

Standard Operating Procedure for Response on receipt of Flood warning

Deputy Commissioner on receipt of Flood warning will communicate the warning expeditiously to the following officers for alerting the people and other local authorities.

- a) The concerned SDO (Civil)
 - b) Revenue Circle Officer /Officers
 - c) Superintendent of Policed) Executive Engineer Water Resource Department.
 - e) Executive Engineer, PWD (Roads)
 - f) Station Officer-Fire Service Station & I/C of State Disaster Response Force (SDRF) /National Disaster Response Force (NDRF) if stationed in the district.
- In giving flood warning the revenue or police officers should keep in mind that no unnecessary panic is created among the people.
 - Deputy **Commissioner** will take periodic feedback on the development taking place.

CEO DDMA, on receipt of the warning will also inform a)

- a) All the above mentioned officers.
- b) Superintendent of Police
- c) Deputy Director, Food & Civil Supplies
- d) Joint Director Health Services
- e) District Veterinary Officer to take necessary measures so that if necessary assistance can be provided in short notice to the affected areas.
- f) DIPRO, if required, to give public announcement for evacuating people from vulnerable areas.

Circle Officer Concerned

Circle Officers of the concerned Revenue Circle on receipt the information from field or FLEWS will immediately mobilize Lot Mondals, GaonBurah, SDRF and other agencies & resources available under his jurisdiction without waiting for order from Deputy Commissioner or SDO(Civil) to initiate the action.

- Further, in case of probability of high intensity flood, Circle Officer will also take action for evacuation of people from the vulnerable reaches to pre-identified safe locations & preposition Men & Resources (**SDRF/NDRF/Police Force / Sand bags/ Boats / Tarpaulin etc.**) available under his jurisdiction as per the map and location specified by NESAC in its flood warning.
- Circle Officer will initiate his response on receipt of Flood Warning without waiting for order from Deputy Commissioner/SDO (Civil).
- Circle Officer will lead the rescue and evacuations operation as per Disaster Management Plan.

- Circle Officer will keep DC/SDO (Civil) informed on hourly basis about the situation on the ground level and may request for additional resources of men, material & machines if required from DC or SDO (Civil).
- Circle officer will also inform BDO, so that BDO can inform PRI representatives for appropriate action.
- Circle officer may also inform GP Secretary and GP President for appropriate action.
- Lot Manadal&GaonBurah will go to the specific location immediately & inform the villagers on the probability of any flood event and ask them to take necessary precautionary measures.

Superintendent of Police:

SP will immediately direct Officer-in-charge of the concerned Police Station to assist the Circle Officer in rescue, evacuation & rehabilitation process.

Executive Engineer, Water Resource Department:

Executive Engineer, WR Department will instruct *Khalasisto* keep constant vigil on Water Levels & inform Executive Engineer on any increase in the water level. Executive Engineer, WR will also take necessary temporary measures to avert any breaches in embankments.

Executive Engineer, PWD (Roads) Department:

Executive Engineer, PWD (Roads) Department will take adequate measures to ensure that the road communication is not disrupted. He will immediately repair any breaches of road if the same is required for evacuation and supply of relief to the affected people.

Joint Director, Health Services:

On receipt of information, Joint Director (Health) will direct SDMHO and I/C of the PHC of the concerned area to form a team of doctors equipped with necessary medical equipment and move to the affected places or evacuation camp as required by the Circle Officer. If situation so demands, Medical Boat Clinic will be send for medical response to marooned areas and river islands.

Station Officer, Fire & Emergency Services:

On receipt of alert from Deputy Commissioner or SP or Circle Officer, the Station officer will immediately mobilize SDRF under him to the affected areas. He will also coordinate with NDRF team/QRT etc for the operation.

Guideline for Relief Camp Management

Relief Camp Management: Camp management is dynamic in nature and strives for promoting a holistic approach for physical, psychological, cultural, social and emotional well-being of camp inhabitants by establishing and maintaining an inclusive overview of many aspects and stakeholders involved in the life of a camp. Therefore the following guidelines have been formulated to assist district and sub-divisional civil administration and also to non-state sector and civil society for effective and smooth management of relief camps. These guidelines are illustrative and decisions may be taken by the Camp Authorities as per demand of the situation, within the larger framework of guiding principles incorporated in the manual.

Setting up of a Relief Camp:

- (a) On receipt of report from Revenue officials, the DC/SDO(C) will order to setup a relief camp at pre-decided location as per District/ Sub-divisional disaster management plan. As far as possible, relief camps should not be set up in educational institutions.
- (b) In case new location is to be selected for the camp due to unavoidable circumstances, following points should be considered for arriving at a decision.
 - Camp should preferably be set up in an existing built up accommodation like a community hall.
 - It should be located at a safe place which are not vulnerable to landslides, flood etc.
 - It should be accessible by motor vehicles, if possible.
 - Adequate space for roads, parkings, drainage, should also be there.
 - The area should not be prone to endemic disease like malaria.
- (c) Wide publicity should be given about the location of the camp and affected people should be evacuated and brought to the camp directly.
- (d) Emergency relief materials which include drinking water, food, bedding (mattress, sheets & blankets), baby food, mosquito repellents etc should be arranged as early as possible.
- (e) Control room/ help desk should be setup in the relief camp immediately.
- (f) Proper planning and preparedness to make the arrangement smoother.

