অসম চৰকাৰ

GOVERNMENT OF ASSAM

DISTRICT DISASTER MANAGEMENT PLAN

BISWANATH

Assam State Disaster Management Authority

FOR THE YEAR 2025-26

Prepared By:

DISTRICT DISASTER MANAGEMENT AUTHORITY
BISWANATH





FOREWARD

The District Disaster Management Plan (DDMP) outlining the measures to be taken in the event of any natural or man-made disaster during the year 2011-2012, has been prepared based on past experiences. The DDMP includes the facts and figures that have been collected from various sources with a view to meet the challenges during any Natural Disaster. The plan has been prepared with the viewpoint that the Disaster Management Plan is a continuous process and it needs regular updation. The plan deals with Risk Assessment and Vulnerability Analysis, identification of Disaster Prone Areas, Response Structures, Inventory of Resources, Standard operating procedures, Directory of Institutions and key individuals, etc. The plan is prepared to help the District Administration focus quickly on the essentials and crucial aspects of both preparedness and response

It is hoped that the District level Officials who are in-charge of different departments will carefully go through the DDMP and remain alert to emergent situations that may arise in the course of the year. The DDMP seeks to serve as a useful handbook of operational guidelines for the Officers of the District Administration. It is expected that all stakeholders will thoroughly acquaint themselves with these guidelines. A word of caution may be mentioned, however: plans are useful and work only if they are updated and practiced through intensive mock exercises and simulations.

I take this opportunity to thank all concerned who have contributed in every way in preparation of the DDMP 2025-26.

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District Commissioner &
Chairman, DDMA
Biswanath

CONTENT

CHAPTER I : INTRODUCTION

CHAPTER II : OVERVIEW OF THE DISTRICT

CHAPTER III : HAZARD, RISK, VULNERABILITY AND CAPACITY ANALYSIS

CHAPTER IV : INSTITUTIONAL MECHANISM

CHAPTER V : PREPAREDNESS AND MITIGATION

CHAPTER VI : RESPONSE PLAN

CHAPTER VII : RECOVERY AND CONSTRUCTION PLAN

CHAPTER VIII: ROLES AND RESPONSIBILITIES OF DEPARTMENTS / NODAL AGENCIES

CHAPTER IX : MONITORING, EVALUATION AND FUNDS

ANNEXURE

ANNEXURE I : IRT, BISWANATH

ANNEXURE II : LIST OF RESOURCE AVAILABLE.

ANNEXURE III : LIST OF KEY PERSON CONTACT.

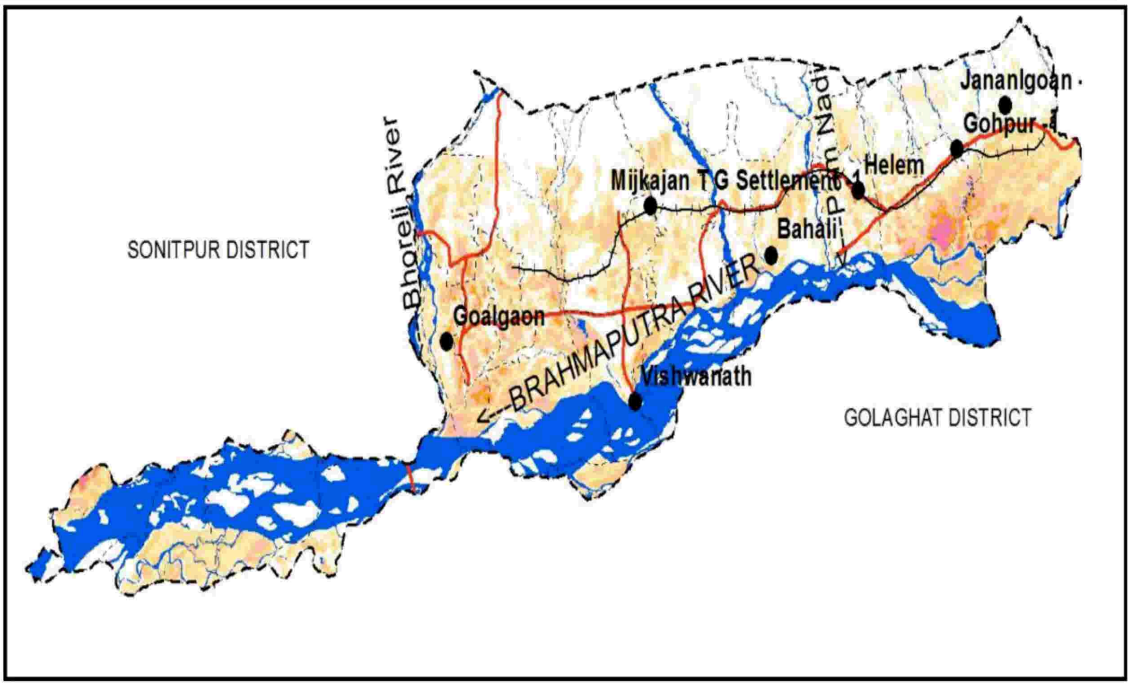
ANNEXURE IV: VULNERABILITY WISE HAZARD PRIORITIZING & MEASURES TO BE TAKEN FOR REDUCING THE RISK

ANNEXURE IV:MANAGING FLOOD RELIEF CAMPS IN CONTEXT OF COVID -19 OUTBREAK IN ASSAM

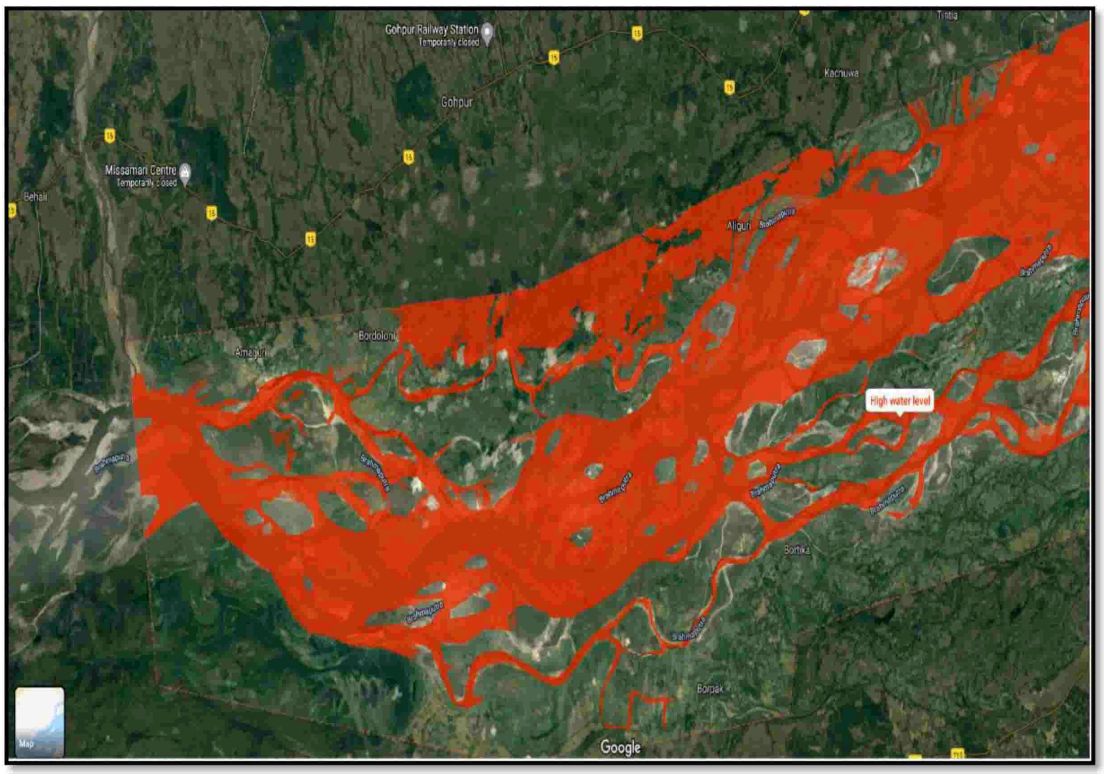
ANNEXURE-VI: CHILD FRIENDLY SPACES IN RELIEF CAMPS

ANNEXURE VII: HRVCA MAP

MAP OF FLOOD PRONE AREAS UNDER BISWANATH DISTRICT



Map Flood Prone Areas under Biswanath District (**Flood Hazad Atlas 2016)**



Sever Flood affected areas 2020 (Google Map)

CHAPTER-I
INTRODUCTION

The word disaster derived from Italian word "disastro" means ill-starred event and from dis- (expressing negation) + astro 'star' (from Latin astrum). *Disaster*is a sudden, calamitous event bringing great damage,loss, and destruction and devastation to life and property.

The United Nations defines a disaster as a serious disruption of the functioning of a community or a society. Disasters involve widespread human, material, economic or environmental impacts, which exceed the ability of the affected community or society to cope using its own resources.

The Center for Research on the Epidemiology of Disasters (CRED) in Brussels, Belgium defines disaster as "a situation or event which overwhelms local capacity, necessitating a request to a national or international level for external assistance."

TYPE OF DISASTER:

There are Two main types of disaster:

- **Natural disasters**: including floods, hurricanes, earthquakes and volcano eruptions that haveimmediate impacts on human health and secondary impacts causing further death and suffering from (for example) floods, landslides, fires, tsunamis.
- **Environmental emergencies**: including technological or industrial accidents, usually involvingthe production, use or transportation of hazardous material, and occur where these materials are produced, used or transported, and forest fires caused by humans.

DISASTER MANAGEMENT: CONCEPT

It can be defined as the organization and management of resources and responsibilities for dealing with all humanitarian aspects of emergencies, in particular preparedness, response and recovery in order to lessen the impact of disasters.

The Red Cross and Red Crescent societies define disaster managementas the organization and management of resources and responsibilities for dealing with all humanitarian aspects of emergencies, in particular preparedness, response and recovery in order to lessen the impact of disasters

Natural Disaster is a part of our earth so we can neither avoid it nor it is possible to prevent natural disaster altogether. But its effects can be reduced through systematic approach by Disaster Management initiatives. It can be an effective tool for saving vulnerable human lives and mitigation of human misery.

Vulnerability

Vulnerability is defined as the extent to which a community, structure, service or geographic area is likely to be damaged or disrupted by the impact of particular hazard on account of their nature, construction and proximity to hazardous terrain or a disaster prone area.

Hazard

An event which causes a situation which can be dangerous to people or property if occurr in the populated area.For example: Cyclone, Earthquake, Flood, Drought etc.

BASIC CONCEPTS OF EMERGENCY MANAGEMENT:

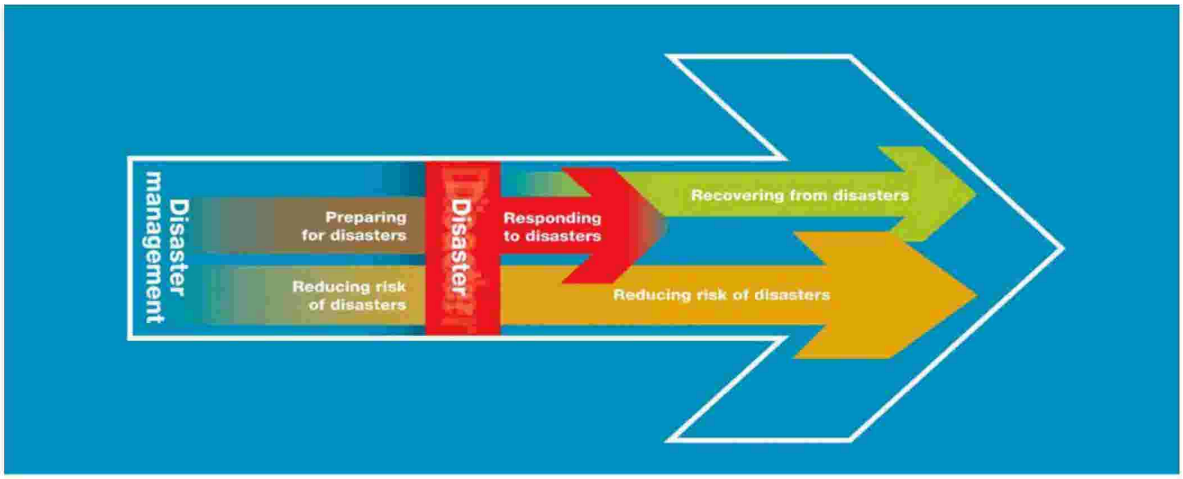
The basic concept suggests that the same management strategies can be applied to all emergencies. Emergencies do not just appear one day, rather they exit throughout times and have life cycle of occurrence, and hence the management strategy should match the phases of an emergency in order to mitigate, prepare, respond, and recovery from its effect. There are four phases in emergency management: **Mitigation, Preparedness, Response, and Recovery**. These four phases are visualized as having acircular relationship to each other (Fig.1 Emergency Management Circle). The activities in one phase may overleap those in the previous one.

Disaster management cycle includes the following stages/ phases:

1. Response phase
2. Recovery/ Rehabilitation phase
3. Risk Reduction/ Mitigation phase
4. Preparedness Phase

Response Phase: This is the period which is immediately followed by the occurrence of the disaster. Inthis situation, all individuals respond to the disaster, but in their own ways.

Recovery Phase: This is the phase when victims actually realize the impact of disaster. It is the phasewhen all medical help has arrived and people have settled from the adversities of the event.



Risk Reduction Phase: During this phase, measures are taken so that in case of next disaster the extent orimpact is lessened. This process of making the impact less severe is called "Mitigation".

Preparedness Phase: This phase basically involves development of awareness among the population ongeneral aspects of disaster. This includes education on warning signs of disasters, methods of safe and successful evacuation and first aid measures.

FORMULATION AND PREPARATION OF THE PLAN:

The District Disaster Management Authority (DDMA), which is the advisory body, prepares the plan with support from all relevant line departments, members of PRI, Community Based Organizations etc. This Plan includes the facts and figures that have been collected from various official and informal sources with a view to meeting the challenges during flood.

The plan has been prepared with the following viewpoints.

1. Contingency Plan is a continuous process.
2. All are not equal in a crisis situation, giving emphasis on special vulnerable groups like economically weaker, sick and ailing, pregnant and lactating mother, old aged etc.
3. During relief measures social auditing ensures transparency.
4. Involvement of women and PRIs is a must in the entire process.
5. Mitigation Plan reflecting need based approaches from the grassroots level.
6. Well defined Preparedness and Response Plan for the entire district.

OBJECTIVES OF THE PLAN:

1. Distribution of duties amongst Govt. Officials.
2. Ascertain the availability of resources, manpower, logistics available locally.
3. To co-ordinate the relief activities by drawing up operational plan with all concerned deptt.s/ agencies / NGOs to evolve a common plan for response.
4. To prepare list of buildings, Community Centers, Halls, Schools to be opened as temporary relief centers.
5. Identify the list of susceptible places likely to be cut off or submerged during floods.
6. Identify high land / raised platforms for human and cattle shelter.
7. Ensure flow of communication network, proper weather forecasting warning level of the rivers, both upstream and downstream and accurate warning mechanism.
8. To ensure sufficient stock of essential commodities/ food stock and other essential items with proper storage facilities for immediate dispersal.
9. Identify all vulnerable roads/ bridges/embankments prone to damage/ washed away/ submerged etc. to take immediate measures for restoration of road links.

CHAPTERII
OVERVIEW OF THE DISTRICT

2.1. INTRODUCTION:

LAND AND PEOPLE

Biswanath district is spread over an area of 5324 sq. kms. on north bank of Brahmaputra river.

BOUNDARIES

North: The state f Arunachal Pradesh. **South:**Brahmaputra River

East: Lakhimpur District **West:** Sonitpur District

The District lies between 26° 30'N and 27° 01'N latitude and between 92° 16'E and 93° 43'E longitude.

HISTORY

Attained District statusas Darrang District : 1835

Bifurcated to Darrang district &Sonitpur District : 1983

Bifurcated to Sonitpur District &Biswanath District Biswanath District :2016

PHYSIOGRAPHY

Located between mighty Brahmaputra River and Himalayan foothills of Arunachal Pradesh, the district is largely plain.

Sub-Divisions	-	2 (BiswanathSadar&Gohpur)
Circle	-	4 (Naduar, Biswanath, Halem&Gohpur)
Block	-	7 (Sakomatha, Biswanath, Sootea, Baghmara,Behali, Choiduar and Pub-Choiduar).
GP	-	76 Nos
Total villages	-	855Nos
Biswanath	-	343 Nos
Halem	-	190 Nos
Gohpur	-	219 Nos
Naduar	-	103 Nos
Police Station	-	Sootea PS, B.Chariali PS(Sadar), Gingia PS, Behali PS, Halem PS, Gohpur PS
Population	-	700900 as on 2011 Census / Expected : 841079.
Sex Ratio	-	Male 956 and Female 929
Total Area	-	2003.24 Sq Km
Border Area:		East: Lakhimpur Dist. (Border Hawajan)
		West: Sonitpur Dist. (Border River Dikorai)
		North: Arunachal Pradesh
		South :Kaziranga&Brahmputra
Major River	-	Brahmputra, Borgang, Buroi, Ghiladhari, Brahmhajaan, Sessa, Chatrang.

CO DISTRICTS ARE

Name of Co District	Head Quarter	Telephone Number
Behali	Borgang	
Gohpur	Gohpur	03715- 243372 SDO(Civil)

REVENUE CIRCLES ARE

Name of Circle	Head Quarter	Telephone Number
Biswanath	Biswanath Chariali	7002824168
Helem	Helem	9854417817
Gohpur	Gohpur	6002022813
Naduar	Sootea	9395320878

MOUZAS (REVENUE CIRCLE WISE) ARE:

Name of Revenue Circle	Name of Mouza
Naduar	Nagsankar
	Sootea
BiswanathChariali	Baghmara
	Biswanath
	Sakomatha
	Behali
Gohpur	Gohpur
Halem	Kalongpur
	Brahmajan
	Halem

ROAD NET WORK

(1) NH–37 passes through the district from Dikarai River to Hawajan covering total distance of 200Km.
(2) NH-52 A from Barigaon to Itanagar connected the Arunachal Pradesh via Holengi (Rajgarh) 09 Km.
(3) Kusumtola to Itakhola Road.
(4) Nagsankar to Itakhola Road.
(5) Sootea to Itakhola Road.
(6) Itakhola to Seijosha Road.
(7) Sootea to KoraiwaniRzoad.
(8) BiswanathChariali to BiswanathGhat Road.
(9) BiswanathChariali to Balichang Road.
(10) Pavoi to Gingia Road.
(11) Monabari to Kathani Bari Ghat Road.
(12) Borgang to Hatibhandha Road.
(13) Behali to Baralimari Road.
(14) Behali to Bihmari Road.
(15) Halem to Kuwaripathar Road.
(16) Halem to Gomiri Road.
(17) Gahigaon to Balijan (AP) Road.
(18) Gahigaon to Gamirighat Road.
(19) Baragabari to KalyaniMandir Road.
(20) Gohpur to Lakhimpur Road.
(21) Kalabari to Lohitmukh Road.

THE DYKE /EMBANKMENT SYSTEM

The dyke /embankment system under this Sub-Division is as follows:

1. B/Dyke from Biswanath to Panpur = 24.60Km
2. L/Bank of river Jiabharali from Chamdhara to Panpur = 14.60Km
3. Ghiladhari R/Bank embankment from Barpam to Nathgaon = 12.80Km

RAILWAY COMMUNICATION

(1) Sootea Rly. Station.
(2) BiswanathChariali Rly. Station.
(3) Monabari Rly Station.
(4) NizBzorgaon Rly. Station.
(5) Bedeti Rly. Station.
(6) Helem Rly. Station.
(7) Brahmajan Rly. Station.
(8) Gohpur Rly. Station.
(9) Dubia Rly. Station.

COMMAND AND CONTROL:

The District Commissioner, Biswanath is the Chairman of Flood Relief Management Authority. He will be assisted by Additional District Commissioner (Disaster Management) in the event of natural disasters like flood relief and in all other matters relating to such events and their execution in the district. The District Project Officer (DM) and Disaster Mangement Branch will assist the ADC in monitoring the relief and rescue operation during flood.

District Emergency Operation Centre (DEOC) has been set up in DC Office, Biswanath with contact no 03715-222086 with a Toll Free Number 1077 and Mobile Number +916002668873. ADC Disaster Management is the nodal officer of it. Staff of the control room maintains a register for recording the information received from any quarter and informs the same to ADC (DM.).

CHAPTERIII
HAZARD, RISK, VULNERABILITY AND CAPACITY ANALYSIS

This chapter largely deals with the Disasters that Biswanathdistrict experienced. Based on this, the vulnerability assessment of people and their income sources, infrastructure, crops, livestock resources, drinking water supply, daily necessities, communication and transportation system, public distribution, medical facilities and other elements has been done so that such elements can be safely shifted to, or to be taken care of before any unexpected disaster or during the disasters.

This is the most important part of the plan. Vulnerability assessment deals with the socio-economic vulnerability, housing vulnerability and environmental vulnerability.

3.1 Natural Hazard/Disaster in Biswanath District

3.1.1. **Flood**: Biswanath District is located between the mighty river Brahmaputra and the Himalayan foothills of Arunachal Pradesh. This district has a high amount of rainfall primarily because of the clouds of the monsoon.This leads to very high rainfall in the whole district. Such a heavy rainfall causes largely flash floods, and occasionally erosion etc.

- Vulnerable Points Of Biswanath District In Terms Of Flood

Based on the previous history, Biswanath district has an unexpected rainfall and flash flood. This district receives high amount of rainfall during the rainy season. As a result most of the rivers get excess water and experience floods.

The major river flows throw the district are Brahmaputra, Borgong ,CHatrang, Sessa,Ghiladhari, Burhigang, Borgang, Burhoi, Solengi, Kharoi, Behali, Balijan, Mornoiand that also cause annual floods and river bank erosion.

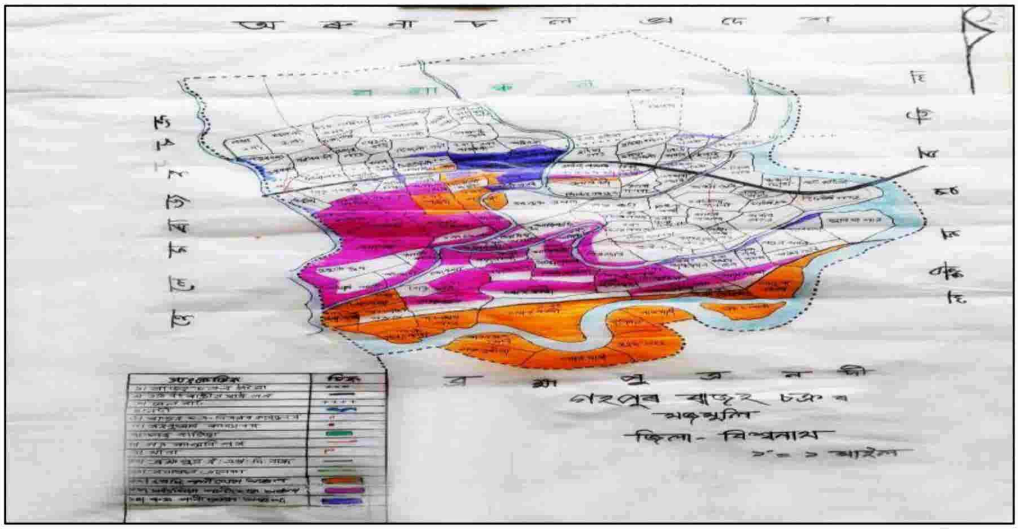
Thus, Biswanath district is vulnerable to various hazards as mentioned above. The data of the disasters and the vulnerable population and the other elements have been discussed in this chapter.

- List of Flash Flood Prone Villages of Biswanath District

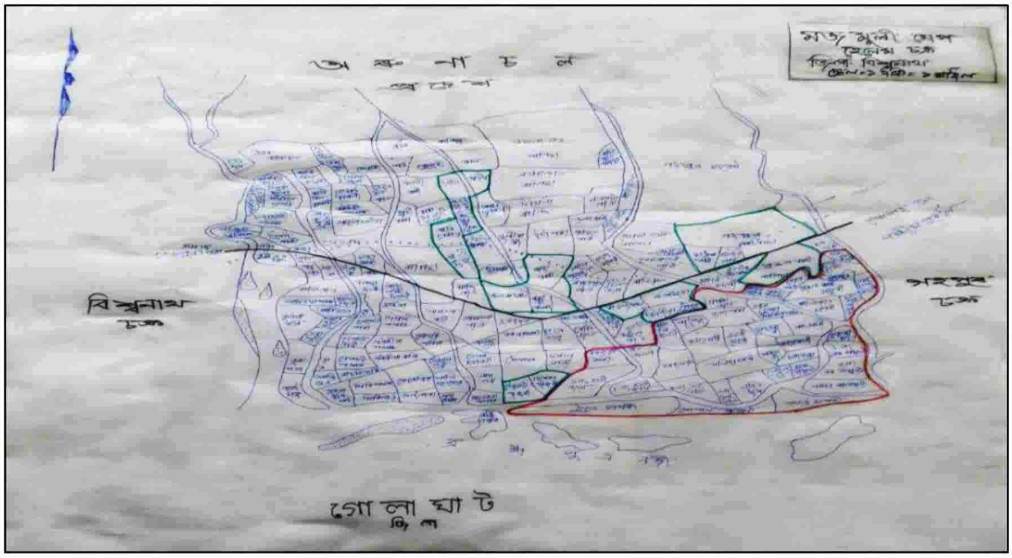
Kukurjan, Konibori, SutarDoloni,Singorjan, Supohibari, Dubiagaon, Dubiapothar, Sengmorajaroni, Dubiakarbi Forest, 1Aunibari, Sonalibori, Bordup, Kokilapathar, Kokilaguri, Kumarkata, No. 1 Kumarkata, No. 2 Kumarkata, Jogaradoloni, Mikirborachuk, No. 1 Sakura, No. 2 Sakura, Borghuli, Borpholong, GohpurPathar, BadalPathar, Kalitagaon, Gagalgaon, No. 1 DolaDoloni, No. 2 DolaDoloni, Kolmouguri(Kaibarto), KolomouguriMising, Barogharia, Bishnupur, Basishthapur, Nagharia, Rajabari, RangajanMising, Ouguri (East & West), Chengmoraguri, Kukurachowa, Deurichuk, Pahukata,Balitika, Gereki, Magurmora, Bangalibasti, Hatipoti, Sapekhati, ChatrangGuriPathar, Madhya Chatrang, GalchepaMiripathar, BalijanMiripathar, Nalinibari,Kekurijan,

Tinikhaniya

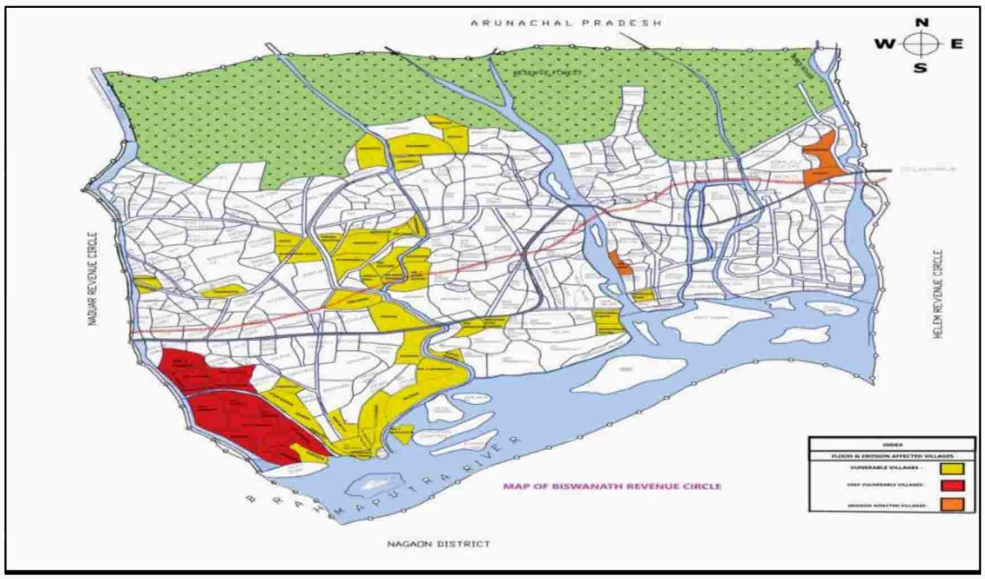
- FLOOD HAZARD MAP OF GOHPUR REVENUE CIRCLE:



- FLOOD HAZARD MAP OF HALEM REVENUE CIRCLE:



- FLOOD HAZARD MAP OF HALEM REVENUE CIRCLE:



- DISASTER PROBABILITY & VULNERABILITY ANALYSIS:

Sl. No	Type of Disaster	Time of Occurrence	Potential Impact	Vulnerable Areas
1	Flood	May to Oct.	Loss of human life, livestock, crops, houses & infrastructure	Entire district area (Mostly affected r Gohpur & Helem Revenue Circle)
2	Earthquake	Any time	Loss of human life, livestock, infrastructure, houses, disruption of communication network etc	Entire district
3	Storm	March to Sep.	Loss of human life, damages to infrastructure, houses, disruption of communication network etc.	Entire district area (Mostly affected r GOHPU HELE R & M Revenue Circle)
4	Drought	May to Oct.	Damage drinkin s to crops, g water shortage	Entire district
5	Fire Incident	Any time	Loss of life, houses, infrastructure, properties	Entire district
6	River Bank Erosion	May to Dec.	Loss of lands, house, crops, infrastructure, disruption of road communication etc.	Biswanath,Panpur, Depota, Belsiri, Gabhoru, Singitolijan, Chamdhora, Kholihamari
7	Road Accident	Any time	Loss of life and property	Entire District

3.1.2. **Earthquake**: The whole Biswanath district falls under the seismic zone V and so vulnerable in terms of Earthquake, as well as the whole district is on alluvial soil stratum and on the foothills of Himalayan range.

