahati – 4	2543411/2546233
20.	M/S Sacred Home Hospital & Research Clinic Pvt. Ltd.	Kachaibasti, B.K. Kakati Road Byclane – 4, Ulubari, Guwahati – 7	2431358
21.	M/S Kumar Nursing Home	K.R. Choudhury Road, Near Panchali, Kumarpara, Guwahati - 9	2570033
22.	M/S Dr. B.A. Saikia Memorial Nursing Home	A.T. Road, North Jalukbari, Adabari, Guwahati – 14	2529854/2527229
23.	M/S Aruna Memorial Hospital Pvt. Ltd.	Rajgarh Road, Bhangagarh, Guwahati – 5	(9536231) 2840001/2840379
24.	M/S Greenland Nursing Home & Medhi Diagnostic Clinic	V.I.P. Road (Guwahati Airport), Guwahati – 17	2268230/2263407
25.	M/S Good Health Hospital	G.S. Road, Guwahati – 6	2522647/2562130
26.	M/S City Heart Hospital	Rajgarh Road, Guwahati – 7	2491090
27.	M/S Sangpo Health Care Pvt. Ltd.	Adagodown, Lakhara Road, Guwahati – 34	2522959
28.	M/S City Nursing Home	R.K. Choudhury Road, Bharalumukh, Guwahati – 9	2529390/2529945
29.	M/S N.L. Medicure & Research Centre	Sarboday Path, Bus Stop A.B.C., G.S.	2202338

		Road, Guwahati – 5	
30.	M/S Midland Hospital & Research Centre (P) Ltd.	Sreenagar (Near Zoo), R.G. Baruah Road, Guwahati – 5	2522866/2541859
31.	M/s Sidhant Maternity & Nursing Home	Subhadra Bhawan, Chatribari, Guwahati – 6	2544560
32.	M/S Institute of Human Reproduction (Goenka Nursing Home)	Bharalumukh, Guwahati – 9	2431358
33.	M/S Advance Neoro-Science Hospital	Kahililpara Road, Ganeshguri, (Near Ganesh Mandir), Guwahati – 6	2263540/2335519
34.	M/S Carewell Polyclinic and Diagnostic Centre (P) Ltd.	Silpukhuri, Guwahati – 3	2666352
35.	M/S Ramcharan Foundation for Better Medical Care	Sandhyachal Nagar, Lalmati, Guwahati – 29	2303674
36.	M/S Reliance Polyclinic	Mathgharia – 2, Guwahati – 20	2550338
37.	M/S Sri Sankardev Netralaya	Beltola, Guwahati – 28	2305516/2228879-80/2223922-21
38.	M/S Brahmaputra Hospital Ltd.	Six mile, G.S. Road, Guwahati – 22	2227014/2230035
39.	M/S E.G. Nursing Home (P) Ltd.	Narengi Tiniali, Guwahati – 26	2641898/2640697
40.	M/S Marwari Hospital & Research Centre	Sati Joymati Road, Athgoan, Guwahati – 8	2662774/2662775/2602738-39
45.	M/S Omega Eye Clinic & Research Centre	Lankeswar, Near Old Survey Jalukbari, Guwahati – 14	2572374
46.	M/S Satribari Christian Hospital	K.C. Choudhury Road, Guwahati – 8	2600051/2540193
47.	M/S Institute of ENT – Head & Neck Surgery & Research Centre	B.K. Kakati Road, Uluhari, Guwahati – 7	2460513
48.	M/S Arya Hospital	A.M. Road, Rehabari,	2606888/2606665



		Guwahati – 8	
49.	M/S Dr. S.C. Jain Maternity & Nursing Home	Ganeshguri, Janakpath, Guwahati – 6	
50.	M/S Guwahati Lions Eye Hospital	Lions Hospital Road, Rehabari, Guwahati – 8	2541235/2637423
51.	M/S Sanjivane Hospital	Maligoan, Guwahati – 12	2674892/893
52.	Guwahati Medical College Hospital	Bhangagarh, Guwahati	2529457, 2528417
53.	MMC Hospital	Panbazar, Guwahati – 1	2543998
54.	N.R. Rly Hospital	Maligaon, Guwahati	2570492
55.	Red Cross Hospital	Red Cross Road, Chandmari, Guwahati – 3	

