

CIVIL DEFENCE & HOME GUARDS

DISASTER MANAGEMENT
PLAN.

2012

DIRECTORATE OF CIVIL DEFENCE & HOME GUARDS DEPARTMENT
MEGHALAYA, SHILLONG.

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CIVIL DEFENCE & HOME GUARDS DISASTER MANAGEMENT PLAN 2012

CHAPTER I

CIVIL DEFENCE & HOMEGUARDS ORGANISATION : INTRODUCTION

1.1 Background

The Civil Defence measures are aimed at minimising the impact of enemy action on man and material during a war. Before the World War II, the Civil Defence department in India was created mainly as a result of the growing threat of aerial bombing on cities. But 2 (two) significant events took place after Independence which gave a fillip to the Civil Defence measures in India. The first event which really marked the revival of Civil Defence in India was the Chinese aggression in November 1962 and the second was the Indo-Pak conflict in September 1965 when for the first time after Independence, the Nation was subjected to enemy air attacks. The Country was subjected to further hostile attacks from Pakistan in December 1971 when the Civil Defence Organization acquitted itself commendably. Since then, the revision of Civil Defence policy and the renewal of categorized towns is being done at regular intervals.

The Civil Defence Act (Act 27 of 1968) was passed by the Parliament in May 1968. The Act extends to the whole of India and provides for, among other things, measures not amounting to actual combat, for affording protection to any person, property or place against any hostile attack. It also authorises the raising of a Civil Defence Corps and for making Rules and Regulations for Civil Defence. In short, this Act of Parliament provides the legal status for the Civil Defence, which previously operated under the now defunct Defence of India Act 1962. The Civil Defence Act has taken effect from 10th July 1968. Rules and Regulations under the Act have been framed and issued. From time to time, amendments have been made to the said Act. In January 2010, vide Civil Defence (Amendment) Act, 2009, Disaster Management was also incorporated in the Civil Defence Act, 1968.

The Home Guards Organisation was started throughout the country immediately after the Chinese aggression of 1962. The main purpose was for the organisation to serve as a powerful instrument for strengthening the will of the people of India to stand up to hardship and danger in the country's hour of need. The Home Guards and Civil Defence Organisation was setup in 1963 in the then undivided Assam. After attainment of state-hood on January 21st, 1972, the Government of Meghalaya, took over the Organisation. The Home Guards is a uniformed force. The Organisation is also mandated to render help in maintaining communal harmony and in protecting the weaker sections of the society. The Home Guards is a voluntary Organisation. A small number of full time paid staff are authorised at the District and state level for the purpose of training, command and control.

Meghalaya has adopted the Assam Home Guards Act and Rules, 1947 vide Meghalaya Adaptation of Laws Order (No 4) 1947 published in the Gazette of Meghalaya, dated 30.11.71, File No MCDG.17/1972. Under this Act, Home Guards volunteers are required to undergo training for a period of not less than 2 (two) months. Thereafter, they are required to serve as Home Guards volunteers for 6 (six) months extendable by the state Government for a total period of not more than 12 (Twelve) months. After this period, a volunteer remains on reserve for 3 (three) Years during which period he is liable to be called out for duty at any time.

1.2. Aims and Objectives of Civil Defence & Home Guards:

CIVIL DEFENCE		HOME GUARDS	
1	To save life	1	Serve as an auxiliary to the police and assist in maintaining internal security.
2	To minimize damage to property	2	Assist the community in any kind of emergency, an air raid, a fire, a flood an epidemic and so on.
3	To maintain continuity of production; and	3	Organise functional units to provide essential services such as motor transport, pioneer and engineer groups, fire brigades, nursing and first-aid, operation of water and power supply in installations, etc.
4	To keep up the high morale of public.	4	Promote communal harmony and give assistance to the administration in protecting weaker sections of the Society.
		5	Participate in socio-economic and welfare activities such as adult education, health and hygiene, development schemes and such other tasks as are deemed useful.

1.3 Organisational Structure : Flowchart enclosed at Annexure I.

CHAPTER II

RISK ASSESSMENT AND VULNERABILITY ANALYSIS

2.1 Risk & Vulnerability Assessment

Type of Hazards	Time of Occurrence	Potential Impact	Vulnerable areas
Flood	April-June July-Sept	Life, Livelihood, crops, community, livestock, infrastructure.	Plain belt area of West Garo Hills, Baghmara, Polo area of Shillong.
Storm/ Cyclone	April-June Oct-Dec	Life, Livelihood, crops, community, livestock, infrastructure.	The entire area of Garo Hills Division, West Khasi Hills
Landslide	April-June July-Sept Oct-Dec	Life, Livelihood, crops, community, livestock, infrastructure.	The entire hill area of Garo Hills Division, Shillong City and the whole stretch of G.S.Road.
Fire	Jan-Mar	Life, Livelihood, crops, community, livestock, infrastructure.	The entire area of the State of Meghalaya
Earthquake		Life, Livelihood, crops, community, livestock, infrastructure, community, livestock, infrastructure.	The entire state of Meghalaya.
Any Other			