3.1.3. **Storm**:There are frequent occurrence of storm and heavy rain in Biswanath district especially in Biswanath Sub-division and Naduar Revenue Circle . There are incidents of recurrent storm in the subdivision.

3.1.4. **Erosion**:Erosion is a major problem in Biswnath District. It will be mention-worthy that the effect of erosion in BiswanathGhat, a Heritage spot, is of great importance as it may aggravate the

effect of any major flood or earthquake in future causing heavy loss of human life and property along with wildlife.

3.2 Man Made Hazard/Disaster Scenario and Possibilities in Biswanath District

3.2.1 Communal Clash: Recent incident in Assam as well as in other parts of the country indicates polarization of communities on communal lines. Recent incidents of communal violence in Orissa, Karnataka and other places have strengthened communal atmosphere in the country.

Intelligence inputs indicate that ULFA has been attacking Hindi speaking people since last 2/3 years just at the time of influx of workers to the brick klin. Further, information has been received from different organizations/ agencies from time to time about plan/ movement and activities to cause sabotage and violence in communally sensitive areas.

Besides, the above, emergency situation may arise in the district for the following reasons:-

1. The Biswanath district is situated at the Assam-Arunachal Pradesh Border. There have been incidents of encroachment from Arunachal Pradesh side on the land of Assam which led to tense law and order situation also. Moreover, the extremist like ULFA, NDFB have presence in the bordering areas of Assam-Arunachal Pradesh.
2. NDFB and ULFA are active in this district. As per recent intelligence inputs, RF areas in Northern belt in Biswanath district under Sootea&BiswanathChariali PS are used by the NDFB/ULFA extremists for hide outs and transit. Though continuous CI operations are conducted and area domination is being maintained, the threat from both NDFB & ULFA extremists to the public as well as force personnel cannot be ruled out.
3. Accident related disasters road/ rail and other transportation accident water ways, boat capturing /major building collapsed/ serial bomb blasts/ festival related disaster.
4. Govt. of Arunachal Pradesh may attempt to encroach &establish Polling station within the Biswanath district claiming the area belong to the state of Arunachal Pradesh or by disputing the status of voters.
5. All Assam Tea Tribes Association may indulge in aggressive agitation over the issues of wages, electricity, supply of ration and drinking water, payment of GPF etc. in the Tea Gardens of Assam Tea Corporation. They may obstruct the political leaders in entering the Tea Gardens and holding meetings etc.
6. AJYCP/AASU and others youth and students organizations may raise issues of (a) Detection and deportation of foreigners, (b) To declare floods as a National Problem, (c) Issue of Inner line permit, (d) Local Employment, (e) Seismic survey on the river Brahmaputra, (f) Corruption issue and take agitationalprogramme.
7. Six organizations, asking for tribal status may launch agitation for declarations of ST status to their respective communities.

8. Some local issues like construction of roads, bridges, water supply and other welfare schemes may also lead to agitation at local level.
9. Group clashes between the political parties and intra party rivalries cannot be ruled out.

3.2.2 **Bomb Blast**: It is apprehended that militant organizations may try to cause disruptions by blasting IEDs/Car bomb/Motor cycle or Cycle Bomb or may engage their suicide squad. In view of failure of talks between Govt. of India and ULFA and subsequent resumption of army operation against ULFA/ NDFB in the State, ULFA may try to take revenge and do anything to cause harm or create panic in the general public. Some cadres may cause bomb blast and attack people in strategic points to exhibit their striking power. Besides these, the extremists have procured long range weapons like mortar; sniper rifles RPG etc. which increase the vulnerability as well.

3.2.3 **Chemical And Biological Disaster**: In an era characterized by globalization and advances in the field of science & technology, terrorists have also acquired global reach and greater destructive capabilities, including chemical and biological weapons. The agentsused for making chemical and biological weapons arecheap and easy to product/ procure. Many of the materials and chemicals used in Chemical weapons are widely available for legitimate commercial purpose. These agents are difficult to detect and need not be pure to cause damage. These characteristics make usage of chemical and biological weapons attractive for terrorist and a dangerous portent for security of the general public.

3.2.3 **Industrial AndChemicalAccidents**: Biswanath is primarily an agricultural district with industrial areas accounting less than 1% of the total area of the district. There is a Power transmission plant of Powergrid is situated in the Baghmari area near HN-15. There are no major incidents in these establishments in the past except one terrorist attack on.

There are many small tea gardens and industries located near human habitats in the district which may cause a threat of contamination of paddy field as well as ground water causing damage to both human and livestock.

YEARLY HAZARD ANALYSIS:

Type of Hazard	**Jan**	**Feb**	**Mar**	**Apr**	**May**	**June**	**July**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**
Flood					←	—	—	—	—	→		
Bank Erosion				←	—	—	—	—	—	—	→	
Earthquake		←	—	—	—	—	—	—	—	—	—	→
Storms Drought			←	—	—	—	—	→				
Fire Incident					←	—	—	—	—	→		
		←	—	—	—	—	—	—	—	—	—	→

CHAPTER-IV
INSTITUTIONAL MECHANISM

The disaster management will be more effective and sustainable if it is institutionalized. Forthis purpose Government of India has already passed Disaster Management Act on 23 December,2005, where it is clearly outlined that a Disaster Management Authority to be formed at the district level. It will be the apex body at the district level. Disaster management would involve many layers of participating organisation. The three focal levels would be State, District and the site of the disaster. The State level agencies would be involved in policy/decisions making, resource and budget allocation and monitoring through the State Emergency OperationsCentre.

Similarly, at district level a District Disaster Management Authority is already formed and activated to mitigate any unexpected situation in the district. There are nine members included in this authority.

The Institutional Framework for disaster management developed at the District, Revenue Circle and Village level is as follows:-

At each level, apart from disaster management committee, each level has a disaster management plan along with the various task forces like search and rescue, first aid, early warning, shelter management, etc.

Biswanath district has its own district disaster management authority chaired by the District Commissioner. Besides, the district disaster management committee is also working under District Commissioner where all line departments are its member. The District Quick Response Team consists of 23 members belonging to various departments is also set up in the district.

At Circle level, every Circle in the district has a Circle disaster management committee headed by Circle Officer. As said above all line departments at Revenue Circle level are its members. Also a search and rescue team as well as first aid team have been set up at every Circle.

At village level, every Panchayats has a village disaster management plan as well as village disaster managementcommittee.

4.1. District Disaster Management Authority(DDMA)

` The District Disaster Management Authority (DDMA) is an apex planning body and plays a major role in preparedness and mitigation. The district level response is co- ordinated under the guidance of the District Commissioner, who acts as a District DisasterManager.

The District Disaster Management Authority (DDMA) for Biswanath District has been formed to deal with any exigency like natural calamity or man-made structural disturbances.

The members of the Executive committee:

Sl. No	Member	Designation	Contact no.
1	District Commissioner, Biswanath	Chairman of DDMA	9435143050
2	CEO, BiswanathZilaParishad	Co Chairman of DDMA	7002917153
3	Addl District Commissioner (DM)	CEO of DDMA	7637815131
4	Superintendent of Police, Biswanath	Member of DDMA	8638530120
5	Joint Director of Health Service, Sonitpur	Member of DDMA	9101427469
6	EE, P.W.D. Building (represented by AEE)	Member of DDMA	7086447675
7	Ex. Eng. Water Resource Div. Sonitpur, Tezpur	Member of DDMA	9706371016
8	Sub-Divisional Medical & Health Officer (HQ)	Member of DDMA	9435383153
9	Assitant Director Director of Food & Civil Supply	Member of DDMA	9854525036

Besides the above SDO (C)Gohpur; SDPOGohpur; All Circle Officers & Block Development Officers of Biswanath District; G.M.,B.S.N.L. ; Ex. Eng. Biswanath Rural Road Div.; Ex. Eng. Gohpur State Road Div.; .; Ex. Eng. Biswanath NH Div,AGM, A.S.E.B.; Ex. Eng. P.H.E. ; Ex. Eng. Irrigation; Sub-Divisional Animal Husbandry & Veterinary Officer; BEEO All, District Social Welfare Officer, Sonitpur, District Agriculture Officer; District Transport Officer; Ex. Eng. Town and Country Planning, District Controller ,Civil Defence, Sonitpur, Sub-officer, Fire Service; Chairman, BiswanathCharialiMunicipalBoard and Gohpur Town Committee, D.P.O. Disaster Management; SDIPRO; NGO will be additional members to the meeting of the District Disaster Management Authority.

The members of the District Disaster Management Authority will be responsible to prepare a comprehensive District Disaster Management Plan in coordination with all other departments and direct all concerned to chalk out programmes for sensitization and awareness from time to time. DDMA also review preparedness of all the departments to deal with any disaster on a regular basis. Additionally Mock Drill shall be conducted in various locations at various levels involving various agencies and general public as per annual Calendar prepared by DPO (D.M.), Biswanath. Addl. District Commissioner (D.M.) and DPO (D.M.) Biswanath shall Co-ordinate the entire exercise and ensure readiness of systems and processes related to DisasterManagement.

4.2 District Disaster Response & Information Centre (Control Room)

The District Disaster Response & Information Centre (Control Room), under the control of the District Commissioner, will be the nerve centre. It has been set up

- To monitor
- Co-ordinate
- Implement the actions for disaster management

It works throughout the year and orders the various departments to work as per the directions during the disaster.

4.3 Communication Mechanism

On the basis of reports from the possible disaster site, or on the warning from the agencies competent to issue such a warning, or on the receipt of warning or alert from Emergency Operations Centre, the District Commissioner will exercise the powers and responsibilities of the District Disaster Manager.

The information dissemination at times of emergency for Biswanath District has been laid down as under:

(1) The District Commissioner will be the nodal officer for this. He will apprise Addl. District Commissioner, Project Officer (DM) and persons concerned, Circle Officers, Water Resource Dept., PWD (Roads) Dept., Medical& Health Dept. through SMS andphone.

(2) District Commissioner will give direction to BSNL of Biswanath District to immediate arrangement for alternative phone connectivity in the control room of District Commissioner's Office. Nazarat Officer to take steps accordingly. DPO will also train control room duty personnel properly.

(3) For any early warning reports received from North-East Space application Centre (NESAC), Umiam, Meghalaya, the same should be intimated to Executive Engineer, Water Resource, PWD State Roads / Rural Roads and Supdt. of Police, Addl. SP, SDO Civil Gohpur and all CircleOfficers.

(4) Circle officers will have village vulnerability map with them so that they can pass message to respective Gaon Buras / LR Staff and PRI members without fail. Superintendent of Police will accordingly inform Officers- in- Charge of Police Stations and In-Charge of Out Posts. Circle Officers will also keep contact with the representative members of vulnerablevillages.

(5) All concerned Departmental Heads, Circle Officers and their Officers, Gaon Buras should keep their mobiles on switch on mode round theclock.

(6) The Water Resource dept. as well as the PWD (State and Rural Roads) should take steps to maintain a strong liaison between their officials and their manpower at the field level and keep the

District Administration well informed on any emergency situations that mayarise.

(7) District Commissioner will utilize services of SDIPRO for issuing press release for informing the public on various issues related to Disaster, making people aware about warnings (only in case of emergency). The contact nos. of SDIPRO and DPO (DM) should be circulated to all concerned persons so that they can get the required information in need of thehour.

The warning or occurrence of disaster will be communicated to

- Chief Secretary, Relief Commissioner, Emergency Operation Centre
- Office of Divisional Commissioner
- All district level officials, Municipal Councils
- Non-officials viz;MPs, MLAs, ZP President, Local units of the Defence Services.

4.4 **Role of District Commissioner as District DisasterManager:**.

- The District Commissioner will activate the District Control Room as the District Disaster Manager
- The DCR will be expanded to include desk arrangements with the responsibilities for specific tasks.
- All district level staff from various departments will be under the direction and control of the District Disaster Manager. These would also include the district level staff of Zilla Parishad, Municipal Authorities, PWD, PHED / Urban Water & Sewerage Board, Water Resource Dept. Irrigation, District Industrial Centre, IWT,Telecommunications
- Leave of all the officers and the staff working with the above organizations, as requisitioned by the District Disaster Manager, would automatically stand cancelled and the organizations would direct their staff to report on duty immediately.
- The Addl. District Commissioner (Disaster Management) is the controlling authority in respect of relief and rehabilitation measures.
- The District Disaster Manager may in case of large-scale disasters get in touch with the local Defence units for assistance for rescue, evacuation and emergency relief measures.
- The District Disaster Manager will have the authority to requisite resources, materials and equipment from the privatesector.
- The District Disaster Manager will have the power to direct the industry to activate their on- site or off-site disaster management plan.
- The District Disaster Manager will set-up Site Operation Centre/s in the affected area with the deskarrangements.
- The District Disaster Manager will authorize establishment of transit and /or relief camps, feeding centres and cattlecamps.
- An on-going wireless communication and contact from the DCR to the Site Operation Centres,

Transit Camps, Feeding Centres, Relief Camps and Cattle Camps will be activated.

- ◆The District Disaster Manager will send the Preliminary Information Report and Action Taken Report, as per the available information, to the Chief Secretary/Relief Commissioner/Emergency Operation Centre and the Divisional Commissioner.
- ◆The District Disaster Manager will authorise immediate evacuation whenever necessary.
- ◆In the event of possibilities of the disasters in the adjoining districts, including those beyond the state borders, the District Disaster Manager will issue the alert warning to them.
- ◆In the absence of the District Commissioner, Additional District Commissioner in charge of the district will officiate and exercise all the powers and responsibilities of the District Disaster Manager listed above.

4.5 Site Operation System During Disaster

Following the Incident Command System, the site operations would be taken into action. Depending on the nature of disaster and the type of damage, it may be necessary to set up a number of relief camps and/or cattle camps.

- ◆In such a situation, the DDMA may decide to set-up a Site Operations Centre (SOCs) to reduce the pressure on District Control Room for field coordination.
- ◆Depending upon the disaster locations and the number of campsites, the DDMAmay decide to set-up more than one Site Operations Centre.
- ♦The Site Operations Centre and the camps would be wound up after the relief and rehabilitation work is called off or after the relief camps and cattle camps are dismantled, whichever islater.

The Site Operations Centre will be managed by Site Manager of the rank of Sub Divisional Office/ Addl. District Commissioner.

CHAPTER V
PREPAREDNESS AND MITIGATION

In disaster management cycle, preparedness and mitigation are the two important stages before the occurrence of disaster. It has a great importance in reduction of loss of life and property if proper preparedness and mitigation strategies are followed.

5.1. Preparedness

This protective process embraces measures which enable governments, communities and individuals to respond rapidly to disaster situations to cope with them effectively. Preparedness includes the formulation of viable emergency plans, the development of warning systems, the maintenance of inventories and the training of personnel. It may also embrace search and rescue measures as well as evacuation plans for areas that may be at risk from a recurring disaster.

Preparedness therefore encompasses those measures taken before a disaster event which are aimed at minimizing the loss of life, disruption of critical services, and damage when the disaster occurs. All preparedness planning needs to be supported by appropriate legislation with clear allocation of responsibilities and budgetaryprovisions.

5.2. Mitigation

Mitigation embraces all measures taken to reduce both the effect of the hazard itself and the vulnerable conditions to it in order to reduce the scale of a future disaster. Therefore mitigation activities can be focused on the hazard itself or the elements exposed to the threat. Examples of mitigation measures which are hazard specific include modifying the occurrence of the hazard, avoiding the hazard by shifting people away from the hazard and by strengthening structures to reduce damage when a hazard occurs. In addition to these physical measures, mitigation aims at reducing the physical, economic and social vulnerability to threats and the underlying causes for thisvulnerability.

A proper preparedness and mitigation measure instantly helps to respond a disaster in time. So disaster wise preparedness and mitigation is highly required. These are normal time activities. A prepared community is the best community to minimize the loss and damage caused by the disasters. Mitigation focuses on various ways and means of reducing the impacts of disasters on the communities through damage prevention. It is hazard specific including both structural and non-structural issues. It is also very strategic rather than the description of various methods of resistant constructiontechnologies.

5.3. PreparednessMeasures

Preparedness and mitigation measures towards various disasters certainly helps to reduce the

risk as well as loss and damage of the life and properties caused by different disasters. Let's discuss them in general as well as eventwise:-

5.4. General PreparednessMeasures

5.4.1. Establishment of the ControlRooms: The district administration should ensure the operation of control rooms. The control rooms are presently run by major line departments at revenue, police, Hospital, etc. at Circle and district level should be functional.

5.4.2. Plan Updating: Disaster Management Plan needs updating at every interval.It includes the skilled manpower, their addresses and contact numbers, necessary equipment, medicinal stock, daily necessities, list of vulnerable villages etc. All these things have to be updated after a certain interval oftime.

5.4.3. CommunicationSystem: Training is given for search and rescue teams, first aid team, and disaster management teams at village, Circle, and district level. These teams will provide timely help during any type of disaster. Provision of wireless sets at all Sub-division and circle offices for effective communication of storm/heavy rainfall/flood warning. Fire Brigades at all the Municipal Offices. Widespread community awareness programmes in flood prone villages so that villages are sensitized about the flood hazard and there are no problems when there is need for evacuation.

5.4.4. Training for Disaster Management TeamMembers: Each of the DMTs comprise groups of women and men volunteers and are assigned with a specials task The Search and Rescue Teams, First Aid Teams formed at the three levels should be provided training from time to time so that their timely help can be used during disaster.

5.4.5. Organization of MockDrills: Mock drill is an integral part of the Community based disaster management plan, as it is a preparedness drill to keep the community alert. Mock drills are organized in all the villages of the district to activate the DMTs and modification of the DM plan. Mock drill is organized once in six months as per the seasonality calendar of natural disaster events that is likely to occur.

5.4.6. Community Awareness on Various Disasters

1. Construction of Earthquake Resistant Structures
2. Retrofitting the weakstructures
3. Houseinsurance
4. Construction of embankments for floodcontrol
5. Rehabilitation of people in safelands
6. Development of plans for shifting people from vulnerable area to saferarea.

5.5 Mitigation measures (Disaster wise)

A. Floods and Storm

Flooding frequency is quite frequent in many circle of the district. Strict enforcement of flood zone regulations need to done to prevent constructions of any type within 200 m of theriverbanks.

Engineering solutions like building of flood embankments, small dams, deepening of the channels may be considered for specific localities.

Community awareness should be built up so that people respond effectively to the flood. Persons living in the low lying parts of floodplains, river areas are vulnerable to flood hazards. Notable risk in flood plain settlements are buildings made of earth or with soluble mortar, buildings with shallow foundations or non-resistant to water force and inundation. Infrastructural elements at particular risk are utilities such as sewer systems, power and water supplies, machinery and electronics belonging to industry and communications, livestock, vehicles, agricultural fieldsetc. Inhabitants off food prone areas usually have a number of traditional methods at their disposal for coping with floods. Some aspects of flood planning and response are:-

- Issuing warnings at the local levels
- Participating in flood fighting by organizing work parties to repair Embankments or clear debris from drainage areas, pile sandbags Stockpile needed materials
- Facilitatingagriculturalrecovery
- Planningemergencysupplies of flood and clean drinkingwater
- To conduct trainings on searchandrescueforSearchand Rescue
- Teams formed at District, circle and Village level from time totime.

There is need for trained full time fire brigade personnel in each area who will help in search and rescue. The Public health department needs to be equipped with more water quality monitoring centres for effective surveillance of water quality during flood events.

Provision of wireless communication equipment to all circle offices so that information about approaching disaster can be relayed immediately.

Main Mitigation Strategies

1. Mapping of the flood prone areas is a primary step involved in reducing the risk of the region. Historical records give the indication of the flood inundation areas and the period of occurrence and the extent of the coverage. Warning can be issued looking into the earlier marked heights of the water levels in case of potentialthreat.
2. The onset of storm is extensive and often destructive. A hazard map will illustrate the areas

vulnerable to the storm in any givenyear.

3. Land use control will reduce the danger of life and property when waters inundate the floodplains. In areas where people already have built their settlements, measures should be taken to relocate to better sites so as to reduce vulnerability. No major development should be permitted in the areas which are subjected to high flooding. Important facilities should be built in safeareas.

4. Construction of engineered structures in the flood plains and strengthening of structures to withstand flood forces and seepage. The buildings should be constructed on an elevated area. If necessary build on stilts or platform. They should be wind and water resistant. Protect river embankments. Communication lines should be installed underground. Provide strong halls for community shelter in vulnerablelocations.

5. Flood Control aims to reduce flood damage; measures such as reforestation, protection of vegetation, clearing of debris, conservation of ponds and lakes,etc.

6. Structural measures include storage reservoirs, flood embankments, drainage channels, anti-erosion works, etc. and non-structural measures include flood forecasting, flood proofing, disaster preparedness,etc.

B. RoadAccidents

1. Setting up of a Highway Safety Patrol, which will be a specialized division of the police to tackle road accidents.
2. Provision of full time trained fire brigade personnel in at least all thecircles.
3. Provision of adequate signboards, speed breakers and guard stones near the accident prone spots.
4. Some hospitals should be upgraded with X-ray machines, blood bank and surgicalfacilities.
5. Ifnecessary,bypassesshouldbeconstructedwhereverthehighwaypassesthroughdensely populated localities.
6. The risk at the accident-prone spots must be minimized by adequate construction/resurfacing/wideningetc.

C. Epidemics

Public Health department needs to be provided with more water quality monitoring centres for effective surveillance of water quality principally during the monsoon months and during flood events.

- Bleaching powder should be adequately available with all the GramPanchayats.
- Rural hospitals should be upgraded to include blood bank and surgicalfacilities.
- Contingency plan for response should be prepared after identifying the epidemics that are likely to occur in theregion.

- Maps of all the health facilities in the region with an inventory of drugs and vaccines, laboratory set ups, list of number of doctors and supporting staff etc. need to be kept ready and updated at regularintervals.
- First aid training will help to cope better during the emergency response period for epidemics.
- Personnel protection through vaccination is an effective mitigation strategy and will protect the persons at risk. Improving the sanitary conditions, drive to check and fumigate breeding places of any vector, disinfecting the water source,etc.

D. Fires

- Provision of trained manpower to the firebrigades.
- Provision of fire engines and trained manpower to all theCircles.
- All fire tenders should be equipped with wirelesssets.
- The procedural delay for fire engines to move outside the municipal limits should be removed.
- The coordinating authority for this may be vested with a senior officer in the municipal administration.

CHAPTER VI
RESPONSE PLAN

The onset of an emergency creates the need for time sensitive actions to save life and property, reduce hardships and suffering, and restore essential life support and community systems, to mitigate further damage or loss and provide the foundation for subsequent recovery. Effective response planning requires realistic identification of likely response functions, assignment of specific tasks to individual response agencies, identification of equipment, supplies and personnel required by the response agencies for performing the assigned tasks. A response plan essentially outlines the strategy and resources needed for search and rescue, evacuation, etc.

Considering all this points, this response plan has been developed. For the first time Incident Command System (ICS) has also been introduced in response plan along with the resource inventory. In fact, during disaster the ICS management tool will be more effective to handle the situation in proper way within limited time.

6.1 Response Structure during WarningStage

At district level, before the occurrence of disaster and immediately after the disaster, the district administration will alert the district control room so that proper information will be provided to the concerned authorities.

6.2 Incident Command System(ICS)

The Incident Command System (ICS) is a management system and an on-scene, all- risk, flexible modular system adaptable for natural as well as man-made disasters. The ICS has a number of attributes or system features. Because of these features, ICS has the flexibility and adaptability to be applied to a wide variety of incidents and events both large and small. The primary ICS management functions include:

- Command
- Operations
- Logistics
- Planning
- Finance /Administration

The ICS seeks to strengthen the existing disaster response management system by ensuring that the designated controlling/responsible authorities at different levels are backed by trained Incident Command Teams (ICTs) whose members have been trained in the different facets of disaster response management.

6.3. The five command functions in the Incident Command System are as follows:

1. **IncidentCommander:** The Incident Commander is responsible for all incident activity. Although other functions may be left unfilled, there will always be an Incident Commander.
2. **OperationsSection:** Develops tactical organization and directs all the resources to carry out the Incident Action Plan
3. **PlanningSection:** It is responsible for the collection, evaluation, and display of incident information, maintaining status of resources, and preparing the Incident Action Plan and incident related documentation.
4. **LogisticsSection:** Provides resources and all other services needed to support the organization.
5. **Finance / AdministrationSection:** Monitors costs related to the incident, provides accounting, procurement, time recording, cost analysis, and overall fiscal guidance.

