



**GOVERNMENT OF MIZORAM
DIRECTORATE OF HIGHER & TECHNICAL EDUCATION
MIZORAM : AIZAWL**

McDonald Hill, Zarkawt, Aizawl - 796001, Phone - (0389) 2340926, Fax - (0389) 2340927

No. B. 13015/3/2021 - DTE(HTE)

Dated Aizawl the 19th August , 2022

To

- All Principals, Joint Director (Technical)

Subject : Preparation of The Office Disaster Management Plan -reg.

Sir,

With reference to the subject cited above, I am forwarding herewith template for preparation of The Office Disaster Management Plan prepared by Disaster Management & Rehabilitation Department, Govt. of Mizoram. In this regard, you are informed to constitute Office Disaster Committee at the earliest. I am also enclosing the training report of Joint Director (QAC) for ready reference.

This is for your kind information and necessary action.

It may be carefully studied and constitute the Office Disaster Committee in consultation with the VP.

Sing - 23/8/22

19/8/22
(SANGCHHIN CHINZAH, IAS)
Director
Higher & Technical Education
Mizoram : Aizawl

Rinnawis

To

**The Director
Higher & Technical Education
Mizoram : Aizawl**

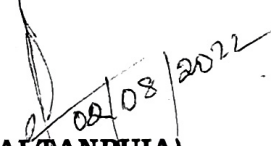
Subject: Training Report on Preparation of Departmental DM Plan

Madam,

Pursuant to letter No. A.33023/2/2019-DTE(HTE) of 27.08.2022, I am hereby submitting Training Report on "Preparation of Departmental DM Plan" which was conducted during 28-29 July, 2022. As desired by the nodal Department of DM&R, Govt. of Mizoram, the **Departmental Disaster Management Plan** may be prepared at the earliest by various offices and institutions under H&TE Department, including this Office.

Leaflets issued by DM&R Department, Govt. of Mizoram containing information on how to prepare oneself in the event of occurrence of various types of disasters (with important contact numbers) are enclosed along with this Report. The materials may kindly be placed in convenient, easily accessible locations in every floor for employees.

Yours faithfully,


(LALTANPUIA)
Joint Director (QAC)
Higher & Technical Education
Mizoram : Aizawl

Encl:

- 1. Report
- 2. Departmental DM Plan Template
- 3. Leaflets

Handwritten notes and signatures:
12/08/22
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1690
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(174)

REPORT

**TWO DAY TRAINING ON DEPARTMENTAL DISASTER MANAGEMENT PLAN
(FOR ALL DEPARTMENTS UNDER GOVERNMENT OF MIZORAM)**

Date : 28 & 28 July, 2022

Venue : ATI Auditorium, MINECO, Aizawl

Organised by :

Disaster Management & Rehabilitation Department, Govt. of Mizoram

The 2-Day event was conducted to sensitize and familiarize Nodal Officers of all Departments who are the target group of the training. Pu Lalchamlia, Hon'ble Minister (DM&R, Home etc.) inaugurated the Training after delivering a brief and enlightening speech on the need to create awareness among the public as well as government institutions on matters of disaster mitigation and management. Also speaking on the occasion, Pi K.Lalrinzuali, IAS (Secretary DM&R) stressed that every government department or agency must be equipped with the knowledge and information on how to prepare for disaster-related emergencies.

For the purpose of this particular Training, disaster mainly refers to earthquake, fire and landslide. During the course of two days, the following topics were delivered by experienced Trainers wherein every lecture was followed by lively discussions. Hands-on sessions were also conducted.

DAY 1 (28th July, 2022 Thursday): SENSITIZATION & AWARENESS

Topic 1: Disaster Management, Disaster Risk Reduction and need for Departmental DM Plan/ Office Safety Plan (*Dr Lalrokima Chenkual*)

Topic 2: Structural Mitigation (*Er. Lalbiakzuala*)

Topic 3: Do's and Don'ts: Landslide, Earthquake and Fire (*Irene Lalmuanzovi*)

DAY 2 (29th July, 2022 Friday): DEPARTMENTAL DM PLAN/ OFFICE SAFETY PLAN

Topic 1: Departmental Disaster Management Plan/ Office Safety Plan and Non-structural Mitigation (*Dr Lalrokima*)

Technical Session: Hands-on Training (*Dr Lalrokima Chenkual, Dr. Cory Lalbiakzuali, P.C.Zoramthara*)