CHAPTER III

RESOURCE INVENTORY

3.1 Civil Defence & Home Guards Disaster Management Advisory Committee:

Sl.No	Name	Designation	Status	Contact Nos.
1	Shri Prem Singh, IPS	Director General of Civil Defence & Home Guards	Chairman	0364 - 2226393 9402132509
2	Shri R.R.Thangkhiew	Jt. Director of Civil Defence & Commandant General of Home Guards	Member Secretary	0364 – 2225614 9436100214
3	Shri M.K.Sangma	Sr. Staff Officer Directorate of Civil Defence & Home Guards	Member	0364 – 2500659 9089292456
4	Shri R.P.Kongwar	Commander of Border Wing Home Guards Battalion	Member	0364-2227538 9436104516
5	Dr. L.E.K. Marbaniang	Sr. Medical & Health Officer, C.T.I.	Member	0364-2521772 9436101040

3.2. Civil Defence & Home Guards Rescue Service : Flowchart enclosed at Annexure II.

3.3 Important Name and Phone Numbers

Sl.No	Name	Designation	Contact Nos.
1	Shri. W.M.S. Pariat, IAS	Chief Secretary	0364-2224801 (O) 0364-2550572 (R)
2	Shri.K.S. Kropha, IAS	Principal Secretary, Revenue & Disaster Management	0364-2224184 (O) 0364-2226256 (R)
3	Shri. H. Marwein, IAS	Principal Secretary, Civil Defence & Home Guards.	0364-2226102 (O) 0364-2223114 (R)
4	Shri. Prem Singh, IPS	Director General of Civil Defence & Home Guards	0364 - 2226393 9402132509
5	Shri. N. Ramachandran, IPS	Director General of Police	0364-2224879 (O) 0364-2591011 (R) 9956000222
6	Shri. Sanjay Goyal, IAS	Deputy Commissioner of East Khasi Hills	0364-2224003 (O)
7	Shri. T. Dkhar, IAS	Deputy Commissioner of Jantia Hills	03652-220721 (O) 03652-223723 (R)
8	Shri. Akash Deep, IAS	Deputy Commissioner of Ribhoi	03638-232221
9	Shri. Vijay Kr. Mantri, IAS	Deputy Commissioner of East Garo Hills	03658-220226
10	Shri. Pravin Bakshi, IAS	Deputy Commissioner of West Garo Hills	03651-223835
11	Shri. R.P. Marak, MCS	In-Charge Deputy Commissioner of South Garo Hills	03639-234292 9436341001

Sl.No	Name	Designation	Contact Nos.
12	Shri. A.R. Mawthoh, IPS	Superintendent of Police, East Khasi Hills	0364-2224150 (O) 0364-2223251 (R)
13	Dr. N. Raja Marthandan, IPS	Superintendent of Police, West Khasi Hills	03654-280256 (O) 03654-280287 (R)
14	Shri. O. Passi, MPS	Superintendent of Police, Jantia Hills	03652-221907 (O) 03652-220780 (R)
15	Smti. C.A. Lyngwa, MPS	Superintendent of Police, Ribhoi	03638-232230 (O) 03638-232231 (R)
16	Shri. J.F.K. Marak, MPS	Superintendent of Police, East Garo Hills	03658-220313
17	Shri. Ricky Dkhar, IPS	Superintendent of Police, West Garo Hills	03651-223820 (O) 03651-223839 (R)
18	Shri. Mukesh K. Singh, IPS	Superintendent of Police, South Garo Hills	03639-234231 (O) 03639-234259 (R)
19	Shri. D. Sangma, MPS	Superintendent of Police, Fire Service	0364-2222247 (O) 9436114405
20	Shri. R.R. Thangkhiew	Jt. Commandant General of Home Guards & Jt. Director of Civil Defence	0364 – 2225614 9436100214
21	Shri. M. K. Sangma	Senior Staff Officer, Directorate of Civil Defence & Home Guards.	0364 – 2500659 9089292456
22	Shri. R.P. Khongwar	Commander, Border Wing Home Guards Bn	0364-2227538 9436104516
23	Shri. R.P. Khongwar	Commandant of Central Training Institute	0364-2908733 9436104516

