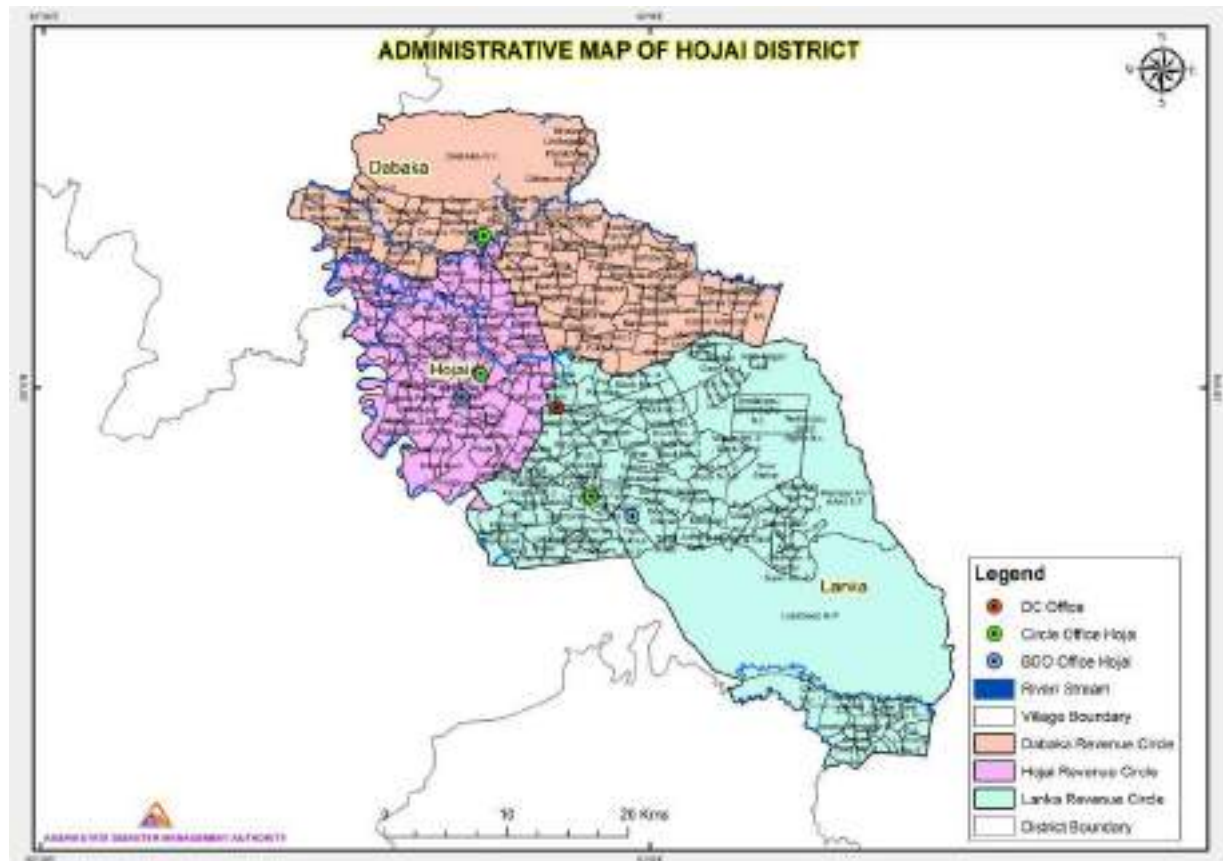


DISTRICT DISASTER MANAGEMENT PLAN HOJAI (2026 – 2027)



**PREPARED BY:-DISTRICT DISASTER
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FOREWORD

The District Disaster Management Plan (DDMP) includes the facts and figures that have been collected from various sources with a view to meeting the challenges during any natural disaster. The plan has been prepared with the following viewpoints; 1. Disaster Management Plan is a continuous process of updation of data and strategies 2. In a crisis situation, all people are not equally affected 3. Involvement of Women and PRIs is a must in the entire process.

The plan deals with Risk Assessment and Vulnerability Analysis, identification of Disaster Prone Areas, Response Structures, Inventory of Resources, Mitigation measures, Standard operating procedures, Directory of Institutions and key individuals, etc. The plan is also to help the District Administration focus quickly on the essentials and crucial aspects of both preparedness and response.

It is hoped that the District level officials who are in-charge of different departments will carefully go through the DDMP and remain alert to emergent situations that may arise in the course of the year. The DDMP seeks to serve as a useful handbook of operational guidelines for the Officers of the District Administration. It is expected that Field Officers working in Hojai District in all the Departments will thoroughly acquaint themselves with these guidelines. However, plans are useful and effective only if updated and practised through intensive mock exercises and simulations.



(Debaprasad Misra, IAS)
District Commissioner & Chairman
District Disaster Management Authority, Hojai

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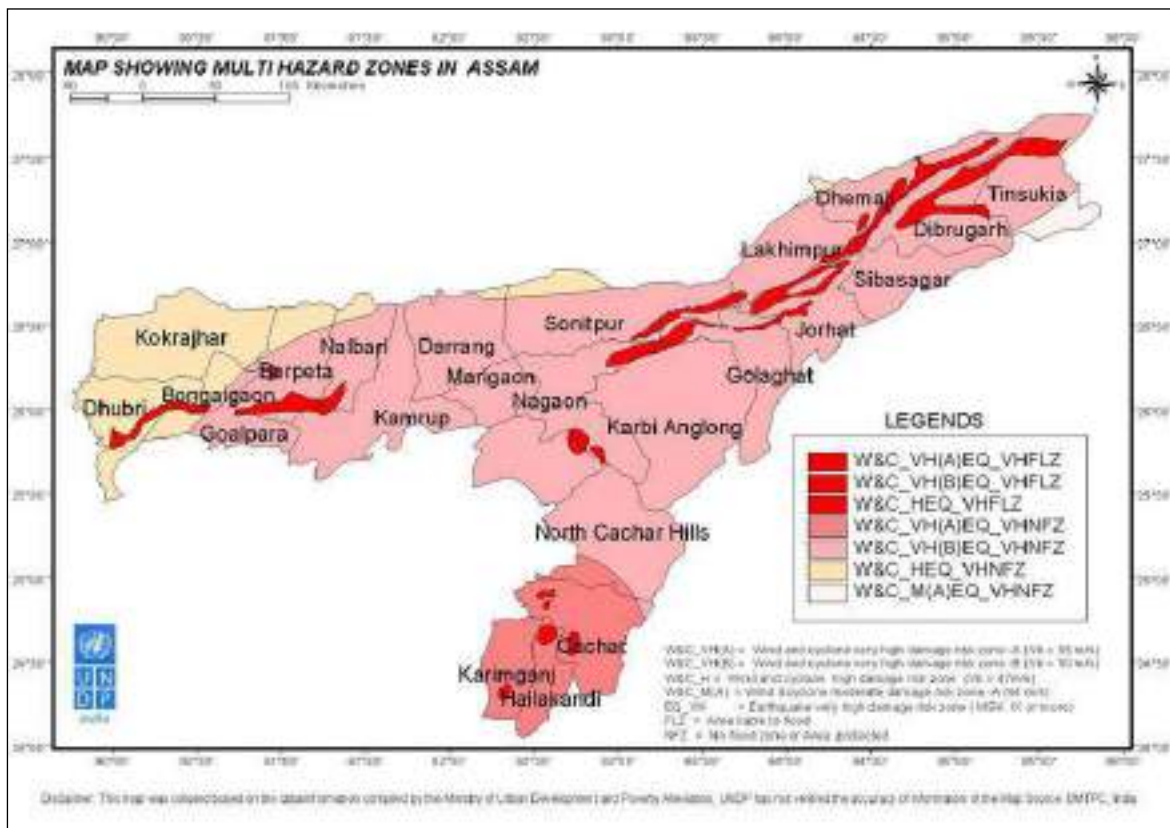
CHAPTER - I

INTRODUCTION

Introduction: Concepts of Disaster Management

A disaster is an event that causes the sudden disruption to the normal life of a society and causes damage to property and lives, to such an extent that normal social and economic mechanisms available to the society are inadequate to restore normalcy. Preparedness for natural disaster alleviates human misery. Though no amount of preparedness is enough, an attempt is made through this plan to negotiate with all the probable hazards in the district and their aftermath.

Typology of disaster- A disaster can be either natural [flood, cyclone, storm, landslides, earthquake, volcanoes etc.] or man-made [war including biological, arson, sabotage, riots, accident (train, air, and ship), industrial accidents, fires (forest fires), bomb explosions, nuclear explosions and ecological disasters]. The discussion here is confined to the natural disasters. In the pre-Independence period, droughts and famines were the biggest killers in India. The situation has changed due to a combination of factors such as irrigation development and food security measures. Floods, cyclones, droughts, landslides, avalanches, and earthquakes are some of the major natural disasters that repeatedly and increasingly affect the country.



Background to preparing the DDMP

The vulnerability of Hojai district to disasters, both natural and man-made, is widely recognized. The district is prone to natural disasters such as floods, storms, droughts, earthquakes, fire accidents, and the like. Losses caused by these disasters continue to increase year after year.

The need for an effective disaster management strategy to reduce the impact of disasters is being increasingly felt across various sectors, along with the need to strengthen the organizational structure for disaster management. In addition, regular updating of codes, manuals, and disaster management plans, based on experience gained and technological advancements, should be undertaken.

It is also felt that a generic categorization of disasters would help in the preparation of disaster management plans. However, this categorization is not intended to interfere with the handling of specific disasters by various departments.

Precise actions, procedures, and responsibilities must be laid down well in advance to ensure a timely response in the event of any disaster. Therefore, a mechanism that takes into account multiple hazards and basic preparedness needs to be developed in the form of Quick Response Teams, Quick Assessment Teams, reporting procedures, checklists, and handbooks. This mechanism also defines crucial parameters, requirements, and the organizational composition of Emergency Operations Centers and Incident Response Systems.

Disaster Management Plans have been formulated from the village level up to the district level. The plan clearly outlines the roles and responsibilities of each stakeholder. At the district level, the District Commissioner heads the team; at the sub-divisional level, the Sub-Divisional Officer (SDO) is in charge; and at the revenue circle level, the Circle Officer leads the team. At the Gram Panchayat (GP) level, the GP President is the key functionary, while at the village level, the community, with guidance from the Village Disaster Management Committee, formulates and implements the plan. Civil society organizations also play a vital role in the implementation of this plan on the ground.

For preparation of the District Disaster Management Plan covering all aspects of disaster, few workshops were organized with all the officers from the various line departments, Revenue Circle Officers and Block Development officers. They found that the existing flood plan was not a fully-fledged and comprehensive one. They felt that the DDMP should be prepared for all sorts of disasters.

The identified points were:

- Pre-positioning of men and material
- Delegation of powers
- Evacuation and rescue operation
- Identification of Authorities in different field
- Coordination and monitoring system
- Communication
- Documentation
- Post Calamity preparation
- Relief Operation
- Formation of GP level Committee
- Effective functioning of the DCR

Objectives:

The objectives behind the preparation of the District Disaster Management Plan is-

- ✦ To mitigate impact of natural and man-made disasters through preparedness at District, Block, Gram Panchayat and Village level.
- ✦ To provide effective support and resources to all the concerned individuals, groups and departments in disaster.
- ✦ To identify all common elements of response.
- ✦ To assist the line departments, block administration, communities in developing compatible skills for disaster preparedness and management.
- ✦ To disseminate factual information in a timely, accurate and tactful manner while maintaining necessary confidentiality.
- ✦ To develop immediate and long-term support plans for vulnerable people in/during disasters.
- ✦ To create awareness among the people about hazard occurrence and increase their participation in preparedness, prevention, development, relief, rehabilitation and reconstruction process.
- ✦ To have response system in place to face any eventuality.
- ✦ To affect or elicit the least possible disruption to the normal life process when dealing with individuals in disaster.
- ✦ To identify the available resources including manpower, material, equipment and adequate delegation of financial and administrative powers for successful operation of the DDMP.
- ✦ To ensure active participation by the government administration, communities, NGOs, CBOs and volunteers at all levels making optimal utilization of human and material resources at the time of disaster.

CHAPTER-II

DISTRICT PROFILE

Overview of the District:

Hojai was part of the Dimasa Kachari Kingdom in medieval times. According to the Ahom Buranji, the Dimasa Kachari Kingdom extended from the Dikhu River to the Kolong River. The Dimasa Kacharis living in Hojai are known as “HojaiKacharis.” “Hojai” is one of the clans (Sengphongs) of the Dimasa tribe, and the town likely derives its name from this clan.

Hojai was made a subdivision under Nagaon district on 15 August 1983, and after 33 years, on the same date, it was declared a district of the state. With its headquarters at Sankardev Nagar, Hojai remained part of Nagaon district until 15 August 2015, when it became a separate district. On 31 December 2022, Hojai was merged again with Nagaon district and was later re-declared an administrative district on 7 September 2023, following the delimitation of the Legislative Assembly constituencies of Binakandi, Lumding, and Hojai.

The district is surrounded by the foothills of East and West Karbi Anglong and Dima Hasao districts on the eastern, western, and southern sides, while Nagaon district lies to the north and west. Hojai has a number of small-scale industries and is known as a trade hub, with several large markets. A high level of both competition and market dominance can be observed due to the rapid growth of trade in the region.

LOCATION, GENERAL BOUNDARIES, AREA, RAINFALL, SOIL AND POPULATION:

Hojai District covers an area of 1,685 sq. km and lies between 26°00' North latitude and 92°87' East longitude. It is surrounded by the foothills of East and West Karbi Anglong and Dima Hasao districts on the eastern, western, and southern sides, while Nagaon district lies to the north and west.

The total population of the district is 929,094 (Census 2011). The region receives relatively high annual rainfall (about 253.53 mm), and the soil is predominantly clay loam.

The major rivers flowing through the district, which also cause annual floods and riverbank erosion—particularly in the char areas, leading to considerable loss of life and property—are the Kopili and Jamuna rivers. Other minor rivers that contribute to flooding and erosion include the Khringkhing, Lumding, Dimoru, and Nihari rivers.

ADMINISTRATIVE SETUP

The District Commissioner of Hojai is the overall in charge of the administration of the entire district. He also functions as the Collector in matters of revenue, as the District Magistrate for the maintenance of law and order and general administration, as the District Election Officer for the conduct of elections, and as the Principal Census Officer during the census, among other responsibilities.

A number of officers, including Additional District Commissioners, Assistant Commissioners, and others, assist the District Commissioner in managing the administration of the district.

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SL. NO.	PARTICULARS	DETAILS IN FIGURE
1	Geographical Area	1685 Sqk.m.at present
2	Population	929094 nos(Census 2011)
3	Literacy Rate	90.66 %. Male: 93.77 % & Female: 87.39.04 % (2011 Census)
4	No. Of Revenue Circles	03 nos. Hojai, Doboka & Lanka
5	No. of Blocks	5 nos. Dhalpukhuri Development Block, JugijanDevelopment Block, Udali Development Block, Lumding Development Block &Binnakandi Development Block,
6	No. of Gram Panchayats	67 nos.
7	No. of Towns	04 Hojai, Lanka, Lumding, & Doboka
8	No. of Villages	373nos.
9	Total Nos. of Police Stations	7 nos.
10	Major Rivers	2 nos. Kapili & Jamuna
11	Communication Facilities	Bus &Railway

Climate:

The climate of the Hojai District is characterised by a highly humid atmosphere all through the year. The rainfall is seasonal and occurs in summer season. The cold season is from December to February. This is followed by the pre-monsoon season of thunderstorms from March to May. The period from June to about the beginning of October is the southwest monsoon season. October and November constitute the post- monsoon season.

Temperature:

There are two meteorological observatories in the Hojai District, one at Lumding and the other at Chaparmukh, Nagaon. The records for Lumding are available for a long period while these of Chaparmukh are for a short period.

Economy:

Mainly Agarian Society with few secondary and tertiary sectors. Notable industry is Agar industry which earns notable foreign exchange for the nation and Dalmia cement factory near lanka. More than 1/4th of the district is under perennial forest cover and earns revenue to the state. The people belonging to various communities are Assamese, Bengali, Manipuri, Karbi, Dimasa, Sikhs, Behari & notable chunk of Ex Tea garden tribes are living in Hojai.

Agriculture:

District Disaster Management Plan 2026-2027, Hojai

Agriculture is the backbone of the economy of Assam as well as Hojai district. Approximately 80% of the district's population depends primarily on agriculture for their livelihood.

Hojai has about 76,261 hectares of cultivable land, managed by 126,337 farm families. Paddy is the major crop, cultivated over an area of 60,143 hectares, with an approximate production of 281,928 metric tonnes. Hojai district is therefore well known as the "Rice Bowl of Assam."

In addition, around 3,372 hectares are under rabi vegetables and 2,108 hectares under kharif vegetables, with a total production of 80,892 metric tonnes of fresh vegetables. It is estimated that, after meeting domestic consumption needs, there is a surplus of approximately 2,542 metric tonnes of vegetables.

Another important crop is turmeric, grown over 627 hectares, with a production of 32,454 metric tonnes of raw turmeric. It is harvested in March, and planting begins again from April to May. Both raw and processed turmeric are sold within and outside the state, generating substantial income.

Apart from this, sugarcane also plays an important role in the livelihood of farmers in Hojai district. "Gur" (jaggery) produced from sugarcane is marketed to various parts of India, thereby boosting farmers' income.

**CHAPTER-III
HAZARD & VULNERABILITY & CAPACITY ANALYSIS:**

Seasonality of Hazard:

Type of Hazards	Jan-Mar				April-June				July-Sep				Oct-Dec			
	H	C	A	I	H	C	A	I	H	C	A	I	H	C	A	I
Storm					*	*	*	*	*	*	*	*				
Flood						*	*	*	*	*	*	*				
Drought					*	*			*	*						
Earthquake	*		*	*	*		*	*	*		*	*	*		*	*
Sunstroke									*				*			
Fire	*			*									*			*
Chemical Accidents	*				*				*				*			
Boat capsizing					*				*							
Epidemic									*		*		*		*	
Accident	*				*				*				*			
Lightening	*		*		*		*									
Food Poisoning	*				*				*				*			
Bomb blasts etc.	*			*	*			*	*			*	*			*
Agricultural poisoning (pesticides)	*	*											*	*		

(* mark indicates substantial threat and loss to the assigned category)

H: Human, C: Crop, A: Animals, I: Infrastructure

VULNERABILITY ANALYSIS:

Infrastructure Vulnerability against Hazards:

Vulnerability	Vulnerability against each hazard							
	Storm	Flood		Earthquake		Fire		
	Population	Area name	Population	Area name	Population	Area name	Population	Area name
Road network	*	*	*	*				
Water ways			*	*				
Water supply	*		*		*			
Sewage	*	*	*	*	*	*		
Hospital	*		*		*		*	
Food stocks & supplies	*		*		*		*	
Communication (System)	*	*	*	*	*	*		
Embankments			*	*	*	*		
Bridges			*	*	*	*		

(* mark indicates substantial threat and loss to the assigned category)

LIST OF VULNERABLE VILLAGES FOR FLOOD:

List of Flood affected villages: Hojai Rev. Circle

Sl. No.	Very low affected	Low affected	Moderate	High	Very High
1.	Gulaghatia Basti	PachimMandapur	Jayantia Basti	1 No Radhanagar	Kenduguri
2.	Donki Gaon	DakhinBidyanagar	Islampur	2 No Radhanagar	Dakhin Kenduguri
3.	Hojai Town 1 No.	Rampur	Alinagar	Silguri Basti	Rajbari
4.	Hojai Town 2No.	Jamuhanda	Fatehpur	Uttar Bidya Nagar	Taradubi
5.	Hojai Town 3 No.	Bhimarali	Tengripur	Uttar Matikhola	Nabhangga
6.		DakhinJam uhandal	Dimrupur	Matikhola	Pub Nabhangga
7.		Dhalpukhuri	PachimNandalalpur	Chawtal Basti	Kumurakata FV
8.		Itakhola	Pub Nandalalpur	Gupal Nagar	Warregeding
9.		Udoipur	Bhukhow Basti	Thikadar Basti	Hayong Basti
10.			Dhanuhar Basti	Borhula	Hayong Gaon
11.			Telibasti	DongkiPathar	Ahumpra
12.			Hira Basti	Roja Pukhuri	Juhgijan Gaon
13.			Fakira Basti	Bor Pukhuri	Barafuti
14.			Pachim Dhaniram Pathar	Kachari Basti	Brajapur
15.			Singari Basti	DakhinBheduhati	Baliram Pathar
16.			Milik Bast	Shiddeswarpur	
17.			Amtola	Nam Doboka Gaon	
18.			PachimAmtola	Nam Doboka Pathar	
19.			Hawaiipur	Pub Solmari Jan	
20.			Pub Nandapur	Kathal Pur	
21.			Dariya Basti	DakhinAshinagar	
22.			DakhinUdoipur	PachimNilbagan	
23.			Lankajan	Solmarijan	
24.			Jorang Pathar	Uttar Ashinagar	
25.				Fakoli	
26.				Kandulimari	
27.				Doboka Nala	
28.				Amlipukhuri Gaon	
29.				PachimBogoriguri	
30.				Pub	

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				Kandulimari	
31.				Pub Jugijan	
32.				Amlipukhuri Reserve	
33.				Mohpra	
34.				Pub Bogoriguri	
35.				DakhinKumurakata	
36.				Uttar Kumurakata	
37.				Moina Pathar	
38.				DakhinKumurakata 1 No	
39.				DakhinKumurakata 2 No	
40.				Uttar Kumurakata 1 No	
41.				RaikataChandanpur	
42.				Digholbali	
43.				Bishnupur	
44.				RaikataIslampur	
45.				Raikata Kachari Gaon	

List of flood affected villages: Lanka Rev. Circle

Sl. No.	Very low affected	Low affected	Moderate	High	Very High
1.	Okantu	Dakhin Kandura	Do-Gaon	Uttar Laskar Pathar	Pach Bhandar
2.	Thaisubali	Pub Kandura	Krishna Nagar	Dakhin Laskar Pathar	Jamuguri
3.	Manduli	Barbaha	Samboria	PachimDablong	Mochaka
4.		Maz Dimoru No.1	Alisinga	Dablong	
5.		Maz Dimoru No.2	NataunAlisinga	Kapilpar	
6.			Bordolong	Formar Par	
7.			Khang KhangBosti	Kharikhan Bill Gaon	
8.			Simlaipather	Kharikhan Gaon	
9.			Lalungdubi		

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List of flood affected villages: Doboka Rev. Circle

SI No	Very low affected	Low affected	Moderate	High	Very High
1	Mubarak Basti	Changmaji Mikir Gaon	Doboka Pathar	Changmaji Mikir Pathar	Patiapam
2	ChandanPur	Doboka Revenue Town	48 No block	BhelowguriPathar	Patiapathar
3	Rowarpar	Pub- Jamuna	Niz Doboka	Bhelowguri	Changjurai
4	Pub Rowapar	Pachim-Jamuna	Sutar Gaon	Changmaji Gaon	Nagayapam
5	Uttar Dimarupar	Udmari	Buri Gaon		Bherbheri
6	PadumPukhuri	Mikirpara	Dighal Jar (FV)		KathkatiaBhakat Gaon
7	Pabhijuri	Kachari Para	MikiratiHawgaon		Jamunamukh Rev. Town
8	DakhinDebosthan	Koroiguri	Nahor Gaon		Erakopili
9		MaudangaPathar	Moudanga Gaon		Dekerua
10		Debosthan	PachimMaudanga		Baliram Gaon
11		Pub Jarani			Patidoiya
12		Pachim Jarani			Jugijan
13					Charlock
14					Jungle block
15					Bhedauati
16					Borjari
17					BorjariMajgaon

List of Relief Camp Places: Hojai Rev. Circle

Sl. No	Name of the Camp/ Center	Covering Villages	Accommodation Capacity	Child Friendly Space	Head Teacher /Camp Incharge	Mobile No
1	PachimAmtolaNarashimasthan M.E School	PachimAmtola	300	Yes	Parashuram Prasad	8486352348
2	Jarang Pather L.P School	Jarang Pather	40	Yes	Abdul Hasim	7002848260
3	Bhimorali L.P School	Bhimorali	40	Yes	Ram Prawesh Ram	9864468255
4	Bhimorali Hindi L.P School	Bhimorali	20	No	Basudeb Prasad	8638259536
5	LankajanDarjeeshit L.P School	LankajanDarjeeshit	30	Yes	Abid Ali	8638587619
6	LankajanJamunashit L.P School	LankajanJamunashit	20	No	Lakhi Biswas	8011121198
7	Raikata Tribal High School	RaikataKachari gaon, Chandanpur, Islampur	100	Yes	Pradip Kumar Singha	9678981377
8	Raikata Tribal L.P School	RaikataKachari gaon, Chandanpur	50	Yes	Mukti Nath Barman	9957090938
9	RaikataKacharigaon L.P School	RaikataKachari gaon, Chandanpur	50	Yes	Ram Chandra Daulagophu	9957488287
10	Bishnupur L.P/M.E School	Bishnupur	40	Yes	Jubaraj Kemprai	9854784470
11	Forest Village L.P School	Forest Village	40	Yes	Karun Ch Nath	9954668797

