

Guideline and SOP for Relief Camps:

- Designate Nodal Officer/focal points against identified relief camps and share the same with DDMA/SDO (Civil) and respective Circle Officers.
- Conduct one day internal orientation of designated officials on the Relief Camp Management Guideline(**Appendix XXXV-Guideline for Relief Camp Management**) and the SOP
- Review preparedness and pre-positioning at strategic locations.
- Ensure participation of designated officials in Sub-division level/Circle level planning and preparedness meeting and coordinate regularly with respective Circle Officers
- Be part of Relief Camp Joint monitoring team and conduct per-during post operational visits to selected camps and submit joint monitoring report
- Ensure that vulnerable groups particularly children, women, disabled, elderly and diseased are paid due attention in the camps.
- Plan for and implement actions in relief camps through children friendly spaces to reduce disruption of services particularly child related services.
- Please arrange for 'Know Your Team' initiative for better coordination and concentrated effort.
- Ensure that each level official designated under the SOP on Relief Camp management deliver against their stated role

Further, you are requested to take measures to ensure the following in each designated relief camp.

- GR as per norms(revenue Circle in coordination with DDMA)
- Lighting arrangement in residential portion, toilets and approach road (PWD-Electrical)
- Portable safe water for drinking and other household purposes (at least 20 liters/person/day)(PHED)
- Space management for inmates in respect of COVID-19 (At least 7 Sq Mtrs/person) (PWD-Building/Circle Officers)
- Separate, accessible (within 50 meters) and hygienic toilets (PHED).
- Separate bathing units for male and female (PHED).
- Hand Wash Facility at Relief Camps for COVID-19 (Circle Officers/PHE)
- Separate food arrangements for children, pregnant and lactating women, differently abled, ill and elderly persons (Health /Social Welfare).
- Culturally and age appropriate clothing (if situation warrants) for inmates (Revenue Circle)
- Sanitary protection for women and girls (Health/DSWO).
- Health and hygiene education and psycho-social care arrangements in camps, social Distancing (COVID-19) maintenance training/awareness camp. (Health and Family Welfare, Social welfare, DCPOs)
- Security and protection arrangement including monitoring of situation of women and children as well as separate species such as breast-feeding spaces in camps(Police, VDPs, DCPUs)
- Waste Management facilities in camps (Circle Officers, P & RD and ULBs)
- Operationalization of Child Friendly Spaces in all camps (Health and Family Welfare, Social Welfare, DCPO, Education and PHED)
- Educational and recreational activities in camps (Education Department).
- Identification of Additional quarantine and isolation centre (DDMA/Health).
- Engagement of Relief Camp In-Charge (DDMA/Circle Officers)
- Help Desk should be set up at Relief camps(Circle Officers)
- Display Board /Notice Board on GR Distributed, Inmates at Relief Camps (Circle Officers)
- Structural soundness assessment, Hazard Assessment (PWD -Building/F & ES).
- Engagement of FCS & CA Personnel (FCS & CA).
- Arrangement of Cow Shed/Shelters, fodder for animals of Inmates (AH & Vety Deptt.)
- Maintenance of Registers for Stock/GR Distribution, Inmates, Daily Reporting of Relief Camps etc. (Circle Officers).