Technical Session: Hands-on Training (*Dr Lalrokima Chenkual, Dr. Cory Lalbiakzuali, P.C.Zoramthara*)

Technical/Practical Session: Presentation on Departmental DM Plan (*by all Participants*)

REMARKS

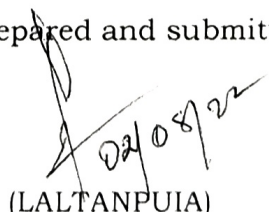
Template for Departmental Disaster Management Plan prepared by the National Disaster Management Authority, Govt. of India was discussed during hands-on sessions (Template enclosed). Every government department is encouraged to prepare DM Plan in consonance with the template as far as practicable.

Disaster Management Plan for H&TE Department may be prepared for implementation which may contain the following:

- Constitution of Departmental Disaster Management Committee (Chairman - Director; plus suitable Officer as Nodal Officer, Alternative Nodal Officer 1, Alternative Nodal Officer 2, etc. and other members as required)
- Formation of Office Disaster Management Committee (Chairman - Heads of each office; plus suitable Officer as Nodal Officer, Alternative Nodal Officer 1, Alternative Nodal Officer 2, etc. and other members as required)
- Establishment of Command, Control and Coordination Centre/ Room in offices
- Appointment of Incident Commander, Quick Response Teams, and Floor Coordinators (in case of multi-floor buildings)
- Resource Hunting, Hazard/ Risk/ Vulnerability & Capacity Analysis
- Analysis and review of previous disaster incidence (if any) for future safety planning
- Prevention & Mitigation Measures: Safety Practice and Inventory for disaster mitigation like installation of First Aid and Fire-fighting Equipment, Emergency Exit/Plan arrangements, etc.
- Raising awareness, performing mock drills, undergoing Fire Audits and preparation of SOPs for safety and security of employees as well as documents
- Preparation of DM Plan for non-structural aspects
- Display of important signages like emergency exit route, Floor Plan, emergency telephone number, etc.

NOTE: The list above is extracted from the DM Management Plan template and is, by no means exhaustive.

Report prepared and submitted by:



Handwritten signature and date: 02/08/22

(LALTANPUIA)

Joint Director (QAC), H&TE

**TEMPLATE FOR PREPARATION OF
THE DEPARTMENTAL / OFFICE DISASTER MANAGEMENT PLANS
Government of Mizoram - 2022**

{Reference: Section 22 (2), 23 (7), 38 (2), 39, 40 (1, 2, 3) of the Disaster Management Act, 2005}

CHAPTER 1: INTRODUCTION.

1.1. Purpose of the plan

The basic purpose of departmental DM plan is to provide guidance to the department to manage the risks of disasters before, during, and after disasters. These include assessing the sectoral and departmental risks of disasters, mitigating the existing risks of disasters, preventing the creation of new risks of disasters, presenting the status of its preparedness to perform its role and responsibilities as defined in the State DM Policy, State DM Plan and District DMP and measures proposed for strengthening capacity-building and preparedness.

1.2. Aims and Objectives of the plan

1.2a. Appropriate aim should be given out like, 'Evolving a process to manage various types of perceived natural and man-made disaster and to continue to perform official duties after calamity.

1.2b. Objectives given should be achievable and not visionary. Some examples are :-

- i. To implement roles and responsibilities as mentioned in SDMP/DDMP
- ii. To carry out Hazard Risk Vulnerability analysis of the Department/Office
- iii. To undertake measures necessary for prevention of disasters, mitigation, preparedness.
- iv. Construction of Disaster Resistant assets & infrastructures/Office Building
- v. To undertake Non Structural Mitigation Measure.
- vi. To delineate the roles and responsibilities of various stakeholders within the department/office.
- vii. To formulate evacuation plan without causing panic
- viii. Clarify command, control and coordination mechanism for managing disaster.
- ix. To enhance disaster preparedness for effective response and to "Build Back Better" in recovery and reconstruction.
- x. To prepare a departmental ESF and SOP
- xi. Any others?

1.3. Statutory provision, Codes and Policies

DM Act, 2005, NDMA Guidelines and Ministries' Manuals etc.