6.4. Role and Responsibilities of ICSCommander-

The Incident commander's responsibility is the overall management of the incident. The Incident Commander may have a District who may be from the same agency, or from an assisting agency. Following are the responsibility of the IncidentCommander---

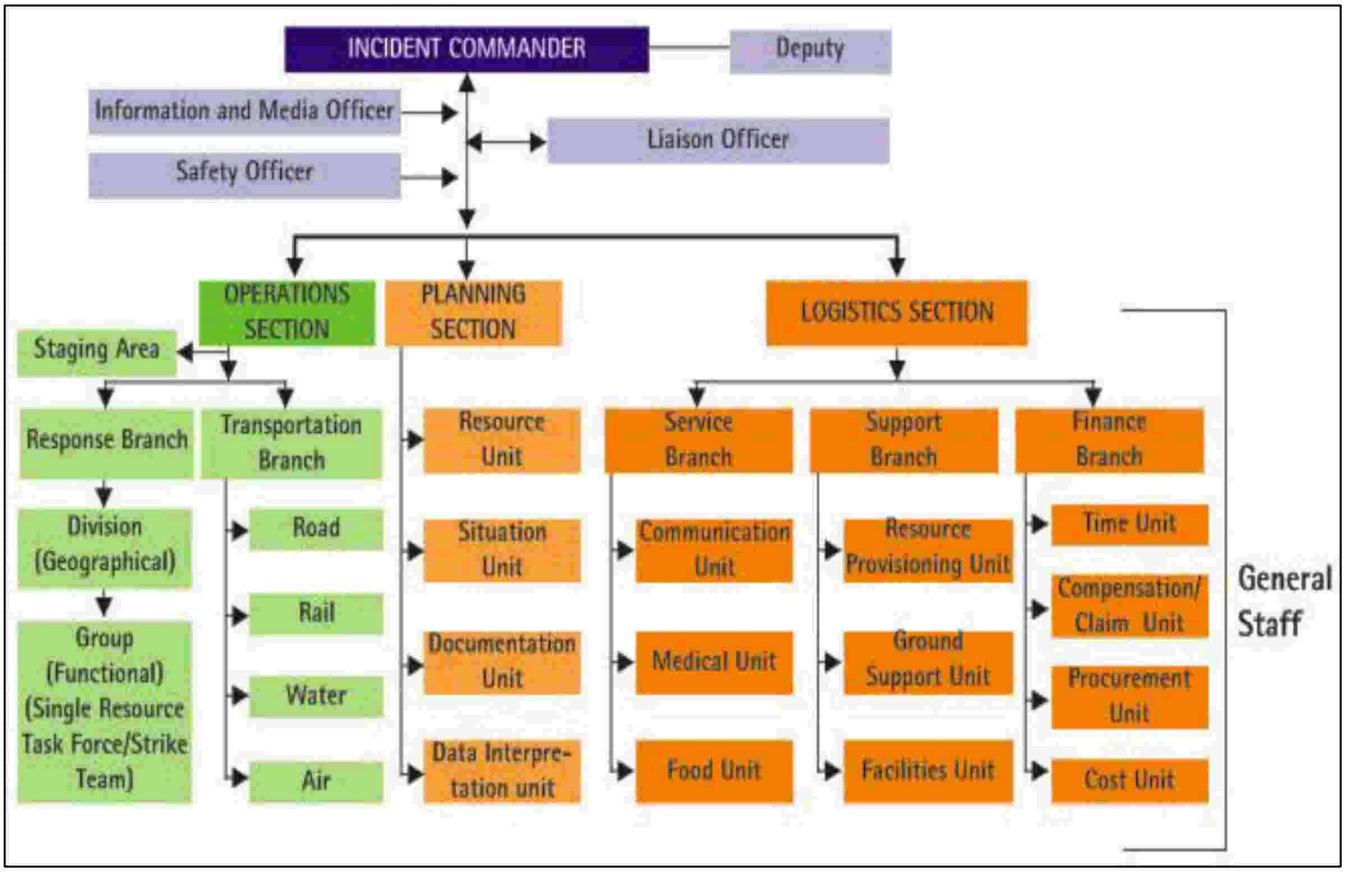
- Assess the situation and obtain a briefing from the prior IncidentCommander.
- Determine Incident Objectives &Strategy.
- Establish the immediatepriorities.
- Establish the Immediate CommandPost.
- Establish the appropriateorganization.
- Assure planning meeting are scheduled asrequired.
- Approved and authorized the implementation of a Incident ActionPlan.
- Ensure that adequate Safety measures are inplace.
- Co-ordinate activity for all Command &GeneralStaff.
- Co-ordinate with key People&Officials.
- Approved request for additional resources or for the release ofresources.
- Key agency administrator informed the incidentStatus.
- Approved the use of student volunteer&auxiliarypersonal.
- Order the demobilization of theincident

6.5. District Level IncidentResponse

At the district level, there will be one District Headquarters Team with the primary function of assisting the District Commissioner in handling tasks like general co-ordination, distribution of relief materials, media management and the overall logistics. Suitable officers from the district administration will be carefully selected and professionally trained for the different ICS positions in

order to constitute the District Level Incident Command Teams. (DICTs). The teams will focus on the operational aspects of response management, duly supported by other functions in ICS, e.g. Planning, Logistics, Finance/Administration, etc. The officers drawn for this assignment will be carefully selected by the District Commissioner depending upon their fitness, ability and aptitude for any of the DICT positions and they will be professionally trained to fulfil their assigned roles. Arrangements will also be made for ensuring their mobilization in a time-bound manner for their deployment to the trouble spot. Due consideration for the appropriate level of seniority will be given while constituting the teams. The team personnel may be selected from the General Administration/ Revenue Department which traditionally handles disaster response, the option to pick up willing and capable personnel from any other department for taking up specific positions in the DICT will be left open. For some positions, a suitable number of additional personnel will be trained as reserve for taking care of contingencies like transfers, promotions,etc.

For the position of the Incident commander, a suitable officer of the rank of Additional District Commissioner will be preferred if District Commissioner feel so. The District Level Incident Command Teams will function under the overall control of District Commissioner. The State governments can also deploy the DICTs to other districts depending upon the magnitude of the disaster.



6.6. District Search and RescueTeam:-

Search and Rescue Team:-Contact Person. S.P. Biswanath. Ph.No.03715-230094

Sl.No	Designation	Department/Agency
1	Superintendent of Police, Biswanath	Police
2	Station Sub-Officer, Fire Station, Biswanath	Fire
3	Station Sub-Officer, Gohpur	Fire
4	Executive Engineer PWD (Rural Roads), Biswanath	PWD (RR)
5	Executive Engineer PWD (State Roads), Gohpur	PWD (SR)
6	Executive Engineer PWD (BLDG), Tezpur	PWD (BLDG)
7	AEE, PWD (BLDG), Biswanath Sub-Division	PWD (BLDG)

6.7. Medical Team

First Aid Team: Contact Person: Sub-Divisional Medical & Health Officer(HQ), Biswnath, Ph.No.9435383153

Sl.No	Designation	Department/Agency
1	Sub-Divisional Medical & Health Officer, Biswnath	Health
2	Sub-Divisional Medical & Health Officer, Gohpur	Health
3	Sub-Divisional Medical & Health Officer, Behali	Health
4	Sub-divisional Social Welfare Officer, Biswnath	Social Welfare
5	Sub-divisional Veterinary Officer, Biswanath	Veterinary

6.8. Involvement of Defence and ParamilitaryForces

At district level whatever help would be required during disaster that will be immediately informed to the various departments by District Commissioner and possible support from NGOs and other line agencies in the district would be tapped up. If the District Commissioner thinks that it cannot cope with the disaster then he can ask help from the defence and paramilitaryforce.

6.9. NDRF in DisasterManagement

Ministry of Home Affairs, Government of India National Disaster Response Force, has raised the National Disaster Response Force (NDRF). The two broad mandate of NDRF is to undertake search and rescue operations

during disaster and conduct training and capacity building programme during peace time. During disaster, the NDRF may be called for search and rescue operation while services of NDRF can also be utilized for conducting capacity building and training programmes for different responsegroups.

6.10. Temporary ShelterManagement

In many emergencies, local authorities would set up public shelters in schools, municipal buildings and places of worship. While they often provide water, food, medicine and basic sanitary facilities.

Living in Designated Emergency Shelters

- Stay in the shelter until the local authorities say it's safe to leave
- Restrict smoking and ensure that smoking materials are disposed off safely.
- Cooperate with local authorities and others staying in the shelter.
- Listen to radio broadcasts
- Watch out for fires
- Assist local authorities and volunteers in the management of water, cooked food and other relief supplies including medical care, if required.
- Make arrangement for pets and cattle before going to a public shelter.
- Organize recreation for children.
- Assist local authorities with the assistance of community members to maintainlaw andorder.
- Immunize the population against epidemics.

Shelter Management Team:-Contact Person: ADC (Rev.) BiswanathPh.No. 03715-222086

Sl.No	Designation	Department/Agency
1	ADC (Disaster Management), Biswanath	Revenue & DM
2	Addl. S.P. Biswanath	Police Administration
3	Circle Officer, All under Biswanath District	Revenue & DM
4	BDO, All under Biswanath District	P&RD
5	District Transport Officer, Biswanath	Transport
6	Inspector of Schools, Tezpur	Education
7	District Elementary Education Officer, Tezpur	Education
8	Executive Engineer, PWD (BLDG)	PWD (BLDG)
9	AGM, APDCL, Biswanath	Electricity
10	Asst. General Manager, DICC, Biswanath	Industries

6.11. ReliefManagement

Relief management should be done carefully so that all the victims will be benefited from the limitedresources and manpower. In this regard the following activities must be assigned to related desks while serving the people in disaster hit areas. Though it is clearly mentioned in the ICS, still the specific functions of the various desks are givenbelow:

- Shelters for affected people with sanitationfacilities
- Temporary structure forstorage
- Kitchens
- Medicalfacilities
- Temporaryrepairs to damageinfrastructure.

Relief Management Team:-Contact Person –ADC (DM)

Sl.No	Designation	Department/Agency
1	ADC, Disaster Management, Biswanath	Administration.
2	Superintendent of Police, Biswanath	Police Administration.
3	Branch Officer ,Disaster Management.	Administration.
4	Asst. Director, Food & Civil Supply	Supply
5	Circle Officer (Biswanath, Halem, Gohpur, Naduar)	Revenue.
6	Volunteers	NGO., AAPDA MITRA etc.

6.12. Rapid Damage Assessment andReporting

Rapid Damage Assessment Team should be set up immediately after the disaster. It shouldinclude ZP. members, agricultural officer to assess the crop damage, executive engineer of PWD to assess the damaged houses, S.P to maintain the law and order situation, NGOs and volunteer organizations, etc. This team may immediately assess the damage undergone due to disaster and report it to the concerned department to get the immediate relief material from the government and also the foreign aid. Damage assessment procedures are required to avoid litigations anddelays in gratuitous relief and compensation, including insurance.

Damage Assessment Team : Contact Person ADC (DM).

Sl.No	Designation	Department/Agency
1	CEO, BiswanathZillaParishad	P&RD
2	ADC, Disaster Management,Biswanath	Administration.
3	Circle Officer (Biswanath, Halem, Gohpur, Naduar)	Revenue

6.13. Communication

Sending all Out-Messages on behalf of Camp Officer of the Relief Camp. Data collection, record keeping, assistance in locating missing persons, information center, organization of information for Site Operations Center and on specific demands, maintaining In-Message and Out-Message register. In addition, the following facilities are available in the communicationroom:

- Telephones
- Fax
- Intercom units
- VSAT connection
- PC with modem and printer
- Mobiles
- Photocopying machine
- Wireless

The media should handle such sensitive situation carefully as it may affect the victims mentally. It should issue the truest information as far as possible. Rumours should not be spread. The correct numerical data should be published so that the public is not misguided.

6.14. Law andOrder

The Police Department shifts the people to the safer places. It helps the Revenue Department to carry out relief work without any hindrance during disaster period and safeguard the properties of the victim. It will arrange law and order against theft in the disaster-affected area and co-ordinate with the search and rescue operation through NCC/Civil Defence/ NYK/NGO. It will also arrange for security at the relief camps/relief material storages. It is also responsible to maintain law and order at the time of distribution of relief material. It assists the authorities for evacuation of people to the safe places. It makes due arrangements for post mortem of dead persons, and legal procedure for speedy disposal. It specially protects the children and the women at the shelterplaces.

Patrolling Team:-Contact person S.P. ,BiswanathPh No.-03715-230094

Sl. No	Designation	Department/Agency
1	Superintendent of Police, Biswanath.	Police Administration
2	The Chairman, BiswanathChariali Municipality Board.	Municipal Administration.
3	The Chairman, Gohpur TC	Municipal Administration.

4	Circle Officer (Biswanath, Halem, Gohpur, Naduar)	Revenue
5	Volunteers	VDP, NGOetc

6.13 Public Grievances /Missing Persons Search

A committee at the district level has to be constituted under the chairmanship of the District Commissioner to address the grievances of the public regarding missing persons. The search and rescue team should search for the missing persons living ordead.

6.16. AnimalCare

The animal husbandry departments with necessary equipment in case of cattle death are there in the affected areas for the disposal of carcass with a view to restoration of public life and result oriented work. Make arrangements to treat the injured cattle. To vaccinate the animals against various diseases. Arrangement for pets and cattle should be made separately. District Animal Husbandry& Veterinary Officer will be the Nodal person and he may form a committee to meet the exigency.

6.17. Management ofDeceased

The Carcasses Disposal team is responsible for the clearing of carcasses after the disaster. The team should put in all efforts to check spread of diseases by disposing off the carcasses at the earliest and in the right manner. The health department will immediately start the procedure for post mortem of the dead persons as per the rules. Disposal of dead bodies is to be carried to prevent the outbreak of epidemics. Arrangement should be made to issue death certificates of the deceased to the relatives.

Carcass Disposal Team:- Contact Person S.P. BiswanathPh No.-03715-230094

Sl.No	**Designation**	**Department/Agency**
1	Superintendent of Police, Biswanath.	Police Administration
2	The Chairman, Biswanath Municipality Board.	Municipal Administration.
3	The Chairman, Gohpur TC	Municipal Administration.

6.18. NGOs & VoluntaryOrganizations

NGOs and other voluntary organizations are the first to respond before any outside assistance can reach the disaster site. In certain disaster prone areas, a group of young volunteers are being formed and trained to undertake essential tasks which would reduce loss of life and property.

NGOs and Voluntary organizations would contribute in the following areas:

- Ensuring communication links both within the community and with theadministration.
- Controlling rumors and panic behavior and undertaking confidence building activities.
- Organizing local work teams for immediate rescue, and relief e.g. cooked food, first aid, and assistance in law and order.
- Assisting the handicapped that need special help.
- Guarding major installations and evacuated properties till the administration takes over.

Pandamic (COVID-19) Response

On 31st December 2019, the World Health Organization (WHO) China Country Office was informed of cases of pneumonia of unknown etiology (unknown cause) detected in Wuhan City, Hubei Province of China. On 7th January 2020, Chinese authorities identified a new strain of Coronavirus as the causative agent for the disease. The virus has been renamed by WHO as SARS-CoV-2 and the disease caused by it as COVID-19. The disease since its first detection has affected all the provinces of China and 40 other countries (including Hong Kong, Macau and Taiwan).

Coronaviruses are zoonotic, meaning they are transmitted between animals and people. Detailed investigations found that SARS-CoV was transmitted from civet cats to humans and MERS-CoV from dromedary camels to humans. Several known coronaviruses are circulating in animals that have not yet infected humans.Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

Standard recommendations to prevent infection spread include regular hand washing, covering mouth and nose when coughing and sneezing, thoroughly cooking meat and eggs. Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.

The first case of the COVID-19 pandemic in the Indian state of Assam was reported on 31 March 2020. As of 13 October 2020, the Government of Assam has confirmed a total of 89,468 positive cases of COVID-19 including 67,641 recoveries, three migrations and 234 deaths in the state. The state's as well as northeast's largest city, Guwahati, has been worst affected by coronavirus.

Action Plan For Cluster Containment

Institutional mechanisms and Inter-Sectoral Co-ordination

- At the district level DC will activate the plan as the Nodal Officer ofDDMA.

- The Protocols will be prepared by daily co-ordinate meetings among allthe stakeholders

i.e. District Commissioner, CEO(ZillaParishad), ADC Health,Addl. CM&HO(FW), DSO, SDM&HO(HQ) to implement the rules andActs:

(i) Disaster Management Act(2005)

(ii) Epidemic Act(1897)

(iii) Cr.PC

(iv) Assam COVID-19 Containment Regulations, 2020

- District Administration shall be responsible for coordinating with various departments like Food and Civil Supply , Water and sanitation , Police and Transport departments and other relevantdepartmenttoensurethatallthebasichumanitarianmeasuresareinplace.

The containment measures will shut down everything barring essential services.

Services	Personal responsible for operations during lockdown
Essential services (Water, telephone, internet, banking, gas, fuel and electricity etc.)	District Commissioner
Food and Groceries	Department of Food and Civil supplies
Medicines	Joint Director Health/Addl.CM&HO(FW)
Sanitation of the containment area and cleaning	District Commissioner / PHE department /Gram Panchayat.
Law and Order	Superintendent of Police
Transportation and shifting	DDMA and transport department
Waste Management	Pollution Control Board

Deployment of Rapid Response Teams (RRT)

Under the supervision of the IDSP-District Surveillance Officer a Rapid Response Teams (RRT) was formed comprising of thefollowings:

- Clinician
- Microbiologist/Pathologist
- Epidemiologist
- VeterinaryOfficer
- Food safetyofficer
- A list with the contact details of the core team and backups is compiled; it is up to date and easilyaccessible
- A brief and concise document describing all roles and responsibilities is prepared and

centrallyaccessible

- All the team members are informed of, and trained in, their roles and responsibilities; a contact list and documentation are centrallyaccessible
- A place where the RRT can regularly meet shall be identified and necessary arrangements done.
- In case of unavailability of core members during emergency, reservespecialists for each of the roles has tonominated
- All the RRT members shall be supplied with necessaryPPE kits
- The RRT will do listing of cases, contacts and their mapping. This will help in deciding the perimeter for action. The decision of the geographic limit and extent of perimeter control will be that of the State Government. However, likely scenarios and possible characteristics of the containment and buffer zone are given inTable-1.

Table 1: Scenarios for determining containment and buffer zones

S. No.	Scenario	Containment zone characteristics
1	A small cluster is closed environment such as residential schools, military barracks, hostels or ahospital	Containment zone will be determined by the mapping of the persons in such institution including cases and contacts. A buffer zone of additional5 Km radius*will be identified.
2	Single cluster in a residential colony	Administrative boundary of the residential colony and a buffer zone of additional 5 Km radius.*
3	Multiple clusters in the communities (residential colony, schools, offices, hospitals etc.) with in an administrative jurisdiction	Administrative boundary of the urban district and a buffer zone of neighboring urban districts.
4	Multiple clusters spatially separated in different parts administrative districts of a city	Administrative boundary of city/ town and congruent population in the periurban areas as the buzzer zone.**
5	Cluster in the rural setting	3 Km radius of containment zone and additional 7 Kms radius of buffer zone.

*The perimeter of the containment zone will be determinedby thecontinuous real time riskassessment.

** The decision to follow a containment protocol will be based on the risk assessment and

feasibility of perimetercontrol.

RAPID RESPONSE TEAMS (RRT) FOR COVID-19 FOR BISWANATH DISTRICT

Position	Name	Designation	Place of Posting	Phone No
Leader	Dr. Eliza Deka	DSO	Biswanath HQ	9435183153
Hospital I/C	Dr. JonaliGogoi	Superintendent	B.Chariali SDCH	9435183151
Clinician	Dr. DibyajyotiDoleY	Medicine Specialist	B.Chariali SDCH	7896205585
Lab Officer/ Microbiologist/ Pathologist	Dr. GunjanPathak	Pathologist	B.Chariali SDCH	9864114748
Pediatrician	Dr. NarenKutum	Sr. Medical Officer	B.Chariali SDCH	8638863325
Epidemiologist	DR. Subhalaxmi Borah	District Epidemiologist, IDSP.	DSU,Sonitpur	7002807683
Food Safety Officer	Md. S Zamal	Food Safety Officer	Tezpur	
Veterinary Officer	Dr. DigantaSarma	Veterinary Officer	Sub-Div veterinary Office, B.Chariali	9435182805

Surveillance in containment zone

- Mapping of the containment and buffer zones

The containment and buffer zones are mapped to identify the health facilities (both government and private) and health workforce available (primary healthcare workers, Anganwadiworkers and doctors in PHCs/CHCs/District hospitals).

- Active Surveillance

The residential areas will be divided into sectors for the ASHAs/ Anganwadi workers/ANMs each covering 50 households (30 households in difficult areas). Additional workforce would be mobilized from neighboring districts (except buffer zone) to cover all the households in the containment zone. This workforce will have supervisory officers (PHC/CHC doctors) in the ratio of1:4.

The field workers will be performing active house to house surveillance daily in the containment zone from 8:00 AM to 2:00 PM. They will line list the family members and

those having symptoms. The field worker will provide a mask to the suspect case and to the care giver identified by the family. The patient will be isolated at home till such time he/she is examined by the supervisory officer. They will also follow up contacts identified by the RRTs within the sector allocated tothem.

AllILI/SARIcasesreportedinthelast14daysbytheIDSPinthecontainmentzonewillbe trackedand reviewedtoidentifyanymissedcaseofCOVID-19inthecommunity.

Any case falling within the case definition will be conveyed to the supervisory officer who in turn will visit the house of the concerned, confirm that diagnosis as per case definition and will make arrangements to shift the suspect case to the designated treatment facility. The supervisory officer will collect data from the health workers under him/ her, collate and provide the daily and cumulative data to the control room by 4.00 P.M. daily.

MPW, AS, ASHA contacted with religious leader to collect the information of contact cases and create awareness in nearby household of suspect cases. All nearby household was advised not to became panic and maintain social distancing and not to believe in baseless news and ask the religious leaderincludingVHSNCmemberstogiveawarenessadvicesoverphonetothecommunity.

- Contact Tracing

The contacts of the laboratory confirmed case/ suspect case of COVID-19 will be line-listed and tracked and kept under surveillance at home for 28 days (by the designated field worker). The Supervisory officer in whose jurisdiction, the laboratory confirmed case/ suspect case falls shall inform the Control Room about all the contacts and their residential addresses. The control room will in turn inform the supervisory officers of concerned sectors for surveillance of the contacts. If the residential address of the contact is beyond the allotted sector, the district IDSP will inform the concerned Supervisory officer/concerned District IDSP/StateIDSP.

- Surveillance in Buffer zone

The surveillance activities to be followed in the buffer zone are as follows:

i. Review of ILI/SARI cases reported in the last 14 days by the District Health Officials to identify any missed case of COVID-19 in the community.

ii. Enhanced passive surveillance for ILI and SARI cases in the buffer zone through the existing Integrated Disease SurveillanceProgramme.

iii. In case of any identified case of ILI/SARI, sample should be collected and sent to the designated laboratories for testingCOVID-19.

All health facilities in the buffer zone will be listed as a part of mapping exercise. All such facilities both in Government and private sector (including clinics) shall report clinically suspect cases of COVID-19 on real time basis (including 'Nil' reports) to the control room at the district level. Measures such as personal hygiene, hand hygiene, social distancing to be enhanced through enhanced IEC activities in the bufferzone.

- Perimeter Control

The perimeter control will ensure that there is no unchecked outward movement of population from the containment zone except for maintaining essential services (including medical emergencies) and government business continuity. It will also limit unchecked influx of population into the containment zone. The authorities at these entry points will be required to inform the incoming travelers about precautions to be taken and will also provide such travelers with an information pamphlet and mask.

All vehicular movement, movement of public transport and personnel movement will be restricted.Allroadsincludingruralroadsconnectingthecontainmentzonewillbeguardedbypolice.

The District administration will post signs and create awareness informing public about the perimeter control. Health workers posted at the exit point will perform screening (e.g. interview travelers, measure temperature, record the place and duration of intended visit and keep complete record of intended place of stay).

Details of all persons moving out of perimeter zone for essential/ emergency services will be recorded and they will be followed up through IDSP. All vehicles moving out of the perimeter control will be decontaminated with **sodium hypochlorite (1%)solution.**

Guidelines for testing, quarantine, hospital admission for COVID— 19 based on current risk assessment

- Contact tracing: The contacts of positive cases shall be line listed and tracked within 12 hrs. of the case being confirmed/suspected.

a. Primary Contact/direct contacts to the positive case is definedas

i. Person providing direct care without proper personal protective equipment (PPE) for COVID 19patients

ii. Staying in the same close environment of a COVID 19 patient (including work place, class rooms, household andgatherings)

iii. Travelling together with close proximity (1m) with a COVID 19 patient in any kind of conveyance within a 14 day period after the onset of symptoms in the case under consideration

b. All other contacts shall be treated as secondarycontacts

c. Every person in the above category shall be identified and enlisted as contacts for tracing along with their names, address and contactdetails.

d. All the contacts shall be kept under home isolation immediately and kept under surveillance at home for 28 days. They shall be visited daily to verify if they and ask him/her if had developedsymptoms.

e. The details of contacts traced, their quarantine status, sample and testing status shall be updated DSO and district controlroom.

Clinical decision making algorithm for persons from countries/areas with reported transmission of COVID 19, primary contacts, secondary contacts:

1. A person within 14 days of return from a country/area with reportedlocal
2. Primarycontacts
3. Secondarycontact

LABORATORY SUPPORT

Designatedlaboratories

At present the samples collected in the district are being sent to Jorhat Medical College for testing on a regularbasis.

All test results should be available within 12 hours of sampling. The contact number of such courier agencies shall be a part of the micro-plan.

The designated laboratory will provide daily update (daily and cumulative) to District, State and Central Control Rooms on:

i. No. of samplesreceived
ii. No. of samples tested
iii. No. of samples undertesting
iv. No. of positivesample

HOSPITAL CARE

All suspect cases detected in the containment areas (till a diagnosis is made), will be hospitalized and kept in isolation in a designated facility till such time they are tested negative. Persons testing positive for COVID-19 will remain to be hospitalized till such time 2 of their samples are tested negative as per MoHFW's discharge policy. About 15% of the patients are likely to develop pneumonia, 5 % of whom requires ventilator management.

Hence dedicated Intensive care beds need to be identified earmarked. Some among them may progress to multi organ failure and hence critical care facility/ dialysis facility/ and Salvage therapy [Extra Corporeal Membrane Oxygenator (ECMO)] facility for managing the respiratory/renal complications/ multi-organ failure shall be required. If such facilities are not available in the containment zone, nearest tertiary care facility in Government / private sector needs to be identified, that becomes a part of themicro-plan.

