



GOVERNMENT OF MEGHALAYA

STATE DISASTER MANAGEMENT AUTHORITY



STANDARD OPERATING PROCEDURE

State Emergency Operation Centre
MEGHALAYA
2020

TOLL FREE NO. 1070



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STATE EMERGENCY OPERATION CENTRE STANDARD OPERATING PROCEDURE

1 INTRODUCTION

The State of Meghalaya is a multi- hazard prone state. The state is frequently devastated by the disastrous consequences of earthquake, heavy rainfall, landslides, floods, lightning, hailstorm, cyclone and cold waves. Other relatively less frequent but significant phenomenon capable of causing disastrous consequences are windfall of trees, forest fire, household fire, chemical transportation and storage related accidents. To respond the natural and manmade hazards, the Government of Meghalaya recognizing the need for such a state - level dedicated facility for disaster management, the Meghalaya State Disaster Management Authority has established the State Emergency Operating Centre (SEOC) at State level and District Emergency Operating Centre (DEOC) at District level.

The State Emergency Operation Centres (SEOC) Meghalaya is located at Lower Lachumiere, Shillong, which act as nerve centre for tackling any crisis situations in the Meghalaya. The SEOC functions round the clock on 24x7 for monitoring, processing, analyzing and disseminating the warning / forecasting / damage / loss / need assessment / incident information to the concerned authority in order to ensure timely/prompt actions during evacuation, search, rescue, response and relief activities. The Disaster Management Toll Free numbers 1070 is functioning round the clock for receiving complaints regarding disasters and other grievances from the public and obtaining feedback / compliance from other line departments. The SEOC maintains a web-based inventory of all resources available with all concerned departments in the district and update it through the India Disaster Resource Network (IDRN) and facilitate coordination among the Incident Response System.

Sendai Framework for Disaster Risk Reduction:

To implement the Priority-4 of the Sendai Framework for Disaster Risk Reduction i.e Enhancing disaster preparedness for effective response and to “Build Back Better” in recovery, rehabilitation and reconstruction. Enhancing the disaster preparedness for effective response, the investment in, development in, maintain and strengthen people-centred multi-hazard, multisectoral forecasting and early warning systems, disaster risk and emergency communications mechanisms, social technologies and hazard-monitoring telecommunications systems are highly appreciated.

NDMA guidelines on Incident Response System (IRS) have defined Emergency Operations Centre (EOC) and its functions as:

EOC is an offsite facility which will be functioning from the State / District headquarters and which is actually an augmented control room having communication facilities and space to accommodate the various Emergency Support Functions (ESF). It is a combination of various line departments of Government and other agencies whose services are generally required during incident response.

These officials will be able to take decisions on the spot under the guidance of Response Officer (RO) and will be able to assist the RO in achieving the incident objectives. RO will also ensure that the line departments do not issue parallel and contradictory instructions to their field level officers.

The EOC will take stock of the emerging situation and assist the RO in mobilizing the respective line department's resources, manpower and expertise along with appropriate delegated authorities for the on-scene Incident Response Teams (IRT). EOC will keep the RO informed of the changing situation and support extended. This responsibility can be discharged most effectively only if it has the required information through a failsafe communication facility and an ideal information technology solution with Decision Support System (DSS). In addition to the above web based connectivity will further help in accessing situational awareness, decision support and multi-agency coordination. It will allow all collaborating agencies and departments inside and outside EOC environment to share information, make decisions, activate plans, deploy Incident Response Teams (IRT)s , perform and log all necessary response and relief activities and make the EOC effective.

It is very important to put the above capabilities in place. Personnel manning EOCs need to communicate with senior officers, first responders at disaster sites as well as organisations supporting Disaster Management (DM) activities.

1.1 State Emergency Operating Centre

The SEOC is the nerve centre of disaster response, preparedness planning, early warning, emergency management, recovery management and mitigation planning at the State Level. It is a repository of all the information and decision support system for the Incident Commander (IC). The EOC would be a place where all the information from the disaster site would pour in and be compiled and processed for decision making. It would provide a place for the Incident Commanders and Nodal Officers of departments to assemble therein as per Incident Response System, to take stock of situation, and coordinate response during emergencies.

The State Emergency Operations Centre is headed by State Relief Commissioner (SRC) – cum-Secretary Revenue & Disaster Management as prescribed in the National Disaster Management Guidelines - National Disaster Management Information and Communication System, 2012. The State Relief Commissioner is assisted by officers of the SDMA & SEOC. The day-to-day functions of SEOC are managed by the Executive Director, State Disaster Management Authority and Home Guard, Civil Defence deployed at SEOC.

1.2 District Emergency Operations Centre

The DEOC is under the direct control of Deputy Commissioner / District Incident Commander and day-to-day administration of the DEOC is delegated to the District Disaster Management Officer in all Districts of Meghalaya. The DEOCs function 24 hours. In 4 new districts, i.e. Khliehriat in Jaintia Hills, Resubelpara in East Garo Hills, Ampati in West Garo Hills and Mawkyrwat in West Khasi Hills. the DEOC is presently a control room with limited facilities.

1.3 Functions of Emergency Operations Centres

The EOCs have specific roles in each stage of the disaster management cycle. As per the Section 38, 2 (h) “establish adequate warning system up to the level of vulnerable communities” of the Disaster Management Act, 2005 states that it is the responsibility of the State Government to establish adequate warning system. Early Warning Dissemination is one of the most important roles of SEOC/DEOC. 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. During crisis it is expected to function as a center for decision making and help flow of information horizontally and vertically to the respected departments and districts for smoother relief operations. In the Emergency Operation Centre, all the major activities will be distributed among the officials of the nodal departments responsible for emergency support functions to ensure accountability, proper information, assimilation and record keeping. This will also help in easy coordination and reporting to the State /District Incident Commander.

At every instance, the emergency powers, functions and discretionary powers of the chairpersons of the SDMA [Section 18 (3) of DM Act, 2005], SEC [Section 20 (3) of DM Act, 2005] and DDMA [Section 34 of DM Act, 2005] will prevail over any of the guidelines and procedures laid out herein. The chain of command and control shall be preserved through EOCs and it shall be the nerve centre of decision making. Every instruction issued and action taken against each instruction shall be complied by the respective EOCs after the crisis situation pass off and these event reports shall be documented and reviewed by the Authority at the appropriate level, by SEC at the State level and by DDMA at the district level.

The activities of EOCs can be classified as normal time and emergency time activities., 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. During crisis it is expected to function as a center for decision making and help flow of information horizontally and vertically to the respected departments and districts for smoother relief operations. In the Emergency Operation Centre, all the major activities will be distributed among the officials of the Nodal departments responsible for emergency support functions to ensure accountability, proper information, assimilation and record keeping. This will also help in easy coordination and reporting to the State /District Incident Commander. The general roles of SEOC are the following.

1.4 General Roles of Emergency Operation Centre

1. Early Warning Dissemination.
2. Sharing data related to disaster and vulnerable areas with all the line departments and other organisations and stakeholders
3. Receive and process disaster alerts and warnings from nodal agencies and other sources and communicate the same to all designated authorities and stakeholders.
4. Monitor emergency operations.
5. Requesting additional resources during the disaster phase
6. Collecting information about the vulnerable areas.
7. Carrying out assessment of damage in disaster prone areas.
8. Facilitate coordination among IRS and ESF Departments/Agencies
9. Consolidate analysis and disseminate damage, loss and needs assessment data.
10. Information gathering and record keeping on disaster event.
11. Resource management through web based techniques.
12. Coordination for preparation, mitigation and response with all the responsible parties.
13. Developing and regular updation of District Disaster Management Plan.
14. Preparedness activities and practices in the District.

The SEOC would work under the control of the Commissioner and Secretary (Revenue). The activities of SEOC can be classified as Normal time and Emergency time activities. The normal time activities which are listed below are very crucial for its efficiency of response in a disaster situation.

1.5 Role of SEOC during the Normal Time.

1. Receive reports and documents on district level disaster events and submit the same to NDMA, NERC, MHA, Honourable Revenue Minister, the Commissioner and Secretary (Revenue).
2. Ensure the Warning and communication system and instrument are in working condition in SEOC.
3. Ensure through appropriate statutory instruments that:
 - SDMP and DDMPs are Operationalize
 - Standard Operating Procedure for various departments is Operationalize.
4. Ensure that all districts continue to update DDMP on a regular basis.
5. Serve as a data bank to all line departments and the Planning Department with respect to risks and vulnerabilities and ensure that due consideration is given to mitigation strategies in the planning process.
6. Upgrade and Updates of contact details in SDMP according to changing scenarios in the State.
7. Dissemination of SDMP to other department of the Government of Meghalaya and other State level agencies.
8. Monitor and Update the data bank of State in the IDRN portal.
9. Monitor and Update the data bank of State in the NDMIS portal.
10. Identification of agencies and institutions for locating inventory items for specialised service SEOC will also ensure the availability of the inventory items as and when required.
11. Monitor preparedness measures undertaken at the State levels including simulation exercises undertaken by various departments.
12. Monitor the training imparted to state level officials, private sector and NGOs by training institutions.
13. Organise Post-disaster evaluation and update in the SDMP accordingly.
14. Prepare monthly action-taken report for SDMA.
15. Encourage districts to prepare district-specific plans to disasters, and receives reports on preparedness from the district control room. Based on these, the SEOC will submit a summary report to the SDMA.
16. Set up task force for specific vulnerability studies and submit the reports to SDMA.
17. Identify and interact with central laboratories, Research Institutions within and outside the state for ongoing/collaboration to evolve mitigation strategies.
18. Maintain the Resource Persons details.

19. Receive appropriate proposals on preparedness, risk reduction and mitigation measures from various State departments/Agencies and place the same for consideration of the SDMA.
20. Convey Policy guidelines and changes if any in the legal and official procedures, eligibility criteria with respect to relief and compensation.
21. Inform District control room about the changes if any in legal and official procedures with respect to loss of life, injuries, livestock, crop, houses, to be adopted (death certificates, identification procedure, etc.).

1.6 Role of SEOC during Emergency situation:

The SEOC will function to its fullest capacity on the occurrence of any disasters event. The activation would come into effect either on occurrence of disaster or on receipt of warning from the Government / Nodal Agencies / reliable source. On the receipt of warning or alert from any such agency which is competent to issue such a warning, or on the basis of reports from the Deputy Commissioner / DEOC of the occurrence of a disaster, all community preparedness measures including counter-disaster measures will be put into operation based on the level of disaster.

The disaster management and its planning at various tiers must take into account the vulnerability of disaster-affected area, and the capacity of the authorities to deal with the situation. Using this approach, the High Power Committee on Disaster Management, in its report of 2001, categorized disaster situations into three 'levels': L1, L2, and L3. The period of normalcy, L0, should be utilized for disaster risk reduction.

L1	Level-L1: The level of disaster that can be managed within the capabilities and resources at the District level. However, the state authorities will remain in readiness to provide assistance if needed.
L2	Level-L2: This signifies the disaster situations that require assistance and active mobilization of resources at the state level and deployment of state level agencies for disaster management. The central agencies must remain vigilant for immediate deployment if required by the state.
L3	Level-L3: This corresponds to a nearly catastrophic situation or a very large-scale disaster that overwhelms the State and District authorities. The intervention at National level is required.

Sequence of action at LEVEL-L1:

The occurrence of Level 1 disaster / event would be communicated to the Deputy Commissioner of respective district and neighbouring districts through DEOC or any other mode of communication. The First Information Report has to be sent to SEOC, NERC Ministry of Home Affairs (MHA), followed by that the Situation / Flood damage report of event shall be obtained from the districts and forward to the MHA. The First Information Report and Situation/Flood damage report of event shall be obtained from the districts, followed by State Situation/Flood damage report has to be prepared and send to NERC, MHA, NDMA.

Sequence of action at LEVEL-L2 and L3:

On receipt of information either from National Emergency Operation Centre (NEOC)/DEOC or from Early Warning Agencies or any other reliable sources, the SEOC, shall be activated fully. It will issue alerts/warning to all designated authorities at the State level, DIPR, concerned Districts for Public Information to All India Radio (AIR)/Doordarshan/Press. It collects all the relevant information and appraises the status to the designated decision making authorities. The Situation/Flood damage report has to be prepared and send to NERC.

