

Standard Operating Procedures

Relief Camp Management in Assam

Contents

1. Background and Rationale	3
2. Purpose of the SuP	3
3. Role and Responsibilities	3
- Roles of the District, Lab Division and Circle level functionaries and Officials	4
- Operational for Child Friendly Space (CFS)	11
- Camp Level SuPs	21
4. Objectives	24
5. Component-wise Benchmarks	25
6. Expected Outputs	27
7. Associated Documents	27
Annexure I Managing flood relief camps in context of COVID-19 outbreak in Assam	28
Annexure II Child Friendly Spaces in list of Camps	31
Annexure III Sample letter of communication	35
Annexure IV Sample Family Tickets for Camp Invites	41
Annexure V Details of Relief Items Distribution list	42
Annexure VI Details of Camp Summary & Format for Camp Register	43

1. Background and Rationale

The *Avian Influenza Disaster Management Manual (AIDMM) 2015* which is cabinet approved instrument for relief and response based on the *National Disaster Management Act, 2016* brought in a paradigm shift in planning to emergency preparedness and response and disaster management in India.

The manual through relief camp management guidelines sets out certain minimum standards to be achieved in its respective sub-sections for providing immediate services and protection to the victims who have been rendered homeless and, it is essential that the compliance to the guidelines is measured with due seriousness so as to improve upon quality of disaster response services and for bringing greater accountability among stakeholders.

This document is based on *Self-audit assessment* conducted by the process of *Relief Camp Management Guidelines (Appendix XXXI)* of the *Avian Influenza Management Manual, 2015*. It aims to assess the basic quality services provided in relief camps, to ensure the compliance standard and to understand areas of improvement for effective and transparent relief camp management as mandated in the cabinet approved manual.

Some of the key recommendations made during a self assessment and working of relief camps were brought forward to IDMMs for consideration in *Relief Camp Management during food SC-19*. However, there is a need to strengthen the standards on relief camp management guidelines with the following objective:

- To assess the basic quality services provided in relief camps and to measure the compliance standard as mandated in *Relief Camp Management Guidelines*
- To sensitize the officials/staff of various departments and other stakeholders on the commitment of response and areas of improvement for effective and transparent relief camp management
- To develop a system for assessing and improving the management of relief camps.

1.1 Purpose of the Self

This Standard Operating Procedure (SOP) document has been developed to supplement the *Appendix XXXI - Guidelines for Relief Camp Management* of the *Avian Influenza Management Manual 2015*. This SOP aims at making the role and responsibilities more specific for the key personnel involved in the management of relief camps during emergency situations.

1.2 Role and Responsibilities

For setting up the roles and responsibilities of the key personnel attached to the relief camp management both at State level as well as at the various zones level.

**Role of the District, Sub-District and Camp level Functionaries and Officials:
District Commissioner (DC) and Chairperson, DORM**

Phase	Responsibility
Pre disaster	<ul style="list-style-type: none"> • Ensure identification of relief camps with provisions for Child Friendly Spaces (CFS) adhering to the comprehensive and multi-faceted table concept • Ensure an in-depth understanding and Analysis, coordinate various agencies toward the requirements, SOG (DAG), Area/ward Circle Officer to effective camp management as per state policies in the DP • Guide, monitor and ensure that the designated areas are safe both at the household, accessible to possible affected communities and the service providers. Take into account capacity and facilities to accommodate people • Ensure that each camp has (adequate) capacity to shelter and shelter, in the relevant context, the vulnerable individuals to gain benefit during natural disaster events (as defined in Annexure 1) • Identify suitable safe spaces and ensure procurement of suitable materials for setting up of temporary camps as per table/concept • Establish a system of safety protocol from camp inmates and mechanism to address grievances in camp management • Guide and advise the camp officers, in charges and other responsible functionaries from various the organizations are identified, monitor and coordinate the management • Coordinate and lead a District level Relief Camp Monitoring Team and District Relief Camp Working Team comprising of members from the line departments to ensure the proper camp management as per the DP. • Ensure that documentation and reporting of relief camps are comprehensive • Issue directives to concerned functionaries to disseminate the specific guidelines and draw in the local DM Manual, 2015 regarding Role of Camp Management • Issue directives to responsible departments to ensure the implementation of the designated camps: <ul style="list-style-type: none"> o Lighting arrangement in residential portion of camps, roads and approach road PWS (Cec.) o Provide water for drinking and other household purposes PWS o Separate, accessible outdoor toilet and hygiene facility PWS o Separate lighting units for male and female PWS o Separate food arrangements for winter, program and utility sector, if available Health and Social Welfare o Utility and age appropriate cooking if available Revenue and DG o Security provision for women and girls Health and Family Welfare and SOG o Reach to safety regular RCH services, health and hygiene education and conduct socio care arrangements in camps Health and Family Welfare, Social Welfare, Education, SOG o Two up and protection arrangements including housing of women in respect to women and shelter Police, VDO, DPO o Home management facilities in the relief camps PWS, SOG and DG <ul style="list-style-type: none"> o Ensure Social and Behavior Change Communication (SBCC) messages in local language, Health and Family Welfare, Social Welfare, Education o Educational and recreational activities in camps Education Dept., Social Welfare Dept. • Ensure timely procurement of Construction Relief (CR) items as a pre-provision for feeding which will be required for construction of relief camps <ul style="list-style-type: none"> o Plan and do proper ground work in strategic locations with a well thought out construction plan (Mapping of the designated areas again specified in design fed for CR) o Determine time stipulated Relief Camps/Construction activities

COVID-19 and other pre-provision relief items as envisaged at 10 to 15 square meters. This is COVID-19 outbreak, the minimum space has been revised to 7 sq. m. as per new guidelines (at Annexure 2).

<p>Caring Dietitian</p>	<ul style="list-style-type: none"> • Most of the overcrowded relief camps have been located in educational institutions, government office buildings, which are devoid of hygiene and sanitation facilities (food and bathrooms are shared or shared with). These kinds of places are not adequate enough to hold an even in case of the COVID-19 situation. For sharing of the same food and drink are required. Hence localized alternative Raashidat arrangements are to be made in schools. • In view of the COVID-19 situation, managing of relief camps with social distancing is a challenge. People should be encouraged not to share items like because their food and food items are shared. They would be provided with containers in their camps. • Vulnerability mapping upto Hazardous level should be done immediately so that the administration can identify which households are high or low risk affected. The word one will provide the camps and making the priority wise identification of the camp inmates. • Plan the setting up of camps and provide professional of responsible departments. • Coordinate and activate Relief Camp Monitoring Team to run for the camps following solid waste management protocol. • Monitor and guide operations taking of camps, providing of essential services in camps and duty roster of responsible for monitor at different levels. • Conduct review meetings with the District Relief Camp Monitoring Team and District Relief Camp Monitoring Team (every alternate days till the camps are operational). • Ensure that all stakeholders and actions are for the camp activities. • Ensure that vulnerable groups particularly, children and women are given particular attention in the areas of health, food and nutrition, Water, sanitation and hygiene, safety and security, psychosocial care. • Ensure that Child Friendly Spaces are operational in all camps where children are being taken care of (as indicated in the Annexure-II). • Advise District on food and nutrition for catering and addressing food and nutrition for camp inmates. • Issue instructions directed to concerned departments to address grievances. • Ensure functional mechanisms to ensure accountability in camp management. • Monitor operations of District Relief Camp Monitoring Team and to take feedback of DDC, SPN. • Review and monitor progress of the camps in catering the disaster situation.
<p>Food Dietitian</p>	<ul style="list-style-type: none"> • Coordinate District Relief Camp Monitoring Team to conduct joint operation visit to review the operation of the camps. • Identify concerned departments to ensure coordination, monitoring and evaluation of the relief camps so that they can meet their original functions. • Review overall performance and gaps in regard to relief camps. • Review the effectiveness of the SIF at the district level and propose changes in situations. • Map stakeholders who can be called or involved in the relief camp management network. • Identify concerned stakeholders for developing of lessons learnt document on camp management to guide better risk response of disaster relief.

Additional Deputy Commissioner-Acting Chief Executive Officer: EDMA

Phase	Responsibility
Pre-Disaster	<ul style="list-style-type: none"> • Assist Deputy Commissioner-Acting Chief Executive EDMA in initiating and completing the process of identification of all of camps with potential of child-friendly spaces and lines of living programs. • Prepare and Update Disaster Crisis plan list of identified relief camps with relief and health capacity in the current context and make it ready to be given based on current situation of relief camps (as defined in Annexure 4) • Support Deputy Commissioner-Acting Chief Executive EDMA in developing and establishing coordination with multiple stakeholders related to relief camp management process. • Coordinate and facilitate all initiative process related procurement and pre-positioning of relief supplies to relief camps including DR, relief materials for Child-friendly Spaces etc. • Ensure that relevant stakeholders are involved in the relief camp management process and SOP. • Guide and supervise all activities related to documentation and reporting including print and execution of standard templates for camp registration, family tickets, GPS updates, DR related requirements. • Support Deputy Commissioner-Acting Chief Executive EDMA in conducting pre-test procedures including relief camp management. • Facilitate information exchange between all responsible stakeholders regarding camp location, logistical situation and their backup against each camp, coordination efforts against specific standards. • Support Deputy Commissioner-Acting Chief Executive EDMA in issuance of advisories, orders and instructions related to relief camp management and in any other action thereof.
Disaster Disaster	<ul style="list-style-type: none"> • Ensure coordinated action among departments and agencies in evacuating the affected people to designated relief camps as per plan. Ensure that vulnerable groups such as children, women, elderly, persons with disability, etc. are to be given priority in the entire process and are reported accordingly to the media. • Ensure that Child-friendly Spaces are operational in all camps where children are being taken care of as indicated in the Annexure 4. • Expedite approval processes for all matters related to relief camp management. • Coordinate with CEO (DR) and Revenue Circle Officers on a regular basis and facilitate their coordination. • Visit operational camps to take stock of the services provided and the situation of camp inmates as well as adherence to the guidelines. • Ensure that all essential items are provided in the camps in accordance and timely manner. • Provide timely guidance and support to Revenue Circle Officers on all matters related to implementation of relief camp management guidelines. • Take stock of the ground situation with related departments and coordinate timely actions as per relief camp standards. • Address operational simplicity of camp process through feedback mechanism. • Monitor and Deploy Technical Experts as advised in providing services to the camp inmates in consultation with Revenue Circle Officer. Also coordinate with District Manager of GOCPW to provide services to vulnerable under sheltered relief. • Oversee and ensure that relief camps are safe and secure. • Any other action as per need as the CEO of EDMA as in support of orders by Deputy Commissioner.