Isolation, quarantine & Hospital facilities available in the district:

Sl No	COVID Quarantine Facility Centre	Total No's of Bed Available
1	Agriculture University Guest House, Biswanath	**10**
2	Hotel Royal Palace,BiswanathChariali	11
3	BiswanathChariali Govt. ITI, Balipukhuri	150
4	Pabhoi HS MSDP Hostel, Pabhoi	109
5	Soil Conservation IBBiswanath	7
6	Hotel Kaziranga	24
7	Hotel Brahmaputra	17
8	Janata HS MSDP Hostel, Behali	110
9	SIRD Guest House, BiswanathChariali	25
10	Baidew Hotel	15
11	Himalaya Lodge	17
12	Hotel Jonardon	6
13	Hotel Pradyut, B.chariali	26

14	Bapuji High School, Balipukhuri	86
15	Bapuji HS Girls Hostel, Balipukhuri (MSDP)	101
16	Nagsankar High School	88
17	Stella Marry School, Missamari	79
18	Bargang HS School	94
19	Biswanath College	217
20	Sootea College	85
21	GingiaMahavir HS School	95
22	Behali Degree & Junior College	213
23	Lokapriyo HS School	111
24	Sootea HS School	155
25	Chaiduar College	230
26	Prasanti Lodge, Gohpur	23
27	St. Joseph School, Gohpur	100
28	Kolabari College	115
29	GyanVikash Academy, Sootea	54
30	Pandit Din DayalUpadhyaAdarshMahavidyalaya Hostel, Behali	30
31	Kasturibha Gandhi Residential School, Behali	65
Total		**2468**

B. Isolation facilities to be identified and mapped at the district level:

Sl.No	Name of Hospital with address	Contact Person & Mobile No	Capacity
1	Biswanath SDCH	Dr. JonaliGogoi, Mob No-8638715237	20 bedded
2	Gohpur SDCH	Dr. Abanibhushan Roy, Mobile No-6001661883	2 bedded
3	Balichang Model Hospital	Dr. JibanJyotiTeli, Mob No. 8812880841	5 bedded
4	Kalabari Model Hospital	Dr. RishabhHazarika, Mob No-9435183346	10 bedded
5	Borgang Model Hospital	Dr. Mina Bora, Mob No-7637847313	20 bedded
6	Behali PHC	Dr. J.C Bey-9435082178	4 Bedded
7	Catholic Hospital, Bargang	Dr. Manji Kataki-9707608233	6 Bedded
9	Sanjivani Nursing Home, B.Chariali	Dr. Bikash Sarkar-9954829607	3 Bedded
10	J.K hospital,B.Chariali	Dr. Banamali Bhuyan-9435182839	5 Bedded
11	K.P Memorial Hospital, B.Chariali	Dr. Amal Saikia-9435182571	2 Bedded
12	Borah Nursing Home, B.Chariali	Dr. Saroj Borah-9435382808	4 Bedded

Tea Garden Hospital Details for Covid-19, Biswanath District

Name of TE	Contact No	Mobile NO	No of Bed	No of Isolation bed for Covid-19
Dering TE	Samsung Nag,Health asst.	9365004970	20	**4**
Dhulie TE	Dr. ArjunBhattacharjee	8617527825	32	**5**
Pavoi TE	Dr. ApurbaKalita	9854319280	35	**4**
Barpukhuri TE	Dr. Mukunda Borah	9401141366	14	**2**
Baghmari TE	Dr. SafiurRahman	9101266142	25	**2**
Mijikajan TE	DrRaju Borah	9435853630	40	**10**
Majuligarh TE	Dr. Basanta Kr. Goswami	9954498588	40	**2**
Pertabghur TE	Dr. DilipSarmah	9435083445	45	**10**
Mahalaxmi TE	Ramanand Deep	9345776403	6	**2**
Shakomato TE	Dr. AnupPratapMukharjee	9064255572	30	**4**
Nilpur TE	Krishna Kheruwar,Pharmacist	6000832805	10	**3**
Dufflaghur TE	Dr. A. Das	9101475424	50	**6**
Boroi TE			50	**4**
Brahmajan TE	Dr. Harish Kalita	9864421788	25	**4**
Nirmala TE	Dr. SimantaBaruah	6900923896	10	**0**
Helem TE	Dr. Phangchu	8471830627	52	**8**
Bholaguri TE	Dr. ShailendraLohar	7002253192	0	**0**
Nayaghagra TE	Dr. TamashaBaruah	9435082179	10	**4**
Gohpur Division Hospital(Nayaghagra TE)	Dr. TamashaBaruah	9435082179	12	**2**
New purubbari TE			0	**0**
Gingia TE Hospital	Sanju Paul, Pharmacist	9365864242,	44	**4**
Borgang TE, Rangagorh Div. Tea Hospital	Dr. C.K Borah, MO	9954279594	44	**13**
Borgang TE, Borbheel Div. Tea Hospital	Dr. C.K Borah, MO	9954279594	22	**6**
Monabari TE Hospital	Dr. S. Borah, MO	9435138537	73	**10**
Behali TE, Bedeti TE Div. Hospital	AmlanPujari, Pharmacist	9854555506	40	**10**
Dekoroi TE	Dr. Bikram Das	8638921390	45	**12**

Surge capacity

Based on the risk assessment, if the situation so warrants (data suggested an exponential rise in the number of cases), the surge capacity of the identified hospitals will be enhanced, private hospitals will be roped in and sites for temporary hospitals identified and it's logistic requirements shall be worked out.

Pre-hospital care (ambulance facility)

Ambulances need to be in place for transportation of suspect/confirmed cases. Such ambulances shall be manned by personnel adequately trained in infection prevention control, use of PPE and protocol that needs to be followed for disinfection of ambulances (by 1% sodium hypochlorite solution using knapsacksprayers).

Quarantine and isolation:

Quarantine and Isolation are important mainstay of cluster containment. These measures help by breaking the chain of transmission in the community.

Quarantine :

All house holds and contacts of a confirmed and/or suspected cases shall be immediately home quarantined.

a. All those are in home quarantine shall be followed up till the time of test results of suspect case comes negative. If the test result comes postitive all such persons become " true contacts" who shallhavetobeHomequarantinedfor14daysandfollowuphastobedonefor28days.

Isolation :

Suspect cases detected on active surveillance need to be isolated in a room in the house temporarily till the time he/she is examined by the supervisory medical officer or shifted by the designated ambulance to the designatedfacility.

Preventive public health measures:

There will be social mobilization among the population for adoption of community-wide practice of frequent washing of hands and respiratory etiquettes in the contained area. The community will also be encouraged to self monitor their health and report to the visiting ASHA/Anganwadi worker or to nearest health facility.

Social distancing measures :

For the cluster containment, social distancing measures are key interventions to rapidly curtail the community transmission of COVID-19 by limiting interaction between infected persons and susceptible hosts. The following measures would betaken:

Closure of schools, colleges and work places :

Intensive risk communication campaign will be followed to encourage all persons to stay indoors for an initial period of 28 days, to be extended based on the risk assessment. Based on the risk assessment and indication of successful containment operations, an approach of staggered work and market hours may be put intopractice.

Cancellation of mass gatherings:

All mass gathering events and meetings in public or private places, in the containment and buffer zones shall be cancelled / banned till such time, the area is declared to be free of COVID-19 or the outbreak has increased to such scales to warrant mitigation measures instead of containment.

Advisory to avoid public places:

The public in the containment and buffer zones will be advised to avoid public places and only if necessary for attending to essential services. The administration will ensure supply of enough masks to the households in the containment areas ifnecessary.

Cancellation of public transport (bus/rail)

There will be prohibition for persons entering the containment zone and on persons exiting the containment zone. To facilitate this, if there are major bus transit hubs or railway stations in the containment zone, the same would be made dysfunctional temporarily. Additionally, irrespective of fact that there is a rail/road transit hub, the perimeter control will take care of prohibiting people exiting the containment zone including those using private vehicles andtaxies.

As a significant inconvenience is caused to the public by adopting these measures in the containment zone, District administration would proactively engage the community and work with them to make them understand the benefits of suchmeasures.

MATERIAL LOGISTICS

Personal Protective Equipment:

The type of personal protective equipment for different categories of:

S. No.	Name of the item	Category of personnel
1	PPE Kit, N95, Mask, Gloves, Goggles, cap and shoecover)	□ Doctors and nurses attending to patients in isolation, ICU/ critical care facilities of hospitals in the containment zone. □ Para-medical staff in the back cabin of ambulance. □ Auxillary/ support staff involved in disinfection vehicles/ ambulances and surface cleaning of hospital floors and otherSurfaces
2	N-95 Mask and gloves	□ Supervisory doctors verifying a suspect case □ Persons collecting samples. □ Doctors/nurses attending patients in primary health carefacilities
3	Triple Layer Surgical mask	To be used by Field workers doing surveillance work □ Staff providing essential services. □ Suspect cases and care giver / by stander of the suspect case □ Security staff. □ Ambulance drivers □ Residents permitted to go out for essential services.

Transportation

A large number of vehicles will be required for mobilizing the surveillance and supervisory teams. The vehicles will be pooled from Government departments. The shortfall, if any, will be met by hiring ofvehicles.

Bio-medical waste management

A large quantity of bio-medical waste is expected to be generated from containment zone. Arrangement would also be required for such bio-medical waste (discarded PPEs etc.), preferably by utilizing the bio-medical waste management services at the designated hospital.

RISK COMMUNICATION

Risk communication material:

Risk communication materials comprising of

(i) posters and pamphlets;

(ii) audio onlymaterial;

(iii) AV films prepared by State government, NHM and district administration will be used for targeted roll out in the containmentareas.

Communication channels:

Interpersonal communication

During house to house surveillance, ASHAs/ other community health workers will interact with thecommunity

(i) for reporting symptomaticcases

(ii) contacttracing

(iii) Information on preventive public healthmeasures.

Mass communication

Awareness will be created among the community through miking, distribution of pamphlets, mass SMS and social media. Also use of radio and television (using local channels) will ensure penetration of health messages in the target community.

Dedicated helpline

The DEOC will be designated as dedicated helpline and its number will be widely circulated for providing general population with information on risks of COVID-19 transmission, the preventive measures required and the need for prompt reporting to health facilities, availability of essential services and administrative orders on perimeter control.

Helplinenumbers : 03715222086 (DDMA,Biswanath)

8473825598 (O/O The SDM&HO(HQ),Biswanath)

INFORMATION MANAGEMENT

Control room at District Headquarters

A control room has set up at District headquarters at DC Office and one O/O The SDM&HO(HQ) Biswanath.

The district will provide aggregate data on daily basis on the following (for the day and cumulative):

i. Total number of suspect cases
ii. Total number of confirmedcases
iii. Total number of critical cases onventilator
iv. Total number ofdeaths
v. Total number of contacts undersurveillance

CAPACITY BUILDING

Training content

Trainings will be designed to suit requirement of each and every section of healthcare worker involved in the containment operations. These trainings for different target groups shall cover:

1. Field surveillance, contact tracing, data management andreporting
2. Surveillance at designated exit points from the containment zone
3. Sampling, packaging and shipment ofspecimen
4. Hospital infection prevention and control including use of appropriate PPEs and biomedical waste management.
5. Clinical care of suspect and confirmed cases including ventilator management, critical care management
6. Risk communication to generalcommunity

Target trainee population

Various sections of healthcare workforce (including specialist doctors, medical officers, nurses, ANMs, Block Extension Educators, MHWs, ASHAs) and workforce from non-health sector (security personnel, Anganwadi Workers, support staff etc.). Trainings will be tailored to requirements of each of these sections.

The training will be conducted by the RRT a day prior to containment operations are initiated.

FINANCING OF CONTAINMENT OPERATIONS

The fund requirement would be estimated taking into account the inputs in the micro-plan and funds will be made available to the district collector from NHM flexi-fund.

Scaling down of operations

The operations will be scaled down if no secondary laboratory confirmed COVID-19 case is reported from the containment and buffer zones for at-least 4 weeks after the last confirmed test has been isolated and all his contacts have been followed up for 28 days. The containment operation shall be deemed to be over 28 days from the discharge of last confirmed case (following negative tests as per discharge policy) from the designated health facility i.e. when the follow up of hospital contacts will be complete.

The closing of the surveillance for the clusters could be independent of one another provided thereisnogeographiccontinuitybetweenclusters.HoweverthesurveillancewillcontinueforILI/SARI.

However, if the containment plan is not able to contain the outbreak and large numbers of cases start appearing, then a decision will need to be taken by State/District administration to abandon the containment plan and start on mitigationactivities.

CHAPTER – VII
RECOVERY AND CONSTRUCTION PLAN

Rehabilitation and reconstruction comes under recovery phase immediately after relief and rescue operation of the disaster. This post disaster phase continues until the life of the affected people comes to normal. This phase mainly covers damage assessment, disposal of debris, disbursement of assistance for houses, formulation of assistance packages, monitoring and review, cases of non-starters, rejected cases, non-occupancy of houses, relocation, town planning and development plans, awareness and capacity building, housing insurance, and social rehabilitationetc.

7.1 Post Disaster Reconstruction andRehabilitation

Post disaster reconstruction and rehabilitation should pay attention to the following activities for speedy recovery in disaster hit areas. The contribution of both government as well as affected people is significant to deal with all the issuesproperly.

- Damage assessment
- Disposal ofdebris
- Disbursement of assistance forhouses
- Formulation of assistancepackages
- Monitoring andreview
- Cases of non-starters, rejected cases, non-occupancy ofhouses
- Relocation
- Town planning and developmentplans
- Reconstruction as Housing ReplacementPolicy
- Awareness and capacity building
- Housinginsurance
- Grievanceredresses

7.2 AdministrativeRelief: The district is the primary level withrequisite resources to respond to any natural calamity, through the issue of essential commodities, group assistance to the affected people, damage assessment and administrating appropriate rehabilitation and restorationmeasures.

The district level relief committee (mention in chapter-vi) consisting of official and non-official members including the local legislators and the members of parliament review the relief measures.

When a disaster is apprehended, the entire machinery of the district, including the officers of technical and other departments, swings into action and maintains almost continuous contact with each village in the disaster threatened area.

7.3 Reconstruction of Houses Damaged /Destroyed: Houses should be reconstructed in the disaster hit areas according to the following instructions:

- Owner DrivenReconstruction
- All the houses should beinsured.
- Financial, technical and material assistance provided by thegovernment.
- The designs for seismic reconstruction of houses provided by thegovernment.

7.4 MilitaryAssistance: If the district administration feels that the situation is beyond its control then immediate military assistance could be sought for carrying out the relief and rescueoperations.

7.5 MedicalCare: Specialized Medical Care may be required to help the affected population. Preventive medicine may have to be taken to prevent outbreak of diseases.

7.6 Epidemics: In the relief camps set up for the affected population, there is a likelihood of epidemics from a number of sources. The strategy should be to subdue such sources and immunize the population against them. The public health centres, health departments can practice vaccination drives, public awareness to drink boiled water, use chlorine tablets to purify the water sources.

7.7 CorpseDisposal: Disposal of dead bodies is to be carried out as a part of the operation to prevent outbreak of epidemics. Minimum official requirements should be maintained as it is a very sensitive issue. The following points may be considered by the concerned authorities at the time of corpse disposal:-

1. Mass photographs of corpses,
2. Consent of the relatives or hand over tothem
3. Make a committee of concernedlocalities.

7.8 Salvage: A major effort is needed to salvage destroyed structure and property. Essential services like communications, roads, bridges, electricity would have to be repaired and restored for normalization ofactivities.

7.9 OutsideAssistance: During disaster situations, considerable relief flows in from outside, thus there is an immediate need to co-ordinate the relief flows so that the maximum coverage is achieved and there is no duplication of work in the samearea.

7.10 SpecialRelief: Along with compensation packages, essential items may have to be distributed to the affected population to provide for temporary sustenance.

7.11 Information: Information flow and review is essential part of the relief exercises. Constant monitoring is required to assess the extent of damage, which forms the basis of further relief to the affected areas.

7.12 Social Rehabilitation

Social rehabilitation in case of

- Disabledpersons
- Children
- Paraplegics
- OldPersons
- Women
- Infrastructure
- Power
- Watersupply
- Publicbuildings
- Roads andBridges
- Irrigation.

Recovery component lead role	Department
Social Recovery	Social Welfare Department
Economic Recovery	Planning & Development Department
Infrastructure Recovery	Public Works Department
Environment Recovery Natural environment Natural and cultural heritage properties	 Environment and Forest Department Department of Cultural Affairs

CHAPTER – VIII
ROLES AND RESPONSIBILITIES OF DEPARTMENTS / NODAL AGENCIES

PRIMARY RESPONSIBILITY	DEPARTMENT
DM Operations and Plans, Warnings	**Revenue & DM Department**
Medical Care and Health Services	**Health & Family Welfare Department**
Law & Order, Safety & Security	**Home Department**
Emergency Response, Search & Rescue	**Home Department**
Buildings & Lifeline Infrastructure / Communication Infrastructure *(Roads &Bridges)*	**Public Works Department**
Drinking Water Supply & Sanitation	**Public Health Engineering Department**
Transport Systems	**Transport Department**
Emergency supply of food & basic needs	**Food & Civil Supplies Department**
Broadcasting & relay of public information	**Information & Public Relations Department**
Welfare Services	**Social Welfare Department**
Drought management	**Agriculture Department**
Flood protection and river erosion management & Drainage development works	**Water Resources Department**
Power supply	**Power (Electricity) Department**
DM Education & School/Institution Safety	**Education Department**
Vulnerability reduction in rural areas	**Panchayat& Rural Development Department**
Vulnerability reduction in rural areas	**Revenue Department**
Vulnerability reduction in urban areas & built environment	**Urban Development Department**
Livestock management, animal care services	**Animal Husbandry & Veterinary Department**
Protection of natural resources and environment	**Environment and Forests Department**
Soil erosion and soil conservation	**Soil Conservation Department**
Earthquake & Landslide	**Department of Geology & Mines**
Fire	**Department of Fire & Emergency Services**

Roles of the District, Sub-Division and Circle level functionaries andOfficials: District Commissioner (DC) and Chairperson,DDMA

Phase	Responsibility
Pre- disaster	• Ensure identification of relief camps with provisions for Child Friendly Spaces (CFS) adhering to the comprehensive and multi-hazard safetystandards • Establish clear understanding and functional coordination channel between relevant line departments, SDO (Civil), Revenue Circle Officer for effective camp management as per roles defined in theSoP • Guide, monitor and ensure that the designated camps are safe from all the hazards, accessible to possible affected communities and the service providers, have basic minimum capacity and facilities to accommodatepeople. • Ensure that each camp's seat (intake) capacity is defined and notified. In the current context, due considerationshouldbegiventowardensuringsocialdistancingnorms • Identify suitable safe spaces and ensure procurement of related materials for setting up of temporary camps as per definedstandards[1] • Establish a system of taking feedback from camp inmates and mechanism to address grievance in campmanagement • Guide and ensure that camp officers, in charges and other responsible functionaries from various line departments are identified, notified and capacitated to run/managecamps • Constitute and lead a District level Relief Camp Monitoring Team and Zonal Relief Camp Monitoring Team comprising of members from the line departments to ensure the proper relief camp management as per theSOP. • Ensure that documentation and reporting of relief camps are doneproperly • Issue directives to concerned functionaries to follow the specific guidelines laid down in the Assam DM Manual, 2015 regarding Relief CampManagement • Issuedirectivestoresponsibledepartmentstoensurefacilities/servicesatthedesignatedcamps: • Lighting arrangement in residential portion of camps, toilets and approach road(PWD-Elec.) • Potable water for drinking and other household purposes(PHED) • Separate, accessible (within 50 meters) and hygienic toilets(PHED) • Separate bathing units for male and female(PHED) • Separate food arrangements for children, pregnant and lactating women, ill and elderly (Health and SocialWelfare) • Culturally and age appropriate clothing (if situation warrants) for inmates (Revenue andDM) • Sanitary provisions for women and girls (Health and Family Welfare andASRLM) • Health including regular RCH services, health and hygiene education and psycho-social care arrangements in camps (Health and Family Welfare, Social Welfare particularlyDCPUs) • Security and protection arrangement including monitoring of situation in regards to women and children (Police, VDPs,DCPUs) • Waste management facilities in the relief camps (PHED, GP andULBs) • Relevant Social and Behavior Change Communication (SBCC) materials in local languages (Health and Family Welfare, Social Welfare,Education) • Educational and recreational activities in camps (Education Deptt., Social WelfareDeptt.) • Ensure timely procurement of Gratuitous Relief (GR) items (e.g. pre-monsoon for flooding) which will be required for operationalizing reliefcamps • 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 forGR) • Disinfectant drive at all notified Relief Camps/Camps/shelters inadvance.

[1] Covered area available per person should have an average of 3.5 to 4.5 square meter. Due to COVID-19 outbreak, the minimum space has been revised to 7 sq. m. as per new guideline (at Annexure-I).

During Disaster	• Most of the conventional relief camps have been housed in educational institution, deserted office buildings, which are devoid of hygiene and sanitation facilities (toilet and bathrooms are stained or spitted wall). These kinds of camps are not adequate enough to hold inmates in view of the COVID- 19 situation. For revamp of the same fund and time are required. Hence localized alternative **Makeshift arrangements** are to be made inadvance. • In view of the COVID-19 situation, managing of relief camps with social distancing is a challenge. People should be encouraged not to leave home just because their front-yard/ boundary are submerged. They would be provided relief materials as pernorms. • Vulnerability mapping upto household level should be done immediately so that the administration can identify which household are least or worst affected. The worst one will populate the camps first enabling the priority wise identification of the campinmates. • Review setting up of camps and provisions/functions of responsibledepartments • Constitute and activate the Relief Camp Monitoring Team to monitor the camps following relief camp assessmentscorecard • Monitor and guide operationalization of camps, provisioning of essential services in camps and duty roasters of responsible functionaries at differentlevels • Conduct review meetings with the District Relief Camp Monitoring Team and Zonal Relief Camp Monitoring Team (every alternate days till the camps areoperational) • Ensure that all stakeholders and actions notified are being adheredto • 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 • Ensure that Child Friendly Spaces are operational in all camps where children are being taken care of (as included in the**Annexure-II**) • Activate Grievance Redressal mechanism for collecting and addressing feedback/complains from campinmates • Issue instructions/directives to concerned departments to addressgrievances • Ensure functional mechanisms for ensuring accountability in campmanagement • Utilize services of 'PratirodhiBondhu' volunteers and 'e-help' facilities of CSC,SPV • Review and declare closure of the camps considering the on-groundsituation
Post Disaster	• Conduct/ Delegate the Relief Camp Monitoring Team to conduct post operation visits to oversee the condition of thecamps • Instruct concerned departments to ensure cleanliness, repairing and re-instigation of the relief camps so that they can start their originalfunctions • Review overall performance and gaps in operationalizing reliefcamps • Review the effectiveness of the SoP at the district level and proposechanges/modifications • Map stakeholders who can be added or removed in the relief camp managementframework • Instruct concerned stakeholders for developing of lessons learnt document on camp management to guide better management of camps infuture

Additional District Commissioner-cum-Chief Executive Officer,DDMA

Phase	Responsibility
Pre- disaster	• Assist District Commissioner-cum-Chairperson DDMA in initiating and completing the process of identification of relief camps with provision of child friendly spaces and breast-feedingcorners • Prepare and finalize Revenue Circle wise list of identified relief camps with notified seat (intake) capacity. In the current context due consideration should be given toward ensuring social distancing norms. • Support District Commissioner-cum-Chairperson DDMA in mapping and establishing coordination with multiple stakeholders related to relief camp managementprocess • Coordinate and facilitate administrative processes related procurement and pre-positioning of items related to relief camps including GR, materials related to Child Friendly Spacesetc. • EnsurethatrelevantstakeholdersareorientedonthereliefcampmanagementprocessandSOP. • Guide and supervise all activities related to documentation and reporting including print and circulation of standard templates for camp registration, family tickets, CFS registers, GR related templatesetc. • Support District Commissioner-cum-Chairperson DDMA in conducting pre-flood preparedness meetings on relief campmanagement • Facilitate information exchange between all responsible stakeholders regarding camp locations, targeted population and their location against each camp, coordination actions against specific standards • Support District Commissioner-cum-Chairperson DDMA in issuance of advisories, orders and instructions related to relief camp management and in any other actionthereof
During Disaster	• Ensure coordinated action among departments and stakeholders in evacuating the affected people to designated relief camps as per plan. Ensure that vulnerable groups (such as children, women, elderly, persons with disability, chronically ill) are to be given priority in the entire process and are supported according to theirneeds • Ensure that Child Friendly Spaces are operational in all camps where children are being taken care of. • Expedite approval process for all matters related to relief campmanagement • Coordinate with SDO (Civil) and Revenue Circle Officers on a regular basis and facilitate inter- coordination • Visit selected relief camps to take stock of the services provided and the situation of camp inmates as well as adherence to theguidelines. • Ensure that all relief/GR items are provided in the camps in coordinated and timelymanner • Provide timely guidance and support to Revenue Circle Officers on all matters related to implementation of relief camp managementguidelines • Take stock of the ground situation with related departments and coordinate timely actions as per definedstandards. • Address grievances/ complains of camp inmates through feedbackmechanism • Mobilize and deploy 'PratirodhiBondhu volunteers' in providing services to the camp inmates in consultation with Revenue Circle Officer. Also coordinate with District Manager of CSC,SPV for providing services available under 'e-help'initiative. • Disinfectant drive at all notified Relief Camps/Camps/shelters inadvance. • Any other action as per need as the CEO of DDMA or in support of actions for ChairpersonDDMA

Post Disaster	• Facilitate post operation visits to oversee the condition of the camps by the Relief Camp Monitoring Team • Coordinate with concerned departments to ensure cleanliness, repairing etc. of the relief camps so that they can start their originalfunctions • Collect information and feedback from stakeholders for reviewing the effectiveness of the SoP at the district level and propose required changes/modifications ifany • Facilitate and coordinate the process of documentation of lessons learnt on camp management to guide better management of camps infuture • Facilitate timely completion of all administrative processes related to submission of Utilization Certificate on expenditures made in relief campmanagement

Superintendent ofPolice

Phase	Responsibility
Pre- Disaster	• Coordinate and collect list of identified relief camps from the Office of the CEO,DDMA • Ensure that each Police Station has a plan in place for security proofing the identified camps during floods as they come into effect particularly focusing on preventing crime against women andchildren • Conduct orientation of VDPs etc. on overall disaster management with specific session on relief campmanagement • Identify and assign camp wise nodal person for coordination in matters related to safety and security in the camp, including development of deployment rosters/patrollingplans • Coordinate with relevant departments and understand plans related to evacuation of affected people andanimals,transportationofGR items,mobilityofdutybearersforsecurityproofingtheseactions • Identify and make contingency plans for providing security in relief camps which are located in sensitive areas (prone to securitythreats) • Identify camps with potential for housing large number of people and arrange for special team consisting of Police and VDP to support in reliefdistribution • Participate and provide inputs to District Commissioner and CEO DDMA in meetings related to flood preparedness including in relief campmanagement. • Instruct OCs to participate in Revenue Circle levelmeetings
During Disaster	• Instruct Officer in-Charges of respective police stations to ensure roster wise deployment/patrolling for all relief camps in order to ensure vigilance on anti-social elements around the camps in coordination with respective Revenue CircleOfficers. • Support district administration in evacuation of affectedcommunity. • Ensure presence of VDP with clear instructions related to maintenance of safety and security in all designated camps. Home guards may be detailed for patrolling & nightwatch • Ensure that Women Police personnel are stationed within the camps/visit each designated camp to record and address any complaints made by women and take steps to prevent abuse/ abduction of women, girls andchildren. • Ensure that for safely and security of the women and children vigilance committees are formed consisting of women in eachcamp. • Ensure safe transit to GR supplies to designated relief camps in coordination with respective Supply Inspector • Ensure presence of police force during relief distribution in camps operated in security sensitive areas • Conduct random visit to selected camps as a part of relief camp monitoring team and assure inmates about security of their property (which they have left behind while evacuating to camps) by interacting withthem • Issue specific instructions for patrolling and ensuring security in makeshift camps, ifany

During Disaster	• Participate in post operation review meetings at district level and instruct OCs to participate in Revenue Circle level/Camp level meetings (ifany) • Provide feedback to District Commissioner or CEO, DDMA on improvement of camp management related aspects from the perspective of safety and security infuture

CEO, ZilaParishad

Phase	Responsibility
Pre- Disaster	• Issue instructions and guidelines to ensure GPDP planning in a way that it addresses preparedness needs such as construction of raised toilets, raised hand-pumps, approach roads, culverts, filling up of grounds which can help in campmanagement • Issue specific instructions and guide respective BDOs to ensure completion of the ongoing schemes specially related to roads, culverts, bunds, raised platforms, drinking water, boats (if any) etc. specific to pre-identified relief camps before the onset of floodseason • Conduct Awareness meeting with PRI in collaboration withDDMA. • Participate in all meetings related to flood preparedness including relief camp management at district level and instruct functionaries to participate in such meeting at Sub-Division, Revenue Circle and Village level (as appropriate) and ensure support to agreedactions • Ensure clear instructions to officials in the department at all levels regarding support to be provided in flood management including relief camp management and provide manpowersupport • Mobilize and allow resource utilization for strengthening basic facilities in identified relief camps including provision of basic amenities shelters/raised platforms constructed by thedepartment • Take steps for dissemination of information up to village level including support in evacuation and search and rescue using the existing network of P&RD department under variousschemes • Explore resources and means for repairing and restoration of camp infrastructure damaged due to being used as relief camps in previousyear/s • Build capacity of functionaries at all levels to enhance preparedness/resilience to overall disaster management including exclusive capacity building on relief campmanagement • Prioritize proposals/schemes related to strengthening infrastructure/amenities targeting relief camps
During Disaster	• Monitor deployment of functionaries related to P&RD in flood response including relief camp management as per the district plan ofDDMA. • Conduct visit to selected Relief Camps to oversee operations as a part of the Relief Camp MonitoringTeam • Participate in review meetings of DDMA and Issue timely instructions to the BDOs/PRIs towards meeting immediate support need at camp level which are feasible within the ambit of the department • Support District Commissioner/CEO, DDMA any other matters related to campmanagement