Sequence of Action at the State Level: SEOC-

On receipt of information either from NEOC, DEOC or from early warning agencies at national or state level or from any other reliable source the following action will be taken:

- i. SEOC shall bring the information to the notice of SEC, SDMA by telephone, email, VHF, fax.

1	The Hon'ble Chief Minister-cum-Chairperson, SDMA
2	The Revenue Minister
3	The Chief Secretary-cum-Chairperson, SEC
4	The Commissioner and Secretary (Relief Commissioner), Revenue and Disaster Management
5	The Secretary, Government of Meghalaya.
6	Deputy Commissioner, East Khasi Hills District
7	MPs and MLAs from affected areas
8	Line departments
9	NDMA Control Room.
10	National Emergency Response Centre (NERC), Ministry of Home Affairs, GOI.

- ii. Issue alerts / warnings to all DDMA's / Nodal Departments, IRS team, ESF and all other designated Departments in the State.
- iii. At the time of disaster and on activation of State IRS plan all the departments shall deploy Nodal Officers to SEOC for coordination measures.
- iv. Through DIPR release the warning information to public through AIR, Television and Press.
- v. Establish contact and provide status report to NEOC, MHA.
- vi. Collect collate and synthesis information for consideration of SEC, SDMA and Revenue & Disaster Management Department.
- vii. Provide regular appraisal and status reports to all designated authorities in the State
- viii. Arrange meetings of SEC.
- ix. Activate IRS / ESF's if situation warrants.

The occurrence of L2 /L3 disaster would essentially require the following activities to be undertaken: (i) if require, expand the State Emergency Operations Centre (SEOC) to include Branch arrangements with responsibilities for specific tasks depending on the nature of disaster and extent of its impact. (ii) If require, establish an on - going VSAT, wireless communication system and hotline contact with the Deputy Commissioners of the affected Districts.

2 TRIGGER MECHANISM

This Trigger Mechanism prescribes the manner in which the disaster response system shall be automatically activated after receiving early warning signals of a disaster happening or likely to happen or on receipt of information of an incident. Activities envisaged in this SOP under the Response Phase shall be initiated simultaneously without loss of time to minimize the loss and damage and mitigate the impact of disaster.

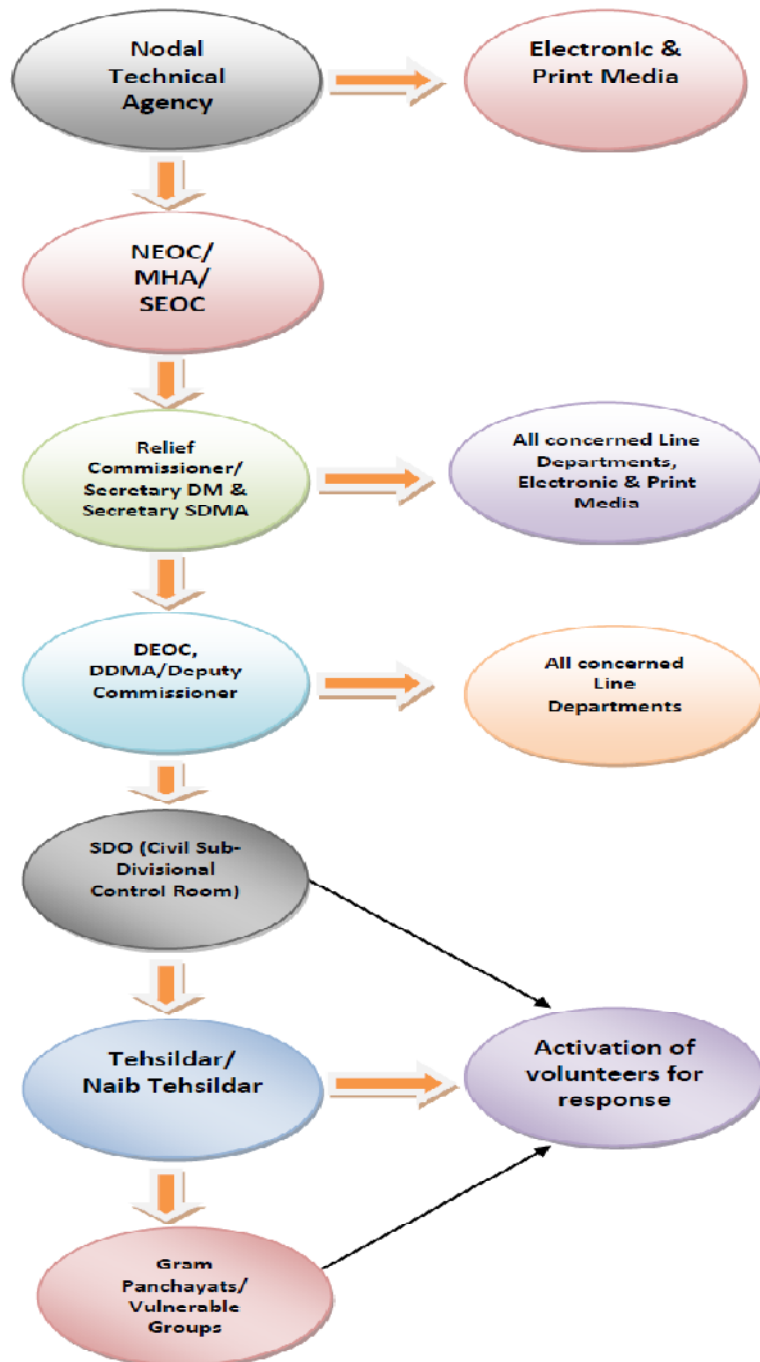
There shall be two types of situation with different trigger mechanisms for natural disasters:

- (i) Situation I – Where Early Warning signals are available
- (ii) Situation II- Where Disaster occurs without early warning

2.1 Early Warning signals are available

- i. At the National Level Nodal Agencies have been designated for generating/forecasting of events of natural disasters. Onset of disaster shall be indicated through forecasting by the Nodal Agencies in respect of their respective hazards to NEOC.
- ii. Based on the forecasts from Nodal Agencies, NEOC, MHA shall be responsible to issue Watch, Alerts and Warning to SEOC, DEOC, State and District level designated authorities.
- iii. As soon as the Watch/Alerts/warning has been issued by the NEOC to the SEOC, DEOC and other designated authorities, SEOC and DEOC shall be fully activated.
- iv. SEOC and DEOC shall activate State/District /Sub-Division/Block level administrative machinery to respond to the situation with available manpower and resources.
- v. First and foremost task shall be informing the community likely to be affected by the disaster through a warning system and undertake evacuation. There shall be only one responsible agency/officer designated and authorized to issue the warning in respect of a disaster at State and District levels to avoid miscommunication and as also indiscriminate warning may result in non-responsiveness of the people.
- vi. Dissemination of warning to common people may range from alarms (fires), sirens (industrial disaster), to public announcement system like radio, television, loud speakers, hoisting of flags (floods, and landslides).
- vii. Once the warning is issued it shall be followed-up by subsequent warnings and De-warning in order to keep the people informed of the latest situation.
- viii. While warning is issued warning messages shall be user friendly. The warning protocols shall be designed in simple and local languages easily understandable to a common man.
- ix. DDMA's/District/local authorities shall take pre-emptive measures of evacuation. A comprehensive Standing Order, listing all necessary pre-emptive measures based on the warning, will be prepared at the district and the State level.
- x. Thereafter, follow up action shall be undertaken by all concerned at all levels as envisaged under Response Phase.

Information Flow Chart in Case I: Where early warning signals are available



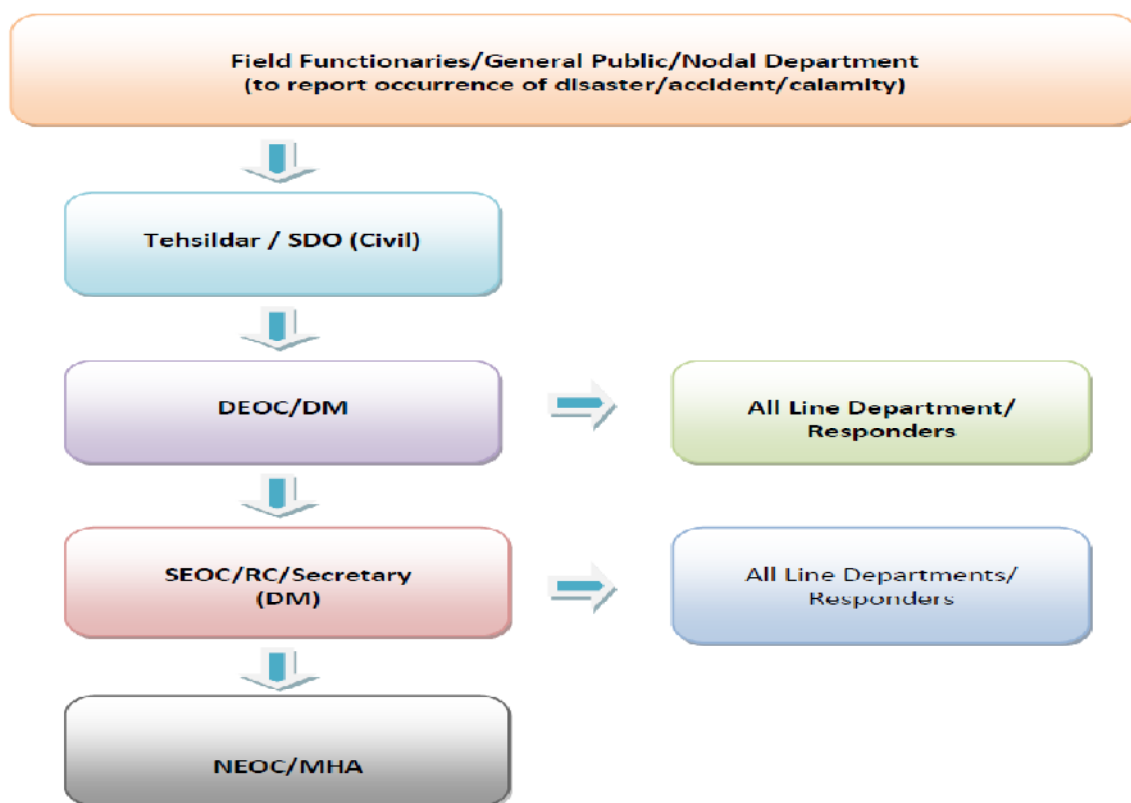
2.2 Disaster occurs without Early Warning

In disaster situations where no early warning signals are available, the primary objective of the trigger mechanism shall be to mount immediate rescue and relief operations and set the process in as quickly as possible. The following procedure shall be followed in such situations:

- i. Check if any information received from National Centre of Seismology, India Meteorological Dept, etc.
- ii. Should immediately switch to "Wireless" (radio, SATCOM) even if landline and mobile are still not fully disrupted.
- iii. Inform RO, IC and all key members of the IRT of the event.
- iv. Look for / seek information from NCS/IMD and DEOCs.
- v. Request RO and IC report to the SEOC.
- vi. Officer in Charge SEOC (OIC SEOC) shall Analyse the report from NCS
- vii. OIC SEOC shall inform Principal Secretary and other Officers of the Revenue & Disaster Management Dept, / District Magistrate and concerned officers of the District of the report received from the NCS / IMD.
- viii. OIC SEOC shall commence process for collection of information for preliminary assessment of damage.
- ix. Ask Police HQs to seek damage report from their personnel on ground and intimate the same Jurisdictional zone-wise, to the SEOC.
- x. Seek permission from RO/IC to initiate the SOP for "clearing access to pre-identified critical facilities"
- xi. Obtain information and Prepare preliminary assessment of the likely damage in the State considering the types of building and structures, demographic spread, industry pattern etc.
- xii. Based on direction of RO & IC ,
 - a. Alert the Districts and IRTs, SDRF, CD, HG, NDRF, CAPF, Armed Forces.
 - b. Direct Districts to report damage and commence process for response
 - c. Inform ULBs, PRIs, NGOs to standby to assist
 - d. Ask DEOC to collect and report damage.
- xiii. Check ability of SEOC to sustain "business continuity" for the next 2-3 days
- xiv. Check activation of Teams for clearance of Access to Critical Facilities
- xv. Confirm Police HQ is collecting damage reports of each area and forwarding to the DEOC.
- xvi. Call EE, BSNL and private mobile service providers to the SEOC and DEOC
- xvii. Check communication with inter district, intra district
- xviii. Disseminate messages, press release to the public – social media, community/public broadcast radio through the DIPR, Shillong .
- xix. Assist to Prepare to brief RO, IC, key IRT appointments
- xx. Convene the SEC; inform SEC of preliminary assessment of damage
- xxi. Ask BSNL to dedicate the SATCOM bandwidth to the State/District for NDMS communication.
- xxii. The field functionary at ground zero/nodal departments shall inform the DEOC, District Magistrate, Sub Divisional Officer (Civil) of the incident.