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12	Singari Basti L.P School	Singari basti, Moina Pather	250	Yes	Pijush Debnath	9954267830
13	Kumorakata High School	Uttar Kumorakata,Th eblaguri	100	Yes	Bidhan Chandra Das	9678354630
14	DakhinKomorakata Tribal L.P School	DakhinKomorakata	30	Yes	Pradip Kumar Singha	9678981377
15	Jathiora Rising Platform(Gonadap)	DakhinKomorakata	50	Yes	Hari Bodo	9954421883
16	Pub Dhaniram Pather G.P office	Pub &Pahim Dhaniram Pather	25	Yes	Joy Shree Barman	8638816377
17	Santiniketan Bidyalaya	Pub Dhaniram Pather	20	Yes	Jagadish Deb Das	9957063242
18	Dimrupar High School	Dimrupar	100	No	Minara Begam	9864365814
19	Dimrupar ME School	Dimrupar	150	Yes	Samim Ahmed	9435369611
20	Pub Nandalalpur L.P School	Pub Nandlalpur	150	Yes	Suresh Barhoi	9613232172
21	Bokhowbasti L.P School	Bokhowbasti	100	Yes	Sushil Kumar Malakar	9401026632
22	Dhaniram Pather L.P School	Pub &Pahim Dhaniram Pather	10	No	Nani Gopal Mandal	8721814181
23	Singari Basti Hari Om Mandir.	Singari Basti, Moina Pather	120	No	Nikhil Nath	9678818244
24	Nobhanga L.P School(High Land)	Nobhanga	50	Yes	Anulota Sorong	9954565837

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25	Hatimora L.P School	Hatimora	50	Yes	Dipankar Roy	9957125357
26	Nobhanga Kali Mandir	Nobhanga	100	Yes	Khetra Mohan	8011528045
27	Nam Doboka Gaon L.P /M.E School	Nam Doboka Gaon	40	Yes	Hussain Ahmed Laskar	6003868080
28	Hindu Block M.V School	Nam Doboka Gaon	40	Yes	Abdul Sukkur	9365579871
29	Indira Gandhi High School	Nam Doboka Gaon	15	Yes	Abdul Monim	8011263166
30	Nam Doboka Pather L.P /M.E School	Nam Doboka Pather	30	Yes	Rabia Begum	8011263241
31	DakhinBedoati L.P School	DakhinBedoati	50	No	Motibur Rahman Borbhuyan	9613503906
32	Nahar Gaon L.P School	Nahar Gaon	20	No	Abdul Rohim	9854479628
33	Ashinagar L.P School	Ashinagar	150	No	Fariz Uddin	9854784196
34	DakhinAshinagar L.P School	DakhinAshinagar	100	No	Lakhya Jit Hazarika	8638884282
35	Longligaon L.P School	Siddeshwarpur	50	No	Sasanka Debnath	8638094651
36	Siddeshwarpur Sarala Adarsh Bidyalaya	Siddeshwarpur	50	No	Gias Uddin Barbhuyan	8638015275
37	Borhola L.P School	Borhola,Donki Pather	100	Yes	Habibur Rahman	9435654478

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38	Borhola M.E School	Borhola,Donki Pather	200	Yes	Samarje et Singha	9435369749
39	Teli Basti L.P. School	Teli Basti	30	No	Hemlata Debnath	7663021498
40	Saotal Basti Kamalacharan L.P School	Saotal Basti	100	Yes	Jayanti Rani Mandal	9706132095
41	Siliguri L.P School	Siliguri Basti, Uttar Matikhola	100	Yes	Ramkris hna Karmak ar	8876544218
42	Uttar Matikhola Harijan L.P School	Matikhola	100	Yes	Anil Kalita	9706986309
43	Raj Bari M.E School	Raj Bari, Pub Nobhanga	50	Yes	Kripamo y Das	9957508155
44	Raj Bari Balika L.P School	Raj Bari, PubNobha nga	20	Yes	Chandra mani Devi	9678616027
45	Raj Bari L.P School	Rajbari	30	Yes	Pinki Chanda	9706528351
46	Raj Bari D. Jugijan High School	Rajbari	50	Yes	H Chouraji t Singha	9706809692
47	Raj Laxmi Communnity Hall	Rajbari	50	Yes	Chandra Singh	7002293799
48	RadhanagarDoyamoyee High School	Radhanagar 1 No.	100	Yes	Niranjan Das	8486502780
49	Radhanagar 1 No. L.P School	Radhanagar 1 No.	50	Yes	Srimati Brajesw ari Singha	8761872252
50	2 No.UttarRadhanag ar L.P School	Radhanagar 1 No.	40	Yes	Jyotirma y Biswas	9957131927

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51	DakhinRadhanagar L.P School	DakhinRadhanagar	40	Yes	Jugal Kishore Ghosh	9435960289
52	Dariabasti L.P School(Budhadedev Harijan L.P School)	Kathaltoli,Hawaipur	20	Yes	Binda Bihari Gupta	9954095588
53	Abdul Hasib High School, Hojai	Kathaltoli,Hawaipur,Bishnupur	100	Yes	Abdul Rob	9707700951
54	Abdul Hasib Girls' High School, Hojai	RaikataIslampur, Chandanpur, Kacharigaon	100	Yes	Utpal Kumar Sarma	8876131039
55	Pub-Bogori L.P school	Pub Bogori	100	No	Samir Kumar Das	8812022744
56	Pub – BogoriBadeshwari L.P School	Pub Bogori	100	Yes	Dhrubajyoti Kalita	9854280042
57	Pachim Bogori L.P School	Pachim Bogori	50	Yes	Moromi Borah Karmakar	7896717378
58	Doboka Nala L.P School	Doboka Nala	70	Yes	Abdul Matin	9864468205
59	Amnlipukhuri Gaon L.P School	Amlipukhuri Gaon	200	Yes	Habibur Rahman Barbhuyan	8011035757
60	Mohpara L.P /M.E school	Mohpara,PubKandulimari Ward no.5	500	Yes	Khalil Uddin	9957293679
61	Amlipukhuri Reserve Gosorabast L.P /M.E School	Amlipukhuri Reserve,Gosora Basti	400	Yes	Chandrajit Borah	8134048367
62	Pub Jugijan L.P School	Pub Jugijan Gaon 9 & 10 Ward No.	60	Yes	Bikash Chakraborty	8011893887
63	Pub Jugijan Nehru School	Pub Jugijan Ward No.8	50	Yes	Nirmal G Momin	9957126016

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64	Barafuti Panchayat Office	Brajapur, PubJugijan	50	No	Babul Banik	8638915839
65	Hayong Basti Shiv Mandir	Hayong Basti	100	Yes	Manjan Rai	9435863610
66	Hayong Gaon Namghar	Hayong Gaon	100	Yes	Mulan Gogoi	9773142454
67	Solmari L.P/M.E School	Solmari	200	Yes	Wahidur Rahman	8011513310
68	Baliram Pather Madrassa	Baliram Pather	150	Yes	Mustafa Ahmed	8011348184
69	Jugijan Gaon Shiv Mandir	Jugijan Gaon, Ahum pura	50	No	Ananda Biswas	9954767713
70	DakhinKenduguri L.P School	Kenduguri	250	Yes	Hiron Thousen	9957652865
71	DakhinKenduguri Primary L.P School & Namghar	DakhinKenduguri	100	Yes	Hiron Thousen	9957652865
72	Taradubi 1 No. L.P School	Taradubi	50	Yes	Ratan Chandra Das	9678829524
73	Taradubi 2 No.L.P School	Taradubi	50	Yes	Rasomy Sarkar	8011189462
74	Ram Ji Bhoi L.P School	Warigedeng	30	Yes	Lakshmi Rani Biswas	9101042192
75	Nabajyoti Club	Shivpur	50	Yes	Biro Moni Singha	8638660054
76	Singaram L.P School	Shivpur	50	Yes	Surendra Rabi Das	9954990425

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77	Pub Kandulimari J.B School	Kandulimari 1 No. & 2 No.	100	Yes	Bharati Singha	9678779848
78	Jugijan H.S School	Kandulimari,Pu bKandulimari,B rajapur,Barafuti	400	Yes	Noni Gopal Das	9435834450
79	KandulimariPacha yat Office	Kandulimari,Pu bKandulimari,B rajapur,Barafuti	50	No	Pradip Kr Sarmah	9435369658
80	DakhinJugijan Samabai Samitee	Kandulimari,Pu bKandulimari,B rajapur,Barafuti	200	No	Anukul Ch Das	9435958381
81	Pub Kandulimari New L.P School	Kandulimari,Pu bKandulimari,B rajapur,Barafuti	50	Yes	Moni Rani Biswas	8638947859

List of Relief Camp Places: Lanka Rev. Circle

Sl. No.	Name of School	Name of Camp in-charge	Inmate Capacity (approx)	Name of Revenue villages	Child Friendly Space	Drinking water (Hand Tubewell/JJM scheme)	Electricity	Total Nos toilet	Kitchen	Nos of Class Room / Hall	Play Ground
1	Laskar Panchali High School Latitude: 25.552130°N Longitude: 92.534701°E	Gobindra Dutta 863871 6636	2200	1.Uttar Laskar Pathar	Yes	Hand Tubewell & JJM scheme	Yes	4 Nos	Yes	15 Nos Room	Yes
				2.Dakhin Laskar Pathar							
				3.Formar Par(part-1)							
2	SimlaiPathar M.E. Madrassa Latitude: 25.906343°N Longitude: 92.907387°E	Ataur Rahman 801144 1361	900	1.Khang Khang Bosti	Yes	Hand Tubewell & JJM scheme	Yes	4 Nos	Yes	8 Nos Room	Yes
				2.Kapilipar							
				3. PachimDablong							
				4.Simlai Pathar							
3	Maz- Dablong L.P. School Latitude:	Kamal Bhatta	300	1.Dablong	Yes	Hand Tubewell &	Yes	3 Nos	Yes	1 Nos Room & 1	Yes

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	25.895196°N Longitude: 92.869929°E	940120 9348				JJM scheme				Nos Hall	
4	Formarpar High School Latitude: 25.895196°N Longitude: 92.869929°E	Rafiqul Islam 98546 81340	1200	1.Akantu 2.Formarpar (part-2) 3.Thaisubali	Ye s	Hand Tubewe ll & JJM scheme	Yes	3 Nos	Y es	6 nos Room	Yes
5	Kharikhana Janata L.P. School Latitude: 25.887308°N Longitude: 92.901011°E	Nikhil Ch. Maitra9 678418 922	350	1.Bordolon g 2.Kharikhan a Gaon 3.Kharikhan a Bill Gaon 4.Manduli	Ye s	Hand Tubewe ll & JJM scheme	Yes	2 Nos	Y es	4 nos Room	Yes
6	ManduliRashtra bhasha L.P School Latitude: 25.888533°N Longitude: 92.8947°E	Tarak Nath Sharma 700227 6190	300	1.Manduli	Ye s	Water Pump& JJM scheme	Yes	2 Nos	Y es	2 Nos Hall	Yes
7	Sri Krishna Nagar BengaliL.P.Sch ool Latitude: 26.260122°N Longitude: 93.573212°E	Amit Roy 700217 8378	300	1.Dagaon 2.Lalungdu bi 3.Krishna Nagar 4.Alinga 5.Natun Alisinga	Ye s	Hand Tubewe ll & JJM scheme	Yes	2 Nos	Y es	2 Nos Room & 1 Nos Hall	Yes
8	Lanka BhetaL.P.Schoo l Latitude: 26.530242°N Longitude: 92.42314 °E	Hem Ch. Kempra i 936528 7149	280	1.Samboria 2.Machaka 3.Jamuguri 4.Pach Bhandar village	Ye s	Hand Tubewe ll & JJM scheme	Yes	2 Nos	Y es	2 Nos Hall	Yes
9	Borboha High School Latitude: 26.014051°N Longitude: 92.920873°E	Rupak Roy 943531 8151	1100	1.Dakhin Kandura 2.Pub Kandura 3. Barbaha	Ye s	Hand Tubewe ll & JJM scheme	Yes	1 Nos	Ni l	1 Nos Room & 1 Nos Hall	Yes
10	Puran Kaki High School, Kaki Latitude:	Puspend ra Bora 910135 0722	320	1.Maz Dimoru No.1	Ye s	Hand Tubewe ll & JJM	Yes	1 Nos	Ni l	3 Nos Room & 2 Nos	Yes

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26.11921°N Longitude: 93.22701°E						scheme				Hall	
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List of Relief Camp Places: Doboka Rev. Circle

Sl . No	Name Of Relief Camp	Village	Latitude	Longitude	Capacity Of Relief Camp	Child Friendly Space (Yes/ No)	Name Of Head Teacher/Camp Incharge	Contact No. Of Relief Camp
1	4	6	7	8	9	10	11	12
1	48 No Block Mkb	48 No Block	26.1449	92.7648	50	Yes	Taiyabur Rahman/ Nazrul Ilsam	8638421282
2	Baliramgaon L.P. School	Baliram	26.108	92.7707	30	Yes	Illa Das	9859853349
3	Borjan L.P. School	Baliram	26.0971	92.7675	100	Yes	Abdul Hoque Laskar	6001350121
4	BeduatiLps	Bheduati	26.0841	92.8252	40	Yes	Gautam Sarbadhikar	9957621540
5	Chaliha Lp	Bheduati	26.0921	92.8193	40	Yes	Kamrul Islam Chowdhury	9085324192
6	Nisharimukh Mes	Bheduati	26.0955	92.8335	40	Yes	Sabir Ahmed Laskar	8011967399
7	BhelowguriPathar Lps	Bheleuguripathar	26.1226	92.7789	45	Yes	Abdul Jalil Laskar	9957760297
8	Belowguri Hs	Bheloguri	26.1413	92.8022	70	Yes	Mohendra Bora,	9365483546
9	Bhelowguri Kachari Gaonlps	Bhelouguri Gaon	26.1361	92.7927	70	Yes	Pranjal Basumatary	6000611755
10	LalmatiLps	Bhelouguri Gaon	26.1434	92.7799	50	Yes	Rashmi Rekha Saikia	9577329017
11	Sri Sri Sankar Dev Lalmati Lp	Bhelouguri Gaon	26.1429	92.785	70	Yes	Samsul Haque	9957901867
12	Barhawar Ak Azad Hs	Borhawar	26.1014	92.9989	200	Yes	Srimanta Madhab Sarma	8011650010
13	AmtalaMaqtabLps	Borjari& Borjarim aijaon	26.1168	92.7476	120	Yes	Ajim Uddin Ahmed	9678647064
14	Amir Uddin Maqtab S	Borjarim aijaon	26.1041	92.7466	150	No	Dipali Bordoloi Borah	8472041664
15	BurhigaonLps	Burigaon	26.1249	92.8867	80	No	Ratul Ch. Bharali	8638843205

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16	Chandanpur New Lps	Chandanpur	26.0935	92.88 28	60	No	Rahim Uddin	9101980885
17	Changmaji Me	Changmaji Gaon	26.1131	92.81 1	20 0	Yes	Abdullah Chowdhury	9954133415
18	ChangmajiMikirghat Balika Lp& Community Hall	Changmaji Gaon	26.1133	92.81 25	50	Yes	Sri Ram Sing Timung	6900961031
19	Bhokumarijanajati L.P. School & Community Hall	Changmaji Mikir Pather	26.1119	92.80 14	12 0	Yes	Anamita Bordoloi	9101655225
20	Charlock Adarsha Lps	Charlock	26.0918	92.79 03	60	Yes	Rajeswar Barman	8811835141
21	Debosthan Bazar A.K.Azad Maq	Debosthan	26.1064	93.02 77	15 0	Yes	Nazim Uddin Borbhuyan	9954118711
22	Dighal Jaruni Lps (V)	Dighaljar	26.136	92.90 8	60	Yes	Romen Bora	9957587701
23	Nehru Jayanati Lps	Doboka Rev Town	26.1126	92.86 95	30 0	Yes	Nazmun Nehar	9678728705
24	Jamunamukh College	Era Kapili	26.5495	92.44 36	30 0	Yes	Dr Jayanta Das	7002328540
25	KalibariLp	Erakopili	26.0988	92.74 69	60	Yes	Ajit Acharjee	8486596002
26	Pub Hatikhallonglichit Lps	Hatikhali	26.1081	92.98 69	10 0	Yes	Jakir Hussain,	9365186224
27	J. M. K. Pam Nigam 1 No. Lp	Jamuna Moudang akrishi Pam Nigam	26.1169	92.97 61	10 0	Yes	Muhi Uddin Ahmed	9957437560
28	J. M. K. Pam Nigam Habi-6 New Lps	Jamuna Moudang akrishi Pam Nigam	26.1196	92.96 79	12 0	Yes	Titu Dey	6000721021
29	Jamuna Mukh Mem	Jamunamukh Revenue Town	26.1111	92.75	80	Yes	Ibrahim Ali,	9101382060
30	Jamunamukh Bengali Lp	Jamunamukh Revenue Town	26.1078	92.74 36	50	Yes	Shibani Acharjee	7002013914
31	Binnakandi Mes	Jugijangan	26.0937	92.77 76	10 0	Yes	Manuj Bora	8638352850
32	Jungle Block H. S. School	Jungle Block	26.0838	92.80 65	70 0	Yes	Firdus Ahmed Choudhury	7002586509
33	Kacharipara Maqtab	Kacharipara	26.1184	92.88 92	14 0	No	Kabita Langi Bhuyan	9401668842

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34	Jamini Devi Mvs	Kathkatia bhakat Gaon	26.1084	92.74 01	35 0	Yes	Dewti Borah	7002981955
35	JamunamukhHss	Kathkotia bhakot Gaon	26.1086	92.73 96	50 0	Yes	Jyoti Prashad Bora	7002981955
36	Dakhin Mikirpara Lp	Mikirpar	26.1145	92.90 25	80	Yes	Yeahea Ahmed	7002137064
37	K.A. Hakim Lps	Moudang apather	26.1042	93.00 7	20 0	Yes	Abul Hussain Borbhuyan	9678790144
38	633 No. Moudanga Pathak Lps	Moudong apathar	26.1038	92.99 92	15 0	No	Hatim Ali	9678664891
39	Gyandeep Adarsha Bidyapith	Nagyapa m/Barjha rigaon	26.1187	92.74 86	20 0	Yes	Ashok Saikia	7086689231
40	Pashim Jamuna Gaon Hab-4 New Lps	Pachim Jamuna Gaon	26.1385	92.92 96	30	Yes	Aftab Uddin Laskar	9435871706
41	Pashim Jaruni Mes	Pachimjaroni	26.0979	92.89 65	60	Yes	Moin Uddin	7002536736
42	PashimMoudanga Mkb.	Pachimmoudanga	26.125	92.98 71	12 0	Yes	Arun Ch. Saikia	8638982510
43	RahdhalaLps	Patidoya	26.1085	92.75 26	60	Yes	Mallika Katharpi,	9435930980
44	Pub Jamuna Gaon Lps	Pub Jamuna Gaon	26.1378	92.95 69	30	No	Ismail Ali,	9707132080
45	Pub Jaruni Maqtab	Pub Jaruni	26.0991	92.91 26	15 0	Yes	Najir Ahmed	9864738188
46	Pub RowarparLps	Pub Rowarpar	26.1037	92.93 06	20 0	Yes	Basir Uddin Laskar	8638062172
47	Rowarpar Mkb.	Rowarpar	26.1116	92.92 59	70	Yes	Rusna Begum Chowdhury,	9707787061 8453272684
48	KhakanjuriLp	Sarupathar	26.1471	92.77 58	60	Yes	Banamali Bodo	9957648740
49	Lt Gayaprasad Gour Chah Janajati Mes	Sarupathar	26.1551	92.76 9	80	Yes	Foizul Hoque Chowdhury	6000711163
50	Saru PatharLps	Sarupathar	26.1569	92.76 41	80	Yes	Haridas Satnami	9435652216
51	920 No. UdmariMaqtab	Udmari	26.125	92.90 19	10 0	Yes	Mozibur Rahman	8638986519
52	643 No Kapashbari L.P. School	Kapashbari	26.0406 95 °	92.93 3015 °	50	Yes	Nazim Uddin	7002983926
53	Uttar Dimrupar Sutralekha L.P. School	Uttar Dimrupar	20 ° 1' 48'' N	92 ° 55' 41'' E	45	Yes	Manoj Biswas	9706171567
54	Uttar Dimrupar L. P. School	Uttar Dimrupar	26 ° 1' 29'' N	92 ° 55' 14'' E	45	Yes	Nazma Begum Barbhuyan	6003568934

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55	Nadirpar L. P. School	Padumpukhuri	26.0232 37°	92.94 3192°	40	Yes	Md Gias Uddin	9678276440
56	Pabhijuri L. P. School	Pabhijuri	26° 1' 22.22'' N	92°58' '6.54' ' E	45	Yes	Rupjyoti Basumatary	9957754821
57	DakhinDebosthan L. P. School	Dakhindebosthan	26.0843 67°	93.02 9453°	50	Yes	Md Nezam Uddin	9954858398
58	Sahid Choudhury L.P. School	Dakhindebosthan	26.0887 27°	93.03 1375°	55	Yes	Hifzur Rahman Chowdhury	9957438356
59	Patia PatharLps	Patiapathar	26° 08' 26.7'' N	92° 43' 09.9'' E	45	Yes	Taybur Rahman	9307920092
60	Nahar Gaon Mikirati Lps	Nahorgaon	26.1288 11°n	92.87 541°n	40	Yes	Moklis Uddin	9401243377
61	NagayanpamLps	Nagayapam	26° 7' 26° 01'' N	92° 43' 32'' E	45	Yes	Simanta Bora	9101041349
62	KandhulimariLp	Nagayapam	26° 7' 37° 63'' N	92° 43' 46' °32'' E	55	Yes	Kamal Uddin Choudhury	9707362572
63	Rabindra Vidyamandir Hs	Jamunamukh Revenue Town	26° 6' 6° 48'' N	92° 44' 58' ° 67'' E	24 0	Yes	Tapash Kushari	7086689620
64	BishnunagarLps	Era Kapili	26° 5' 48° 75'' N	92° 45' 14' ° 46'' E	50	Yes	Barnali Das	6001834674
65	DekeruaLps	Dekerua	26° 5' 10° 29'' N	92° 45' 27' ° 26'' E	65	Yes	Manmee Bora	9577363940
66	Janata Lps	Baliramgaon	26.1108 96°	92.76 3044°	40	Yes	Rupanjali Paul	8721034810
67	Dakhin Doboka P. Adarsha Lps	Dobokapathar	26° 5' 56'' N	92° 50' 43'' E	75	Yes	Abdul Hasib	9864458418
68	Shivasthan Me	Dobokapather	26° 7' 8'' N	92° 50' 45'' E	55	Yes	Md Ali Ahmed Laskar	7635843675
69	Doboka PatharLps	Dobokapather	26.1136 21°	92.83 1690°	50	No	Aftar Uddin	9864544319
70	Firuz Balika Lps	Doboka Town	26.1116 51°	92.85 1096°	40	Yes	Lutfur Rahman Laskar	8011902322
72	Matla- Ul- Ulum High School	Doboka Town	26.1081 12°	92.86 2629°	12 0	Yes	Mehbubur Rahman	9707167733

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73	Garaimari Indira Gandhi Lps	Doboka Town	26.1138 34 ^o	92.85 7414 ^o	65	Yes	Sahera Begum	9957315006
74	Dabaka Girls Hs	Doboka Town	26.1123 89 ^o	92.86 9226 ^o	60	Yes	Banti Saikia	8723028005
75	Dr.B.R.Ambedkar High School	Doboka Town	26.1135 50 ^o	92.85 6862 ^o	13 5	Yes	Kshitish Debnath	7896222550
76	Doboka Hss	Doboka Town	26 ^o 6' 49'' N	92 ^o 51' 40'' E	25 0	Yes	Badrul Islam Baig	7002417429
77	Sutargaon Me School	Sutar Gaon	26.1135 01 ^o	92.87 2379 ^o	50	Yes	Mahmud Hussain Khan	8724860524
78	Chang Maji Mikir Pathar Mes	Changmaji Mikir Pathar	26 ^o 6' 45 ^o 31'' N	92 ^o 47' 75 00'' E	65	Yes	Provanjyon Bhowmick	9954306306
79	BurigaonBangaon Lp	Dighaljar	26 ^o 8' 8'' N	92 ^o 53' 39'' E	45	Yes	Sohid Ahmed	6000916889
80	ChangmajiLp	Changmaji Gaon	26 ^o 6' 58 ^o 17 '' N	92 ^o 49' 33 049'' E	60	Yes	Kamrul Islam Borbhuyan	8011608600
81	ChanmajiMikirgaonLp	Changmaji Mikir Gaon	26 ^o 7' 36 ^o 39'' N	92 ^o 48' 26 043'' E	50	Yes	Forid Uddin Laskar	9678607917
82	SankardevLps	Mikiratihowgaon	26 ^o 7' 33'' N	92 ^o 52' 7'' E	65	Yes	Binita Devi	9101460169
83	Habi Gaon Lps	Mikirati How Gaon	26 ^o 7' 21'' E	92 ^o 51' 33'' E	55	Yes	Amlan Jyoti Hazarika	7002665766
84	427 No. MoudangaLps	Maudanga Gaon	26 ^o 6' 52 ^o 69'' N	93 ^o 0' 22 025'' E	55	Yes	Ajit Singh	6000316138
85	Barhawar Ak Azad Hs	Borhawar	26 ^o 6' 3 ^o 85'' N	92 ^o 59' 56 052'' E	23 0	Yes	Srimanta Madhab Sarma	8011650010
86	Pashim Jamuna Gaon Maqtab	Pachim Jamuna Gaon	26 ^o 8' 16 ^o 7'' N	92 ^o 56' 0 086'' E	65	Yes	Yakub Ali Laskar	9365538218
87	920 No. UdmariMaqtab	Mikirpar	26.1145 62 ^o	92.90 2398 ^o	50	Yes	Mujibur Rahman	9508928064
88	Karaiguri Mkb.	Karariguri	26.1165 73 ^o	92.91 5798 ^o	45	Yes	Monuwara Begum	9864244264
89	PashimjaruniLp	Pachimjaruni	26 ^o 5' 52 ^o 15'' N	92 ^o 53' 47 057''	40	Yes	Kamal Hussain Borbhuyan	7002425912

