

District Social Welfare Officer – Department of Social Welfare

Phase	Responsibility
Pre-Disaster	<ul style="list-style-type: none"> • Mapping the Child Friendly Space (CFS) in designated relief camps (as in Annexure-II). • Coordinate with CEO, DDMA/SDO (Civil) and collect list of designated relief camps in advance • Designate Camp wise focal points from the Social Welfare department (including but not limited to DCPO, CDPO, Program Coordinators (NNM) and Anganwadi Supervisors, Workers, and Helpers for planning, pre-positioning and delivering essential services (nutrition, child protection, care of vulnerable groups including elderly, disabled and women) during disasters/emergencies and share their contact details with DEOC. • Develop roster of Anganwadi workers and helpers as per designated relief camps and ensure their services for the followings: <ol style="list-style-type: none"> i. Setting up safe spaces for women and children. ii. Ensure counselling of pregnant women, lactating mothers on Infant and young child feeding during emergencies (during and post flood and other such emergencies) iii. Explore possibility of continuing services provided to children 0-6 years through ICDS centres while they are in the camps iv. Ensure counselling and other activities with Adolescent girls and women (as appropriate) for safer menstrual hygiene management during their stay in the camp v. Assisting ANM and other health team members in related services • Conduct orientation of Social Welfare Functionaries at all levels on preparedness for response • Assign Counsellors working under the department for periodic visit and necessary psycho-social support to camp inmates particularly children and women and build their capacities for the same • Ensure that frontline workers (Supervisors/AWWs/Helpers) are oriented to provide scenario based health education to camp inmates • Explore possibility of procuring culturally appropriate sanitary protection for women and girls in relief camps • Explore feasibility of pre-positioning nutrition supplies (mapped against Anganwadi centres) to be used during emergencies in designated camps.
During Disasters	<ul style="list-style-type: none"> • Be responsible for the overall child protection and nutrition services in the relief camps. • Coordinate with ADC & CEO, DDMA to implement child protection and nutrition services in designated camps and other safe shelters • Supervise, guide and monitor the functioning of designated social welfare staff in conducting their assigned jobs • Monitor any disruption in service delivery of anganwadi centres and ensure functioning of child friendly spaces in the designated relief camps where child related services can be delivered • Ensure visit by trained counselors (working in the department) in camps on period basis to provide psycho-social support services • Ensure that mal-nourished children get special attention and services in the camps and referral (if needed) • As part of the Relief Camp Monitoring Team, DSWO will specifically monitor the quality of the child protection and nutrition 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 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
Post Disaster	<ul style="list-style-type: none"> • 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 • Conduct lessons learnt meeting with deployed officials and revise the SoP accordingly for the district concerned

District Elementary Education Officer and Inspector of Schools – Department of Elementary Education

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 • Designate Camp wise focal points from the Education department (including but not limited to DPOs, BEEOs, CRCCs, Teaching and Non-Teaching staff for planning, pre-positioning and delivering Education in Emergency related services (and share their contact details with DEOC. • Develop roaster of Teaching and Non-Teaching Staff as per designated relief camps and ensure their services for the followings: <ul style="list-style-type: none"> i. Setting up safe spaces for women and children (Child Friendly Spaces). ii. Age-group wise educational and recreational activities with children in the camp iii. Support in camp management including data and records management iv. Map educational needs of children (supplementary education) staying in camps as well as those whose education is impacted because of school being used as relief camps v. Coordinate with functionaries of Social Welfare, Health and other relevant departments operational a camp level • Conduct orientation of Functionaries of Education Department at all levels (not limited to teachers) on preparedness for response • Explore feasibility of pre-positioning 'Education in Emergency' supplies such as emergency education kit (Including stationaries, recreation kits, story book collection and additional supply of text book) for children in camps. • Explore feasibility of establishing temporary educational infrastructure (such as tents, temporary schools with locally available materials) for schools which are regularly used as relief camps and suffer loss of instructional days. • Ensure mechanism for rapid re-start of schools used as camps
During Disasters	<ul style="list-style-type: none"> • Be responsible for the overall education services in the relief camps. • Coordinate with ADC & CEO, DDMA to implement education services in designated camps and other safe shelters • Supervise, guide and monitor the functioning of designated education department staff in conducting their assigned jobs • Monitor any disruption in service delivery of schools and ensure functioning of child friendly spaces in the designated relief camps • As part of the Relief Camp Monitoring Team, IS/DEEO will specifically monitor the quality of the education and recreation 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 education-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
Post Disaster	<ul style="list-style-type: none"> • 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 • Conduct lessons learnt meeting with deployed officials and revise the SoP accordingly for the district concerned

District Project Officer – District Disaster Management Authority (DDMA)