**ANNEXURE: 12 MPRO OF SOUTH WEST KHASIHILLS DISTRICT:-**

Sl No	Name	Designation	Mobile	Landline
1	SI T.Kharbani	O/C, MPRO,Mawkyrwat	<b>09856489372</b>	

**ANNEXURE -13 NO. OF DIFFERENTLY ABLED PERSONS IN THE DISTRICT AS PER THE 2011 CENSUS.**

Total numbers of differently abled	325 nos
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**ANNEXURE – 13.1 NO. OF MULTIPURPOSE REHABILITATION  
WORKERS/COMMUNITY BASED REHABILITATION WORKER.**

<b>SL.NO</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>ADDRESS</b>	
1.	Shri Shrik Lyngdoh	MULTI- PURPOSE REHABILITATION WORKER, MAWKYRWAT BLOCK	MAWTHAWPDAH	
2.	Smti Lista Lyngkhoi	COMMUNITY BASED REHABILITATION WORKER	Mawkyrwat.	
3.	Smti Swilliness lawphniaw	COMMUNITY BASED REHABILITATION WORKER	Phodjaud	
4.	Smti. Tendis K Syrman	COMMUNITY BASED REHABILITATION WORKER	Phlangdilion	
5.	Shri. Wosly Myrthong	COMMUNITY BASED REHABILITATION WORKER	Pawphlang	
6.	Shri Prestar Marwein	COMMUNITY BASED REHABILITATION WORKER	Wahsiej	
7.	Shri. Sendar Myrthong	MULTI PURPOSE REHABILITATION WORKER RANIKOR BLOCK	Pawphlang	
8.	Smti Rosiemary K.Dewsaw	COMMUNITY BASED REHABILITATION WORKER	Pyndengsohsham	
9.	Shri Innocent Jyrwa	COMMUNITY BASED REHABILITATION WORKER	Balat	

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10.	Shri. Erison Sangma	COMMUNITY BASED REHABILITATION WORKER	Chibak	
11.	Smti Sanjina Momin	COMMUNITY BASED REHABILITATION WORKER	Gillagora	
12.	Shri Witkinson Momin	COMMUNITY BASED REHABILITATION WORKER	Koraibari	

**ANNEXURE 13.2 NUMBER OF ICDS CENTER /ANGANWADI WORKERS/  
ANGANWADI HELPERS**

SL.NO.	Name of the block	No. of ICDS CENTER	No. of AWWs	No. of AWH
1.	Mawkyrwat	1	109	87
2.	Ranikor	1	91	62
	Total	2	200	149

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**ANNEXURE 14- INDIA DISASTER RESOURCE NETWORK : (IDRN) : SOUTH WEST KHASI HILLS DISTRICT 2015.**

Item No - 133 Name - Blankets Type - Specific Equipment Description - Blankets	Dept Name - District Medical Health Officer Addr - CHC, Mawkyrwat Contact - DMHO Addr - DMHO, Mawkyrwat Tel.No - 09436100889,, Mobile - 09436100889 Fax - Email-	Nos/Quantity Available - 50Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 140 Name - Search light Type - Specific Equipment Description - Search light	Dept Name - District AH & Vety Officer Addr - District AH & Vety Officer, Mawkyrwat Contact - DVO Addr - Mawkyrwat Tel.No - 09436667162,, Mobile - 09436667162 Fax - Email-	Nos/Quantity Available - 2Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 201 Name - Stretcher normal Type - Specific Equipment Description - Stretcher normal	Dept Name - District Medical Health Officer Addr - CHC, Mawkyrwat Contact - DMHO Addr - DMHO, Mawkyrwat Tel.No - 09436100889,, Mobile - 09436100889 Fax - Email-	Nos/Quantity Available - 3Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 205 Name - First aid kits Type - Specific Equipment Description - First aid kits	Dept Name - District Medical Health Officer Addr - CHC, Mawkyrwat Contact - DMHO Addr - DMHO, Mawkyrwat Tel.No - 09436100889,, Mobile - 09436100889 Fax - Email-	Nos/Quantity Available - 4Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015