Post-Disaster	<ul style="list-style-type: none"> Facilitate post-disaster visits to increase the resilience of the camps by facilitating Camp Working Team Coordinate with concerned departments to ensure readiness, reporting etc. of the relief camps or facilities on site that are not facilities Collect information and feedback from stakeholders to reviewing the effectiveness of the SOP at the affected locations and make required changes/updates as they Facilitate and coordinate the process of documentation of waste event at camp management to guide better management of camps in future Facilitate timely completion of all administrative processes related to submission of Disaster Damage Compensation in case of relief camp management
----------------------	--

Responsibilities of Police

Phase	Responsibility
Pre-Disaster	<ul style="list-style-type: none"> Coordinate and prepare all identified relief camps from the Office of the CEO/DCM Ensure that each Police Station has a plan in place for security covering the identified relief camps during floods as they draw into effect proactively focusing on preventing crime against women and children Conduct coordination with specific police stations in relief camp management Identify and design camp sites which position for coordination in matters relating to safety and security in the camps, including development of the system rules/regulations etc. Coordinate with relevant departments and understand police related to support or affected people within area transportation of CR, availability of help/leave to security covering these locations Identify and make contingency plans for providing security in relief camps which are located in sensitive areas (near to security fronts) Identify camps with potential for causing large number of people and arrange for special team consisting of Police and VCP to support in relief activities Participate and provide inputs to Deputy Commissioners and CEO/DCM in meetings related to flood preparedness including plan of camp management Invite VCOs to participate in District Circle level meetings
During Disaster	<ul style="list-style-type: none"> Invite all Officers in Charge of respective police stations to ensure water safe camps/monitoring for all relief camps in order to ensure vigilance at critical points around the camps in coordination with respective Revenue Circle Officers Request district administration to ensure strict alcohol ban during emergency Ensure presence of VCP with clear instructions related to maintenance of safety and security in all designated camps. Plans guards may be detailed for patrolling & sign watch Ensure that firemen/Police jammers are detailed with the camps and well designated camp is to record and address any complaints made by women and take steps to prevent abuse/abduction of women girls and 2BQs etc. Ensure that for safety and security of the women and children vigilance committees are formed consisting of women in each camp Ensure safe hand off CR supplies to designated relief camps in coordination with respective Supply Inward Ensure presence of police force during relief distribution in camps operated in security sensitive areas Conduct a risk audit to selected camps as a part of relief camp monitoring team and ensure feedback about security of their property left as they have left behind while evacuating to camps by interacting with them Issue specific instructions for selecting and passing security in relief camps, during

Spring Quarter	<ul style="list-style-type: none"> Participate in joint operations review meetings at district level and submit COCs in partnership with Revenue Office and County level meetings (SAP) Provide feedback to Deputy Commissioner on COC COBA implementation of camp management model if possible from the perspective of safety and security of future
---------------------------	---

COB, 2nd Period

Phase	Responsibility
Pre- Quarter	<ul style="list-style-type: none"> Issue instructions and guidelines to ensure ODFP planning is a way that it addresses practitioners needs such as: coordination of used items, used hand parts, approach route, security flag up of ground which can help in camp management Issue specific instructions and guide respective COCs to ensure cooperation of the ongoing schemes especially related to tents, security, lights, raised platform, drinking water, toilet if any etc. specific to pre-identified user requirements based on feedback Conduct Awareness meeting with POC in collaboration with COBA Participate in all meetings related to food preparation involving local camp management at district level and submit if vulnerable to participate in such meeting at Sub-District, Revenue Office and UJ agencies (as appropriate) and ensure support to agreed actions Ensure user instructions to officials in the department at all levels regarding support to be provided in food management including self-help management and provide appropriate support Monitor and share resource activities for strengthening local facilities identified in all camps including provision of basic amenities (toilet/body powder) coordinated by the department Taking steps to disseminate information via all channels including support in education and health and welfare using the existing network of NGO Department sites across all areas Explore resources and means for repairing and restoration of camp infrastructure damaged due to being used as relief camps in previous years Build capacity of local resource at all levels to address preparedness readiness to ensure financial management including relative liability holding as part of camp management Prioritize camp management model to strengthening infrastructure on sites targeting relief camps
During Quarter	<ul style="list-style-type: none"> Monitor engagement of functionalities related to TMS in food response including relief camp management as per the district plan of COBA Conduct visit to selected Relief Camps to address operations as a part of the Relief Camp Monitoring Team Participate in weekly meetings of COBA and issue timely instructions to the SOCs/POs towards meeting, materials support need at camp level which are feasible within the ambit of the requirement Support Deputy Commissioner of CO, ED&A and other related activities across management
Post- Quarter	<ul style="list-style-type: none"> Participate in joint operations review meetings at District level Conduct post operation visit to monitor the condition of the shelter/raised platform/raised toilet which were used in relief camps Compile successful/failed proposals under appropriate address related to repair and maintenance of any such infrastructure which was damaged because of being used as relief camp/centre Submit SOCP/COBA to support dissemination of the relief camps so that they can deal with original facilities Issue personnel instructions to SOCs for carrying infrastructure gear and guide functionalities in addressing the gear through provision of codes of standard requirement through the SOC e.g. M240/100 Strength of relief centres, ensure ODFP joint address practitioners needs for future in the context of camp management Monitor TR to ensure the operational meeting there is the Camp Safety/ODFP

Sub-Divisional Officer (Chief)

Phase	Responsibility
Pre-Divisional	<ul style="list-style-type: none"> Ensure Sub-Divisional level spreadsheets, present to level camp management and prepare the Sub-Divisional level Field Camp Management Plan as per guidance Coordinate Sub-Divisional level Field Camp Monitoring Team & ensure level level Camp Monitoring Team Coordinate with DEHA in identification of road camps with provisions for child friendly spaces (as per Annexure 17) including its safety in the respective Sub-Divisions Issue specific guidelines/instructions as concerned to ensuring that the (j) stage road camps are safe from attacks/risks, accessible to people in affected communities and for various purposes, have a safe minimum capacity and facilities to accommodate people. Ensure that each identified camp's road (links) regularly is reviewed and updated under the Sub-Division and shared with DEHA for further approval Assess the road and resources requirement including assessment and the required goods, needed to camp management in the Sub-Division in consultation with RCOs and shared timely requirement to the DEHA Selection of vendors at sub-division level to maintaining necessary facilities, provide appropriate services at camp level including provision of food, water, electricity etc. as and when needed as per the provisions outlined under Annex Disaster Management Plan- 1811 Organize quarterly presentations involving with Provincial Camp Officers, Block Development Officers and the Departments under the Sub-Division on taking the road off-road/closure Coordinate with relevant departments at Sub-Divisional level including Camp Officers and (S)Os to ensure best practices including but not limited to the following in each of the designated camps: <ul style="list-style-type: none"> Lighting arrangements in all dark areas, toilets and approach road including arrangement of generators as needed (SOP-1) Food/water for drinking and other household purpose (at least 70 litres/person/week) (SOP-3) Separate accessible latrine (to women) and hygienic toilet (SOP-2) Separate latrine units for men and women (SOP-2) Separate food arrangements for disabled, pregnant and lactating women, (1) and elderly (Health and SOP-2/SOP-3/SOP-4) Cleanliness and age appropriate clothing (if available necessary) for women (Annexure 1811) Nightly protection for women and girls (SOP-2 and Family Welfare) Health including regular RCT services, health and hygiene education and psychosocial care arrangements in camps (SOP-2 and Family Welfare, Social Safety particularly SOP-5) Security and protection arrangements including monitoring of situation of women and children in Road Camps (SOP-1, SOP-2, DEHA) Water management facilities in camps (P-HL, SLM & GP) Relevant RCO materials in local languages (Health and Family Welfare, Social Welfare, Disaster) Tranquillity and recreational activities in camps (Disaster Department) In coordination with DEHA and through Camp Officers/RCOs, plan and provide various provisions including road access with a road layout and transportation plan, Mapping of the designated camps as agreed specific storage for fuel for CR. Review status of child-friendly, accessibility and availability of camps in all camps and Provincial Camp Officers or the relevant level of Camp Management in a periodic manner with relevant Camp Officers and RCOs Develops a list of all called Road Camps/Camps/links on a regular Review food requirements for camp specific camp level kitchen woodcut and an impact of pricing

<p>During Disaster</p>	<ul style="list-style-type: none"> • In case of the COVID-19 outbreak, managing of such camps with water disconnecting is a challenge. People should be encouraged not to leave home just because their toilet is disconnected or disconnected or even within the campus, they can also be provided relief materials as per norms. • The connectivity mapping up to household level should be done immediately so that we can identify other household are water and sewer affected. The word one will operate the camps for ensuring the priority water and sewer of the camp remains. • Guide and support Sub-division and Canal water Rate/ Camp Management team in setting up of camps and provision/factors of emergency departments. • Monitor operation/condition of camps, providing of essential services in camps as per pre-defined duty rosters of responsible staff/stores at Circle and Camp level. • Facilitate immediate decisions to shift locations/camps as per emergency situation in the Sub-Division. • Issue appropriate instruction/circulars in coordination with DDOs. • Ensure that all stakeholders and actions notified are being adhered to. • Ensure that comprehensive group particularly children & women are given portable shelter in the areas of health, food & nutrition, Water, Sanitation & Hygiene, safety & security, psycho-socialists. • Ensure that Child-friendly Spaces are operational in all camps where children are being taken care of (Annexure-4) • Advise/Coordinate National level team for extending and addressing health/complaints from camp inmates. • Issue and issue instructions to concerned stakeholders at Sub-Division level to address grievances. • Support DDOs in delivery of the camps considering the on-ground situation in consultation with Revenue Circle Officers and SDOs.
<p>Post Disaster</p>	<ul style="list-style-type: none"> • Conduct post-operational review meetings with Revenue Circle Officers and SDOs. • Conduct post-operational visits to evaluate the condition of the camps with sewer affected. • Ensure that issues, repairs and re-regularisation of the water camps so that they can start their regular functions. • Facilitate proper documentation and administrative processes for appropriate follow-ups.

Executive Engineer – Public Health Engineering Department (PHED)

Phase	Responsibility
<p>Pre-Disaster</p>	<ul style="list-style-type: none"> • Coordinate with CEO, DDNA&SC (S&I) and conduct list of designated relief camps in various • Map Water, Sanitation and Hygiene situation of the designated areas/area that establish safety of these designated regions. • Designate Camp Area from parts from the PHED Department for providing pre-emptive and providing WASH facilities during disaster/emergencies and share this information with DDOs. • Prepare and pre position of emergency resources for water supply/retention in connected temporary facilities at the designated camps e.g., Rainwater Harvesting, handpumps. • Map water supply network and sewer arrangements including mobile water treatment vehicles, hand pumps and other sources to meet the water needs in camps. • Ensure that existing water resources in the designated camps are tested for quality and necessary measures to disinfect/sterilise/boil water and in place with handpumps. • Conduct exercises of staff at ground level designated with focus on Emergency/Preparedness to response and their role in disaster camps. • Issue guidelines/circulars and prepare design communication materials to be used in camps to safe WASH practices and best practice ready by disaster in camps. • Ensure that water available in all camps complies with pre-PMDD compliance in camps. • Make plans and ensure availability of alternate resources and materials for emergency water supply (water storage tanks, water) to make staff camps, disaster camps, relief camps etc. • Distribute list of all relief camps/ Camps/ Camps/ Areas in advance.