Post Disaster	• Participate in post operation review meetings at Districtlevel • Conduct post operation visits to oversee the condition of the shelters/raised platforms/department infrastructure used in floodresponse • Allocate resources/Prioritize proposals under appropriate scheme related to repair and maintenance of any such infrastructure which was damaged because of being used as relief camp/shelter • Instruct BDO/PRIs/Officials to support cleanliness of the relief camps so that they can start their originalfunctions • Issue guidance/instructions to BDOs for Identifying infrastructure gaps and guide functionaries on addressing the gaps through proper utilization of schemes implemented through the BDO e.g., MGNREGS • Through structured screening, ensure GPDP plans address preparedness needs for future in the context of campmanagement • Mobilize PRI to include the renovation/ repairing scheme in the GaonSabha/GPDP

Sub-Divisional Officer(Civil)

Phase	Responsibility
Pre- Disaster	• Ensure Sub-Division level preparedness related to relief camp management and prepare the Sub- Division level Relief Camp Management Plan as perguidelines • Constitute Sub-Division level Relief Camp Monitoring Team & Zonal level Relief Camp Monitoring Team • Coordinate with DDMA in identification of relief camps with provisions for child friendly spaces (as per Annexure-II) looking at safety in the respectiveSub-Divisions • Issue specific guidance/instruction at all concerned for ensuring that the designated camps are safe from all hazards, accessible to possible affected communities and the service providers, have basic minimum capacity and facilities to accommodatepeople. • Ensure that each identified camp's seat (intake) capacity is defined and notified under the Sub- division and shared with DDMA for furtherapproval • Assess financial and resource requirement including procurement and management costs related to camp management in the Sub- Division in consultation with RCOs and submit timely requirement to theDDMA • Selection of vendors at sub-division level to maintaining necessary formalities provide appropriate services at camp level including provision of food, cloth, electricity etc. as and when needed as per the provisions enshrined under Assam Disaster Management Manual,2015 • Organize bi-monthly preparedness meeting with Revenue Circle Officers, Block Development Officers and line Departments under the Sub-Division before the onset of floodseason • Coordinate with relevant departments at Sub-Division level involving Circle Officers and BDOs to ensure facilities/services including but not limited to the following in each of the designatedcamps: • Lighting arrangement in residential area, toilets and approach road including arrangement of generators as needed(PWD-E) • Potable water for drinking and other household purposes (at least 20 liters/person/day)(PHED) • Separate, accessible (within 50 meters) and hygienic toilets(PHED) • Separate bathing units for male and female(PHED) • Separate food arrangements for children, pregnant and lactating women, ill and elderly (Health and SocialWelfare) • Culturally and age appropriate clothing (if situation warrants) for inmates (Revenue andDM) • Sanitary protection for women and girls (Health and FamilyWelfare) • Health including regular RCH services, health and hygiene education and psycho-social care arrangements in camps (Health and Family Welfare, Social Welfare particularlyDCPUs)

	• Security and protection arrangement including monitoring of situation of women and children in Relief Camps (Police, VDPs,DCPUs) • Waste management facilities in camps (PHED, ULBs &GPs). • Relevant SBCC materials in local languages (Health and Family Welfare, Social Welfare, Education) • Educational and recreational activities in camps (EducationDepartment) • In coordination with DDMAs and through Circle Officers/BDO, 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 forGR) • Review status of identification, authorization and orientation of camp in-charge and Assistant Camp Officers on the Inclusive Relief Camp Management in a periodic manner with Revenue Circle Officers andBDOs • Disinfectant drive at all notified Relief Camps/Camps/shelters inadvance. • Review local preparedness for camp operation (camp level) before monsoon and on receipt of warning
During Disaster	• In view of the COVID-19 situation, managing of relief camps with social distancing is a challenge. People should be encouraged not to leave home just because their frontier is submerged or household is safe within the campus; they would be provided relief materials as per norms. • The vulnerability mapping up to household level should be done immediately so that we can identify which household are least and worst affected. The worst one will populate the camps first enabling the priority wise identification of the camp inmates. • Guide and support Sub-division and Zonal level Relief Camp Management team in setting up of camps and provisions/functions of responsible departments • Monitor operationalization of camps, provisioning of essential services in camps as per pre-defined duty roasters of responsible functionaries at Circle and Camp level • Facilitate immediate decisions to fulfil requirements as per emergent situation in the Sub-Division • Issue appropriate instructions/directives in coordination with DDMA • Ensure that all stakeholders and actions notified are being adhered to • Ensure that vulnerable groups particularly children & women are given particular attention in the areas of health, food & nutrition, Water, Sanitation & Hygiene, safety & security, psycho-social care • Ensure that Child Friendly Spaces are operational in all camps where children are being taken care of (Annexure –II) • Activate Grievance Redressal mechanism for collecting and addressing feedback/complains from camp inmates • Issue real time instructions to concerned functionaries at Sub-Division level to address grievances • Suggest DDMA on closure of the camps considering the on-ground situation in consultation with Revenue Circle Officers and BDOs
Post Disaster	• Conduct post operation review meetings with Revenue Circle Officers and BDOs • Conduct post operation visits to oversee the condition of the camps with relevant officials • Ensure cleanliness, repairing and re-instigation of the relief camps so that they can start their original functions • Facilitate proper documentation and administrative processes for appropriate settlement.

Executive Engineer – Public Health Engineering Department(PHED)

Phase	Responsibility
Pre- Disaster	• Coordinate with CEO, DDMA/SDO (Civil) and collect list of designated relief camps inadvance • Map Water, Sanitation and Hygiene situation of the designated against their stated capacity of intake duringemergencies • Designate Camp wise focal points from the PHED department for planning, pre-positioning and delivering WASH services during disasters/emergencies and share their contact details withDEOC • Procure and pre-position (at strategic locations for rapid deployment) materials to construct temporary toilets in the designated camps e.g., Squatting Plates, Tarpaulin, bambooetc. • Map water supply needs and make arrangements including mobile water treatment vehicles, hand pumps and other sources to meet the water needs incamps • **Ensure that existing water sources in the designated camps are tested for quality and necessary measures to decontaminate/purify water are in place well inadvance** • Conduct orientation of staff and ground level designated work-force on Emergency Preparedness for response and their role in reliefcamps • Develop/adapt social and behavior change communication materials to be used in camps for safe WASH practices and keep them ready for delivery incamps • Ensure that each identified relief camp is given a pre-WASH compliancecertificate • Make plans and ensure availability of human resource and materials for arranging basic amenities (water, sanitation and hygiene related) in make shift camp locations, raised platformsetc. • Disinfectant drive at all notified Relief Camps/Camps/shelters inadvance
During Disaster	• Be responsible for the overall Water, Sanitation and Hygiene (WASH) facilities and services in the reliefcamps. • Demonstrate Hand wash and other hygiene practices in the Reliefcamps. • Implement aggressive awareness drive including installation of additional hand washing facilities in camps (in the context of outbreak of infectiousdiseases) • Supervise the designated Sectional Officer (Junior Engineer) and other staffs toensure • availability of water *(20 litres/person/day and/or 1 hand pump for 200persons)* • safety of water sources (distance of hand pumps at least 20 feet fromtoilet) • Adequate latrines are available and temporary latrines are set up as per need (*Maximum 50 Meters from the designated residentialspaces)* • latrine pits are de-sludge ontime • separate bathing spaces for male andfemale • privacy in the toilets and bathingspaces • proper drainage of wastewater • monitor safe disposal of solid waste in the available garbage bins or designatedlocations • Implement supplementary measures as specified in the flood relief camp management guidelines in the context of COVID-19 attached (inAnnexure-I). • As part of the Relief Camp Monitoring Team, EE will specifically monitor the quality of the WASH facilities and materials in the relief camps, provide on-site guidance/instruction if there's any scope for improvement and provide SMART recommendations to DDMA/ SDO (Civil) for any WASH related requirement in the reliefcamps. • Ensure that all the interventions taken up in camps are reported in the master register maintained by the campin-charge. • Take up the activities in coordination with District administration on their writteninstructions.

Post Disaster	• Ensure de-commissioning of temporary WASH infrastructure in camps (as perneed) • Ensure that fixed water sources in and around camp along with other affected areas are de-contaminated • Conduct a debriefing for the designated officials on what went well and what needs to improve in future

Joint Director, Health Services – Department of Health and FamilyWelfare

Pre- Disaster	• Coordinate with CEO, DDMA/SDO (Civil) and collect list of designated relief camps in advance • Designate Camp wise focal points from the Health and Family Welfare department (including but not limited to Sub-Divisional Medical and Health Officer, PHC/CHC/State Dispensary/Sub-Centre staff, NHM and IDSP staff) for planning, pre-positioning and delivering health services during disasters/emergencies and share their contact details with DEOC • Develop roaster of medical and para-medical staff against designated camps, issue directives to the roaster members to: • Screen camp inmates for diseases within 24 hours of their entry into camps • Conduct rapid health assessment in all camps on regular basis (not less than once a week) • Identify more quarantine center, isolation center • Identify Makeshift Hospital arrangement • Maintain list of equipment, drugs, etc. for moving to camps • Line listing of Pregnant women and children 0-1 year of age • Awareness on Dos and Don'ts during the village Health Sanitation Nutrition meeting • Ensure provisions for emergency transportation including ambulances for all camps (an ambulance to be stationed in case of camps having a capacity of 500 and more) • Ensure that all camps are mapped against their nearest health centre and emergency medicine (e.g., anti-venom stock) are available in these health centers • Map flood vulnerable villages and camps which are endemic to certain vector/water borne diseases and undertake preventive steps to contain disease outbreak • Conduct orientation of Medical and Para-Medical staff on preparedness for response • Ensure that health supplies (including vaccines and medicines) are pre-positioned, contingency plans are ready and transportation arrangements are made to deliver services in camps/safe places where affected people are taking shelter • Develop/adapt disease protocols and communication materials in local language and ensure their availability in designated camps • Identify and designate therapeutic counsellors for deployment on roaster basis in the camps and build their capacity to tackle emergency situations • Ensure that frontline workers (ASHA/ANM/MPWs/CHOs) are oriented to provide scenario based health education to camp inmates • Ensure that female gynecologist and obstetricians, pediatricians and other specialized doctors are kept on roaster and are oriented/supported to visit the designated camps and provide necessary services • Ensure planning for mosquito and rodent control in the designated camps and ensure timely procurement of necessary items (this is done in general, need to be extended to the camps during emergencies) • Act upon learning points from previous year • Identify additional quarantine shelters/Isolation facilities to house people under quarantine (symptomatic/asymptomatic) • Ensure availability of adequate PPE for frontline workforce in vulnerable locations/camps • Develop plans and mobilize resources for establishing and operating temporary hospitals as per requirement

During Disasters	• Be responsible for the overall health interventions and services in the relief camps. • Coordinate with ADC & CEO, DDMA/ SDO (Civil) to implement health services in designated camps and other safe shelters • Supervise, guide and monitor the functioning of designated medical and para medical staff in conducting initial screening, weekly rapid health assessment, regular health check-ups and routine immunization in designated camps/safe shelters and child friendlyspaces • Ensure availability, transportation and use of basic medical supplies (as per norms) in designated camps • Monitor any disruption in health service delivery and conduct special drives in camps related to vaccination, immunization, special screeningetc. • Ensure visit by specialized medical professionals (female obstetricians, pediatricians and other specialized doctors) incamps • As part of the Relief Camp Monitoring Team, JDHS will specifically monitor the quality of the health facilities and 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 health-related requirements in the reliefcamps • Ensure that all the interventions taken up in camps are reported in the master register maintained by the campin-charge • Reporting to head quarter on a regular basis with clear, specificlimits. • Arrange fogging to prevent mosquito and other flying insects and related diseases in the relief camps. Eliminate breeding places of mosquito and rodent inside the camppremises. • Conduct special awareness drive, screening and other safety actions related to COVID and other infectious diseases (refer to **Annexure-I)** to contain spread of any disease in thecamps. • Implement all health safety protocols in reliefcamps • Reflecting on any special need, shortfall of manpower/ drugsetc. • Explore the collaboration with the Doctors of non-governmental organization/ private practitioners etc.
Post Disaster	• Ensure that each of the designated camps have been covered with vector/rodent control (after their closure) to prevent any further outbreak while they get back to their normal function (mostly camps areschools) • Provide a detailed report to the DDMA on interventions taken up by the department in camps/other safeshelters • Conduct a debriefing for the designated officials on what went well and what needs to improve in future

District Social Welfare Officer – Department of SocialWelfare

Phase	Responsibility
Pre- Disaster	• Mapping **the Child Friendly Space (CFS) in designated relief camps** (as inAnnexure-II). • Coordinate with CEO, DDMA/SDO (Civil) and collect list of designated relief camps inadvance • 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 withDEOC. • Develop roaster of Anganwadi workers and helpers as per designated relief camps and ensure their services for thefollowings: • Setting up safe spaces for women andchildren. • Ensure counselling of pregnant women, lactating mothers on Infant and youngchild feeding during emergencies (during and post flood and other suchemergencies) • Explore possibility of continuing services provided to children 0-6 years through ICDS centres while they are in thecamps • Ensure counselling and other activities with Adolescent girls and women (as appropriate) for safer menstrual hygiene management during their stay in thecamp • Assisting ANM and other health team members in relatedservices • Conduct orientation of Social Welfare Functionaries at all levels on preparedness forresponse • 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 thesame • Ensure that frontline workers (Supervisors/AWWs/Helpers) are oriented to provide scenario based health education to campinmates • Explore possibility of procuring culturally appropriate sanitary protection for women and girls in reliefcamps • Explore feasibility of pre-positioning nutrition supplies (mapped against Anganwadicentres) to be used during emergencies in designatedcamps.
During Disasters	• Be responsible for the overall child protection and nutrition services in the reliefcamps. • Coordinate with ADC & CEO, DDMA to implement child protection and nutrition services in designated camps and other safeshelters • Supervise, guide and monitor the functioning of designated social welfare staff in conducting their assignedjobs • Monitor any disruption in service delivery of anganwadicentres and ensure functioning of child friendly spaces in the designated relief camps where child related services can bedelivered • Ensure visit by trained counselors (working in the department) in camps on period basis to provide psycho-social supportservices • 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 reliefcamps • Ensure that all the interventions taken up in camps are reported in the master register maintained by the campin-charge
Post Disaster	• Provide a detailed report to the DDMA on interventions taken up by the department in camps/other safeshelters • 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 districtconcerned

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

Phase	Responsibility
Pre- Disaster	• Coordinate with CEO, DDMA/SDO (Civil) and collect list of designated relief camps inadvance • 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 withDEOC. • Develop roaster of Teaching and Non-Teaching Staff as per designated relief camps and ensure their services for thefollowings: • Setting up safe spaces for women and children (Child FriendlySpaces). • Age-group wise educational and recreational activities with children in thecamp • Support in camp management including data and recordsmanagement • Map educational needs of children (supplementary education) staying in camps as well as those whose education is impacted because of school being used as reliefcamps • Coordinate with functionaries of Social Welfare, Health and other relevant departments operational a camplevel • Conduct orientation of Functionaries of Education Department at all levels (not limited to teachers) on preparedness forresponse • 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 incamps. • 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 instructionaldays. • Ensure mechanism for rapid re-start of schools used ascamps
During Disasters	• Be responsible for the overall education services in the reliefcamps. • Coordinate with ADC & CEO, DDMA to implement education services in designated camps and other safeshelters • Supervise, guide and monitor the functioning of designated education department staff in conducting their assignedjobs • Monitor any disruption in service delivery of schools and ensure functioning of child friendly spaces in the designated reliefcamps • 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 reliefcamps • Ensure that all the interventions taken up in camps are reported in the master register maintained by the campin-charge
Post Disaster	• Provide a detailed report to the DDMA on interventions taken up by the department in camps/other safeshelters • 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 districtconcerned

District Project Officer – District Disaster Management Authority(DDMA)

Phase	Responsibility
Pre- disaster	• 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 inDDMA. • Ensure timely reporting at alllevels • Coordinate with FOs and other departmentofficials • Facilitate the selection and designation of relief camps including child friendly spaces inemergencies • Map stakeholders for relief camp management in the respectivedistrict • 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 designatedofficials • 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 withstakeholders • 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 campetc. • Develop own understanding and orient Field Officers on relief camp assessmentscorecard • Support DC/ADC in ensuring all preparedness actions are done related to relief camp operationalization andmanagement
During Disaster	• Support DC/ADC in operationalizingcamps • Support DC/ADC in issuing real timeorders/notifications • Coordinate with respective departments/stakeholders and ensure timely and well-coordinated response • Map additional stakeholders pouring in with resources during responsephase • Assist the concerned ADC to coordinate the field visits as part of the Relief Camp MonitoringTeam. • Activate Relief Camp Assessment by designated 'Assessors' for a comprehensivepicture • Develop and share SitReps to ASDMA with complete information on camps and services provided in camps (As per agreedtemplate) • Assess camp wise needs and support deployment of resources (real time) as perneed/gaps • Assess and advise the DC/ADC on the closure of thecamps
Post Disaster	Monitor the camp closure process particularly cleaning and re-instigation of the camp site to its original position (particularlyschools) Compile (with support of ASDMA) camp wise scores and findings of the monitoring visit and debrief the stakeholders on futureconsiderations 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 moreuseable/practicable

District VeterinaryOfficer

Phase	Responsibility
Pre- flood	• Identify high lands where green fodder is available like tea gardens, PGR/VGR etc. and arrange for collection of green fodder from Tea garden managementauthority • 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 DevelopmentOfficer • Prepare preparedness plan for cattle rescue and transfer to safeshelters.
	• Coordinate with DDMA to identify relief camps which also have capacity/provision to sheltercattle • Procure and pre-position cattle feed/vaccines etc. at strategic locations to cater to needs of all identified cattleshelters • Coordinate with DDMA/SDO (Civil)/RCO and plan for transportation and distribution of cattle feed in identifiedcamps/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 animalcarcasses • Participate in all preparedness meetings at district level and instruct officials to participate in the same at Sub-Division, Revenue Circle and village level (asfeasible)
During Disaster	• Rescue of animals during flood and other disaster situation and bring them to reliefcamps • 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 floodscenario) • Ensure provision of temporary shelters for animals in previously recognized higherplatforms • Distribution of feed and fodder to the farmers affected by the flood or otherdisasters • Collect green fodder from Tea Estate and othersources. • Distribution of veterinary medicines and feed supplements at the relief camps, where cattle farmers are takingshelter • Organizing animal health camp in affected area (during and post flood relief camps) – to organize animalhealthcampsschools, GPofficesor otherraisedareaswhichhavebeenusedasReliefCamps • Sensitization of affected areas with bleaching powder. Ensure disinfection of affected cattle sheds by IRT and other local bodies with strict supervision of departmentalofficials • Ensure safe carcass disposal from the flood/disaster affected areas during and after disaster with the help of civiladministration • Ensure compensations of livestock loss of farmers with the help of civiladministration • Coordination with local Govt. and Non Govt. bodies for further action during disastersituation
Post Disaster	• Provide a detailed report to the DDMA on interventions taken up by the department in camps/other safeshelters • 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 Director, Food and CivilSupplies

Phase	Responsibility
Pre- Disaster	• Coordinate with DDMA/SDO (Civil)/Revenue Circle Officer and collect the detailsregarding identified relief camps with detailedcoordinates • Coordinate DDMA/SDO (Civil)/Revenue Circle Officer and collect detailed GR requirementand make procurement/supply plans accordingly, make transportation arrangements inadvance • Instruct Supply Inspectors to develop Revenue Circle level transit plan for transportationof GR to designated relief camps and share the plan withRCO • Maintainsufficientstock(includingbufferstock)ofriceandotherGRitemsatall levelsparticularly during the flood season (March-October), liasoning with FCI and open marketstocks • Pre-position GR stock at strategic locations for covering vulnerable hard to reach areas whichmay get cut off duringfloods • Maintain sufficient stock of PoL at all levels including maintaining buffer stock for floodseason • Participate in all preparedness meetings at district level and instruct officials to participate insuch meetings at Sub-Division and Revenue Circle level • Conduct meeting with supply officials to review their plans and exchange locations and capacityof camps • BereadytosupportDDMAinanyotherrelatedmatterwithregardtoGRandsuppliesinthe context of relief campmanagement
During Disaster	• Ensure timely mobilization and transportation of GR to all designated places and reliefcamps • Effectively manage human resource to reduce time laps and increase efficiency insupplies • Update Chairperson/CEO, DDMA/SDO (Civil) and Revenue Circle Officer on action takenand issues andchallenges • Execute transit plan for GR in a smart and strategic manner to ensure holistic coveragein relatively lesstime. • Ensure timely requisition and refilling of stock of essentialsupplies • Support RCO in distribution of GR as per norms in reliefcamps • Regularly review response with SupplyOfficials
Post Disaster	• Provide a detailed report to the DDMA on interventions taken up by the department in camps/other safeshelters • 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 accordinglyfor the districtconcerned • Improvedepartmentalinfrastructureandskillsofthemanpowerbasedonlearningforbetter delivery of services in futureemergencies

Revenue CircleOfficer

Phase	Responsibility
Pre Disaster	• 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 forapproval • 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) andDDMA
Pre Disaster	• 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 floodseason • 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 designatedcamps: o Lighting arrangement in residential area, toilets and approach road including arrangement of generators as needed(PWD-E) o Potable water for drinking and other household purposes (at least 20 liters/person/day)(PHED) o Separate, accessible (within 50 meters) and hygienic toilets(PHED) o Separate bathing units for male and female(PHED) o Separate food arrangements for children, pregnant and lactating women, ill and elderly (Health and SocialWelfare) o Culturally and age appropriate clothing (if situation warrants) for inmates (Revenue andDM) o Sanitary protection for women and girls (Health and Family Welfare andASRLM) • HealthincludingregularRCHservices,healthandhygieneeducationandpsycho-socialcare arrangements in camps (Health and Family Welfare, Social Welfare particularly DCPUs) • 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 (PHED, GP andULBs) • Relevant SBCC materials in local languages (Health and Family Welfare, Social Welfare, Education) • Educational and recreational activities in camps (EducationDepartment) • Share templates and formats with camp in-charges for data management including registration of people taking shelter incamps • 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 RevenueCircle • 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 CampIn-charges

Pre Disaster	• 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) andDDMA • 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 distributionetc. • 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 perplan. • Ensureprovisionformotortransport(boat/Vehicle)toevacuatepeopletodesignatedreliefcamps. • 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 systematicmanner. • Constitute in advance camp management committees for each designated camp includingmembers from Revenue, P&RD, Health, PHED and SocialWelfare • Regularly assess and evaluate the open market stock and GPSS (Cooperative Society) of rice through Supply Inspector and stock of PoL in PetrolPumps • Submit a standard compliance cum camp wise preparedness report to DC/ SDO (Civil) well in advance of the floodseason
During Disaster	• 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 RevenueCircle • Operationalize camps, provisioning of essential services in camps as per pre-defined duty roasters of responsible functionaries at Revenue Circle and Camplevel • Ensure proper registration and data management in camps as per pre-definedtemplates • 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 campand should be updated as and when they are provided with anysupply/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 bystakeholders • 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, Sanitationand Hygiene, • safety and security, psycho-social care • Ensure distribution of GR as per norms in thecamps • 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 dailybasis • Activate Grievance Redressal mechanism for collecting and addressing feedback/complains from camp inmates. Appraise the DC/SDO (Civil) on concerns and feedbackreceived. • Recommend DC/SDO (Civil) on closure of the camps considering the on-ground situationin
Post Disaster	• Conduct post operation review meetings with Camp in Charges and relevant departments and participate in such meetings at Sub-Divisional level and Districtlevel • Conduct post operation visits to oversee the condition of the camps with relevantofficials • Ensure cleanliness (disinfection and whitewash), repairing and re-instigation of the relief camps so that they can start their originalfunctions • Facilitate proper documentation and administrative processes for appropriatesettlement

Block DevelopmentOfficer

Phase	Responsibility
Pre Disaster	• Work in close coordination with DDMA and Revenue Circle Officer in the process of identification ofcamps. • 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 reliefcamps • 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 calledfor • 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 perguidelines • Issue timely notifications to GaonPanchayats for support in flood response including relief camp management • Agree on pre-identified responsibilities between the Revenue and GaonPanchayat officials in camp managementprocess • 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 RevenueCircle • 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 spacesetc. • 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 floodseason • 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 helpin camp management
During Disaster	• Support RCO in setting up of camps and provisions/functions of responsible departments under the jurisdiction of Revenue Circle/CDBlock • 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 bystakeholders • Ensure mobilization of frontline workforce including NGOs/ CBOs/SHGs who have been pre- identified and oriented to support relief camp managementprocess • Participate in reviews conducted by DDMA/SDO(Civil)/RCO • Support Revenue Circle Officer in any other matters related to campmanagement

Post Disaster	• Participate in post operation review meetings with Camp in Charges and relevant departments and participate in such meetings at Sub-Divisional level and Districtlevel • Conduct post operation visits to oversee the condition of the camps with relevantofficials • Jointly with RCO, ensure cleanliness, repairing and re-instigation of the relief camps so that they can start their originalfunctions • Facilitate proper documentation and administrative processes for appropriatesettlement. • 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 campmanagement

Public Works Department (Buildings)

Preparedness	• Develop Department level preparedness plan • Identify core teams for technical/engineering support/decision making in disastersituations • Develop manuals and guidelines for safe constructionpractices • Conduct training of staff in latest advancements of engineering, demolition techniques, health monitoring of infrastructure assets, seismic strengthening and retrofitting of buildings, critical infrastructure protection,DM • Maintain inventory list of all key equipments and tools in the state that can be mobilised for response and recoveryefforts
Prevention & Mitigation	• Integrate risk reduction as a component in design and construction practice of thedepartment • Identify weak lifeline buildings and develop strategy for strengthening/ retrofitting so as to minimizedamage/disruption • Undertake vulnerability assessment of buildings and determinemitigation options • Establish mitigation fund within thedepartment • Ensure/undertake checks to ensure infrastructure remains in operational condition, should disasteroccur • Preposition emergency supplies and equipments/tools in high risk concentrationareas • Undertake prevention/protection/structuralrehabilitation/retrofitting measures of lifelinebuildings • Provide regular capacity building / training for staff to undertake vulnerability assessment of critical lifelines, develop mitigationoptions • Ensure all design and construction in the department are in compliance to Indian Construction Codes of Practice (BIS) and National BuildingCode • Work towards Performance Based SeismicDesign • Categories structural performance / vulnerability assessment on the basisofthe performance based designparameters • Establish ‘Building Clinic’ with adequate trained staff to adviseon strengthening and retrofitting of lifelinebuildings/infrastructure
Alert & Warning Stage	• Undertake emergency repairs/shoringmeasures • Secure tools and equipmentsinsafe locations, pre-position if needed • Establish emergency communication network (inter/intradepartment)

