

Additional Deputy Commissioner-cum-Chief Executive Officer, DDMA

Phase	Responsibility
Pre-disaster	<ul style="list-style-type: none"> • Assist Deputy Commissioner-cum-Chairperson DDMA in initiating and completing the process of identification of relief camps with provision of child friendly spaces and breast-feeding corners • Prepare and finalize Revenue Circle wise list of identified relief camps with notified seat (intake) capacity. In the current context due consideration should be given toward ensuring social distancing norms (as defined in Annexure I) • Support Deputy Commissioner-cum-Chairperson DDMA in mapping and establishing coordination with multiple stakeholders related to relief camp management process • Coordinate and facilitate administrative processes related procurement and pre-positioning of items related to relief camps including GR, materials related to Child Friendly Spaces etc. • Ensure that relevant stakeholders are oriented on the relief camp management process and SOP. • Guide and supervise all activities related to documentation and reporting including print and circulation of standard templates for camp registration, family tickets, CFS registers, GR related templates etc. • Support Deputy Commissioner-cum-Chairperson DDMA in conducting pre-flood preparedness meetings on relief camp management • Facilitate information exchange between all responsible stakeholders regarding camp locations, targeted population and their location against each camp, coordination actions against specific standards • Support Deputy Commissioner-cum-Chairperson DDMA in issuance of advisories, orders and instructions related to relief camp management and in any other action thereof
During Disaster	<ul style="list-style-type: none"> • Ensure coordinated action among departments and stakeholders in evacuating the affected people to designated relief camps as per plan. Ensure that vulnerable groups (such as children, women, elderly, persons with disability, chronically ill) are to be given priority in the entire process and are supported according to their needs • Ensure that Child Friendly Spaces are operational in all camps where children are being taken care of (as included in the Annexure-II) • Expedite approval process for all matters related to relief camp management • Coordinate with SDO (Civil) and Revenue Circle Officers on a regular basis and facilitate inter-coordination • Visit selected relief camps to take stock of the services provided and the situation of camp inmates as well as adherence to the guidelines. • Ensure that all relief/GR items are provided in the camps in coordinated 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 defined standards. • Address grievances/ complains of camp inmates through feedback mechanism • Mobilize and deploy 'Pratirodhi Bondhu volunteers' in providing services to the camp inmates in consultation with Revenue Circle Officer. Also coordinate with District Manager of CSC,SPV for providing services available under 'e-help' initiative. • Disinfectant drive at all notified Relief Camps/Camps/shelters in advance. • Any other action as per need as the CEO of DDMA or in support of actions for Chairperson DDMA

Post Disaster	<ul style="list-style-type: none"> • Facilitate post operation visits to oversee the condition of the camps by the Relief Camp Monitoring Team • Coordinate with concerned departments to ensure cleanliness, repairing etc. of the relief camps so that they can start their original functions • Collect information and feedback from stakeholders for reviewing the effectiveness of the SoP at the district level and propose required changes/modifications if any • Facilitate and coordinate the process of documentation of lessons learnt on camp management to guide better management of camps in future • Facilitate timely completion of all administrative processes related to submission of Utilization Certificate on expenditures made in relief camp management
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Superintendent of Police

Phase	Responsibility
Pre-Disaster	<ul style="list-style-type: none"> • Coordinate and collect list of identified relief camps from the Office of the CEO, DDMA • Ensure that each Police Station has a plan in place for security proofing the identified camps during floods as they come into effect particularly focusing on preventing crime against women and children • Conduct orientation of VDPs etc. on overall disaster management with specific session on relief camp management • Identify and assign camp wise nodal person for coordination in matters related to safety and security in the camp, including development of deployment rosters/patrolling plans • Coordinate with relevant departments and understand plans related to evacuation of affected people and animals, transportation of GR items, mobility of duty bearers for security proofing these actions • Identify and make contingency plans for providing security in relief camps which are located in sensitive areas (prone to security threats) • Identify camps with potential for housing large number of people and arrange for special team consisting of Police and VDP to support in relief distribution • Participate and provide inputs to Deputy Commissioner and CEO DDMA in meetings related to flood preparedness including in relief camp management. • Instruct OCs to participate in Revenue Circle level meetings
During Disaster	<ul style="list-style-type: none"> • Instruct Officer in-Charges of respective police stations to ensure roster wise deployment/patrolling for all relief camps in order to ensure vigilance on anti-social elements around the camps in coordination with respective Revenue Circle Officers. • Support district administration in evacuation of affected community. • Ensure presence of VDP with clear instructions related to maintenance of safety and security in all designated camps. Home guards may be detailed for patrolling & night watch • Ensure that Women Police personnel are stationed within the camps/visit each designated camp to record and address any complaints made by women and take steps to prevent abuse/ abduction of women, girls and children. • Ensure that for safety and security of the women and children vigilance committees are formed consisting of women in each camp. • Ensure safe transit to GR supplies to designated relief camps in coordination with respective Supply Inspector • Ensure presence of police force during relief distribution in camps operated in security sensitive areas • Conduct random visit to selected camps as a part of relief camp monitoring team and assure inmates about security of their property (which they have left behind while evacuating to camps) by interacting with them • Issue specific instructions for patrolling and ensuring security in makeshift camps, if any