1.4. Institutional arrangement for Disaster Management

1.4a. State Disaster Management Authority - State Executive Committee - District Disaster Management Authority

1.4b. Departmental Disaster Management Committee – at the **Directorate** : Set up of the Departmental Disaster Management Committee (DDMC) with Head of Department as *Chairman with other key officials as members. Nominate/appoint suitable officer as Nodal Officer i/c DM who will be Member Secretary in the DDMC to perform all Department roles and*

responsibilities in DM and who may act as Incident Commander/Incident Response Team of the department.

1.4c. Office Disaster Management Committee : Set up of the Office Disaster Management Committee (ODMC) with Head of Office as *Chairman with other key officials as members. Nominate/appoint suitable officer as Safety Officer who will be Member Secretary in the ODMC to perform all office roles and responsibilities in DM and who may act as Incident Commander/Incident Response Team of the office.*

CHAPTER 2: PROFILE OF THE DEPARTMENT /OFFICE

- 2.1. Genesis of the department/Office
- 2.2. Allocation of Business of the department
- 2.3. Mandate of the department/Office
- 2.4. Organizational Structure of the department/Office
- 2.5. Jurisdiction of the department/Office
- 2.6. Details of infrastructure available with the department/Office.
- 2.7. Map on Department/Office set up.

CHAPTER 3: HAZARD, RISK, VULNERABILITY AND CAPACITY ANALYSIS.

3.1. Hazard wise vulnerability of the Department/Office : Identify various natural and manmade hazards to which the department/state is prone to;
e.g Earthquake, Landslide, Fire (House Fire and Forest Fire), Cyclone, storm, Flood, Hailstorm, Stampede etc.

3.2. Nature, frequency and intensity of disaster to which the department/ Office is prone to or is likely to be impacted in future;

3.3. Historical/past calamities/losses in the department/office due to disaster.

3.4. Identify vulnerable section of the department infrastructure and groups in the department/Office

3.5. Capacity of the department/Office to deal with the identified disasters – institutional, organizational, and infrastructural.

CHAPTER 4: PREVENTION, MITIGATION AND PREPAREDNESS PLAN

4.1 *Measures necessary for prevention of disasters, mitigation, preparedness and capacity-building :- DM Act 2005, section 39. Responsibilities of departments of the State Government.- It shall be the responsibility of every department of the Government of a State to - (a) take measures necessary for prevention of disasters, mitigation, preparedness and capacity-building in accordance with the guidelines laid down by the National Authority and the State Authority;*

4.2. **DEPARTMENTAL RISK PREVENTION** : Prevention can be understood as an activity to provide an outright avoidance of the adverse impact of hazards and related environmental, technological and biological disasters. Risk prevention is preventing the creation of new risks of disasters. Such risks may be created unwillingly by the Departments directly through public investments or indirectly through the facilitation of private investments that are vulnerable to the risks of disasters. Therefore, every development initiative should go through Hazard Risk Vulnerability Analysis to check if new projects, asset, activities are plan to be installed in the vulnerable area or have the potential to create new risks of disasters. If such investments cannot be avoided, these must be protected by safeguards through adequate structural and non-

structural prevention measures so that the benefits of investments are fully protected from risks of disasters. For example, assets of the department like offices, equipment's and others should be located at places which have lesser chances of getting affected by a hazardous event.

Disaster impact can be prevented for by strict adherence to the safety norms and practices given below:

- i. Building Codes: The Bureau of Indian Standards (BIS) has been publishing seismic hazard maps of India since 1962. Aizawl Municipal Corporation is enforcing AMC Building Regulation (Amendment), 2019 and AMC (Site Development & Slope Modification) Regulations, 2017. Follow the building bye-laws and regulations while constructing any new departmental assets:
- ii. Construction of disaster resistance structure
- iii. Fire Safety Norms
- iv. Electrical Safety Norms
- v. Preparation of fire lines, clearance of debris
- vi. Flood and landslide hazard zonation.

4.3. DEPARTMENTAL RISK MITIGATION : Disaster Mitigation focus mainly on minimizing the losses, destruction and disruption by a hazards and offers long term, cost effective method of dealing with or managing disaster. Mitigation projects reduce the level of exposures or the depth of vulnerabilities or both through a combination of various structural and non-structural measures. There are two approaches to disaster mitigation –

- **4.3.1 Structural mitigation** refers to any physical construction to reduce or avoid possible impacts of hazards, which include engineering measures and construction of hazard-resistant and retrofitted building or creation of protective structures and infrastructure whose function is primarily disaster protection like flood control structures, dykes, infiltration dams, tsunami walls etc.