Item No - 205 Name - First aid kits Type - Specific Equipment Description - First aid kits	Dept Name - District AH & Vety Officer Addr - District AH & Vety Officer, Mawkyrwat Contact - DVO Addr - Mawkyrwat Tel.No - 09436667162,, Mobile - 09436667162 Fax - Email-	Nos/Quantity Available - 1Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 205 Name - First aid kits Type - Specific Equipment Description - First aid kits	Dept Name - Maharam Govt Secondary School Addr - aharam Govt Secondary School, mawkyrwat Contact - Headmistress Addr - Mawkyrwat Tel.No - 09863067536,, Mobile - 09863067536 Fax - Email-	Nos/Quantity Available - 1Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 210 Name - Portable x-rays Type - Specific Equipment Description - Portable x-rays	Dept Name - District Medical Health Officer Addr - CHC, Mawkyrwat Contact - DMHO Addr - DMHO, Mawkyrwat Tel.No - 09436100889,, Mobile - 09436100889 Fax - Email-	Nos/Quantity Available - 1Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 212 Name - Portable ECG Type - Specific Equipment Description - Portable ECG	Dept Name - District Medical Health Officer Addr - CHC, Mawkyrwat Contact - DMHO Addr - DMHO, Mawkyrwat Tel.No - 09436100889,, Mobile - 09436100889 Fax - Email-	Nos/Quantity Available - 1Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 213 Name - Portable suction unit Type - Specific Equipment Description - Portable suction unit	Dept Name - District Medical Health Officer Addr - CHC, Mawkyrwat Contact - DMHO Addr - DMHO, Mawkyrwat Tel.No - 09436100889,, Mobile - 09436100889 Fax - Email-	Nos/Quantity Available - 1Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015

Item No - 221 Name - Water filter Type - Specific Equipment Description - Water filter	Dept Name - District Medical Health Officer Addr - CHC, Mawkyrwat Contact - DMHO Addr - DMHO, Mawkyrwat Tel.No - 09436100889,, Mobile - 09436100889 Fax - Email-	Nos/Quantity Available - 3Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 221 Name - Water filter Type - Specific Equipment Description - Water filter	Dept Name - Maharam Govt Secondary School Addr - aharam Govt Secondary School, mawkyrwat Contact - Headmistress Addr - Mawkyrwat Tel.No - 09863067536,, Mobile - 09863067536 Fax - Email-	Nos/Quantity Available - 1Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 221 Name - Water filter Type - Specific Equipment Description - Water filter	Dept Name - District AH & Vety Officer Addr - District AH & Vety Officer, Mawkyrwat Contact - DVO Addr - Mawkyrwat Tel.No - 09436667162,, Mobile - 09436667162 Fax - Email-	Nos/Quantity Available - 3Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 222 Name - Water tank Type - Specific Equipment Description - Water tank	Dept Name - Executive Engineer, PHE Addr - Executive Engineer, PHE Contact - Executive Engineer, PHE Addr - Mawkyrwat Tel.No - 09612169143,, Mobile - 09612169143 Fax - Email-	Nos/Quantity Available - 4Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 224 Name - Bronchodilators Type - Critical Supplies Description - Bronchodilators	Dept Name - District Medical Health Officer Addr - CHC, Mawkyrwat Contact - DMHO Addr - DMHO, Mawkyrwat Tel.No - 09436100889,, Mobile - 09436100889 Fax - Email-	Nos/Quantity Available - 1Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- NA Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015

Item No - 225 Name - Vaccines Type - Critical Supplies Description - Vaccines	Dept Name - District Medical Health Officer Addr - CHC, Mawkyrwat Contact - DMHO Addr - DMHO, Mawkyrwat Tel.No - 09436100889,, Mobile - 09436100889 Fax - Email-	Nos/Quantity Available - 50Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- NA Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 225 Name - Vaccines Type - Critical Supplies Description - Vaccines	Dept Name - District AH & Vety Officer Addr - District AH & Vety Officer, Mawkyrwat Contact - DVO Addr - Mawkyrwat Tel.No - 09436667162,, Mobile - 09436667162 Fax - Email-	Nos/Quantity Available - 15000Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- NA Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 229 Name - General physician Type - Human Resource Description - General physician	Dept Name - District Medical Health Officer Addr - CHC, Mawkyrwat Contact - DMHO Addr - DMHO, Mawkyrwat Tel.No - 09436100889,, Mobile - 09436100889 Fax - Email-	Nos/Quantity Available - 10Nos Item Location - NA Available Time - January to December Source - Govt Operator Available- NA Transport - ,,,NA Prior expr in emergency- yes and Prior training expr- yes Data entered on 1/31/2015
Item No - 236 Name - Lab technicians Type - Human Resource Description - Lab technicians	Dept Name - District Medical Health Officer Addr - CHC, Mawkyrwat Contact - DMHO Addr - DMHO, Mawkyrwat Tel.No - 09436100889,, Mobile - 09436100889 Fax - Email-	Nos/Quantity Available - 6Nos Item Location - NA Available Time - January to December Source - Govt Operator Available- NA Transport - ,,,NA Prior expr in emergency- yes and Prior training expr- yes Data entered on 1/31/2015