Sl.No	Name	Designation	Contact Nos.
24	Dr. L.E.K. Marbaniang	Sr. Medical & Health Officer, CTI.	0364-2521772 9436101040
25	Shri. O.T. Shangpliang	Deputy Controller of Civil Defence, Shillong	0364-2211746 9863104483
26	Shri. S. Rangad	Deputy Controller of Civil Defence, Jowai	03652-223273 9856625678
27	Shri. Livingstone Sangma	Deputy Controller of Civil Defence, Tura	03651-233608 8014394570
28	Shri. C. Rane	District Commandant of Home Guards, East Khasi Hills	0364-2225741 9863452194
29	Shri. S. Rangad	District Commandant of Home Guards, Jantia Hills	03652-223828 9856625678
30	Shri. Livingstone Sangma	District Commandant of Home Guards, West Garo Hills	03651-232661 8014394570
31	Commandant, C.T.I.	Commander of Civil Defence & Home Guards Rescue Service	0364-2908733 9436104516
32	Smti. L. Kharkongor, IAS	Commissioner & Secretary, Revenue & Disaster Management	0364-2229092 (O) 0364-2504892 (R)
33	Shri. H. Marak, MCS	O.S.D., Revenue & Disaster Management	9436111073

3.4 Human Resource Earmarked For Rescue Operation

SL	TEAMS	PARTICULARS	PERSONNELS	REMARKS
1	State Civil Defence & Home Guards Recue Team	4 Teams	40	
2	State Civil Defence & Home Guards Medical Team	1 Teams	6	
3	Shillong Civil Defence Rescue Team	2 Teams	20	
4	Jowai Civil Defence Rescue Team	2 Teams	20	
5	Tura Civil Defence Rescue Team	2 Teams	20	
TOTAL			106	

3.5 Vehicles Earmarked For Rescue & Relief Operation

SL	PARTICULARS	LOCATION	CONTACT NO.
1	Rescue Truck ML-01-5991	CTI, Mawdiangdiang.	0364-2908733 9436104516
2	3 Toner Truck ML-01-1310	CTI, Mawdiangdiang.	0364-2908733 9436104516
3	3 Toner Truck ML-01-1313	Border Wing Home Guards Bn, Mawdiangdiang	0364-2227538 9436104516
4	1 Toner Truck (407) ML-01-1399	Border Wing Home Guards Bn, Mawdiangdiang	0364-2227538 9436104516
5	1 Toner Truck (407) ML-01-1992	District Home Guards, Shillong	0364-2225741 9863452194
6	1 Toner Truck (407) ML-01-1994	District Home Guards, Jowai	03652-223828 9856625678
7	1 Toner Truck (407) ML-01-1993	District Home Guards, Tura	03651-232663 8794399740
8	Rescue Truck ML-01-5990	Civil Defence, Tura	03651-232663 9856248003

3.6 Search & Rescue Equipments earmarked & distributed to CD & HGs. SAR Units.

Sl. No.	Items	CTI Shillong	CD Shillong	CD Tura	CD Jowai	Total
1	Chipping Hammer	4	4	4	2	14 Nos.
2	Chipping Hammer Bit Flat	1	1	1	1	4 Nos.
3	Chipping Hammer Bit Pointed	4	4	4	2	14 Nos.
4	Circular Saw 10 ¼	2	2	2	1	7 Nos.
5	Carbide Tip Blade	2	2	2	1	7 Nos.
6	Chisel for Concrete 1" - 1 ½"	2	2	2	1	7 Nos.
7	Emergency Light	4	4	4	2	14 Nos.
8	Carpenter Hammer	8	8	8	4	28 Nos.
9	Stretcher with Straps	4	4	4	2	14 Nos.
10	Padded Board (Wooden) Short	4	4	4	2	14 Nos.
11	Padded Board (Wooden) Medium	4	4	4	2	14 Nos.
12	Padded Board (Wooden) Large	4	4	4	2	14 Nos.
13	Come Along	2	2	2	1	7 Nos.
14	Round Shovel	2	2	2	1	7 Nos.
15	Spade Shovel	2	2	2	1	7 Nos.
16	Crowbar 24"	4	4	4	2	14 Nos.
17	Crowbar 36"	4	4	4	2	14 Nos.
18	Pick Mattock	2	2	2	1	7 Nos.
19	Sledge Hammer 5.5 Kg.	4	4	4	2	14 Nos.
20	Safety Goggles	4	4	4	2	14 Nos.
21	Back Board (Spine Board)	2	2	2	1	7 Nos.
22	Back Board Strap	8	8	8	4	28 Nos.
23.	Rotary Rescue Saw-Petrol driven	4	4	4	2	14 Nos.