- **4.3.2 Non-structural mitigation** refers to policies, awareness, knowledge development, public commitment, and methods and operating practices, including participatory mechanisms and the provision of information, which can reduce risk with related impacts. In addition to regulations and planning requirements, Non-structural mitigation also refers to training people to reduce hazards, such as the risk of heavy objects falling during disasters. E.g Cupboards, shelves, furniture and equipments may fall or topple even during a low intensity earthquake, causing injuries and even deaths.

Non structural Elements/Members: Typical examples of non structural elements of a building are suspended ceilings, light fixtures, windows, doors, furniture, kitchen cabinets, computers appliances, TVs, display cabinets, bookshelves, interior or exterior ornamentation, heating and air conditioning equipment, electrical systems, etc.

Non-structural seismic mitigation consists of bracing and anchoring items, or re-locating them, to prevent them from falling. It involves tie-downs, anchors, brackets and other support systems to prevent them from falling or re-locating them elsewhere.

- **4.3.3 Hazard Hunting :** Carry out hazard hunting of each floor and every room inside the building and area around the building to determine what non-structural risks are present in the office and assess what threat those risks pose. For examples :-
- Are there heavy and/or tall items in the office/room that may move or fall over during an earthquake?
 - If these items moved or fell, would they block exit routes out of a room or out of the office building?
 - Can these items be secured to structural support (i.e., wall studs)?

- Are hanging plants and light fixtures secured to prevent them from swinging free, breaking against walls or furniture, or breaking windows?
- Are gas appliances securely fastened in place (e.g., water heater and clothes dryer) so they won't pull the gas line connections apart?
- Are wall-mounted objects (clocks, pictures, mirrors, etc.) secured against falling?
- Are items on shelves and in display cabinets secured to prevent them from falling out?
- Are items on shelves and in cabinets secured to prevent them from falling out?
- Are there items that no longer serve a useful function that can be removed?
- Are free-standing file cabinets, bookcases, and other tall pieces of furniture secured to structural support?
- Does the exit doors and windows get jam, that may hinder free evacuation.
 - Once non-structural hazards are identified, take necessary step to mitigate the risk.

4.4. DISASTER PREPAREDNESS has been defined as “the state of readiness to deal with a threatening disaster situation or disaster and the effects there of”. The Department may review their “state of readiness” and prepare a strategic action plan to deal with possible disaster situations. Preparedness includes

- the formulation of viable disaster management plans,
- identification of Temporary/Safe Shelter area, development of warning systems, procurement and maintenance of inventories and the training of personnel.
- It also embraces conduct of mock drill exercises, search and rescue measures and provision of First Aids as well as preparation of evacuation plans.

All department must have Contingency plan e.g FCS & CA : Prior to the rainy season, the department should have advance storage of foodgrains for a period of three or more months

4.5. INTEGRATION OF DISASTER MANAGEMENT : DM Act 2005 section 39. Responsibilities of departments of the State Government.- It shall be the responsibility of every department of the Government of a State to - (b) integrate into its development plans and projects, the measures for prevention of disaster and mitigation; and also **40. Disaster management plan of departments of State.-** (1) Every department of the State Government, in conformity with the guidelines laid down by the State Authority, shall- (a) prepare a disaster management plan which shall lay down the following :- (ii) integration of strategies for the prevention of disaster or the mitigation of its effects or both with the development plans and programmes by the department;

For integration of Disaster Management into its development plans and projects, the department will use hazard resilient design for new construction of buildings, particularly in the hazard-prone areas. The existing Departmental buildings in the flood/landslide prone areas will be assessed for vulnerability. Wherever there is a need, necessary steps will be taken for modification / alteration of buildings. All new infrastructures have DM Plan in place.

The departmental training centres will integrate disaster management subjects in their training calendar and curriculum.

4.6. MAINSTREAMING DISASTER RISK REDUCTION : Mainstreaming DRR can be considered as the process of incorporating disaster risk reduction into normal development

practice and fully institutionalized within a department's development agenda. The DRR mainstreaming process in development sectors is new to all departments.