Item No - 246 Name - Tarpaulin Type - Specific Equipment Description - Tarpaulin	Dept Name - Maharam Govt Secondary School Addr - aharam Govt Secondary School, mawkyrwat Contact - Headmistress Addr - Mawkyrwat Tel.No - 09863067536,, Mobile - 09863067536 Fax - Email-	Nos/Quantity Available - 2Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 252 Name - 4 wheel drive vehicle Type - Specific Equipment Description - 4 Wheel	Dept Name - Border Area Development Officer Addr - BADO ,Ranikor Contact - BADO, Ranikor Addr - Ranikor Tel.No - 09402544897,09863259048, Mobile - 09402544897 Fax - Email-	Nos/Quantity Available - 1Nos Item Location - Ranikor Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 252 Name - 4 wheel drive vehicle Type - Specific Equipment Description - 4 wheel drive vehicle	Dept Name - District Medical Health Officer Addr - CHC, Mawkyrwat Contact - DMHO Addr - DMHO, Mawkyrwat Tel.No - 09436100889,, Mobile - 09436100889 Fax - Email-	Nos/Quantity Available - 1Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 252 Name - 4 wheel drive vehicle Type - Specific Equipment Description - 4 Wheel	Dept Name - P.W.D. (Road) Mawkyrwat Addr - Mawkyrwat Contact - E.E. Mawkyrwat Addr - P.W.D. (Road) Mawkyrwat Tel.No - 09436117669,, Mobile - 09436117669 Fax - Email-	Nos/Quantity Available - 3Nos Item Location - South West Khasi Hills,Mawkyrwat. Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015



Item No - 252 Name - 4 wheel drive vehicle Type - Specific Equipment Description - 4 wheel drive vehicle	Dept Name - District AH & Vety Officer Addr - District AH & Vety Officer, Mawkyrwat Contact - DVO Addr - Mawkyrwat Tel.No - 09436667162,, Mobile - 09436667162 Fax - Email-	Nos/Quantity Available - 1Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 252 Name - 4 wheel drive vehicle Type - Specific Equipment Description - 4 wheel	Dept Name - DISTRICT AGRICULTURE OFFICER Addr - Mawkyrwat Contact - DAO Addr - DAO,Mawkyrwat Tel.No - 09774066859,, Mobile - 09774066859 Fax - Email- flora.mukhim@yahoo.com	Nos/Quantity Available - 1Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 260 Name - Heavy Truck Type - Specific Equipment Description - Heavy Truck	Dept Name - P.W.D. (Road) Mawkyrwat Addr - Mawkyrwat Contact - E.E. Mawkyrwat Addr - P.W.D. (Road) Mawkyrwat Tel.No - 09436117669,, Mobile - 09436117669 Fax - Email-	Nos/Quantity Available - 1Nos Item Location - South West Khasi Hills,Mawkyrwat. Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 261 Name - Light Ambulance Van Type - Specific Equipment Description - Light Ambulance Van-Wagon	Dept Name - District Medical Health Officer Addr - CHC, Mawkyrwat Contact - DMHO Addr - DMHO, Mawkyrwat Tel.No - 09436100889,, Mobile - 09436100889 Fax - Email-	Nos/Quantity Available - 4Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 261 Name - Light Ambulance Van Type - Specific Equipment Description - Light Ambulance Van	Dept Name - District Medical Health Officer Addr - CHC, Mawkyrwat Contact - DMHO Addr - DMHO, Mawkyrwat Tel.No - 09436100889,, Mobile - 09436100889 Fax - Email-	Nos/Quantity Available - 4Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015