During Disaster	<ul style="list-style-type: none"> • Participate in post operation review meetings at district level and instruct OCs to participate in Revenue Circle level/Camp level meetings (if any) • Provide feedback to Deputy Commissioner or CEO, DDMA on improvement of camp management related aspects from the perspective of safety and security in future
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CEO, Zila Parishad

Phase	Responsibility
Pre-Disaster	<ul style="list-style-type: none"> • Issue instructions and guidelines to ensure GPDP planning in a way that it addresses preparedness needs such as construction of raised toilets, raised hand-pumps, approach roads, culverts, filling up of grounds which can help in camp management • Issue specific instructions and guide respective BDOs to ensure completion of the ongoing schemes specially related to roads, culverts, bunds, raised platforms, drinking water, boats (if any) etc. specific to pre-identified relief camps before the onset of flood season • Conduct Awareness meeting with PRI in collaboration with DDMA. • Participate in all meetings related to flood preparedness including relief camp management at district level and instruct functionaries to participate in such meeting at Sub-Division, Revenue Circle and Village level (as appropriate) and ensure support to agreed actions • Ensure clear instructions to officials in the department at all levels regarding support to be provided in flood management including relief camp management and provide manpower support • Mobilize and allow resource utilization for strengthening basic facilities in identified relief camps including provision of basic amenities shelters/raised platforms constructed by the department • Take steps for dissemination of information up to village level including support in evacuation and search and rescue using the existing network of P&RD department under various schemes • Explore resources and means for repairing and restoration of camp infrastructure damaged due to being used as relief camps in previous year/s • Build capacity of functionaries at all levels to enhance preparedness/resilience to overall disaster management including exclusive capacity building on relief camp management • Prioritize proposals/schemes related to strengthening infrastructure/amenities targeting relief camps
During Disaster	<ul style="list-style-type: none"> • Monitor deployment of functionaries related to P&RD in flood response including relief camp management as per the district plan of DDMA. • Conduct visit to selected Relief Camps to oversee operations as a part of the Relief Camp Monitoring Team • Participate in review meetings of DDMA and Issue timely instructions to the BDOs/PRI towards meeting immediate support need at camp level which are feasible within the ambit of the department • Support Deputy Commissioner/CEO, DDMA any other matters related to camp management
Post Disaster	<ul style="list-style-type: none"> • Participate in post operation review meetings at District level • Conduct post operation visits to oversee the condition of the shelters/raised platforms/department infrastructure used in flood response • Allocate resources/Prioritize proposals under appropriate scheme related to repair and maintenance of any such infrastructure which was damaged because of being used as relief camp/shelter • Instruct BDO/PRI/Officials to support cleanliness of the relief camps so that they can start their original functions • Issue guidance/instructions to BDOs for Identifying infrastructure gaps and guide functionaries on addressing the gaps through proper utilization of schemes implemented through the BDO e.g., MGNREGS • Through structured screening, ensure GPDP plans address preparedness needs for future in the context of camp management • Mobilize PRI to include the renovation/ repairing scheme in the Gaon Sabha/ GPDP

Sub-Divisional Officer (Civil)

Phase	Responsibility
Pre-Disaster	<ul style="list-style-type: none"> • Ensure Sub-Division level preparedness related to relief camp management and prepare the Sub-Division level Relief Camp Management Plan as per guidelines • Constitute Sub-Division level Relief Camp Monitoring Team & Zonal level Relief Camp Monitoring Team • Coordinate with DDMA in identification of relief camps with provisions for child friendly spaces (as per Annexure-II) looking at safety in the respective Sub-Divisions • Issue specific guidance/instruction at all concerned for ensuring that the designated camps are safe from all hazards, accessible to possible affected communities and the service providers, have basic minimum capacity and facilities to accommodate people. • Ensure that each identified camp's seat (intake) capacity is defined and notified under the Sub-division and shared with DDMA for further approval • Assess financial and resource requirement including procurement and management costs related to camp management in the Sub- Division in consultation with RCOs and submit timely requirement to the DDMA • Selection of vendors at sub-division level to maintaining necessary formalities provide appropriate services at camp level including provision of food, cloth, electricity etc. as and when needed as per the provisions enshrined under Assam Disaster Management Manual, 2015 • Organize bi-monthly preparedness meeting with Revenue Circle Officers, Block Development Officers and line Departments under the Sub-Division before the onset of flood season • Coordinate with relevant departments at Sub-Division level involving Circle Officers and BDOs to ensure facilities/services including but not limited to the following in each of the designated camps: <ul style="list-style-type: none"> ○ Lighting arrangement in residential area, toilets and approach road including arrangement of generators as needed (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 and DM) ○ 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 in Relief Camps (Police, VDPs, DCPUs) ○ Waste management facilities in camps (PHED, ULBs & GPs). ○ Relevant SBCC materials in local languages (Health and Family Welfare, Social Welfare, Education) ○ Educational and recreational activities in camps (Education Department) • In coordination with DDMA and through Circle Officers/BDO, plan and pre-position procured items in strategic locations with a well thought out transportation plan (Mapping all the designated camps against specific storage facilities for GR) • Review status of identification, authorization and orientation of camp in-charge and Assistant Camp Officers on the Inclusive Relief Camp Management in a periodic manner with Revenue Circle Officers and BDOs • Disinfectant drive at all notified Relief Camps/Camps/shelters in advance. • Review local preparedness for camp operation (camp level) before monsoon and on receipt of warning