<p>During Disaster</p>	<ul style="list-style-type: none"> • Be responsible to the overall Safety, Sanitation and Hygiene (SSH) for the area of concern in the field/camps • Demonstrate hand wash and other hygiene practices in the field/camps • Implement appropriate measures (like including installation of additional hand washing facilities in camps) in the context of outbreak of infectious diseases • Supervise the designated Sanitation Officer (SO or Surgeon) and other staff members <ul style="list-style-type: none"> o verify quality of water (<u>20 litres per person daily, under 1 hour supply for 24 hours per day</u>) o safety of water sources (2 meters of land pumps at least 20 feet from shore) o adequate latrine are available and properly cleaned and set up as per need (Minimum 10 Males from the designated household per camp) o other pits are decontaminated o separate cooking space for men and women o privacy in the latrine and cooking spaces o proper storage of waste water o immediate disposal of solid waste in the available garbage bins or designated locations • Implement supplementary measures as specified in the food and camp management guidelines in the context of COVID-19 outbreak (in Annexure 3) • As part of the role of Camp Management Team, CC will coordinate in order the quality of the WASH facilities and materials in the field camps, provide on site guidance/instruction through the camp for improvement and provide SHAN/SSH recommendations to IDMM/ICC/CCU for any WASH needs/requirements in the field/camps. • Ensure that all the interventions taken up in camps are reported in the manner regular are required by the camp in charge. • Take up the activities in coordination with District administration as per written instructions.
<p>After Disaster</p>	<ul style="list-style-type: none"> • Ensure the commissioning of long-term WASH facilities in the camps (as per need) • Ensure that food water sources in and around camps along with other affected areas are decontaminated • Conduct a debriefing for the designated officials on what went well and what needs to improve in future

Pre-Disaster	<ul style="list-style-type: none"> • Coordinate with CRC, DDMHS/DOAK and select list of recognized work camps in districts • Designate Camp work force points from the Health and Family Welfare Department including but not limited to Sub-District Medical and Health Officer, PHC/CHG/Sub-District/SUB-Centre staff, NPH and DHP staff for planning, procuring and delivering health services during disaster/emergency and share their contact details with DDC • Develop roster of medical and para-medical staff against designated camps, also directives to the camp mandals to <ul style="list-style-type: none"> ○ Create camp roster for diseases within 24 hours of their entry into camp ○ Conduct rapid health assessment in all camps or regular basis (at least once a week) • Identify mass quarantine centre, isolation centre • Identify (Hazard) Biohazard arrangement • Inventory list of equipment, drugs, etc. for moving to camp • List listing of Pappant women and children 5-1 year of age • Awareness on Do and Don'ts during the village Health Care/Health Worker meeting • Develop protocols for emergency transportation including ambulances for all camps (in accordance to be followed in case of camps having a report of W/D outbreak) • Review that all camps are engaged against the main health care and emergency services (e.g., anti-leishmaniasis) as available in these health centres • Map food sources in village and camps which are proximal to camps and water tanks, houses and sanitation facilities close to camps in case of flood • Conduct orientation of field staff and Para Health staff on preparedness for response • Review the health supplies (including vaccines and medicines) are pre-positioned, contingency plans are ready and transportation arrangements are made to deliver services in camps/area where affected people are being treated • Develop/adopt disease prevention and communication messages in local language and ensure the availability in designated camps • Identify and designate responsible caretaker for deployment in water tanks in the camps and look their capacity to handle emergency situation • Develop the kitchen workers (KAW/ANMM/PHC/DO) are oriented to provide essential food health education to camp in camps • Develop the levels of pre-emptive and clinical care, vaccination and other specialised services are kept in camps and are available/operational to visit the designated camps and provide necessary services • Develop planning for supplies and human resource in the designated camps and ensure timely procurement of necessary items (this is done in general, need to be extended to the camp in case of emergency) • All operations to provide being undertaken • Identify actions quarantine strategies/other facilities to house people under quarantine (separately/semi-separately) • Ensure availability of adequate PPE for frontline workforce in designated camps/camps • Develop plans and facilities resources for water supply and spending temporary facilities in the surrounding
During Disaster	<ul style="list-style-type: none"> • Be responsible for the overall health observation and services in the respective camps • Coordinate with ADC & CRC, DDMHS/DOAK to implement health services in designated camps and other sub-centres • Supervise, guide and monitor the functioning of designated medical and para-medical staff

	<p>including fire screening, noisy night health assessment, repair tooth clean-ups and routine maintenance in the ground compound vehicles and other heavy spaces</p> <ul style="list-style-type: none"> • Ensure availability, functionality and use of fire-fighting supplies on the farms (in designated camps) • Monitor any disruption in health service delivery and conduct special check if camp needed in residential, recreational, special services etc. • Ensure not by specialist medical professionals (stroke specialists, podiatrists and other specialised doctors) in camps • As part of the Hotel Camp Monitoring Team, JPHC will periodically monitor the quality of the health facilities and services in the relief camps, provide an adequate guidance/structure if there's any scope for improvement and provide SMART recommendations to ACC for any health related requirements in the relief camps • Ensure that all the interventions taken in the camps are reported in the master register maintained by the camp in-charge • Reporting to headquarter on a regular basis with clear specific info. • Arrange logging the road block sites and other flying roads and related issues in the relief camps, to ensure working places of workers and visitors inside the camp premises • Coordinate road awareness drive, sweeping and other safety actions related to CCPC and other related clusters (refer to Annexure I) to contain spread of any disease in the camps. • No direct air health safety protocol in relief camps • Refueling services is disallowed, alcohol is disallowed in camps • Engage the collaboration with the Districts of the governments engaged and provide special forest etc.
<p>Post Disaster</p>	<ul style="list-style-type: none"> • Ensure the work of the designated camps have been resumed with water/sanitation centre, after they are used to prevent any further outbreak while they get back to their normal function (ready camps are exempt) • Provide a detailed report to the DDAM on interventions taken up by the department in post-disaster site clusters • Conduct a debriefing to the designated officers on what went well and what needs to improve in future

District Social Welfare Officer – Department of Social Welfare

Phase	Responsibility
Pre-Disaster	<ul style="list-style-type: none"> • Visit by the Child Friendly Space (CFS) in designated relief camps or vulnerable sites • Coordinate with CEO, DOW/DCO (DNI) and officials of designated relief camps/centres • Develop Camp site floor plans from the Social Welfare department (including but not limited to DCF, COFO, Program Coordinator (NRI) and Angewandte Supervisor, Workers, and helpers for planning, provisioning and delivery essential services (nutrition, child protection, safe and accessible gender including women, disabled and women), family, health and emergency relief items) free contact details with DCF • Develop number of Angewandte workers and helpers to get designated relief camps and ensure free services for the following: <ol style="list-style-type: none"> i. Setting up safe space for women and children ii. Provide counselling of pregnant women, lactating mothers or infant and young child feeding during emergencies (during and post flood and other such emergencies) iii. Ensure availability of continuing services provided to children 0-6 years through CCF centres while they are in the camps iv. Ensure counselling and other activities with At-Risk and girls and women (as appropriate) to take essential hygiene and management during their stay in the camp v. Assisting DNF and other health team members in vaccination • Conduct or arrange of Social Welfare Functionaries or all levels or representatives for response • Assign Co-ordinator working under the department for periodic visit and necessary psycho-social support to camp inmates participating children and women and build their capacities for disaster • Ensure that families women, children and young helpers are provided to ensure essential food, health education to camp inmates • Ensure possibility of gender of voluntary separate sanitary provision for women and girls in relief camps • Ensure possibility of provisioning relief supplies be channelled apart Angewandte centres to be used during emergencies in designated camps
During Disaster	<ul style="list-style-type: none"> • Be responsible for the overall site protection and maintain services in the relief camps • Coordinate with AOC & CEO, DOW/DCO to implement child protection and nutrition services in designated camps and other relief shelters • Supervise, guide and monitor the functioning of designated social welfare staff in conducting their assignments • Monitor & try to support in service delivery of Angewandte centres and ensure functioning of child friendly spaces in the designated relief camps where child related services are to be delivered • Ensure visit by trained disaster handling in the department, in camps or relief camps to provide psycho social support services • Ensure that non-registered children get special attention and services in the camps and relief (if needed) • As part of the Relief Camp Monitoring Team, COFO will specifically monitor the quality of the child protection and nutrition services in the relief camps, create on site quality observation. It draws any gaps for improvement and provide DOW/DCO recommendations to NLC for any needed arrangements in the relief camps • Ensure that all the information taken from camps are reported in the master register maintained by the camp in shelter
Post-Disaster	<ul style="list-style-type: none"> • Provide a follow-up report to the DSNP on camp workers to run up by the department from public calls stations • Carry out debriefing for the designated officials on what went well and what needs to improve in future • Conduct access, start meeting with disaster officials and review the SoP accordingly for the child related concerns

District Elementary Education Officer and Inspector of Schools – Department of Elementary Education

Phase	Responsibility
Pre-Camp	<ul style="list-style-type: none"> • Coordinate with DPO, DDAN/DCO (DSE) and principal of designated schools/colleges in relation to • Designate Camps and keep details like the education department (contacting but not related to DPOs, BEOs, DPOs), teaching and non-teaching staff for covering the positions and making Education Emergency/relief services and share the details with DCEO. • Develop master list of Teaching and Non-Teaching Staff as per designated roles/camps and use the list only as the following: <ol style="list-style-type: none"> i. Setting up a standby list to cover the duties (DSE/Teaching/Staff) ii. Age group wise educational and recreational activities with children in the camp iii. Campsite camp management including data and records management iv. Help educational needs of children (urgent/weekly/educational/playing/camps as well as those whose activities is stopped because of school being used as relief camps v. Coordination with Departments of Social Welfare, Health and other relevant departments especially a camp-site • Conduct orientation of Functionaries of Executive Department at all levels (not limited to teachers) and readiness to response • Explore feasibility of improvising Education Emergency supplies such as emergency education kit (teaching materials, recreation kits, bag lunch, medicine and additional supply of textbooks for children, etc) • Explore feasibility of establishing temporary educational infrastructure (such as tents, temporary schools with books, water & messes) for schools which are regularly used as relief camps and suffer loss of instructional days • Ensure mechanism for registration of schools used as camps
During Camps	<ul style="list-style-type: none"> • Be responsible for the overall education services in the relief/camps • Coordinate with AOC & CEO, DDM to register education centres in designated camps and other arrangements • Supervise, guide and monitor the functioning of designated education department staff in conducting their assigned jobs • Monitor any disputes in service delivery of schools and ensure functioning of DSE/Teaching/Staff in the designated relief/camps • As part of the Relief Camp Monitoring Team, DCEO will specifically monitor the quality of the education and recreation services in the relief camps, provide on-site professional instruction if there are scope for improvement and provide SMART recommendations to AOC for any educational requirements in the relief/camps • Ensure that all the interventions taken in relief camps are reported in the master register maintained by the camp in charge
Post-Camp	<ul style="list-style-type: none"> • Provide a status report to the DDM on interventions taken up by the department in camp/site role matters • Conduct debriefing for the design and efforts on what worked well and what needs to improve in future • Conduct lessons learnt meeting with designated officials and advise the DSE accordingly for the district concerned

District Project Officer – District Disaster Management Authority (DDMA)

Phase	Responsibility
Pre-disaster	<ul style="list-style-type: none"> Be an act as a focal official to coordinate a network with NGOs in the district and to coordinate regular train and disaster risk reduction in DDMA. Ensure timely reporting of all levels. Coordinate with FCOs and other department officials. Facilitate the selection and designation of relief camps including identification of spaces from agencies. Map potential sites for relief camps management in the respective districts. Support the DDADC (DDMA) in having sites and facilities to prevent disasters/epidemics. Make periodic inventory of camps with conditions, load capacity, security status of local amenities/facilities and name with contact data of all designated officials. Design and develop/adopt ready software for capacity building of response stakeholders on relief camp management in consultation with NGOs (NGOs). Use designated camp sites, procedures and make tentative plans in terms of cost for effective planning with stakeholders. Design and share in various various projects including reporting, mapping, camp master list, standards, register of camp level for reporting services provided by departments and others in compliance. Ensure web portal/website is available from District or relief camp areas even in emergency. Support DDADC in ensuring all procedures, actions and data related to relief camp management system are being proved.
During Disaster	<ul style="list-style-type: none"> Support DDADC in implementing camps. Support DDADC in making and implementing facilities. Coordinate with respective departments/district officers and ensure timely and well-coordinated response. Map additional potential camps during a relief disaster using response plan. Assess the concerned ADC to coordinate the field visits as part of the Relief Camp Monitoring Team. Advise Relief Camp Assessment by designated members for a complete response. Design and share SOPs to DDADC with complete information on camps and services provided in camps (to be organized form site). Assess complete needs and support deployment of resources (relief items) as per guidelines. Assess and submit the DDADC as the member of the camp.
Post Disaster	<ul style="list-style-type: none"> Monitor the camp system, ensure preliminary check up and re-organization of the camp site in its original position (particularly outdoors). Compile with support of DDMA camp sites/locations and list up of the monitoring will and submit the stakeholders on future considerations. Design alternative plan for improving relief camp management for next disaster/epidemic based on the current experience. Support DDADC in update of the SOP, in collecting/submitting relevant/important information and making it more understandable.