Response	• Direct department engineering cadre for emergency responseoperations • Coordinate temporary repairs to buildings and relatedinfrastructure • Undertake damage assessment of buildings and relatedinfrastructure • Undertake emergency repair and shoring ofbuildings • Undertake construction of temporary structures and supporting structures to provide basis services to the affectedpopulation • Controlled demolition and shoring up of buildings which haveturned • hazardous due to severe damage/tilting/settlement etc
Recovery & Rehabilitation	• Participate in conduct of structural damageassessments • Guide urban authorities and line agencies on structural repair works and package development of repair/reconstruction scheme for housing and related socialinfrastructure • Undertake detailed damage assessment ofbuildings • Advise reconstruction/recovery of buildings and community infrastructure • Coordinate, monitor progress and prepare report - repair, reconstruction and strengthening/retrofitting ofbuildings • Prepare estimates and undertake repair/strengtheningworks • Provide technical guidance/guidelines for construction of newbuildings • Supervise the civil work activities and ensure safe construction practices are streamlined during Recovery/Reconstructionphase

Transport Department

Preparedness	• Carry out conditional survey of all routes and determine risk spots and actions to betaken • Determine possible routes for evacuation for all settlements located in severe hazard prone areas of thestate • Check availability of vehicle/resources forevacuation • Develop department wide preparednessplan • Prepare inventory of vehicles that can cater for evacuation, dispatch of response teams, or emergencysupplies • Train drivers to operate in extraordinary times and difficult/missing routes, provide training in GPS enabled navigationsystem
Prevention & Mitigation	• Allocate resources for undertaking structural mitigation activities of the departmentfacilities • Direct line departments to take actions on identified risk spots or vulnerable stretches, strengthen ifrequired
Alert & Warning Stage	• Make a quick assessment of population that requires evacuation or movement to safelocations/shelters • Control and restrict vehicular traffic to risk proneareas • Keep emergency vehicles on stand-by at pre-identifiedlocations • Ensure sufficient supply of fuel and resources for departmental person to function/undertake activities

Response	• Facilitate movement of emergency personnel and equipment to affected site • Facilitate movement of emergency supplies: water, food and fuel • Facilitate movement of emergency medical supplies and first responders to affected site • Move population to safe areas and back on clearance from the administration • Facilitate smooth movement of services in disaster affected areas, without causing disruption along regular routes • Maintain and operate round the clock connectivity to all areas • Control and restrict vehicular traffic movement to disaster affected areas
Recovery & Rehabilitation	• Provide recovery support to line agencies • Assess damage to transport infrastructure • Coordinating the reinstatement of transport services and infrastructure

Information and Public Relations Department

Preparedness	• Undertake education and awareness programmes among masses, build societal awareness • Take steps towards enhancing department level preparedness to hazard risks in the state • Guide media houses on the coverage/reporting on disaster situation, through guidelines or through order • Coordinate with Assam Telecom Circle to ensure communication support • during early warning/disaster period
Prevention & Mitigation	• Step up departmental level activities focusing on mitigation • Periodically check the communication line to ensure connectivity at all times
Alert & Warning Stage	• Disseminate warnings to communities based on established warning protocol • Flash warning message on radio and television network • Gather authentic information about situation on the field • Mobilise personnel to areas prone to disaster • Curb spread of wrong information, rumours, non-scientific/non-verified forecasts
Response	• Coordinate a large scale response to disaster • Collect reliable information from the field • Remain as a focal point for release of official and updated information to the media and the public • Regular sharing of information about the disaster and highlight actions undertaken or planned • Broadcast essential information through radio and television • Provide key information and messages through public loud speakers (in field) • Establish media information centreifnecessary • Liasion with media agencies – print and electronic media • Coordinate with information centre

	• Undertake press briefings and provide official version • Provide regular updates to departments, key personnel/decision makers and public
Recovery & Rehabilitation	• Provide support to the recovery operation • Document recovery and rehabilitation efforts • Oversee efforts towards restoration activities undertaken by Assam Telecom Circle and service providers • Document cases / lessons from the field and dissemination of findings

Water Resources Department

Preparedness	• Update State and District wide contingency plan in consultation with the administration • Update embankment maintenance manual • Activate flood monitoring in all flood prone areas, capture information through flood bulletins • Establish coordination linkages with village teams for embankment strengthening and safety • Undertake mapping of vulnerable areas and risk spots
Prevention & Mitigation	• Undertake flood protection and erosion management measures • Construction/strengthening/maintenance of embankment • Undertake measures and direct action towards ensure embankment safety • Undertake mitigation actions across the department following the design criteria mentioned in the guidelines for the preparation of DPR of Central Water Commission, Govtof India. • Conduct pre-monsoon preparedness meeting (April) to take stock of current status, discuss about critical areas, revisit protocol and operating procedures, preparedness checked. • Identify active channel causing erosion and take remedial measures
Alert & Warning Stage	• Associated with the IMD (to know the rainfall pattern and short term forecasts) and CWC (flood information, to know the flood level) • Maintain Flood Bulletin Chart in all stations. • Embankment Maintenance Manual • Watch flood protection work at all times, with support of locals • Observe and collect local data to determine flashfloods
Response	• Translate department action based on rainfall forecast and flood information • Activate response plan on the basis of the flood bulletin • Ensure safety of embankments, take immediate protection measures to prevent breach
Recovery & Rehabilitation	• Undertake possible interventions to minimize further damage • Undertake emergency and long term flood protection works, embankments

APDCL

Preparedness	• Undertake DM plan preparation for department and guide support agencies in formulation of their plans • Undertake condition survey of existing infrastructure and pin-point areas for intervention • Skill up gradation and training of staff inDM • Restoration Plan of supply following an interruption across services, communication to all service agencies for preparedness measures and • installation of back-up measures
Prevention & Mitigation	• Conduct vulnerability assessment of buildings and power infrastructure • Determine fragility of infrastructure to hazard risks and determine mitigation and non-structural mitigation actions • Establish mitigation fund and prioritize actions for risk reduction within the power sector • Identify weak spots in allied/liked infrastructure or power dependent sectors and recommendations
Alert & Warnin g Stage	• On receipt of advisory, maintain vigil and undertake inspection works wherever necessary • Undertake emergency repaid works if necessary
Response	• Undertake rapid assessment/inspection of damage to power infrastructure • Undertake emergency repair of damage poles, other equipments • Dispatch quick response teams for restoration of power lines • In association with line agencies, address disruption to lifelines water and sewerage service, transport; arrange for alternate power supply arrangement at criticalfacilities • Restore power supply to key lifeline /emergency services such as health care, decision support buildings, industriesetc
Recovery & Rehabilitation	• Undertake detail damage assessment to power infrastructure • Take steps towards speedy repair and complete restoration of services • Document lessons learnt and incorporate/update in the Power sector DM plan

Public Works Department (Roads and Bridges)

Preparedness	• Develop Department level preparedness plan • Identify core teams for technical/engineering support/decision making in disaster situations • Develop manuals and guidelines for safe construction practices • Conduct training of staff in latest advancements of engineering, demolition techniques, health monitoring of infrastructure assets, seismic strengthening and retrofitting, critical infrastructure protection,DM • Maintain inventory list of all key equipments and tools in the state that can be mobilised for response and recovery efforts

Prevention & Mitigation	• Integrate risk reduction as a component in design and construction practice of the department • Identify weak communication/infrastructure links and develop strategy to minimize disruption • Undertake vulnerability assessment of assets and determine mitigation options • Establish mitigation fund within the department • Ensure/undertake checks to ensure infrastructure remains in operational condition, should disaster occur
Prevention & Mitigation	• Preposition emergency supplies and equipments/tools in high risk concentration areas • Undertake prevention/protection/structural rehabilitation/retrofitting measures of critical infrastructure or connectivity links • Provide regular capacity building / training for staff to undertake vulnerability assessment of critical lifelines, develop mitigation options • Ensure all design and construction in the department are in compliance to Indian Construction Codes of Practice(BIS) • Work towards Performance Based Seismic Design • Categories structural performance / vulnerability assessment on the basis ofthe performance based design parameters
Alert & Warning Stage	• Undertake emergency repairs/shoring measures • Determine routes for mobilization of resources • Secure tools and equipments insafe locations, pre-position if needed • Establish emergency communication network (inter/intradepartmental)
Response	• Direct department engineering cadre for emergency response operations • Provide equipment support for search and rescue • Coordinate the supply of goods and services • Undertake damage assessment of lifeline infrastructure • Coordinate temporary repairs to damaged infrastructure • Establish missing road-links • Cleaning and removal of debris from communication infrastructure to ease flow of goods and emergency supplies • Undertake emergency repair of roads/communication and shoring of buildings • Create / Provide emergency access in areas which communication links are lost/damaged severely during the event • Undertake construction of temporary structures and supporting structures to provide basis services to the affected population • Removal of debris flow, conduct clearance operations and re-establishment of roads and bridges • Construction of emergency structures (levees among others) to control flood risk
Recovery & Rehabilitation	• Participate in conduct of structural damage assessments • Guide urban authorities and line agencies on structural repair works and package development of repair/reconstruction scheme for housing and social infrastructure • Undertake detailed damage assessment of critical infrastructure • Advise reconstruction/recovery of infrastructure • Coordinate, monitor progress and prepare report - repair, reconstruction and strengthening/retrofitting of infrastructure • Prepare estimates and undertake repair/strengthening works • Supervise the civil work activities and ensure safe construction practices are streamlined during Recovery/Reconstruction phase

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 LevelSoPs:

***GaonBurah* / P & RD Officials / PRI Members (GP President/AP Member/Ward Member)/ VCDC (Chairman and Members) in 6thscheduledareas**

- Coordinate with Circle Officer and local government functionaries responsible for campmanagement.
- Follow the Directives issued by DDMA/RC Administration on services to be provided incamp
- Support Circle Administration in pre-identification of camps, pre-positioning of essential items (as the case may be) and other preparatory processes related to campmanagement
- 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 otherdisasters
- 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 campcampus
- Participate in capacity building initiatives undertaken by the CO on Camp/DisasterManagement
- Identifyvolunteersandleadingcitizensandencouragethemtosupportinmanagingdaytodayaffairsinthecamp
- Support operationalization of the camp including public announcement, general administration of the camp (including management ofsupplies).
- Keep an inventory of all supplies, materials and services provided in thecamp
- Properly plan schedule of services (registration of inmates, food distribution/preparation, organization of kitchen, services to children, pregnant women, lactating mothers, diseased, disabled, elderlyetc.)
- Support in establishing help-desk in the camp which remains functional throughout campduration.
- Support arranging locally available materials as may be required for various campneeds
- Provide information and encourage camp inmates to return to their homes as the situationimproves
- Support Revenue Circle Administration in any other function as and when required related to relief camp management

School Teacher

- Participate in capacity building activities conducted by the DDMA/RCAdministration
- Follow the Directives issued by IS/DEEO on services to be provided incamp

- Teacher/Non-Teaching staff designated as Camp In-charge (if school is used as Relief Camp) shall ensure registration of all inmates, issuing 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 anysupply/service
- He/She should also discharge all functions as stated above for GaonBurah/PRIMembers
- Teachers who are designated for Child Friendly Spaces shall ensure all functions as stated in the Child Friendly Spaces guideline particularly focusing upon age and situation specific education and recreationservices
- Ensure special provisions for the children with disability in the relief camps along with special care for their education and make sure the same in the CFS aswell
- Teachers (from schools used as relief camps and closed for educational activity) shall support the operationalization of Child Friendly Spaces in thecamps
- They should also explore feasibility of operationalizing of temporary schools using locally available/pre-procured resources to reduce loss of instructionaldays
- Teachers shall help inmates in keeping the school clean, protecting school infrastructure and resources and in managing services in the camp under the supervision of the CampIn-Charge
- Theyshouldsupportinensuringrapidre-startofschoolsoncethecampsaredeclaredasclosed
- Be on duty throughout camp duration and plan academic activities according to thesituation

Auxiliary Nurse Midwife (ANM), Multi-Purpose Workers (MPWs) and Accredited Social Health Activist (ASHA)

- Participate in capacity building activities conducted by the DDMA/ SDO(Civil)/ Revenue CircleOfficer
- Follow the Directives issued by JDHS on services to be provided incamp
- Coordinate with Camp In-Charge and collect details of pregnant women, lactating mothers, infants, persons with chronic diseasesetc.
- Under the guidance of the responsible Medical Officer, be deployed in designated camps for basic health check- up, disease surveillance, share information on good health and hygiene practices with thecamp inmates.
- Map medicinal needs of the camp inmates (prescriptive) and maintain a database accordingly. Monitor the availability of prescribed medicines and their intake by inmates suffering from chronicdiseases
- Conduct special drives with pregnant women, lactating mothers and infants encouraging appropriate Infant and Young ChildFeeding
- Keep track of mother and child health in the camp including their feeding, medical needsetc
- Arrange fogging to prevent mosquito and other flying insects and related diseases. Eliminate breeding places of mosquito and rodent inside the camppremises.

- Spend dedicated time every day to discuss about menstrual hygiene, sexual and reproductive health and rights with women and adolescent girls in the dedicated space created for women and adolescent girls. ANM and ASHA must insist the Assistant Camp Officer to setup a dedicated privacy space for women and adolescent girls if it is notsetup.
- Give special attention to malnourished children in the relief camps, monitor and report daily on the status of those malnourished children to the responsible MedicalOfficer.
- Provide psychosocial support to those relief camp inmates who have experienced violence, are in a trauma due to the disaster and/or lost any family member orfriends.
- Health check-ups, immunization, etc. under the Integrated Child Development Services (ICDS) and other programmesforchildren,womenandadolescentgirlscanbeintegratedwithaCFS facilitybyANMandASHA.
- Be on duty throughout camp duration and plan activities according to thesituation

Anganwadi Supervisor/Anganwadi Worker(AWW)/Helper

- In Child Friendly Spaces set up in the camps, provide appropriate services as defined in the Child Friendly Spaces guideline (in **Annexure–II**)
- Participate in capacity building activities conducted by the DDMA/RCAdministration
- Follow the Directives issued by DSWO on services to be provided incamp
- Be deployed in designated relief camps and provide nutritious food and supplements to children and women beneficiaries of the respective AWC taking shelter in the camp. AWWs shall conduct a mapping of children as per their enrolment in AWCs as children enrolled in different AWCs may take shelter in one camp. Discuss with CDPO andchalkoutjointstrategyinadvancefordeliveringroutineICDSservicesinthecamps
- Coordinate with Camp In-Charge and the health functionaries and collect details of pregnant women, lactating mothers, infantsetc.
- Give special attention to malnourished children in the relief camps, monitor and report daily on the status of those malnourished children to the responsible CDPO andDSWO.
- Spend dedicated time to discuss about menstrual hygiene, sexual and reproductive health and rights with women and adolescent girls in the dedicated space created for women and adolescent girls. AWW must insist the Assistant Camp Officer to setup a dedicated privacy space for women and adolescent girls if it is not setup. This may be in the form of Breastfeeding Corner set up in the Child FriendlySpaces
- Support health functionaries in providing mother and child health services in the CFS setup.
- Conduct exclusive one-to-one counselling sessions with pregnant women and lactating mothers (with support of ANM)
- Be on duty throughout camp duration and plan activities according to thesituation

SoP for NGOs/ CBOs/ PratirodhiBondhuVolunteers:

SoP for NGOs/CBOs in relief campmanagement

Phase	Responsibility
Pre- Disaster	• Participate in preparedness meetings related to relief camp management conducted by DDMA/SDO (Civil)/Revenue CircleOfficer • Share list of trained and skilled staff and volunteers who can support in evacuation, rescue of affected people/cattle to designated camps, supporting actions related to food distribution and other support services in campmanagement • Share with DDMA/SDO (Civil)/RCO the details of activities related to disaster preparedness with geographicalpresence • Share details of any infrastructure and tools (e.g., vehicle, boat etc) of the organization with seat (intake) capacity that can be used as reliefcamps. • Support GaonBurah/PRI members/Revenue Circle Officer in identifying appropriate relief camps in hard to reach vulnerablelocations • Support in capacity building of stakeholders on various aspects of disaster management including relief campmanagement • Create awareness among communities on camp location, camp management guidelines, safety protocols and relatedmatters • Be part of the Circle and Village level Evacuation and RescueTeams • Provide inputs and suggestions in overall preparedness planning for disastermanagement including relief camp management at District/Sub-Division/Revenue Circle level • Mobilize resources for setting up of camps as per guidelines in hard to reach areas and share plan/information with DDMA/SDO (Civil)/Revenue CircleOfficer • Strengthen Inter-Agency Coordination among NGOs/CBOs for coordinated support in relief campmanagement
During Disaster	• As a part of evacuation and rescue teams, support evacuation of affected people/cattle to designated reliefcamps • Support systematic registration and on-boarding of evacuated people in designatedcamps • Support operation of child friendly spaces with breast feeding corners in reliefcamps • Support in queue management, social distancing and other specific actions in camp setting as per guidelines attached as annexure1 • Conduct targeted risk communication and community engagement activities in relief camps with campinmates • Support augmenting basic amenities in reliefcamps • Provide GR through self-mobilized resource to supplement government efforts. Efforts shall be made to ensure no duplication insupplies Wherever feasible support establishing kitchens for providing culturally appropriate, safe and adequate food for the campinhabitants. • Support documentation of experiences and lessons learnt including camp level assessments for adherence toguidelines
Post Disaster	• Provide a detailed report to the DDMA/SDO (Civil)/Revenue Circle Officer on interventionstaken • up by the organization in camps/other safe shelters • Conduct lessons learnt meeting with staff andvolunteers • Provide feedback to DDMA/SDO (Civil)/Revenue Circle Officer for improving relief camp managementprocess • Contribute towards cleaning, repairing/restoration of any infrastructure damages due to being used as reliefcamps

SoP for Volunteers (PratirodhiBondhu/ AapdaMitra volunteers/ NSS/ NCC/ NYK/ Red Cross/SHGs and others)

Phase	Responsibility
Pre- Disaster	• Register through appropriate platform of Government with details including period of availability and willingness to contribute towards relief camp managementprocess • Participate in any orientation/training conducted by government or NGOs related to camp management • Be in contact with Field Officers of DDMA and participate in the camp identificationprocess • Be part of the Revenue Circle/Village level Evacuation and Rescue Teams and understand the roles andresponsibilities • Read and understand the relief camp management guidelines and various functions related to campmanagement • Familiarize yourself with documentation process including camp level registration, family ticketing system, maintaining GR recordsetc • Collect contact number of relevant officials and nodal officers responsible for providing various category of services in the reliefcamps
During Disaster	• Support camp in-charges in setting up of camps as per specificguidelines • As a part of evacuation and rescue team, support in evacuation and rescue of affected people to designatedcamps • **e-Help desk:** e-Help desk should be facilitated in all Operational Relief camps with the help of *PratirodhiBondhu*as counselor/ facilitator. These desks will emphasis on the facilities available onthee-helpplatform(e.g.Telemedicine,e-pashuetc.),ajointventureofASDMAandCSC-SPV, Assam. e-help will arrange the availability of 'Dignity kit' of NDRF at their help desk. • Support Camp-in-charge in setting up and manning registration counter and e-helpdesk • Support maintaining social distancing, promoting hand washing, personal hygiene and other measures as recommended in Annexure1 • Support during relief distribution including queue management, proper documentation and reporting • Support in conducting various activities with children in child friendlyspaces • Take actions to maintain hygiene and safety incamps • Support in camp closureprocesses • Provide any other support required bycamp-in-charge
Post Disaster	• Support cleanliness drive including bringing back the camp infrastructure to its original form for continuing its routinefunction • Share your experience and learning to DDMA through the FieldOfficers • Provide feedback based on your learning to improve overall relief camp managementprocess

CHAPTER-IX
MONITORING, EVALUATION AND FUNDS

The existence of a Disaster-preparedness plan plays a vital role during Disasters. The officials then have at their hand, a complete set of instructions which they can follow and also issue directions to their subordinates and the affected people. This has the effect of not only speeding up the rescue and relief operations, but also boosting the moral of affected people.

Disaster plan is also useful at pre-disaster stage, when warnings could be issued. It also proves as a guide to officials at the critical time and precious time is saved which might otherwise be lost in consultations with senior officers and getting formal approval from the authorities.

KeepingallthesepointsinmindtheDDMPmustbeevaluatedandupdatedbythedistrict administration in normaltime.

9.1 Plan Evaluation

The purpose of evaluation of DDMP is to determine

- the adequacy ofresources
- co-ordination between variousagencies
- communityparticipation
- partnership withNGOs

The plan will be updated when shortcomings are observed in

- Organizationalstructures
- Technological changes render informationobsolete
- Response mechanism following reports on drills orexercises

Assignments of stateagencies.

Individuals and agencies assigned specific responsibilities within this Plan will prepare appropriate supporting plans and related standard operating procedures, periodically review and update alerting procedures and resource listings, and maintain an acceptable level of preparedness.

9.2 PlanUpdate

The DDMP is a “living document” and the District Commissioner along with all line departments will update it every year taking into consideration

- The resourcerequirements
- Update of humanresources
- Technology to beused

  Co-ordinationissues.

An annual conference for DDMP update will be organized by the District Commissioner . All concerned departments and agencies would participate and give recommendations on specific issues.

The new plan is handy and precise. It is so designed that it will definitely help the officials to take quick actions during the disaster.

9.3 Budget and other financialallocations

Where by reason of any threatening disaster situation or disaster, the National Authorithe District Authority is satisfied that immediate procurement of provisions or materials or the immediate application of resources are necessary for rescue or relief,-

a) It may authorize the concerned department or authority to make the emergency procurement and in such case, the standard procedure requiring inviting of tenders shall be deemed to bewaived;

b) A certificate about utilization of provisions or materials by the controlling officer authorized by the National Authority, State Authority or District Authority, as the case may be, shall be deemed to be a valid document or voucher for the purpose of accounting of emergency, procurement of such provisions ormaterials.

9.4 Linking with the developmentplans.

Disaster management is no more confined to revenue department. It is a subject of all the departments. The following activities have been considered in mainstreaming it into development activities.

1. The Disaster Management has been included in schoolcurriculum.
2. The Disaster Management is also made compulsory to NSS / NCC students at college level. So that during disasters they can be called upon for certainhelp.
3. Various Disaster Management courses have been offered in different institutions, colleges, universities taking its significance intoaccount.
4. In construction work the civil engineers have to follow Bureau of Indian Standards (BIS) to construct resistantstructures.
5. Special budget at district, Circle and village level should be allocated for training of various teams against disaster, purchasing of equipment to save the life and property of the people, organizing mock drills to create awareness among the people, updating the disaster management plans,etc.
6. Government officers, staff are also trained under disaster management, so that their skill will be helpful at the time ofdisaster.
7. Earthquake resistant principle may be followed in PradhanMantriAwasYojana, lifeline structures, all buildings may be insured by bank, privatecompanies.
8. At district, circle and Panchayat level the plan should be adopted to reduce the risk and vulnerability in variousactivities.
9. Fund allocation should be made by ZillaParishad, PanchayatSamiti and Gram Panchayat to carry out the following DRMactivities:-

- To train Search and Rescue, First Aidgroups

- To create awareness among thepeople
- To procure search and rescue materials
- To evacuate and set up temporary shelter for disastervictims.

GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER:: BISWANATH
(DISTRICT DISASTER MANAGEMENT AUTHORITY)

NOTIFICATION

Biswanath Chariali the ___ November, 2024

No. E-131281/332680 : In pursuance of Govt. Notification No. RGR/ASDMA/08/2014/02, Dated 20th May 2014 and In view of the effective disaster response in the District, the District Level Incident Response Team is hereby notified with the following officials:

1. Responsible Officer	District Commissioner, Biswanath
2. Incident Commander:	Chief Executive Officer (CEO), District Disaster Management Authority (DDMA), Biswanath
3. Deputy Incident Commander:	Asst. Commissioner, O/O The DC, Biswanath
4. Safety Officer:	Addl. District Commissioner, Magistracy, Biswanath
5. Liaison Officer	Project Officer, District Disaster Management Authority (DDMA), Biswanath
6. Information & Media Officer:	I/C District Information and Public Relation Officer (DIPRO), Biswanath
7. Operation Section Chief:	Superintendent of Police (SP), Biswanath
a Staging Area Manager	District Transport Officer (DTO), Biswanath
b. Rescue & Response Branch:	
i. Natural Disasters	Sr. Station Officer, Fire & Emergency Service
ii. Epidemic & Health Hazard:	Joint Director, Health & Family Welfare
iii. Manmade Disasters:	Superintendent of Police
c. Transport Branch (Road, Rail, Water & Air Unit):	District Transport Officer (DTO), Biswanath
8. Planning Section Chief:	Addl Deputy Commissioner, T&D, Biswanath
a. Situation Unit	Project Officer, DDMA, Biswanath
b. Resource Unit	Project Officer, DDMA, Biswanath
c. Documentation Unit	Field Officer, Biswanath
d. Demobilization Unit	Field Officer, Halem
9. Logistic Section Chief:	Addl. District Commissioner, Nazarat
a. Service Branch.	BO, Nazarat. O/O The DC, Biswanath
1. Communication Unit:	Inspector, APRO
ii. Medical Unit:	CM & HO, Biswanath.
iii. Food Unit:	Asst. Director, FPD&CA, Biswanath

b. Support Branch:	Asst. Commissioner, O/O The DC Biswanath
i. Resource Provisioning Unit:	Executive Engineer, PWD (Road)
ii. Facilities Unit:	Executive Engineer, PWD (Building)
iii. Ground Support:	Executive Engineer, PHE
c. Finance Branch	BO, Nazarat. O/O The DC, Biswanath
1. Time Unit	Nazir, O/O The DC, Biswanath
ii. Compensation/Claim Unit	Project Officer, DDMA
iii. Procurement Unit	I/C Finance & Accounts Officer (FAO), O/O The DC, Biswanath
iv. Cost Unit	Treasury Officer, Biswanath

This order will come into force with immediate effect until further order.