Shelter

- (a) The shelter should be such that people have sufficient space for protection from adverse effects of the climate.
- (b) Ensure sufficient warmth, fresh air, security and privacy for their health and well being.

- (c) The covered area available per person should be on an average 3.5 to 4.5 square meter.
- (d) Each family should be provided separate tent, if possible.
- (e) In warm & humid climates, proper ventilation & protection from direct sunlight must be ensured.
- (f) If plastic tents or sheeting are available, provision of an insulating layer or a double skinned roof may be considered.
- (g) Tents should not be constructed too closely together and reasonable distance should be kept between the camps to provide some form of privacy.
- (h) Priority should be given to widows and women headed households, disabled and elderly people in tent/room distribution.
- (i) Temporary shelter should neatly be planned and made.
- (j) Tents with slanting sides should be avoided as they leave no space for mobility. Tents with ventilation facilities may be provided to the people.

General Administration of the Camp

- (a) One responsible officer preferably ADC, SDO or CO should be designated as Camp Officer by the DC/SDO(C) who will ultimately be responsible for general management of the Relief Camp. He will co-ordinate & supervise the works of other officers in the camp.
- (b) One Assistant Camp Officer should be designated to help the camp officer.
- (c) Administrative structure of the camp should be as follows:

Camp Officer(ADC/SDO/CO)
Assistant Camp Officer

All relevant line departments for camp management like PWD (B), PHE, Health, ASEB etc

- (d) Camp Officer will co-ordinate with all the officers detailed for management of various facilities in the camp.
- (e) A separate order should be issued by DC/SDO(C) to detail the above officers in the camp with clear defined roles & responsibilities.
- (f) Officers of line department detailed in the camp may be allowed to further engage the assistants from their officers to help them.
- (g) An inspection and observation register should be maintained in the camp and it should invariably be made available to visiting team of the senior authorities.
- (h) Deputy Commissioner/SDO(C) should visit the camp as frequently as possible and hold meeting with all the officers responsible for management of the camp. They should record their observation about management of the Camp in inspection register for future reference.
- (i) As per Disaster Management (DM) Act 2005, district authority can direct any Government officer to assist in providing relief to the person affected by natural calamities. If the officer fails to comply the order he may be prosecuted and punished as per provision of the Act.
- (j) District Authority as per DM Act 2005 can requisition any resources, premises

- & vehicles needed for rescue & relief of disaster affected persons and suitable compensation may be provided to the owners of the same.
- (k) Negligence in assigned work should not be tolerated and immediate action should be taken against the erring officer.
 - (l) One spare vehicle should be kept on standby basis for 24 hrs in the camp.
 - (m) One help desk/ control room/ officer room should be designated where inhabitants can register their complaints
 - (n) Loudspeaker system should be installed in the camp. Announcement may be made from camp office regarding distribution of relief aid, food, arrangement of medical and other facilities etc.
 - (o) BSNL may be asked to arrange offer telephone/ mobile facilities in the camp for inhabitants.
 - (p) Camp Officer will maintain a Master Register in the Relief Camp in the prescribed format
 - (q) GaonBurah, School Teacher, Lot Mondal or any trust worthy local person may be asked to prepare the preliminary list which can be scrutinized and cross checked by the camp officer.
 - (r) Each head of family should be given a ticket as prescribed in Annexure B, at the time of entry/ registration of the family in the relief camp. Any adult member of the family will have to produce the Ticket to receive any article or aid of relief. Distribution Officer will enter the amount given along with date of issue in the Ticket and put his signature on it.
 - (s) All the Expenditures for setting up Relief Camp and providing facilities to the camp population is admissible under the norms prescribed by the National Disaster Response Fund (NDRF) and State Disaster Response Fund (SDRF).

Guiding principles for Management of the Camp

- a) Camp Officer should easily be accessible to the camp inhabitants.
- b) Treat every inhabitant of the camp with dignity and respect.
- c) Ideally camp management should strive to provide facilities so that inhabitants feel comfortable
- d) Make effective arrangement for distribution of food and aid to the people in the camp
- e) Special care should be taken to ensure that vulnerable people like disabled, elderly, pregnant women and children get adequate aid and supply of food and other facilities.
- f) Sufficient nos of women officers should be engaged in management of the camp and they should interact with women inhabitants to assess their special needs.
- g) Arrangement should be made to prevent abuse against women and children in the camp.
- h) Voluntary Organization & leading citizens may be encouraged and involve in management of relief camp.
- i) Psychological counselling must be arranged for the families who have lost their family members.
- j) Inhabitants should be involved in management of camp.
- k) Inhabitants should be kept engaged by arranging for TV, Books, News Papers,