- xxiii. DEOC shall be fully activated for managing the incident.
- xxiv. DEOC/District Magistrate shall inform the SEOC/ SDMA, SEC and seeks assistance if required.
- xxv. SEC is activated and NEOC is informed. FIR is submitted to NEOC.
- xxvi. Quick Response Teams (QRTs), Search and Rescue Teams, medical and Para-medical teams shall be deployed
- xxvii. District Magistrate shall review the situation and activate coordination, command and control.
- xxviii. Incident Response Teams shall be deployed.
- xxix. Meeting of DDMA shall be convened to review situations.
- xxx. Team for rapid assessment of damage shall be deployed.
- xxxi. Line Departments/agencies shall begin work for restoration of power, telecommunication, surface transport, etc.
- xxxii. Arrangements shall be made for supply of food material, drinking water, etc.
- xxxiii. Thereafter, follow up action shall be undertaken by all concerned at all levels as envisaged under Response and Relief Phases.

Information Flow Chart in Case II: Where incident happens without any early warning signals



2.3 First Information Report (FIR)

FIR shall be obtained from the concerned districts, shall invariably give an account of the nature of the disaster, damage & loss, locally available resources within 24 (Twenty Four) hours of the incident. (Annexure VI : Format of FIR)

District Emergency Operation Centre shall prepare and send First Information Report to SEOC/summarising the following:

- Severity of the disaster
- Action being taken
- Available District resources and coping capacity.
- Need assessment for relief along with quantities.
- Logistics for delivering relief.
- Assessment on future development including new risks.
- FIR should be sent within 24 hours of occurrence of calamity as per the standard format.

2.4 Daily Situation Report (DSR)/Flood/Heavy Rainfall Damage Report

A standardized form for reporting of situation report on daily basis has been prepared for the State. The State Governments shall submit situation report to the NDMA/MHA by 04:00 p.m. every day. (Annexure V : Format of DSR)

2.5 Hierarchy of Control and Management of SEOC:

1. The Commissioner & Secretary (Relief Commissioner)
2. The Executive Director, SDMA
3. The Joint Secretary, Revenue & Disaster Management Authority
4. The Senior Consultant, SDMA
5. The Consultant, SDMA

The day-to-day activity of SEOC has to be managed by The Executive Director SDMA round the clock on turn duty basis during disaster time. The requirement of staff for SEOC varies accordingly to situation. During normal time bare minimum staff is enough for operation and even during emergency situation it can expand and contract depending on the intensity of disaster.

2.6 Minimum Staff required during Normal Time on Shift basis:

- i. One Staff (he/she will be in-charge of the SEOC for that shift) to watch TV / Radio/ Disaster warning websites, fax, to receive messages and send messages.
- ii. One Staff to handle phone calls.
- iii. Driver with vehicle.
- iv. One MTS/Security.

2.7 Minimum Staff required during the disaster on 24 x 7 .

During disaster, required number of Official staff will be put on duty to assist the above work/activities. Further, on activation of SEOC, at the level of Joint Secretary and Officer will be available to take follow-up action and have to station on full time on the shift basis 24 x 7. The Executive Director, SDMA also will be available at SEOC to supervise and co-ordinate all activities of SEOC to tackle the situation. In addition to this one, Nodal Officer from each ESF team will be reporting to SEOC for co-ordination. The ESF Team Leader well in time has to furnish the list of Nodal Officers on duty at SEOC during disaster on shift basis. The list of officials and staffs to be deployed in SEOC are following below:

- i. A Gazetted rank officer – Overall Officer-in-charge of SEOC.
- ii. One UDA to assist the SEOC In-charge
- iii. One LDA to assist the SEOC In-charge
- iv. One Staff (he/she will be in-charge of the SEOC for that shift) to watch TV / Radio/ Disaster warning websites, fax, to receive messages and send messages.
- v. Two Staff to handle phone calls.
- vi. One Data Entry Operator.
- vii. Driver with vehicle.
- viii. Two MTS.

2.8 Facilities at SEOC

Library

The SEOC should maintain a Library. All books, orders, notifications, instructions, reports, equipments available etc. including soft copy-CDs, Hard Disk, Pen drive are to be made available in Library.

Display

All vital information which are required for Disaster response, such as timely bulletin, important Telephone Nos., Maps, charts, etc., should be displayed at SEOC. The duty chart including staff on duty should be displayed permanently/conspicuously. Further, all manual, SOPs, Action Plans, Telephone Directory are to be placed on table for easy access to official/staff on duty at SEOC.

Bulletin Board:

The Disaster messages/alerts/warnings are to be displayed and the crux of the messages should be written in the white board ie., Depression/Deep depression, cyclone centre etc., are to be displayed and updated periodically. The display of such critical situation what had happened and what is going to happen pictures well as the scope of the problem and response required. The SEOC team as well as the ESF readily can understand the situation for taking decision and further action/co-ordination.

Such displays save time for various teams in taking their decision. All displays should be flexible, easily interpretable, accessible for all officials and to be updated frequently so that the very purpose of the SEOC in achieving its co-ordination activity among IRS & ESF Teams, which need information data for successful management of situation is achieved.

3 WORK FLOW FOR OFFICIALS/STAFFS AT SEOC

To tackle the Monsoon situation /emergency situation/ normal situation, the Standard Operating Procedure for Emergency Operation Centre has been prepared by the Senior Consultant, SDMA Meghalaya. The SEOC Duty Officials / Staffs have to follow the Standard Operating Procedure and take necessary actions as per the procedures.

Sl.No	Works to be carried out by the staff attending the turn duty at SEOC
1.	To sign in the attendance
2.	The duty staff taking charge shall get the details of event that took place in the previous shift from the staff handing over the charge. They shall go through all the registers / log books viz., SMS, e mail, VHF, FAX and Toll free lines (1070) in respect of information received during the duty time of the handing over official (previous shift).
3.	The duty staff shall receive the Fax / Email messages sent to SEOC and record them in the respective log entry book and convey the message immediately to the SDMA.
4.	The duty staff shall be familiar with all communication facilities in the SEOC and be able to replay the messages from the SDMA through Fax, Email, VSAT, Satphone and Phone.
5.	All the officials of the duty shall visit the websites of Central Agencies viz., IMD, CWC, GSI and make note of the Head / Branch office visited and the status in a log book, which will make them well verse in collecting alerts / warnings from anywhere, at anytime. Update the Weather Forecast, Fishermen warning, Cyclone etc., websites given below and enter in the register. http://imd.gov.in https://ndma.gov.in/ https://mha.gov.in/
6.	Frequently see the nodal agency website or SEOC mail given below and if any bulletin issued from IMD inform the same to the higher officials immediately and enter in the register. Website : http://msdma.gov.in/ E-mail : sdmadeptt007@gmail.com
7.	The duty staff shall be in contact with IMD, CWC, NERC MHA and other Nodal agencies to obtain the weather forecast messages.

Sl.No	Works to be carried out by the staff attending the turn duty at SEOC																							
8.	The duty staff shall record all outgoing calls in the appropriate log book. They shall monitor broadcast and other forms of media such as press, Radio, website etc.																							
9.	The duty staff shall prepare situation reports once in an hour during the time of disaster and report to the SEOC In-charge. During the ordinary course of time, register the situation in the turn duty log book. If any emergency situation arises, the Executive Director, SDMA must be informed.																							
10.	During cyclone warning or heavy rainfall, the duty staff shall get the latest weather report from IMD/CWC, other international Web Sites to know the exact location of Cyclone Track/ level of water reservoir and the likely area where landfall/impact will take place.																							
11.	Must be familiar with SDMP, IRS Plan																							
12.	Attending the calls received in Toll Free 1070 and enter in the register and forwarding the complaints to the concerned department via Phone and mail.																							
13.	<div>Collecting Rainfall Data from all districts and enter in the register. <u>RAINFALL READING - CONTACT NUMBERS</u></div> <table><thead><tr><th>District</th><th>As on _____</th><th>Last 24 hours</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>			District	As on _____	Last 24 hours																		
District	As on _____	Last 24 hours																						
14.	Through Phone to DEOC/DDMO and update the situation status and enter in the report during Monsoon / emergency situation																							
15.	The Technical Engineer working in the Blocks must communicate the details of incident related to disaster / accidents viz. damage to houses/ loss of human lives, cattle, crops etc. if any, within their jurisdiction report to the SEOC in FIR, immediately through The Deputy Commissioner.																							
16.	SEOC Toll Free : 1070 Phone : 0364-2502098/0364-2505707/6009924512 Fax : 0364-2502098																							

Sl.No	Works to be carried out by the staff attending the turn duty at SEOC
	E-mail : stateeoc.meg@gmail.com Satphone : 8991118845 V-Sat : 81447
17.	The SEOC duty staff shall not leave the control room and in case of unavoidable circumstances they have to get prior permission of SEOC In-charge. They shall make appropriate entries in the movement register while moving out of the EOC.
18.	Turn Duty Officer log in the TURN DUTY REGISTER BOOK about the situation and work carried out in EOC.
19.	Any other Work assigned by SDMA.

PROCEDURES FOR OPERATING VARIOUS COMMUNICATION SYSTEMS.

Receipt of Warning/Complaints at EOC.



Dissemination of Warning / Complaints to Line department and Public.



List of all Nodal agencies Website to Watch

Nodal Agency	Website
Indian Meteorological Department	1. www.imd.gov.in (Indian Meteorological Department)
	2. http://www.imdguwahati.gov.in/ (IMD Guwahati)
	3. http://www.ndma.gov.in/en/ (NDMA)
	4. www.idrn.gov.in (India disaster Resource Network)
	5. www.ndmindia.nic (Natural Disaster management India. Provides current news on Flood, Drought and Cyclones, Weather Links from NIC and weather conditions/temperatures on Indian Ocean)
	6. http://www.nidm.net (National Institute of Disaster Management)
	7. www.nicee.org (The National Information Center of Earthquake Engineering)
	8. http://www.bis.org.in (Bureau of Indian Standards)
	9. http://www.gsi.gov.in (Geological Survey of India)
	10. http://landslides.usgs.gov (USGS National landslide Hazards Program)
	11. www.cwc.nic.in (Central Water Commission of India)
	12. http://meghalaya.gov.in (Government of Meghalaya)
	13. https://eastkhasihills.gov.in (East Khasi Hills District)