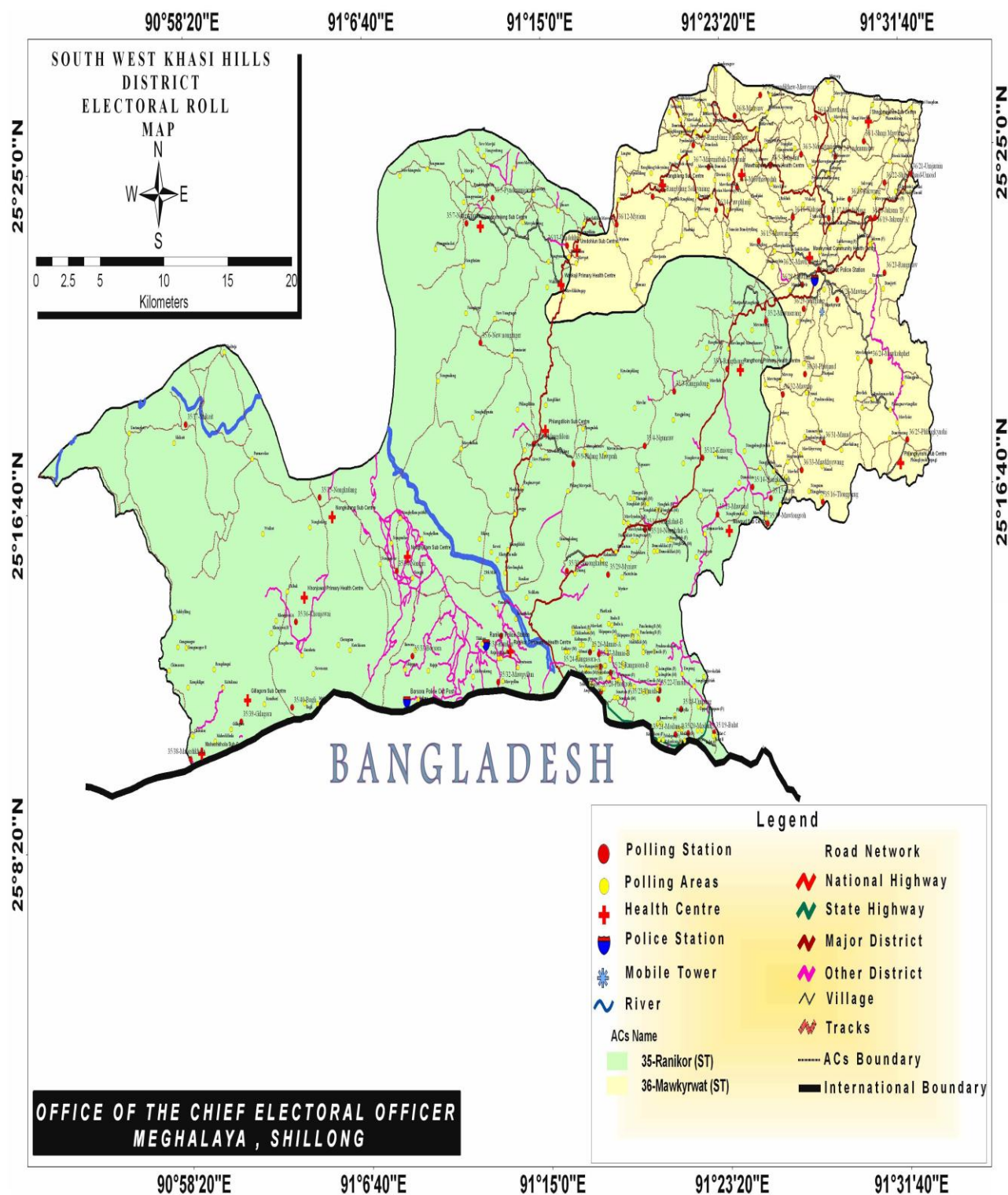
Item No - 262 Name - Medium Ambulance Van Type - Specific Equipment Description - Medium Ambulance Van	Dept Name - District Medical Health Officer Addr - CHC, Mawkyrwat Contact - DMHO Addr - DMHO, Mawkyrwat Tel.No - 09436100889,, Mobile - 09436100889 Fax - Email-	Nos/Quantity Available - 1Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 274 Name - V-SAT Type - Specific Equipment Description - V-SAT	Dept Name - Maharam Govt Secondary School Addr - aharam Govt Secondary School, mawkyrwat Contact - Headmistress Addr - Mawkyrwat Tel.No - 09863067536,, Mobile - 09863067536 Fax - Email-	Nos/Quantity Available - 1Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 274 Name - V-SAT Type - Specific Equipment Description - V-SAT	Dept Name - District Medical Health Officer Addr - CHC, Mawkyrwat Contact - DMHO Addr - DMHO, Mawkyrwat Tel.No - 09436100889,, Mobile - 09436100889 Fax - Email-	Nos/Quantity Available - 1Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 276 Name - Mobile Phone GSM Type - Specific Equipment Description - Mobile Phone GSM	Dept Name - District AH & Vety Officer Addr - District AH & Vety Officer, Mawkyrwat Contact - DVO Addr - Mawkyrwat Tel.No - 09436667162,, Mobile - 09436667162 Fax - Email-	Nos/Quantity Available - 1Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015

