

	<p>meetings at Sub-Division and Revenue Circle level</p> <ul style="list-style-type: none"> • Conduct meeting with supply officials to review their plans and exchange locations and capacity of camps • Be ready to support DDMA in any other related matter with regard to GR and supplies in the context of relief camp management
During Disaster	<ul style="list-style-type: none"> • Ensure timely mobilization and transportation of GR to all designated places and relief camps • Effectively manage human resource to reduce time laps and increase efficiency in supplies • Update Chairperson/CEO, DDMA/SDO (Civil) and Revenue Circle Officer on action taken and issues and challenges • Execute transit plan for GR in a smart and strategic manner to ensure holistic coverage in relatively less time. • Ensure timely requisition and refilling of stock of essential supplies • Support RCO in distribution of GR as per norms in relief camps • Regularly review response with Supply Officials
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 • Improve departmental infrastructure and skills of the manpower based on learning for better delivery of services in future emergencies

Revenue Circle Officer

Phase	Responsibility
Pre Disaster	<ul style="list-style-type: none"> • Be responsible for identification of relief camps with provisions for child friendly spaces in the respective Revenue Circle/Community Development Block in due consultation with concerned departments and submit it to DC/ SDO (Civil) and DDMA for approval • Ensure that 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 capacity is defined and notified as per social distancing norms (current COVID Context and future infectious disease outbreak context) under the Revenue Circle/CD Block and shared with SDO (Civil) and DDMA • Assess financial and resource requirement related to operation and management of camps in the Revenue Circle/CD Block and appraise DC/SDO (Civil) in time before the onset of flood season • Participate in bi-monthly preparedness meeting with SDO (Civil) at Sub-Division level before the onset of flood season and also participate in pre-flood meetings of DDMA with relevant plans and details • Organize Relief Camp Management Training among the notified staff and officers, NGOs/CBOsetc. • Coordinate with relevant departments at Revenue Circle level to ensure facilities/services 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 (<u>PWD-E</u>) ○ Potable water for drinking and other household purposes (at least 20 liters/person/day) (<u>PHED</u>) ○ Separate, accessible (within 50 meters) and hygienic toilets (<u>PHED</u>) ○ Separate bathing units for male and female (<u>PHED</u>) ○ Separate food arrangements for children, pregnant and lactating women, ill and elderly (<u>Health and Social Welfare</u>) ○ Culturally and age appropriate clothing (if situation warrants) for inmates (<u>Revenue and DM</u>) ○ Sanitary protection for women and girls (<u>Health and Family Welfare and ASRLM</u>) ○ Health including regular RCH services, health and hygiene education and psycho-social care

	<ul style="list-style-type: none"> ○ arrangements in camps (<u>Health and Family Welfare, Social Welfare particularly DCPUs</u>) ○ Security and protection arrangement including monitoring of situation of women and children as well as separate species such as breast-feeding spaces in camps (<u>Police, VDPs, DCPUs</u>) ○ Waste management facilities in camps (PHED, GP and ULBs) ○ Relevant SBCC materials in local languages (<u>Health and Family Welfare, Social Welfare, Education</u>) ○ Educational and recreational activities in camps (<u>Education Department</u>) ● Share templates and formats with camp in-charges for data management including registration of people taking shelter in camps ● In coordination with DDMA/SDO (Civil), 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) in the Revenue Circle ● Identification authorize and orient camp in-charge and Assistant Camp Officers on Inclusive Relief Camp Management in a periodic manner in consultation with SDO (Civil) and DDMA. This will include issuance of ID Card to Camp In-charges ● Review local preparedness for camp operation (camp level) before monsoon and on receipt of warning, develop minutes of the review and submit detailed report to SDO (Civil) and DDMA ● Identify NGOs/CBOs present/having projects in the Revenue Circle and make a plan for effective utilization of their support in camp management process including sharing details of camps identified, population targeted and type of services to be provided. This shall include finalization of list of NGOs, delegation of responsibilities including in evacuation, camp management, relief distribution etc. ● Formation of Evacuation and Rescue teams at Circle and Village level with participation of stakeholders from various government department, NGOs and communities. The citizens should know when and how to reach their designated relief camps as per plan. ● Ensure provision for motor transport (boat/Vehicle) to evacuate people to designated relief camps. ● Make a plan in advance to discourage shelter in embankments by arranging alternate camp sites as feasible ● Arrange for distribution of relief in the camps in a systematic manner. ● Constitute in advance camp management committees for each designated camp including members from Revenue, P&RD, Health, PHED and Social Welfare ● Regularly assess and evaluate the open market stock and GPSS (Cooperative Society) of rice through Supply Inspector and stock of PoL in Petrol Pumps ● Submit a standard compliance cum camp wise preparedness report to DC/ SDO (Civil) well in advance of the flood season
<p style="text-align: center;">During Disaster</p>	<ul style="list-style-type: none"> ● Be responsible for evacuation of people to designated relief camps (as pre-identified plan) in the event of receipt of warning for possible flood with activation of Circle and Village level evacuation teams ● Be responsible for coordinating setting up of camps and provisions/functions of responsible departments under the jurisdiction of Revenue Circle ● Operationalize camps, provisioning of essential services in camps as per pre-defined duty roasters of responsible functionaries at Revenue Circle and Camp level ● Ensure proper registration and data management in camps as per pre-defined templates ● Ensure that camp inmate families are provided with tickets during entry/registration. The ticket should have their identity, and details of services/supplies received during their stay in the camp and should be updated as and when they are provided with any supply/service ● Ensure that all stakeholders and actions notified are being adhered to. Issue realtime instructions in accordance with the provision of the camp management guideline and report to DC/SDO (Civil) for any deviation and non-compliance related issue by stakeholders ● Take appropriate action and ensure that vulnerable groups particularly children and women are given particular attention in the areas of health, food and nutrition, Water, Sanitation and Hygiene, safety and security, psycho-social care