News Channels Number list at SEOC

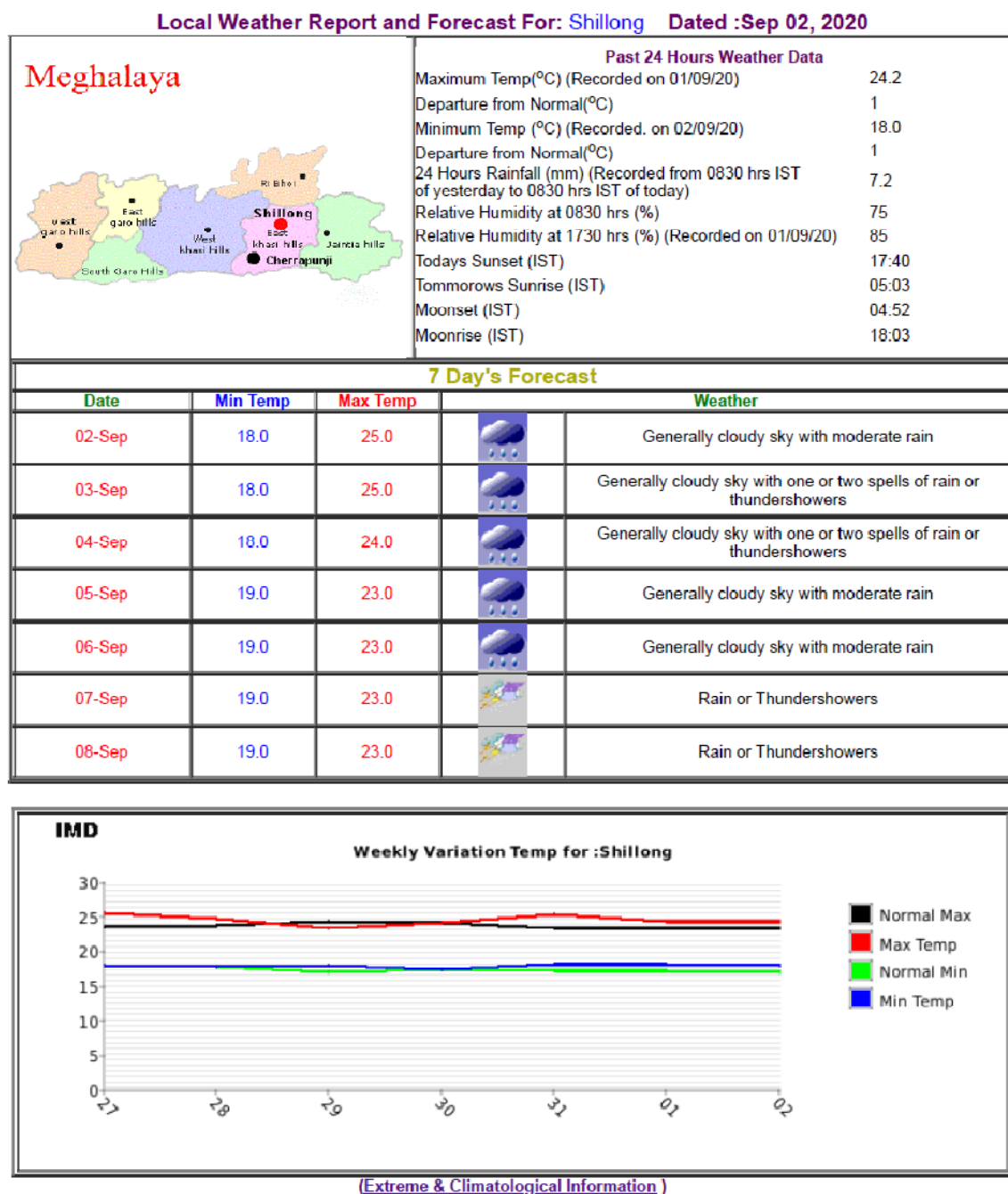
TV No.1 (DISH TV CONNECTION)

English News Channels	
Channel No.	Channels
761	NDTV 24x7
763	INDIA TODAY
765	WION
769	CNN
767	TIMES NOW
771	REPUBLIC TV
773	MIRROR NOW
779	DD INDIA
781	CNN International
783	BBC WORLD
785	CGTN
787	AL JEERA
790	FRANCE TV
792	RUSSIA TODAY

(1) Procedure to obtain Local Weather Report and Forecast for District

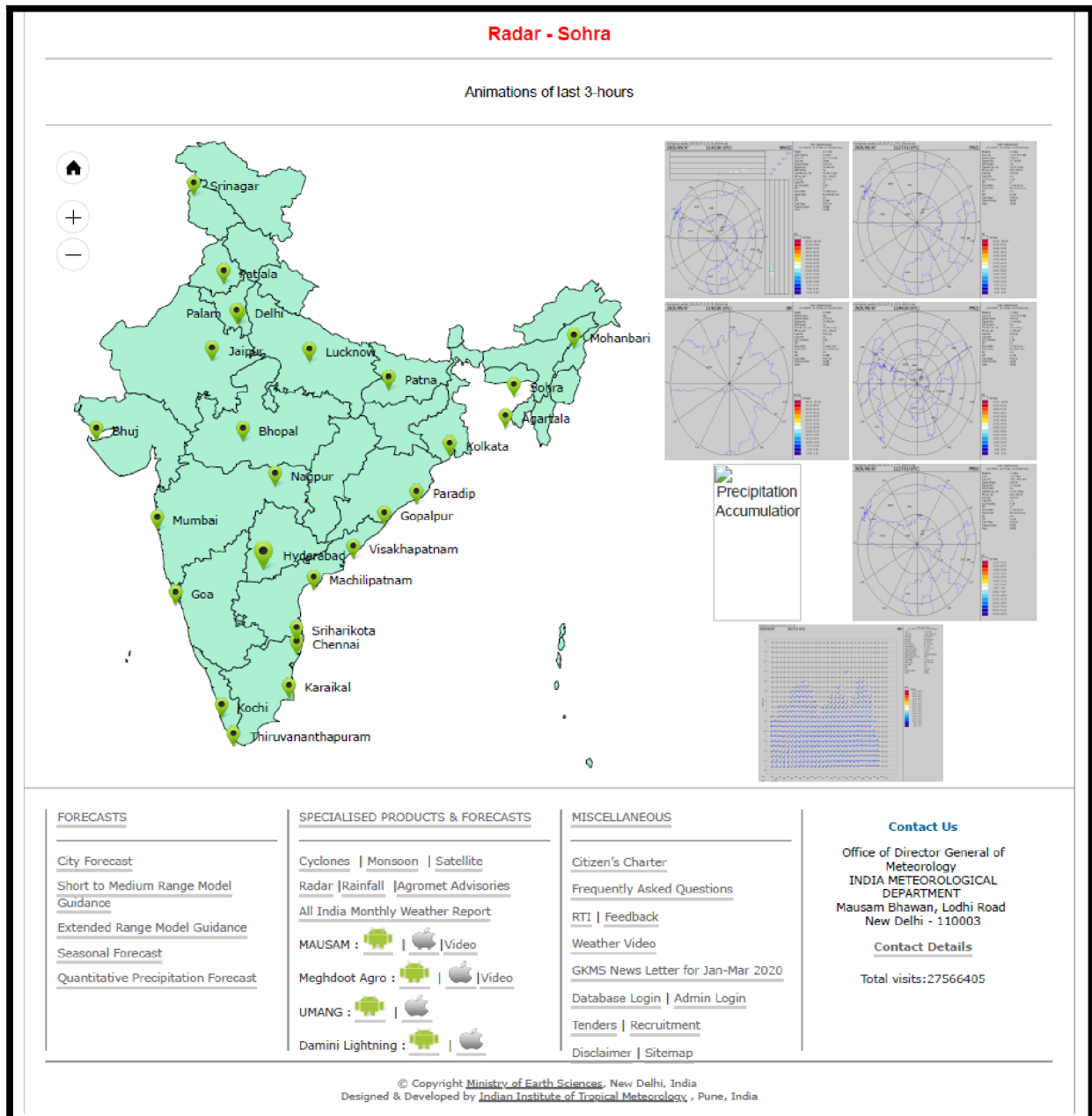
WEB ADDRESS : https://city.imd.gov.in/citywx/city_weather.php?id=42516

7 days Forecast on IMD website



(2) 2 (Two) hours Radar Image.

Web Address: https://mausam.imd.gov.in/imd_latest/contents/index_radar.php?id=Sohra



(3) Inference on weather - www.imd.gov.in

City Forecast Weather:

District wise Weather Warning Bulletin					
Sate:-	Meghalaya				Meghalaya
Date:-	13-08-2020			Time of issue	Mid-Day
District	Day1	Day2	Day3	Day4	Day5
	13 August 2020	14 August 2020	15 August 2020	16 August 2020	17 August 2020
SOUTH WEST GARO HILLS	THUNDERSTORM WITH LIGHTNING IS LIKELY AT ISOLATED PLACES.	THUNDERSTORM WITH LIGHTNING IS LIKELY AT ISOLATED PLACES.	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES
WEST GARO HILLS	THUNDERSTORM WITH LIGHTNING IS LIKELY AT ISOLATED PLACES.	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES	LIGHT TO MODERATE RAINFALL IS LIKELY AT FEW PLACES	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES
SOUTH GARO HILLS	THUNDERSTORM WITH LIGHTNING AND HEAVY RAINFALL LIKELY AT ISOLATED PLACES	HEAVY RAINFALL IS LIKELY AT ISOLATED PLACES	HEAVY RAINFALL IS LIKELY AT ISOLATED PLACES	HEAVY RAINFALL IS LIKELY AT ISOLATED PLACES	HEAVY RAINFALL IS LIKELY AT ISOLATED PLACES
EAST GARO HILLS	THUNDERSTORM WITH LIGHTNING IS LIKELY AT ISOLATED PLACES.	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES
NORTH GARO HILLS	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES
SOUTH WEST KHASI HILLS	HEAVY RAINFALL IS LIKELY AT ISOLATED PLACES	HEAVY RAINFALL IS LIKELY AT ISOLATED PLACES	HEAVY RAINFALL IS LIKELY AT ISOLATED PLACES	HEAVY RAINFALL IS LIKELY AT ISOLATED PLACES	HEAVY RAINFALL IS LIKELY AT ISOLATED PLACES
WEST KHASI HILLS	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES	LIGHT TO MODERATE RAINFALL IS LIKELY AT FEW PLACES	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES
EAST KHASI HILLS	HEAVY RAINFALL IS LIKELY AT ISOLATED PLACES	THUNDERSTORM WITH LIGHTNING IS LIKELY AT ISOLATED PLACES.	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES	HEAVY RAINFALL IS LIKELY AT ISOLATED PLACES	HEAVY RAINFALL IS LIKELY AT ISOLATED PLACES
ISI-BHOI	THUNDERSTORM WITH LIGHTNING IS LIKELY AT ISOLATED PLACES.	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES
WEST JAINTHIA HILLS	LIGHT TO MODERATE RAINFALL IS LIKELY AT FEW PLACES	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES	LIGHT TO MODERATE RAINFALL IS LIKELY AT FEW PLACES	HEAVY RAINFALL IS LIKELY AT ISOLATED PLACES	HEAVY RAINFALL IS LIKELY AT ISOLATED PLACES
EAST JAINTHIA HILLS	THUNDERSTORM WITH LIGHTNING IS LIKELY AT ISOLATED PLACES.	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES	LIGHT TO MODERATE RAINFALL IS LIKELY AT MANY PLACES	HEAVY RAINFALL IS LIKELY AT ISOLATED PLACES	HEAVY RAINFALL IS LIKELY AT ISOLATED PLACES

(4) Procedure to Obtain Local Weather Report and Forecast for City:


From IMD Shillong Dept. via Gmail - metshillong@gmail.com

(5) Procedure to obtain All India Weather Warning:

via www.imd.gov.in/imd_latest/contents/all_india_forecast_bulletin.php

All India Weather Forecast Bulletin | [Download PDF](#)

राष्ट्रीय मौसम पूर्वानुमान केन्द्र
भारत मौसम विज्ञान विभाग
पृथ्वी विज्ञान मंत्रालय



National Weather Forecasting Centre
India Meteorological Department
Ministry of Earth Sciences

Wednesday 02 September 2020
MORNING
Time of Issue: 0800 hours IST

ALL INDIA WEATHER SUMMARY AND FORECAST BULLETIN

Significant Weather Features

- ♦ The western end of the Monsoon Trough at mean sea level runs close to foothills of Himalayas and the eastern end lies north of its normal position.
- ♦ A cyclonic circulation lies over Gangetic West Bengal & neighbourhood and another cyclonic circulation lies over south Assam & neighbourhood in the lower tropospheric levels. Under its influence:
i) Fairly widespread rainfall activity with **heavy falls** and thunderstorm & lightning at isolated places very likely over Rajasthan, Madhya Pradesh and East Uttar Pradesh on today, the 02 September, 2020. Isolated **heavy to very heavy falls** also very likely over Odisha and Chhattisgarh on today, 02nd September 2020.
- ♦ Under the influence of interaction between lower level easterly winds and mid-level westerly trough, Fairly widespread rainfall with isolated **heavy falls** and thunderstorm & lightning very likely over Northwest India and Western Himalayan Region on 03rd September and over central India on 02nd & 3rd September, 2020.
- ♦ Fairly widespread to widespread rainfall with isolated **heavy falls** and thunderstorm & lightning very likely over Rayalaseema, coastal & south Interior Karnataka, Kerala and Tamilnadu during next 3 days. Isolated **heavy to very heavy falls** also very likely over south Interior Karnataka, Kerala and Tamilnadu on 02nd & 03rd September, 2020.
- ♦ **Moderate thunderstorms with lightening** very likely over Bihar, West Bengal & Sikkim, Odisha, west Assam, Meghalaya, Mizoram, Tripura and coastal Andhra Pradesh during next 12 hours.