Sl. No.	Items	CTI Shillong	CD Shillong	CD Tura	CD Jowai	Total
24	12" Diamond Tip Replacement Blade for Concrete	2	2	2	1	7 Nos.
25	Rotary Rescue Saw Blade for Metal & Concrete	2	2	2	1	7 Nos.
26	Rotary Rescue Saw Blade for Wood	2	2	2	1	7 Nos.
27	MFR Box 48"	1	1	1	1	4 Nos.
28	CPR Manequin for Infant 5 Pc. Pack with Lung Bag	1	1	1	1	4 Nos.
29	CPR Manequin for Adult 5 Pc. with Lung Bag	2	2	2	1	7 Nos.
30	10" Vice Grip	2	2	2	1	7 Nos.
31	Framing Square	4	4	4	2	14 Nos.
32	Sponge Non-Sterile 4"x4"	400	200	200	200	1000 Nos.
33	Dust Mask	100	100	100	50	350 Nos.
34	Knee Pad	4	4	4	2	14 Nos.
35	Latex Gloves	30	30	30	15	105 Nos.
36	Blood Pressure Cuff Adult	1	1	1	1	4 Nos.
37	Gauge Dressing Vaseline	12	12	12	6	42 Nos.
38	Stethoscope	4	4	4	2	14 Nos.
39	Kit Carrying Bag Nylon	1	1	1	1	4 Nos.
40	Band Aid 1"x3"	2	2	2	1	7 Nos.
41	Bandage Triangular 42"x52"	48	48	48	24	168 Nos.
42	Depressor Tounge	5	5	5	3	18 Nos.
43	Glove Non-Sterile Latex Medium	100	100	100	50	350 Nos.
44	Mask Oxygen Adult Non-Rebreather	10	10	10	5	35 Nos.
45	Mask Oxygen Pediatric Non-Rebreathes Universal Size	10	10	10	5	35 Nos.

Sl. No.	Items	CTI Shillong	CD Shillong	CD Tura	CD Jowai	Total
46	Oxygen Canula Nasal	5	5	5	3	18 Nos.
47	Bandage Elastic 3 Ace (2.7 Mtrs. Roll)	36	36	36	18	126 Nos.
48	Bandage Elastic 6 Ace (2.7 Mtrs. Roll)	36	36	36	18	126 Nos.
49	Cervical Collar Adult	10	10	10	5	35 Nos.
50	Cervical Collar Medium	10	10	10	5	35 Nos.
51	Cervical Collar Infant	10	10	10	5	35 Nos.
52	Dressing Abdominal Planning Gauge	40	40	40	20	140 Nos.
53	Dressing Abdominal Roller Bandage	40	40	40	20	140 Nos.
54	Pen Light	6	6	6	3	21 Nos.
55	Regular Oxygen Cylinder with Kit (Portable)	2	2	2	1	7 Nos.
56	Angle Cutter - Electrical	4	4	4	2	14 Nos.
57	Diamond Tip Blade 12"	4	4	4	2	14 Nos.
58	Composite Blade for Metal	4	4	4	2	14 Nos.
59	Reciprocating Saw	4	4	4	2	14 Nos.
60	Reciprocating Saw Blade for Metal	4	4	4	2	14 Nos.
61	Reciprocating Saw Blade for Wood	4	4	4	2	14 Nos.
62	Drill Machine (Electric Driven)	2	2	2	1	7 Nos.
63	Electric Drill Bit Set	2	2	2	1	7 Nos.
64	Hydraulic Jack 10 Ton	2	2	2	1	7 Nos.
65	Rotary Hammer Drill	2	2	2	1	7 Nos.
66	Rotary Drill Bit	2	2	2	1	7 Nos.
67	Chain Saw Width 18"	2	2	2	1	7 Nos.

Sl. No.	Items	CTI Shillong	CD Shillong	CD Tura	CD Jowai	Total
68	Chain Saw for Replacement Chain for Wood	1	1	1	1	4 Nos.
69	Pliers 8" long	4	4	4	2	14 Nos.
70	Chisel for Concrete 8"	4	4	4	2	14 Nos.
71	Screw Driver Set	4	4	4	2	14 Nos.
72	Tin Snip Big 12" long	4	4	4	2	14 Nos.
73	Claw Hammer 450 Grams	4	4	4	2	14 Nos.
74	Sledge Hammer Tata 4 Kg.	4	4	4	2	14 Nos.
75	Metal File Big Flat	4	4	4	2	14 Nos.
76	Megaphone	2	2	2	1	7 Nos.
77	Fire Extinguisher 20 Kg.	2	2	2	1	7 Nos.
78	Portable Generator 2.5 KV.	4	4	4	2	14 Nos.
79	Bite Stick Rubberized	5	5	5	3	18 Nos.
80	Micro Shield Pocket Mask C.P.R	5	5	5	3	18 Nos.
81	Triage Ribbon Standard Green	4	4	4	2	14 Nos.
82	Triage Ribbon Standard Red	4	4	4	2	14 Nos.
83	Triage Ribbon Standard Black	4	4	4	2	14 Nos.
84	Triage Ribbon Standard Yellow	4	4	4	2	14 Nos.
85	Bag Valve Mask Disposable Adult	4	4	4	2	14 Nos.
86	Bag Valve Mask Disposable Child	4	4	4	2	14 Nos.
87	Circular Saw 7 ¼	2	2	2	1	7 Nos.
88	Carbide Tip Blade	2	2	2	1	7 Nos.
89	Bolt Cutter 14"	2	2	2	1	7 Nos.

