

During Disaster	<ul style="list-style-type: none"> • In view of the COVID-19 situation, managing of relief camps with social distancing is a challenge. People should be encouraged not to leave home just because their frontier is submerged or household is safe within the campus; they would be provided relief materials as per norms. • The vulnerability mapping up to household level should be done immediately so that we can identify which household are least and worst affected. The worst one will populate the camps first enabling the priority wise identification of the camp inmates. • Guide and support Sub-division and Zonal level Relief Camp Management team in setting up of camps and provisions/functions of responsible departments • Monitor operationalization of camps, provisioning of essential services in camps as per pre-defined duty rosters of responsible functionaries at Circle and Camp level • Facilitate immediate decisions to fulfil requirements as per emergent situation in the Sub-Division • Issue appropriate instructions/directives in coordination with DDMA • Ensure that all stakeholders and actions notified are being adhered to • Ensure that vulnerable groups particularly children & women are given particular attention in the areas of health, food & nutrition, Water, Sanitation & Hygiene, safety & security, psycho-social care • Ensure that Child Friendly Spaces are operational in all camps where children are being taken care of (Annexure –II) • Activate Grievance Redressal mechanism for collecting and addressing feedback/complaints from camp inmates • Issue real time instructions to concerned functionaries at Sub-Division level to address grievances • Suggest DDMA on closure of the camps considering the on-ground situation in consultation with Revenue Circle Officers and BDOs
Post Disaster	<ul style="list-style-type: none"> • Conduct post operation review meetings with Revenue Circle Officers and BDOs • Conduct post operation visits to oversee the condition of the camps with relevant officials • Ensure cleanliness, repairing and re-institution of the relief camps so that they can start their original functions • Facilitate proper documentation and administrative processes for appropriate settlement.

Executive Engineer – Public Health Engineering Department (PHED)

Phase	Responsibility
Pre-Disaster	<ul style="list-style-type: none"> • Coordinate with CEO, DDMA/SDO (Civil) and collect list of designated relief camps in advance • Map Water, Sanitation and Hygiene situation of the designated against their stated capacity of intake during emergencies • Designate Camp wise focal points from the PHED department for planning, pre-positioning and delivering WASH services during disasters/emergencies and share their contact details with DEOC • Procure and pre-position (at strategic locations for rapid deployment) materials to construct temporary toilets in the designated camps e.g., Squatting Plates, Tarpaulin, bamboo etc. • Map water supply needs and make arrangements including mobile water treatment vehicles, hand pumps and other sources to meet the water needs in camps • Ensure that existing water sources in the designated camps are tested for quality and necessary measures to decontaminate/purify water are in place well in advance • Conduct orientation of staff and ground level designated work-force on Emergency Preparedness for response and their role in relief camps • Develop/adapt social and behavior change communication materials to be used in camps for safe WASH practices and keep them ready for delivery in camps • Ensure that each identified relief camp is given a pre-WASH compliance certificate • Make plans and ensure availability of human resource and materials for arranging basic amenities (water, sanitation and hygiene related) in make shift camp locations, raised platforms etc. • Disinfectant drive at all notified Relief Camps/Camps/shelters in advance

<p>During Disaster</p>	<ul style="list-style-type: none"> • Be responsible for the overall Water, Sanitation and Hygiene (WASH) facilities and services in the relief camps. • Demonstrate Hand wash and other hygiene practices in the Relief camps. • Implement aggressive awareness drive including installation of additional hand washing facilities in camps (in the context of outbreak of infectious diseases) • Supervise the designated Sectional Officer (Junior Engineer) and other staffs to ensure <ul style="list-style-type: none"> ○ availability of water <i>(20 litres/person/day and/or 1 hand pump for 200 persons)</i> ○ safety of water sources (distance of hand pumps at least 20 feet from toilet) ○ Adequate latrines are available and temporary latrines are set up as per need <i>(Maximum 50 Meters from the designated residential spaces)</i> ○ latrine pits are de-sludge on time ○ separate bathing spaces for male and female ○ privacy in the toilets and bathing spaces ○ proper drainage of waste water ○ monitor safe disposal of solid waste in the available garbage bins or designated locations • Implement supplementary measures as specified in the flood relief camp management guidelines in the context of COVID-19 attached (in Annexure-I). • As part of the Relief Camp Monitoring Team, EE will specifically monitor the quality of the WASH facilities and materials in the relief camps, provide on-site guidance/instruction if there's any scope for improvement and provide SMART recommendations to DDMA/ SDO (Civil) for any WASH related requirement in the relief camps. • Ensure that all the interventions taken up in camps are reported in the master register maintained by the camp in-charge. • Take up the activities in coordination with District administration on their written instructions.
<p>After Disaster</p>	<ul style="list-style-type: none"> • Ensure de-commissioning of temporary WASH infrastructure in camps (as per need) • Ensure that fixed water sources in and around camp along with other affected areas are de-contaminated • Conduct a debriefing for the designated officials on what went well and what needs to improve in future