Main Weather Observations

- ♦ **Rain/Thundershowers** observed (from 0830 hrs IST to 1730 hrs of yesterday): **at most places** over West Bengal & Sikkim and Nagaland, Manipur, Mizoram; **at many places** over Rajasthan, Rayalaseema and Coastal Andhra Pradesh; **at a few places** over Assam & Meghalaya, Bihar, Madhya Maharashtra, Odisha and Lakshadweep and **at isolated places** over Himachal Pradesh, Saurashtra & Kutch, Konkan & Goa, Coastal & South Interior Karnataka, Kerala & Mahe, and Tamilnadu, Puducherry & Karaikal.
- ♦ **Rainfall recorded** (from 0830 hrs IST to 1730 hrs of yesterday) (2 cm or more): Kakinada -11; Vishakhapatnam -10; Ongole -7; Digha -6; Jamshedpur -4; Purnia and Shantiniketan -3 each; Malda, Bankura, Balasore and Agartala -2 each.
- ♦ Yesterday, **Very Heavy rainfall** at isolated places observed over Rayalaseema and Coastal Andhra Pradesh & Yanam; **Heavy rainfall** at isolated places observed over West Rajasthan, Gujarat Region and Sub-Himalayan West Bengal & Sikkim.
- ♦ **Thunderstorm observed** (from 0830 hours IST of yesterday to 0530 hrs IST of today): at isolated places over Bihar, Jharkhand, South interior Karnataka, Kerala & Mahe, Tamilnadu, Puducherry & Karaikal, Odisha, Coastal Andhra Pradesh & Yanam, Rayalaseema and Gangetic West Bengal.
- ♦ **Maximum Temperature Departures as on 01-09-2020:** Maximum temperatures were **appreciably above normal** (3.1°C to 5.0°C) at most places over Chhattisgarh; at a few places over Arunachal Pradesh and at isolated places over Assam & Meghalaya; **above normal** (1.6°C to 3.0°C) at most places over East Madhya Pradesh, Vidarbha, Telangana, Coastal & North Interior Karnataka; at many places over Uttarakhand, Coastal Andhra Pradesh, West Madhya Pradesh, Madhya Maharashtra, Kerala & Mahe; at a few places over Himachal Pradesh, East Uttar Pradesh, Jharkhand, Odisha, Marathwada, Rayalaseema and Andaman & Nicobar Islands and at isolated places over Sub-Himalayan West Bengal & Sikkim, Bihar, Saurashtra & Kutch, West Uttar Pradesh and Tamilnadu, Puducherry. They were **appreciably below normal** (-3.1°C to -5.0°C) at most places over West Rajasthan; at a few places over East Rajasthan and Haryana, Chandigarh & Delhi; **below normal** (-1.6°C to -3.0°C) at a few places over Gangetic West Bengal and at isolated places over Jammu & Kashmir, Ladakh, Gilgit-Baltistan & Muzaffarabad, Punjab and Gujarat and near normal over rest parts of the country. Yesterday, the highest maximum temperature of 37.5°C was reported at K. Paramathy (Tamilnadu).
- ♦ **Minimum Temperature Departures as on 02-09-2020:** Minimum temperatures were **appreciably above normal** (3.1°C to 5.0°C) at a

(6) Procedure to obtain the Cyclone Forecasting:

via www.imd.gov.in/imd_latest/contents/cyclone.php



REGIONAL SPECIALISED METEOROLOGICAL CENTRE-TROPICAL CYCLONES, NEW DELHI TROPICAL WEATHER OUTLOOK

DEMS-RSMC TROPICAL CYCLONES NEW DELHI DATED 02.09.2020

TROPICAL WEATHER OUTLOOK FOR NORTH INDIAN OCEAN (THE BAY OF BENGAL AND ARABIAN SEA) VALID FOR NEXT 120 HOURS ISSUED AT 0600 UTC OF 02.09.2020 BASED ON 0300 UTC OF 02.09.2020.

BAY OF BENGAL:

SCATTERED LOW AND MEDIUM CLOUDS WITH EMBEDDED MODERATE TO INTENSE CONVECTION LAY OVER NORTHWEST BAY OF BENGAL, SOUTH BAY OF BENGAL AND ANDAMAN SEA. SCATTERED LOW AND MEDIUM CLOUDS WITH EMBEDDED WEAK TO MODERATE CONVECTION LAY OVER WESTCENTRAL BAY OF BENGAL.

PROBABILITY OF CYCLOGENESIS DURING NEXT 120 HRS:

24 HOURS	24-48 HOURS	48-72 HOURS	72-96 HOURS	96-120 HOURS
NIL	NIL	NIL	NIL	NIL

ARABIAN SEA:

SCATTERED LOW AND MEDIUM CLOUDS WITH EMBEDDED INTENSE TO VERY INTENSE CONVECTION LAY OVER SOUTHEAST ARABIAN SEA. SCATTERED LOW AND MEDIUM CLOUDS WITH EMBEDDED WEAK TO MODERATE CONVECTION LAY OVER CENTRAL ARABIAN SEA.

PROBABILITY OF CYCLOGENESIS DURING NEXT 120 HRS:

24 HOURS	24-48 HOURS	48-72 HOURS	72-96 HOURS	96-120 HOURS
NIL	NIL	NIL	NIL	NIL

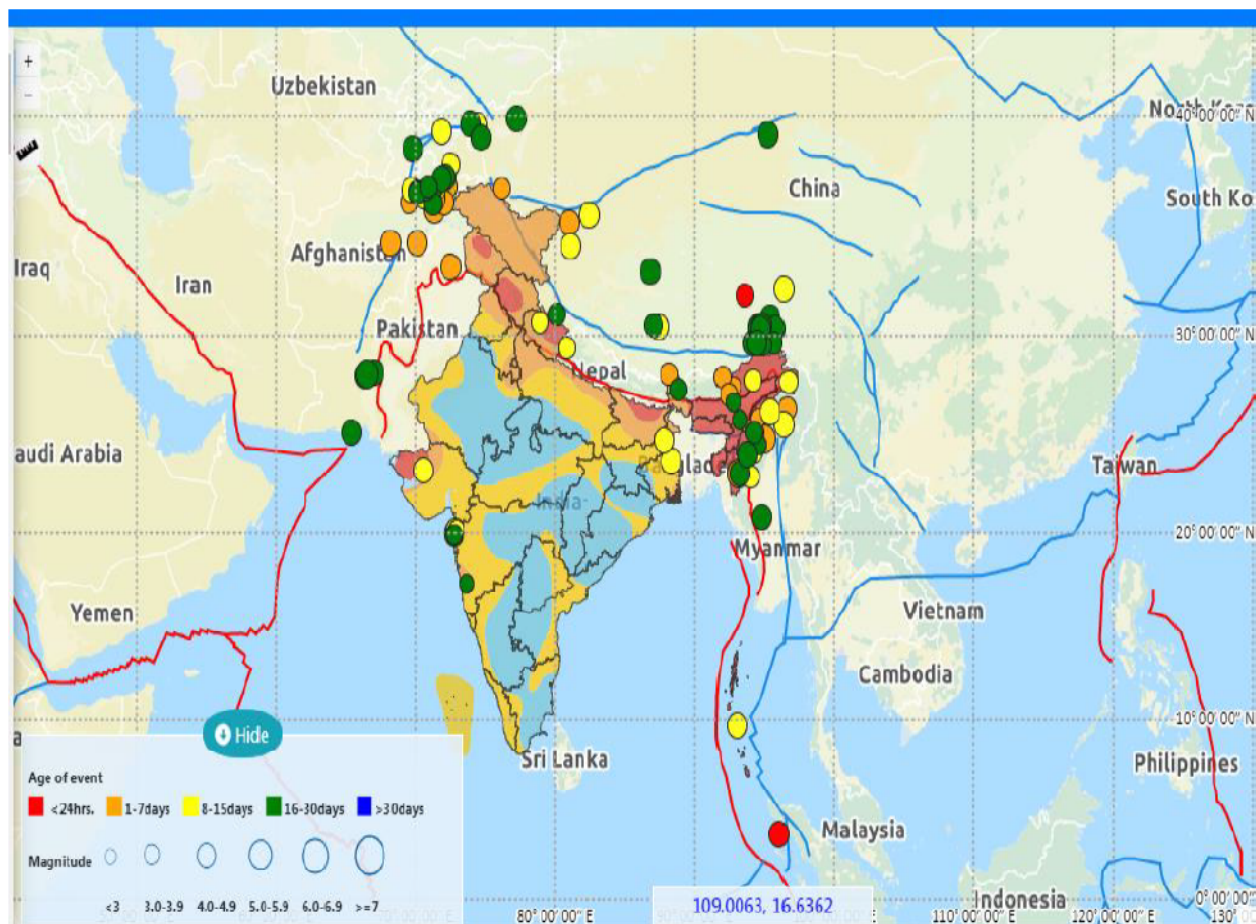
REMARKS: NIL

PROBABILITY OF CYCLOGENESIS (FORMATION OF DEPRESSION)

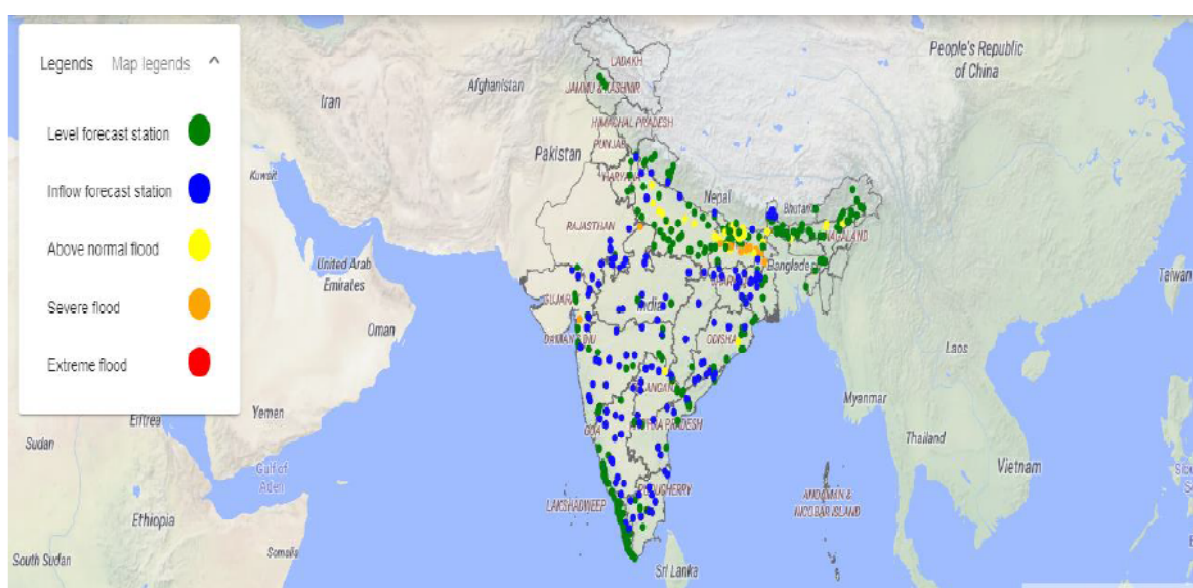
NIL: 0%, LOW: 1-25%, FAIR: 26-50%, MODERATE: 51-75% AND HIGH: 76-100%

(7) IMD – Preliminary Earthquake Information:

via <https://seismo.gov.in/MIS/riseq/earthquake/>



(8) Flood Forecasting – Central Water Commission: via ffs.tamcnhp.com



VHF Operating Procedure

Individual Radio Call

STEP 1 - PRESS THE PTT + DIAL THE NUMBER IN THE MIC PAD e.g: 2012 AND RELEASE THE PTT

STEP 2 - YOU WILL RECEIVE THE ACKNOWLEDGEMENT OF LONG BEEP TONE FOR DECODING OF ID IN THE REMOTE VILLAGE CALLED



STEP 3 - WAIT FOR 12 SECONDS FOR SIREN TO END AT THE CONCERNED VILLAGE DIALED

STEP 4 - THEN YOU CAN START COMMUNICATING MESSAGE TO THE CONCERNED VILLAGE

NOTE: *If you dialled a village, it will be automatically tuned with all radios in line department for 30 minutes from the time of dialling / no need to dial a village again and again.*

GROUP RADIO CALL (call all villages and the line department)

NOTE: In case of emergency, if you want to communicate to all the villages in single dialing.