Sl. No.	Items	CTI Shillong	CD Shillong	CD Tura	CD Jowai	Total
90	Bolt Cutter 30 "	2	2	2	1	7 Nos.
91	Fire Axe (Large)	4	4	4	2	14 Nos.
92	Ear Plug	50	50	50	25	175 Nos.
93	Heavy Work Gloves	4	4	4	2	14 os.

3.7 Total Number Of Volunteers Trained on Civil Defence & Disaster Management : List enclosed at Annexure III.

3.8 Helipad Earmarked For Emergency Landing for Rescue & Relief Work

SI	SHILLONG	JOWAI	TURA
1	Upper Shillong Helipad	Kiang Nangbah Stadium, Jowai	Dobasipara, BSF Helipad
2	Polo Ground	Jrisalein Playground, Jowai	Alotgre Stadium, Tura
3	CD & HG Parade Ground		M.P.Stadium, Tura
4			College Field, Tura
5			
6			
7			
8			
9			
10			

3.9 Tel. Phone Nos of Control Rooms of Line Departments

Ser No	Name Of Control Room	Tele Nos.
1	State Emergency Operating Centre	1070 (T.F. No.)
2	Emergency Operating Centre, Shillong	1077 (T.F. No.) 0364-2225289 (O)
3	Emergency Operating Centre, Nongstoin	1077 (T.F. No.) No Landline Connection
4	Emergency Operating Centre, Ribhoi	1077 (T.F. No.) No Landline Connection
5	Emergency Operating Centre, Jowai	1077 (T.F. No.) 03652-221840 (O)
6	Emergency Operating Centre, Williamnagar	1077 (T.F. No.) 03658-220470 (O)
7	Emergency Operating Centre, Tura	1077 (T.F. No.) 03651-223344 (O)
8	Emergency Operating Centre, Baghmara	1077 (T.F. No.) 03639-234292
9	Police Control Room, Shillong	0364-2222277
10	Fire Service Control Room	0364-2227000

CHAPTER - IV
MITIGATION STRATEGIES

4.1 Mitigation Plan

Type of Activities	Mitigation Measures	Responsible Units.
Publicity & Awareness	<ul style="list-style-type: none"> • Distribution of leaflets, posters & pamphlets, etc. • Awareness generation in school, colleges, conduct various seminars, workshop, mockdrill, etc. • Conduct regular Mock Drill at village, block, district level and urban areas. • Publish Safety Measures on Various Hazard/Disaster in Newspapers. • Organize regular meetings with the Wardens. 	<ul style="list-style-type: none"> • Directorate of Civil Defence & Home Guards. • Central Training Institute, Shillong. • Civil Defence Office, Shilong, Jowai & Tura

Training	<ul style="list-style-type: none"> • Conduct Basic Civil Defence and Disaster Response Training. • Conduct Disaster Management Training at Village,Block, District level and Urban areas, in collaboration with Deputy Commisioner of all districts. • Conduct various disaster management training for N.G.O.s and professionals like Doctors, Engineers, Teachers, etc, in collaboration with MATI. • Conduct various in-service training courses on disaster response for the officers and personnel of this department at Central Training Institute, Shillong. • Depute the Officers and personnel of this department to various training courses on Disaster Management outside the state. • Conduct training courses on Search and Rescue and Emergency First Aid to NCC, NYK, Scouts & Guides, etc. 	<ul style="list-style-type: none"> • Directorate of Civil Defence & Home Guards. • Central Training Institute,Shillong. • Civil Defence Office, Shilong, Jowai & Tura
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<p>Disaster Response</p>	<ul style="list-style-type: none"> • Constitute Civil Defence & Home Guards Disaster Management Advisory Committee. • Constitute and Earmark CD & HG Search & Rescue Team at all level. • Earmark and Identify members of the CD & HG SAR Teams. • Conduct Special Trainings like CSSR, MFR and Communication Courses for the members of the CD & HG SAR Teams at CTI, Shillong. • Earmark vehicles for SAR Teams and keep them ready for emergency response. • Earmark and distribute SAR Equipments for State CD & HG SAR Teams and the CD SAR Teams at Shillong, Jowai and Tura. • Earmark and procure SAR Equipment for other four remaining districts. • Coordinate with State Government and Govt of Indian with regard to creation of Civil Defence Office and District Home Guards in all districts, for effective Command and Control of Rescue Operation during disaster, and send proposal accordingly. • Conduct Mock Drill/Exercise on SAR Operation for CD & HG Teams regularly. 	<ul style="list-style-type: none"> • Directorate of Civil Defence & Home Guards.
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CHAPTER V**CIVIL DEFENCE RESPONSE PLAN****5.1 Standard Operating Procedure**