Joint Director, Health Services – Department of Health and Family Welfare

<p>Pre-Disaster</p>	<ul style="list-style-type: none"> • Coordinate with CEO, DDMA/SDO (Civil) and collect list of designated relief camps in advance • Designate Camp wise focal points from the Health and Family Welfare department (including but not limited to Sub-Divisional Medical and Health Officer, PHC/CHC/State Dispensary/Sub-Centre staff, NHM and IDSP staff) for planning, pre-positioning and delivering health services during disasters/emergencies and share their contact details with DEOC • Develop roster of medical and para-medical staff against designated camps, issue directives to the roster members to: <ul style="list-style-type: none"> i. Screen camp inmates for diseases within 24 hours of their entry into camps ii. Conduct rapid health assessment in all camps on regular basis (not less than once a week) • Identify more quarantine center, isolation center • Identify Makeshift Hospital arrangement • Maintain list of equipment, drugs, etc. for moving to camps • Line listing of Pregnant women and children 0-1 year of age • Awareness on Dos and Don'ts during the village Health Sanitation Nutrition meeting • Ensure provisions for emergency transportation including ambulances for all camps (an ambulance to be stationed in case of camps having a capacity of 500 and more) • Ensure that all camps are mapped against their nearest health centre and emergency medicine (e.g., anti-venom stock) are available in these health centers • Map flood vulnerable villages and camps which are endemic to certain vector/water borne diseases and undertake preventive steps to contain disease outbreak • Conduct orientation of Medical and Para-Medical staff on preparedness for response • Ensure that health supplies (including vaccines and medicines) are pre-positioned, contingency plans are ready and transportation arrangements are made to deliver services in camps/safe places where affected people are taking shelter • Develop/adapt disease protocols and communication materials in local language and ensure their availability in designated camps • Identify and designate therapeutic counsellors for deployment on roster basis in the camps and build their capacity to tackle emergency situations • Ensure that frontline workers (ASHA/ANM/MPWs/CHOs) are oriented to provide scenario based health education to camp inmates • Ensure that female gynecologist and obstetricians, pediatricians and other specialized doctors are kept on roster and are oriented/supported to visit the designated camps and provide necessary services • Ensure planning for mosquito and rodent control in the designated camps and ensure timely procurement of necessary items (this is done in general, need to be extended to the camps during emergencies) • Act upon learning points from previous year • Identify additional quarantine shelters/Isolation facilities to house people under quarantine (symptomatic/asymptomatic) • Ensure availability of adequate PPE for frontline workforce in vulnerable locations/camps • Develop plans and mobilize resources for establishing and operating temporary hospitals as per requirement
<p>During Disasters</p>	<ul style="list-style-type: none"> • Be responsible for the overall health interventions and services in the relief camps. • Coordinate with ADC & CEO, DDMA/ SDO (Civil) to implement health services in designated camps and other safe shelters • Supervise, guide and monitor the functioning of designated medical and para medical staff in

	<p>conducting initial screening, weekly rapid health assessment, regular health check-ups and routine immunization in designated camps/safe shelters and child friendly spaces</p> <ul style="list-style-type: none"> • Ensure availability, transportation and use of basic medical supplies (as per norms) in designated camps • Monitor any disruption in health service delivery and conduct special drives in camps related to vaccination, immunization, special screening etc. • Ensure visit by specialized medical professionals (female obstetricians, pediatricians and other specialized doctors) in camps • As part of the Relief Camp Monitoring Team, JDHS will specifically monitor the quality of the health facilities and services in the relief camps, provide on-site guidance/instruction if there's any scope for improvement and provide SMART recommendations to ADC for any health-related requirements in the relief camps • Ensure that all the interventions taken up in camps are reported in the master register maintained by the camp in-charge • Reporting to head quarter on a regular basis with clear, specific limits. • Arrange fogging to prevent mosquito and other flying insects and related diseases in the relief camps. Eliminate breeding places of mosquito and rodent inside the camp premises. • Conduct special awareness drive, screening and other safety actions related to COVID and other infectious diseases (refer to Annexure-I) to contain spread of any disease in the camps. • Implement all health safety protocols in relief camps • Reflecting on any special need, shortfall of manpower/ drugs etc. • Explore the collaboration with the Doctors of non-governmental organization/ private practitioners etc.
<p>Post Disaster</p>	<ul style="list-style-type: none"> • Ensure that each of the designated camps have been covered with vector/rodent control (after their closure) to prevent any further outbreak while they get back to their normal function (mostly camps are schools) • Provide a detailed report to the DDMA on interventions taken up by the department in camps/other safe shelters • Conduct a debriefing for the designated officials on what went well and what needs to improve in future