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90	Kandhulimari Platform (Raised)	Nagayapam	26.1279	92.7293	125	No	Moinul Hoque (I/C)	7002526371
91	Changjurai Platform (Raised)	Changjurai	26.1231	92.7271	170	No	Kanpaibordoloi	8638880382
92	Jamunamukh Veterinary Hospital Quarter	Changjurai	26.1205	92.7292	70	No	Kanpaibordoloi	8638880382
93	Ververijamme Masjid	Bherbheri	26.1384	92.7328	50	No	Bhadra Bordoloi	9101315825
94	Amrit Sarovar Platform	Changjurai	26.1292	92.7138	50	No	Kanpaibordoloi	8638880382
95	BorbaliGp Office	Borbali	26.1055	93.0328	100	No	Foiz Uddin	9678364037
96	Debosthan Shiv Mandir	Debosthan	26.1044	93.0139	50	No	Imdadur Rahman	9854668813
97	Patiapam Namghar	Patiapam	26.1439	92.7096	150	No	Mantu Baruah	6000452945

**RESOURCE INVENTORY/ CAPACITY ANALYSIS:
FORMAT FOR RESOURCE INVENTORY- for Flood
(Equipments: Machine & Country boats, etc.)**

List of Machine Boat Owner under Lanka Rev. Circle

Sl. No	Name of the Machine boat owner/Driver	Father Name	Address	Contact No
1	Saidul Alom Chowdhury	Lt. Abdul Rouf Chowdhury	Farmapar	9957689263
2	Moyab Ali Patwari	Rasid Ali	Farmapar	6002495019
3	Abdul Karim Chowdhury	Lt. Mujammil Ali Chowdhury	Farmapar	9957540954
4	Tahir Ali	Mubarak Ali	Farmapar	9707299036
5	Ainul Hoque	Abul Khair	Akantu	6000253549
6	Nasir Uddin Chowdhury	Rajob Ali Chowdhury	Akantu	9957691967
7	Dayasankar Teli	Sitaram Teli	Thaisubali	6002607518
8	Sunil Rajbhor	ProbuRajbhor	Thaisubali	9401592577

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List of Machine Boat Owner under Doboka Rev. Circle

Sl. No.	Name of Boat Owner under Doboka RC	Village Name	Mobile No.	Boat Capacity (Nos)
1	Saiful Islam	Erakopili	8486057157	2
2	Joy Kanta Bora	Erakopili	8486954993	1
3	Swapon Dey	Erakopili	8011815812	2
4	Md. Nizam Uddin	Patiapathar	9954133865	1
5	Md. Matab Uddin	Patiapathar	9864375031	1
6	Md. Zakir Hussain	Patiapathar	9381572584	1
7	Md. Abdul Jabbar	Patiapathar	6002249822	1
8	Md. Masir Uddin	Patiapathar	7002698317	1
9	Safik Uddin	Dekerua	7896823910	1
10	Abdul Malik	Dekerua	8761085785	1
11	Usub Ali	Dekerua	6001907995	2
12	Azmir	Dekerua	8011396313	1
13	Basir Uddin	Dekerua	9567327577	1
14	Dildar Alam	Dekerua	6363186164	1
15	Fakar Uddin	Changmaji Mikir Pathar	9101769905	1
16	Furkan Uddin	Changmaji Mikir Pathar	9101796548	1
17	Bilal Ahmed	Changmaji Mikir Pathar	9365814790	1
18	Abdul Majid	Changmaji Mikir Pathar	7099410736	1
19	Alim Uddin	Changmaji	6000626582	2
20	Abdul Suban	Changmaji	9864968125	1
21	Abdul Mannaf	Changmaji	6000212445	1
22	Piyar Uddin	Changmaji	8849330584	1
23	Sunam Uddin	Changjurai	6000411997	1
24	Tashir Ali	Changjurai	6003745447	1
25	Samir Uddin	Changjurai	8135975992	1
26	Sahab Uddin	Changjurai	8133903363	1
27	Giyas Uddin	Changjurai	9864718190	1
28	Jasmina Begum	Bhedauti		1
29	Irman Ali Borbhuyan	Bhedauati	9678430563	1
30	Najibur Rahman	Bhedauati	8453343396	1
31	Rajul Islam Borbhuyan	Bhedauati	7637938562	1

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32	Tarik Uddin	Bhedauti	8812879336	1
33	Hiyajur Rahman	Jungle Block	7002650781	1
34	SamsudUddin	Jungle Block	9365664710	1
35	Manuwar Hussain	Jungle Block	8822958837	1
36	Aftab Uddin	Jungle Block	9435263643	1
37	Samsur Rahman	Jungle Block	6003256037	1
38	Abdul Matlib	BheloguriPathar	8135864596	1
39	Nizam Uddin	BheloguriPathar	9181344388	1
40	Rustom Ali	BheloguriPathar	7499874395	1
41	Nurul Amin	BheloguriPathar	8590791187	1
42	Moin Uddin	BheloguriPathar	6000289498	1
43	Abdul Jalil	BheloguriPathar	9085402482	1
44	Majibur Rahman	BheloguriPathar	9435065817	2
45	Abdur Rashid	Jugijan	6001713656	1
46	Khalilur Rahman	Jugijan	9085591145	1
47	Bilal Ahmed	Jugijan	9365814790	1
48	Kutub Uddin	Charlock	6003968630	1
49	Abdur Rahim	Charlock	6001683182	1
50	Kasim Ali	Charlock	6002932280	1
51	Hifajur Rahman	Charlock	6000686248	1
52	Abdul Malik	Charlock	8822554232	1
53	Abdul Hannan	Dighaljaruni	7086528594	1

**Boat owner's list
under Hojai Revenue Circle**

Sl No	Boat Owner's Name	Village	Boat Capacity	Contact No
1.	SriJugal Biswas,	Kenduguri	4	9864424400
2.	JinuMotiPhanglasa	Kenduguri	4	7896386406
3.	BabulalMajum	Kenduguri	4	9678757915
4.	Nitu Biswas	Kenduguri	4	9864606577
5.	KrishnaBiswas	Taradubi	4	6001198891
6.	PradipBiswas	Taradubi	4	9401443670
7.	DipankarBiswas	Taradubi	4	8011955173

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8.	KunjaDhan Singh	Sibpur	4	9678218710
9.	GisuSen	Waregeding	4	6002956249
10.	Md.AbdulMalik	Lankajan(Darjee chit)	4	9678114122
11.	Md.SalekAhmed	-do-	4	9957692017
12.	Md.MoinulHoque	-do-	4	8011983011
13.	Md.NoorUddin	-do-	4	9957976215
14.	KalipadaDas	-do-	4	9954462003
15.	Md.Faijur Rahman	-do-	4	9957429324
16.	Md.KutiMia	-do-	4	7896485414
17.	Md.AbdulSattar	-do-	4	9957431602
18.	Md.AbdulRakib	-do-	4	9957832309
19.	Md.DilowarHussain	Jamunachit	4	957793617
20.	Md.ElashAli	-do-	4	8812875986
21.	AbdulMazid	-do-	4	9957793748
22.	Md.FaizurRahman	-do-	4	9954369886
23.	MalindraDas	-do-	4	8812875298
24.	Pratu Sahani	Rajbari	4	9957102864
25.	JuwahirSahani	Rajbari	4	7603648112
26.	SurendraSahani	Rajbari	4	8473892583
27.	RamNathSahani	Rajbari	4	9678512114
28.	Md.FarijUddin	DobokaNala	4	9954399028
29.	SonamUddin	DobokaNala	4	9954321805

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30.	SibNathSahani	Rajbari	4	9954337768
31.	AbdulRahim	PaschimBogori	4	9707341434
32.	Jalal Uddin	-do-	4	8822025533
33.	AbdulMazid	Pub-Bagari	4	9954307892
34.	Anjad Ali	-do-	4	8761901304
35.	SajalRoy	Komorakata	4	9954951999
36.	RanjitBiswas	Komorakata	4	8473829589
37.	Ujjal Roy	Komorakata	4	6900408265
38.	RatulThausen	Komorakata	4	6000122213

FORMAT FOR RESOURCE INVENTORY

(Fire tenders and fire-fighting equipments, Recovery vehicles, Health & FW etc.)

**LIST OF MAN POWER, FIRE FIGHTING EQUIPMENT AND SEARCH & RESCUE
EQUIPMENT OF HOJAI F&ESS**

1. DISPOSITION LIST:-

SL. No	Rank	S/S	P/S	C/ L	E/ L	Si ck	M/ L	Trn g	Suspensio n	Deputatio n	On dut y	Remarks
1	Sr.S.O	1	1		-	-	-	-	-	-	1	
2	S.O	1	-	-	-	-	-	-	-	-	-	
3	Sub.O	2	1	-	-	-	-	-	-	-	1	
4	L.FM	2	2	-	-	-	-	-	-	-	2	
5	Hav	2	2	-	-	-	-	1	-	-	1	
6	FM	10	8	-	-	-	-	1	-	-	7	

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7	Driver	4	3	-	-	-	-	-	-	-	3
8	ER	10	9	1	-	-	-	1	-	-	8
9	COOK	1	-	-	-	-	-	-	-	-	-
10	S.K.	1	1 casu al	-	-	-	-	-	-	-	1

2. Fire Personnel

SL No	RANK	NAME	P/S & DIST.	DT. Of JOINING	FROM	F&ESO No. &DATE	DOB	REMARK S
1	Sr.SO	Ringhamdao Kemprai	DiyungbraDi mahasao	26.12.202 4	Barpeta F&ESS	2080 16.12.202 5		
2	Sub/O	Dharmendra Kro	Hamren West K/A	18.12.202 0	Dholai F&ESS	2493 26.11.202 0		
3	LFM	Dwipen Rahang	Sonapur Kamrup(M)	19.02.202 4	Raha F&ESS	257 09.02.202 4		
4	LFM	Amit Singha	Hojai	29.04.202 5	SK Nagar F&ESS	519 02.04.202 5		
5	FM/ 797	Prakash Sonar	LumdingHoj ai	17.03.201 9	Sonai F&ESS	2678 29.12.201 9		
6	FM / 1105	Mukhtar Ali	Koliabor Nagaon	07.03.202 1	Sonari F&ESS	454 24.02.202 1		
7	FM / 303	Ashish Kathar	Morigaon	18,03.202 1	Umrangso F&ESS	489 14.02.202 1		
8	FM / 495	AunopKemp rai	DiyungbraDi mahasao	06.03.202 6	Morigaon F&ESS	018213 04.03.202 6		Under trng at Sila N/Ghty
9	FM/ 311	Khanbamon Hanse	DiphuKarbia nglong	23.04.202 2	Kalain F&ESS	1147 04.04.202 2		
10	FM / 423	Drubajyoti Barman	Patacharkuch i Bajali	09.03.202 6	TinsukiaF &ESS	019253 04.03.202		

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						6		
11	FM / 115	Prankrishna Nath	Raha, Nagaon	13.06.2025	Nilambazar F&ESS	JTO/03/01 2665, 07.06.25		
12	FM/ 1298	Bhaskar Gogoi	Morigaon	16.06.2025	Kokrajhar F&ESS	JTO/03/01 2665, 07.06.25		
13	LNK/ DVR	Sapon Boro	PatacharkuchiBarpeta	08.05.2021	Bokajan F&ESS	455 24.02.2021		
14	LNK/ DVR	Nipon Hojai	Hojai	10.03.2026	Raha F&ESS	019176 04.03.2026		
15	DVR	Jitu Das	Jagiroadmorigaon	05.10.2022	Raha F&ESS	2438 18.08.2022		

3. SDRF Personnel:-

SL No	Rank	NAME	P/S & DIST.	Dt. Of JOINING	From	F&ESO No. & DATE	DO B	Rmarkes
1	Hav	Satyanarayan Singh Kushwaha	Kheroni, West Karbi anglong	28.09.2021	Golaghat F&ESS	1752 09.08.2021		
2	Hav	Purna Bahadur Chetry	BakuliaKarbi anglong	20.04.2024	Sivsagar F&ESS	773 27.03.2023		Under trng at Agartala
3	ER - 284	Kanahaiya Yadav	Kheroni, West Karbi anglong	11.03.2026	Gohpur F&ESS	018124 04.03.2026		
4	ER- 266	Utpal Das (D/D)	Raha, Nagaon	24.03.2022	Dibrugarh F&ESS	788 11.03.2022		
5	ER- 01	Kangkan Saikia	Nagaon	14.04.2022	Jengraimuhk F&ESS	1148 04.04.2022		
6	ER- 258	Sikander Chauhan	Kheroni, West Karbianglong	03.08.2022	Dibrugarh F&ESS	1926 05.07.2022		

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7	ER-231	Khirud Nath	Raha, Nagaon	02.11.2022	Dhemaji F&ESS	2076 28.10.2022		
8	ER-505	Suresh Chauhan	Kheroni, West Karbianglong	08.03.2026	Tezpur F&ESS	018395 04.03.2026		
9	ER-497	Ritunjit Kalita	PatacharkuchiBarpeta	18.03.2023	CTI Panikhaiti	625 16.03.2023		Under trng at Kolkata
10	ER-527	Utpal Baishya	GhigraparNalbari	18.03.2023	CTI Panikhaiti	625 16.03.2023		
11	ER-555	Pranjit Boro	Nalbari	18.03.2023	CTI Panikhaiti	625 16.03.2023		.

5. Vehicles and pumps:

SL. NO.	Vehicle No.	Vehicle type	Present condition	Requirement	Remarks
1	AS/30- 4100	W.T.P	On Road		
2	AS/30- 7063	M.W.T.P.	On Road		
3	AS/30- 6458	M.W.T.P.	On Road		
4	AS-30-8962	W.B.	On Road		
5	AS-30-7450	BMT	On Road		
6	AS-30-7646	ART	On Road		
7	AS-30-8547	QRT	On Road		
8	AS-30-7099	M/CYCLE	On Road		
9	AS-30-A0592	Himalayan	On Road		
10	PP 05-2635 (D)	Portable pump	Not Good		
11	PP No. 1010683 (P)	Portable pump	Good		
12	PP No.11738 (P)	Portable pump	Good		
13	HPP No. 897DBBE (P)	High Pressure Portable pump	Not Good		

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14	Generator No. 1509268818408	Generator	Not Good		
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● 4) List of Fire Fighting and Search & Rescue equipment:-

No.	Name of equipment	Total	Serviceable	U/S	Remarks
1	AFFF liquid 3% concentrate	410 Itrs	410 ltrs		
2	ABC extinguisher 1kg capacity	5	3	2	
3	Bolt cutter	5	5		
4	Basket strainer	2	2		
5	Battery charger	3	2	1	
6	BA set with air cylinder	1 set	1 set		
7	Bill with handle	1	0	1	
8	ABC extinguisher 4 kg	5		5	
9	ABC extinguisher 6 kg	10	10		
10	Co ₂ Ext. 4.5 k capacity	10	0	10	
11	Ceilin hook	10	10		
12	Crowbar	6	6		
13	Control dividing breaching	1	1		
14	Circular saw	1	1		
15	Chain saw (Petrol)	1	0	1	
16	Concrete cutter	1	1		
17	D/Hose RRL with both side GM couplin	21	15	6	
18	Diffuser Branch Pipe	2	2		
19	De-Watering Pump	1	1		
20	Drag hook	5	5		
21	Dividing breaching	2	2		
22	Door breaker	1	1		
23	Electric fire alarm	2	1	1	
24	Fireman axe Insulate	20	9	11	
25	Fire fighter helmet	6	6		

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26	Fire entry suit with box	2	2		
27	Fire proximity suit with steel box	3 set	3 set		
28	Fire bucket	10	10		
29	Foam making Branch Pipe FB2x	2	2		
30	Foam making Branch Pipe FB5x	1	1		
31	Fire beater	8	8		
32	Flat spray nozzle	1	1		
33	Flat metal strainer (100mm)	1	1		
34	Heavy hummer	3	3		
35	Hand control branch pipe	5	5		
36	Honda generator (big)	1	1		
37	High pressure breathing air compressor machine	1	1		
38	Katta hook	6	6		
39	Long branch pipe	2	2		
40	Long range portable search light	1	0	1	
41	Life bouy	12	12		
42	Life jacket	10	8	2	
43	Large/small axe	2	2		
44	Metal strainer (100mm)	10	10		
45	Metal strainer (75mm)	5	5		
46	Half mask with gas filter	3	3		
47	Multipurpose Nozzle	3	3		
48	Pick axe with handle	5	5		
49	Petrol engine chain saw	1	1		
50	Rubber hand gloves	9	9		
51	Revolving hand nozzle	1	1		
52	Remote area lighting system	1	1		
53	Suction hose 100mm	6	6		
54	Suction hose 75mm	9	6	3	
55	Spade	17	17		

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56	Short branch pipe	6	6		
47	Suction key	20	20		
58	shovel	29	21	8	
59	Smock exhauster	1	1		
60	Folding stretcher aluminium	2	2		
61	Suction collecting head	1	1		
62	Triple purpose branch pipe	3	3		
63	Water cum foam moniter	1	0	1	
64	Fast act pressurised cylinder 4kg	1	1		

5). List of search & Rescue Equipment:-

<i>No.</i>	<i>Name of equipment</i>	<i>Total</i>	<i>Serviceable</i>	<i>U/S</i>	<i>Remarks</i>
1	Iron stood lever 10fit long	2	2		
2	Sledge hammer	2	2		
3	Two hanhad cross out saw	1	1		
4	Hand saw	1	1		
5	100 fit length 3inch fiber rope	1	1		
6	Chain tackle	1	1		
7	Petromax lamp	2	0	2	
8	Harican lamp	1	1		
9	Box of Misc. Tool	1	1		
10	Jack with 5 ton lift	1	1		
11	20 feet fiber rope 1.5 inch	1	1		
12	Rubber glove (tested up to 11000 volt)	9	9		
13	200 fit fiber rope 3 or 4 inchdia	1	1		
14	Stretcher harness	1	1		
15	Debris bascket	6	6		
16	Leather gloves	2	2		
17	Water bottle with sling	1	1		
18	3 Ton lifting tackle	1	1		

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19	Dressing shell	3	3		
20	Scissors	1	1		
21	Tourniquet	1	1		
22	Clasp knfe	1	1		
23	Splint leg	2	2		
24	Straps for leg splints	1	1		
25	Bolt & anchors	1	1		
26	Rope & line (plastic 100m long)	2	2		
27	Hand tool box with tool	1	1		
28	Rubber cutter (soft saw)	1	1		
29	Jig saw	1	1		
30	Iron stand for IRB	2	2		
31	B.A. set (with spair cylinder 1 No. in each)	4	4		
32	Safety helmat with neck protector and side mountain flash light	5	5		
33	Water mist & C.A.F. fire fighting system	4	4		
34	Fire proximity suit	4 set	4 set		
35	Water bottle	3	3		
36	Reflective jacket	3	3		
37	Foldable stretcher	1	1		
Equipment for Ambulance					
1	Thermometer	1	1		
2	Torch (pen light)	1	1		
	Lighting & Power Equipment				
1	Working lamp with 50m lead	1	1		
2	Portable Generator 2.5 KVA	1	1		
Medical First Responder (MFR) Equipment					
1	Collar stiff neck short	2	2		
2	Collar stiff neck regular	1	1		
3	Collar stiff neck No nack	2	2		

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4	Collar stiff neck paediatrics	6	6		
5	Collar stiff tall imported	2	2		
6	Regular Oxygen LSP 17-20 with light weight oxygen cylinder	1	1		
7	Stethoscope	1	1		
8	Wooden splint board full & half with velcro	1	1		
9	D-pressor Tongue	1	1		
10	Oxygen cannula nassal	1	1		
11	Padded board splint (wooden) short	2	1	1	
12	Padded board splint (wooden) medium	2	2		
13	Padded board splint (wooden) large	2	2		
14	Flexible splint (short/medium/large)	2	2		
Mountaineering Rescue Equipment					
1	Rope (climbing/rappelling)	3	3		
2	Carabineers	10	10		
3	Rock piton	5	5		
	Power Tools				
1	Reciprocating saw	1	1		
2	Chipping hammer	1	1		
3	Electric drill machine	1	1		
4	Electric drill bit set	1	1		
5	Rotary hammer drill	1	1		
6	Rotary hammer drill bit	1	1		
7	Key hole saw with set of 4 saws	1	1		
	IR Boats and Accessories				
1	IRB No. 1740, 1741, 1742,	5	5		

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	2091,3387				
2	OBM No. 1R-023592, 1R-023582, 1R-039490 , 027246BB & 027018BE	5	5		
3	Foot pump	5	5		
4	Electric pump	1	1		
5	Oil tank with iol pipe	5	5		
6	Oars	10	10		
7	FRB No.IC-101594	1	0	1	
	Diving Equipment				
1	Diving suit with accessories	2 set	2 set		
2	Diving suit with communication system and accessories	2 set	2 set		
3	Wet suit along with boots and gloves in each set	7 pair	7 pair		

LIST OF MAN POWER, FIRE FIGHTING EQUIPMENT AND SEARCH & RESCUE EQUIPMENT OF SANKARDEV NAGAR F&ESS

PERSONNEL RETURN OF SK NAGAR F&ESS:

S. L N O	RANK	NAME & CONTACT NO	P.S & HOME DIST.	BANK DETAILS	REMARKS
1	S.O	MalongHanse 7002739477	Diphu, K/Anglong	A/C No.35170441509 SBIN0013247	
2	Sub/O	Sarat Das 7002134694	Sadar, Nagaon,	A/C No.30323529490 SBIN0000146	
3	Sob/O	PinkuSaikia 9864228562	Samuguri, Nagaon	A/C No.30240648272 SBIN0001518	
4	L/FM	Dipak Bora 8812031052	Baithalangso, West KarbiAnglong	A/C No.20014898770 SBIN0004873	

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5	L/FM	Rituparna Bora 9706767270	Golaghat, Golaghat	A/C No.31072731639 SBIN0000083	He is on deputation until further order to Titabor F&E SS
6	L/FM	Shambhu Nath 6000062011	Kampur, Nagaon	A/C No.20055499164 SBIN0002093	
7	L/FM	Dorendra Jidun g 6003726831	Diyungmukh, Dimahasao	A/C No.31030627344 SBIN0007431	
8	L/FM	Robin Rangoi 7002582053	Doboka, Hojai	A/C No.31422199721 SBIN0007815	
9	FM/266	Dipanjali Saikia 8638205564	Bokajan, Karbi Anglong	A/C No.31184433411 SBIN0009405	
10	FM/1370	Shivjee Chauhan 9394982182	Kheroni, West- Karbi Anglong	A/C No.40999209236 SBIN0016927	
11	FM/893	Arindam Hazarika 9707461591	Raha, Nagaon	A/C No.40990524675 SBIN0002103	
12	FM/930	Pratapsinghan 6001456983	Baithalangso, West Karbi Anglong	A/C No.41039392099 SBIN0004460	
13	FM/430	Saurav Gogoi 8011139982	Borholla, Jorhat	A/C No..... SBIN000.....	
14	DVR/LNK	Upam Das 9706594019	Howly, Barpeta	A/C No.31552619920 SBIN0002093	
15	DVR/LNK	Akibur Rahman 3101138598	Sadar, Nagaon	A/C No.31492309812 SBIN0016522	
16	DVR/LNK	Nilo Boro	Cancari, Kamrup	A/C No.30812864024	

**RESOURCE INVENTORY LIST OF SANKARDEV NAGAR FIRE & ESS, HOJAI, ASSAM
FIRE FIGHTING APPLIANCES**

SL No	Name	Quantity	Remarks
1	WTP	1 (one) No.	
2	MWTP	1(one) No.	
3	MWMTP	1(one) No.	
4	Portable Pump	1(one) No.	