1. The Civil Defence & Home Guards will form two SAR Teams in the Civil Defence towns to assist the Deputy Commissioner in the districts for SAR operation. The Central Training Institute, Shillong, and the Border Wing Home Guards Battalion, Shillong, will form two SAR Teams each to respond to any emergency that may occur in any parts of the state. These Teams will be earmarked as State Search & Rescue Team of Civil Defence & Home Guards and will operate under the direction of the State EOC/Directorate of Civil Defence & Home Guards.
2. In the event of any Emergency, Calamity or Disaster, the S.S.O/J.S.O. will assist the Commanding Officer in the State EOC, for emergency response in the Search & Rescue Operation and the Deputy Controller of Civil Defence will assist the Deputy Commissioner in their respective District EOC.
3. In the Districts, the Deputy Controller will respond to any emergency with the resources available in the district, under the supervision of the Controller of Civil Defence/Deputy Commissioner. In case the re-enforcement is required in the district, the Controller of Civil Defence/Deputy Commissioner can requisition the State SAR Team of Civil Defence & Home Guards through the State EOC/Principal Secretary, Revenue & Disaster Management.
4. The State Search & Rescue Team of Civil Defence & Home Guards will not move from the station unless the order comes from the State EOC/Directorate of CD & HG. All Search and Rescue Operation conducted by the State SAR Team will be controlled from the State EOC.
5. On receiving information of any incident at the State EOC/Directorate, the information will be relayed to the control room of the Rescue Operation Service of Civil Defence & Home Guards, at Mawdiangdiang.
6. On receiving any information or order from State EOC/Directorate to respond to any incident, the Officer Commanding Rescue Service will assess the type and the nature of incident and respond accordingly.

7. All units of Civil Defence & Home Guards are to keep all the resources available round the clock for SAR operation to respond to any emergency at any time as per the Flow Chart of the Rescue Operation Service.
8. The Officer Commanding Rescue Service is authorized to mobilize Manpower, Vehicles and Rescue equipments available at Mawdiangdiang without waiting for further clearance from any quarter, in case of any emergency.
9. All Commanding Officers of CD & HG Units are to ensure that the VHF Radio Communication installed in their offices are functional and the same should be tested every day.
10. All SAR Equipment supplied to the units should be tested every week and the report should be submitted to the Directorate every month.
11. In case of the State SAR Team of CD & HG being requisitioned by any District, the concerned Controller of Civil Defence/ Deputy Commissioner and the Superintendent of Police will be informed regarding the movement of the Rescue Team and the Rescue Team will report directly to the Controller of Civil Defence/ Deputy Commissioner.
12. All Rescue Teams should submit a report to the Directorate, through their Commanding Officer after the Rescue Operation is completed.

5.2 Control Room:

The Regional Civil Defence Control Centre, Shillong, is connected to Jowai and Tura Civil Defence Control Room through HF Radio Communication and to all CD & HG units stationed at Shillong through VHF Radio Communication including Control Room of Rescue Service located at Mawdiangdiang and East Khasi Hills EOC, Shillong. These Control Rooms are to be activated 24 hours a day during disaster or any emergency. The Radio Communication installed in the Control Rooms, both HF and VHF, should be tested every week by Commanding Officer Rescue Service who should send a report to Directorate every month. The EARP Equipment and Non-Exchange Line Communication which is not functional at present, should be activated at the earliest. The Deputy Controller of Civil Defence, Shillong, should take up with the BSNL immediately to make these lines functional.