Item No - 280 Name - Video Camera Digital Type - Specific Equipment Description - Video Camera Digital	Dept Name - Border Area Development Officer Addr - BADO ,Ranikor Contact - BADO, Ranikor Addr - Ranikor Tel.No - 09402544897,09863259048, Mobile - 09402544897 Fax - Email-	Nos/Quantity Available - 1Nos Item Location - Ranikor Available Time - January to December Source - Govt Operator Available- yes Transport - road,,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 280 Name - Video Camera Digital Type - Specific Equipment Description - Video Camera Digital	Dept Name - District AH & Vety Officer Addr - District AH & Vety Officer, Mawkyrwat Contact - DVO Addr - Mawkyrwat Tel.No - 09436667162,, Mobile - 09436667162 Fax - Email-	Nos/Quantity Available - 1Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 280 Name - Video Camera Digital Type - Specific Equipment Description - Video Camera Digital	Dept Name - Maharam Govt Secondary School Addr - aharam Govt Secondary School, mawkyrwat Contact - Headmistress Addr - Mawkyrwat Tel.No - 09863067536,, Mobile - 09863067536 Fax - Email-	Nos/Quantity Available - 1Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 282 Name - Camera Digital Type - Specific Equipment Description - Camera Digital	Dept Name - District Medical Health Officer Addr - CHC, Mawkyrwat Contact - DMHO Addr - DMHO, Mawkyrwat Tel.No - 09436100889,, Mobile - 09436100889 Fax - Email-	Nos/Quantity Available - 1Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015
Item No - 282 Name - Camera Digital Type - Specific Equipment Description - Camera Digital	Dept Name - District AH & Vety Officer Addr - District AH & Vety Officer, Mawkyrwat Contact - DVO Addr - Mawkyrwat Tel.No - 09436667162,, Mobile - 09436667162	Nos/Quantity Available - 1Nos Item Location - Mawkyrwat Available Time - January to December Source - Govt Operator Available- yes Transport - road,,,, Prior expr in emergency- NA and Prior training expr- NA Data entered on 1/31/2015

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	Fax - Email-	
Item No - 283	Dept Name - Border Area	Nos/Quantity Available - 1Nos
Name - Video Camera DVD	Development Officer	Item Location - Ranikor
Type - Specific Equipment	Addr - BADO ,Ranikor	Available Time - January to December
Description - video Camera	Contact - BADO, Ranikor	Source - Govt
	Addr - Ranikor	Operator Available- yes
	Tel.No -	Transport - road,,,
	09402544897,09863259048,	Prior expr in emergency- NA and Prior training expr- NA
	Mobile - 09402544897	Data entered on 1/31/2015
	Fax -	
	Email-	