Name of the Schemes / activities of the department	Key component of the scheme	Mainstreaming DRR Actions

Further, to ensure disaster risk reduction is mainstreamed in key activities of the department following Capacity building activities may be taken:

Protect the life and property from Earthquake, landslide, fire and other disasters like a cyclone, flood etc	<ul style="list-style-type: none"> • Ensure to install fire safety measures like a fire alarm, hydraulic pump, sprinkler, fire extinguishers etc. • Training of the staff on basic first aid. • Training staff on various disaster management component so that they are ready to face any situation • Identify the vulnerable areas, buildings etc and make an action plan to reduce its risk.
Promotion of fire safety standards	<ul style="list-style-type: none"> • Assess the risk vulnerability of the dept/office and promote fire safety measures according to the need.
Organising awareness and training	<ul style="list-style-type: none"> • Conduct regular mock drill, training and awareness programme on safety measures and DRR to the staffs

4.7. ROLES AND RESPONSIBILITIES OF DEPARTMENT as defined in the State Disaster Management Plan / District Disaster Management Plan and measures for its implementation : **DM Act 2005 section 40. Disaster management plan of departments of State.**- (1) Every department of the State Government, in conformity with the guidelines laid down by the State Authority, shall- (a) prepare a disaster management plan which shall lay down the following :- (iii) the roles and responsibilities of the department of the State in the event of any threatening disaster situation or disaster and emergency support function it is required to perform;

Various role and responsibilities are mentioned in the State Disaster Management Plan / District Disaster Management Plan, activities and measures for is implementation may be spelled out. Hazard wise roles and responsibilities of the department may be listed out

4.8. PROVISION OF FUNDS : DM Act 2005, section 39. **Responsibilities of departments of the State Government.**- It shall be the responsibility of every department of the Government of a State to - (c) allocate funds for prevention of disaster, mitigation, capacity-building and preparedness; and also section 40. **Disaster management plan of departments of State.**- (2)Every department of the State Government, while preparing the plan under sub-section (1), shall make provisions for financing the activities specified therein.

4.9. Such other actions as may be necessary for disaster management

CHAPTER 5 : RESPONSE PLAN.

DM Act 2005 section 39. Responsibilities of departments of the State Government.- It shall be the responsibility of every department of the Government of a State to - (d) respond effectively and promptly to any threatening disaster situation or disaster in accordance with the State Plan, and in accordance with the guidelines or directions of the National Executive Committee and the State Executive Committee;

5.1. Mechanism for early warning and dissemination thereof;

5.2. Trigger Mechanism for response : The plan would be put into action considering the situation prevailing at a given point of time as per the level of disaster in hand.

Level of Disasters : L concept has been developed to define different levels of disasters in order to facilitate the responses and assistances to States and Districts.

L0 level denotes normal times which will be utilized for close monitoring, documentation, prevention and preparatory activities. Training on search and rescue, rehearsals, evaluation and inventory updating for response activities will be carried out during this time.

L1 level specifies disaster that can be managed at the District level, however, the State and Centre will remain in readiness to provide assistance if needed.

L2 level disaster situations are those, which require assistance and active participation of the State, mobilization of its resources for management of disasters.

L3 level disaster situation is in case of large scale disaster where the State and District authorities have been overwhelmed and require assistance from the Central Government for reinstating the State and District machinery as well as for rescue, relief, other response and recovery measures. In most cases, the scale and intensity of the disaster as determined by the concerned technical agency like IMD are sufficient for the declaration of L3 disaster.

5.3. Response plan for responding effectively and promptly to any threatening disaster situation or disaster in accordance with the State DM Plan or District DMP or State Executive Committee and the State Government/SDMA.

- All the officers and staff must know their roles and responsibilities in case of disaster.

5.4. Appointment of Nodal Officers to perform Emergency Support Functions (ESFs)/roles in emergency (i.e., Nodal Officers and Alternate nodal Officers from the Directorate to field level). See

Annexure – 1A

5.5. Constitution of the Incident Response Teams (IRTs) at all levels with provision of delegation of authority;

5.6. Identification of suppliers for departmental supplies and pre-contracting for supplies in case of emergencies - See **Annexure – 1B**

CHAPTER 6 : RESOURCE MAPPING.

6.1. Resources (Man and Material) of the department/Office which are vital for Disaster Management need to be listed and mapped out as Annexure – 2A and 2B

6.2. **Resources Within the Building** : Status of existing resources and facilities available inside the building, like Fire Fighting Equipment, Water Storage Capacity, Electrical Safety Measures, Number of Entries and Exits (Building to have at least two entry/exit gates and each room should preferably have two doors) and posted/available Manpower (Permanent, contractual, outsourced and Security Guards), including experts/specialists in Search & Rescue and those trained in First Aid.

