

Carom Board and other means of entertainment.

- l) It should be ensured that no officer is required to work for unreasonably long hours.
- m) Officers responsible for management may be made aware that misappropriation of money or materials meant for the relief will invite prosecution and
- n) Special drive should be taken against illicit liquor sale in and around the camp.
- o) Press Release should be issued by giving contact nos of Nodal Officer who will accept and co-ordinate with NGOs & public regarding donation in cash & kind.
- p) People should be made aware about rehabilitation program, financial support and other compensation to be provided against the loss of house, crop, cattle etc.
- q) People should also be educated about NREGA & other employment generating schemes which are available in their locality as they need not migrate to cities for Job opportunities.

### **Basic Facilities**

#### **(a) Lighting Arrangement and Generator Set**

- A technical person, preferably from electricity or PWD(E) department should be detailed to supervise the proper lighting arrangement in and around the camp and operation and maintenance of the generator set.
- One big candle and one match box should be provided in every room/tent.
- Petromax or emergency light should be arranged in sufficient numbers in the camp.
- Approach to toilet and water source should properly be illuminated.
- Generator set of required capacity should be installed in the Relief Camp and operator must be detailed for 24 hours.
- A register should be maintained by the operator in the prescribed Format
- Adequate arrangement for illumination inside and outside of camp should be made.

#### **(b) Water Facilities**

- Total requirement of drinking water, water for toilets, bath & washing of clothes and Utensils should be assessed and proper arrangement should be made accordingly.
- Most of the diseases in the camps spread due to lack of purified and sufficient drinking water. Therefore serious effort should be made to ensure to supply adequate clean & purified water to the camp population. Permissible standard of TDP & other parameters for water must be maintained at any cost.

- 20 Ltrs of water should be provided to per person per day.
- One Sr. Officer of PHE Deptt. should be detailed for maintaining water supply in the camp.
- One bucket, one Jeri can or water container and one mug should be provided to every family to store the water for drinking, cooking etc.
- Ideally one hand pump should be installed for every 200 persons.
- Hand pumps or water tanks should be minimum 20 ft away from the toilets.
- Daily sample of water from tanks, taps 7 other sources should be collected and analysed in the district lab of PHE Deptt. Corrective measures should be taken as per result of water analyses.
- Commercially available water filter should preferably be installed. Makeshift arrangement for water purification may be avoided.
- Separate bathing units must be constructed for male & female.

**C) Sanitation:**

- Ideally there should be one toilet for 20 persons.
- Toilet should be minimum 10 mtrs and maximum 50 mtrs away from shelter/tent/room.
- For waste disposal, one communal pit of 2mX5mX2m of size should be dug for 500 persons.
- Each family should be provided one soap of 100 gram per week.
- Separate toilets should be constructed for men & women and these toilet blocks should be separately be located at reasonable distance.
- Sufficient light arrangement should be made in toilets.
- Approach from camp to toilets should be also properly illuminated.
- Sufficient stock of bleaching powder, harpic and others item should be maintained.
- One officer must separately be detailed to supervise regular cleaning and maintenance of the toilets.
- Requirement of disinfectants should be assessed regularly & sufficient stock of it week should be maintained in the camp.

**d) Food- Storage & Distribution**

- Initially for few days, cooked should be provided to the camp inhabitants. Utensils and cook may be hired from open market for cooking of the food.
- Preferably disposable plates and glasses may be used to serve the food and water for hygienic reasons.
- As far as practicable and as per available space cooked food may be served in hall or at one place for convenience of cleaning, hygiene, disposal of waste and smooth arrangement.
- Distributed food must be of appropriate quantity and fit for human consumption.
- Food must meet nutritional needs and include pulse, cereals, egg& fats sources.
- Food should be culture specific and as per food habits of the community. People of rural area may not like bread & butter.
- Packed food like biscuit, tinned food, ready to eat meals, noodles etc. should be properly checked that they are not expired before distribution.
- As far as practicable Food Inspector must be detailed to certify the food items before they are served.
- Reputed and trusted Voluntary Organizations may be allowed to assist in cooking and distributions of meals but the relief Officer / Camp Officer will remain ultimately responsible for all arrangements.
- If cooked meal is not served, dry food like, rice, salt, pulse etc. may be distributed for one week at a time as per prescribed scale
- Even if cooked meal is provided to the inhabitants, above mentioned scale may be maintained.
- Sufficient counters with strong barricade may be made for distribution of relief articles and dry food like rice pulse, salt, etc. as it is made during general election for distribution of election materials.
- Display board should be hanged on each of the counter showing village name or ticket serial numbers of Ticket already distributed to the families during the registration.
- Separate queue may be allowed for women infirm & elderly people to collect relief aid.
- For storage of food items following guidelines should be followed-
  - Dry and well-ventilated area may be designated in the Relief Camp for storage of Food items.