**Fire Fighting and Search & Rescue equipment of Sankardev Nagar Fire & ESS, Hojai,
Assam**

Sl. No.	Name of equipment	Total	Serviceable	Unserviceable	Remarks
1	AFFF liquid 3% concentrate	150ltrs	150ltrs		
2	AFFF Ext. 9 ltrs capacity	05	03	02	
3	ABC Extinguisher 4 KG	04		04	
4	ABC Extinguisher 6 KG	07	06	01	
5	Bolt cutter	01	01		
6	Basket strainer	02	02		
7	Battery charger	01	01		
8	BA set with air cylinder	02	01	01	
9	Bill with handle	02	01	01	
10	Combi tolls	Nil			
11	Co ₂ Ext. 4.5 k capacity	10	05	05	
12	Co ₂ Gas cartridge	02	02		
13	Ceiling hook	01	01		
14	Crowbar	02	01		

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15	Collecting breaching	Nil			
16	Collecting head	Nil			
17	Concrete cutter	Nil			
18	Dividing breaching	Nil			
19	Diffuser branch pipe	Nil			
20	D/Hose RRL with both side GM coupling	15	09	06	
21	DCP Extinguisher 5 KG	10	04	06	
22	Drag hook	04	02	02	
23	Door breaker	Nil			
24	Electric fire alarm	01	01		
25	Extension line	02	01	01	
26	Fireman axe Insulate	08	05	03	
27	Fibber helmet	09	05	04	
28	Fire entry suit with box	Nil			
29	Fire proximity suit	02	02		
30	Fire bucket	15	05	10	
31	Foam making Branch Pipe No.2	02	02		
32	Foam making B Pipe no.10	01	01		
33	Fire Fighting helmet	Nil			
34	First Aid Box	01	01		
35	Fire beater	03	02	01	
36	Hammer	Nil			
37	Hand control B. Pipe	01	01		
38	Heat resistance eye wear	02	02		
39	Hydraulic cutter	Nil			
40	Honda Generator small	Nil			
41	Honda Generator Big	Nil			
42	Inflatable tower light	Nil			
43	Katta hook	04	03	01	
44	Long branch pipe	01	01		

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45	Large axe	Nil			
46	Life bouy	04	03	01	
47	Life Jacket	05	03	01	
48	Multipurpose Nozzle	Nil			
49	Metal strainer 100 mm	01	01		
50	Metal strainer 75 mm	Nil			
51	Pick axe with handle	03	02	01	
52	Rescue line Nylon	01	01		
53	Revolving nozzle	Nil			
54	Rubber hand gloves	02	01	01	
55	Suction hose 100 mm with both side G.M coupling	02	02		
56	Suction hose 75 mm with both side G.M coupling	02	02		
57	Spade with handal	09	06	03	
58	Siren	01	01		
59	Short branch Pipe	03	03		
60	Suction key	01	01		
61	Shovel	06	05	01	
62	Suction hose washer 100 mm	20	20		
63	Suction hose washer 75 mm	20	20		
64	Stretcher	02	01	01	
65	Search light	01	01		
66	Solar LED Rechargeable light	02		02	
67	Triple purpose branch Pipe	Nil			
68	Water cum foam monitor	01	01		
69	Oil fire nozzle	Nil			
70	Half mask with as filter	Nil			01
71	Petrol engine operated	01	01		

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	chain saw machine				
72	Rope	20m	20m		
73	Spare Cylinder with B.A Set	01	01		
74	Pulley	01	01		

LIST OF MAN POWER, FIRE FIGHTING EQUIPMENT AND SEARCH & RESCUE EQUIPMENT OF DOBOKA F&ESS

List of Fire Fighting and Search & Rescue equipment:-

Sl. No.	Name of equipment	Total	Serviceable	Un serviceable	Remarks
1	AFFF Liquid 3% concentrate	12	12		
2	AFFF Ext. 9 ltrs capacity	Nil			
3	A.B.C Ext 6kg(Stord pressure)	7	6	1	
4	A.B.C Ext 4kg(Stord pressure)	5	1	4	
5	A.B.C Ext 1kg(Stord pressure)	Nil			
6	Bolt cutter	2	2		
7	Basket strainer	4	3	1	
8	BA set with one spare cylinder	1	1		one spare cylinder
9	Bill with handle	1	1		
10	Crow Ber	2	2		
11	Collecting Breaching	4	3	1	
12	Combi tolls	1	1		
13	Co2 Ext. 4.5 kg capacity	1	1		
14	Ceiling Hook	2	2		
15	Control dividing breaching	4	3	1	
16	Concrete Cutter	1	1		
17	D/House RRL with both side GM coupling	10	8	2	

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18	Diffuser B/pipe	Nill			
19	DCP Ext. 5kg Planger type	10		10	
20	Dividing breaching	4	4		
20	Door Breaker	Nill			
21	D/House RRL with both side GM coupling	10	8	2	
22	Electric fire alarm	3	1	2	
23	Fireman axe (insulate)	18	15	3	
24	Fibber halmet	10	4	6	1
25	Fire Entry suit with box	2	2		
26	Fire proximity suit	4	4		
27	Fire bucket	10	7	3	
28	Fire Beater	7	2	5	
29	Foam making B/pipe 2x	7	4	3	
30	Foam making B/pipe 5x	6	6		
31	Folding Stretcher	2	2		
32	Flat Spray Nozzle	1	1		
33	First Aid Box	Nill			
34	Heavy Cutter	Nill			
35	Hummer(Heavy)	2	2		
36	Hand Control B.Pipe	4	4		
37	Heat resistance eye wear	Nill			
38	Hydraulic cutter	Nill			
39	Honda Generator(small)	Nill			
40	Honda Generator(Big)	Nill			
41	Half mask with gas filter	Nil			
42	Inflatable tower light	Nil			
43	Katta hook	7	7		
44	Long Branch pipe	3	3		
45	Large axe	1	1		
46	Life bouy	9	3		
47	Life jacket	9	3	6	
				6	

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47	Life jacket	9	3	6	
48	Multiple purpose hand control B/Pipe	1	1		
49	Metal strainer(100mm)	4	3	1	
50	Metal strainer (75mm)	3	2		One no. lost
51	Petrol Engine operated chain saw machine	NIL			
52	Pick axe with handle	2	2		
53	Pully round solar light	1	0	1	
54	Rescue line (Nylon)	3	3		
55	Rubber hand gloves	Nil			
56	Revolving nozzle	Nil			
57	Safety Belts & harness	1	1		
58	Suctin hose 75mm with both side G.M COUPLING	9	2	7	
59	Spade With Handle	5	1	4	
60	Short branch pipe	4	4		
61	Suction wrench	17	15	2	
62	Shovel	13	9	4	
63	Suction hose washer 100mm	10	10		
64	Suction hose washer 75mm	10	10		
65	Triple purpose branch pipe	Nil			
66	Torch light	2	1		
67	Water cum foam monitor	Nil			

VEHICLES AND PUMP OF DOBOKA F&ESS

PERSONNEL RETURN OF DOBOKA F&ESS

SL NO	Vehicle no	Vehicle type	Present condition	Remarks
1	AS/30/5924	W.T.P	On Road	
2	AS/30/6321	M.W.T.P	On Road	
3	AS/30/3611	M.W.T.P	Off Road	w.e.f 01/12/2023

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4	467836	P/PUMP	On Road	
5	027232BB	IRB(2090)	On Road	

Sl No	Rank	Name	Mobile No
1	S.O	Jitendra Kemprai	9954262196
2	SUB/O	Chandra Sing Kiling	9957888138
3	SUB/O	Ajoy Kumar Bordoloi	9395283254
4	LFM	Mukut Saikia	8876415899
5	LFM	Dilip Laskar	8638869943
6	HAV	Dharma Sing Patar	8876468096
7	DVR (LNK)	Lakhi Ram Borah	6900130474
8	DVR (LNK)	Miraj Ahmed	8486779975
9	FM-156	Dilip Gour	9854856340
10	FM-126	Satyajit Bordoloi	9577789056
11	FM-942	Amrit Kumar Medhi	9365313314
12	FM-907	Om Prakash Yadav	9101460823
13	FM-1296	Rajib Bora	9101611547

**LIST OF MAN POWER, FIRE FIGHTING EQUIPMENT AND SEARCH & RESCUE
EQUIPMENT OF LANKA F&ESS**

PERSONNEL LIST OF LANKA FIRE & EMERGENCY SERVICE STATION:

Sl. No.	Rank	Name of Personnel	Cont. Number	Remarks
1	S.O	Khonsing Killing	88120 34145/94352 38525	
2	Sub/o	Anupam Borah	93650 91897	
3	LFM	Sanjit Teron	96782 06093	
4	LFM	Nabin Chandra Amphi	91012 98189	
5	LFM	DorsingTerang	70027 49780/ 98590 01223	
6	FM- 1159	Bikram Majumder	78962 24018	
7	FM- 245	Arif Ahmed	76639 14353	
8	FM- 239	Anil Kumar Rajak	86388 45711	

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10	FM- 908	Suman Majumder	93653 40177	
11	FM- 127	Indal Yadav	81338 90876	
12	Driver	Pranab Phonglowsa	60011 90021	
13	Driver	Kaisul Ali	99579 69179	
14	Cook :-	Milon Tati	88227 18801	
15	SK:-	BiddyuthNamasudra	91012 26964	

Fire Appliances of Lanka Fire & Emergency Service Station:

Sl. No.	Reg. No. Of Vehicle	Type	Quantity	Remarks
1	As-30/ 5927	W.T.P.	1no	
2	As-30/ 4116	M.W.T.P.	1no	
3	As-30/ 7098	M/Cycle	1no	
4	P.Pump	P.Pump	1no	
5	H.Generator Eng.No. 9218513	Honda Generator	1no	
6	Tower Light Eng. No. 1282299	Tower Light	1no	
7	Carbide Chain Saw	Gasoline, (Petro)	1no	

List of Fire Fighting and Search & Rescue equipment:

No	Name of equipment	Total	Serviceable	Unserviceable	Remarks
1	AFFF liquid 3% concentrate	160ltrs	160ltrs		
2	AFFF Ext. 9ltrs capacity	Nil	Nil		3nos requirement
3	Bolt cutter	1no.	1no.		2nos.
4	Basket Steiner	Nil			3nos.
5	Battery charger	1 no.	1no.		1no.
6	BA Set air cylinder	1 Set	1 Set		
7	Bill with handle	1no	1no.		
8	Combi tolls	Nil			
9	CO2 Ext. 4.5kg capacity	5 nos.	5nos		3nos.

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10	Ceiling hook	07nos	1no.	3 nos.	3nos.
11	Crowbar	8 nos.	8 nos.		
16	D/Hose RRL with both side GM coupling	9 nos	9 nos.		5nos.
17	Diffuser Branch Pipe	3nos	3nos		
18	ABC Ext. 4kg Store pressure	5nos	3nos		
19	Drag hook	3nos	3nos		1no
21	Door breaker	2nos	2nos		
22	Electric fire alarm	1no	1no		
23	Fireman axe	9nos	4nos	5nos	5nos
24	Fibber helmet	3nos	1no	2nos	10nos
25	Fire entry suit with box	1no	1no		
26	Fire proximity suit	2nos	2nos		
27	Fire bucket	29nos	10nos	10nos	
28	Foam making Branch Pipe- F.B. No -2	4nos	4nos		
29	Foam making B Pipe – F.B No- 5x	3nos	3nos		
30	First Aid Box	1no		1 no	1no
31	Hummer	3 nos	3 nos		
32	Hand control B. Pipe	3nos	3nos		
33	Heat resistance eye wear	6 pair	nil	6pair	10 pair

34	Honda Generator Big	1 no		1no	
35	Inflatable tower light	1no	1no		
36	Katta hook	15 nos	15 nos		
37	Long branch pipe	4 nos	4nos		
38	Large axe	2nos	1no	1no	
39	Life buoy	7nos	7nos		
40	Life Jacket	7nos	7nos		
41	Hand Control B. Pipe	3nos	3nos		
42	Multipurpose Nozzle	1no	1no		
43	Metal strainer 100mm	7nos	7nos		
44	Metal strainer 75 mm	4nos	4nos		

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43	Metal strainer 100mm	7nos	7nos		
44	Metal strainer 75 mm	4nos	4nos		
45	Pick axe with handle	10nos	10nos		
46	Rescue line Nolin	4nos	4nos		
47	Rubber hand gloves	5 pair	2pair	3pair	10pair
48	Suction hose 100mm with both side G.M coupling	2nos	1no	1no	1no
49	Suction hose 75mm with both side G.M coupling	2nos	1no	1no	1no
50	Spade with handle	11nos	11nos		
51	siren	1no	1no		
52	Short branch Pipe	8nos	8nos		
53	Suction wrench	12pair	12pair		
54	Shovel	16nos	15nos	1no	
55	Suction hose wisher 100mm	20nos	20nos		
56	Suction hose wisher75mm	15nos	15nos		
57	Petrol engine operated chain saw	1no	1no		

LIST OF MAN POWER, FIRE FIGHTING EQUIPMENT AND SEARCH & RESCUE EQUIPMENT OF LUMDING F&ESS

Monthly Personnel return of Lumding F&ESS

Sl. No	Rank	Name	P.S & Home District	Date Of Joining	From Where	Remarks
1	S/O	Madhab Pegu	P.S:-Paltan Bazar Dist- Kamrup (M)	24.02.2024	Boko F&Ess	
2	Sub/O	Dhaniram Ronghang	P.S- KheroniDist- Karbi Anglong	12.03.2019	Sankardev Nagar F&Ess	
3	L/Fm	Tankeswar Das	P.S-Mirza Dist-Kamrup®	26.01.2020	Lumding F&Ess	On E/L W.E.F 09/03/2026
4	Fm/339	Kuljit	P.S-Bilasipara	21.11.2020	Dudhnoi	

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		Barman	Dist-Dhubri		F&Ess	
5	Fm/ 1169	Achinta Kalita	P.S- Patacharkuchi Dist- Bajali	05.11.2022	Barpeta Road F&Ess	
6	Fm/784	Rupam Kumar Das	P.S- Sadar Dist- Nagaon	07.03.2026	Majuli F&Ess	
7	Fm/ 1329	Manohar Chauhan	P.S- Howraghat Dist- Karbi Anglong	08.03.2026	Mirza F&Ess	
8	Fm/ 1234	Rajnish Kumar Pandit	P.S- Barlangfer Dist-Karbi Anglong	10.03.2026	TeokF&Ess	
9	Fm/ 1286	Biplob Dibragede	P.S- Lanka Dist- Hojai	10.03.2026	JagiroadF&Ess	
10	Driver	Banjit Das	P.S-Sorbhog Dist-Barpeta	22.11.2022	Doomdooma F&Ess	
11	Driver	Birjay Brahma	P.S- Kajalgaon Dist- Chirang	10.03.2026	JuriaF&Ess	

RESOURCE INVENTORY LIST OF LUMDING FIRE & ESS, HOJAI, ASSAM

FIRE FIGHTING APPLIANCES

Sl. No	Name	Quantity	Remarks
1	WTP	2 (Two) No.	
2	MWTP	1(one) No.	

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3	MWMTP	1(one) No.	
4	M/CYCLE	1(one) No.	

List of Fire Fighting and Search & Rescue equipment:-

Sl. No.	Name of equipment	Total	Serviceable	Un serviceable	Remarks
1	AFFF liquid 3% concentrate	190ltrs	190 ltrs		
2	AFFF Ext. 9 ltrs capacity	Nil	Nil		3 nos requirement
3	Bolt cutter	2	2		
4	Basket strainer	2	1	1 U/S	
5	Battery charger	4	1	3	
6	BA set with 1 spare cylinder	5 sets	4 sets	1 U/S	
7	Bill with handle	1	1		
8	Combi tolls	1	1		
9	Co ₂ Ext. 4.5 kg capacity	12	6	6	
10	Ceiling hook	9	9		
11	Crowbar	9	9		
12	Collecting breaching	1	1		
13	Collecting head	1	1		
14	Control dividing breaching	2	2		
15	Concrete cutter	1	1		
16	D/Hose RRL with both side GM coupling	23	15	8	
17	Diffuser B/pipe	4	4		
18	D.C.P Ext. 5 kg	1	Nil	1	

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19	A.B.C Ext. 6kg (Store pressure)	9	6	3	
20	A.B.C Ext. 4kg (Store pressure)	2	1	1	
20	Drag hook	6	6		
21	Dividing breaching	1	1		
22	Door breaker	4	2	(2 missing)	
23	Electric fire alarm	3	3		
24	Fireman axe (Insulate)	22	20	2	
25	Fibber helmet	3	3		
26	Fire entry suit with box	1	1		
27	Fire proximity suit	4 set	4 set		
28	Fire bucket	11	5	6	
29	Foam making B/Pipe=No-2	4	4		
30	Foam making B/Pipe 5x	7	5	2	
31	Fog Nozzle	1	1		
32	First Aid Box	3	Nil	3	Requirement
33	Hummer	5	5		
34	Hand control B. Pipe	3	3		
35	Heat resistance eye wear	Nil	Nil		
36	Hydraulic cutter	1	1		
37	Honda Generator (small)	1	Nil	1	
38	Honda Generator (Big)	1	1		
39	Inflatable tower light	1	1		
40	Katta hook	5	5		
41	Long branch pipe	1	1		2 nos requirement
42	Large axe	3	3		
43	Life buoy	6	6		
44	Life jacket	6	6		
45	Multi purpose hand control	1	1		

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	B/Pipe				
46	Metal strainer (100 mm)	6	4	2	
47	Metal strainer (75 mm)	4	3	1	
48	Pick axe with handle	8	7	1	
49	Rescue line (Nylon)	2	2		
50	Revolving nozzle	1	1		
51	Rubber hand gloves	2	2		
52	Suction hose 100 mm with both side G.M coupling	12	12		
53	Suction hose 75 mm with both side G.M coupling	4	4		5 nos requirement
54	Spade with handal	8	8		
55	Siren	Nil			2 nos siren requirement for 2 vehicles
56	Short branch pipe	6	6		
57	Suction wrench	8 prs	8 prs		
58	Shovel	12	11	1	
59	Suction hose wisher 100 mm	35	35		
60	Suction hose wisher 75 mm	25	25		
61	Triple purpose branch pipe	2	2		
62	Torch light	4	4		
63	Water cum foam monitor	1	Nil		Requirement
64	Oil fire nozzle	1	1		
65	Half mask with gas filter	4	4		
66	Petrol engine operated chain saw machine	4	2	2	
67	Electric search light	4	2	2	
68	Smoke Exhauster cum	1	1		

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	Blower				
69	Aska fire extinguisher	2	1	1	

Hospital/Nursing Home Details

Sl. No.	BPHC	Name of Hospital	Type of HI	Indoor Bed Status	ICU Status & No.	Available OT & No.	Name of Medical Officer incharge	Contact No.
1	Lanka	District Civil Hospital	Civil Hospital	200	1(Non functional)	2	Dr. Basudev Malakar	8399813199
2		Dr. Shyama Prasad Mukharjee SDCH	SDCH	100	Nil	1	Dr. Rabiswar Ghosh	8638050938
3		Railway Hospital	Central Govt.	100	1	1	Dr. M.K. Gupta	
4		Khangar Gaon NPHC	PHC	1	Nil	Nil	Dr. Hriti Sundar Das	8638436778
5		Derapather SD	PHC	2	Nil	Nil	Dr. Pranjit Sharma	8812877244
6		Udali Model Hospital	CHC	30	Nil	Nil	Dr. Sufi Uddin Faruque Ahmed	9435586090
7		Sarkey Basti New PHC	PHC	6	Nil	Nil	Dr. Noor Ahmed Laskar	8638522236
8		Kapashbari SD	PHC	4	Nil	Nil	Dr. Sahidul Alom	9678772262
9		Lanka PHC	PHC	10	Nil	Nil	Dr. Harajagindra Singh	8638545031
10		Kaki MPHC	PHC	10	Nil	Nil	Dr. Abhijit Biswas	9954987332
11		Lankeswari Hospital	Private	50	Nil	Nil	Dr. DKD Bharali	7002652021
12		Debothan Arogya H & RC	Private	6	Nil	Nil	Dr. Sharif Mohd Muhsin	8473818502
13	Jujijan	Jugijan Model Hospital	CHC	30	Nil	Nil	Dr. R.K Mahanta	9365496615

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14		Nilbagan Model Hospital	CHC	30	Nil	Nil	Dr. Ishahaque Ali	9365057315
15		Hojai FRU	FRU	30	Nil	1	Dr. A.K. Hazarika	8638695679
16		Doboka Lifecare H&RC	Private	30	1	2	Dr. Junaidur Rahman Choudhury	7483433029
17		HAMM Hospital & RC	Private	181	2	9	Dr. Jatindra Nath Barman	9435028374
18		Global Hospital	Private	12	1	2	Dr. Mithlesh Bhagat	7002624380
19		Midtown Hospital	Private	36	1	2	Dr. Sultan Ahmed	9159511609
20		Star Healthcare H &RC	Private	100	2	2	Dr. Sumit Kumar Das	9435165822
21	Kathiatoli (Hojai Part)	Jamunamukh MPHC	PHC	10	Nil	Nil	Dr. Farak Uddin Ali Ahmed	8822043676
22		Doboka CHC	CHC	30	Nil	Nil	Dr. JikrulAlmulla h	8676982054

**CHAPTER-IV
INSTITUTIONAL FRAMEWORK (District Level)**

District Disaster Management Authority

1.	District Commissioner	Chairman
2.	Chairperson of Zila Parishad	Co-Chairman
3.	ADC (Disaster Management)	C.E.O. & Member Secretary
4.	Superintendent of Police	Member
5.	Joint Director, Health & Family Welfare Service	Member
6.	Executive Engineer, PWD, Roads & Building	Member
7.	Executive Engineer, Water Resource	Member

Responsibilities of the District Commissioner, Additional District Commissioner, Project Officer (ASDMA), SP, Circle Officer and BDO's:

Roles and Responsibilities of the District Commissioner:

**PREPAREDNESS & MITIGATION MEASURES
(AT NORMAL TIME)**

1. Once every quarter, it should be ensured that the database for the Multi-Hazard State Disaster Management Plan is updated. The Nodal Officer of the State Control Room shall update the database and submit a report to the State Relief Commissioner on a regular basis within a specified time frame.
2. Once every month, it should be ensured that all equipment in the District Emergency Operations Centre (DEOC)/Control Room is functional and maintained in accordance with the maintenance manual for each item. Equipment such as satellite phones, VHF radio sets, fax machines, computers with printers and email facilities, generators, telephones, mobile phones, and other devices must have individual maintenance manuals. All maintenance records must be kept up to date and duly authenticated with the signature of the District Control Room Officer.

All boards, maps, charts, registers, and documents should be arranged as per the Standard Operating Procedures (SOPs). The SOPs must comprehensively cover all aspects of the DEOC, including the duties and responsibilities of each functionary, clear guidelines for handling and maintaining equipment, and checklists for maps, boards, charts, registers, documents, and manuals.

3. A quarterly review meeting of all line departments shall be conducted to assess disaster preparedness and mitigation activities. These include strengthening of embankments; construction and improvement of vulnerable roads; construction of multipurpose safe shelters; digging, renovation, and repair of tube wells with raised platforms for safe drinking water; and arrangements for the stocking of relief materials, equipment, medicines, hygiene supplies, and chemicals prior to the disaster season.
4. Fresh training for newly posted officials, as well as refresher training for existing officials involved in disaster management and forming part of the State Disaster Management Committee (DMC) and Disaster Management Teams (DMT), shall be conducted in a planned manner once every year. A register shall be maintained in the DEOC to record the names of trained personnel, along with the dates of training, duly signed and authenticated by the Control Room Officer.

5. Training of officials who are responsible for manning the DEOC on a 24-hour basis throughout the disaster season shall be completed in a timely manner.
6. Coordination meetings with NGOs, volunteers, NCC, NSS, NYKS, and Scout & Guide units shall be held every month, and their disaster management activities shall be properly coordinated based on their experience and expertise. The operational area of each NGO should be clearly known both to the NGOs themselves and to the district administration. Activities should be coordinated down to the village level. A list of NGOs, specialized NGOs, and volunteers operating in each area, from village to district level, along with a master list detailing their areas of operation, shall be maintained in the DEOC.
7. The latitude and longitude of vulnerable areas, schools/shelters, helipads, and dropping zones should be available with the DEOC for effective disaster response planning.
8. An awareness campaign strategy should be planned and implemented before the disaster season, covering warning dissemination procedures and individual and household safety measures.
9. A coordination meeting of stockists shall be held every quarter, and emergency stock levels to be maintained by each stockist for food items, mineral water, medicines, blood, kerosene, diesel, petrol, and daily-use household goods such as candles and matchboxes shall be updated in the database.
10. A meeting of transporters shall be held every quarter, and the database of transport requirements, along with the minimum number of vehicles to be provided by each transporter, shall be updated.
11. Media management and awareness campaign strategy meetings shall be reviewed every six months to ensure coordination and effective implementation before every disaster season and during actual disaster periods.