Signed by
Munindra Nath Ngatey
Date: 26-11-2024 16:45:34
District Commissioner &
Chairman, DDMA
Biswanath

Memo No. E-131281/332680 -A
Copy to:

1. The Chief Executive Officer, ASDMA, Ghy-06 for favour of kind information and necessary action.
2. The Co-District Commissioner, Behali/Gohpur Co-district for information and necessary action.
3. All Member concerned for information and necessary action.
4. Office file.

e-signed
District Commissioner &
Chairman, DDMA
Biswanath

ANNEXURE II

List of Proposed Relief Camps in Context of Covid-19, under Biswanath District

Biswanath Revenue Circle					
Sl.No	**Name of Relief Camp**	**Village Affected**	**Capacity in context of Covid-19**	**Relief Camp Incharge and Contact No.**	
1	Da-Gaon Krishi Pam	Da Gaon	12	Padyut Hazarika	9864628508
2	Arabic College Biswanath	Chalia Chapori, 4 No. Chalia	54	Nizamuddin Ahmed	9435182864
3	5 No. Kumalia L.P School	5 N0. Kumalia	25	Uzir Ahmed	9101503129
4	Nadimudri L.P School	5 No. Kumalia	12	Kasem Ali	9706602205
5	Solmari L.P School	Solmari	30	Lutfur Rahman	6000841932
6	Niz- Biswanath L.P School	Niz Biswanath	20	Dalim Chetry	6000042595
7	Biswanath L.P School	Biswanath Town (Ghat)	20	Dhana Ch. Das	8822282908
8	2 No. Bholakata L.P School	Biswanath Town (Ghat)	7	Altaf Hussain	9957277758
9	Bolodunga L.P School	Bolodunga	17	Manju Kurmi	9401248414
10	Balidubi L.P School	Balidubi	8	Abdul Kalam	8474896371
11	Gowaltoli L.P School	Gowaltoli	8	Guljar Hussain	9954828759
12	Bholakata L.P School	2 No. Bholakata	15	Rashida Begum	8811836239
13	Polokata L.P School	Silamari, Gohalibhanga	15	Matibur Rahman	7002507257
14	Puspalata L.P School	Bhir Gaon	8	Nur Md Ali	88011232672
15	Niz Baghmari Senior Madrassa	Niz Baghmari	14	Abul Kalam Azad	6001157950
16	Golia Mazharul Ulum Madrassa	Nonke Japoriguri	7	Joinal Abedin	9401248414
17	Lilbari L.P School	Lilbari (**Erosion affected**)	13	Kuladhar Bora	8486101693
18	Tengabari L.P School	Tengabasti (**Erosion affected**)	10	Faizul Haque	6000796213
			295		
Halem Revenue Circle					
19	Bagar Pathar LP School	Bagar Pathar, Bakori Doloni	60	Gopal Rasaily 970640264	
20	Dathkala Market Shed	Dathkala, Bordoloni, Toltoli, Gopal Jarani, Thute Chapori	80	Lakhi Kumar Pradhan 8011554368	
21	Dipora Shiva Mandir	Dipora, Hatijan	60	Meghlal Sharma 9957994849	
22	Kalyanpur ME School	Moranbari, Borjohabari	100	Atul Saikia 6000318652	
23	Teleni LP School	Teleni Pukhuri	45	Mahindra Chandra Das 9531492366	
24	Kalabaruah LP School	Dipora, Hatijan	45	Diganta Borthakur 9954196886	
25	Jyoti Agarwalla High School	Rangolial, Bilotia, Hatibondhiya	120	Jibon Bhuyan 9854111835	
26	Golchepa Surjya Mandir	Golchepa, Batomari,Kuhimari, Golchepa Miri Pathar	80	Prafulla Nath 9101395359	

27	Saraswati ME School	Balijan Chapori, Padmapur, Delhousie TE, Bhogpur	30	Jayanta Bordoloi 8638079272	
28	Gamiri MV School	Teleni Pukhuri, Dathkola, Bordoloni, Toltoli, Borjohabari	40	Biren Giri 9854909244	
29	Golchepa ME School	Golchepa, Batomari,Kuhimari, Golchepa Miri Pathar	25	Prafulla Nath 9101395359	
30	Delhousi LP School	Padmapur, Delhousi Bagicha, Delhousi Kachari, Bhogpur	12	Debajit Borah 7002322541	
31	Kanaklata High School	Dipora, Hatijan, Toltoli	120	Khitish Upadhyaya 9101118598	
32	Gamiri High School	Teleni Pukhuri, Dathkola, Bordoloni, Toltoli, Borjohabari	240	Subhash Upadhyaya 8638908817	
			1057		
Naduar revenue Circle					
33	Koroiyani L.P. School	Koroiyani	30	MadhabUpadhaya (H.M.)	9854100536
34	No-1 Gosaichapori M.E school	Gosaichapori	25	Ghanakanta das (HM)	8723870841
35	Nalbari L.P School	No-1 Nalbari	35	PrabinGoswami (HM)	9613501659
36	Batiyarooka L.P School	Batiyarooka	28	Chakrapani Sharma (HM)	9706127897
37	Normal L.P School	MalorKhanda (Revenue Town)	43	Pranatidevi	9706407822
38	Gorpal M.E. School	Gorpal	23	Siva Thapa	9401838755
39	ObhotaL.P.School	Obhota	18	BipulBaruah (HM)	8876636158
40	JoharjyotiL.P.School	Kumar Gaon (MaloBasti)	23	ThulaBaruah (HM)	8876806936
41	Barbheti L.P. school	Barbheti	26	MitraBahadurChetri (HM)	9678998323
42	SamarDalani L.P.School	Samar Dalani	21	PutuliSaikia	7399866193
43	Kathpura L.P. school	Kathpura	19	TesingChetry	9365705285
44	PahusuwaL.P. School	NizSootea	27	JitenBhuyan	9954297843
45	NizSootea High School	Nizsootea	42	JitenBhuyan	9954297843
46	Dikoraiguri L.P. school	Dikoraiguri	24	ArpanaHazarika	8486727698
47	LakhangarhNatyaMandir	Lakhangarh	32	BalaKrsishnaDahal	88128836671
			416		
Gohpur Revenue Circle					
48	Lohitmukh HS School	Lohitmukh, No. 3 Upor Tinichukia , Kathalkuchi	100	Nameswar Pegu	9954424862
49	Aliguri ME School	Aliguri , Satiora	60	Prabhat Borah	9101064759

50	Subansiri Mukh MV School	Pichala Subansiri , Majpichala , Pichalamiri , Dakchapori	60	Rajen Kaman	8011383025
51	Lohitmukh Girls High School	1 No. Upor Tinichukia , No. 2 Upor Tinichukia	40	Reena Borah	9859183603
52	Baligaon ME School	Baligaon , Kambang	60	Deba Pegu	9101886634
53	Charaibari High School	Charaibari , Nam Charabari	60	Jagat Doley	6001619023
54	No. 2 Upor Charaibari LP School	Upor Charaibari	30	Golap Borah	8135888130
55	Rawnamukh High School	No. 1 Chirakhowa , No. 2 Chirakhowa , NC Chirakhowa	40	Bobi Pegu (Clerk)	7662909492
56	Bhalukaguri LP School	Kutumgaon, Bhalukaguri	40	Chandrani Das	9365861391
57	Kalabari HS School	Sutardoloni , Singorajan , Darangi Mornoi , Chengmorajaroni	60	Dipali Saikia Pujari	9365668315
58	Rajabari HS School	No. 1 Rajabari , No. 2 Rajabari , Kharoipam , Rajabahar	80	Paguram Pegu	8638131797
59	Bihaguri HS School	No. 1 Dilapokhora , No. 2 Dilapokhora , Tengakhowa	40	Rana Dutta	9854603818
60	Kasturba High School	Pahukata , Mikirborachuk, Jogoradoloni	40	Nagen Saikia	9101729853
61	Kalabari College	No. 1 Doladoloni , No. 2 Dola Doloni , Kamdewal	150	Pradip Sarmah	8486631766
62	Kalabari Girls School	Chengmoraguri , Mornoiguri , Tihulabari	30	_	_
63	Ramananda High School	Khatargaon, Natun Khator	30	Bubul Borah	8751944232
64	Dhandi Miri LP School	Dhandipather	20	Biren Saikia	9859212778
65	Balitika LP School	Balitika , Borghuli	20	Priya Borah	9854012953
66	Dubia Girls High School	Dubiapather , No. 1 Kumarkata , No. 2 Kumarkata , No. 3 Kumarkata	40	Phulkumari Borah	7678424283
67	Pub Kalabari LP School	Deurigaon , Khutikotia	20	Ranjit Borah	6001909048
68	Rupjyoti High School	Nigam , Nigam Maj Line	50	Nripen Hazarika	9859811925
69	Solengi LP School	Solengiguri , Solengipather	20	Bimal Bhuyan	_
70	Pub Dubia High School	Pub Dubia	50	Kiran Bharali Boruah	9101338305

71	Pachim Kalabari High School	No. 1 Majikuchi , No. 2 Majikuchi	40	Dilip Borah	_
72	Dhandi Tribal Mes	Charabandha, No. 1 Chakala , No. 2 Chakala	20	__	__
73	Aliguri Pichala Mes	Aliguri, Pukpora , Ghuriagaon	20	__	__
74	Namoni Miri Mvs	No. 1 Bejisuti , No. 2 Bejisuti , Gomariati	10	__	__
75	Dubia Mvs	Dubiabori , Dubijaroni , Pub Dubia	40	__	__
76	Kakila Chariali Mes	Kakilaguri , Kokilajaroni , Kokila Pather	30	__	__
77	Dakhin Kalabari Mvs	No. 1 Kamdewal , No. 2 Kamdewal , Khatarpather	30	__	__
		Total	**1330**		
		Grand Total	**3098**		

PROPOSED STORAGE GODOWN FOR FOODSTUFF:

Biswanath Rev. Circle	**Gohpur Rev. Circle:**	**Halem Rev. Circle:**
Pub-Behali GPSS	Cold Storage of Town Committee, Purupbari.	Brahmajan GPSS
Sakumata GPSS		Halem Co-Operative Society Ltd.
No. 1 Sakumatha GPSS		Kollongpur GPSS Ltd.
BPGSS Ltd. BiswanathChariali	Kharoiparia G.P. Conference Hall.	
Pachim-Baghmara GPSS		
Biswanath GPSS	Kalabari Public Hall.	
Pachim-Behali GPSS	Lohitmukh Co-Operative Society.	
Pub-Baghmara GPSS		

DETAILS OF OWNERS OF ENGINE BOAT

Sl No	Name of Owner	Address	Contact Number
1	River Police	BiswanathGhat	9954012308
2	Kaziranga Wild Life Division	BiswanathGhat	8638886912
3	Inland Water Transport	Gamiri	9859709750
4	KishorHazarika(**Green Asiyana**)	2 No. Monabari, Baghmara	9436040204
5	Sahibur Ali	Niz-Biswanath	9577145573
6	AjijulHaque	Niz- Biswanath	9954216614
7	AjijulHaque	Niz- Biswanath	9954216614
8	BushaSekh	Niz- Biswanath	9577145573
9	Hatem Ali	Garbhitor	8472898962

DETAILS OF OWNERS OF JCB, CRANE &EXCAVATOR

Sl No	**Name of Owner**	**Address**	**Type of Vehicle**	**RC No**	**Ph. Number**
1	Abdul Khayer	Niz- Baghmari	JCB	AS-12E 3001	9854492275
2	Abdul Khayer	Niz- Baghmari	JCB	AS -12 E 5070	
3	Md. Jabed Ahmed	BiswanathTwon	JCB	AS 12E 5513	9435186177
4	T K Enterprise	Baghmari	JCB	N/A	7086736638
5	ECI	BiswanathChariali	JCB	N/A	7981992750
6	Borthakur	BiswanathChariali	Crane	N/A	9435189445
7	Borthakur	BiswanathChariali	Crane	N/A	9435189445
8	Kishore Doimary	Itanagar	Crane	N/A	9854208108/ 9401640839

DETAILS OF OWNERS OF TRUCK

Sl No	**Name of truck Owner**	**Address**	**RC. No**	**Phone No**
1	PrasantaBorthakur	Kochgaon	AS-05 0395	9435189445
2	Pradip Kr. Das	Da-Gaon	AS 12E 4487	
3	JeebanBehra	Sadharu	AS 04D 5405	
4	Kabul Saikia	Tezpur	AS 12E 0961	

5	PrasantaBorthakur	Kochgaon	AS 12E 0875	9435189445
6	Mohamad Ali	Sowaguri	As 01CC 4563	7896611278
7	R. Sheikh	Kamargaon (Ambari)	AS 25B 5389	
8	Raju Pegu	Pabhoi	AS 12 E 2641	
9	Tiken Bora	Lehugaon	AS 12E 6934	
10	Raj Narayan Rai	Kochgaon	AS 01M 0158	
11	BhabenHazarika	BiswanathChariali	AS 21 3991	
12	AmijulHaque	Kumalia	AS 01K 7415	
13	ManikSahu	Itakhola	AS 12 B 5964	
14	Dhiraj Sharma	Garehagi	NL 05D 9574	
15	Md. Ali	Koroiati		9957530194
16	Hussain Ali	Koroiati		9954662027
17	Dulaluddin	Koroiati		7399961387
18	Soiful Islam	Koroiati		8486537270
19	Nasiruddin	Koroiati		
20	BhanuChetry	Polosoni		9401383455
21	KhagenNath	Polosoni		
22	KesabBasnet	2No Gorpal		9859534658
23	Kumar Thapa	2No Gorpal		9854567246
24	GhanashyamKarki	1no Gosaisapori		7399778508
25	PradipChetry	2no Gosaisapori		985420366
26	Pankaj das	Pohusua		9613526567
27	Naren das	Pohusua		9854758710

LIST OF TRACTOR OWNERS AND CONTACT NUMBERS ARE SHOWN BELOW

Sl No	Name of tractor Owner	Address	RC. No	Phone No
1	Yakub Ali	Niz –Baghmari	N/A	9854186558
2	Sidikur Rahman	Niz-Baghmari	N/A	9854334415
3	Abdul Matlib	Brahmaputra Chapori	N/A	9854185591
4	JahirulHaque	Brahmaputra Chapori	N/A	9854100693
5	Hasmat Ali	Brahmaputra Chapori	N/A	9854728775
6	Najrul Islam	Garbhitor	AS-12K 7193	9954111667

7	Saibur Rahman	5 No. Kumalia	AS-12E 4622	9613658934
8	Saibur Rahman	5 No. Kumalia	AS-25AC 2921	9613658934
9	Abdul Kalam	5 No. Kumalia	AS 25 AC 8687	9957411576
10	Safiulla	Niz-Biswanath	A/F	8471851844
11	Matir Hussain	Solmari	N/A	8474867627
12	Eman Ali	Solmari	N/A	8011338112
13	Niru Devi	1 No Nalbari	N/A	7664050060
14	UttamNath	1 No Nalbari	N/A	
15	NiklasMunda	3no Nalbari	N/A	8486008263
16	Hasen Ali	Polosoni	N/A	
17	Susen Das	Polosoni	N/A	9854350536
18	Joinal Ali	Polosoni	N/A	
19	Jahirul Islam	Bokorapatta	N/A	7662981135
20	Yasin Ali	Bokorapatta	N/A	7662034786
21	Md. Suruj Ali	Bokorapatta	N/A	9126661623
22	Anar Ali	Bokorapatta	N/A	9085353193
23	Jahur Ali	Bokorapatta	N/A	
24	Fajar Ali	Bokorapatta	N/A	
25	Nasar Ali	Bokorapatta	N/A	
26	Singhabirsubba	Bokabil	N/A	9613607734
27	PlabanKhetry	2no Gorpal	N/A	9613557403
28	TekBahadurChetry	2no Gosaisapori	N/A	9957308461
29	NarapatiSarma	2no Gosaisapori	N/A	7399792237
30	GhanashyamBaskota	2no Gosaisapori	N/A	7399715940
31	UttamChetry	2no Gosaisapori	N/A	9957388800
32	Md. Ali	Obhota	N/A	9957530194
33	MofijulHaque	Obhota	N/A	9706362470
34	Nurhabi	Obhota	N/A	9957994511
35	LoknathUpadhyaya	Obhota	N/A	9401314146
36	KrishiSaharjya	Obhota	N/A	9854524235
37	ChitendraHira	Obhota	N/A	8471852076
38	SanjibBodo	Obhota	N/A	8724842297

39	Chandra Pd. Pradhan	1 no Gorpal	N/A	9678916507
40	Kamal Basnet	1 no Gorpal	N/A	9954313741
41	Yakub Ali	Niz –Baghmari	Baghmara	9854186558
42	Sidikur Rahman	Niz-Baghmari	Baghmara	9854334415
43	Abdul Matlib	Brahmaputra Chapori	Baghmara	9854185591
44	JahirulHaque	Brahmaputra Chapori	Baghmara	9854100693
45	Hasmat Ali	Brahmaputra Chapori	Baghmara	9854728775
46	Najrul Islam	Garbhitor	AS-12K 7193	9954111667
47	Saibur Rahman	5 No. Kumalia	AS-12E 4622	9613658934
48	Saibur Rahman	5 No. Kumalia	AS-25AC 2921	9613658934
49	Abdul Kalam	5 No. Kumalia	AS 25 AC 8687	9957411576
50	Safiulla	Niz-Biswanath	A/F	8471851844
51	Matir Hussain	Solmari	Biswanath	8474867627
52	Eman Ali	Solmari	Biswanath	8011338112

AVAILABLE EQUIPMENT WITH FIRE & EMERGENCY SERVICE

Sl No	Items/Equipments	No.OfEquipments	Sl No	Items/Equipments	No.OfEquipments
1	Fire Tender	9 No.s	11	Fire Extinguisher	7 no.s
2	Jack with 5 ton lift	2 No.s	12	Fire Approximated Suits	3No.s
3	Dry Chemical Powder	20No.s	13	First Aid Box	3 No
4	Aluminium Execution Ladder	5No.s	14	Hammer (Diff. Type)	9no.s
5	Axe (Different Type)	21no.s	15	Life Jacket	14 Nos
6	Bolt Cutter	9no.s	16	Life Buoy	14no.s
7	Electric generators	2 no.s	17	Steel Helmet	20 nos.
8	Water pump set	4 no.	18	Tarpaulins	6no.s
9	Fire rescue Blanket	14no.s	19	Tent with post	2 no.
10	Crowbar	14no.s	20	Door Breaker	6no.s

Annexure III

LIST OF KEY PERSON CONTACT

District Administration				
Sl. No.	**Name**	**Designation & Address**	**Contact**	
			Office	**Mobile**
1	Sri Munindra Nath Ngatey, ACS	Deputy Commissioner,		9435143050
2	Sri Biswajit Saikia, ACS	Addl.Deputy Commissioner		8011003249
3	Sri Surjya Kamal Borah ,ACS	Addl.Deputy Commissioner		9707096926
4	Smt. Liza Talukdar , ACS	Addl.Deputy Commissioner		9864603190
5	Sri Kulen Sarmah	Addl.Deputy Commissioner		9435192876
6	Sri Dipan Barman, ACS	SDO Civil, Gohpur		7086402295
7	Sri Debashis Goswami, ACS	E.O Biswanath		7002449647
8	Smt Ananya Lahkar, ACS	Asst. Commissioner, Biswanath		9678378036
9	Smt Kankana Saikia, ACS	Asst. Commissioner, Biswanath		9678378036
DDMA Contact Details				
Sl. No.	**Name**	**Designation**	**Contact**	
			Office	**Mobile**
1	Sri Biswajit Saikia, ACS	ADC & CEO, DDMA		8011003249
2	Bhargab Baruah	DPO		9508282460
DEOC			3715222086	6002668873
1	Najmul Haque	Information Assistant		8638310963
2	Nupur Borah	Information Assistant		7636965314
3	Manash Kalita	Information Assistant		7578089378
4	Samsul Islam	Information Assistant		7638028202
Field Officers				
Sl. No.	**Name**	**Designation**	**Contact**	
			Office	**Mobile**
1	Sayed Khan	Field officer, Biswanath		8638273834
2	Anurag Hazarika	Field officer, Gohpur		7002757563
3	Supriya Sharmah	Field officer , Naduar		7002200107
Revenue Circle Officers				
Sl. No.	**Revenue Circle**	**R.C.O Name**	**Contact**	
			Office	**Mobile**
1	Pranjal Kumar Das	CO,Biswanath		8638129351
2	Elima Kandulna	CO, Biswanath (A)		6901624064
	Manish Bharali	CO,Gohpur		6002022813
3	Namita Borah	CO, Gohpur (A)		8638571685
	Lukumoni Borah	CO, Halem		8812017757
4	Akashdeep Kakoti, ACS	CO,Naduar		8876714936
5	Mantosh Chakravarty,ALRS	CO,Naduar(A)		9435034993
Block Development Officers				
Sl. No.	**Name**	**Designation & Address**	**Contact**	
			Office	**Mobile**

1	Ajay Kumar Singha	BDO, Biswanath		9365260421
2	Arun Das	BDO, Chaiduar		8474866450
3	Pallak Kr. Sarmah	BDO, Sootea		8811040255
4	Rajib Borah	BDO, Baghmora		9435505613
5	Debananda Nath	BDO , Behali		9678714768
6	Gautam Sharma	BDO , Sakomato		7002236990
7	Ranadeep Chutia	BDO , Pub-Chaiduar		9678621364
Water Resource Department				
Sl. No.	**Name**	**Designation & Address**	**Contact**	
			Office	**Mobile**
1	Khanindra Barman	Ex. Engineer, Tezpur		9435057596
2	Abani Gogoi	A.E.E, Biswanath		9854217614
3	Pabitra Borah	Asst. Engineer, Biswanath		9706371016
4	Mamu Loying	Asst. Ex. Engineer,Biswanth		7002081981
5	R. Ahmed	S. D. O Gohpur		9127195275
Hospital Details				
Sl. No.	**Incharge/ Supeintendent**	**Address**	**Contact**	
			Office	**Mobile**
1	Dr. J C Bey	Jt.DHS		9435082178
2	Dr. Junali Gogoi	Civil, Biswanath		9435383151
3	Dr . Aliza Deka	Civil, Biswanath		9435383153
4	Dr Abani Kr Roy	Civil, Gohpur		9435181595
Fire & Emergency Services and SDRF				
Sl. No.	**Incharge**	**Address**	**Contact**	
			Office	**Mobile**
1	Sanjay Basumotari	Fire officer		8486290298
2	Gopal Pegu	Fire station, Biswanath	3715222171	9021425856
3	Control room	Fire station , Gohpur	3715243040	
4	Bhumidhar Das	Fire station, Borgang		8822645649
5	Surjya Swargiari	SDRF, Gohpur	3715243040	9613004264
Other Important Contact Details				
Sl. No.	**Name**	**Department / Designation**	**Contact**	
			Office	**Mobile**
1	Sri Navin Singh	SP, Biswanath	3715230094	6026900184
2	Kulendra Nath Deka	ASP, Biswanath		9954758961
3	Dipen Sarmah	Vetenary, Biswanath		9435182805
4	Arun Vignesh	DFO, Sonitpur East Div.		9412996851
5		DFO Wildlife		
6	Debangkur Borah	AE,PWD(rural road),		8473984391
7	Control room	NDRF, 12th BN, Doimukh, AP		9485035464
8	BSNL, Biswanath		3715222501	9435384498
9	APRO	Biswanath Chariali PS		9854467249
10	SDO (APDCL,GOHPUR)			9435083357
11	APDCL,Biswanath		9531103058	7002319267

12	Biswanath wildlife			6000500218
13	River police Biswanath		9954012308	9954012308
14	Biswanath police Controll Room			8135837614

Annexure IV

Vulnerability wise Hazard prioritizing and measures to be taken for reducing the risk

Name of the Hazard	Impact on Development outcome	Actions to be taken for reducing the risk	Timeline I=Immediate S=Short Term M=Medium Term L=Long Term	Location	Responsible Department	Responsible Official
Flood	Each year,a large areas of crop is damaged by flood which causes huge loss to a large nos. of families.	Awareness camp on DRR for the farmers of flood prone areas.	I	Whole District	Agriculture	S.D.A.O Gohpur
		Rejuvenation of wetlands	S			
		More emphasis on cultivation of Rabi crops including Summer paddy.	S			
	About 250 Hac of Kharif Crop, Sali Paddy, and Kharif vegetable affected every year between 2008-18.	Afforestation	S			
		Growing flood resistant paddy varieties like Swarna, Sub-1, Jalkuwari, Manuhar Sali & other varieties.	S			
		Embankments are to be made en encroachment free	S			
		Raising of community nursery to provide seeding to the farmers of flood affected areas.	M			
		Awareness camp for the farmers of flood prone areas	S			
		Coverage of more areas under Crop Insurance Scheme				
		overage of more areas under crop insurance scheme.	I			
Flood	5 Nos. of PWSS, 131 Nos. of IHHL & 50 Nos. of Spot Sources were damaged between 2008-18 which have not allowed the Circle to achieve ODF sustainability & have prevented the ensurance of safe drinking water.	Adaptation and construction of locally relevant disaster resilient toilets & Spot Sources/PWSS.	S	Whole District	PHED	AEE
Flood	Damaged river bund: 02 nos. in Halem GP, 03 nos. in Krishnapur GP, 5 nos. in amjaroni GP, 2nos. in Tetonbari GP (2008-18)	Boulder pitching required.	S	Krishnapur, Amjaroni, Tetonbari	Water Resource and PNRD	AEE and BDO/PS
	Damaged Box culvert 1 no. in Tetonbari GP, 3 nos. in Takowbari GP, 1 no. in Amjaroni GP and 2 nos. in Kalyanpur GP	Re-construction and Increase nos. of culvert.	S	Krishnapur, Amjaroni, Tetonbari, Kalyanpur	PNRD	BDO & PS
	Damaged 3 nos. of Ring Wall in Takowbari GP	Repairing and Reconstruction.	S	Tokowbari	PNRD	BDO & PS
	About 100 nos. of toilets & 10 nos. of other scheme damaged which have not allowed the circle to achieve ODF sustainability	Re-construction should be carried out at higher grounds.	S	Whole District	PHED and PNRD	AEE/BDO/PS

	Damaged road (Krishnapur GP) which is causing serious commuting problem.	Construction with CC block. Proper drainage system for the flood water.	S	Krishnapur	Water Resource	AEE/BDO/PS
Flood	In last 10 years (2008-18), Fully washed away 7 nos. of schools. 120 nos. of schools partially damaged.	Construction of barriers to stop flood water entering school campus. Temporary barriers can also be constructed using sandbags.	I	Whole District	Education	Director of Elementary Education.
	120 nos. of school toilets partially damaged. 10 nos. of school drinking water sources damaged. Several Schools spared by flood were used as shelter homes and relief camps for weeks due to which the academic sessions were delayed by several weeks. Potentially increases chances of outbreak of infectious diseases posing serious health hazard to the students and teachers.	New Schools should be constructed on a site that has adequate mitigation measures against flood and other natural hazards.	S	Whole District	Education	Director of Elementary Education.
		Building the capacity of teachers and students in flood risk reduction.	I			
		A flood information kit should be designed and produced to serve as the basic information reference of teachers in the dissemination of flood risk reduction awareness to their students.	I	Whole District	PHED	AEE
		Every schools should have proper drainage system to prevent artificial flood water from entering classrooms/libraries etc.	I/S	Whole District	PHED	AEE
	8 Nos of PWSS, 131 Nos of IHHL & 50 Nos of Spot Sources were damaged between 2008-2018 which have not allowed the Circle to achieve ODF Sustainability& prevents ensuing safe drinking water.	Construction of levees is one important method of rreducing the impacts of flooding.	S			
		Construction of High Raised Platforms and proper arrangement of shed	M	Whole District	P&RD, PHE	AEE, PHE
	227 No of AWC centres were affected in the last flood.	Damaged AWCs are to be re- constructed with proper earth filling.	S	Gohpur, Halem, Biswanath Ghat	DSW, , PWD (B)	DSWO
Flood	Huge number of animals affected every year due to flood.	Construction of raised platforms in flood affected area for sheltering the affected animals during flood.	S	1 No, Kumolia = 1 No	DRDA & PNRD	BDO/PD
				Bholakata = 1No		
				Balidubi= 1 No.		
				Silamari = 1 No		
				Sowaguri = 1 No.		
		Development of protected area for shifting the flood affected animals specially in “Khuties”of 6th Addition of Kaziranga National Park.	M	Kathanibari	DRDA & PNRD	BDO/PD
				Batiamari		
				Kamarpukhuri		