- Storage should be free from rodents and insects.
- Boxes/ bags must not lie directly on floor. Use pallets, boards or heavy branches, or bricks underneath piles.
- Keep products at least 40 cm away from the wall and do not stock them too high.
- Pile the bags/boxes two by two crosswise to permit ventilation. In this way, they are steadier and easier to count.
- Keep damaged boxes/bags away from the undamaged ones.
- Observe First In-First Out Expiry First Out Principle.
- Food stock and storage should personally be inspected by the Camp Officer on alternate days.
- Updated stock register should be maintained in a format as prescribed.

### **c) Clothing**

- People in the camp should be provided sufficient clothing to protect themselves from the adverse effects of the climate.
- People should have one full set of clothing in roughly the correct size, appropriate to the season and the climate.
- Culturally appropriate clothing should be made available.
- Women and girls should be provided necessary sanitary protection.
- Mattress, bed sheet, gamosha, dhoti, lungi, mekhlachadaretc may be provided to the people in the camp.

### **(f) Medical Facilities & Psycho-social Support**

- One Doctor along with team of paramedical staff should be detailed on roster system around the clock in the camp.
- A proper register should be maintained for roster of the duties of Doctors, Nurses & Paramedical staff as prescribed
- A separate room or tent should be made available for the medical team.
- Highest standard of hygiene must be maintained at camp to minimize the chances of people falling sick.
- As far as possible each and every inhabitant of the camp should be screened for presence of any disease immediately upon his arrival or within 24 hrs of his arrival in relief camp without fail.
- A rapid health assessment of all the inhabitants in the camp should be done on weekly basis. They may be divided in 7 groups and weekly rapid health assessment should be done of one group on a fixed day of a week.
- Diarrhoea, gastroenteritis, conjunctivitis, allergies, malaria, viral fever are common diseases in the camp. Preventive measures must be taken in camp

and sufficient store of medicine must be maintained to treat them timely.

- If the camp continues for more than a month the regular health services like maternal & childcare services including immunization should be stored in the camp.
- Jt. Director, Health Services should be directed to arrange adequate stock of medicine from district store.
- Detail inventory & stock register of medicine available within store at camp should be maintained.
- No prescription will be given to the patient to purchase any medicine from outside the camp. All the medicines should invariably be provided free of charge to the inhabitant. If medicines are not available in the camp these may be purchased from outside by the Medical Officer & Expenditure may be reimbursed from relief fund.
- Some advance fund may be given to the medical team for purchase of medicine from outside, if required. The team will maintain proper account and keep all the vouchers, bills etc for record.
- If there are more than 500 persons in the camp, one ambulance with adviser should be stationed for 24 hrs in the camp.
- Cases of snake bites are also reported from relief camp. Necessary arrangement should be made in nearest health institution for adequate stock of anti venom injection.
- Everyone who experiences disaster is affected in one way or another physically, emotionally and mentally. Children are among those who are affected most. It is in this regard that psychological support is an important part of response in any disaster situation.
- Psychological support is best obtained from the family. Therefore, even in abnormal conditions, family should be kept together. As a means of psychological support, activities like religious activities, entertainment and recreation etc. should be arranged for the inhabitants of the camp.
- Professional Psycho-social Therapist should be arranged to provide counselling to the affected person. It should be ensured that follow up sessions are conducted, as a onetime session is not be helpful, but may even create unpleasant experiences or memories for vulnerable person.

**g) Special Arrangement for women, Children, and Physically Challenged and Elderly persons**

- Since women are more vulnerable during disaster, their specific needs must be identified and taken care of.
- Female gynaecologist and obstetrician should be available at hand to take