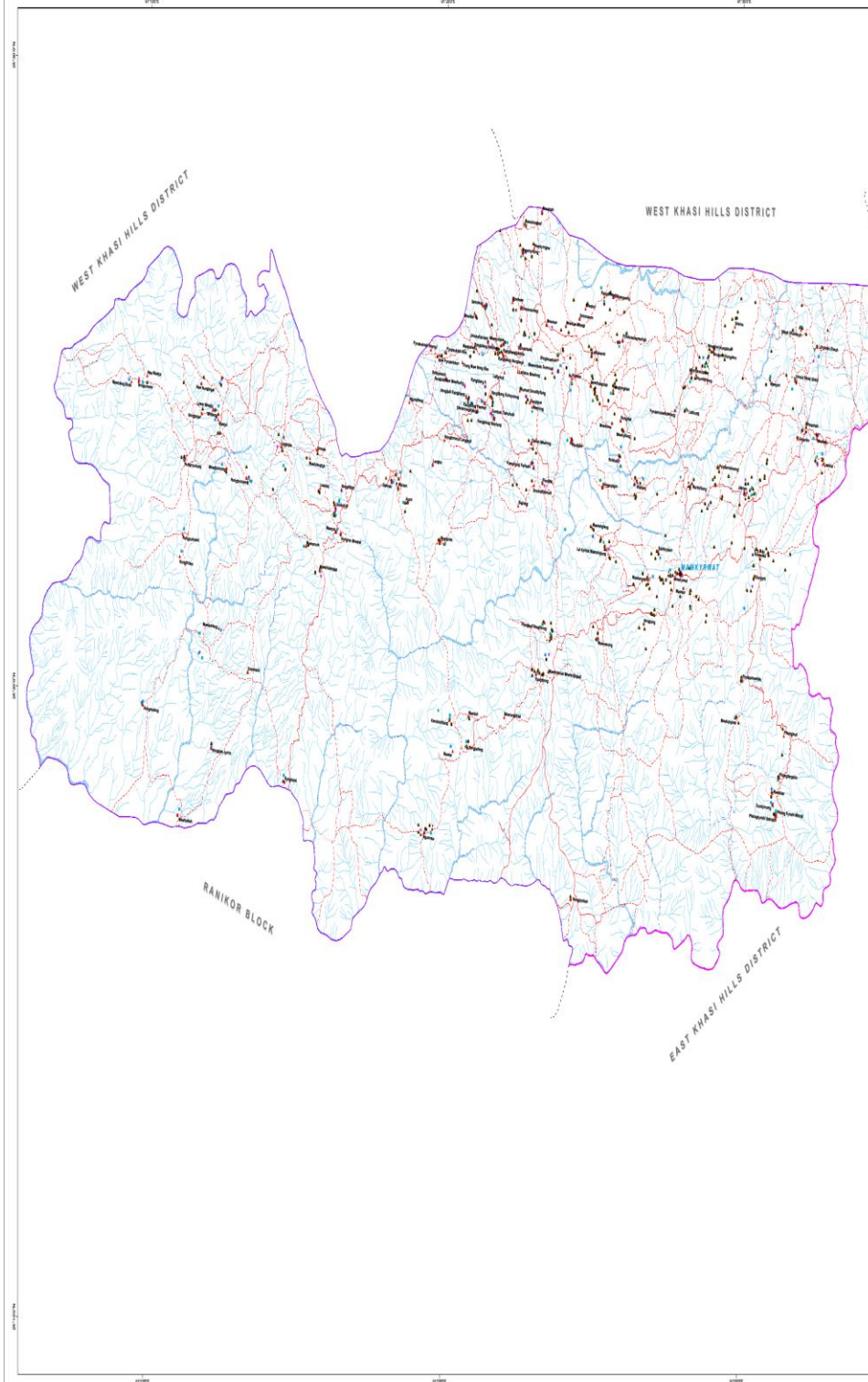
## MAPS



Administrative Map : South West Khasi Hills District

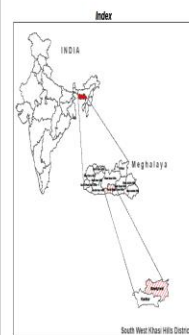


# MAWKYRWAT C&RD BLOCK, SOUTH WEST KHASI HILLS DISTRICT, MEGHALAYA



## LEGEND

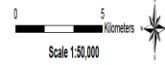
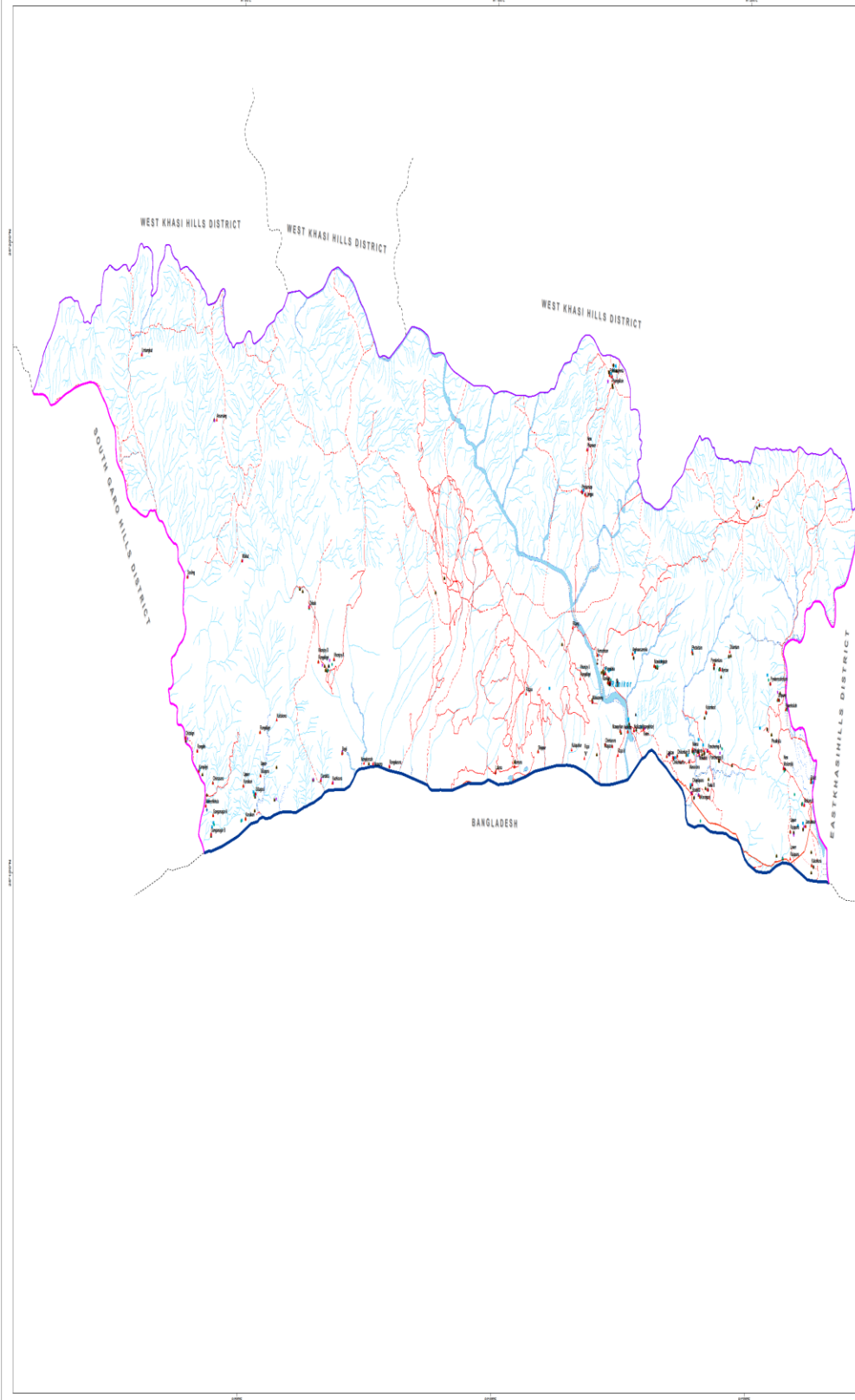
- Block H.Q.
- ▲ Village Location
- Anganwadi Center
- ▲ Schools
- ◆ Sub Center
- Primary Health Center
- Community Health Center
- Water Supply Source
- ◆ Community Hall
- Community Service Center
- Mobile Tower
- Fisheries Community Pond / Tank
- ▲ Postal Service
- Electrical Transformer
- Foot path
- Village Roads
- Major District Roads
- State Highway
- National Highway
- Block Boundary
- District Boundary
- State Boundary
- International Boundary
- Streams
- River Dry
- River / Lake



Prepared by:  
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Approved by:  
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Govt. of Meghalaya  
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# RANIKOR C&RD BLOCK, SOUTH WEST KHASI HILLS DISTRICT, MEGHALAYA



## LEGEND

- Block H.Q.
- Village Location
- Anganwadi Center
- Schools
- Sub Center
- Primary Health Center
- Community Health Center
- Water Supply Source
- Community Hall
- Community Service Center
- Mobile Tower
- Fisheries Community Pond / Tank
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## Index



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