6.3. Resources Outside the Building :

- Hospitals (Nearest hospital with distance and specialties like burn ward, Orthopedic Surgeons, etc. and telephone number of Emergency Division/Ward),
- Nearest Fire and Emergency Services - distance and telephone Number,
- Nearest Police Station - distance and telephone Number,
- Nearest Police Battalion - distance and telephone number,
- Nearest SDRF/NDRF Battalion - distance and telephone number,
- Ambulance Services - telephone number,
- Home Guard & Civil Defence, and any other responder, like Armed Forces (Army/Navy/Air Force) & Para Military Forces units, NGOs –telephone number etc.

CHAPTER 7 : COMMAND, CONTROL AND COORDINATION.

7.1. Nodal Officer i/c DM or Safety Officer should be nominated by the Administrative Head, who may also act as Incident Commander during a disaster.

7.2. Location of Control Room (for managing disasters, which could be the Reception Centre or an earmarked area outside the building).

7.3. Floor Coordinators should be nominated for each floor, who will coordinate evacuation and be responsible for managing any emergency/disaster, within the earmarked floor. His duties should be clearly defined.

7.4. Nominate Building Search & Rescue Team/s, their composition, team leader and training and refresher training required for them at periodic intervals. Provision of equipments

7.5 Nominate First Aid Team, their composition, team leader, training and refresher training regularly. Provision of materials

7.6 Roles and responsibilities of all key stakeholders within the Office/first responders on occurrence of disaster may be given out as follows :

- i) All the officers and staff must know Do's and Don'ts in case of disaster.
- ii) Warning dissemination by Safety Officer
- iii) All occupants will response by performing Dos and don'ts
- iv) Building Evacuation (as practiced in drill) by all and proceed to the Temporary/Safe Shelter/Assembly area
- v) Building Search & Rescue team will help the vulnerable groups in building evacuation
- vi) Headcounts by Floor Coordinator at the Assembly area and report the headcount result to the Safety Officer
- vii) If someone is missing (from headcount outcome), Safety Officer will deploy Building Search & Rescue team to try to rescue anyone trapped inside the building.
- viii) Building Search & Rescue team/Fire Safety Team will try to douse/control the occurrence of Fire.
- ix) First Aid Team will treat the casualty and transfer the seriously wounded one to the nearest Hospital.

CHAPTER 8 : Building EVACUATION PLAN.

SOP for evacuation should be given out. For example, identify the Assembly Area/s where the staff will assemble and headcount will be carried out by the Floor Coordinator and information passed on to the Control Room.

The priority and sequence of evacuation from each floor and the stairs through/along which side of the stairs, in case there is only one staircase, the staff from each floor will come down, under the directions of the Floor Coordinator should be given in the SOP.

If there are two stair cases, occupants of even number floors should come down along one stair case and the ones occupying odd number floors should come down along the second stair case, which should be rehearsed floor-wise by the Floor Coordinators and during building mock exercises, after every six/twelve months by the Safety Officers.

CHAPTER 9 : Building EMERGENCY MEDICAL PLAN.

Number of qualified doctors/para medic staff working in the building should be mentioned and nominated First aid team/s members should be trained in first aid and CPR in collaboration with HFW, Red Cross or by nearest Hospitals. The number of staff trained in First aid should be increased every year. The Emergency Medical Plan should include the 'onside' first aid, TRIAGE, evacuation through ambulances and pre-hospital preparedness.

CHAPTER 10 : SAFETY & SECURITY OF DOCUMENTS

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

All the sections/departments working in the building should have a back-up of their data in their PC/lap top etc. Security of the files/documents/PC/laptops and use of data storage like pen drives and CDs should be elaborated.

Random check by Department/section heads is recommended.

CHAPTER 11 : CONDUCT OF MOCK EXERCISE

To test the DDMP and ODMP and check the state of preparedness periodically, table top and mock exercises on fire, Earthquake, stampede etc should be conducted at least once in a year.

Dos and Don't in case of Fire, Earthquake, Stampede as in 5.7 (i)

Outside first responders, like District DM Authority, Police, Fire Services, Medical Services, Home Guard & Civil Defence, NDRF/SDRF. NGOs etc. should take part in the annual mock exercises.