Phase	Responsibility
Pre-disaster	<ul style="list-style-type: none"> • He will act as a nodal officer to establish a network with NGOs in the district and liaise on regular basis and ensure their participation in DDMA. • Ensure timely reporting at all levels • Coordinate with FOs and other department officials • Facilitate the selection and designation of relief camps including child friendly spaces in emergencies • Map stakeholders for relief camp management in the respective district • Support the DC/ADC (CEO-DDMA) in issuing letters and directives to concerned departments/stakeholders • Make/update e-directory of camps with coordinates, seat capacity capacity, status of basic amenities/facilities and name with contact details of designated officials • Design and develop/adapt modules/plans for capacity building of responsible stakeholders on relief camp management in consultation with ASDMA (HQ) • Visit designated camp sites (pre-disaster) and make consultative plans on camp lay out for effective planning with stakeholders • Develop and share in advance various protocols including reporting template, camp-inmates' ID card/tickets, registers at camp level for registering services provided by departments and others in camp etc. • Develop own understanding and orient Field Officers on relief camp assessment scorecard • Support DC/ADC in ensuring all preparedness actions are done related to relief camp operationalization and management
During Disaster	<ul style="list-style-type: none"> • Support DC/ADC in operationalizing camps • Support DC/ADC in issuing real time orders/notifications • Coordinate with respective departments/stakeholders and ensure timely and well-coordinated response • Map additional stakeholders pouring in with resources during response phase • Assist the concerned ADC to coordinate the field visits as part of the Relief Camp Monitoring Team. • Activate Relief Camp Assessment by designated 'Assessors' for a comprehensive picture • Develop and share SitReps to ASDMA with complete information on camps and services provided in camps (As per agreed template) • Assess camp wise needs and support deployment of resources (real time) as per need/gaps • Assess and advise the DC/ADC on the closure of the camps
Post Disaster	<ul style="list-style-type: none"> • Monitor the camp closure process particularly cleaning and re-instigation of the camp site to its original position (particularly schools) • Compile (with support of ASDMA) camp wise scores and findings of the monitoring visit and debrief the stakeholders on future considerations • Develop action plan for improving relief camp management for next phase/year based on the current experience • Support DC/ADC in revision of the SoP, including/excluding relevant/irrelevant stakeholders and making it more useable/practicable

District Veterinary Officer

Phase	Responsibility
Pre-flood	<ul style="list-style-type: none"> • Identify high lands where green fodder is available like tea gardens, PGR/VGR etc. and arrange for collection of green fodder from Tea garden management authority • Lead the process of identification of cattle shelter for floods in coordination with Chairperson/CEO, DDMA and instruct officials to lead the same at Sub-Division, Revenue Circle and Village level in coordination with SDO (Civil), Revenue Circle Officer and Block Development Officer • Prepare preparedness plan for cattle rescue and transfer to safe shelters.

	<ul style="list-style-type: none"> • Coordinate with DDMA to identify relief camps which also have capacity/provision to shelter cattle • Procure and pre-position cattle feed/vaccines etc. at strategic locations to cater to needs of all identified cattle shelters • Coordinate with DDMA/SDO (Civil)/RCO and plan for transportation and distribution of cattle feed in identified camps/shelters • Identify and strategize manpower and material for safe disposal animal carcasses away from human shelters/relief camps in coordination with DDMA/ SDO (Civil) • Build capacity of department's workforce in effective management cattle shelters/camps including safe disposal animal carcasses • Participate in all preparedness meetings at district level and instruct officials to participate in the same at Sub-Division, Revenue Circle and village level (as feasible)
During Disaster	<ul style="list-style-type: none"> • Rescue of animals during flood and other disaster situation and bring them to relief camps • Ensure proper reporting of daily flood report/situation report (in prescribed format to RCO/DDMA) and documentation • To ensure prevention of epidemic diseases with livestock health and vaccination programme (pre-flood, during and post flood scenario) • Ensure provision of temporary shelters for animals in previously recognized higher platforms • Distribution of feed and fodder to the farmers affected by the flood or other disasters • Collect green fodder from Tea Estate and other sources. • Distribution of veterinary medicines and feed supplements at the relief camps, where cattle farmers are taking shelter • Organizing animal health camp in affected area (during and post flood relief camps) – to organize animal health camps schools, GP offices or other raised areas which have been used as Relief Camps • Sensitization of affected areas with bleaching powder. Ensure disinfection of affected cattle sheds by IRT and other local bodies with strict supervision of departmental officials • Ensure safe carcass disposal from the flood/disaster affected areas during and after disaster with the help of civil administration • Ensure compensations of livestock loss of farmers with the help of civil administration • Coordination with local Govt. and Non Govt. bodies for further action during disaster situation
Post Disaster	<ul style="list-style-type: none"> • 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 • Conduct lessons learnt meeting with deployed officials and revise the SoP accordingly for the district concerned

Deputy Director, Food and Civil Supplies

Phase	Responsibility
Pre-Disaster	<ul style="list-style-type: none"> • Coordinate with DDMA/SDO (Civil)/Revenue Circle Officer and collect the details regarding identified relief camps with detailed coordinates • Coordinate DDMA/SDO (Civil)/Revenue Circle Officer and collect detailed GR requirement and make procurement/supply plans accordingly, make transportation arrangements in advance • Instruct Supply Inspectors to develop Revenue Circle level transit plan for transportation of GR to designated relief camps and share the plan with RCO • Maintain sufficient stock (including buffer stock) of rice and other GR items at all levels particularly during the flood season (March-October), liaisoning with FCI and open market stocks • Pre-position GR stock at strategic locations for covering vulnerable hard to reach areas which may get cut off during floods • Maintain sufficient stock of PoL at all levels including maintaining buffer stock for flood season • Participate in all preparedness meetings at district level and instruct officials to participate in such