PRIOR TO COMMENCEMENT OF DISASTER SEASON

- The multi-hazard disaster management plans of the district shall be complete in all respects with an up-to-date database. Certified reports confirming the updated status of the database shall be submitted by the District Commissioners (DCs).
- The District Emergency Operations Centre (DEOC) shall be fully equipped and operational. All equipment shall be checked for functionality, and communication links shall be tested and established with the IMD, Revenue DEOC, departmental control rooms, and District DEOC. All batteries shall be fully charged, and the generator at the DEOC shall be tested for continuous operation for at least 2–4 hours. A report confirming that all actions have been completed and that the DEOC and its equipment are fully operational shall be submitted to the District Commissioner.
- All members of the State Disaster Management Committee (DMC) and Disaster Management Teams (DMT) shall be fully trained and aware of their roles and responsibilities as per the disaster management plan.
- All personnel assigned to the DEOC shall be fully trained and aware of their responsibilities.
- A duty roster for the DEOC shall be prepared and communicated to all concerned.
- All storage godowns and safe shelters in vulnerable pockets shall be cleaned, maintained, and fully stocked as per the disaster management plans. Certified fortnightly reports to this effect shall be submitted by the DC for all blocks, circles, and villages.
- Meetings of the Disaster Management Committees (DMCs) shall be conducted, and all functionaries of different departments shall be fully apprised of their roles as per the disaster management plans.
- All equipment such as boats, dozers, earthmovers, and road clearance machinery shall be kept operational and positioned at the most vulnerable locations by the concerned line

departments/SEIO in consultation with the State Nodal Officer for Disaster Management and the Relief Commissioner, as per the disaster management plan.

- Preparedness activities of all line departments, such as strengthening of embankments; sinking and repair of tube wells; ensuring raised platforms or raised grounds to prevent submergence; stocking of medicines; allocation of medical and paramedical staff as per the disaster • management plan; and operationalization of flood gauges and rain gauges with communication facilities, shall be completed in all respects, and a certified completion report shall be submitted to the Relief Commissioner.
- In earthquake-prone areas, identification of risk and vulnerable structures, buildings, landslide-prone zones, and potential threat areas shall be carried out. Deployment of volunteers, doctors, nurses, beds, food materials, and drinking water shall be arranged accordingly.
- Mock drills shall be conducted at all levels, and reports shall be submitted to the District Collector. (Certain government officers shall be designated for each mock drill to supervise and report to the authority, along with recommendations for additions or deletions.)
- Coordination with NGOs shall be completed, and each NGO shall be made aware of its area of operation and level of participation.
- Coordination meetings of all stockists shall be held, and each shall be assigned the required level of emergency stocks to be maintained during the disaster season (dry food, kerosene, petrol, diesel, medicines, blood, candles, matchboxes, and daily household items, etc.).
- Awareness campaigns shall be launched as per the plan.

ON RECEIPT OF WARNING

72 HOURS PRIOR (All are warned, normal activities to continue, movement of vulnerable community like fisher men are restricted if special warnings issued)

1. DEOC activated & made functional on 24-hour cycle. Message IN & OUT registers are maintained & SEIO kept informed on minute-to-minute basis.
2. Exact details of the implications of the warning checked from the IMD & SEOC.
3. Warning with clear directions for the Govt. officials, NGOs especially for the vulnerable community are passed through the fastest means of communication & checked back for accuracy at the other end.
4. Duplicated communication is established with the important departments, IMD & all the districts, subdivisions and blocks.
5. Meeting of the DMC, line depts. & NGOs involved in DM is held & clear directions for each ones responsibilities are spelt out as per the DM plan
6. Warning issued to disaster managers to check their men, material & equipment as per the checklist & vulnerable communities check their response mechanism as per the household & individual checklist in accordance with DM plan.
7. Stocking of all safe shelters is checked & those NOT stocked are immediately stocked.
8. Strengthening of all individual & community houses completed.
9. Areas for animals cleaned & re earmarked if required. Animal fodder & feed stocking has to be done.

48 HOURS PRIOR TO DISASTER

(Preparation to move by disaster managers & vulnerable community commences & out door movement in most vulnerable areas restricted if warnings received)

1. All the equipment of the DEOC especially the communication equipments are thoroughly checked & all back-up battery fully charged & positioned. Generators are re-checked for functionality & fuel checked & stored properly.

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2. Connectivity status of each districts, police stations, wireless stations, vulnerable points rechecked & chart at DEOC updated with information to state DEOC's. Duplicated communication including police channels tested.
3. All the stockiest are warned to keep assured level of stocks to move at short notice.
4. All transporters warned to keep the assured vehicles to be hired at short notice.
5. All rescue & Evacuation equipment moved to most vulnerable pockets located in far-flung areas.
6. All disaster managers complete preparations to move. Disasters managers with men, materials & equipment moved to inaccessible pockets.
7. All preparations for move to safe shelters by vulnerable community completed.
8. All dist. admin for mutual aid scheme complete preparations as per checklist to move men, material & equipment.
9. All NGOs/volunteers/NCC/NSS/NYKs/Scouts & guides personnel briefed about their area of operations & ready to move. Move to inaccessible pockets starts.

12 HOURS PRIOR

(Move to safe shelters by vulnerability community, move of disaster managers & volunteers with complete equipment, material & men completed to designated vulnerable areas & out door movement restricted).

1. All vulnerable personnel are asked to shift to safe shelter.
2. All the task forces are put into operation.
3. All the NGOs & volunteers are put into operation as per their area of responsibility & their activities monitored through the concerned Govt. officials.
4. The stockiest warned to keep their stocks ready to move at short notice.
5. Media/public briefing systems activated on 6hourly basis.
6. The transports as per the plan are hired as per requirement. Other transport is kept warned for a state of readiness.
7. The progress is constantly monitored.
8. The dist. not likely to be affected & planned to provide mutual aid during disaster stage forward their resources & operationalize their support process.
9. In case of a warning that the cyclone has abated or changed course the same should be confirmed from authentic sources like the IMD or State Control room & information passed to all to stand down.
10. Information to National control room regularly.
11. In most vulnerable pockets OIC disaster site/incident commanders notified

ACTIONS ON DISASTER

1. Nominated incident commanders/OIC disaster site at each of the sites start operations to supervise rescue & Evacuation, relief & restoration operations.
2. Co-ordinate all activities through incident commanders/OIC disaster site.
3. Opening of site control room with dist. Admn.
4. Those requiring immediate medical treatment are moved to dist. /medical college hospitals as per the priority of evacuation spelt out by the attending doctors.
5. The incident commanders/OIC disaster site assisted by the Magistrates /NGOs carry out an immediate assessment after reconnoitre & survey to identify the damages, casualties, gaps/short falls in terms of food, water, medical aid, clothing, shelter & send the demand to the DEOC.

6. The men, material & resources are moved as per the requirements & priority lay out by the OIC/ incident commander & short falls are moved from the other dists/state.
7. Temporary shelters, kitchens, water points are organised&operationalised.
8. Sanitary checks & disease surveillance are put into operation.
9. Arrangements for animal camp & fodder organised.
10. Carcass disposal teams if required are activated.
11. A detailed assessment is carried out for damage, casualties, resource shortfall by deploying additional officers with support from the NGOs/Volunteers, PRI &community after reconnoitre& survey.
12. Regular review meeting with line departments, NGOs.
13. All DCs are to send daily SITREP from district DEOC on 6hrly basis.
14. Continuous flow of information & national authorities kept informed of latest details.

POST DISASTER ACTIVITIES

(Depending on the situation but preferably after three days)

1. Compilation of departmental damage report and report from District authorities.
2. Assistance in terms of food material, medicines, and clothing, cooking utensils provided to the affected population controlled through DEOC & incident commander/OIC of the disaster site.
3. All stores & materials are moved as per the detailed assessment & distributed under the supervision of Govt. officers, volunteers & responsible representatives from the community.
4. Ensure of all drinking water sources are disinfected & activated by concerned dept.
5. Disinfections of the disaster site carried.
6. Disease surveillance to check occurrence of epidemic if any & preventive measures.
7. Trauma counselling if required is carried out for affected population.
8. A team of Govt. officials, NGOs/ local senior citizens consisting of specialists from all fields is immediately asked to prepare a detailed report starting from the activities from pre disaster season to the disaster & post disaster period bringing out all aspects of preparedness, response, restoration, rehabilitation, the detailed causes of damages &, casualties & deficiencies noticed in the plan. The detailed report must be completed in all respects & submitted within 30 days

POINTS FOR CONTINUOUS PLANNING, INNOVATIVE THINKING & IMPLEMENTATION

1. All developmental plans approved by state / dist. authorities are considered from disaster mitigation angle.
2. Continuous planning & execution of plans for providing sustainable livelihood for most vulnerable communities.
3. Implementation of the riverline eco-system management is continuously monitored & all violations checked.
4. Alternate safe housing technology along with rainwater harvesting structures is constantly encouraged & main streamed for long-term vulnerability reduction.
5. Continuous Awareness campaign & encouragement for Disaster proof Habitat planning at community level including shifting from low lying areas to safe raised places/grounds.(with some incentives if feasible).
6. Disaster management including first-aid & rescue & evacuation as a compulsory part of school, college, educational institutions (both techno-tech) curriculum starting from primary level.
7. Equipping each PHC/CHC/ hospitals to provide training in first-aid round the year & making it compulsory for all citizens to learn first-aid. (Test on first-aid compulsory for any entrance

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exam including entry into +2 level college/school, as part of test for driving license for two wheeler upwards etc.)

8. One centre school/college in each GP, two at block & four at dist. equipped to provide training in rescue & evacuation round the year.

Roles and Responsibilities of the Additional District Commissioner (ADC):

Phase	Activities	Other officials to be involved	Resources/ equipment Required	Remarks
Pre Disaster	<p>☀ Preparedness:</p> <ul style="list-style-type: none"> ▪ Playing a second fiddle to the Collector in all aspects <p>☀ Warning Dissemination:</p> <ul style="list-style-type: none"> ▪ Ensuring proper dissemination of warning both downward and upward level improper interval of timing. ▪ Ensuring proper functioning of Control room ▪ Deployment of Office in charges of Collectorate in control room round the clock basis. 	<p>EO, Police, COs/BDOs,</p> <p>Other officials of the dist. office.</p>	<p>VHF, Telephone, HAM Internet Connection</p>	<p>Comprehensive planning and proper situational and hazard analysis</p>
During Disaster	<p>☀ Rescue and Evacuation:</p> <ul style="list-style-type: none"> ▪ Arrangement of Vehicles ▪ Keeping the Police and Fire Personnel ready ▪ Keeping staffs at the DCR ready ▪ Deployment of additional staff if necessary <p>☀ Distribution of Relief:</p> <ul style="list-style-type: none"> ▪ Proper allocation of relief materials to the affected areas ▪ Allocation of officials for proper distribution of relief materials ▪ Supervision of relief distribution 	<p>RTO/MVI Police, COs/BDOs,</p> <p>Telecommunication, Other officials of the dist. office. Paramilitary forces, NCC/NSS NGOs/CBOs</p>	<p>Vehicles, Police personnel, Other staffs VHF, Telephone, HAM Internet Connection</p>	<p>Things to be done on war footing and with careful monitoring</p>
	<p>☀ Restoration:</p> <ul style="list-style-type: none"> ▪ Keeping liaison with all line departments ▪ Restoration of roads, transport and communication systems 	<p>All BDOs/COs, Officials of Revenue Department</p>	<p>Reports on repairs/restoration</p>	<p>Careful listing of beneficiaries and proper</p>

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Post-Disaster	<ul style="list-style-type: none"> ▪ Collection of progress report on restoration and reporting to the Govt./SRC/RDC ▪ Periodical visits to the affected areas to supervise the restoration works ✳️ Distribution of Relief Materials: <ul style="list-style-type: none"> ▪ Procuring the list of the affected people and property from the BDOs/Tahasildars ▪ Preparing a comprehensive damage report ▪ Allotment of relief materials/financial assistance ▪ Monitoring to make sure that everything is at its place ✳️ Coordination: <ul style="list-style-type: none"> ▪ Coordination with line departments and civil society organizations ▪ Supervision of restoration activities under taken by different voluntary agencies. 	NGOs/CBOs & Line Department		distribution
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Roles and Responsibilities of SP:

Phase	Activities	Other officials to be involved	Resources/ equipment to be procured from	Remarks
Pre-Disaster	<ul style="list-style-type: none"> ✳️ Preparedness and Dissemination of Warning <ul style="list-style-type: none"> ▪ Reception of Warning from the DCR ▪ Communication establishment with District and Block/Tahasil Control rooms and departmental offices within the division. ▪ Alerting the APR force for deployment at the time of calamity ▪ To issue directive to police field functionaries to co-operate with Revenue Personnel in management of Relief operation. 	Home Guard/Paramilitary force/ APR forces EO, SIs	VHF, Other improved telecommunication systems SP signal.	
During Disaster	<ul style="list-style-type: none"> ✳️ Rescue and Evacuation: <ul style="list-style-type: none"> ▪ Clearance of roads and other means of transportation ▪ Traffic management and patrolling of all highways and other access roads to disaster 	-do- NCC, NSS	-do-	No Scope for Complacency

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	<p>sites</p> <ul style="list-style-type: none"> ▪ Making sure that discipline is maintained ▪ Assistance to district authorities for taking necessary action against hoarders, black marketers and those found manipulating relief material ▪ Co-ordination with fire personnel. ▪ Provision of security in transit camps/feeding centers/relief camps/cattle camps/cooperative food stores and distribution centers ▪ Safe guarding of belongings of evacuees <p>☀️ Distribution of Relief:</p> <ul style="list-style-type: none"> ▪ Maintaining laws and order at the Shelters and the relief camps ▪ Coordination with military service personnel in the area ▪ Deploying officers/ police personnel to record death cases ▪ Assisting the community in organizing emergency transport ▪ Assisting the District officials/NGOs in distribution of relief materials. ▪ Providing escorts in transit of relief materials to the relief camps/affected areas. 	<p>Trained Volunteers Local Youth NGOs/CBOs</p>	<p>Rescue kits, Vehicles Equipment for clearance of roads and water logging Boats and other related stuffs</p>	
<p>Post-Disaster</p>	<p>☀️ Short term Measures:</p> <ul style="list-style-type: none"> ▪ FIR of the disasters, the damages and the death cases. ▪ Assisting in collection of damage statistics of private properties and distribution of assistance such as HB grant/sand-cast subsidies. ▪ Maintaining law and order <p>☀️ Long Term Measures:</p> <ul style="list-style-type: none"> ▪ Close Coordination with district administration and local/external NGOs in reconstruction and rehabilitation process ▪ Assisting the District authority whenever the need arises ▪ Periodical visits to the affected areas to ensure law and order 		<p>Vehicle communication systems.</p>	

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Roles and Responsibilities of the Project Officer (ASDMA):

Phase	Activities	Other officials to be involved	Resources	Remarks
Pre-Disaster	<ul style="list-style-type: none"> ▪ Making sure that everything stays at place in the control room. ▪ Seeing to it that the DDMP and the contingency plan for flood/cyclone reach all the line departments. ▪ Receiving the Warning from SRC/ASDMA and crosschecking them with IMD and in websites for authenticity ▪ Disseminating the warning to the block/Tahasil offices and asking them to disseminate further to reach each and every household. ▪ Deploying the staff of the control room for round the clock alertness. ▪ Making sure that all the shelters receive enough water and food stocks in advance ▪ Establishing contact with all the line depts. Over phone, email, wireless, sat phone and VHF ▪ Procuring all the required resources from all the possible sources. <p>Regularly updating the information received from the blocks</p>	COs/BDOs, NGOs/CBOs, DCR Staff.	VHF from the Police/ASDMA. HAM RADIO from ASDMA Mike-set /Batteries/Generators available in the district office/ from the Private parties on requisition	
During-Disaster	<ul style="list-style-type: none"> ▪ Coordinating with all the line departments for rescue and evacuation. ▪ Checking the stocks with the DCR and asking for more if needed. ▪ Distributing the relief materials to all the places. ▪ Checking every bit of receipt and dispatch of relief items ▪ Establishing round the clock contact with all the depts., BDOs and Tahasildars and with the shelters. 	DC, ADC, SP, CDMO, CDVO, BDOs, COs, NGOs/CBOs, DCR Staff, NGOs, Community level Volunteers	Relief Items, Food Stocks, Rescue and evacuation equipment, Vehicles,	
Post-Disaster	Receiving the list of beneficiaries from different blocks and GPs. Crosschecking the list of beneficiaries.	BDOs, Tahasildars, Beneficiaries		

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Roles and Responsibilities of Circle Officers/BDO's:

Phase	Activities	Other Officials To Be Involved	Resources/ Equipment To Be Procured From	Remarks
Pre Disaster	<p>☀️ Preparedness:</p> <ul style="list-style-type: none"> ▪ Providing authentic information required by the DCR ▪ Preparing a record of previous disasters in the locality and analyzing the effects ▪ Preparing hazard maps of the Block./Tahasil& the GPs in minute details ▪ Mapping the cut off areas with alternate route map. ▪ Identification of shelter places in the maps ▪ Keeping a List of storage Points & facilities available, dealers of foodstuffs. ▪ Keeping a list of vulnerable people and area and weak points on embankments (if applicable) ▪ Creating a Control Room at the respective level and assignment of duties to the staff. ▪ Pre-positioning of staff for site operation centers. ▪ Uninterrupted communication with the DCR ▪ Arrangement of alternative communication/generator sets, etc. ▪ Formation of GP/village level disaster committees and task forces ▪ Arrangement of boats on hire available locally. ▪ Deployment of Boat in the most vulnerable areas. ▪ Organizing awareness camps at GP/village levels <p>☀️ Dissemination of Warning:</p> <ul style="list-style-type: none"> ▪ Crosschecking with the DCR for the authenticity of the warnings ▪ Arrangement or requisition of Jeeps/Trekkers/ Auto Rickshaw 	<p>All the Block & Circle functionaries. Police/Fire personnel/RT O/ Village/GP level task force/trained volunteers Local NGOs/CBOs</p>	<p>Vehicles, Police personnel, Other staffs VHF, Telephone, HAM Rescue kits Mobile Vans, Boats(country & power)</p>	<p>If possible prepare Contingency plan for all the Vulnerable GPs and Villages</p>

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	<p>to disseminate received warning information's to the population of vulnerable / weak places</p> <ul style="list-style-type: none"> ▪ Dissemination of warning/ coordination with District control room. ▪ Warning the people about probable affected areas ▪ Mobilizing the people to leave for identified shelters with their domestic animals and personnel belongings. 			
During Disasters	<p>☀️Rescue and Evacuation:</p> <ul style="list-style-type: none"> ▪ Deployment of Police/Fire Brigade for search and rescue. ▪ Co-ordination with civil defence/NCC/NSS/Rajya Sainik Board for rescue operation. ▪ Ensuring availability of rescue materials. ▪ Guiding the evacuees in the identified shelter places and arranging all common needs for them. ▪ Provision of rescue kits. ▪ Clearance of roads and water logging for restoring communication to affected GPs/Villages. ▪ Assisting the District Team in every possible ways ▪ Coordinating with the NGOs/CBOs for rescue work ▪ Mobilizing the local youth to help the rescue team <p>☀️Distribution of Relief:</p> <ul style="list-style-type: none"> ▪ Keeping the record of everything at the shelters ▪ Arrangement of free kitchen in the shelter camps./worst affected areas. ▪ Deploying staff for proper distribution of relief materials ▪ Arrangement of communication system in the worst cut off areas. ▪ Ensuring supply of safe drinking water & health facilities in the affected areas/shelter camps. ▪ Coordination with NGOs/Other voluntary organizations 	-do-	-do- Food stocks and other indispensable items	
Post-	<p>☀️Restoration and Reconstruction:</p>			

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Disaster	<ul style="list-style-type: none"> ▪ Collection of damage statistics of PR department properties /ICDS/school buildings etc. ▪ Ensuring just distribution of HB grants and other financial assistance ▪ Provision of temporary income generation activities for the worst affected people ▪ Supervision of Relief operation and restoration work in the affected areas. ▪ Restoring the transportation and educational institutions on high priority ▪ Helping the local economic activities to come back to normalcy ▪ Provision of grants/loans for the local traders and shop-keepers ▪ Keeping liaison with District administration and other line departments ▪ Ensuring coordination with the RI and G.P/Village committee. ▪ .Co-ordination with NGOs/Civil society organization etc. 	-do-	-do-	Careful assessment to be done for facilitating the reconstruction and restoration works
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CHAPTER-V

**DISTRICT EMERGENCY OPERATION CENTRE (DEOC)
(CONTROL ROOM)**

DEOC (Control Room):

District Emergency Operation Centre will function as Control Room and has been set up to help the Disaster Management Team members to understand the structure and functioning of District Control Room. Following the important Three C's i. e. Command, Control and Communication for effective response in an emergency, we will be able to minimize the hardships of the community and improve the quality of the process of recovery. This control room will be able to provide timely, supported and well thought –of interventions to the grass root staff as well as volunteers as it will be the hub of three C's.

Purpose of the Control Room:

The District Control Room under the control of District Commissioner will operate round the clock and will be the nerve center to

- ❖ **Monitor**
- ❖ **Co-ordinate**
- ❖ **Implement the actions/activities for Disaster Management.**

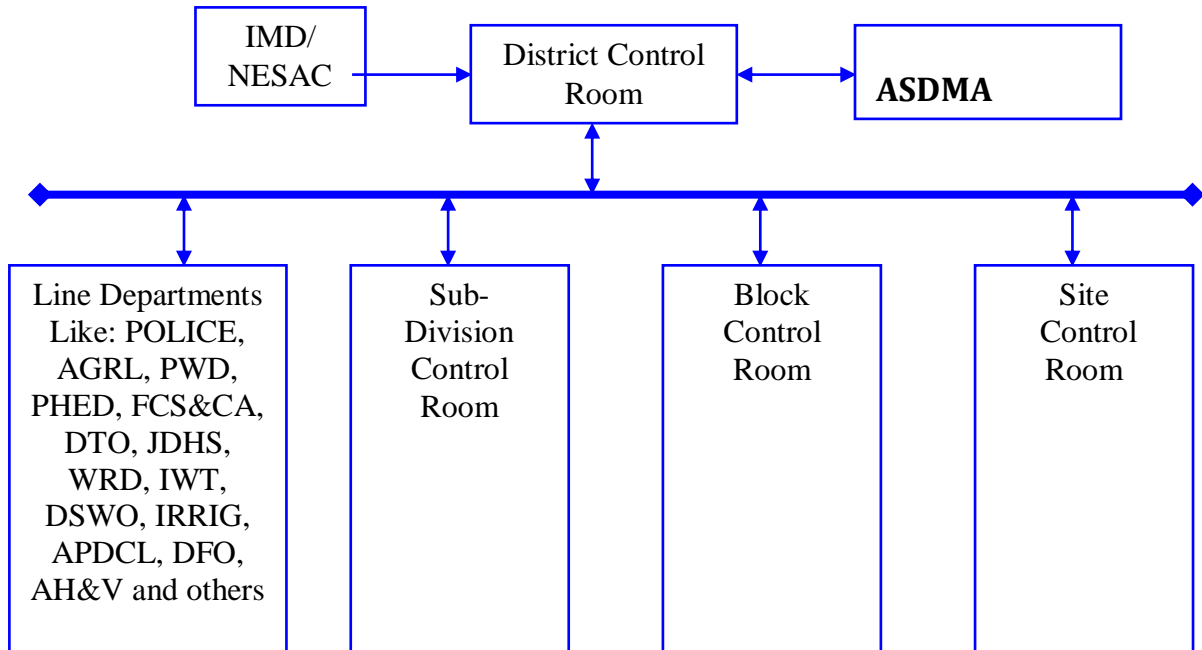
In a disaster time the District Control Room will operate under the central authority of the District Commissioner, exercising emergency power to issue directives to all departments to provide emergency response service. He will also co-ordinate with the State Response Machinery like: State Relief Commissioner, Assam, Dispur and Assam State Disaster Management Authority for appropriate support and smooth flow of information. The Control Room should be manned round the clock. The District Control Room is placed in the DC's Office, Hojai.