District Advisory Officer

Phase	Responsibility
Pre flood	<ul style="list-style-type: none"> Identify high lands where green house is suitable like tea gardens, PGR/GAR etc. and arrange for records of green table from the garden management authority. Take the process of identification of early warning for floods in coordination with Charge Officer (CO), DDMA and related officials to seek the views of Sub-Division, Revenue Circle and Village level in coordination with ESD (Civil), Revenue Circle Officer and Block Development Officer. Prepare preparedness plan for risks areas and transfer to stakeholders.

	<ul style="list-style-type: none"> • Coord. calls with CEQA to identify road camps which also have evacuation routes to state routes • Prepare and pre-approve calls for evacuation etc. at strategic locations in order to reach all identified sub-camp sites • Coord. calls with CEQA/RCO Civil (RCO) and plan for transportation as initial location of calls based on confirmed regulations • Identify any strategic response or if not for calls disposal in our decisions away from known strategic road camps in coordination with CEQA/RCO Civil • Assess capacity of department's workforce to affected management calls activities (including safe removal of vehicles) • Participate in all preparedness meetings at district level and individual offices to participate in the same at Sub-District, Revenue Circle and at agency level (in books)
During Disaster	<ul style="list-style-type: none"> • Review all e-mails during flood and other disaster situation and bring them to road camps • Develop proper handling of call based upon situation report in prescribed format to CEQA/RCO and local media • To ensure a resolution of systemic issues with flood health and evacuation programs (pre-flood, during and post-flood scenarios) • Develop provision of help very critical for areas in previously recognized high-potential • Distribution of food and water to the families affected by the flood or other disaster • Conduct press interviews - law enforcement and other agencies • Distribution of veterinary medications and food supplements at the site of camps, where calls remain for lengthy periods • Organizing animal health camps in affected area during and post-flood relief camps (i.e. to organize animal health camps, clinics, GP offices or other related areas which have been used as Relief Camps) • Send ration of affected areas with flood relief program. Provide distribution of affected calls directly (FI) and other case loads with proper supervision of department officials • Develop safe removal of stock from the facilities in affected areas during a major disaster with the help of local administration • Develop plan provision of ration loss of farm as with the help of local administration • Coord. calls with local Govt. and Non Govt. bodies for further activities during disaster situation
Post Disaster	<ul style="list-style-type: none"> • Provide disaster reports to the CEQA or investigators based upon the assessment of camps/other sub-camps • Conduct monitoring for the designated offices on what went well and what needs to improve in future • Conduct review team meeting with department officials and review on the GOI accordingly for the related concerns

Deputy Director, Food and Civil Supplies

Phase	Responsibility
Pre-Disaster	<ul style="list-style-type: none"> • Coord. calls with CEQA/RCO Civil (Effective Civil Officer and other) for relief regarding identified sub-camps with data set coordinates • Coordinate CEQA/RCO Civil (Revenue Circle Officer and other) develop GP area concerned make necessary supply plans accordingly, make transportation arrangements in advance • Conduct Supply Inspection to ensure Revenue Circle level transport plan for transportation of GP to designated relief camps and check the plan with RCO • Monitor all relief stock including buffer stock office and other GP items at all levels particularly during the flood season (March-July), keeping with FI and other related stocks • The position GP stock at strategic locations for covering relevant a hard to reach areas which may get cut off during flood • Monitor all relief stock of P.O. at all levels including maintaining buffer stock for transportation • Part take in all preparedness meetings at district level and related offices to call coordination

	<ul style="list-style-type: none"> meeting at Sub-Division and Reverse Circle level Conduct meeting with supply officers to know their plans and exchange location and capacity of camps Be ready to support CORs in any other location other with regard to CR and supplies in the context of their camp management
During Disaster	<ul style="list-style-type: none"> Focus on being available and transportation of CR to all designated camps and sub-camps Effectively manage fuel and resources to sustain long days and increase efficiency measures Update Commanders (IC, DDM/SCD (CIV) and Reverse Circle Officer) of current status to status and challenges Decide fuel mix plan for CR, i.e. diesel and strategic reserves to ensure suitable coverage mainly daytime Ensure timely acquisition and selling of stock of essential supplies Support RCO in distribution of CR and/or items in relief camps Request timely response with supply (CR) etc
Post Disaster	<ul style="list-style-type: none"> Provide a detailed report to the DDM or intervention taken up by the department in disaster site situation Conduct a debriefing to the designated officers of what went well and what needs to improve in future Contact relevant team/working unit department officials and review the full according to the incident concerned Improve equipment and standards to see all levels of the response based on learning to better respond to crises in future emergencies

Reverse Circle Officer

Phase	Responsibility
Pre Disaster	<ul style="list-style-type: none"> Be responsible for identification of relief camps with provisions for other nearby areas in the respective Reverse Circle/Community Development Block in due consultation with concerned departments and submit it to DCO/SCD (CIV) and DDM for approval Ensure that designated camps are safe from all hazards, wherever it possible affected communities and the service providers, have basic minimum capacity and facilities to accommodate people Ensure that each identified camps and capacity is defined and marked as per local planning maps (jointed DDM/SCD Contact and User Inclusion/ Disaster outbreak contact) under the Reverse Circle/SCD Block and shared with DCO (CIV) and DDM Assess transfer and resource requirement needed in operation and management of camps in the Reverse Circle/SCD Block and approve DDM/SCD (CIV) in line below for start of functioning Participate in bi-monthly preparedness meeting with DCO (CIV) at Sub-Division level below the start of flood season and also participate in pre-flood meeting of DDM with relevant parts and others Organize Staff of Camp Management Training among the civil and staff and officers, MCO/CR/IC/CIV Coordinate with relevant departments of Reverse Circle level to ensure facilities available in each of the designated camps <ul style="list-style-type: none"> Lighting arrangement in all tents and blocks and separate food handling arrangement of generators as needed (SOP) Food water to drinking and other facilities/ provision of water (if drinking water) (SOP) Separate accessible latrine (if needed) and hygiene facility (SOP) Separate bathing unit for men and women (SOP) Separate food and supplies for children, pregnant and lactating women, ill and weak (SOP and SOP/SCD) Carefully manage and control cooking (if available available for) under (SOP/SCD/DM) Sanitary protection for women and girls (SOP and SOP/SCD/DM and SOP/SCD) Health training regular RCI services, health and hygiene education and psychosocial care

	<p>management in camps: Health and Safety Policy, Social Inclusion Partnership (SIP)</p> <ul style="list-style-type: none"> Security and protection arrangements to allow monitoring of status of women and children as well as separate spaces such as kitchen facilities spaces in camps (Police, ICG, DOP) Waste management facilities in camps (F-43, SP and 448) Relevant IROCs, especially in case of rape (Health and Family Welfare, Social Welfare, Tribunals) Training and social inclusion activities in camps (Education Department) <ul style="list-style-type: none"> Share information and female self-help strategies for safe management including registration of people living in camps In coordination with ICOP/SSO (JAF), plan and prioritise essential items in strategic locations with a view to fulfil aid distribution plan (Shipping at the designated camps against specific requests for aid for ICG or the Revenue Circle) Identify suitable authorities and send cases in charge and Assistant Camp Officers as Revenue Re of Camp Management in a periodic format in consultation with SDO (JAF) and IROCs. This will include issuance of ID Card to Camp in charge Review food procurement for camp (especially during need) before issuance and as result of warning, notify members of the issue and extend official report to SDO (JAF) and IROCs Identify NGOs/CBOs implementing projects in the Revenue Circle and make a plan for effective utilization of their support in camp management process, including sharing details of camps identified, population targeted and type of services to be provided. This shall include facilitation of list of NGOs, description of responsibilities involving in execution, camp management, relief collection etc. Formation of Sub-committee and Review teams at Circle and Village level with participation of stakeholders from various government departments, NGOs and communities. The teams should focus when and how to reach the designated relief camps as per plan Ensure provision for safe transport facilities to provide people in designated relief camps Make a plan in relation to disaster registration in emergency by arranging alternate camp sites as feasible Arrange for distribution of relief in the camps in a systematic manner Coordinate in advance camp management plan/effort for each designated camp with Department for Revenue, FARD, Health, NED and Social Welfare Regularly monitor and evaluate the open market stock and GPDS (Cooperative Society) of rice through supply requests at various P.O. in Paddy Ponds Submit a detailed compliance cum compliance programme reports to SDO (JAF) and in absence of the field issues
<p>Dating Details:</p>	<ul style="list-style-type: none"> Be responsible for execution of people in designated relief camps (as per defined plan) in the event of receipt of warning for possible flood with activation of Circle and Village level evacuation team Be responsible for coordinating setting up of camps and provision/extension of response departments under the jurisdiction of Revenue Circle Operate relief camps, providing of essential services in camps as per pre-defined daily routine of response facilities at Revenue Circle and Camp level Ensure proper registration and self-management in camps as per pre-defined guidelines Ensure that camp intake facilities are provided with labels during early registration. The labels should have the identity and details of beneficiaries received during their stay in the camp and should be updated as and when they are provided with any supplementary Ensure that all evacuees and people notified are being advised to wear real-time instructions in accordance with the provision of the camp management systems and need to IC/SSO (JAF) for any deviation and non-compliance related issues by stakeholders Take appropriate action and ensure that vulnerable groups, particularly children are across the post particular attention to the areas of health, food and shelter, Water, Sanitation and hygiene, safety and security, psychosocial care

	<ul style="list-style-type: none"> • Ensure distribution of OR at set times in the camps • Ensure that Child Friendly Spaces are operational in all camps when children are being taken care of • Ensure that CR Camps are free of looting provisions in each designated camp which is updated on a daily basis • Advise Diocese Regional Leadership for conducting and a following feedback compliance for camp inmates. Advise the DCC/CC (CIV) on concerns and feedback received • Recommend DCC/CC (CIV) on closure of the camps considering the on-guard situation in
Field Officer	<ul style="list-style-type: none"> • Conduct post operational review meetings with Camp in Charge and various departments and participate in all meetings at Sub-Regional level and District level • Conduct post operational visits to evaluate the condition of the camps with various officials • Ensure zero cases (theft/robbery and sexual assault), reporting and investigation of the real camps as they may occur their regular functions • Facilitate proper documentation and information processes for appropriate collection