Please follow these instructions:

STEP 1 - PRESS PTT + DIAL THE NUMBERS AAA 2 AND RELEASE THE PTT

STEP 2 - WAIT FOR 12 SECONDS FOR SIREN TO END

STEP 3 - THEN YOU CAN START COMMUNICATING

List of VHF Radios in Line Dept and Dial Numbers:

Meghalaya has established **114** VHF in 11 Districts. The VHF sets details with dial numbers are following below:

Sl.No	Name of the Location	ID/NO
1	East Khasi Hills	20
2	West Khasi Hills	21
3	West Jaintia Hills	18
4	East Jaintia Hills	6
5	South West Khasi Hills	0
6	South West Garo Hills	0
7	West Garo Hills	22
8	Ri Bhoi	23
9	North Garo Hills	0
10	East Garo Hills	2
11	South Garo Hills	2

Note: If you start pressing the PTT it will be automatically connected with the all line departments, no need to dial the numbers mentioned above.

Village VHF radio & Early Warning System, Dialing Numbers in Meghalaya region:

SL. NO.	Name of the Village	VHF radio Location	ID/NO
1			
2			
3			
4			
5			
6			
7			
8			

INMAR-Sat Phone

A satellite telephone, satellite phone or sat phone is a type of mobile phone that connects to orbiting satellites instead of terrestrial cell sites. They provide similar functionality to terrestrial mobile telephones; voice and SMS are supported through systems.



Operating Procedure of Sat Phone

Normal Operation: Hold the phone as you would normal telephone. Rotate the antenna to the left detent, and make sure the antenna is fully extended. The antenna should be vertical to the ground and have a clear unobstructed view of the sky.

Tips on Efficient Operation: For your phone to operate most efficiently:

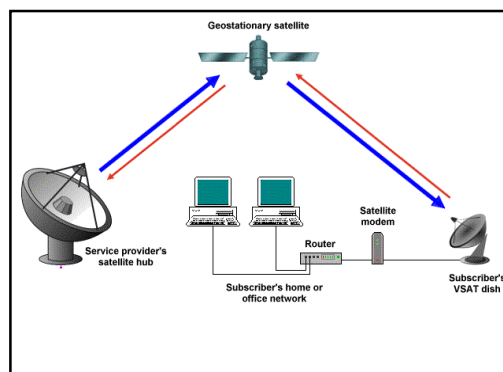
1. Rotate and extend your antenna fully.
2. Make sure the antenna has a clear unobstructed view of the sky.
3. Do not touch the antenna unnecessarily when the phone is in use. Contact with the antenna affects call quality and may cause the phone to operate at a higher power level than otherwise needed.
4. Can be used as normal cell phone.

The following SAT Phone numbers are available and functioning in the Meghalaya.

Sl. No	Designation / Office	Sat Phone Number
1	SEOC, East Khasi Hills District, Shillong	8991118845
2	West Jaintia Hills District, Jowai	8991118843
3	West Garo Hills District, Tura	8991121001
4	East Garo Hills District, Williamnagar	8991118846

V-SAT

A very small aperture terminal (VSAT) is a two-way satellite ground station with a dish antenna that is smaller than 3.8 meters. VSATs access satellites in geosynchronous orbit or geostationary orbit to relay data from small remote Earth stations (terminals) to other terminals (in mesh topology) or master Earth station "hubs".



The VSAT telephone and internet connection was installed in Meghalaya at Meghalaya SEOC and Districts EOC. The numbers are following below:

Sl.No	Place	Hub Number
1	Meghalaya	10.251.52.51

Sl. No	State	District	EOC Category	ATA CUG Numbers
1	MHA	New Delhi	HQ	81494, 81495
2	NDMA	New Delhi	HQ	81350, 81351
3	NDRF	New Delhi	HQ	81492, 81493
4	Andaman & Nicobar Island	Port Blair	SEOC	81496, 81497
5	Andaman & Nicobar Island	Nicobar	DEOC	81498, 81499
6	Andhra Pradesh	Hyderabad (Kunchanpalli)	SEOC	81442, 81443
7	Andhra Pradesh	Srikakulam	DEOC	81392, 81393
8	Andhra Pradesh	Visakhapatnam	DEOC	81502, 81503
9	Andhra Pradesh	Nellore	DEOC	81504, 81505
10	Arunachal Pradesh	Itanagar	SEOC	81506, 81507
11	Arunachal Pradesh	Anjaw	DEOC	81508, 81509
12	Arunachal Pradesh	Changalang	DEOC	81510, 81511
13	Arunachal Pradesh	Dibang Valley	DEOC	81512, 81513
14	Assam	Dispur	SEOC	81448, 81449
15	Assam	Cacher	DEOC	81404, 81405
16	Assam	Barpetta	DEOC	81514, 81515
17	Assam	Dhemaji	DEOC	81516, 81517
18	Bihar	Patna	SEOC	81518, 81519

Sl. No	State	District	EOC Category	ATA CUG Numbers
19	Bihar	Araria	DEOC	81520, 81521
20	Bihar	Darbhanga	DEOC	81522, 81523
21	Bihar	Madhubani	DEOC	81524, 81525
22	Chandigarh	Chandigarh[c]	SEOC	81526, 81527
23	Chatisgarh	Raipur	SEOC	81528, 81529
24	Chatisgarh	Durg	DEOC	81530, 81531
25	Chatisgarh	Korba	DEOC	81532, 81533
26	Dadra & Nagar Haveli	Silvassa	SEOC	81534, 81535
27	Daman & Diu	Daman	SEOC	81536, 81537
28	Daman & Diu	Diu	DEOC	81538, 81539
29	Delhi	New Delhi	SEOC	81540, 81541
30	Delhi	North East Delhi	DEOC	81542, 81543
31	Delhi	South Delhi	DEOC	81440, 81441
32	Goa	Panji (North Goa)	SEOC	81544, 81545
33	Goa	South Goa	DEOC	81394, 81395
34	Gujarat	Gandhi Nagar	SEOC	81410, 81411
35	Gujarat	Bharuch	DEOC	81402, 81403
36	Gujarat	Kutch	DEOC	81412, 81413
37	Gujarat	Surat	DEOC	81406, 81407
38	Haryana	Chandigarh	SEOC	81546, 81547
39	Haryana	Gurgaon	DEOC	81548, 81549
40	Haryana	Panipat	DEOC	81550, 81551
41	Himachal Pradesh	Shimla	SEOC	81552, 81553
42	Himachal Pradesh	Mandi	DEOC	81554, 81555
43	Himachal Pradesh	Kangra	DEOC	81556, 81557
44	Jammu & Kashmir	Srinagar	SEOC	81558, 81559
45	Jammu & Kashmir	Budgam	DEOC	81560, 81561
46	Jammu & Kashmir	Pulwama	DEOC	81562, 81563
47	Jharkhand	Ranchi	SEOC	81366, 81367
48	Jharkhand	Deoghar	DEOC	81382, 81383
49	Jharkhand	Dhanbad	DEOC	81364, 81365
50	Jharkhand	East Singhbhum	DEOC	81378, 81379
51	Karnataka	Bengaluru	SEOC	81358, 81359
52	Karnataka	Mangaluru	DEOC	81396, 81397
53	Karnataka	Uttara Kannada	DEOC	81564, 81565
54	Kerala	Thiruvananthapuram	SEOC	81356, 81357
55	Kerala	Ernakulam	DEOC	81352, 81353
56	Kerala	Idukki	DEOC	81370, 81371
57	Kerala	Wayanad	DEOC	81374, 81375
58	Lakshadweep	Kavaratti	SEOC	81566, 81567
59	Madhya Pradesh	Bhopal	SEOC	81360, 81361
60	Madhya Pradesh	Jabalpur	DEOC	81376, 81377

Sl. No	State	District	EOC Category	ATA CUG Numbers
61	Madhya Pradesh	Hoshangabad	DEOC	81362, 81363
62	Maharashtra	Mumbai	SEOC	81568, 81569
63	Maharashtra	Pune	DEOC	81570, 81571
64	Maharashtra	Raigarh	DEOC	81572, 81573
65	Maharashtra	Ratnagiri	DEOC	81574, 81575
66	Manipur	Imphal	SEOC	81576, 81577
67	Manipur	Chandel	DEOC	81578, 81579
68	Manipur	Churachandpur	DEOC	81580, 81581
69	Manipur	Senapati	DEOC	81582, 81583
70	Manipur	Tamenglong	DEOC	81584, 81585
71	Meghalaya	Shillong (East Khasi Hills)	SEOC	81446, 81447
72	Meghalaya	East Garo Hills	DEOC	81438, 81439
73	Meghalaya	West Jaintia Hill	DEOC	81586, 81587
74	Meghalaya	West Garo Hills	DEOC	81430, 81431
75	Mizoram	Aizawl	SEOC	81466, 81467
76	Mizoram	Champhai	DEOC	81588, 81589
77	Mizoram	Lawngtlai	DEOC	81590, 81591
78	Mizoram	Mamit	DEOC	81592, 81593
79	Nagaland	Kohima	SEOC	81594, 81595
80	Nagaland	Dimapur	DEOC	81400, 81401
81	Nagaland	Mon	DEOC	81596, 81597
82	Nagaland	Tuensang	DEOC	81598, 81599
83	Odisha	Bhubaneswar	SEOC	81432, 81433
84	Odisha	Cuttak	DEOC	81408, 81409
85	Odisha	Jaipur	DEOC	81624, 81625
86	Odisha	Khorda	DEOC	81388, 81389
87	Pudducherry	Meghalaya	SEOC	81626, 81627
88	Pudducherry	Districts	DEOC	81628, 81629
89	Punjab	Chandigarh	SEOC	81704, 81705
90	Punjab	Patiala	DEOC	81706, 81707
91	Punjab	SAS Nagar	DEOC	81708, 81709
92	Rajasthan	Jaipur	SEOC	81710, 81711
93	Rajasthan	Alwar	DEOC	81712, 81713
94	Rajasthan	Jodhpur	DEOC	81714, 81715
95	Sikkim	Gangtok (East Sikkim)	SEOC	81716, 81717
96	Sikkim	North Sikkim	DEOC	81718, 81719
97	Sikkim	South Sikkim	DEOC	81730, 81731
98	Tamil Nadu	Chennai	SEOC	81742, 81743
99	Tamil Nadu	Kanchiipuram	DEOC	81744, 81745
100	Tamil Nadu	Tiruvallur	DEOC	81380, 81381

Sl. No	State	District	EOC Category	ATA CUG Numbers
101	Tamil Nadu	Tirunelveli	DEOC	81372, 81373
102	Telangana	Hyderabad	SEOC	81500, 81501
103	Telangana	Khammam	DEOC	81354, 81355
104	Telangana	Mahabub Nagar	DEOC	81762, 81763
105	Tripura	Agartala	SEOC	81764, 81765
106	Tripura	Dhalai	DEOC	81766, 81767
107	Tripura	North Tripura	DEOC	81768, 81769
108	Tripura	South Tripura	DEOC	81770, 81771
109	Uttarakhand	Dehradun	SEOC	81386, 81387
110	Uttarakhand	Rudraprayag	DEOC	81398, 81399
111	Uttarakhand	Chamoli	DEOC	81772, 81773
112	Uttarakhand	Pithoragarh	DEOC	81390, 81391
113	Uttar Pradesh	Lucknow	SEOC	81774, 81775
114	Uttar Pradesh	Basti	DEOC	81776, 81777
115	Uttar Pradesh	Gautam Buddh Nagar	DEOC	81778, 81779
116	Uttar Pradesh	Varanasi	DEOC	81780, 81781
117	West Bengal	Kolkata	SEOC	81782, 81783
118	West Bengal	East Medinipur	DEOC	81784, 81785
119	West Bengal	South 24 Pargana	DEOC	81786, 81787
120	West Bengal	North 24 Pargana	DEOC	81794, 81795