Disaster Management Information Centre:

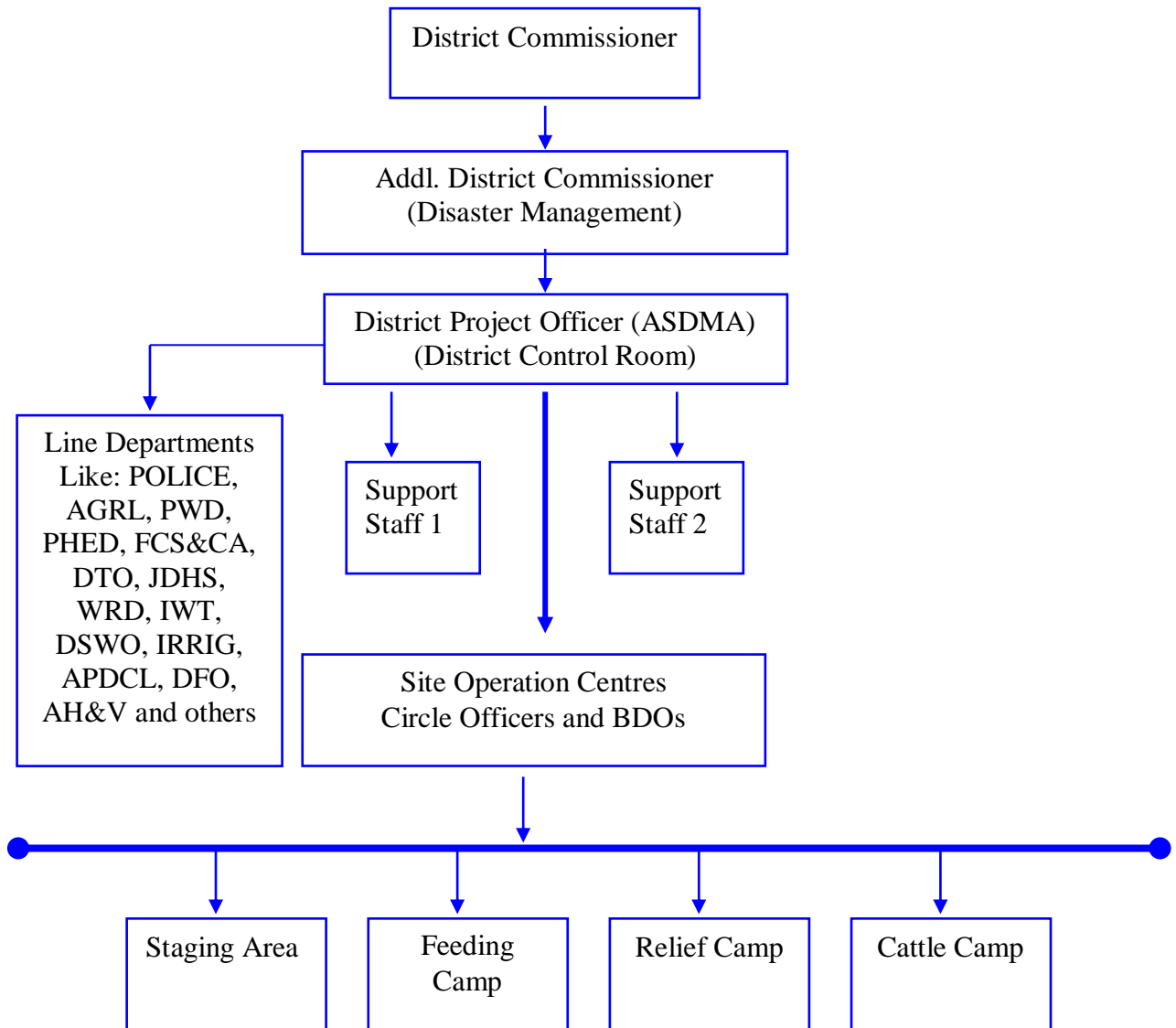
DEOC will also function as Information Centre. Disaster management information centre will work as the nerve centre for all emergency events and disasters and is the hub of all activities. The principle role involves collection of data, analysis and dissemination of information to all relevant organisations. It coordinates the flow of information with respect to activities associated with relief operations. During the normal times it maintains a systematic database of the resources available, important phone numbers, names and addresses of important government and non-government officials, international bodies, NGOs etc.

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Information Flow Chart of the DCR:



Co-ordination Structure at District Emergency Operation Centre:



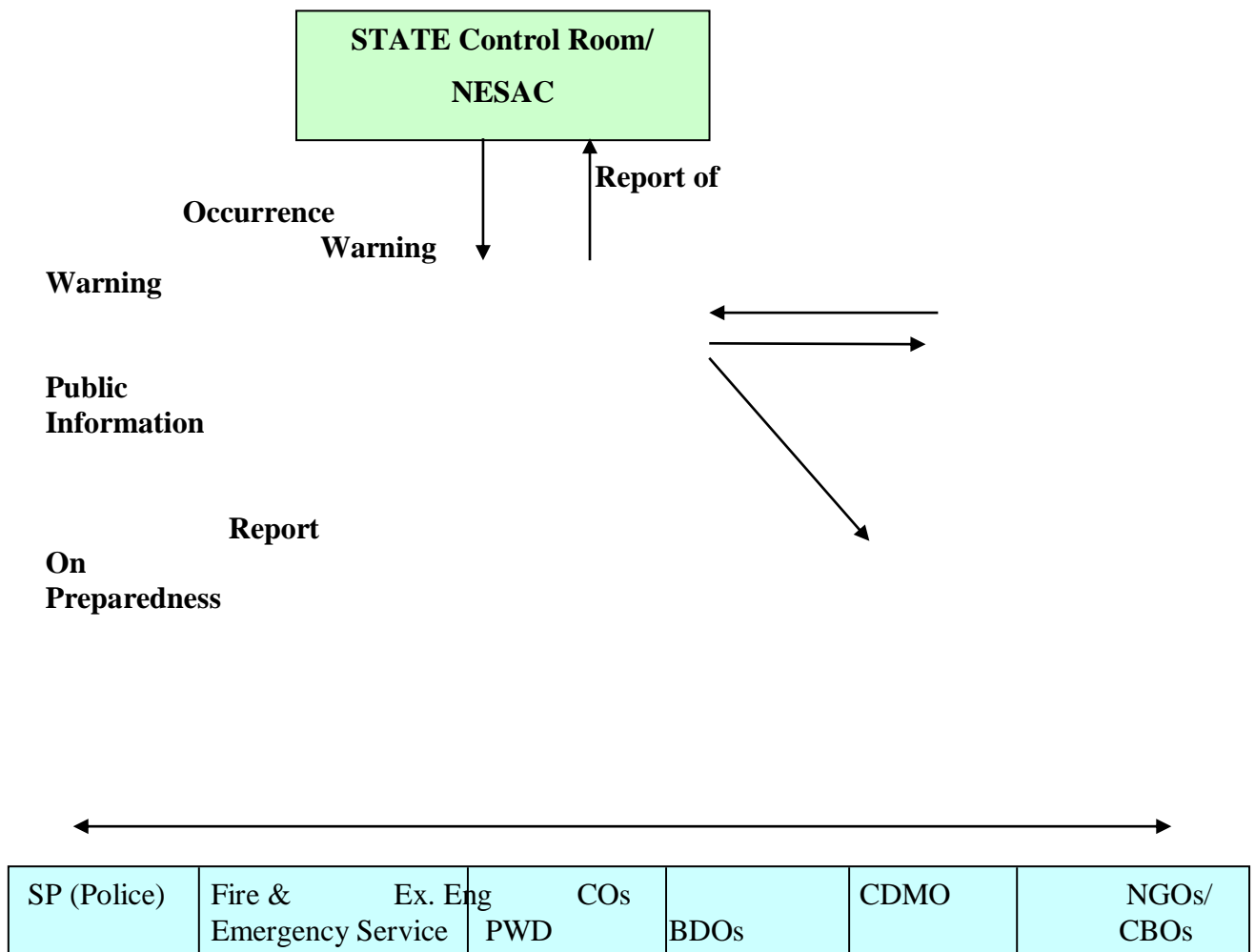
Scope of Work of the District Control Room:

Time Frame	Activity
Normal Time	<ul style="list-style-type: none"> ❖ Ensure that all warning and communication systems, instructions are in working condition ❖ Receive information on a routine and regular basis from the departments on the vulnerability of the various Gram panchayats and Villages to disaster ❖ Receive reports on preparedness from the relevant district level departments and other departments, as per as the formats. Based on these reports, the DCR will forward the Preparedness Measures details on behalf of the Collector to the Revenue Control Room, Special Relief Commissioner and ASDMA ❖ Upgrade and update DCP according to changing scenarios in the district update data bank and maintain an inventory of resources. ❖ Update all information in the GIS. ❖ Inform Revenue Control Room, Special Relief Commissioner and ASDMA

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	<p>of any changes including updating of data bank and annexure</p> <ul style="list-style-type: none"> ❖ Monitor preparedness measures including simulation exercises undertaken by various departments. ❖ Ensure proper dissemination of DCP at the district level, local level and disaster prone areas. ❖ Identify appropriate NGOs/Private Sector Organizations, which can be assigned the task of community level preparedness. ❖ Organize post-disaster evaluation and update DCP accordingly ❖ Prepare reports and documents on district level disaster events and submit the same to Revenue Control Room, Special Relief Commissioner and ASDMA
Disaster Time	<ul style="list-style-type: none"> ▪ Weather tracking and early warning dissemination ▪ To collect and transmit information regarding matter relating to natural calamity. ▪ Mapping of vulnerable areas ▪ Database on civil society organizations and their activities ▪ Database on volunteers ▪ Facilitate regular meetings of civil society organizations and issue updates ▪ Flow of information to central control room in Relief Commissioner’s office and ASDMA ▪ District level training of officials and NGOs in emergency response ▪ Men and material management in emergencies with proper inventorization.

Early Warning Dissemination:



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Suggested Performa for “In” Message

Date	Time of receipt	In Message Sr. No.	Received From	Addressed To	Message transferred to	Copies to	Mode (WT/Tel/Message of receipt)	Instruction/ Follow up to be done	Remarks

Suggested Performa for “Out” Message

Date	Time of dispatch	Out Message Sr. No.	Related In Message No. If any	Addressed From	Addressed To	Copies to	Mode (WT/Tel/Message of receipt)	Instruction/ Follow up to be done	Remarks

Standard Operating Procedure for Flood Early Warning System:

Procedures to be followed at District level:

Role of District Commissioner:-

District Commissioner on receipt of Flood Warning will direct CEO, DDMA to pass the information for taking necessary measures to-

1. The concerned SDO (Civil)
2. Revenue Circle Officers
3. Superintendent of Police
4. Executive Engineer WR Deptt.
5. Executive Engineer PWD (roads)
6. Station Officer, Fire & Emergency Service Station & I/C State Disaster Response Force (SDRF)/ National Disaster Response Force (NDRF).
7. District Commissioner will take periodic feedback on the development taking place.

Role of C.E.O, DDMA, Hojai

CEO, DDMA will inform

1. All the above mentioned officers
2. Superintendent of Police
3. Dy. Director, FCS&CA
4. Joint Director Health & Family Welfare Service
5. District Veterinary Officer

**Chapter -VI
Mitigation Plan**

Sector wise Vulnerability Reduction Measures:

Type of Sector	Sub-Sector	Mitigation Measures	Responsible Department/ Personnel	Time Frame
Infrastructure Development	IEC Activities	<ul style="list-style-type: none"> • Distribution of leaflets , posters & wall painting • Awareness generation programme in schools and colleges, conducting • Organizing staff development and refresher training to concerned dept., task force team NGO and CBOs • Conduct regular Mock Drill 	DIPRO & DDMA, Barpeta	Throughout the year (With regular Intervals)
	Road	<ul style="list-style-type: none"> • Identification/ repair of main and alternative routs • Repair of identified vulnerable points. • Conversion to pucca roads of all Village roads 	PWD , RD and Block	During normal Time & Immediately after disaster
	Embankment	<ul style="list-style-type: none"> • Strengthening and raising the height of weak embankments, points • Storage of flood fighting materials like sandbags, bamboo's mats etc. 	Water Resource / Irrigation Dept.	During pre-flood Season
	Bridges	<ul style="list-style-type: none"> • Regular maintenance of Bridges 	PWD , (Road)	During normal Period
	Safe Shelters	<ul style="list-style-type: none"> • Ensure Maintenance of the Flood shelters • Identification of places for preparation of mounds and cattle shelters • Ensure multipurpose use of shelters by community, schools, NGOs, CBOs. 	COs, BDOs, Inspector of School, DEEO and NGOs	During normal Period
	Communication	<ul style="list-style-type: none"> • Ensure proper maintenance of Telephone, FAX, Wireless & VHS sets. • Ensure timely setting of Wireless Stations in 	BSNL, ASDMA, SP Signal	April-May

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		District/ Block Office • Installation of VHF / HAM Radio in all the Block Headquarters		
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Infrastructure Development	Drinking Water & Sanitation	<ul style="list-style-type: none"> Assessment of running /defunct Tube wells & make necessary arrangements Identification of scarce water pock etc. Installation of water supply system Arrangement of Tankers / Syntax Tank. Assessment of requirement of disinfectants and ensure its regular use. 	PHE	During normal time & immediately after disaster
	Power	<ul style="list-style-type: none"> Ensure proper maintenance of Electric Sub Stations, Power grids Complete electrification throughout the District. Install Solar Lamps nears flood & Cyclone shelters & ensure its maintenance. Ensure un-interrupted power supply to the district control room during disaster period 	EE, ASEB (APDCL)	Throughout the year.
Health & Animal Husbandry	IEC Activities distribution leaflets	<ul style="list-style-type: none"> Distribution of leaflets, posters & wall painting. Conducting meeting / workshops, staff development training , orientation to village level volunteers , taskforce members Awareness generation programme such as conducting rallies street plays etc. 	JDHS, DVO & NGO	Pre, during & post disaster period.
	Vaccination/ Disinfections	<ul style="list-style-type: none"> Procurement & stock piling of vaccines. Regular vaccination of domestic animals Regular disinfection of TWs, Wells & Ponds Regular cleanliness of 	JDHS & DVO	Pre, during & post disaster period.

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		<p>Medical / Hospital</p> <ul style="list-style-type: none"> • Procurement of a Refrigerator for Veterinary Hospital 		
	Training	<ul style="list-style-type: none"> • Impart trainings on Health care, Sanitation, Insurance First Aids to Medical staff as well as volunteers 	JDHS	During normal period.

Livelihood Sector	IEC Activities	<ul style="list-style-type: none"> • Distribution of leaflets, posters & wall painting, • Conducting meeting workshops staff development training, orientation to village level volunteers & to beneficiaries on EDP (Entrepreneurship Development Programme). • Awareness generation programme such as conducting relies street plays etc. 	BDOs, DIC, Banks	During normal period.
	Agriculture	<ul style="list-style-type: none"> • Alternative cropping, Installation of L.I. Points • Crop Insurance, Provision of Credit • Facilities & Cold Storage 	DAOs,	During normal period.
	Horticulture	<ul style="list-style-type: none"> • Providing nursing raising training & Insurance facilities 	Dy. Director, Horticulture Department.	During normal period.
	Fishery	<ul style="list-style-type: none"> • Providing fishery technology & training 	DFDO	During normal period
Insurance	IEC Activities	<ul style="list-style-type: none"> • Distribution of leaflets, poster, wall painting • Conducting meeting workshops staff development training, orientation to line department, Block functionaries, NGOs, village level volunteers & to beneficiaries on Insurance Schemes. • Awareness generation programmes such as conducting relies street plays etc. 	Block, Insurance Companies, Agriculture Department, Bank, NGOs.	During normal period
	Infrastructure	<ul style="list-style-type: none"> • Maintenance of Roads / Building 	PWD,(RD &B)	During normal period.

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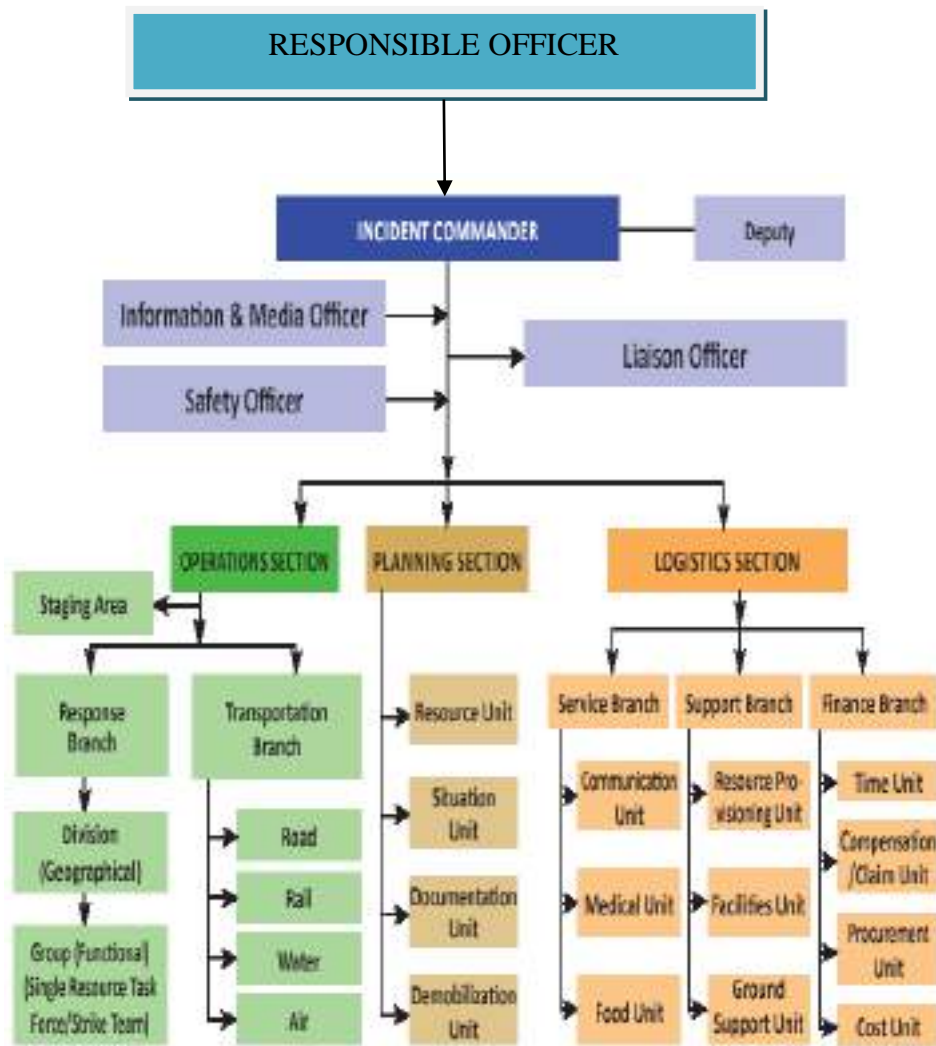
		<ul style="list-style-type: none"> • Maintenance of Block Level / GP Level Storage godown 		
	Life & Livelihood	<ul style="list-style-type: none"> • Insurance of life, livestock, Crop & small business units etc. 	Block, Insurance Companies, Agriculture Department, Bank, NGOs.	During normal period.

Planning & Response	IEC, Relief & Rehabilitation Activities	<ul style="list-style-type: none"> • Renewal of Block Contingency Plan at regular intervals • Aware Community through distribution of leaflets, posters & wall painting. • Awareness generation programme such as conducting rallies, street plays etc. • Conducting meeting workshops staff development training, orientation to line department, GP functionaries, NGOs, village level volunteers & to beneficiaries on Contingency Plans. • Regular mock drill at all level • Timely preparedness & dissemination of warnings, carrying out search & rescue, Evacuation • Operations. • Shelters to victims. • Protection to livestock. • Carry out emergency relief operation. • Clearance of debris & disposal of dead bodies & maintenance of sanitation. • Damage assessment. • Taking care of Starvation Cases. • Maintenance of law and order. • Co-ordinance & Sharing of information. 	Block and all Line Departments, NGOs & CBOs.	
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CHAPTER- VII RESPONSE PLAN

Incident Response System

Incident Response System (IRS) is a mechanism which reduces adhocism in response through a well-conceived team. It incorporates all the tasks that may need to be performed during the response. It identifies and pre-designates officers to perform various duties and get them trained in their roles. It is also a flexible system and only those Sections / Branches may be activated in the team which is required to meet the disaster situation.



RESPONSIBLE OFFICER:

The Responsible Officer (RO) is the senior most officer in the hierarchy of state and District Administration. At the state level, the chief Secretary (Chairperson of SEC) and at the District level, the District Magistrate/ District Collector (Chairperson of DDMA) will be the Responsible

officer. Such officer is the overall In-charge in the management of emergency response at the respective administrative levels.

The suitable officers to man various positions of Command Staff in the incident Response Teams at different levels of District administration are as follows:

Roles and Responsibilities:

- 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 SDOs, SDMs 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.
- 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 (Annexure –XVI) and ensure that a training calendar for IRTs of District is prepared and members of IRTs are trained through ATIs 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 demobilise 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 Nodal Officer (NO) at the District level to organise 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.

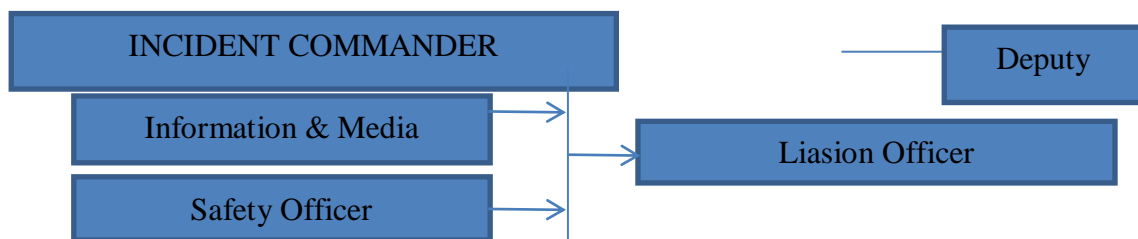
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- xvi. Ensure that the NGOs carry out their activities in an equitable and non-discriminatory manner.
- xvii. Deploy the District Headquarter IRTs at the incident site, in case of need.
- xviii. Ensure that effective communications are in place.
- 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.
- xxi. In case the situation deteriorates, the RO may assume the role of the IC and may seek support from the State level RO.
- xxii. Mobilise experts and consultants in the relevant fields to advise and assist as he may deem necessary.
- xxiii. Procure exclusive or preferential use of amenities from any authority or person.
- xxiv. Conduct post response review on performance of IRTs and take appropriate steps to improve performance; and
- xxv. Take other necessary action as the situation demands

INCIDENT COMMANDER:

The Incident Commander (IC) is the overall in-charge for the management of on-site response to any incident. He is appointed or designated by the Responsible Officer (RO), such as the Chief Secretary (CS), District Magistrate (DM), or District Commissioner (DC). The IC may be assisted by other officers, depending on the magnitude and nature of the incident.

For assistance in managing the incident, there are two sets of staff: (a) Command Staff and (b) General Staff. The Command Staff comprises the Incident Commander (IC), Information and Media Officer (IMO), Safety Officer (SO), and Liaison Officer (LO). Figure 1 shows the composition of the Command Staff in the Incident Response System (IRS) organization.



INCIDENT COMMANDER- ROLES & RESPONSIBILITIES:

- i. Obtain information on:
 - a) Situation status like number of people and the area affected etc.
 - b) Availability and procurement of resources;

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- c) Requirement of facilities like Incident Command Post (ICP), staging Area, Incident Base, Camp, Relief Camp, etc;
 - d) Availability and requirements of Communication system;
 - e) Future weather behaviour from Indian Metereological Department (IMD); and
 - f) Any other information required for response from all available sources and analyse the situation.
- ii. Determine incident objectives and strategies based on the available and resources.
 - iii. Establish immediate priorities, including search & rescue and distribution strategies.
 - iv. Assess requirements for maintenance of law and order, traffic etc. if any at the incident site, and make arrangements with the help of the local police.
 - v. Brief higher authorities on the situation and request for additional resources, if required.
 - vi. Establish appropriate IRS organisation with sections, Branches, Divisions and/or Units based on the span of control and scale of the incident.
 - vii. Establish Incident Command Post (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 Section 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.
 - viii. Ensure that the Incident Action Plan (IAP) is prepared.
 - ix. Ensure that team members are briefed on performance of various activities as per IAP.
 - x. Approve and authorise 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.
 - xi. 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.
 - xii. Ensure that all sections or Units are working as per IAP.
 - xiii. Ensure that adequate safety measures for responders and affected communities are in place.
 - xiv. Ensure proper coordination between all Sections of the IRT, agencies working in the response activities and make sure that all conflicts are resolved.

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- xv. Ensure that computerised and web based IT solutions are used for planning resource mobilisation and deployment of trained IRT members.
- xvi. Ensure that computerised and web based IT solutions are used for planning, resource mobilisation and deployment of trained IRT members.
- xvii. Consider requirement and resources, equipment which are not available in the functional jurisdiction, discuss with PSC and LSC and inform RO regarding their Procurements.
- xviii. Approve and ensure that the required additional resources are procured and issued to the concerned Sections, Branches and units etc. and are properly utilised. 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 PRIs, 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. Authorise release of information to the media.
- xxii. Ensure that the record of resources mobilised 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 is enclosed at Annexure-II).
- xxiv. Recommend demobilisation 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 organisations deployed in the affected sites are working properly and in an equitable manner.
- xxvii. Ensure preparation of After Action Report (AAR) prior to the demobilisation 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 enclosed in Annexure-IV) by members of Branches, Divisions, Units/Groups are collected and maintained in the unit Log (IRS Form-003) enclosed at Annexure-III; and
- xxx. Perform such other duties as assigned by RO.