Block Development Officer

Area	Responsibility
Pre Disaster	<ul style="list-style-type: none"> • Work in close coordination with UNAM and Revenue Circle Office in the process of identification of camps • Map existing infrastructure developed/operated by the Block Development Officer which can be used for flood relief camps for humans as for animals and stores the list with Revenue Circle Office (RCO) • Advise basic resource facilities including drinking water and sanitation, forecasting facilities in such of activities which arranged for setting up relief camps • Conduct on-site meetings of FR with Di and beneficiaries/relief camps in settings conducted by DCC/CC (CIV)/RCO in matters related to disaster management including relief camp management • Participate in preparatory meetings at DCC/CC/Block level before the onset of flood season as and when called for • Develop and regularly update a list of personnel (staff and voluntary) of the department who can be engaged in disaster response including relief camp management and to ensure training orientation • Support UNAM/EEI (CIV)/ Revenue Circle Office in coordination with relevant departments/offices to ensure facilities/water at strategic sites • Issue timely referrals to Govt Hospitals for support in flood response including relief camp management • Agree on pre-identified responsibilities between the Revenue and Sanitation officials in camp management/operations • Support Revenue Circle Office to plan and pre-position pre-stored items in storage facilities with a well thought out transportation plan (Mapping of the designated camps against goods storage facilities for CP) in the Revenue Circle • Identify NGOs/CBOs/ NGOs etc. who can support in camp management process, develop their employment water in coordination with Revenue Circle Office & visit them on their visit e.g. in the context of separating CR distribution, support in operating child friendly spaces etc. • Before floods, complete the ongoing activities specially related to roads, toilets, raised platforms, drinking water etc. specific to pre-identified relief centers including repairing of Panchayat owned roads before the onset of flood season • Facilitate GRPF planning in a way that it address preparatory work such as construction of raised roads, raised toilet plates, approach roads, culverts, filling up of ponds which can be used in

	camp management
During Disaster	<ul style="list-style-type: none"> Support HCU in setting up of camps and provisions/distribution of supplies/departments under the guidance of Revenue Circle/CO/EOs Monitor employment of functions as listed in FARS in food responses including relief camp management Jointly with HCU, ensure stakeholders and others related are being advised to issue routine instructions in accordance with the provision of the camp management guideline and report to DD/DCG (C+) for any special action/concourse needed to issue to stakeholders Ensure re-orientation of frontline workers involving NCOs/SSO/CPWs who have been gird identified and trained to support relief camp management process Post disaster review conducted by DD/MSD/CO/4/PCO Support Revenue Circle Officer in any other matters related to camp management
Post Disaster	<ul style="list-style-type: none"> Post disaster joint operations review meetings with Camp's Charge and review the strengths and participate in joint meetings at Sub Divisional level and District level Conduct post operational study to assess the condition of the camps with relevant officials Jointly with HCU, ensure coordination, spacing and re-orientation of the set of camps so that they can start their regular functions Facilitate proper documentation and claim status processes for appropriate follow-up. Identify gaps/infrastructure and guide functions on addressing the gaps through proper utilization of resources/implementation through the ICC e.g., MGNREGS Facilitate GDP planning in way that it address preparedness needs for future in the context of camp management

Operations in the Child Friendly Spaces (CFS)

Child Friendly Spaces (CFS) are the designated place within the relief camps, where children are provided a safe environment. Reproductive programs including play, re-orientation, education, health and gender-equality support to be delivered by the relief line department/agencies. The purpose of CFS is to support the resident and well-being of children and young people through structured and other activities by community/line departments in a safe, healthy and stimulating environment. The basic guideline for operations in the CFS is the current protocol of COVID-19 has been notified of Awareness II.

Camp Level Staff:

State Level: P & SO Officers (HR) **Members:** (SP/Provision/SP Member/Ward Member)/VSOIC (Chairman and Members) in P-scheduled camps

- Coordinate with Circle Officer and state government/line agencies responsible for camp management
- Follow the Directives issued by IEDMARC Administration or orders to be provided in camp
- Support Circle Administration in pre-identification of camps, pre-positioning of essential items for the relief camp and other pre-emptory processes related to camp management
- To coordinate resources to pre-identify the community level of the Pre-identified Plans/Development department located in high areas which can be used as relief camps during flood or any other disasters
- Help provide cost estimation and a level pre-identified areas for any or degree of work estimate/contractual materials in order to maintain hygiene and cleanliness of the relief camps/camp
- Participate in capacity building initiative undertaken by the CO as Camp Charge with exposure
- Identify members and leading citizens and encourage them to support in managing day to day affairs in the camp
- Support coordination of activities of the camp in village public involvement, general involvement of the camp (including management of food etc)
- Procure inventory of all supplies, materials and services provided in the camp

- Properly plan schedule of service registration of horses, foot-dust and registration, organization of visitors, towels to provide, hygiene station, laundry, medical, dental, dental, etc. (etc.)
- Support staff who may help care in the camp which require a national throughout camp location
- Support emerging locally available materials as they are required for various camp needs
- Provide information and encourage camp visitors to wear a face mask as the situation improves
- Support Revenue Code Administration in any other function as a function requires additional staff camp management.

School Teacher

- Participate in activities building activities coordinated by the DENMARC Administration
- Follow the Direct guidelines by DENMARC in services to the post-camp camp
- Teacher/Instructor staff assigned to Camp in charge of staffed in each of their Camp, over course registration of all horses, issuing tickets during registration. The school should have their identity and date of service/assignment recorded during their stay in the camp and should be updated as and when they are provided with any supplies.
- The DCA should also discharge all functions as stated above for Good Shepherd Members
- Teachers who are not graded for Child Friendly Spaces shall ensure all functions as stated in the Child Friendly Spaces guideline particularly focusing upon eye and a further need for education and resource services
- Provide special provisions for the children with disability in the camp camps along with special care for their education and make sure the same in the CPS power
- Teachers from school work as well as camp and coordinate education activities shall support the operationalization of Child Friendly Spaces in the camps
- They should also explore feasibility of sponsoring of necessary school things from available resources provided resources to make use of educational resources
- Teachers shall help coordinate keeping track of inventory, providing school infrastructures and resources and managing services in the camp under the supervision of the Camp in-Charge
- They should support ensuring good to start of school work for camps in a detailed as desired
- Be an integral part of camp activities and other activities according to the situation

Auxiliary Nurse (ANM), Multi-Purpose Workers (MPWs) and Accredited Social Health Activist (ASHA)

- Participate in activities building activities coordinated by the DENMARC/Revenue Code Office
- Follow the Direct guidelines by DENMARC in services to be provided in camp
- Coordinate with Camp in-Charge and other staff of program activities, leading activities, health services with other staff as well.
- Under the guidance of the respective Service Officer, be employed in designated camps to assist health activities, ensure cleanliness, ensure foundation on good health and hygiene practices with necessary resources
- Keep medical needs of the camp (primary/secondary) and maintain a database accordingly. Maintain the availability of essential medicines and first-aid kit by receiving supplies from district/region
- Conduct special drives with preparation women, leading mothers and infants encouraging appropriate infant and Young Child Feeding
- Keep track of mother and child health in the camp including their feeding, medical needs etc.
- Arrange keeping in ground materials and other flying insects and vector diseases. Minimize breeding places of mosquito and other insects in the camp premises
- Spend additional time every day to discuss about menstrual hygiene, sexual and reproductive health and rights with women and adolescent girls in the educational camps created for women and adolescent girls. ANM and ASHA must report the Accredited Camp Officer to setup a dedicated privacy space for women and adolescent girls if it is not setup

- Give special attention to malnourished children in the rural camps, monitor and report daily on the status of those malnourished children to the responsible Medical Officer
- Provide psychosocial support to those in of camp settings who have experienced violence, and in a course out to the disaster area and any family members in Florida
- Health check-ups, immunization, etc. under the Integrated Child Development Services (ICDS) and other programmes for children, women and adolescents can be integrated with a CFS facility by AM/enc 42/A
- Be an fully/throughout camp activities and/or activities according to the nature

Assigned Supervision/Assigned Worker (AMW/Worker)

- In Child Friendly Spaces set up in the camps, provide appropriate services as defined in the Child Friendly Spaces guideline (in Annexure-4)
- Participate in capacity building activities conducted by the DDMARC Administration
- Follow the Direct guidelines by DDMPO in relation to be protected camp
- Be deployed in designated relief camps and provide nutrition food and supplements to children and women beneficiaries of the respective RAC being shelter in the camp. AMWs also conduct a mapping of children in all their environment in RACs as children involved in different RACs may take shelter in one camp. Discuss with DDMPO and chalk out joint strategy in addition to following routine ICDS services in the camps
- Coordinate with Camp in Charge and the health functionaries and collect data of pregnant women, lactating mothers, infants, etc.
- Give special attention to malnourished children in the rural camps, monitor and report daily on the status of those malnourished children to the responsible CPO and DDMPO
- Spend allocated time to discuss about menstrual hygiene, sexual and reproductive health and rights with women and adolescent girls in the outdoor space created for women and adolescent girls. AMW must meet the Assistant Camp Officer to set up a dedicated privacy space for women and adolescent girls if it is not setup. This may be in the form of breastfeeding corner setup in the Child Friendly Space.
- Support health functionaries in providing mother and child health services in the CFS setup.
- Conduct exclusive one-to-one counseling sessions with pregnant women and lactating mothers with a list of of AME
- Be an fully/throughout camp activities and/or activities according to the nature

Ref for WDA/CDOs Periodic Bondu/Volunteers

Ref for RAC/CDOs in relief camp management

Role	Responsibility
Pre-Disaster	• Participate in preparatory meetings related to relief camp management conducted by DDMARCO Civil/Revenue Civils Officer
	• Share list of trained and skilled staff and volunteers who can support in execution, source of affected populations in designated camps, supporting services under in host destination and other support services in camp management
	• Share with DDMARCO (Civil/RAC) the details of activities related to disaster preparedness with population presence
	• Share details of any infrastructure and local (log, vehicle, bus etc) of the population with used (where) capacity that can be used in relief camps
	• Support State Government in ensure Revenue Civils Officer in identifying appropriate relief camps in field to such vulnerable sections
	• Support in capacity building of stakeholders on various aspects of disaster management relating relief camp management
	• Create awareness among communities in camp location, camp management guidelines, safety warnings and risk reduction
	• Report to the Circle and Village level Executive and Head of Teams
	• Provide inputs and suggestions in event preparedness deriving to disaster management

	<p>SPV Asset, which will manage the availability of Digity or if NEMT at the very best.</p> <ul style="list-style-type: none"> • Support Camp change in setting up and meeting regulator counter with the peak • Support remaining set of planning, providing basic working, concrete reports and other measures as recommended in Annexure 1 • Support being able to distribute in the queue management, proper documentation and reporting • Support in conducting relevant activities with structure in child friendly spaces • Take actions to maintain hygiene and safety measure • Support in camp closure process • Provide any other support required by camp in charge
Post Closure	<ul style="list-style-type: none"> • Support year level drive relating to trying back the camp infrastructure to its original form for maintaining its future facilities • Three year improvement and training to ISMA through the Field Offices • Provide feedback based on your learning to improve overall relief camp management process

4. Prototype



5. Comparison with Benchmarks

Component	Actual and Desires	Minimum Benchmarks
Site selection and Management of Camp	Route and TM, (Location, PAR), U.S. ATCL	<ul style="list-style-type: none"> • A: effective people flow information at all the corners of camp and bus/vehicles to reach the local area • B: camps have separate and facilities for the future TM Mission 3/15 • C: camps are well registered and have family level control • Camp register regularly updated in the location in similar template shared to Civil Office on daily basis • A: camps have lighting arrangement, up light and both cover