References:

- 1) *Meghalaya State Disaster Management Plan 2016.*
- 2) *HPSDMA, 2011, Emergency Operations Centre Manual, Himachal Pradesh State Disaster Management Authority, Govt. of Himachal Pradesh, India.*
- 3) *Handbook on Disaster Management, Volume 2, Emergency Operations Centres & Emergency Support Functions Plan Kerala.*
- 4) *National Disaster Management Plan 2019*

ANNEXURE-1

Contact Details of SDMA Meghalaya:

Sl. No	Name	Contacts
1	Smt. Ibashisha Mawlong, Executive Director	9436333728

Contact Details - State Executive Committee of Meghalaya:

Sl.No	Name	Contacts
1.	Kum. Isawanda Laloo, IAS, Dy. Commissioner, Chairperson Ex-Officio	8416071426
2.	Shri Titosstarwell Chyne, CEM, KHADC, Co-Chairperson Ex-Officio	0364-2241601
3.	Shri Sylvester Nongtynger, IPS, S.P., Member Ex-Officio	9436108022
4.	DMHO, Member Ex-Officio	0364-2226432
5.	Shri J.V. Lyngdoh, Addl. Chief Engineer, PWD (Roads), Member Ex-Officio	
6.	Smt. Sweetiepie C. Kharपुरi, District Agriculture Officer	0364-2522290 9436302990
7.	Addl. Dy. Commissioner in charge Revenue and Disaster Management, CEO	

Contact Details of East Khasi Hills District DDMA Chairperson & Members:

Sl. No.	Name	Contacts
1	Kum. Isawanda Laloo, IAS, Deputy commissioner	9862088834
2	Smt M.B. Tongper, MCS, Additional Deputy Commissioner	9436706993
3	Shri Sylvester Nongtynger, IPS, Superintendent of police	9436108022
4	Smt P. Lyngba, District Disaster Management Authority officer (DDMO)	9856837510
5	District Emergency operation centre(DEOC)	0364: 2502094/2225289 Fax-0364-250149

Important Contact Numbers

Sl. No.	Name and Designation	Contact Numbers			
		Office	Resi.	Mobile	Fax
1	Shri. T. Lyngwa, IAS, Deputy Commissioner, West Khasi Hills District, Nongstoin	03654-280221		7005963567 9089051964	
2	Smt. P.D. Sangma, MCS, Addl. Deputy Commissioner, West Khasi Hills District, Nongstoin			9436304310	
3	Shri H. G. Lyngdoh, IPS, Superintendent of Police, West Khasi Hills District, Nongstoin	0364-2223251		9436103993	
4	Shri. J. Mawthoh, District Disaster Management Officer (DDMO), West Khasi Hills District, Nongstoin			9485005523 9862021629	
5	District Emergency Operation Centre (DEOC), West Khasi Hills District, Nongstoin	03654-280202		8730843328 9485005523	
6	Shri Swapnil Tambe, IAS, Deputy commissioner, East Garo Hills District, Williamnagar	03658-220226		8527345879	
7	Shri A. Ch, Marak, MCS, Addl. Deputy Commissioner, East Garo Hills District, Williamnagar			7005223816	
8	Shri Bruno R. Marak, MPS, Superintendent of police, East Garo Hills District, Williamnagar	03658-220313		7005221997	
9	Shri D. Chyne, District Disaster Management Officer (DDMO), East Garo Hills District, Williamnagar	8026659651		9862011303	
10	Shri W.R Sangma, District Emergency Operation Centre (DEOC), East Garo Hills District, Williamnagar	8026659651		6009604118	
11	Shri. Ram Singh, IAS, Deputy commissioner, West Garo Hills District, Tura	03651-223835/ 03651-223806		9856070815 / 9485401388	
12	Dr Rezina Ch. Marak, MCS, Addl Deputy Commissioner, West Garo Hills District, Tura	03651223835		9436161333 7005887683	
13	Shri James D. Sangma, District Disaster Management Officer (DDMO), West Garo Hills District, Tura	03651-223344/ 223052		9436313127	

Sl. No.	Name and Designation	Contact Numbers			
		Office	Resi.	Mobile	Fax
14	Dr M.G Raghavendra Kumar, IPS, Superintendent Of Police, West Garo Hills District, Tura	03651-223820		9436939111	
15	Smt. R.M Kurbah, IAS, Deputy commissioner, Ri Bhoi District, Nongpoh	03638-232221		9863318344	
16	Shri D. P. Kharsati, MCS, Addl. Deputy Commissioner, Ri Bhoi District, Nongpoh			8787376669	
17	Shri N. Lamare, MPS, Superintendent of police, Ri Bhoi District, Nongpoh	03638 232304		7640908749	
18	Smt. K. Wanniang, District Disaster Management Authority officer (DDMO), Ri Bhoi District, Nongpoh	03638-232028 03638-232522		9366843731	
19	Dr Marilyn Kharkongor & Shri Gilbert Lamare, District Emergency Operation Centre (DEOC), Ri Bhoi District, Nongpoh	03638-232028 03638-232028		7085919312 8794304422	
20	Smti. Caramai Kharkongor, IAS, Deputy commissioner, South West Khasi Hills District, Mawkyrwat	03656-285263/ 285212		8837217178	
21	Shri W. Biam, MCS, Addl. Deputy Commissioner, South West Khasi Hills District, Mawkyrwat	03656-285263/ 285212		9436162456	
22	Shri M.B. Syiem, MPS, Superintendent of police, South West Khasi Hills District, Mawkyrwat			9366967688	
23	Shri Ebormi S. Langshiang, District Disaster Management Authority officer (DDMO), South West Khasi Hills District, Mawkyrwat	03656-285263/ 285212		7005602113	
24	Smt L.I. Nongsiej, Data Entry Operator, South West Khasi Hills District, Mawkyrwat			8837000042	
25	Shri H.S. Diengdoh, MCS, Sub-Divisional Officer, Ranikor, South West Khasi Hills District, Mawkyrwat			9436302114	

Sl. No.	Name and Designation	Contact Numbers			
		Office	Resi.	Mobile	Fax
26	Shri I.G.M. Kharmih, MCS, Block Development Officer C&RD Block Ranikor, South West Khasi Hills District, Mawkyrwat			9863088421	
27	Shri F.B. Basan, MCS, Block Development Officer C&RD Block Mawkyrwat, South West Khasi Hills District, Mawkyrwat			7005248278	
28	Shri Garod L.S.N Dykes, IAS, Deputy commissioner, West Jaintia Hills District, Jowai	03652-220721/ 03652-220865		9436101209	
29	Shri L. Kynjing, MCS, Addl. Deputy Commissioner, West Jaintia Hills District, Jowai			9366020075	
30	Shri Bikram D. Marak, MPS, Superintendent of police, West Jaintia Hills District, Jowai	03652-221907		9436114774	
31	Smti. Donna L. Kharkongor, District Disaster Management officer (DDMO), West Jaintia Hills District, Jowai	0365-22082/ 2220993		8794809841	
32	District Emergency Operation Centre (DEOC), West Jaintia Hills District, Jowai	0365-22082/ 2220993			
33	Shri Federick M. Doph, IAS, Deputy commissioner, East Jaintia Hills District, Khliehriat	03655-230715		9436101332 / 9856082110	
34	Shri S. S. Syiemlieh, MCS, Addl. Deputy Commissioner, East Jaintia Hills District, Khliehriat	03655-230740		9856082141	
35	Shri Deepak Kumar Palecha, IPS, Superintendent of police, East Jaintia Hills District, Khliehriat	03655-230718		9485178835	
36	Shri D. Lyngdoh, District Disaster Management Officer(DDMO), East Jaintia Hills District, Khliehriat			9774124321 / 9856082133	
37	Shri H.B. Marak, IAS, Deputy commissioner, South Garo Hills District, Baghmara	03639-234292		8131996879	
38	Smti Merry T. Sangma, MCS, Addl. Deputy Commissioner, South Garo Hills District, Baghmara			8729945790	
39	Shri Priyansu Pandey, IPS, Superintendent of police, South Garo Hills District, Baghmara	03639-234231		9868732877	

Sl. No.	Name and Designation	Contact Numbers			
		Office	Resi.	Mobile	Fax
40	Shri Pipson Ch. Marak, District Disaster Management officer (DDMO), South Garo Hills District, Baghmara			8014285571	
41	Shri Subir R. Marak, District Emergency Operation Centre (DEOC), South Garo Hills District, Baghmara			9612472330	
42	Shri Ramakrishna Chitturi, IAS, Deputy commissioner, South West Garo Hills District, Ampati	03651-261209		7005182615	
43	Shri. Saljong K. Marak, MCS, Addl. Deputy Commissioner, South West Garo Hills District, Ampati			6002393571	
44	Shri Rituraj Ravi, IPS, Superintendent of police, South West Garo Hills District, Ampati	03651-267233		9910481844	
45	Shri. Debojit Koch, District Disaster Management officer (DDMO), South West Garo Hills District, Ampati			9612579360 9366026244	
46	Shri Raksin P. Marak, MCS, Deputy commissioner, North Garo Hills District, Resubelpara	03659-268242		9490990848	
47	Shri Z. J. Sangma, MCS, Addl. Deputy Commissioner, North Garo Hills District, Resubelpara			7005851759	
48	Shri Abraham T Sangma, MPS, Superintendent of police, North Garo Hills District, Resubelpara	03659-295516		9865026900	
49	Smt. Anjali R. Marak, District Disaster Management Officer (DDMO), North Garo Hills District, Resubelpara			9862229909	

Revenue Department Contact Details

SL. NO	NAME	DESIGNATION	CONTACT
1	Smt. Ripnar Lyngdoh, IAS	Commissioner & Secretary, Revenue & Disaster Management, Secretary, Board of Revenue, R & D Dept.	0364 2223580
2	Shri B. Hajong, MCS	Joint Secretary, Revenue & Disaster Management Department	0364 2226579
3	Smt. Ibashisha Mawlong, MCS	Joint Secretary, Revenue & Disaster Management Department and Executive Director, State Disaster Management Authority, Meghalaya, Shillong	0364-2212307, 0364-2226579, 0364-2503022, 0364-2223615, 0364-2226571, 9436333728.
4	Shri D.D. Shira, MCS	Joint Secretary, Revenue & Disaster Management Deptt.	

