

- Ensure that each level official designated under the SoP on Relief Camp Management deliver against their stated role
- Take measures to ensure the following in each designated relief camp
 - GR as per norms (Revenue Circle in coordination with DDMA)
 - Lighting arrangement in residential portion, toilets and approach road (PWD-E)
 - Potable water for drinking and other household purposes (at least 20 liters/person/day) (PHED)
 - Separate, accessible (within 50 meters) and hygienic toilets (PHED)
 - Separate bathing units for male and female (PHED)
 - Separate food arrangements for children, pregnant and lactating women, ill and elderly (Health and Social Welfare)
 - Culturally and age appropriate clothing (if situation warrants) for inmates (Revenue Circle)
 - Sanitary protection for women and girls (Health and Family Welfare)
 - Health including regular RCH services, health and hygiene education and psycho-social care arrangements in camps (Health and Family Welfare, Social Welfare particularly DCPUs)
 - Security and protection arrangement including monitoring of situation of women and children as well as separate spaces such as breast-feeding spaces in camps (Police, VDPs, DCPUs)
 - Waste management facilities in camps (Revenue and DM, P&RD and ULBs)
 - Operationalization of Child Friendly Spaces in all camps (Health and Family Welfare, Social Welfare, Education and PHED)
 - Relevant SBCC materials in local languages (Health and Family Welfare, Social Welfare, Education)
 - Educational and recreational activities in camps (Education Department)
- Identification of Additional quarantine and isolation Centre.
A department wise compliance report may be submitted during the **pre-monsoon preparedness meeting.**

Yours Sincerely

(_____)

Deputy Commissioner & Chairperson
District Disaster Management Authority, _____ District

Memo No. _____

Date _____

Copy to:

1. PS to the Chief Secretary & Chairperson, State Executive Committee, Assam State Disaster Management Authority, Government of Assam for kind appraisal of the Chief Secretary, Dispur
2. Chief Executive Officer, Assam State Disaster Management Authority, Dispur
3. Joint Secretary and State Project Coordinator, Assam State Disaster Management Authority, Dispur
4. ADC & CEO, District Disaster Management Authority

(_____)

Deputy Commissioner & Chairperson
District Disaster Management Authority, _____ District

Enclosure:

1. Sop on Relief Camp Management
2. Guidelines on Child Friendly Spaces
3. Circle wise list of Designated Relief Camps etc.

Annexure- IV: Sample Family Tickets for Camp Inmates

Government of Assam

Family Identity cum-Camp Service Inventory for Relief Camps

1. Name of the head of the family _____

2. Address _____

3. Details of Family Members (Put Number of family members against each age group in the table)

Children and Adolescents	0-1 year		1-6 years		6-14 years		6-18 years	
	Male	Female	Male	Female	Male	Female	Male	Female
Adults	19-60 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 Annexure-6) _____

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

Part-1: Camp Summary

Annexure-VI: Details of Camp Summary & Format for Camp Register

Name of Camp _____
 Block/Revenue Circle _____
 Camp In-charge's name & Designation _____
 No. of Families as on Date _____
 No. of Unaccompanied Children _____

Date: _____
 Place of Camp _____
 District _____
 Mobile No. _____
 No. of Inmates as on date _____

Part 2- Detailed Register of the Camp Inmates

Camp Registration No.	Name of the Family Head	Details of family Members									Camp Check In Date	Camp Check Out Date
		Children		Adults				Members with Special Need				
		Male (0-14 Years)	Female (0-14 Years)	Male (14-60 years)	Female (14-60 years)	Male (above 60 years)	Female (above 60 years)	Pregnant Women	Lactating Mothers	Persons with Disability		

- N.B.:**
1. Every Camp In-charge will ensure the display of the Camp Summary in front of the Relief Camp
 2. Every Camp in-charge/ Camp Officer will maintain the Detailed Register of the Camp Inmates separately for further actions