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

LIST OF ANNEXURES :

Annexure 1A-B : Emergency Support Function

Annexure 2A -B : Resource list (available with Department) with contact persons details (kindly follow IDRN Format)

Annexure 3 : Important Emergency Telephone numbers (like District Disaster Management Authority, Police, Fire and Emergency Services, Home Guard & Civil defence, Hospitals, ambulance services, SDRF, NDRF and other important stake-holders – These must be displayed in the building prominently)

Annexure 4 : Building plan with relevant signage for exits and resources like Fire Extinguisher, Ladder, FA Box, stretcher etc with *You are here* sign in each floor in the building and prominently displayed at various strategic locations.

Annexure 5 : Office Floor-wise details of the divisions/sections operating in each floor.

Annexure 6 : Contain the names, residential address, residential landline telephone number, mobile phone number of all officers in the building, Safety officer-cum-incident commander, Floor coordinators, Search and rescue team leaders and members, First aid team/s leader and members

Annexure 7 : Important numbers of State, District and local level officials of the department, etc.

EMERGENCY SUPPORT FUNCTION

The ESF is a mechanism that consolidates multiple agencies that perform similar or like functions into a single, cohesive unit to allow for the better management of emergency response functions. ESFs is the grouping of governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following domestic incidents.

The ESF concept was developed by the Federal Emergency Management Agency (FEMA) in the late 1980s to address the potential management concerns that would be necessary to coordinate a federal response to a catastrophic earthquake in California. FEMA subsequently implemented the ESF concept in the development of its Federal Response Plan.

ESFs are resources and capabilities grouped into functional areas most frequently needed during a response. The ESFs serve as the primary operational-level mechanism to provide assistance in functional areas.

Each ESF is headed by a primary agency, which has been selected based on its authorities, resource and capabilities to support the functional area. The designated primary agency, acting as the Lead agency will be assisted by one or more support agencies/organizations (secondary agencies) providing mutual support in terms of resources, equipments, manpower during management of disaster. Although led by a single dept, coordination is typically a team effort of several departments providing resources based on a given support function. ESF is a functional area of response activity established to facilitate the delivery of critical assistance required during the immediate response phase of a disaster/ disaster to save lives, protect property and public health and to maintain public safety.

The ESF during Disaster (SOPs) will be prescribed for activities like search and rescue, medical assistance and casualty management, evacuation, restoration of essential services and communication at disaster sites, etc. The other important activities are provision of food, drinking water, sanitation, clothing and management of relief camps.

The name, address and telephone numbers of Nodal Officers of the Department/Agencies will be included along with the Quick Response Team (QRT) in the plan. In the immediate aftermath of a major natural disaster the ESF Plan will be activate to identify requirements and mobilize and deploy resources to the affected area. The ESF plans will be reviewed from time to time. Based on the ESF Plan at national level, the State Govts shall designate Primary and Secondary Departments/Agencies for each ESF and mandate them for making plans for providing emergency support at the State and districts levels.

On the occurrence of disaster leading to activation of ESF Plan, the concerned Department shall depute the designated officials to State/District Emergency Operation Centre for coordination of response measures.

GOVERNMENT OF MIZORAM
DEPARTMENT

Office of the _____

Subject : EMERGENCY SUPPORT FUNCTIONS (ESF) PLAN, 2022

1. The _____ Department will provide emergency support in the event of natural or man-made disasters in regard to the following:

(a)	
(b)	
(c)	
(d)	

2. **NODAL OFFICER** : The details of Nodal Officers and the Alternate Nodal Officers for the purpose of coordinating Emergency Functions with SDMA/DDMA/Department of Disasters Management & Rehabilitations are as under:

Name/Designation/Office Address/Residential address	Mobile Phone no. and e-mail

Alternate Nodal Officer (I)

Name/Designation/Office Address/Residential address	Mobile Phone no. and e-mail

Alternate Nodal Officer (II)

Name/Designation/Office Address/Residential address	Mobile Phone no. and e-mail

3. **Quick Response Team (QRT) at the HQs.** : The Department has set up the Quick Response Team (QRT) at the HQs for emergency response and the details of the Team and the task assigned are given in the attached Form No. ESF-02.