<p>Safe Facilities: Noise Sanitation and Hygiene</p>	<p>Field level engineering, PHC, HAVSOP Cooperation etc etc</p>	<ul style="list-style-type: none"> • All activities are well coordinated with relevant authorities as per common agreement and standards adhering to the Indian Oil Manual, 2015 ensuring that all critical PHC gaps are identified & are identified and addressed with no delay. • All camps are also have access to portable water (about 20 litres/person/day) • All camps are also have access to toilet with 20 litres hot water designated separate space • All camps and female workers have access to separate toilet more in the camp • All camps have strong sewage for management of solid and liquid waste • All camps have clean and facilities of waste water drainage • Hygiene education and information is given more particularly related to safe and hygienic diet plans and feeding practices are provided to all workers and their dependents in the camp. • In a designated child friendly space, 1-2 litres of drinking water per person per day (depending on climate and individual physiology), access to higher level of shade especially in and means for feeding of the children with soap or a maternal or appropriate hygienic education and information are provided to mother, grandmothers and day careers in CPC.
<p>Food security and Nutrition</p>	<p>Local Review, Health and Family Welfare, Women and CA, Situation</p>	<ul style="list-style-type: none"> • Child Friendly Spaces are operated in all camps as per guidelines in Annexure-B • Activities related to nutrition education and protection of vulnerable groups including children and women are well coordinated with responsible stakeholders and ensuring that all critical gaps are identified and addressed with no delay • All camps are also have access to food in the camps as per norms • All eligible women including mothers the camps are ensuring surveillance and guidance on infant and young child feeding • All children with acute malnutrition in camps receive appropriate care and needed support • Minimum 6 months of all pregnant women including mothers and infant and young children are fed with additional amount of nutrients • All camps are also have access to information on nutrition in pregnancy and various options of getting nutrition services • Breast feeding corners are established in all camps in the designated child friendly space
<p>Daying</p>	<p>Review and CA</p>	<ul style="list-style-type: none"> • All workers taking road for direct family dialling have been provided with eye, genital and ear appropriate clothing as per norms
<p>Medical Facilities and Pediatric Goals Support</p>	<p>Health and Family Welfare, Social Welfare</p>	<ul style="list-style-type: none"> • Health related activities in camp such as usual communication, health education etc at camp, CA related and CA related • All camps are also screened for disease and it's women in child support provided • All pregnant women, lactating mothers, infant and young children in the camp receive required vaccination and nutritional support such as iodine, vitamin A and deworming medicines in the relevant age group as applicable

		<ul style="list-style-type: none"> All camps are also making appropriate measures to prevent protection of campers and visitors from diseases All camps are also ensuring health facilities for protection messages through multiple channels WASH are being taken as per routine in the absence of hand washing stations
Special provision for protection, women, children and elderly	<p>Child Friendly Space (CFS) Disaster, Crisis, Victim, F-CT, Health and Family Welfare as per guidelines in Annexure III</p>	<ul style="list-style-type: none"> All camps have child friendly spaces and all activities in Child Friendly Spaces in the camps are well coordinated with existing but all critical education gaps and activities like sex education and awareness about disaster Disaster and vulnerability friendly emergency preparedness programmes, including play and early warning for young children, are conducted in Child Friendly Spaces as per the guidelines All child friendly spaces are safe and free from violence, and children, including girls Other activities including WASH related, basic health care, WASH and nutrition services and psycho-social care services are provided in a well-coordinated manner in the CFS
	<p>Protection Social Network (PSRN), PMS, PMR, Ministry of Corporate Affairs</p>	<ul style="list-style-type: none"> All children, women and girls are protected and supported for the same Systems are in place in all camps for reporting on gender violence and other serious protection concerns for children and women and are being utilized All camp service providers/children have access to psycho-social care support Appropriate care and support being provided to all women camp inmates above 60 years of age Systems are in place to prevent and respond to any protection risk including abuse, violence and exploitation of children and women and is being

6. Support Subjects

- Disaster and Crisis Risk of Camp Management Team
- Improved registration and biometric system leading to better strategies for camp management
- Improved coordination among stakeholders for camp management
- Better delivery of services to displaced households during emergency/disaster and during normal
- Improvement of sheltered areas including women and children displacement during disaster/emergency in relief camps
- Adherence to gender norms and local policy standards
- Improved service delivery through in all camps during emergency
- Improved accountability to affected population
- Improved camp management over a period of time

7. Associated Documents

- Nation Disaster Management Manual (NDM)
(<https://ndm.gov.in/ndmmanual.html>; <https://ndmmanual.html>; <https://ndm.gov.in/ndmmanual.html>)
- State Disaster Response Plan (SDRP) for Andhra (<https://ndm.gov.in/ndmmanual.html>; <https://ndm.gov.in/ndmmanual.html>; <https://ndm.gov.in/ndmmanual.html>)
- Child Friendly Space Guidelines (Annex)

Managing Relief relief camps in context of COVID-19 outbreak in Assam

Finalized version: NDA/MSM/AN/DOA/127 dated 24th April, 2020

Assam is approaching food season. This year the challenge is support those who might get affected. As it food will be more tighter due to the ongoing COVID-19 pandemic across the globe which has also affected Assam Relief Camp Management Guidelines are included as Appendix-3007 of the Assam Disaster Management Manual, 2019. It is now to be later updated to deal with food security issues in COVID-19 context. This document has been developed to serve as an addition. This document will be used by all District Disaster Management Authority (DDMA), SDO (Dis) and Welfare Circle Officers in management of Relief camps during ensuing food season.

Key highlights of the attention to existing Relief Camp Management Guidelines are as follows:

- **Food Caring and Assam Resilience capacity** to be maintained is advised. Strictly enforce strict control in addition to the existing periodically camp to per population timely of village to service space for food distribution. Create 7 Cu. m. of area per person instead of 10 Sq. m. to facilitate social distancing at least one meter between any two camps. Details for location of intake Capacity of Relief Camps are given in the table next page.
- **Toilets facilities and the population:** Sufficient Toilet facilities have to be provided in proportionate to the intake camp capacity. Coordinate with PH Dept. to use on this issue.
- **Ensure sufficient sanitation facility:** Ensure sufficient hand washings, sanitizers, masks for the camp inmates. The Relief camps premises should be strictly notified as no-sitting, no-sitococoon.
- **Medical Support & Health Surveillance Team:** Daily monitoring (in place of weekly) of health centres start to come by the health team on duty in the camp following all protocols and guidelines. Medical team should be equipped with basic PPE for conducting screening during registration process. Periodical visit of the Medical facilities for Arrangements for transportation of affected people/facilities nearby etc. in case of spreading, cough, fever & common cold. Inevitable medical equipment to be used and waste may be kept separately as per COVID-19 norms & regulations.
- **Welfare work:** Welfare work should be facilitated in a Quarantine Relief camps with the help of Probashi Kendra or voluntary help. These tasks will enhance in the field the welfare of the welfare pattern (e.g. "memorabilia, a jatra etc.) also in various of AIDSM and DDC-DFW.
- **Probashi Bandha:** The Revenue Circle Administrator may engage Probashi Bandha volunteers available in the revenue circle to solve the problems.
- **BCP for reallocated food distribution in camp:** BCP should be prepared in consultation with AIDSM for distribution of their remaining food adhering precautionary measure as per COVID-19 norms & regulations.
- **Arrangement for fodder Livestock:** Pre-identify the high risk areas e.g. low pattern etc. with green grasses for arrangement of the green fodder to the stock of the farmers' compounds.
- **Quarantined facility:** Quarantined area facilities may be identified in higher of focus by the district administration for benefit of COVID-19 suspected cases.

The detailed methods to existing relief camp management guideline are comprehensively cited in the table below for ensuring food relief camp in a COVID-19

OBJECTIVE	ADDITION TO EXISTING RELIEF CAMP MANAGEMENT GUIDELINE
Camp Setting	<ul style="list-style-type: none"> • It is to that setting 3 village/poorest which are in an or parcel be settled and not to be settled in new camp.

Assam Disaster Management Manual (2019)
https://disaster.gov.in/assamdisastermanual/assam_disaster_management_manual_2019.pdf

Camp Rooms

- Hand-washing basins shall be established in each camp with multiple hand-washing points of appropriate stations with soap shall be provided at entry and exit points
- Water shall be made available. The water availability shall be increased to 24 hours per day

Sanitation

- All guidelines for sanitation facilities in relief camps shall be strictly maintained
- The air ventilation in the latrine/urinal shall be provided for the camp inmates
- Cleaning of common spaces shall be done twice a day preferably before and after the activities, activities etc. which are frequently touched
- Adequate disinfectant shall be made available in the camp
- Measures to control rodents to be strictly followed

Food Storage and Distribution

- Any food item brought to the camp shall be certified appropriately as per distribution protocol. All packed items shall be a sealed properly using disinfectants
- Special care shall be taken that food should be prepared for distribution of meals for following to prevent any measure as per COVID-19 norms & regulations
- Food items provided to young children should follow global infant and young child recommendations, and women to live with their kids facilitate AC available at <https://www.unicef.org/india/infant-and-young-child-recommendations>
- Proper food hygiene shall be maintained by cook whether working in their family unit or a community kitchen or elsewhere
- Water and food storage area should be certified three daily and camp inmates shall be sensitized in this regard by camp incharge for the workers in the camp
- Appropriate PPE on food safety shall be displayed in the cooking and dining area. The PPE are available at <https://www.unicef.org/india/infant-and-young-child-recommendations>
- Pregnant women and nursing mothers in the camp shall be provided maximum care as per COVID-19, pregnancy, childbirth and breastfeeding

Shelter

- Appropriate and spacious shall be made for the delegates and visiting people to camp inmates to maintain distancing
- Adequate provision shall be made for water

Medical and Psychosocial Support

- Medical team should be arranged with basic PPE for conducting screening during registration process
- Pre-identification of the Medical facilities identified in the camp areas for transportation of medical supplies for the relief camps
- Home quarantine camps shall be identified to quarantine camps and they shall not be kept in the relief camps
- Daily monitoring (report of weekly) of health condition shall be done by the health team in day in the camp to bring the infections and diseases
- Any suspected case shall be immediately shifted to designated health facility quarantine center
- All protocols for safety of camp inmates and staff on duty shall be strictly followed
- All other guidelines in the relief camp management manual regarding medical and psychosocial support shall be followed
- Mental management for being either in quarantine camp shall be made in the camp with respective PPE inmates in place of PPE
- Washing of masks should in a camp may be made separately. Sufficient masks may be