	<ul style="list-style-type: none"> • Ensure distribution of GR as per norms in the camps • Ensure that Child Friendly Spaces are operational in all camps where children are being taken care of • Ensure that GR Display Board is being provisioned in each designated camps which is updated on daily basis • Activate Grievance Redressal mechanism for collecting and addressing feedback/complaints from camp inmates. Appraise the DC/SDO (Civil) on concerns and feedback received. • Recommend DC/SDO (Civil) on closure of the camps considering the on-ground situation in
Post Disaster	<ul style="list-style-type: none"> • Conduct post operation review meetings with Camp in Charges and relevant departments and participate in such meetings at Sub-Divisional level and District level • Conduct post operation visits to oversee the condition of the camps with relevant officials • Ensure cleanliness (disinfection and whitewash), 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

Block Development Officer

Phase	Responsibility
Pre Disaster	<ul style="list-style-type: none"> • Work in close coordination with DDMA and Revenue Circle Officer in the process of identification of camps. • Map existing infrastructure created/promoted by the Block Development Office which can be used for flood relief camps for human or for animals and share the list with Revenue Circle Officer (RCO) • Ensure basic minimum facilities including drinking water and sanitation, handwashing facilities in such infrastructures which are mapped for setting up relief camps • Conduct orientation/trainings of PRIs/SHGs and beneficiaries/participate in trainings conducted by DDMA/SDO (Civil)/RCO on matters related to disaster management including relief camp management. • Participate in preparedness meetings at DDMA/Sub-Division level before the onset of flood season as and when called for • Develop and regularly update a list of manpower (staff and volunteers) of the department who can be engaged in disaster response including relief camp management and to ensure training/orientation. • Support DDMA/ SDO (Civil)/ Revenue Circle Officer in coordination with relevant departments/stakeholders to ensure facilities/services as per guidelines • Issue timely notifications to Gaon Panchayats for support in flood response including relief camp management • Agree on pre-identified responsibilities between the Revenue and Gaon Panchayat officials in camp management process • Support Revenue Circle Officer to 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) in the Revenue Circle • Identify NGOs/CBOs/ SHGs etc. who can support in camp management process, develop their deployment roster in coordination with Revenue Circle Officer & orient them on their role e.g. in the context of organizing GR distribution, support in operating child friendly spaces etc. • Before floods, complete the ongoing schemes specially related to roads, culverts, raised platforms, drinking water etc. specific to pre-identified relief camps including repairing of Panchayat owned boats before the onset of flood season • Facilitate GPDP planning in a way that it address preparedness needs such as construction of raised toilets, raised hand-pumps, approach roads, culverts, filling up of grounds which can help in

	camp management
During Disaster	<ul style="list-style-type: none"> • Support RCO in setting up of camps and provisions/functions of responsible departments under the jurisdiction of Revenue Circle/CD Block • Monitor deployment of functionaries related to P&RD in flood response including relief camp management • Jointly with RCO, ensure stakeholders and actions notified are being adhered to. Issue realtime instructions in accordance with the provision of the camp management guideline and report to DC/SDO (Civil) for any deviation and non-compliance related to issue by stakeholders • Ensure mobilization of frontline workforce including NGOs/ CBOs/SHGs who have been pre-identified and oriented to support relief camp management process • Participate in reviews conducted by DDMA/SDO (Civil)/RCO • Support Revenue Circle Officer in any other matters related to camp management
Post Disaster	<ul style="list-style-type: none"> • Participate in post operation review meetings with Camp in Charges and relevant departments and participate in such meetings at Sub-Divisional level and District level • Conduct post operation visits to oversee the condition of the camps with relevant officials • Jointly with RCO, 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. • Identify gaps infrastructure and guide functionaries on addressing the gaps through proper utilization of schemes implemented through the BDO e.g., MGNREGS • Facilitate GPDP planning in a way that it address preparedness needs for future in the context of camp management

Operationalize the Child Friendly Spaces (CFS)

Child Friendly Spaces (CFS) are the designated place within the relief camps, where children are provided a safe environment, integrated programs including play, re-creation, education, health and psycho-social support to be delivered by the related line department/agencies. The purpose of CFS is to support the resilient and well-being of children and young people through, structured activities conducted by community/ line departments in a safe, friendly and stimulating environment. The detail guideline for operationalize the CFS in the current context of COVID-19 has been enclosed at **Annexure-II**.

Camp Level SoPs:

Gaon Burah / P & RD Officials / PRI Members (GP President/AP Member/Ward Member)/VCDC (Chairman and Members) in 6th scheduled areas

- Coordinate with Circle Officer and local government functionaries responsible for camp management.
- Follow the Directives issued by DDMA/RC Administration on services to be provided in camp
- Support Circle Administration in pre-identification of camps, pre-positioning of essential items (as the case may be) and other preparatory processes related to camp management
- To undertake measures to pre-identify the community halls of the Panchayat & Rural Development department located in high lands which can be used as relief camps during flood or any other disasters
- Help the local civil administration to select pre-identified areas for proper disposal of waste materials/ hazardous materials in order to maintain hygiene and cleanliness of the relief camp campus
- Participate in capacity building initiatives undertaken by the CO on Camp/Disaster Management
- Identify volunteers and leading citizens and encourage them to support in managing day to day affairs in the camp
- Support operationalization of the camp including public announcement, general administration of the camp (including management of supplies).
- Keep an inventory of all supplies, materials and services provided in the camp