5.3 Civil Defence & Home Guards Rescue Service:

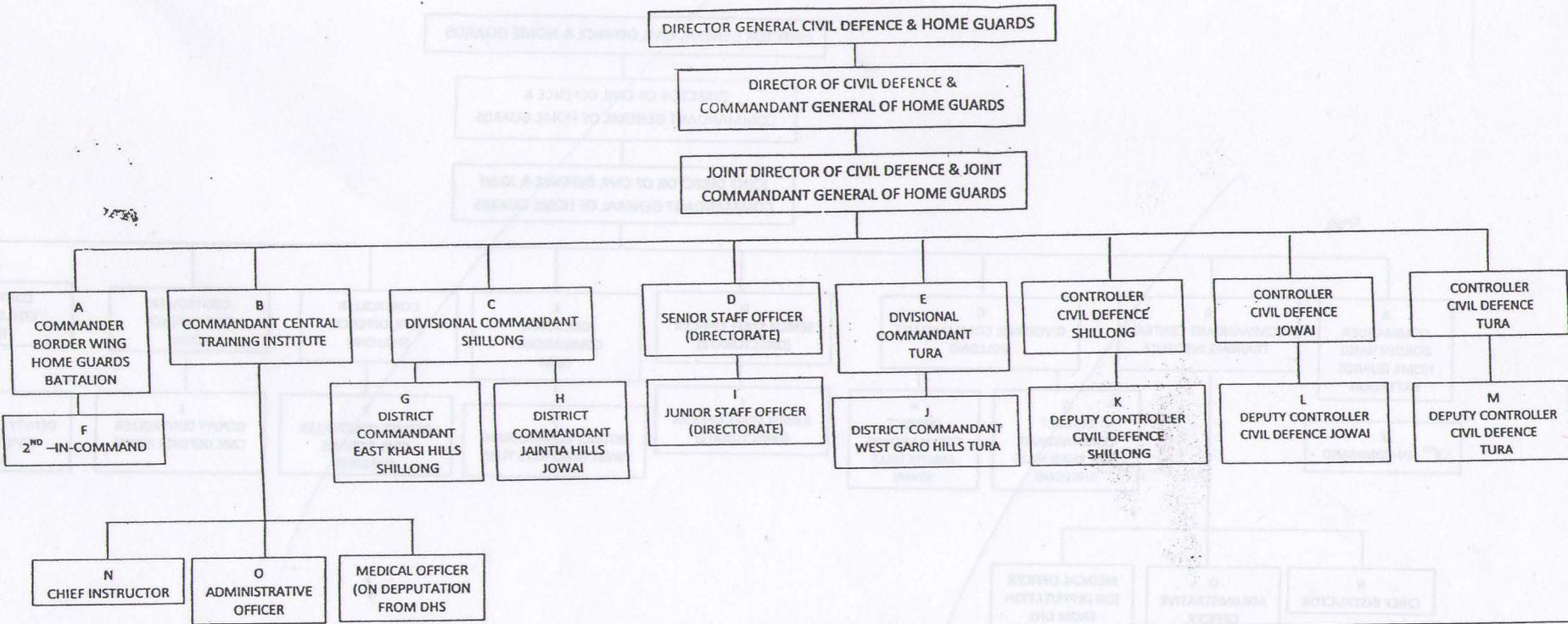
The Civil Defence & Home Guard Rescue Service will operate directly under the control of Commanding Officer, Rescue Service. The SAR Team under the Rescue Service will comprise 2(two) Teams each from CTI and Border Wing Home Guards Bn and 2 (two) Teams each from Civil Defence Shillong, Jowai and Tura, as shown in Annexure II. The Rescue Equipments and Vehicles have been earmarked and distributed as shown in **Chapter 3.6**. The Civil Defence & Home Guard Rescue Service will function and operate as laid down in the Standard Operating Procedure of Civil Defence & Home Guards.

CHAPTER VI

ANNEXURE`

- 1. ANNEXURE I :** Flow Chart of Organisational Structure.
- 2. ANNEXURE II :** Flow Chart of Civil Defence & Home Guards Rescue Service.
- 3. ANNEXURE III:** List of Total No. of Vols. Trained in Civil Defence & Disaster Management.