Special arrangements for children, women, physically challenged and elderly	<p>provided by the DOWAs.</p> <ul style="list-style-type: none"> • Identify and question the child-friendly spaces for irregular women workers to women & children. Women need training in activities outside the • With CPS, ensure working conditions for 0-8 age group children and school children in the age group 0-14 years for engaging them in different learning and recreational activities enhancing their educational progress. • Ensure availability of learning and recreational material (prepared in a box or placed in a bag) for children in all work agencies. • Prepare and organize workers (organized by DOWA) ready spaces that take all provision to help themselves and the children. • Develop participatory sets of breastfeeding and weaning matrices, provide breastfeeding and weaning cards to health workers for both mother and children. Give a poster depicting lactation in a friendly manner to pregnant women and weaning workers. Some of the posters to be used high risk populations. <ul style="list-style-type: none"> o For under five children, following needs to be provided by the district health facilities: <ul style="list-style-type: none"> • Counseling on appropriate feeding practices (exclusive breastfeeding up to 6 months) and complementary feeding (6-24 months) • If a baby for weaning presented and treatment agent Avenza must be distributed • CPS provided and 2 or 3 in preparation for lactation plan (1 day) • Post cards to raise awareness for weaning and refer to health facility o For pregnant women, following needs to be provided by the district health facilities: <ul style="list-style-type: none"> • Antenatal check • FA and micronutrient supplements • Weaning awareness training o For weaning workers, following items to be provided by the district health facilities: <ul style="list-style-type: none"> • FA and micronutrient supplements • Breastfeeding counselling and support o For elderly persons suffering from any chronic ailments like hypertension, diabetes, pre-eclampsia, stroke, kidney disease <ul style="list-style-type: none"> • Antihypertensive and anti-diabetic • Special attention needs to be provided to the elderly. They should be identified as away from any risk person. • Identification of stroke and MCI can be assessed from http://www.who.int/whis/our_work/conditions/5/Stroke.pdf • Biannual report of under-five deaths, pregnant women, lactating mothers, elderly (over 60 years age) and sick persons should be sent district • wherever possible separate arrangements shall be made for women workers at highest possible in every 20, pregnant women, lactating mothers, child and non-unionized women etc. • Every 100 high risk groups less size of the COVID operations, immediate health is integrated health care services • Individual attention shall be given by the frontline workers to these vulnerable groups for ensuring maintenance of appropriate hygiene including proper and frequent hand washing with soap, cough/covers
Risk Management & Venn Control	<ul style="list-style-type: none"> • Good use of different colours must be used in the camps for division of workers. • Night shift or day shift workers shall not mix with workers in the camps with the probable solution worker to keep the camp separate
Security	<ul style="list-style-type: none"> • House based organized police contingents must be kept with each HH and be ready in each service camps to manage crowd and to ensure security activities • Police/CP shall ensure safety of catering staff or catering process if they are not doing separate food service but use other such activities where crowd may gather • Appropriate planning and arrangements shall be made to allow social distancing

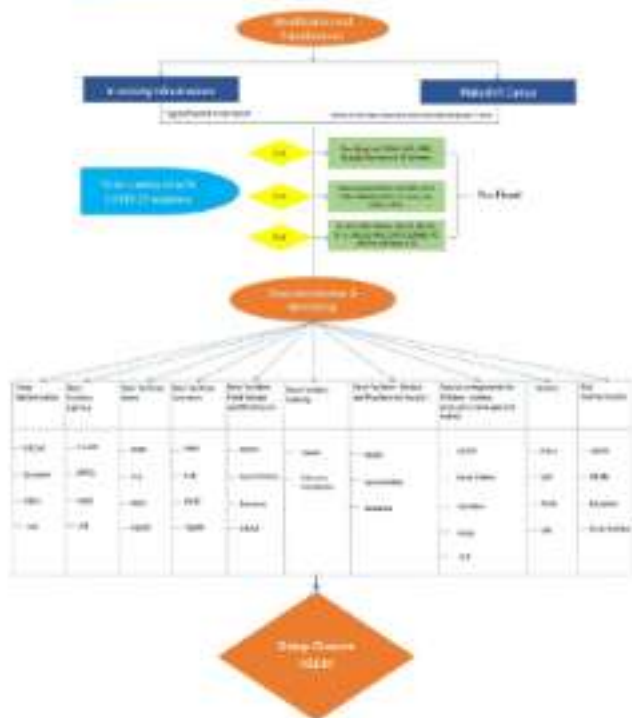
	<ul style="list-style-type: none"> • Prepare the survey activity and be available to assist in pre-travel management
Risk Communications and Community Engagement	<ul style="list-style-type: none"> • All appropriate message and content about a case, regardless what the impact or appropriate content is for camp • All feedback based on analysis from the survey data, be used to inform the camp create or refine messages and how they are delivered • All understand of the first victims should be displayed in front of a poster in the camp • Prepare feedback data for potential from camp residents on their needs and services provided by the camp using the framework developed by ACMA • Train your staff/teams to help support with risk communications in the camp and a more culture, staff, cases, stories and interviews which can support government to set and also provide external attention to needs
Arrangement for Livestock Owners of the Camp	<ul style="list-style-type: none"> • Have a weekly meeting with those (e.g. Top Executive) with power/governance for arrangement of the government to livestock of the camp/camp make • Before starting the camp, what should be established to support the livestock of the camp/arrangement • For those families to help their animals and to livestock (if appropriate) appropriate arrangement and business

Appendix A: Checklist for Relief Camp Management, DOMAs COVID-19 (Cv19) RCO

Sl. No.	Action	Timeline	Status (As of the review conducted)
Pre-Peak activities to be completed by DOMAs RCO (Cv19) RCO			
1	Memorandum/Orders/Instructions issued camps and accommodation capacity with designated camp in-charge and other two designated staff notified	April	
2	Relief Camp as a child health spaces identified	April	
3	Labor of various camps are clear departments to assist camp sites to follow Camp Management Guidelines and the SOP	April	
4	Relief Camp Monitoring team constituted and notified & Training	April	
5	Training of camp in-charge & the staff of COVID-19	April	
6	Department list of camp sites developed & distributed	April	
7	Department wise capacity & location of designated offices in relief camp management constituted to respective departments	April	
8	Status of preparatory works to start camps in management taken from departments during the afternoon Preparedness meeting	April	
9	procurement of Disinfectant/Hand sanitiser (e.g. pre-moistened towelettes) which will be required for spot-checking relief camps completed (if appropriate)	April	
10	Pre-positioning of essential medicines and departments pre-positioning (e.g. supplies) required for relief camps in strategic locations completed	April	
11	Mechanism for necessary telecommunication arrangements (radio, mobile and etc) to ensure O&A is completed in time & staff of the designated camps identified	April	
12	Ensure that all measures of total data entry and other related actions are supported in the activities are ensured	April	
Activities to be completed following steps to U.S.M.M. RCO (Cv19) RCO			
13	Operational readiness teams for relief camps constituted	On receipt of funding	
14	Notification issued for setting up of camps	On receipt of funding & situation development	
15	Setting up of camps and preparations for camps of separate departments underway	On onset of funding and operations	
16	Setting up of Child Friendly Spaces and provision of services in designated camps underway		
Activities to be completed following steps to U.S.M.M. RCO (Cv19) RCO			
17	Relief Camp activities under activities	When all types are operational	
18	Ensuring good camp & toilet in the camps to be operational & ensure installing separate camp arrangements		
19	Camps are safe from all hazards and appropriate protection and vigilance is maintained being made		
20	Final review conducted with Relief Camp Monitoring Team to ensure:		
	a) Contributor of O&A as per norms are met in each camp		
	b) Lighting arrangement & water supply, toilet, and approach road is available in each camp		
	c) Potable water for drinking and other household purposes is available (if responsible for) ensured in camps		
	d) Separate, accessible latrine facilities and hygiene stations ensured in camps		
	e) First-aiding kit with soap and medicine is available in the camp and well		
	f) Separate latrine units for men and women are available in camps		

	<ul style="list-style-type: none"> g) Separate food assignments by kitchen, prevent crosshiking across, if not necessary make it per need. h) Laundry storage appropriate during (if/when necessary) for clothes are stored in camp. i) Laundry separation for women only if/when needed. j) Facilities including regular RCM services, health and hygiene education and psychosocial care arrangements are made in camp. k) Security and protection arrangements including monitoring of staff and women & children at use of shared laundry space are available in camp. l) Waste management facilities are for doing in camp. m) Operating status of Child Friendly Spaces and breast feeding corners in camp. n) The camp DFCC is details is clear, engaging and practical in camp. o) Educational and recreational activities in child friendly spaces in camp following code of conduct guidelines. p) Social clubbing in or out of camp. q) Proper collection of child protection. r) Appropriate use and release of unaccompanied girls. 		
20	Clearance/Refugee mechanism for all safety and emergency evacuation complete from camp, details are established and operational in camp site.	When camps are operational	
21	Real time instructions if access to concerned departments in address emergency issued.		
22	Real time Unborn mechanism for issuing assistance by a camp management are engaged.		
23	Clearance of the camps details of remaining fire or court situation.	Based on situational management	
Actions to be taken post Flood by DCHA/ SDO/ JICA/ SDO			
24	Post Operation Details of all types of a cross doors across the situation of the camps.	in days after closure	
25	Dedicated centre particularly activities are provided with resources support towards cleanliness post closure of the camps.	With 20 days of closure	
26	Post closure review meeting conducted to understand challenges, gaps and ways of improvement in camp management.	Within 30 days of closure	
27	All related documents prepared for camp closure are properly managed.		
28	Departments are instructed to conduct internal debriefing on lessons learnt.		

Appendix B- Roles and Responsibility Matrix



Child Friendly Spaces in Relief Camps

(Guidelines for special considerations in the context of COVID-19)

CFS is a place designed and operated in a participatory manner where children affected by disaster can be provided with a safe environment, integrated services including play, recreation, education, health, and psychosocial support and/or information about services/supports provided. The purpose of CFS is to support the resilience and well-being of children through structured activities conducted by community or a safe child-friendly and stimulating environment.

UNICEF Administration will set up Child Friendly Spaces (CFS) in every relief camp in co-ordination with Line Departments and NGOs / civil society organizations. All practices for COVID-19 containment including safety and security of children will be ensured in CFS.

Child Friendly Spaces are a critical and non-negotiable component of relief camp management in disaster. The guidance is set forth to supplement the guidance on relief camp management in the context of COVID-19 issued on the 30/04/2020. UNICEF/UNICEF dated 28th April 2020 and the basic guidelines for implementation of Child Friendly Spaces in Emergencies under NDRP, DHS issued on 16th May 2019 for ASB/HR/UNICEF dated 03rd July 2018. The following needs to be adhered to with regard to Child Friendly Spaces in relief camps in the current scenario:

Phase	Actions to be taken at village level where relief camps are being identified	Responsibility
Pre-CFS setup	<ul style="list-style-type: none"> Identify suitable sites within the designated camp boundary or nearby where children can be engaged and supported following social distancing, personal hygiene, cough etiquette and other COVID-19 precautionary measures. 	District Cluster Manager will School Safety Force Post Teacher, ANM, ASHA and JMW, SAC members and PTA.
	<ul style="list-style-type: none"> Create a database of children who will be supported in the identified CFS from the targeted villages to plan for the set up camp social distancing. 	School Safety Force Post Teacher and ANM/
	<ul style="list-style-type: none"> Identify existing IT assets (eg., Tablets, cellphones, etc.) which will be used as devices to use them for remote learning/camps. 	
	<ul style="list-style-type: none"> Arrange and procure basic necessities such as toilet facilities, recreational and sports as well as educational materials, and set number of tables for children, setup for handwashing, OR as per norms for children to be provided through CFS with Reserve Group Officer. 	
	<ul style="list-style-type: none"> Identify and map pregnant women, lactating mothers, and separated children against identified camps and Child Friendly Spaces and refer for alternative care services/charge. 	ANM, ASHA, JMW,
	<ul style="list-style-type: none"> Conduct needs assessment for relief camps/ new/ pre-identified camp, and having to plan for services in CFS as per COVID-19 guidelines. 	Coordinated by Camp in-charge
	<ul style="list-style-type: none"> Develop a list and conduct field visit for the identified sites to be included in the Child Friendly Spaces. 	School Safety Force Post Teacher and ANM/
	<ul style="list-style-type: none"> Secondary assessment of basic infrastructure needed to CFS to be done by the RTI/COVID for coordination with ACD/DC, Civil/SDM. 	
	<ul style="list-style-type: none"> Develop local teaching, learning and recreational materials available with the available CFS setup for use in the CFS. 	
	<ul style="list-style-type: none"> Conduct mock exercises to test how social distancing and other COVID prevention measures can be maintained in Child Friendly spaces in the camp. 	Coordinated by Camp in-charge