INFORMATION AND MEDIA OFFICER (IMO) – ROLES & RESPONSIBILITIES

The IMO is the point of contact to assist the IC for media briefing. He also initially documents ongoing activities of response. The roles and responsibilities of IMO are as follows.

- 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) Organise 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 performed as per IRS form-004 (enclosed in Annexure-IV); and
- viii) Perform such other duties as assigned by IC.

LIAISON OFFICER (LO) ROLES & RESPONSIBILITIES

The LO is the focal point of contact for various line departments, representatives of NGOs, PRIs and ULBs etc. participating in the response. The Lo is the point of contact to assist the first responders, cooperating agencies and line departments. The roles and responsibilities of LO are as follows.

- 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 Governments;
- iii) Monitor Operations to identify current or potential inter-agency problems;
- 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 organising briefing sessions of all Government and Non Governmental agencies with the IC;
- viii) Maintain record of various activities performed as per IRS Form-004 (enclosed in Annexure-IV); and
- ix) Perform such other duties as assigned by IC;

SAFETY OFFICER (SO)-ROLES & RESPONSIBILITIES

The SOs function is to develop and recommend measures for ensuring safety of personnel, and to assess and/or anticipate hazardous and unsafe situation. The SO is authorised to stop or prevent unsafe acts. SO also give general advice on safety of affected communities. The roles and responsibilities of SO are as follows-

- i) Recommend measures for assuring safety of responders and to assess or anticipate hazardous and unsafe situations review it regularly;
- ii) Ask for assistants and assign for preparation 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 (enclosed in Annexure-IV); and
- viii) Perform such other duties as assigned by IC.

INCIDENT RESPONSE TEAM:

The incident Response Team (IRT) is a team comprising of positions like incident Commander (IC), Operations section Chief (OSC), Planning Section Chief (PSC) and Logistic and Finance Section Chief (L&FSC). It is headed by Incident Commander (IC). The OSC helps to prepare different tactical operations as required. The PSC helps in obtaining different information's and preparing plans as required. The L&FSC assesses the availability and requirement of resources and takes action for obtaining them.

IRTs will function at State, District, Sub-Division and the Tehsil/Block levels. These teams will respond to all natural and man-made disasters.

The lowest administrative unit (Sub-Division, Tehsil or Block) will be the first responder as the case may be. If the incident becomes complex and is beyond the control of local IRT, the higher

level IRT will be informed and they will take over the response management. In such cases the lower level IRT will merge with higher level IRT.

When a lower level of IRT (e. g. Block/Tehsil) merges with a higher level (e. g. Sub-Division, District or State) the role of IC of lower level of IRT will change. When the Block level IRT merges with Sub- Division level IRT, IC of the Block level may play the role of District IC or OSC or any other duty that the IC of higher authority assigns. This process will be applicable at all levels.

The notified District Level Incident Response Team is at annexure-IV

OPERATIONS SECTION – ROLES & RESPONSIBILITIES

The Operation Section (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) and selection of OSC will however depend on the type and kind of Division and Groups which assist the Operation Section Chief (OSC) / Incident Commander(IC) in the execution of the field operations.

The OSC will report to the IC. He will be responsible for activation, deployment and expansion of his Section as per Incident Action Plan (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.

At state level IRT, Principal Secretary/ Senior most Secretary, Home Dept. and at district level IRT, Superintendent of Police (SP) will be the Operation Section Chief (OSC).

OPERATIONS SECTION CHIEF (OSC) – ROLES & RESPONSIBILITIES

- i) Coordinate with the activated Section Chiefs, i. e. Planning Section Chief, Logistic section Chief
- 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 organisational elements (Branch, Division, Group, etc.) in his Section in consultation with Incident Commander(IC) and in accordance with the Incident Action Plan (IAP);
- v) Request IC for providing a District OSC for assistance, if required;
- vi) Brief the personnel in Operation Section at the beginning of each operational period, which should not be more than 24 hrs;
- vii) Ensure resolution of all conflicts, information sharing, coordination and cooperation between the various Branches of his Section;
- viii) Prepare Section Operational Plan in accordance with the IAP; if required;
- ix) Suggest expedient changes in the IAP to the IC;
- x) Consult the IC from time-to-time and keep him fully briefed;
- xi) Determine the need for additional resources and place demands accordingly and ensure their arrival;

- xii) Ensure record of various activities performed
- xiii) Perform such other duties as assigned by RO/IC.

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.

At state level IRT, Commissioner & Spl. Secretary PWD (Road) and at district level IRT, District Transport Officer (DTO) will be the Staging Area Manager (SAM).

STAGING AREA MANAGER (SAM) – ROLES & RESPONSIBILITIES

- 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 Incident Action Plan (IAP);
- iii) Report all receipts and despatches to Operation Section Chief(OSC) and maintain their records;
- iv) Manage all activities of the Staging Area;
- v) Utilise all perishable supplies expeditiously;
- vi) Establish check-in function as appropriate;
- vii) Request maintenance and repair of equipment at Staging Area, as needed;
- viii) Ensure that communications are established with the Incident Command Post and other required locations e. g. different SAs, Incident Base, Camp, Relief Camp etc.;
- ix) Maintain and provide resource status to Planning Section and Logistic Section;
- x) Demobilise Staging Area in accordance with the Demobilisation Plan
- xi) Maintain record of various activities performed to Sections concerned; and
- xii) Perform any other duties as assigned by O
- xiii) SC.

RESCUE & RESPONSE BRANCH

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 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.

In case of Natural Disaster at state level, Director, Fire & ES and at district level, Senior Station Officer, Fire & ES will be the Rescue & Response Branch Director (RBD).

In case of Epidemic & Health Hazard at state level, Director, Health & FW Dept. and at district level, Joint Director, Health & FW Dept. will be the Rescue & Response Branch Director (RBD).

In case of Manmade Disaster at state level, Addl. Director General of Police (ADGP), Law & Order and at district level, Superintendent of Police will be the Rescue & Response Branch Director (RBD).

RESCUE & RESPONSE BRANCH DIRECTOR (RBD) – ROLES & RESPONSIBILITIES

- i) Work under the supervision of the Operation Section Chief (OSC) and is responsible for the implementation of Incident Action Plan (IAP) as per the assigned role;
- ii) Attend planning meetings as required by the OSC;
- iii) Review Assignment Lists 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 relating to their field Operations and send to OSC, and
- x) Perform any other duties assigned by the OSC.

DIVISION SUPERVISOR AND GROUPS-IN-CHARGE

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 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.

DIVISION SUPERVISOR AND GROUPS-IN-CHARGE – ROLES & RESPONSIBILITIES

- 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 Organizational Assignment List (IRS Form-005) (Divisional/Group) 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/OSC.
- xii) Perform any other duties as assigned by the RBD/OSC.

SINGLE RESOURCE

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.

SINGLE RESOURCE LEADER – ROLES & RESPONSIBILITIES

- 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;
- iii) Perform the assigned duty;

- iv) Keep contact with his supervisor; and
- v) Perform any other duties that may be assigned by his supervisor.

STRIKE TEAM OR TASK FORCE

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.

STRIKE TEAM OR TASK FORCE LEADER – ROLES & RESPONSIBILITIES

- i) Review assignment 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.

TRANSPORTATION BRANCH (TB)

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

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

All functional Groups (Road, Rail, Water 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 responsible for the activation and expansion of various functional Groups as per the IAP. At state level IRT, Commissioner, Transport and at district level IRT, District Transport Officer (DTO) will be Transport Branch Director (TBD).

TRANSPORTATION BRANCH DIRECTOR (TBD) – ROLES & RESPONSIBILITIES

- i) Activate and manage different Operations Groups like Road, Rail, Water 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) 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 familiarised with route with the help of road maps or local guides;
- ix) Report to the Operation Section Chief (OSC) and Incident Commander (IC) about Progress of the TB.
- x) Prepare transportation plan as per the Incident Action Plan (IAP), if required;
- 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 by different operational groups (Road, Rail, Water and Air) are collected and sent to the Section concerned; and
- xv) Perform any other duties assigned by the Incident Commander (IC) or Operation Section Chief (OSC);

The TB may comprise four operational Groups such as Road, Rail, Water and Air. 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 Responsible Officer (RO) of the State will identify and designate a Nodal Officer (NO) for Air Operation.

PLANNING SECTION

Planning Section (PS) comprises Resource unit, situation Unit, Documentation unit and Demobilisation Unit (Ref the Figure). The Section is headed by a chief known as Planning Section Chief (PSC).

The Planning Section Chief (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 Incident Commander (IC) and will be responsible for the activation of Units and deployment of personnel in his Section as per requirement.

PLANNING SECTION CHIEF (PSC) – ROLES & RESPONSIBILITIES

At state level IRT, CEO, ASDMA and at district level IRT, Addl. District Commissioner (ADC), Development will be the Planning Section Chief (OSC).

The role & responsibilities of PSC are as follows:

- 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 has 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 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 Incident Action Plan (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.

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 is filled and incorporated in the IAP.
 - vi. Ensure that Organisational Assignment List (Divisional/Group) 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 Incident Commander (IC) and Operation Section Chief (OSC).
 - viii. Determine the need for any specialised resources for the incident management;
 - ix. Utilise IT solutions for pro-active planning GIS for decision support and modelling capabilities for assessing and estimating casualties and for comprehensive response management plan.
 - x. Provide periodic projections on incident potential.
 - xi. Report to the Incident Commander (IC) of any significant changes that take place in the incident status.
 - xii. Compile and display incident status summary at the Incident Command Post (ICP).

- xiii. Oversee preparation and implementation of Incident Demobilisation plan.
- xiv. Assign appropriate personnel, keeping their capabilities for the tasks in mind and maintain.
- xv. Ensure that record of various activities performed by members of Units are collected and maintained in the Unit Log
- xvi. Perform any other duties assigned by IC.

SITUATION UNIT LEADER (SUL)

At state level IRT, Project Manager (Response & Recovery), ASDMA and at district level IRT Project Officer DDMA will be the Situation Unit Leader.

Roles & Responsibilities of SUL—

- (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 PRIs, CBOs, NGOs etc.
- (ii) Prepare periodic future projections of the development of the incident along with maps (if required) and keep the Planning Section Chief (PSC) and Incident Commander (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 Incident Action Planning (IAP) Meeting with required information, data, documents and Survey of India map etc.;
- (vi) Maintain record of various activities performed and send to section concerned and
- (vii) Perform such other duties assigned by Planning Section Chief.

RESOURCE UNIT LEADER (RUL)

At state level IRT, Project Officer (Response & Recovery), ASDMA and at district level IRT Project Officer DDMA will be the Resource Unit Leader.

ROLES & RESPONSIBILITIES—

- 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 availability. RUL will also access information about availability of all required resources at other locations and prepare a plan for their mobilisation, if required IDRN, CDRN and IDKN facilities will also be used for this purpose.

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- iii) Ensure and establish Check-in function at various incident locations;
- iv) Update the Planning Section Chief (PSC) and Incident Commander (IC) about the status of resources received and despatched from time to time;
- v) Coordinate with the various activated Branches, Divisions and Groups of Operation Section (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 and send to Section concerned and
- viii) Perform any other duties assigned by Planning Section Chief.

DOCUMENTATION UNIT LEADER (DUL)

At state level IRT, Project Officer (Awareness), ASDMA and at district level IRT Field Officer, DDMA will be the Documentation Unit Leader.

ROLES & RESPONSIBILITIES

- 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 scrutinise the records and various IRS form 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.
- vi. Maintain records of various activities performed and send to Sections concerned, and
- vii. Perform any other duties as assigned by the Planning Section Chief (PSC).

DEMOBILISATION UNIT LEADER (DEMOB. UL)

At state level IRT, Administrative Officer, ASDMA and at district level IRT Field Officer/ Technical Officer, DDMA will be the Demobilization Unit Leader.

ROLES & RESPONSIBILITIES—

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 Demobilization Unit will prepare the demobilisation plan in consultation with Responsible Officer (RO), Incident Commander (IC) and Planning Section Chief (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.

LOGISTIC SECTION CHIEF (LSC) – ROLES & RESPONSIBILITIES

The section is headed by a chief known as the Logistic Section Chief (LSC). The activation of various Branches of the Logistic Section is context specific and would depend on the enormity and requirements of the incident. The Finance Branch (FB) constitutes an important component Logistic Section.

At state level, Principal Secretary or Senior most Secretary, Food & Civil Supply Dept. will be the Logistic & Finance Section Chief (L&FCS) and at district level, Addl. District Commissioner, Nazarat will be the L&FSC.

The roles & responsibilities of LSC are follows:-

- i) Coordinate with the activated Section Chiefs.
- ii) Provide logistic support to all incident response effort including the establishment of Staging Area, Incident Base, Camp, Relief Camp, Helipad etc.
- iii) Participate in the development and implementation of the Incident Action Plan (IAP).
- iv) Keep Responsible Officer (RO) and Incident Commander (IC) informed on related financial issues.
- v) Ensure that Organisational Assignment list is circulated among the Branch Directors and others responders of his Section.
- vi) Request for sanction of Impress Fund, if required.
- vii) Supervise the activated Units under his Section.
- viii) Ensure the safety of the personal of his Section.
- ix) Assign work location and preliminary work tasks to Section Personnel.
- x) Ensure that a plan is developed to meet the logistic requirement of the Incident Action Plan (IAP).
- xi) Anticipate over all logistic requirements for relief Operations and prepare accordingly.
- xii) Constantly review the Communication plan, Medical Plan and traffic plan to meet the changing requirements of the situation.
- xiii) Assess the requirement of additional resources and take steps for their procurement in consultation with the RO and IC.
- xiv) Provide logistic support for the victims as approved by the RO and IC.
- xv) Ensure release of resources in conformity with the number of victims.
- xvi) Ensure that the hiring of the requisitioned resources is properly documented and paid by the Finance Branch.
- xvii) Assign appropriate personal keeping their capabilities for the tasks to be carried out and maintain on duty officer list.
- xviii) Ensure that cost analysis of the total response activities is prepared.
- xix) Ensure that record of various activities performed by member of Branches and unites are collected and maintained in the Unit Log.
- xx) Perform any other duties as assigned by RO or IC.

SERVICE BRANCH DIRECTOR (SBD) – ROLES & RESPONSIBILITIES

At state level IRT, Commissioner & Secretary, Health & Family Welfare Dept. and at district level EAC Rank Officer of Nazarat will be the Service Branch Director (SBD).

The roles & responsibilities of SBD are follows:-

- i. Work under the supervisor of Logistic & Finance Section Chief (L&FSC), and manage all required services support for the incident management.
- ii. Manage and supervisor various Units of the branch like Communication Unit, Medical Unit, Flood Unit and any other activated Unit.
- iii. Discuss with activated Unit leaders for the materials and resources required and procure the same through L&FSC.
- iv. Ensure proper despatch of personnel, teams, resources etc. as per the Incident Action Plan (IAP).
- v. Prepare an assignment list, if required.
- vi. Keep the L&FSC informed about the progress of service Branch, from time -to-time.
- vii. Resolve Service Branch problems, if any.
- viii. Maintain record of various activities performed and send to sections concerned, and
- ix. Perform any other duties assigned by the Incident Commander (IC) and Logistic & Finance Section Chief (L&FSC).

Communication Unit Leader (Com. UL) -Roles & Responsibilities:

At state level IRT, Superintendent of Police, Assam Police Radio Communication (APRO) and at district level In-charge, APRO will be the Communication Unit Leader.

The roles & responsibilities of SBD are follows:-

- i) Work under the direction of the Service Branch leader/ Director.
- ii) Provide communications facility as and when required.
- iii) Ensure that all communication equipments 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 liked 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 record.

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- 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 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 Incident Action Plan (IAP).
- xii) Demobilise communications Centre in accordance with the IDP.

Medical Unit Leader (MUL) Roles & Responsibilities:

At state level IRT, Director, Health & Family Welfare Dept. and at district level CM & HO, Health & Family Welfare Dept. will be the Medical Unit Leader.

The roles & responsibilities of MUL are follows:-

- i) Work under the direction of the Service Branch Director (SBD).
- ii) Prepare the Medical Plan and procurement of required resources as per Incident Action Plan (IAP), provide medical aid and ambulance for transportation of victims and maintain the records of the same, as given in IRS 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 Service Branch Director (SBD) and Logistic & Finance Section Chief (L&FSC).
- 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 medical team leaders;
- vii) Maintain record of various activities performed and send to SBD and
- viii) Perform any other duties assigned by the SBD and L&FSC
- ix)

Food Unit Leader (FUL) – Roles & Responsibilities:

At state level IRT, Director, Food & Civil Supply Dept. and at district level IRT Director, Food & Civil Supply Dept. will be the Food Unit Leader.

The roles & responsibilities of FUL are follows:-

- i) Work under the direction of the Service Branch Director (SBD)
- ii) Supply resources to various activities Sections, Branches, Unit and Groups of IRT as direction of the SBD.

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- iii) Supply food to: a) Personal 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 full may request the L & FSC to split the unit into two groups- one to supply food for personal and another for victims. Requisition transport for supply of food to incident base, relief camps and other facilities;
- v) Determine food and drinking water requirements and their transportation, and brief the SBD and Logistic & Finance Section Chief (L& FSC);
- vi) Maintain an inventory of receipt and despatch of resources;
- vii) Supervise the Unit activities;
- viii) Maintain record of various activities performed and send to SBD; and
- ix) Perform any other duties assigned by the SDB and L&FSC.

SUPPORT BRANCH DIRECTOR (SUP. BD) – ROLES & RESPONSIBILITIES

At state level IRT, Commissioner & Spl. Secretary, PWD (Building) Dept. and at district level IRT, SDO-Sadar or equivalent rank officer will be the Support Branch Director (Sup BD).

The roles & responsibilities of Sup. BD are follows:-

- i. Work under the supervision of Logistic & Finance Section Chief (L&FSC), 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 Logistic & Finance Section (L&FS).
- iv. Ensure that organisation assignment list concerning the Branch is circulated to Units under him.
- v. Coordinate various activities of the Support Branch.
- vi. Keep the L&FSC informed about the progress of work.
- vii. Resolve problems within his unit, if any.
- viii. Maintain record of various activities performed and send to Section Concerned.
- ix. Perform any other duties as assigned by L&FSC.

Resource Provisioning Unit Ledged (RPUL)- Roles & Responsibilities

At state level IRT, Chief Engineer, PWD (Road) Dept. and at district level IRT, Executive Engineer, PWD (Road) Dept. will be the Resource Provisioning Unit Leader (RPUL).

The roles & responsibilities of RPUL are as follows:-

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- i) Work under the supervision of Support Branch Director (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;

Facilities Unit Leader (Fac. UL) Roles & Responsibilities

At state level IRT, Chief Engineer, PWD (Building) Dept. and at district level IRT, Executive Engineer, PWD (Building) Dept. will be the Facilities Unit Leader (Fac. UL).

The roles & responsibilities of Fac. UL are as follows:-

- i) Prepare the layout and activation of incident facilities, e. g.; Incident Base, Comp(s), Relief Camp (s), ICP etc. and provide basic amenities to the responders.
- ii) Report to the Support Branch Director (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 L&FSC;
- 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 and send to Sup. BD and
- vii) Perform such other duties as assigned by the Sup. BD.

Ground Support Unit Leader (GSUL)- Roles & Responsibilities

At state level IRT, Chief Engineer, Public Health Engineering (PHE) Dept. and at district level IRT, Executive Engineer, Public Health Engineering (PHE) Dept. will be the Ground Support Unit Leader (GSUL).

The roles & responsibilities of GSUL are as follows:-

- i) Work under the supervision of the Support Branch Director (Sup. BD).
- ii) Provide transportation services for field operations to Transport Branch Director (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 Logistic & Finance Section Chief (L & FSC).
- v) Develop and implement the Incident Traffic Plan.

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- vi) Inform Resources Unit about the availability and serviceability of all vehicles and equipment.
- vii) Arrange for and activate fuelling requirements for all transport including Aircrafts in consultation with the Sup. BD.
- viii) Maintain inventory of assigned, available and off road or out of service resources.
- ix) Ensure safety measures within his jurisdiction.
- x) Maintain record of various activities performed and send to the Sup. BD and
- xi) Perform any other duties as assigned by the Sup. BD.

FINANCE BRANCH DIRECTOR (FBD) - ROLES & RESPONSIBILITIES

The FB is responsible for managing all financial aspects of response management. The FB has been kept under the L & FS 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.

At state level IRT, Commissioner & Secretary, Finance (ECII) Dept. and at district level IRT, SDO-Sadar or EAC Rank Officer will be the Finance Branch Director (FBD).

The roles and responsibilities of the Finance Branch Director (FBD) are as Follows:

- i) Work under the Logistic & Finance Section Chief (L & FSC).
- 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, personal and their services are accurately maintained as per Government norms for payment.
- v) Examine and scrutinise cost involved in the entire response activity including the demobilisation, analysis the cost effectiveness and keep the L & FSC 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 L & FSC or Incident Commander (IC) on all incident related financial issues needing attention or follow-up.
- viii) Maintain record of various activities performed and send to Section concerned; and
- ix) Perform any other duties as assigned by the L & FSC or IC.

Time Unit Leader (TUL) Roles & Responsibilities

At state level IRT, District Secretary, Finance (ECII) Dept. and at district level IRT, Nazir will be the Time Unit Leader (TUL).

The roles and responsibilities of the Time Unit Leader (TUL) are as Follows:

- i) Maintain time recording of hired equipment and personnel and ensure that it is maintained on a daily basic and according to government norms;

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- 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 and send to Finance Branch Director (FBD) and
- vii) Perform any other duties assigned by the FBD.

Compensation / Claims Unit Leader (Com / CUL)

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 quantum of damage.

There are some benchmarks for quantifying the level of loss different scenarios like flood, drought, etc. While some states may have their own norms for such purposes the Gol 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 of CRF norms. 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.

At state level IRT, District Secretary, Finance (ECII) Dept. and at district level IRT, Branch Officer, Relief Branch will be the Compensation & Claims Unit Leader (Com / CUL).

The roles and responsibilities of Com. & CUL are as follows:

- 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 data 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 and send to Finance Branch Director (FBD) and
- vi) Perform any other duties as assigned by the FBD.

Procurement Unit Leader (PUL) Roles & Responsibilities

At state level IRT, Director, Finance Dept. and at district level IRT, Finance & Accounts Officer (FAO) will be the Procurement Unit Leader (PUL).

The roles and responsibilities of Procurement Unit Leader (PUL) are as follows:

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- i) Attend to all financial matters pertaining to vendors and contracts;
- ii) Review procurement needs in consultation with the Finance Branch Director (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) Coordinate with the FBD for use of imp rest funds, as required.
- vi) Complete final processing of all bills arising out of the response management and send documents for payment with the approval of the FBD, Logistic & Finance Section Chief (L&FSC) and Incident Commander (IC).
- vii) Brief FBD on current problems with recommendations on outstanding issues and follow-up requirements.
- viii) Maintain record of activities performed and send to FBD and
- ix) Perform any other duties as assigned by the FBD.

Cost Unit Leader (CUL)- Roles & Responsibilities

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. The roles and responsibilities of CUL are as follows.

At state level IRT, Director, Finance Dept. and at district level IRT, Branch Officer, Relief Branch will be the Cost Unit Leader (CUL).

The roles and responsibilities of Cost Unit Leader (CUL) are as follows:

- i) Develop incident cost summaries in consultation with the Finance Branch Director (FBD) on the basis of Cost Analysis Report.
- ii) Make cost-saving recommendation to the FBD.
- iii) Complete all records relating to financial matters prior to demobilisation.
- iv) Maintain record of various activities performed and send to FBD and
- v) Perform any other duties as assigned by the FBD.

Line Department Response Plan:

Sl. No.	Name of the Department	Action to be taken	Responsible person
1.	Health	<ol style="list-style-type: none"> a. Alert sub-ordinate officers and staff for emergency on receipt of warning. b. Check vehicles, equipment, stores etc. and draw up tentative programme of action. c. Immediately visit the affected areas along with one medical relief team. 	Joint Director Health & Family Welfare Service.

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		<ul style="list-style-type: none"> d. Start measures for health relief in an institution located conveniently in the affected area. e. Make immediate arrangements to open additional camp dispensaries, if necessary. f. Utilize the services of Red Cross and other VOs. g. Frequently visit the affected areas and ensure effectiveness of health measures. h. Decide immediately on isolation of certain patients if necessary and arrange for isolation wards. i. Strengthening of drug supply system with powers for local purchase during LO. j. Situational assessment and reviewing the status of response mechanisms in known vulnerable pockets. k. Ensure adequate availability of personnel in disaster sites. l. Review and update precautionary measures & procedures and apprise the personnel who will be implementing those. m. Disinfections of water bodies and drinking water sources. n. Immunization against infectious diseases. o. Ensure continuous flow of information. 	
2.	Water Resource	<ul style="list-style-type: none"> a. Start vigorous patrolling along embankments, dykes and other flood protection structures as soon as the river reaches one metre of the danger level. b. Dissemination of flood warning. c. Ensure accurate dissemination of warning messages to District Administration, Project Officer (ASDMA), Circle Officers, GP officials & BDO's with details of flow & likely damage. d. Examine physical conditions of the embankments, dykes and 	Executive Engineer, Water Resource

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		<p>ensure any leakage, seepage are promptly attended to.</p> <p>e. Take protective measures without loss of time in case of any sign of breach.</p> <p>f. Digging of link drains and other drains to drain outstanding floodwater after floodwater recedes.</p>	
3.	PHED	<p>a. Alert sub-ordinate officers and staff for emergency on receipt of warning.</p> <p>b. Check vehicles, equipment, stores etc. and draw up tentative programme of action.</p> <p>c. Visit the affected areas immediately along with team and start water supply measures.</p> <p>d. Disinfections and continuous monitoring of water bodies.</p> <p>e. Ensuring provision of water to hospitals and other vital installations.</p> <p>f. Carrying out emergency repairs of damaged water supply systems.</p> <p>g. Arrangement and distribution of emergency tool kits for equipments required for dismantling and assembling tube wells, etc.</p>	Executive Engineer, PHED
4.	Police	<p>a. Traffic management and patrolling of all highways and other access roads to disaster sites.</p> <p>b. Making sure that discipline is maintained.</p> <p>c. Assistance to district administration for taking necessary action against hoarders, black marketers and those found manipulating relief material.</p> <p>d. Coordinate search, rescue and evacuation operations in coordination with the administration and Emergency traffic management.</p> <p>e. Maintenance of law and order in the affected areas.</p> <p>f. Security arrangements for relief materials in transit and in camps</p>	Superintendent of Police

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		<p>etc.</p> <p>g. Provision of security in transit camps/feeding centres/relief camps/cattle camps/ cooperative food stores and distribution centres.</p> <p>h. Safeguarding the belongings of evacuees.</p> <p>i. FIR of the disaster, the damages and the death cases.</p> <p>j. Assisting in collection of damage statistics of private properties and distribution of assistance such as grants or subsidies.</p>	
5.	FSC&CA	<p>a. Management of procurement.</p> <p>b. Management of material movement.</p> <p>c. Inventory management</p>	District Director, FCS&CA
6.	Agriculture	<p>a. Alert all sub-ordinate officers and staff on receipt of warning.</p> <p>b. Arrange distribution of agricultural inputs in consultation with the district administration.</p> <p>c. Render technical guidance to the needy cultivators for salvage and protection of surviving crops and raising of such varieties of crops as may be suitable during the season or in the next crop season.</p> <p>d. Arrange for spraying of pesticides wherever necessary.</p> <p>e. Constantly visit the affected areas to ensure effectiveness of agricultural relief and rehabilitation measures.</p> <p>f. Management of control activities following crop damage, pest infection and crop disease to minimise losses.</p> <p>g. Collection, laboratory testing and analysis of viruses to ensure their control and eradication.</p> <p>h. Pre-positioning of seeds and other agro inputs in strategic points so that stocks are readily available to replace damage caused by natural calamities.</p> <p>i. Rapid assessment of the extent of damage to soil, crop, plantation, irrigation systems, drainage, embankment, other water bodies and storage facilities and the</p>	District Agricultural Officer

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		<p>requirements to salvage, re-plant, or to compensate and report the same for ensuring early supply of seeds and other agro inputs necessary for re-initiating agricultural activities where crops have been damaged.</p> <p>j. Establishment of public information centres with appropriate and modern means of communication, to assist farmers in providing information regarding insurance, compensation, repair of agroequipments and restarting of agricultural activities at the earliest.</p>	
7.	Social Welfare	<p>a. Alert personnel on receipt of warning and kept constant touch with the district administration.</p> <p>b. Ensure that orphans, infirm and destitute accommodated in the relief/ evacuation centres are properly taken care of.</p> <p>c. Shift the destitute to destitute homes wherever necessary.</p> <p>d. Arrange for milk powder, baby food etc. as per nutrition programme.</p>	District Social Welfare Officer
8.	Telecommunication	<p>a. The Telecom District Manager shall make sincere efforts to restore telecommunication services in the affected areas immediately, so that there is no communication gap and he shall put all his available manpower and machinery to use for restoration of communication services without delay.</p>	EE/SDE, BSNL
9.	Town & Country Planning	<p>a. Town & Country Planning is required to have the list of all his officials working at different levels at different sites of the town/city and Nagar Parishad/Nagar Panchayat should be in a position to mobilize all its manpower along with material at shortest possible time period. Apart from performance of its traditional functions, the department would help the district administration during the</p>	District Director, Town & Country Planning

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		period of crises.	
10.	PWD (Roads & Building)	a. Restoration of communication is of utmost importance in such an eventuality and Executive Engineer is required to be well equipped with emergency plan in the event of disaster taking place. He should have complete information with regard to manpower, machinery and materials at all the places in the district, at his disposal and priority shall be given to re-open the blocked/closed roads and to provide the manpower in case of exigency. Govt. buildings/ Communicable roads should be inspected and necessary repairs to be got executed following standing hazards affected.	Executive Engineer
11.	Electricity	a. Disconnect electricity after receipt of warning. b. Attend sites of electrical accidents and assist in undertaking damage assessment. c. Stand-by arrangements to ensure temporary electricity supply. d. Inspection and repair of high tension lines /substations/transformers/poles etc. e. Ensure the public and other agencies are safeguarded from any hazards, which may have occurred because of damage to electricity distribution systems.	EE, ASEB (APDCL)
12.	Transport	a. Provision of personal support services e.g. counseling. b. Supporting the administration in development of storage and in playing a key role and in the coordination of management and distribution of relief and rehabilitation Materials. c. Supportive role in reconstruction and recovery activities.	District Transport Officer
13.	Fire & Emergency Service & State Disaster Response Force	a. Respond to any incident as soon as received the information. b. Rescue of persons trapped in burning, collapsed or damaged buildings, damaged vehicles,	1. Station Officer & I/C SDRF, Barpeta 2. Station

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		<p>including motor vehicles, trains and aircrafts, industries, boilers and pressure vessels, trenches and tunnels.</p> <p>c. Control of fires and minimising damages due to explosions.</p> <p>d. Control of other dangerous or hazardous situations such as oil, gas and hazardous materials spill.</p> <p>e. Protection of property and the environment from fire damage.</p> <p>f. Support to other agencies in the response to emergencies.</p> <p>g. Investigation into the causes of fire and assist in damage assessment.</p> <p>h. Keep close contact with the District Emergency Operation Centre.</p>	<p>Officers, Barpeta Road, Sarbhog, Sarthebari&P athsala</p>
14.	Home Guard & Army	<p>a. Act as Support agency for provision of first aid, search and rescue services to other emergency service agencies and the public.</p> <p>b. Act as support agency for movement of relief.</p> <p>c. Triage of casualties and provision of first aid and treatment.</p> <p>d. Work in co-ordination with medical assistance team.</p> <p>e. Help the Police for traffic management and law and order</p>	<p>Commandant Sabhog&Sartheb ari Army Camp & Home guard</p>
15.	P&RD	<p>a. Clearing of roads and establish connectivity. Restore roads, bridges and where necessary make alternate arrangements to open the roads to traffic at the earliest.</p> <p>b. Mobilisation of community assistance for clearing blocked roads.</p> <p>c. Facilitate movement of heavy vehicles carrying equipments and materials.</p> <p>d. Identification and notification of alternative routes to strategic locations.</p> <p>e. Filling of ditches, disposal of debris, and cutting of uprooted trees along the road.</p> <p>f. Arrangement of emergency tool kit for every section at the divisional levels for activities like</p>	<p>Project Director, DRDA</p>

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		clearance (power saws), debris clearance (fork lifter) and other tools for repair and maintenance of all disaster response equipments.	
16.	PRI	<ul style="list-style-type: none"> a. Assist in road clearance. b. Assist in the assessment of the inmates of the relief camp c. Assist in the distribution of relief materials to the victims d. Provision of tree cutting equipments. e. Provision of building materials such as bamboos etc for construction of shelters. 	CEO & Chairperson Zila Parishad and BDOs.
17.	DIPRO	<ul style="list-style-type: none"> a. Alert the staff for floods on receipt of warning and maintain close contact with the district administration. b. Check for personnel and equipment and arrange publicity through available means regarding flood warning and instructions for evacuation etc. if necessary. c. Immediately visit the disaster affected areas and ascertain publicity requirements. d. Deploy fully equipped publicity units in the affected areas. e. Install PA systems in the evacuation/relief centres as may be required by the district administration. f. Issue press messages by all available means timely and regularly to the AIR, newspapers etc. g. Setting up of a control room to provide authentic information to public regarding impending emergencies. h. Arrange for photography and news reel coverage of disaster situation wherever necessary. 	District Information & Public Relation Officer

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18.	AH &Vety.	<ul style="list-style-type: none"> a. Alert the subordinate Officers and field staff on receipt of warning. b. Check and arrange personnel, stores, equipment, vehicles etc. and draw up tentative programme of emergency relief works. c. Visit the flood affected areas immediately with a veterinary relief team and start relief measures. d. Arrange with the help of district administration shifting of livestock to suitable high grounds. e. Open additional first aid centres and camps, dispensaries if necessary. f. Constantly visit the flood-affected areas and ensure effectiveness of the measures taken. 	District AH&Vety. Officer
19.	Education	<ul style="list-style-type: none"> a. Ensure that the identified schools & collages can be used as relief camp. b. School authorities will help the relief inmates in every possible way in consultation with the Circle Officers. c. Alternative learning place for the students will ensure if the relief camp stays for long period. 	Inspector of School & District Elementary Education Officer.

CHAPTER VIII
DEPARTMENT-WISE RECOVERY AND RECONSTRUCTION PLAN

Sl. No.	Name of the Department	Action to be taken	Responsible person
1.	Health	a. Continuation of disease surveillance and monitoring. b. Continuation of treatment, monitoring and other epidemic control activities till the situation are brought under control and the epidemic eradicated. c. Trauma counselling. d. Treatment and socio-medical rehabilitation of injured or disabled persons. e. Immunisation and nutritional surveillance. f. Long term plans to progressively reduce various factors that contribute to high level of vulnerability to diseases of population affected by disasters. g. Restore equipment and stores. h. Repair or replace damaged equipments. i. Arrange for disposal of unutilized medicines and disinfectants.	Joint Director Health & Family Welfare Service.
2.	Water Resource	a. Assess the damaged embankments. b. Prepare DPR for reconstruction of the damaged embankments. c. Ensure to repair/construct damaged embankments before the next flood season.	Executive Engineer, Water Resource
3.	PHED	a. Damage assessment of the water supply source b. Ensure the repair & reconstruction of the water supply sources	Executive Engineer, PHED
4.	Agriculture	a. Arrange for early payment of compensation and crop insurance dues. b. Facilitate provision of seeds and other agro inputs. c. Promotion of drought and flood tolerant seed varieties. d. Review with the community, the	District Agricultural Officer

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		<p>identified vulnerabilities and risks for crops, specific species, areas, which are vulnerable to repetitive floods, droughts, other natural hazards, water logging, increase in salinity, pest attacks etc. and draw up alternative cropping plans to minimise impacts to various risks.</p> <p>e. Facilitate sanctioning of soft loans for farm implements.</p> <p>f. Establishment of a larger network of soil and water testing laboratories.</p> <p>g. Establishment of pests and disease monitoring system.</p> <p>h. Training in alternative cropping techniques, mixed cropping and other agricultural practices that will minimize crop losses during future disasters.</p>	
5.	Telecommunication	a. Restore & reconstruction of the damaged	EE/SDE, BSNL
6.	PWD (Roads & Building)	<p>a. Damage assessment of the infrastructure like roads, buildings etc.</p> <p>b. Prepare DPR for repairing/reconstruction of the damaged infrastructure.</p>	Executive Engineer
7.	Electricity	a. Restore & reconstruction of the damaged	EE, ASEB (APDCL)
8.	P&RD	<p>a. Strengthening and restoration of infrastructure with an objective to eliminate the factor(s), which caused the damage.</p> <p>b. Review and documentation.</p> <p>c. Sharing of experiences and lessons learnt.</p> <p>d. Training to staff.</p> <p>e. Development of checklists and contingency plans.</p>	Project Director, DRDA
9.	PRI	a. Assist the BDOs in the damage assessment of the kutcha roads and also the Govt. schemes like MGNREGA, IAY etc.	CEO & Chairperson Zila Parishad and BDOs.

CHAPTER IX
FINANCIAL ARRANGEMENT

At the district level, there is no fund provision to implement the DM Plan as of now. The financial provision for implementation of the District Disaster Management Plan, Barpeta is as follows:

Sl. No.	Disaster Management Phase	Funding Source	Remarks
1.	Preparedness & Mitigation (Capacity Building)	ASDMA	
2.	Response & Relief	Revenue & Disaster Management Department	Every year by May/June, a fund is placed to the District Commissioner and the Sub-Divisional Officer to face the probable disaster in that particular year as that is the period of starting of flood as well.
3.	Rehabilitation & Reconstruction	1. Revenue & Disaster Management Department 2. Departmental Fund	1. Every department prepares the damage assessment report of the concerned department with Detail Project Report and placed in the District Disaster Management Authority, Barpeta. After scrutiny and verification the proper proposals are recommended for the State Govt. for sanctioning and accordingly the sanction is given by Govt. under State Disaster Response Fund. 2. Every department has also a departmental fund to for rehabilitation & reconstruction purpose.

District Disaster Management Plan 2026-2027, Hojai

LIST OF IMPORTANT CONTACT NUMBERS OF HOJAI DISTRICT

The Members of the DDMA, Hojai:

Sl No	Members	Designation	Contact no.
1	District Commissioner, Hojai.	Chairman	9365661145
2	Chairman, Hojai Zila Parishad	Co-Chairman	9365056175
3	Addl. District Commissioner, DM	CEO	9365793032
4	Sr.SuperintendentOf Police	Member	6026900652
5	Joint Director Of Health Service	Member	9435066080
6	EE, P.W.D. Hojai, Territorial Road Div.	Member	9435115648
7	EE, Water Resource Div. Hojai	Member	9957650249

All Stakeholders of the District with Their Contact Details

1.	District Commissioner	Shri.Deba Prasad Misra, IAS	9365661145
2.	The CEO, Zila Parishad, Hojai	Shri Partha Pratim Bairagi, ACS	9365056175
3.	ADC & C.E.O., DDMA, Hojai	Shri Pritam Raja Sharma, ACS	9365793022
4.	ADC, Hojai	Shri Bonny Inam Shadab, ACS	7086592978
5.	Co- District Commissioner ,Hojai	Shri Chandan Borgohain, ACS	9707470615
6.	ADC, Hojai	Smt. Nilakhi Baishya, ACS	9599655836
7.	ADC, Hojai	Smti. Pooja Das, ACS	8472004177
8.	Election Officer, Hojai	Smti. Aradhana Das, ACS	7002798783
9.	Assistant Commissioner	Trishanu Bipul Borah, ACS	7896324231
10.	Assistant Commissioner	Rubu Borah, ACS	9365928294
11.	Assistant Commissioner	Dr. Bibhuti Handique, ACS	8876283189
12.	Assistant Commissioner	Smti. Aradhana Das, ACS	7002798783
13.	Revenue Circle Officer, Hojai	Dr. Nilakhi Baishya, ACS	9599655836
14.	Revenue Circle Officer, Lanka	Balin Baba Balari, ALRS	7002088394
15.	Revenue Circle Officer, Doboka	Chaitalee Rani Dutta, ALRS	8135833529
16.	District Project Officer (DM)	Dr. Nandita Dutta	9435352530
17.	BDO, Odali	Rangbamon Teron	9678934704
18.	BDO, Lumding	Mr. Isswar Prasanna Chutia	8638076267
19.	BDO, Dhalpukhuri	Miss Shruti Lekha Devi	9707513702
20.	BDO,Jujjan	GajendroTokbi	8414846501
21.	BDO, Binakandi	Manabjyoti Baishya	7002601417
22.	Joint Director Health Service, Hojai	Dr. Kaban Terangpi	9435066080
23.	Ex Engineer Water Resource Div	Jawaharlal Roy	9957650249
24.	E.E PWD (T.R Div.) Hojai,	Sri Hiranya Kr. Das	9435115648

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25.	E.E PWD (Building) Hojai	Jyoti Prasad Bora	7575906072
26.	EE Water Resource, Hojai	Sri Jawaharlal Roy	9957650249
27.	EE PHE, Hojai	Sarat Kr. Bora	7086037474
28.	E.E. Irrigation, Hojai	Deba Prasad Saikia	9864068029
29.	AGM, APDCL, Hojai	Sri Hirok Jyoti Das	9435548755
30.	The District Transport Officer, Hojai	Ashim Kr. Saikia	9435061892
31.	MVI , Hojai	Bishal Debnath	8472040743
32.	Inspector of School (IS)	Shri Ranjan Kr. Deka	7002164393
33.	District Elementary Education Officer (DEEO)	Shri Ranjan Kr. Deka	7002164393
34.	i/c District Agricultural Officer, Hojai	Altab Hussain	7099553378
35.	District Veterinary Officer, Hojai	Shri Lochan Talukdar	7002701733
36.	District Fishery Development Officer, Hojai	Bhaskar Jyoti Nath	70026 37849
37.	District Labour Officer, Hojai	Arpana Kindo	9678931681
38.	DIPRO, Hojai	i/c Trishanu Bipul Borah	7896324231
39.	District Director, FCS&CA	i/c Dr. Bibhuti Handique	8876283189
40.	The Dist Social Welfare Officer, Hojai	Nilswar Roy	9435021562
41.	i/c Ranger Soil Conservation Hojai	Jonjyoty Das	7002471386
42.	DFO, Social Forestry, Hojai	Nayanjyoti Rajbangshi, DFO	9101043177/ 9412951639
43.	Fire Station Officer, Hojai	Sri. RinghamdaoKemprai	9859820338 6026902842
44.	Fire Station Officer, Lumding	Sri Anup Kemprai	9395500801 9531006762 (Office)
45.	Fire Station Officer, Lanka	Sri Khonsing Killing	8134911173 8134911173 (Office)
46.	Fire Station Officer, Srimanta Sankar Dev. Nagar	Malong Hanse (i/c)	7002739477 03674284502
47.	Fire Station Officer, Doboka	Jitendra Kemprai	
48.	The Sub Divisional Engineer, BSNL, Hojai	Sushil Kumar Suman	9435000420
49.	SDM&HO(Sub Div. Medical & Health Officer P.H), Hojai	Dr. Surjit Borah	8723826913
50.	General Manager, DICC (industry)	Pranjan Rajmedhi	98642-95333
51.	Superintendent of Sericulture	I/c Proshanta Kr Das	9435243138
52.	Handloom & Textiles, Hojai	Jogindra Nath Bora	953122443
53.	Sports & youth welfare department (D.S.O)	Deep Raaz Sonowal	9101167454
54.	District Treasery officer	Manash Kaman	8638192271

Contact Details of Police Department of Hojai

SL NO.	NAME	DESIGNATION	PHONE NO.
1	V.V. Rakesh Reddy P, IPS	Sr.Superintendent of Police, Hojai	6026900652
2	Shri Rupam Bordoloi, APS	Addl SP HQ	60269000653
3	Dr. Vaibhav Rawat, IPS	Addl. SP (Crime), Hojai	6026903348
4	Smti Bhaswati Choudhury	Dy. SP (HQ), Hojai	6026900654
5	Shri Bula Ram Terang, APS	Dy. SP (DSB)	7896890734
6	Insp. Bhaskar Saikia	O/C Lumding PS	9678364215
7	Insp. Raju bahdur Chetry	O/C, Hojai PS	6026900660 9954107706
8	Insp. Prasanta Bezbaruah	O/C Lanka PS	8011374955
9	Insp, Rituparna Gogoi	O/C Murajhar PS	9395206547
10	SI. Jayanta Narah	O/C Jamunamukh PS	6026900661
11	Pinku Phukan	O/C Kaki PS	6026900665
12	Insp. SheijangChongloi	O/C, Doboka	9957121990
13	SIP. Adeep Kumar Baruah	I/C, Debasthan PS	7002912699
14	Nilitpal Saikia	I/C, SankarDev Nagar PP	8724855213
15	HC.Darpeswar Das	I/C PCR, Hojai	6000924750 6026900671(7086930889)

Annexure-II

**District Disaster Management Teams (DDMTs), Hojai:
Early Warning Team:**

Sl. No	Members	Department / Agency
1	ADC (DM), Hojai	Administration
2	SP, Hojai	Police
3	DPO, ASDMA	Disaster Management
4	EE, Water Res Dept., Hojai	Water Resouces
5	DIPRO, Hojai	DIPRO
6	AE, Manas Sub-Division, CWC	CWC
7	SDO (Civil),	Administration

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8	Circle Officer, Hojai Revenue Circle	Revenue
9	Circle Officer, Lanka Revenue Circle	Revenue
10	Circle Officer, Doboka Revenue Circle	Revenue

Search & Rescue Team:

Sl. No	Members	Department / Agency
1	SP, Hojai	Police
2	Station Officer, Hojai Fire Station	Fire
3	Station Officer, Lumding Fire Station	Fire
4	Station Officer, Lanka. Fire Station	Fire
5	Station Officer, Srimanta Sankar Dev Nagar Fire Station	Fire
6	EE, PWD (Rural Roads), Hojai	PWD (RR)
7	EE, PWD (State Roads), Hojai	PWD (SR)
8	EE, PWD (Bldg), Hojai Division	PWD (Bldg)
9	AEE, PWD (Bldg), Hojai Sub-Division	PWD (Bldg)
10	Platoon Commander, Home Guards	Home Guards
11	Youth Coordinator, NYK	NYK
12	DDMA Volunteers	NGOs

First Aid Team:

Sl. No	Members	Department / Agency
1	Jt. Director of Health Services, Hojai	Medical
3	Platoon Commander, Home Guards	Civil Defence
4	District Social Welfare Officer, Hojai	Social Welfare
5	District Veterinary Officer, Hojai	Veterinary
6	DDMA Volunteers	NGOs

Shelter Management Team:

Sl. No	Members	Department / Agency
1	Project Director, DRDA Hojai	DRDA
2	ADC (DM), Hojai	Revenue
3	Additional SP, Hojai	Police
4	Circle Officer, Hojai Revenue Circle	Revenue
5	Circle Officer, Lanka Revenue Circle	Revenue
6	Circle Officer, Doboka Revenue Circle	Revenue
7	District Transport Officer, Hojai	Transport
8	Inspector of Schools, Hojai	Schools
9	District Elementary Education Officer, Hojai	Schools

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10	AEE, PWD (Bldg), Hojai	PWD (Bldg)
11	EE, ASEB Hojai	Electricity
12	District Sports Officer	Sports & Youth Affairs

Water & Sanitation Team:

Sl. No	Members	Department / Agency
1	Project Director, DRDA Hojai	DRDA
2	EE, PHED, Hojai	Public Health
3	EE, Irrign., Hojai	Irrigation
6	Chairperson, Hojai MB	Municipalpty
7	Chairman, Doboka MB	Municipalpty
8	Chairman, Lanka MB	Municipalpty
9	Chairman, Lumding MB	Municipalpty

Relief & Coordination Team:

Sl. No	Members	Department / Agency
1	ADC (Relief), Hojai	Administration
2	SP, Hojai	Police
3	District Director Supply, Hojai	F&CS
4	Circle Officer, Hojai Revenue Circle	Revenue
5	Circle Officer, Lanka Revenue Circle	Revenue
6	Circle Officer, Doboka Revenue Circle	Revenue

Damage Assessment Team:

Sl. No	Members	Department / Agency
1	ADC (DM), Hojai	Disaster Management
2	Project Director, DRDA Hojai	Development
4	Circle Officer, Hojai Revenue Circle	Revenue
5	Circle Officer, Doboka Revenue Circle	Revenue
6	Circle Officer, Lanka Revenue Circle	Revenue

Trauma Counselling Team:

Sl. No	Members	Department / Agency
1	Jt. Director of Health Services, Hojai	Medical
2	Medical & Relief Coordinator, Red Cross	Red Cross
3	District Social Welfare Officer, Hojai	Social Welfare
4	Superintendent, F.A.A.M.C & H, Hojai	Medical

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Carcass Disposal Team:

Sl. No	Members	Department / Agency
1	SP, Hojai	Police
2	Chairperson, Hojai MB	Municipalpty
3	Chairman, Hojai MB	Municipalpty
4	Chairman, Doboka MB	Municipalpty
5	Chairman, Lumding MB	Municipalpty
6	District Veterinary Officer, Hojai	Veterinary
7	District Fishery Development Officer	Fishery

Patrolling Team:

Sl. No	Members	Department / Agency
1	SP, Hojai	Police / VDP
2	Chairperson, Hojai MB	Municipalpty
3	Chairman, Doboka MB	Municipalpty
4	Chairman, Lumding MB	Municipalpty
5	Chairman, Lanka MB	Municipalpty
6	Circle Officer, Hojai Revenue Circle	Administration
7	Circle Officer, Lanka Revenue Circle	Administration
8	Circle Officer, Doboka Revenue Circle	Administration