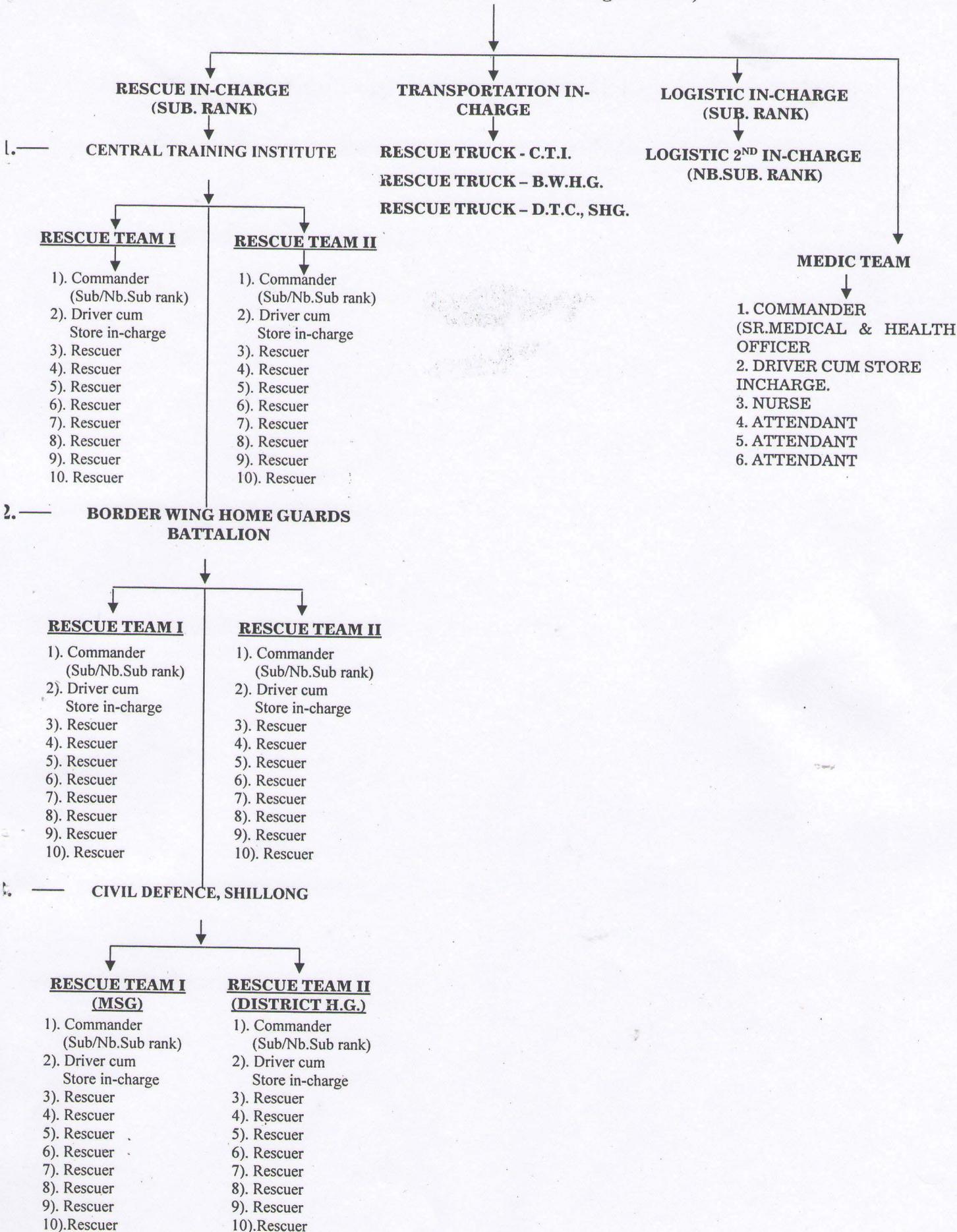
ANNEXURE - I
ORGANISATIONAL CHART
[Gazetted Ranks]



N.B. (1). The post of Director General Civil Defence & Home Guards is held by an IPS Officer of the Rank of DGP.
 (2). The post of Director of Civil Defence & Commandant General of Home Guards is held by an IPS Officer.
 (3). Posts at (A), (B), (C), (D), (E) are Senior Duty Post (Meghalaya Civil Defence & Home Guards Services).
 (4). Posts at (F), (G), (H), (I), (J), (K), (L), (M), (N) and (O) are Junior Duty Posts (Meghalaya Civil Defence & Home Guards Services).
 (5). The Controller of Civil Defence in a District is a Deputy Commissioner.

FLOW CHART OF RESCUE OPERATION SERVICE

OFFICER COMMANDING RESCUE SERVICE
(Commandant, Central Training Institute)



Statement showing number of Volunteers Trained in the Disaster Management – Search & Rescue and Medical First Responders in the State upto January, 2012.

Sl. No.	Name of Offices	Number of Trainees					NGOs/ Volunteers	Total Cols 3 to 8
		Scout/ Guides/ NCC/ NSS	Students	Govt. Officials	Principals /Teachers of Schools etc	Departmental personnel of Home Guards and Civil Defence.		
1.	2.	3.	4.	5.	6.	7.	8.	9.
1.	Central Training Institute, Civil Defence & Home Guards, Shillong.	838	4970	1063	669	957	7017	15544
2.	Deputy Controller of Civil Defence, Shillong.	1134	11265	417	762	-	9882	23460
3.	Deputy Controller of Civil Defence, Tura	268	1716	463	230	-	4264	6941
4.	Deputy Controller of Civil Defence, Jowai	150	3356	176	220	-	4169	8071
	Total :-	2390	21307	2119	1911	957	25332	54016

Workshops – 7 (seven) nos. in Shillong, Jowai, Tura and Nongpoh.

Equipments – locally improvised equipments are currently used in Training. The process of procurement of Equipments like Chipping Hammer, Circular Saw, etc., with the fund from the Revenue and Disaster Management Department is in the final stage.

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