SDMA and SEOC Officials/Staffs contact details

SL. NO	NAME	DESIGNATION	CONTACT
1.	Smt. Ibashisha Mawlong	Executive Director	94363 33728
2.	Dr. P. Prasad	Sr. Consultant	94760 89300
3.	Ms. Legia E.S. Lyngdoh	Consultant	9774751740
4.	Smt. Siantimon Diengdoh	UDA	60095 05422
5.	Mr. Larry M. Wankhar	Printer	82578 22483
6.	Mr. Gideon R. Suchiang	Printer	82598 72802
7.	Mr. B. Koch	Naik, SEOC	9436335848
8.	Mr. Teimi Shylla	Guardsman, SEOC	8256990638
9.	Mr. S. Thakur	Guardsman., SEOC	

Toll Free Numbers

The operational helpline toll free telephone numbers in Government Departments are following below:

Sl.No	Toll Free	Department	Purpose
1.	1070 / 1077	Department of Revenue and Disaster Management	Natural Calamities like Flood / Cyclone rescue Complaints
2.	108	Health Department	Emergency Ambulance Service
3.	100	Police Department	Police Emergency
4.	101	Fire Department	Fire / Flood / Disaster / Cyclone related Complaints
5.	112	Emergency Response Support System	Emergency purposes
6.	181	Helpline Nos.	Women Helpline
7.	1098		Child Helpline
8.	1967		PDS/PMGKY

MINISTRY OF HOME AFFAIRS NEW DELHI

CONTROL ROOM : **011-23093566**
(DM DIVISION) : **011-23093564**
Fax : 011-23438154
e-Mail : iocdm.mha@nic.in
dirdm1@nic.in

NATIONAL DISASTER MANAGEMENT AUTHORITY (NDMA)

HELPLINE 011-1078
CONTROL ROOM: 011-26701728

Phone : 011-26701700
Fax : 011-26701729
e-Mail : controlroom@ndma.gov.in
Address : NDMA Bhawan,
A-1, Safdarjung Enclave,
New Delhi – 110029

For all Weather related enquiries contact
IMD Shillong

Duty officer

Officer In charge (Phone) : 0364-2560106
AMSS (Phone) : 0364-2560075
Fax :
E-mail : metshillong@gmail.com
Web : mausam.imd.gov.in

National Disaster Response Force (NDRF)

1st BATTALION, NDRF, Guwahati		
Name	Designation	Contact No.
Shri Mathew Lyngdoh	Constable (General Duty)	8172031052
Shri Ratul Borah	Constable (General Duty)	9954951443
Office Address		
Chhaygaon - Guwahati Rd, Azara, Guwahati, Assam 781018		0361-2840284
NDRF - CONTROL ROOM NO (Guwahati)		
Phone		0361-2840284
Fax		0361-2849080
Mobile		09401048790
		09435117246



(1)

_____ DAM			
Full Capacity : _____ MCFT		Full Level : ____ Ft.	
Sl. No	Name	Designation	Contact
1			
2			
3			
4			
5			

(2)

_____ DAM			
Full Capacity : MCFT		Full Level : Ft	
Sl. No	Name	Designation	Contact
1			
2			
3			

ANNEXURE-II

Important Websites to watch frequently

Sl.No	Websites
1	http://www.imd.gov.in
2	http://imd.gov.in
3	https://ndma.gov.in
4	https://mha.gov.in

Sl.No	Mail
1	sdmadeptt007@gmail.com
2	stateeoc.meg@gmail.com

ANNEXURE III
Communication Equipments available at
State Emergency Operation Centre, Meghalaya

Sl. No.	Equipments	Qty
1	BSNL Landline Telephone	2
2	VHF	1
3	HF Radio Set	1
4	Video Conferencing System	1
5	SAT COMM	2

ANNEXURE-IV

Particulars of Register Maintained by SEOC

S.NO	PARTICULARS OF REGISTERS
1.	Duty Register
2.	In & Out Messages Register
3.	In & Out Going Call Register
4.	EOC - Compliant Register
5.	VSAT & VHF - Log Book
6.	Turn Duty Staff Daily Log Book Register
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	

EOC REGISTERS FORMAT

EOC - Complaint Register Format (1070)

Compl aint No.	Date & time	Ph on e No.	Name & Addre ss	Descrip tion of the call	Inform ed To	Stat us	Actio n Take n	latitud e	longitu de

VSAT - Log Book Format

Sl. No	Date & time	Hub numb er	Locatio n Name	Information of the Calls		Status	Action Taken
				IN	OUT		

VHF - Log Book Format

Sl. No	Date	Tim e	From whom message received	Message		Informed to whom	Signatu re
				In	Out		

SEOC Turn Duty Staff Daily Log Book Register

Sl. No	Name and Designation	Detail of Message	Remarks

ANNEXURE-V

Report Submit to NDMA

GOVERNMENT OF MEGHALAYA DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT Flood / Heavy Rain Fall Report [As on DD.MM.YYY at HH.MM hrs]

Name of State /UT - MEGHALAYA

Name of State /UT - <u>MEGHALAYA</u>		Till date (during current monsoon season from 30.05.2018)				During last 24 hours			
		Meghalaya	Districts	000.0	000.0	Total	Meghalaya	Districts	Total
i.	Rainfall (mm)	000.0	000.0	000.0	000.0	000.0	0.0	0.0	0.0
ii.	No. of districts affected with name	-	-	-	-	-	-	-	-
iii.	No. of village affected	-	-	-	-	-	-	-	-
iv.	Population affected	-	-	-	-	-	-	-	-
v.	Human lives lost (district wise)	-	-	-	-	-	-	-	-
vi.	No. of missing	-	-	-	-	-	-	-	-
vii.	No. of Injured	-	-	-	-	-	-	-	-
viii.	Houses damaged	-	-	-	-	-	-	-	-
ix.	Animal deaths	-	-	-	-	-	-	-	-
x.	No. of persons evacuated	-	-	-	-	-	-	-	-
xi.	No. of relief camp opened	-	-	-	-	-	-	-	-
xii.	Inmates in the relief camps	-	-	-	-	-	-	-	-
xiii.	Relief material distributed	-	-	-	-	-	-	-	-
xiv.	Total crop area affected (in	-	-	-	-	-	-	-	-

Situation Report Format
GOVERNMENT OF MEGHALAYA
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT
SITUATION REPORT / DAMAGE ASSESSMENT FORM
(To be filled in by the Village/Block Officer)

Name of the Taluk :

Date of Report:

Sl.	Damages	Quantum of Damage/Nos.		Action Taken
1	Loss of Human Lives	Men		
		Women		
		Children		
2	No. of Injured	Men		
		Women		
		Children		
3	Housing Damage			
	Fully Damaged	Pucca		
		Kutcha		
	Partially Damaged	Pucca		
		Kutcha		
	Severely Damaged	Pucca		
Kutcha				
4	Damaged / Destroyed Huts			
5	Areas Flooded			
6	No. of People evacuated / to be evacuated			
7	No. of Relief camp opened			
8	No. of Food Packets Served			
9	Damage of Trees			
10	Damage of Electric Poles / Lines			
11	Damage to Roads (Washed away/eroded/cut off)			
12	Damage to Channels / Tanks / Bunds/ Embankments			
13	Damage to Drinking Water Supply			
14	Damage to Govt. Buildings			
15	Crop Damage			
16	Loss of Live Stocks			
	Cattle – Mulch Animals			
	Goats / Sheep / Pigs			
	Camel / Horse / Bullock			
	Calf / Donkey / Pony / Mule			
	Poultry			
	Others			
17	No. of Boats Damaged			
	Partially			
	Fully			
18	No. of Catamaran Damaged			
	Partially			
	Fully			

(Signature)

Name :

Designation :

Spatial Rainfall Distribution

% Stations reporting rainfall	Category	% Stations reporting rainfall	Category
76-100	Widespread (WS/ most places)	26-50	Scattered (SCT / Isolated places)
51-75	Fairly Widespread (FWS / many places)	1-25	Isolated (ISOL)
No Rain	Dry		

Rainfall Intensity

Heavy Rain	64.5 – 115.5 mm (7 – 11 cm)
Very Heavy Rain	115.6- 204.4 mm (12 - 20 cm)
Extremely Heavy Rain	>204.4 mm (21 cm or more)

Cyclone Warning

WARNING	Take action
ALERT	Be Prepared
WATCH	Be updated
NO WARNING	No action

Low Pressure : wind speed < 31kmph (< 17 Knots)

Depression : wind speed from 31-50 kmph (17 to 27 Knots)

Deep Depression : wind speed from 51-61 kmph (28 to 33 Knots)

Cyclonic Storm: Wind speed 62-87 kmph (34-47 knots)

Severe Cyclonic Storm: Wind speed 88-117 kmph (48-63 knots)

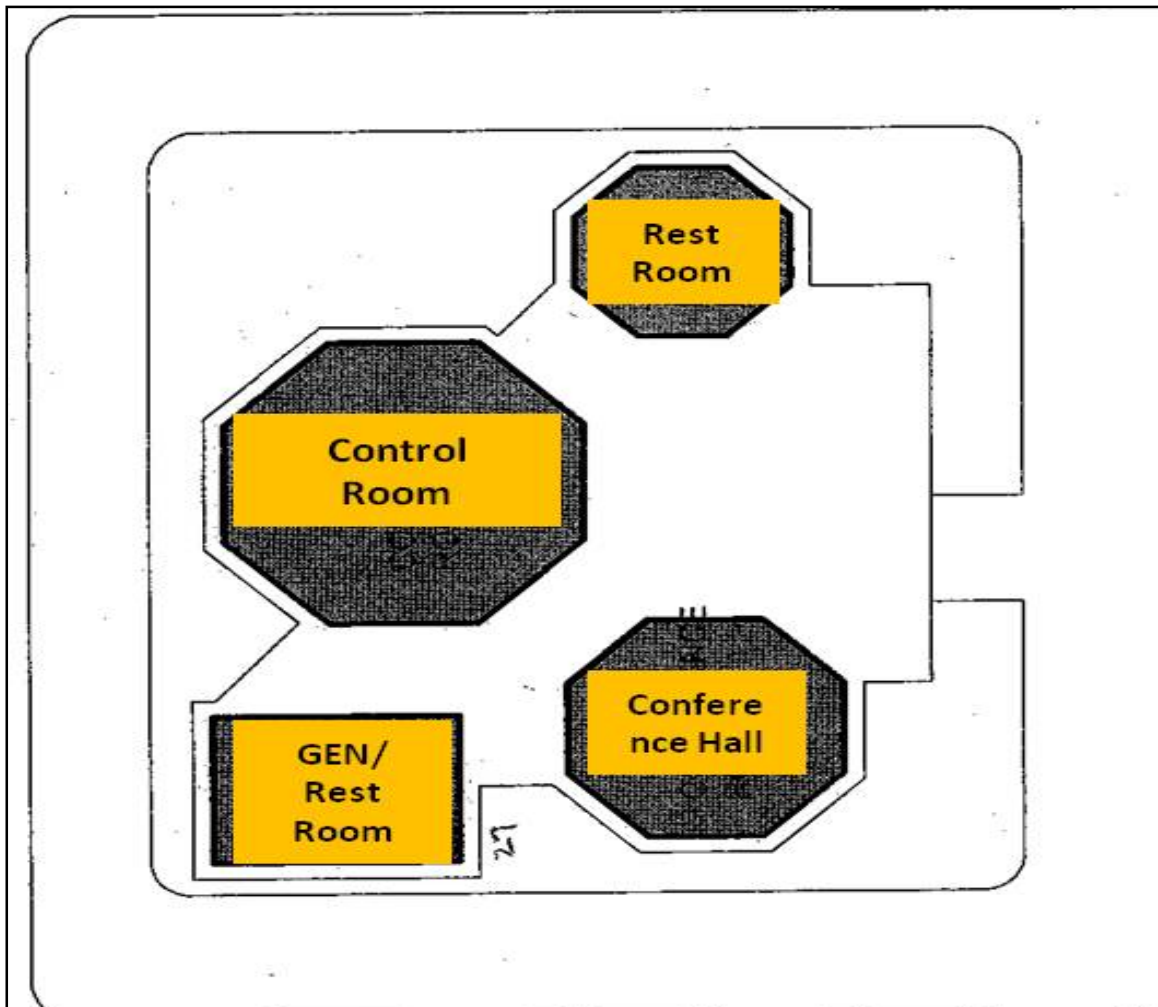
Very Severe cyclonic storm : Wind speed 118-165 kmph (64-89knots)

Extremely Severe Cyclone Storm : Wind speed 166-220 kmph (90-119knots)

Super Cyclone Storm : Wind speed >220 kmph (>119knots)

Location map of State Emergency Operation Center and its approaching way.

Layout map of State Emergency Operation Center:



BEHIND ADDITIONAL SECRETARIAT, SHILLONG, MEGHALAYA

ANNEXURE VI

First Information Report (FIR) on Occurrence of a Natural Disaster Status on Floods/Landslides

District : _____

DATE OF REPORT:

1. Amount of rainfall received during monsoon till date:
2. Natural Disaster:
3. Date and time of occurrence:
4. Amount of rainfall received on the date of occurrence of flood:
5. Total no. of Districts:
6. Number of Districts affected by flood:
7. Name of districts affected by floods:
8. No. of tulukas affected by flood:
9. Number of villages affected by flood:
10. Population affected (in lakh):
11. Number of human lives lost:
12. Number of cattle/livestock lost:
13. Crop area affected (in lakh Hectare)
14. Estimated value of damaged crop (Rs. in lakh)
15. Number of houses damaged:
16. Estimated value of damage to houses (Rs. in lakhs)
17. Estimated value of damage to public properties (Rs. in lakhs)
18. Any other information:
19. Details relief measures taken by State/UT: