**BEFORE DISASTER/ PRE DISASTER PHASE**

As per the state Government Notification NO. NSDMA/NOT-ORD/2012 (Vol: II) Dated Kohima THE 13th Nov’ 2016 the dedicated SDRF (HGs & CD) has been notified to

1. Carry out community awareness and training programmes on Disaster Management during peace/ normal times.
2. At the state level they are placed under the control of the Commandant General of Home Guards & Civil Defence (HG & CD) and the Districts level placed under the control of Districts Commandant, Home Guards & Civil Defence (HG & CD).

Therfore, in line with the notification the dedicated SDRF (HGs & CD) stationed in the 8 (Eight) Districts in pre disaster/ normal/ peace time phase will be actively involved in

* Self training/ retraining and attending refresher and other specialized courses.
* Care and maintenance of Tools, Equipments & Accessories (TEA) on a daily basis and keeping it in proper order and documentation.
* Care and maintenance of customized Rescue Operation Vehicle (CROV) and other mobility (transport)
* Care and maintenance of Communication equipments.
* Carry out training programmes/ mock drill exercise at the request of schools, colleges, NGOs, Govt. etc and as per the training schedule brought out by the Department in coordination with the NSDMA. Any training programmes either from the NSDMA/ Departmental/ NGOs etc should be intimated to the Chairman, DDMA and then to the District Commandant (HGs & CD).
* Follow rigorously the monthly training program/ weekly routine brought out vide HQ letter NO.HG/TRG-5/2015 Vol.II/ 545 Dated Kohima the 17th Sept 2015 when not call out for duty.

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| Sl No. | Day of the week | First Week | Second Week | Third Week | Fourth Week |
| 1 | Monday | i.Briefing/ Lecture on EMS & MFRii.Securing the Sceneiii.Patient Assessment  | Triage (L/P) | Ropes & Knotting (L/P) | Classification of Fire & its extinguished (L/P) |
| 2 | Tuesday | i.Vital Signsii.Stabilizing the patient on the spine board | Lifting & Moving Patients (L/P) | Lashing (L/P) | Introduction to Tools, Equipment & Accessories (TEA)- (L/P) |
| 3 | Wednesday | Basic Life Supports (BLS)CPR, FBAO (L/P) | Types, Uses of Stretcher & drill (L/P) | Construction of Blocks, Tackles & Hold Fast (L/P) | TEA Practical (Cutting & Penetrating)  |
| 4 | Thursday | Bandaging, Triangular & Roller (L/P) | Types, Uses of Ladder & drill (L/P) | Field Machine & Construction of rope bridge  | Shoring & Debris Tunneling |
| 5 | Friday | Splinting (L/P) | Ladder Rescue | Diff. types of rope rescue | Lifting & Stabilizing load |
| 6 | Saturday | Revision & Equipments Rehabilitation.  | Revision & Equipments Rehabilitation  | Revision & Equipments Rehabilitation. | Revision & Equipments Rehabilitation |

* Follow the daily routine (timing) schedule as mentioned below

**Weekdays Schedule**

4:30 a.m -Bed time

4:40 a.m to 5:25 a.m -Camp area cleaning

5:30 a.m to 6:10 a.m -Physical training (light exercise)

6:15 a.m to 7:15 a.m -Breakfast

8:00 a.m to 10:00 a.m -First session as per the monthly/ weekly routine

10:05 a.m to 12:05 a.m -Lunch

12:10 a.m to 14:10 p.m -Second session as per the monthly/ weekly routine

14:15 p.m to 15:15 p.m -Games

15:20 p.m to 16:20 p.m -Working

16:25 p.m to 17:25 p.m -Dinner

17:30 p.m to 18:30 p.m -Roll call

21:00 p.m -Lights down

**Saturday Schedule**

4:30 a.m till Second session (as per weekly schedule)

**Sunday Schedule**

Rest on Sunday

**DURING DISASTER PHASE**

1. **DISTRICT LEVEL:** sequence of action

**STAGE 1:** In case of any District level disasters, firstly the Incident Response System (IRS) should get activated and all radio telecommunication sets (which should be) issued to the members of IRS with proper call signs should swing into operation for any alert or instruction. Further, as mentioned in the Notification NO.NSDMA/IRS/GEN/2014 Dated Kohima the 29th April 2015 notifying the Incident Response Team (IRTs) for the District level incident, all the DDMA members and IRTs should assemble at a pre-designated location (say DEOC) or the DC Conference hall. The Incident Commander in liaison with the DDMA Chairman shall alert the team Commander i.e. District Commandant (HGs & CD) telephonically (mobile phone) or through radio telecommunications sets (which should be made available) from DEOC under whose authority SDRF are also placed and provide all first-hand information for proper action at the site of incidents. in the absence of the Team Commander, the next in command I.E, the Operation Commander/ Company Commander should be contacted.

**STAGE 2:**  As per the GoN letter NO. NSDMA/SDRF/HG & CD/TRG/2014 (P.11) Dated Kohima, the 19th April 2016 The District Commandants are designated as Team Commander; Company Commanders as operation Commander and Platoon Commanders as Squad Leader. The Team Commander shall immediately alert the Squad leader/ Platoon Commander (through radio sets/ mobile phone/ Office runner) to respond at the site of the incident. The squad leader/ Platoon Commander should quickly mobilize the SDRF and all equipments should be double check on the working conditions (to avoid any kind of lapses) and loaded into the Customized Rescue Operation Vehicle (CROV). Proper records of IN/OUT of Tools, Equipments & Accessories (TEA’s) should be maintained. After the reporting of the SDRF’s and squad leaders to the Operation Commander, briefing on all aspects of the operation to be undertaken should be made (clearly understood) to the SDRF near the incident site or the incident Command post (ICP) if set up nearby.

**STAGE 3:** Before the search & rescue operation commence the District Police machinery under the instruction of the concern Superintendent of Police should cordon the area of incident and also place sufficient police personnel for crowd control and maintenance of law and order. After the initial briefing is completed, the search and rescue operation should commence whereby one designated safety