During Closure	<ul style="list-style-type: none"> Ensure space is available for staff/family visits if the camp either is a separate room or the total camp or in open space covered with a canopy for both shade and a bug. 	Camp in charge
	<ul style="list-style-type: none"> Ensure dining, implemented in a way that conforms with minimum 1 meter distance between two children 	CPT in-charge welfare and safety
	<ul style="list-style-type: none"> Register all children (0-18) against names and listing mobile during check in. Form of camp for providing services in the CPT. 	
	<ul style="list-style-type: none"> Ensure that the activity routine developed before the closure is being executed with enough scope for education and other activities with all staff following social distancing norms. The activity will be visible. 	
	<p>Age specific food and sanitation services</p> <ul style="list-style-type: none"> Labelled and mass functions a breastfeeding corner where lactating mothers in the use of being will be encouraged to feed their children only 1 meter at a time. Monitor height and weight of children (0-6 years) following 1 meter distance and health check-ups with all those children. Provide safe home water to children and their mothers as per CDC norms following 1 meter distance. Provide safe home water to school age children as per safety norms with following 1 meter distance. 	CPT in-charge welfare and safety
	<p>Health Services</p> <ul style="list-style-type: none"> Conduct routine immunisation sessions and other illness health Sanitation & Hygiene Day (SHHD) activities following 1 meter distance between beneficiaries Provide counselling on age appropriate feeding including advice on breast feeding in 0-6 years one day feeding to pregnant and lactating women Provide TB symptoms advice as per guidelines Provide SHS poster as per guidelines for treatment of measles Conduct laboratory diagnosis and provide IFA and confirm supplements to pregnant women as per guidelines Conduct routine check-up and provide IFA and curative operations if facility allows as per guidelines Provide health education on COVID-19 related issues to children and their mothers Provide necessary protection support (culturally appropriate) to adolescent girls registered in the CPT 	ASH and ASHA
<p>Water Provision and WASH services</p> <ul style="list-style-type: none"> Develop and hand washing camps to children and women/lactating with soap on hourly basis food fibers and women in the CPT Coverage and go to it after it wash to the before and after use of toilet, before and after using latrine Ensure that enough water and soap is available for the following both CPT and families are distributed/collected regularly Ensure that children in CPT have access to hand washing water and soap as per guidelines Ensure that everything that is frequently touched in the CPT is disinfected daily Instruct children and women in CPT about infection prevention measures to be undertaken by them during their stay at camp and when they go back home 	PHED, KVIC and other stakeholders and Camp in-charge	

	<p>Education and recreational activities</p> <ul style="list-style-type: none"> • Organise children in age groups (3-6 years, 6-11 years and 11-15 years) • Develop attendance of 100% for the defined age group • To plan the pre-developed routine, varied regular classes in a more generic and supportive manner with special provision for persons with disability • Engage children in civic knowledge, art, games, storytelling, story-reading and other such interactive activities which require minimal movement and low to zero-maintenance score depending • Offer a free one-organic nutrition session (lunch) or dinner through OHS app every other day • Facilitate physical activities which do not require loading on another and physical distancing can be maintained. School is a Coe and Angewandte has facilities that help activities to be done • Conduct painting, music art, singing and such other activities to facilitate their engagement and support them in dealing with emerging stress • Observe children who are silent, in fear, shy or anxious and provide them individual care in normal school settings • Provide appropriate and timely guidance to children as the activity and emergency starts • Conduct all activities with focus on assessment • Draw through regular monitoring of the attendance register that all the same accounted for 	<p>All teachers in case the camp is established in a school</p> <p>OHS in-charge teachers and staff</p>
	<p>Feedback Services</p> <ul style="list-style-type: none"> • Access for any unaccompanied child in the camp • Evaluate if there about their safety both during and after safety during the stay in the camp • Share regarding the associated risks such as control, buffering and stress that may happen during and after food and in COVID-19 times • Provide information related to child protection services that are available to support in case of any such issue e.g. Childline, DCP, JCB, CWC etc. • Support in this in creating any unwanted experience that they might have experienced in the camp and support them in reporting back • Place a consider line in the OHS and a photo location in the camp and encourage the staff (volunteer staff) to report any issue related to stress. Child Protection Officers/ Committees may check the logs regularly for complaints 	<p>OHS in-charge teachers and staff</p> <p>Village Child Protection Committee (where available)</p>
	<ul style="list-style-type: none"> • Complete and submit daily report to camp in-charge and OHS on number of children in age group, sex and disability (both entered in provided register in the OHS) 	<p>OHS in-charge teachers and staff</p>
<p>Post-Disaster</p>	<ul style="list-style-type: none"> • Complete and submit a detailed report on OHS operations in the camp with summary of attendance, staff as conducted etc. • Share observations and issues faced in NTRCO/OHS office for improvement of OHS in other camps to take • Based on lessons improve provisions in the next graded camps for effective operation of OHS in future 	<p>OHS in-charge teachers and staff</p>



**Government of Assam
Office of the Deputy Commissioner and Chairperson
District Disaster Management Authority**

Phone: _____ Email: _____

Mr. DDMO _____ **Date** _____

To,

- Superintendent of Police _____
- District Executive Officer, DR-Postcode _____
- Sub-District Officer _____
- Executive Engineer, Public Health Engineering Board for all _____
- District Social Welfare Officer _____
- Joint Director of Health Services _____
- District Elementary Education Officer _____
- District Veterinary Officer _____
- Equity Care and Manager, APOC _____
- Circle Officer _____
- Block Development Officer _____

Re: Relief Camp Management as Assam Disaster Management Manual, 2021 and compliance to Relief

and Notice.

With reference to the above, this is to inform you that Government of Assam has notified the Relief Camp Management Guidelines (Appendix XXXY - Guidelines for Relief Camp Management) under the Assam State Disaster Management Manual 2021 and have issued corresponding Standard Operating Procedure as notification No. _____.

The efforts in compliance to the guideline and the relief and its preparedness to upcoming floods you are requested through the following:

- Evaluate relief officers from points upon identified relief camps and share the same with (DDMNSO) Circle and respective Circle Officers.
- Conduct one day interval orientation of designated officers on the Relief Camp Management bulletin no. (Appendix XXXY - Guidelines for Relief Camp Management) and the relief.
- Relief preparedness and pre-positioning of relief camp.
- Ensure that designated relief camps are in full readiness level (Circle level planning and preparedness meetings and coordination regularly with respective Circle Officers).
- Report of the Relief Camp (Relief) including flood and contact pre during as it depend on the visit to needed compliance with joint monitoring reports.
- Ensure that vulnerable groups particularly children, women, disabled, elderly and stranded migrant are situated in the camps.
- Plan for and implement actions in relief camps through child friendly spaces to reduce disruption of women particularly child related women.
- Issue a message for "Relief Hour" teams in future for better coordination and to work in one effort.

- Ensure that each local official designated under the list on Relief Camp Management below signed their stated role.
- Take measures to ensure the following in each designated relief camp:
 - o GIS as per norms (Revenue Circle in coordination with DDAE)
 - o Lighting arrangement in residential areas, toilets and approach road (16201)
 - o Available water for drinking and other use (at least 20 litres per person per day) (16202)
 - o Separate, covered latrine for males and separate latrine (16203)
 - o Separate bathing area for males and females (16204)
 - o Separate food arrangements for children, pregnant and nursing women, Hand elderly (Health and Social Welfare)
 - o Culturally and age appropriate cooking (if multiple women) for women (Revenue Circle)
 - o Sanitary protection for women and girls (Health and Family Welfare)
 - o Health including regular R.M. service, AEP and higher education and public health care arrangements if any (Health and Family Welfare, Social Welfare and Child Care DCSW)
 - o Security and protection arrangement including food and other facilities of women and children as well as separate space such as kitchen, bathing women in corner (Police, VDO, DCSW)
 - o Waste management facilities if any (Revenue and DM, VDO and DDC)
 - o Operational status of CHD (Health Services in all camps (Health and Family Welfare, Health Welfare, Education and DRD)
 - o Revenue (MOT) materials in local language (Health and Family Welfare, Social Welfare, Disabled)
 - o Educational and recreational activities in camps (Education Department)
- A certificate of audit of executive activities in camps
- A box sheet on compliance report may be submitted during the pre-closure inspection

Working:

Year 20____

 Deputy Commissioner & Chairman
 District Disaster Management Authority, _____ District

Myself No. _____

Date _____

Copy to:

1. PD in the Chief Secretary & Chairperson, State Executive Committee, Assam State Disaster Management Authority, Government of Assam for their approval of the Chief Secretary, Digne
2. Chief Executive Officer, Assam State Disaster Management Authority, Digne
3. Joint Secretary and State Project Coordinator, Assam State Disaster Management Authority, Digne
4. JDC & DDC, District Disaster Management Authority

 Deputy Commissioner & Chairperson
 District Disaster Management Authority, _____ District

Endnote:

1. Assam Relief Camp Management
2. Guidelines on CHD (Health Services)
3. Under the list of Designated Relief Camps etc.

Government of Assam**Family Identity cum Camp Service Inviting for Model Camps**

1. Name of the head of the family _____

2. Address _____

3. Details of Family Members (the Number of family members' equal to each age group in the table)									
Caste and Address	0-4 years		5-9 years		10-14 years		15-19 years		
	Male	Female	Male	Female	Male	Female	Male	Female	
Acute	15-59 years		Above 60 years						
	Male	Female	Male	Female					
Members with Special Need	Pregnant Women		Lactating Mothers		Persons with Disability		Seriously ill/requiring medical attention		

4. If there are family members requiring medical attention, provide details of the disease and medicines required

5. Registration Serial No. (As per Camp Register) in Address (2) _____

6. Date of Entry in the camp: _____

7. Date of Exit from the camp: _____

Signature/Thumb Impression of the Head of the Family

Signature of the Camp in-Charge

Self-Inspection

Inspection Number of this Service of Home or Care Report

Name of Group _____

Identification Number _____

Location of Group in terms of assignment _____

Age of members in group _____

Sex of members in group _____

Name _____

Phone Number _____

Address _____

Home No. _____

No. of members in group _____

Part 2 Detailed Register of the Group member

Date of Registration No.	Name of the Family Group	Type of Self-Monitoring										Group Register No.	Date of last check	
		Structure				Action				Members with Special Needs				
		Group Structure	Group Action	Group Structure	Group Action	Special Needs	Special Needs	Special Needs	Special Needs	Special Needs	Special Needs			

- 4.8 1. When using a group structure for check of the group, consider in terms of the following:
 a. Group type in terms of group structure and members. b. Location Register of the group in terms of the following:

For More Information Contact:
Asian State Election Management Authority
Unit 21/22/23
Ascent One Building, Level 2
P.O. Box 961, 2011 2270 QLD
Email: askem@peel.com