		One Machine Boat for rescue and treating the flood affected animal specially in char areas.	I	Biswanath Ghat	District Administration & IWT	
		Development of fodder plantation	S	Nabapur vety dispy	AH & Vety Deptt, Agriculture Deptt.	DAO, SDVO, Deputy Director (Fodder)
				Behali vety dispy		
				Behali Block Vety dispy,Gingia		
				Bihmari Vety dispy, Bedeti		
				Halem Vety Hospital		
Man Animal conflict	Human life loss, property loss, animal loss, crop damage, plantation damage, fencing damage,	Development of animal corridors (notified) by planting species specific tree/plant species.	L	Kaziranga 6th Schedule and nearby Areas	Forest Department (Territorial, Wildlife) Biswanath Administration & Police,	DFOs of Biswanath District. SP ,Biswanath,C.O Biswanath Revenue Circle.
		Providing logistics to anti depredation squad.	S			
		Awareness campaigning in fringe areas.	S			
		Development of animal monitoring strategies.	M			
	4 nos of death and 11 nos injuries on persons occurred. Due to Wild Elephants about 65 nos houses and 1913 Bighas of crop land damaged. In addition to this, 8 nos Elephant deaths occurred during this period.	Creation of new protected areas	M			
		Existing protected areas should be enlarged.	M			
		Legal protection of elephant migration corridors.	I			
		Strictly monitoring encroachment.	I			
		Creating awareness among people about 'Dos and Donts' during HEC situations through posters and pamphlets.	S			
		Creation of elephant corridors complemented by barriers. And habitat enrichment.	S			
		Creation of buffer zones within the boundary of plantation comprising of unpalatable crops which elephants avoid	S			
		Creating Green fenches.	S			
Erosion	Loss of land on river banks and ghat which ultimately leads to: Several Hactres of riverine fertile agricultural land is eroded away every year which has a negative impact on the rural economy. It also contributes substantially to sedimentation problem resulting in prodcutivity decline of agricultural land. Enhances internal and external migration of people creating a class of landless poor.	Reforstation: Making strong tree structured slopes can contrsain soil and avoid further degradation.	I	Singimari, Phulbari, Kumolia, SanyashiGaon, Solmari, tewaripal, ggarpal	Forest Department (Social, wildlife & Territorial wing) WaterResource Dpt, Dist Administration	DFO, EE,WRD , Circle Officer
		Increasing the vegetation cover in river banks and preventing overgrazing.				
		Use of soil erosion mats which help to stabilize the soil	M			
		Phase wise solutions for the mitigation of erosions may include a combination measures including strategic dredging andprotection of erdible bank materials spurs, bank revetments etc.	M			

	Large scale displacement of people living in the bank of river Brhamaputra and its tributaries.	Armor existing embankments located at vulnerable locations.	S			
Erosion	Losss of land in the river bank areas and ghat	Structural construction of the river banks to prevent erosion.	S	Biswanath Ghat, Nilbari, lalpukhuri, Brahmajan, Paken, Niz Baghmari Etc	Forest Department(Social, wildlife & Territorial wing), WRD, Dist Administration.	DFO, AEE , Circle Officer
		Plantation of soil conservation species.	S			
		Use of Geo Tubes can can protect river banks from erosion.	L		Water Resource Dept.	AEE, WRD , Gohpur
		A massive amount of afforestation can reduce in Erosion	M		Social Forestry	Forest Officials
		Creating awareness among the people to not to do encroachment in river banks	M		Local NGOs, DDMA, WRD	Distrcit Administration
		Repairing of weak and vulnerable portions of Embankments	S		WR Dept.	AEE , WR Division, Gohpur
Earthquake	Severe loss of infrastructure, loss of life, diversion of rivers, loss in business, educational loss, economic loss ● In last 12 years (2008-20), earthquake has damaged 4 AWC buildings and 13 AWC toilets and has also partially damaged (floor, walls etc.) 10 AWC buildings and 13 AWC toilets	1. Design and construct structures capable of withstanding strong ground motions.	M	Whole District	Social welfare, PWD, APDCL, DRDA,MGNREGA ,MSDP	Circle Officer BDO AEE, PWD NH/RR/Bldg. SDE, APDCL Deputy Commissioner
		2.Constructing proper earthquake hazard map.	S			
		3. Imparting knowledge of capacity building initiative to personnel involved in construction process.	S			
		4. Retrofitting of weak structures in vulnerable areas.	S			
		5. Networking of local NOGs working in areas of disaster management.	S			
		6. Re- framing building's codes, guidelines, manuals and bye laws and their strict implementation	S			
		7. Supporting R&D in various aspects of disaster mitigation and preparedness.	M			
		8. IS code should be followed while construction.	I			

ANNEXURE V

MANAGING FLOOD RELIEF CAMPS IN CONTEXT OF COVID -19 OUTBREAK IN ASSAM

(Notified vide No. RGR/ASDMA.09/2014/323 dated 24th April, 2020)

Assam is approaching flood season. This year the challenge to support those who might get affected due to flood will be even tougher due to the ongoing COVID-19 pandemic across the globe which has also affected Assam. Relief Camp Management Guidelines are included as Appendix-XXXV of the Assam Disaster Management Manual, 2015[2]. In order to be better equipped to deal with flood situation vis-à-vis COVID-19 context, this document has been developed to serve as an addendum. This document will be used by all District Disaster Management Authority (DDMAs), SDO (Civil) and Revenue Circle Officers for management of Relief camps during ensuing flood season.

Major highlights of the addendum to existing Relief Camp Management Guideline are as follows:

- **Relief Camps and Accommodation capacity to be earmarked in advance**: Identify additional relief camps in addition to the existing pre-identify camps as per population density of villages to earmark space for social distancing. Ensure 7 Sq. m. of area per person instead of 3.5 Sq. m. to validate social distancing of at least one meter between any two camp inmates (calculation of intake Capacity of Relief Camps are given in the table next page).
- **Toilets facilities and the populations:** Sufficient Toilet facilities have to be provided in proportionate to the intake camp capacity. Coordinate with PHE Deptt. to ensure the same.
- **Ensure sufficient sanitation facility:** Ensure sufficient Hand-wash/soap, sanitizers, masks for the camp inmates. The Relief camp premises should be strictly notified as no-spitting, no-tobacco zone.
- **Medical Support & Health Surveillance Team:** Daily monitoring (in place of weekly) of health condition shall be done by the health team on duty in the camp following all precautions and guidelines. Medical team should be armored with basic PPE for conducting screening during registration process. Pre-identification of the Medical facilities like Ambulances for transportation of infected, isolation facilities nearby etc.

  In case of sneezing, cough, fever & common cold, immediate medical supervision to be made and he/she may be kept separately as per COVID-19 norms & regulations.
- **e-Help desk:** e-Help desk should be facilitated in all Operational Relief camps with the help of *Pratirodhi Bondhu* as counselor/ facilitator. These desks will emphasis on the facilities available on the e-help platform (e.g. Telemedicine, e-pashu etc.), a joint venture of ASDMA and CSC-SPV.
- **Pratirodhi Bondhu:** The Revenue Circle Administration may engage Pratirodhi Bondhu volunteers available in the revenue circle as per the guidelines.
- **SOP for relief/cooked food distribution in camps:** SoP should be prepared in collaboration with ASDMA for distribution of relief items/cooked food adhering precautionary measure as per COVID-19 norms & regulations.

- **Arrangement for fodder Livestock:** Pre-identify the highland areas e.g. tea gardens etc. with green grasses for arrangement of the green fodder for livestock of the farmers/ camp inmates.
- **Quarantine/isolation facility:** Quarantine/isolation facilities may be identified on higher altitudes by the district administration for transfer of COVID-19 suspected cases.

The detailed addenda to existing relief camp management guideline are comprehensively cited in the table below for managing flood relief camp vis-à-vis COVID-19:

PARAMETER	ADDENDUM TO EXISTING RELIEF CAMP MANAGEMENT GUIDELINE
Camp Setting	• Ensure that existing buildings/spaces which are in use as quarantine centers shall not be identified as relief camps
	• Notify more number of camps in advance with capacity of accommodation according to population density of villages to earmark space for social distancing. Identify new places for additional Relief Camps in highland areas. If possible draw lines in floor for specific accommodation. (Calculate the intake capacity of the relief camps as: $\text{Intake Capacity of Relief Camp (R. C.)} = \frac{\text{Floor Area of the R. C. (in sq. m.)}}{\text{7 Sq. m.}}$ • Notify the Relief Camps: Capacity for accommodation adhering to COVID-19 norms & regulations. • Proper calculation of space available and the target population to be shifted to the camp shall be made to avoid over crowding • 7 Sq. m. of covered are per person instead of 3.5 Sq. m. to validate social distancing of at least one meter between any two camp inmates. • Wherever feasible, Separate room for elderly pregnant and lactating women and children upto 6 years should be allocated. • Queue management practice maintaining social distancing • Separate room in a separate building for the home quarantined who might be evacuated during the floods should be identified. Home quarantine guidelines shall be strictly adhered to for the building where home quarantined people are sheltered: http://asdma.gov.in/covid/Govt.%20of%20Assam%20Circular/ASDMA_Home_quarantine_Ass.pdf
Temporary / makeshift shelter	• If Tents are used for shelter, these should be not erected closely. Minimum 20 meters distance shall be maintained between 2 tents • 7 Sq.m of covered are per person instead of 3.5 Sq m to maintain should be ensured for maintaining a distance of atleast one meter between any two individuals. Efforts shall be made to avoid use of plastics, asbestos etc. in erecting makeshift camps.
Camp Administration	• The Camp in-charge will coordinate with Pratirodhi Bondhu and e-Help initiatives to facilitate services. • The Relief camp should be strictly notified as no-spitting, no-tobacco zone. • List of camp in-charges shall be prepared and shared with all stakeholders in advance and training to camp in-charge. • Sufficient Toilet facilities have to be provided in proportionate to the Camp capacity. • Mandatory screening of all brought to the camp/seeking shelter in the camp shall be done for any health condition. • Camp register should also maintain separately information about pregnant women, infants, elderly, people with existing health conditions and persons with disability. • People presenting with fever and or fever like symptoms should be immediately segregated and taken for medical care. • If required, such infected/identified persons should be shifted to designated quarantine/isolation facilities within the relief camps or location pre-identified by the district administration.

	• Immediate information to 104 shall be provided for any case related to COVID-19 in the camp (asymptomatic and symptomatic). • Special accommodation facility for elderly, pregnant lady and PwD (People with Disability) should be arranged. • Each camp should have "**Information Board**" capturing contact details of key service providers for immediate support displayed in local language and Capacity of the Camp to accommodate inmates adhering the COVID-19 norms & regulations. • Appropriate IEC for prevention of COVID infection to be displayed in local language using pictorial depiction and lesser text.
Basic Facilities	**Water:** Disinfection measures for drinking water shall be practiced for water provisioned for drinking to camp inmates. • Hand washing bay shall be established in each camp with multiple hand washing points at appropriate distance with soap should be provided at entry and exit of camp • Water shall be made available. Per person availability **shall be increased to 30 litre/person/day**. **Sanitation:** • All guidelines for sanitation facilities in relief camps should be strictly maintained • Ensure sufficient Handwash/soap, sanitizers, masks for the camp inmates. • Cleaning of common spaces shall be done thrice a day particularly handrails, door latches, switches etc. which are frequently touched • Adequate disinfectant shall be made available in the camp. • Mosquito control measures to be strictly followed **Food Storage and Distribution:** • Any food item brought to the camp must be sanitized appropriately as per disinfection protocol. All packed items shall be cleaned properly using disinfectants. • Special care should be taken/ SoP should be prepared for distribution of cooked food adhering to precautionary measure as per COVID-19 norms & regulations. • Food items provided to young children should follow global Infant and young child recommendations, and remain in line with Infant Milk Substitute Act available at: http://www.bpni.org/docments/IMS-act.pdf • Proper food hygiene should be maintained by cook whether cooking is done family wise or a community kitchen is established. • Kitchen and food storage area should be sanitized thrice daily and camp inmates shall be sensitized in this regard by camp-incharge/ frontline workers on duty. • Appropriate IECs on food safety shall be displayed in the cooking and dining area. The IECs are available at: https://fssai.gov.in/cms/coronavirus.php • Pregnant women and lactating mothers at the camp should be provided relevant information on covid19, pregnancy, childbirth and breastfeeding. **Clothing:** • Appropriate arrangements shall be made for detergents and washing spaces for camp inmates to maintain cloth hygiene. • Adequate provision of bed-nets shall be made. **Medical and Psychosocial Support**: • Medical team should be armored with basic PPE for conducting screening during registration process. • Pre-identification of the Medical facilities like Medical team, Ambulances for transportation of infected, isolation facilities nearby etc. • Home quarantine people to be shifted to quarantine centers and they shall not be kept in the relief camps. • Daily monitoring (in place of weekly) of health condition shall be done by the health

	team on duty in the camp following all precautions and guidelines. • Any suspected case shall be immediately shifted to designated health facility/ quarantine centre. • All protocols for safety or camp inmates and staff on duty shall be strictly adhered to. • All other guidelines in the relief camp management manual regarding medical and psychosocial support shall be implemented. • Standby arrangements for transportation of symptomatic cases shall be made in all camps with more than 200 inmates (in place of 500) • Wearing of masks inside the camp may be made compulsory. Sufficient masks may be provided by the DDMAs.
Special arrangements for Children, women, physically challenged and elderly	• Identify and operationalize child friendly spaces for integrated service delivery to women & children. Maintain social distancing in all activities conducted. • Within CFS, ensure learning corners for 3-6 age group children and school children in the age group 06-14 years for engaging them in different learning and recreational activities maintaining social distancing guidelines. • Ensure availability of learning and recreational material (Anganwadi in a box or school in a box) for children in all learning corners. • Teachers and Anganwadi workers designated for Child Friendly Spaces shall take all precautions to keep themselves and the children safe. • Ensure appropriate care of breastfeeding and lactating mothers, promote breastfeeding and ensure access to basic nutrition for both mother and children. Ensure proper care and hygiene is maintained by pregnant women and lactating mothers. Some of the actions for different high risk groups include. o For under five children, following needs to be provided by the district health authorities: ▪ Counselling on age appropriate feeding including exclusive breast feeding (upto 6months) and complementary feeding (6-23months) ▪ IFA syrup for anemia prevention and treatment as per Anemia Mukt Bharat guidelines ▪ ORS packet and zinc as per-positioning for treatment of diarrhea ▪ Provision for regular screening for malnutrition and referrals to health facility o For pregnant women, following needs to be provided by the district health authorities: ▪ Antenatal check ▪ IFA and calcium supplements ▪ Resting area in relief camp o For lactating mothers, following needs to be provided by the district health authorities: ▪ IFA and calcium supplements ▪ Breastfeeding counselling and support o For elderly persons suffering from any chronic ailments like-hypertension, diabetes, previous lung disease, kidney disease ▪ Antihypertensives and antidiabetics ▪ Special attention needs to be provided to the elderly. They should be advised to be away from any sick person. ▪ Information on covid19 and NCDs can be accessed from https://www.who.int/who-documents-detail/covid-19-and-ncds

- Separate register of under-five children, pregnant women, lactating mothers, elderly (more than 60 years age) and sick persons should be maintained
- wherever possible separate arrangements shall be made for accommodation of high-risk population including elderly, ill, pregnant women, lactating mothers, infant and malnourished children etc
- If any of the high-risk groups have any of the COVID symptoms, immediate transfer to designated hospital shall be made
- Individual attention shall be given by the frontline workers to these vulnerable groups for ensuring maintenance of appropriate hygiene including proper and frequent hand



Checklist for Relief Camp Management, DDMAs DDMAs/ SDO (Civil)/ RCO

Sl. No.	Action	Timeline	Status *(Use √ to indicate completion)*
Pre-Flood activities to be completed by DDMAs/ SDO (Civil)/ RCO			
1	Revenue Circle wise list of relief camps and accommodation capacity with designated camp in-charges and intake developed/updated and notified	April	
2	Relief Camp wise child friendly spaces identified	April	
3	Letter of communication sent to all departments to ensure compliance to Relief Camp Management Guidelines and the SoP	April	
4	Relief Camp Monitoring team constituted and notified & Training	April	
5	Training of camp in-charge in the wake of COVID-19	April	
6	Departmental list of camp wise designated officials received	April	
7	Department wise one day orientation of designated officials on relief camp management conducted by respective departments	April	
8	Status of preparedness related to relief camp management taken from departments during Pre-Monsoon Preparedness meeting	April	
9	procurement of Gratuitous Relief items (e.g. pre-monsoon for flooding) which will be required for operationalizing relief camps completed (As appropriate)	April	
10	Pre-positioning of essential GR stock and departmental pre-positioning (as appropriate) against identified relief camps in strategic locations completed	April	
11	Mechanism for necessary transportation arrangements (road, water and air) to ensure GR is transported in time to each of the designated camps established	April	
12	Ensure that all measures of social distancing and other added actions as suggested in the addendum are ensured	April	
Actions to be taken At the warning stage by DDMAs/ SDO (Civil)/ RCO			
13	Operational readiness review for relief camps conducted	On receipt of warning	
14	Instruction issued for setting up of camps	On receipt of warning & situational development	
15	Setting up of camps and provisions/functions of responsible departments reviewed	On onset of flooding and evacuation	
16	Setting up of Child Friendly Spaces and breastfeeding corners in designated camps reviewed		
Actions to be taken during Flood by DDMAs/ SDO (Civil)/ RCO			
17	Relief Camp Monitoring team activated	When camps are operational	
18	Ensuring special care is taken to evacuate home quarantined persons including separate camp arrangements		
19	Camps are safe from all hazards and appropriate protection and vigilance arrangements being made		

20	Real time review conducted with Relief Camp Monitoring Team to ensure: a) Distribution of GR as per norms ensured in each camp b) Lighting arrangement in residential portion, toilets, and approach road ensured in each camp c) Potable water for drinking and other household purposes (at least 30 liters/person/day) ensured in camps. d) Separate, accessible (within 50 meters) and hygienic toilets ensured in camps. e) Hand washing bay with soap are available in the entry and exit. f) Separate bathing units for male and female are available in camps.	Once in every 2/3 days till camps are operational	
	g) Separate food arrangements for children, pregnant and lactating women, ill and elderly are made as per need. h) Culturally and age appropriate clothing (if situation warranted) for inmates are arranged in camps. i) Sanitary protection for women and girls is provided. j) Health including regular RCH services, health and hygiene education and psycho-social care arrangements are made in camps. k) Security and protection arrangement including monitoring of situation of women & children as well as breast-feeding spaces are available in camps. l) Waste management facilities are functional in camps m) Operationalization of Child Friendly Spaces and breast-feeding corners in all camps n) Relevant SBCC materials in local languages are provided in camps o) Educational and recreational activities in child friendly spaces in camps following social distancing guidelines p) Social distancing in all collective actions. q) Proper disinfection as per guideline. r) Appropriate care and referral of suspected cases		
20	Grievance Redressal mechanism for collecting and addressing feedback/complains from camp inmates are established and functional at camp level	**When camps are operational**	
21	Real time instructions/directives to concerned departments to address grievances issued		
22	Real time functional mechanisms for ensuring accountability in camp management are ensured		
23	Closure of the camps declared considering the on-ground situation	**Based on situational development**	
Actions to be taken post Flood by DDMAs/ SDO (Civil)/ RCO			
24	Post Operation (Closure of camps) Visits conducted to assess the situation of the camps	10 days after closure	
25	Designated camps (particularly schools) are provided with resources/ support towards cleanliness post closure of the camps	With 20 days of closure	
26	Post closure review meeting conducted to understand challenges, gaps and areas of improvement in camp management	Within 30 days of closure	
27	All related documents (needed for compliance) are properly managed		
28	Departments are instructed to conduct internal debriefing on lessons learnt		

ANNEXURE-VI

Child Friendly Spaces in Relief Camps

(Guidelines for operationalization in the context of COVID-19)

CFS is a place designed and operated in a participatory manner where children affected by disasters can be provided with a safe environment, integrated services including play, recreation, education, health, and psychosocial support and/or information about services/supports provided. The purpose of CFSs is to support the resilience and well-being of children through, structured activities conducted by community in a safe, child friendly, and stimulating environment.

District Administration will set up "Child Friendly Spaces (CFS)" in every Relief camp in co-ordination with Line departments and NGOs / civil society organizations. All protocols for COVID-19 containment including safety and security of children will be ensured in CFS

Child Friendly Spaces are a critical and non-negotiable component of relief camp management in Assam. This guidance is set forth to supplement the guidance on flood relief camp management in the context of COVID-19 issued via No. RGR/ASDMA. 09/2014/323 dated 24th April 2020 and the basic guidelines for implementation of Child Friendly Spaces in Emergencies under NSSP, 2016 issued via letter No. ASDMA/101/2017/Pt/28 dated 5th July 2018. The following needs to be adhered to with regard to Child Friendly Spaces in relief camps in the current scenario:

Phase	Actions to be taken at village level where relief camps are being identified	Responsibility
Pre Disaster	• Identify locations within the designated camp boundary or nearby where children can be engaged and supported following social distancing, personal hygiene, cough etiquettes and other COVID-19 precautionary measures	Gaon Burha/ Mondal with School Safety Focal Point Teacher, ANM, ASHA and AWW, SMC members and PRIs
	• Create a database of children who will be supported in the identified CFS from the targeted villages to plan for the set up using social distancing	School Safety Focal Point Teacher and AWW
	• Identify existing IT assets (e.g., Television/Radio) in schools designated as camps) to use them for remote learning in camps	
	• Arrange and wherever feasible basic materials such as tents/tarpaulin, recreational and sports as well as education materials, desired number of masks for children, soaps for handwashing, GR as per norms for children to be provided through CFS with Revenue Circle Officer	
	• Identify and map pregnant women, lactating mothers, mal nourished children against identified camps and Child Friendly Space and share the information to camp-in-charge	ANM, ASHA, AWW
	• Conduct remote/ face to face (core camp team) pre-flood • camp level meeting to plan for services in CFS as per COVID-19 guidelines	Coordinated by Camp-in-Charge
	• Develop a short and simple routine of various activities to be conducted in the Child Friendly Spaces	School Safety Focal Point Teacher and AWW
	• Submit any requirement of tools and materials related to CFS to the Office of the BEEO/CDPO for onward sharing with RCO/SDO (Civil)/DDMA	
	• Develop/adapt teaching learning and recreational materials	

	• Ensure space is available for child friendly space in the camp either in a separate room in the relief camp or in open space covered with tarpaulin for both shade and sitting	Camp-in-charge
	• Ensure siting arrangement in a way that it ensures minimum 1-meter distance between two children • Ensure that the activity routine developed before the disaster is being executed with enough scope for educational and other activities with children following social distancing norms. The activities will include: taking shelter in the relief camp for providing services in the CFS available with the school/ICDS centre for use in the CFS • Register all children (0-19), pregnant women and lactating mothers	CFS in-charge teacher and AWW Coordinated by Camp-in-Charge
	• Ensure that the activity routine developed before the disaster is being executed with enough scope for educational and other activities with children following social distancing norms. The activities will include: available with the school/ICDS centre for use in the CFS • Conduct mock exercises to test how social distancing and other COVID prevention measures can be maintained in child friendly spaces in the camp	
	Age specific food and nutrition services • Conduct mock exercises to test how social distancing and other COVID prevention measures can be maintained in child friendly spaces in the camp • Establish and make functional a breastfeeding corner where lactating mothers in the relief camp will be encouraged to feed their children (only 1 mother at a time)	CFS in-charge teacher and AWW
	Age specific food and nutrition services • Screen height and weight of children (0-6 years) following 1-meter distance and identify children who need additional attention • Provide take home ration to children and their mothers as per ICDS norms following 1-meter distance • Screen height and weight of children (0-6 years) following 1-meter distance and identify children who need additional attention • Provide take home ration to school age children as per mid-day meals norm following 1-meter distance • Provide take home ration to children and their mothers as per ICDS norms following 1-meter distance	CFS in-charge teacher and AWW
	Health Services • Conduct routine immunization services and other (Village Health Sanitation & Nutrition Day (VHSND) activities following 1-meter distance between beneficiaries • Provide Counselling on age appropriate feeding including exclusive breast feeding and complementary feeding to pregnant and lactating mothers • Provide IFA syrup to children as per guidelines • Provide ORS packet as per-positioning for treatment of diarrhea • Conduct Antenatal checkups and provide IFA and calcium supplements to pregnant women as per guidelines • Conduct routine check-up and provide IFA and calcium supplements to lactating mothers as per guidelines • Provide sanitary protection support (culturally appropriate) • Provide health education on COVID related issues to children and their mothers	ANM and ASHA
	Health Services • Conduct routine immunization services and other (Village Health Sanitation & Nutrition Day (VHSND) activities following 1-meter distance between beneficiaries • Provide Counselling on age appropriate feeding including exclusive breast feeding and complementary feeding to pregnant and lactating mothers • Provide IFA syrup to children as per guidelines • Provide ORS packet as per-positioning for treatment of diarrhea • Conduct Antenatal checkups and provide IFA and calcium supplements to pregnant women as per guidelines • Conduct routine check-up and provide IFA and calcium supplements to lactating mothers as per guidelines • Provide sanitary protection support (culturally appropriate) • Provide health education on COVID related issues to children and their mothers	ANM and ASHA
	Infection Prevention and WASH services • Demonstrate hand washing steps to children and ensure handwashing with soap on hourly basis to children and women in the CFS. • Encourage and guide children to wash hands before and after use of toilet, before and after eating anything • Ensure that enough water and soap is available for handwashing near CFS and containers are disinfected/cleaned regularly • Ensure that children in CFS have access to safe drinking water and toilet as per guidelines • Ensure that everything that is frequently touched in the CFS is disinfected thrice daily • Educate children and women in CFS about infection prevention measures to be undertaken by them during their stay at camp and when they go back home	PHED Khallasi with Gaon Burha and Camp-in-charge
	Infection Prevention and WASH services • Demonstrate hand washing steps to children and ensure handwashing with soap on hourly basis to children and women in the CFS. • Encourage and guide children to wash hands before and after use of toilet, before and after eating anything • Ensure that enough water and soap is available for handwashing near CFS and containers are disinfected/cleaned regularly • Ensure that children in CFS have access to safe drinking water and toilet as per guidelines • Ensure that everything that is frequently touched in the CFS is disinfected thrice daily • Educate children and women in CFS about infection prevention measures to be undertaken by them during their stay at camp and when they go back home	PHED Khallasi with Gaon Burha and Camp-in-charge

During Disaster	**Education and recreational Services** • Organize children as per age group 3-6 years, 6-14 years and 14-19 years • Ensure attendance of children as per the defined age group • As per the pre-developed routine, conduct regular classes in a more generic and supplementary manner with special provisions for persons with disability • Engage children in quiz, knowledge test games, storytelling, story making and other such interactive activities which require less/no movement and can be done maintaining social distancing • Wherever feasible organize radio/television classes or classes through Diksha app among children • Facilitate physical activities which do not requiring touching one another and physical distancing can be maintained. School in a Box and Anganwadi in a box concepts shall be implemented as feasible • Conduct painting, creative art, singing and such other activities to facilitate their engagement and support them in dealing with emerging stress • Observe children who are silent, in fear, shock or anxious and provide them individual care in ventilating their feelings • Provide appropriate and timely guidance to children on the existing and emerging scenario • Conduct life skills session with focus on adolescents • Ensure through regular monitoring of the attendance register that children remain accounted for	All teachers (in case the relief camp is established in a school) CFS in-charge teachers and AWW
	Protection Services • Account for any unaccompanied children in the camp • Educate children about their safety both online and offline safety during their stay in the relief camp • Share regarding the associated risks such as violence, trafficking and abuse that may happen during and after flood and in COVID situation • Provide information related to child protection services that are available to support in case of any such issues e.g., ChildLine, DCPU, JJB, CWC etc. • Support children in revealing any unwanted experience that they might have experienced in the camp and support them in reporting those. • Place a complain box in the CFS or in a strategic location in the camp and encourage children (particularly girls) to report any issue related to abuse. Child Protection Officers/ Committees may check the box regularly for complaints	CFS in-charge teachers and AWW Village Child Protection Committee (wherever existing)
	• Compile and submit daily report to camp-in-charge and DDMA on number of children as per age group, sex and disability status catered or provided services in the CFS.	CFS in-charge teachers and AWW
Post Disaster	• Compile and submit a detailed report on CFS operation in the camp with summary of attendance, activities conducted etc. • Share observations and lessons learnt to BEEO's/CDPO's office for improvement of CFS in relief camps in future • Based on lessons improve provisions in the designated camps for effective operation of CFS in future	CFS in-charge teachers and AWW