- 4. **Quick Response Teams (QRTs) at the District Level :** The Department has designated the District Officer for providing Emergency Support Functions at district level and the task assigned are given in the attached Form no. ESF – 03 and 03.1:
- 5. **Quick Response Teams (QRTs) at the Field Level :** The details of the Designated Field officers who will be coordinating the emergency support functions and the task assigned are given in the attached *Form No. ESF- 04.*

Resource Inventory

- 6. The Department will be in a position to make available various type of resources like equipment/material/technical manpower and services, the details are given in the attached *Form No. ESF-05 .*
- 7. It is certified that the aforesaid resources (manpower, services, material and equipment) are considered adequate for accomplishing the Emergency Support Functions assigned to this Department.
- 8. It is certified that in addition to above resources this Department has entered in to pre-contracts for supply of resources are given in the attached *Form No. ESF-06.*
- 9. The Department is ready to deploy the resources in the event of disasters and in accordance with the requests received from the Department of Disaster Management & Rehabilitation or from the State or District Disaster Management Authorities.
- 10. The Emergency Support Functions (ESF) Plan has been last updated on _____.

Authorised signatory

Name :
 Designation :
 Date :

**GOVERNMENT OF MIZORAM
DEPARTMENT OF _____**

Quick Response Team (QRT) at the HQs.

Name/Designation/Office address/Residential address	
Team Leader :	(0)
	(R)
	(Fax)
	(Mobile)
	(e-mail)
Alternate Team Leader :	(0)
	(R)
	(Fax)
	(Mobile)
	(e-mail)
Member 1 :	(0)
	(R)
	(Fax)
	(Mobile)
	(e-mail)
Member 2 :	(0)
	(R)
	(Fax)
	(Mobile)
	(e-mail)
Member 3 :	(0)
	(R)
	(Fax)
	(Mobile)
	(e-mail)

The task assigned are _____

GOVERNMENT OF MIZORAM
DEPARTMENT OF _____

List of Designation Officers of District/Regional Officers

Sl. No	Field Office Address	Name/Designation Residential Address	Phone with STD code e-mail
1	Aizawl		(R) Mobile - E-mail -
2	Lunglei		(R) Mobile - E-mail -
3	Lawngtlai		(R) Mobile - E-mail -
4	Saiha		(R) Mobile - E-mail -
5	Champhai		(R) Mobile - E-mail -
6	Serchhip		(R) Mobile - E-mail -
7	Kolasib		(R) Mobile - E-mail -
8	Mamit		(R) Mobile - E-mail -
9	Hnahthial		(R) Mobile - E-mail -
10	Khawzawl		(R) Mobile - E-mail -
11	Saitual		(R) Mobile - E-mail -

GOVERNMENT OF MIZORAM
DEPARTMENT OF _____

Quick Response Team (QRT) at the District Level – For all districts

District Office _____ (separate for each district offices and numbered as **ESF-03.1, ESF- 03.2 and so on**)

<u>Name/Designation/Office address/Residential address</u>	<u>Phones with STD code e-mail</u>
Team Leader :	(0)
	(R)
	(Fax)
	(Mobile)
	(e-mail)
Alternate Team Leader :	(0)
	(R)
	(Fax)
	(Mobile)
	(e-mail)
Member 1 :	(0)
	(R)
	(Fax)
	(Mobile)
	(e-mail)
Member 2 :	(0)
	(R)
	(Fax)
	(Mobile)
	(e-mail)
Member 3 :	(0)
	(R)
	(Fax)
	(Mobile)
	(e-mail)

The task assigned are _____

GOVERNMENT OF MIZORAM
DEPARTMENT OF _____

Quick Response Team (QRT) at the Field Level

Field Office _____ (separate for each field office and numbered as ESF- 04.1, ESF- 04.2 and so on)

Name/Designation/Office address/Residential address	Phones with STD code e-mail
Team Leader :	(0) (R) (Mobile) (e-mail)
Alternate Team Leader :	(0) (R) (Mobile) (e-mail)
Member 1 :	(0) (R) (Mobile) (e-mail)
Member 2 :	(0) (R) (Mobile) (e-mail)
Member 3 :	(0) (R) (Mobile) (e-mail)

The task assigned are _____

ESF – 05 : Pre – Contract Agreement

Sl. No.	Men/Material/Equipment/Services/ Description/Specification	Qty. in Nos.	Qty. in Wt./Vol	Pre-Contract Location	Pre- Contract Valid up to
1.	Man Power				
2.	Service				
3.	Material				
4.	Equipment				