

NO.F.12(9)-REV/NC/2005(P-II)
GOVERNMENT OF TRIPURA
REVENUE DEPARTMENT

Agartala, the ^{30th} April, 2016

MEMORANDUM

Subject: Guidelines for Minimum Standards of Relief

As per the Sec.19 of the Disaster Management Act, 2005, the State Authority shall lay down detailed guidelines for providing standards of relief to persons affected by disasters in the State, provided that such standards shall in no case be less than the minimum standards in the guidelines laid down by the National Authority in this regard.

In this regard, National Disaster Management Authority (NDMA) has developed the guidelines on minimum standards of relief. As advised by NDMA, detailed guidelines on minimum standards of relief for the State of Tripura are as follows:

1. Definition of Relief and Rehabilitation Camp:

Relief shelters and Rehabilitation camps shall be set up in order to accommodate people affected by a disaster. The camps shall be temporary in nature, with basic necessities. People in the camp shall be encouraged to return to their respective accommodation once the normalcy is returned.

2. Minimum standards in respect of Shelter in relief camps:

- a) State / District /Sub-District Admn. shall take necessary steps to pre-identify locations/buildings like local schools, Anganwadi Centres, Community Halls, etc. which can be used as relief shelters where people can be accommodated in case of disaster in the area. In such centres, necessary facilities like sufficient number of toilets, water supply, generators with fuel for power backup during disasters shall be ensured.
- b) For meeting the extra and large covered space after a disaster, the concerned line departments and authorities can explore the option of pre-contract/ advance MoU with manufacturers / suppliers for supplying of factory made pre-fabricated shelters/ tents / toilets/ mobile toilets and urinals etc. which can be dismantled and taken back by the supplier after the closure of the camp. This arrangement shall avoid delay in setting up of camp and exorbitant billing of essential supplies.
- c) In the relief centres, adequate space (covered area) shall be provided to all the victims. Special care shall be taken for safety and privacy of inmates, especially for women, widows and children. Special arrangements should be made for differently-abled persons, old and medically serious patients.
- d) Relief camps shall be temporary in nature and be closed as soon as normalcy returns in the area.
- e) The areas where evacuation camps can be located are earmarked in advance so that unnecessary time is not lost in deciding about the location of such centres.

3. Minimum standards in respect of Food in relief camps

- a) It shall be ensured that, adequate food is provided to all men, women, children and infants in the relief camps.

b) DMs/SDMs/BDOs are responsible to provide dry food items like Chira, Gur, Biscuits, Milk and other dairy products and cooked food like Khichudi, Rice and Sabji etc. to the relief camp inmates. Every effort shall be taken in the given circumstances to ensure availability of sufficient quantity of food to the affected people (especially for aged people, pregnant, lactating mothers and children) staying in the relief shelters/camps.

c) Appropriate steps shall be taken to ensure hygiene at community and camp kitchens. Date of manufacturing and date of expiry on the packaged food items shall be kept in view before distribution.

4. Minimum standards in respect of water in relief camps:

a) Adequate quantity of water shall be provided in the relief camps for personal cleanliness and hand wash. If required, the local administration shall provide additional water from nearby sources through tanker or other means.

b) It may be ensured that adequate drinking water is made available in the relief camps. If other means for providing safe drinking water is not possible, atleast double chlorination of water needs to be ensured.

c) The location of the sources of water supply shall preferably be within the premises of relief shelter/ camp. However, the maximum distance from the relief camp to the nearest water point shall not be more than 500 mtrs. if tapped water supply is available.

5. Minimum standards in respect of Sanitation in relief camps:

a) Adequate number of toilets and quantity of water for sanitation and bathing should be provided. Separate provision for women should be made. Hand wash facility in toilets should be ensured. Steps may be taken for control of spread of diseases. Dignity kits for women shall be provided with sanitary napkins and disposable paper bags with proper labeling.

b) The relief camp inmates should use toilets within the relief camp in case the camp is in school or any community centre wherein such facilities are available. If such facilities are not available or in case of temporary shelters, the toilets shall not be more than 50m away from the relief camps. Pit latrines and soak ways shall be at least 30m from any ground water source and the bottom of any latrine has to be at least 1.5 m above the water level.

c) Local authorities should ensure the cleanliness and proper sanitation of the relief camps to avoid spreading of diseases or outbreak of epidemics. Drainage or spillage from defecation system shall not run towards any surface water source or shallow ground water source.

6. Minimum standards in respect of medical cover in relief camps:

a) Local authorities in coordination with the health department should take adequate health measures in the relief camps. The mobile medical teams shall visit relief camps to attend the affected people. Steps shall be taken to avoid spread of communicable diseases.

b) The local administration should take care of the psychosocial needs of the relief camp inmates in case the relief camps are extended over a long time.

c) Local authorities should take appropriate measures for publicizing information to the public. Helpline should be set up and contact number and details of which shall be displayed at the relief shelters and adequately publicized to inform the people.

d) Necessary basic arrangements shall be made by the local administration for the pregnant women for their safe delivery.

e) Appropriate advance tie-up/ arrangement shall be made with the Govt./ private hospitals for mobilization of doctors/ para-medical staff at short notice for relief camps to attend to the affected people. In respect of people who are affected and being referred to hospitals for treatment/ operation etc., suitable transportation shall be arranged to reach to referred hospital.

f) Advance contingency plans for management of multiple casualties shall be developed to manage mass casualty in a disaster.

7. Minimum standards of relief for Widows and Orphans:

a) Local authority should make the provision of maintaining register for the relief camps in which the details of all the inmates are registered, including widows and orphans. A separate list contain complete details of women who are widowed and for children who are orphaned due to the disaster shall be duly countersigned by the concerned officials and this list shall be kept as a permanent record with the Sub-Divisional Administration.

b) District/ Sub-divisional administration should take special care to widows and orphans who are separated from their families due to the disaster. For widows, certificate by the Sub-Division Admn. shall be issued stating that she lost her husband in the disaster and the same shall be issued within 15 days of disaster.

c) The District / Sub-division administration shall provide a reasonable amount for the funeral rites of the husband to the widow/ family who has lost life in disaster and is economically weak. As advance, Rs.25,000/- (Rupees Twenty Five Thousand) may be given in this regard to the widow / family and this payment shall be deducted from the subsequent financial compensation/ relief that shall be paid by the Govt. as per SDRF norms.

d) The local administration should act promptly to provide basic rights and services to the affected families. Necessary financial compensation and other government assistance need to be arranged within 45 days of the disaster to the widow and to the orphaned children. In respect of orphaned children, similar certificate shall be issued and the children need to be taken care of properly and the funds that may be given to the children by the Govt. shall be duly deposited in a PSU Bank in a Joint A/C where the SDM shall be the first account holder of the Bank account. Interest from the fund can be given to the child/ guardian every month for his/ her proper upkeep. Education for the child shall be ensured by the Sub-Division / local administration.

e) As far as ex gratia assistance on account of loss of life as also assistance on account of damage to houses and for restoration of means of livelihood, the norms provided by Govt. of India (Ministry of Home Affairs) for assistance from SDRF should be the minimum standards of relief.

8. Criteria on extent of relief to be ensured in relief and rehabilitation camp:

For administering relief and rehabilitation camp, following method shall be followed:

- a) First 3 (three) days- Relief should be provided addressing atleast the basic needs of the affected families.
- b) 4 (four) to 10 (ten) days- Efforts should be made to follow most of the guidelines on relief as given above.
- c) 11 (eleven) days and more- All prescribed norms shall be followed.


(S. Chakraborty)
Deputy Secretary to the
Government of Tripura