

Government of Karnataka. Revenue Department (Disaster Management)
Guidelines on Minimum Standards of Relief during Disaster

1. Introduction:

- I. Providing timely and effective relief assistance and support to affected community during disaster has been a major challenge to all stakeholders throughout the World. There are many reasons for this-the large population that needs assistance, limited resources, improper planning and implementation, lack of guidelines and policies on quality of response, etc.
- II. The need of the hour is to have Guidelines that would clearly lay down the minimum standards of relief to the affected population in an inclusive, timely and effective manner. The minimum standards are qualitative in nature and specify the minimum levels to be attained in providing relief to the persons affected due to disaster.
- III. Article 21 of the Indian Constitution guarantees every person right to life and personal liberty. It casts a positive obligation on the State to take all possible steps for prevention, preparedness and mitigation of disasters. It is imperative that minimum standards of relief are defined and maintained to protect lives and dignity of affected people by maintaining an equitable and impartial approach, identifying and meeting the specific needs of vulnerable groups and ensuring planning and implementation of rehabilitation programs.
- IV. The Disaster Management Act, 2005 recognising this dimension has mandated the National Disaster Management Authority (NDMA) under Section 12 of the Act to develop guidelines on the Minimum Standards of Relief to be provided to persons affected by disaster in Relief Camps.
- V. Section 19 of the Disaster Management Act, 2005, mandates State Authorities to lay down detailed guidelines for providing standards of relief to persons affected by disaster in the State and such standards shall in no case be less than minimum standards in the Guideline laid down by NDMA.
- VI. Pursuant to section 12 of DM Act 2005, the NDMA has formulated the guidelines for Minimum Standard of Relief for victims of disasters.

Keeping the guidelines issued by NDMA in mind, the guidelines for the minimum standard of relief for the State of Karnataka has been framed by taking inputs from various Government Departments and Handbook on Humanitarian Charter and Minimum Standards in Disaster Response published by The Sphere Project.

2. Relief Camp:-

- a) Shelter (Relief Camp) is a critical determinant for survival in the initial stages of a disaster. Beyond survival, relief camp is necessary to provide security and personal safety, protection from climate and to prevent outbreak of epidemics. The relief camp is also important for human dignity and to sustain family and community life **as far as possible in trying circumstance.**
- b) The type of response required to meet the needs of people and the households affected by disaster is determined by key factors including the nature and scale of the disaster and the resulting loss of shelter, the weather conditions, the urban/rural context and the capacity of the community to cope.
- c) The State Government and district management will be able to implement the guidelines based on priority and in a time-bound manner.
- d) Expenditure for setting up Relief camp, paying ex-gratia, providing clothing and utensils, and gratuitous relief for families whose livelihood is affected due to disaster shall be borne from State Disaster Management Fund/National Disaster Management Fund as per norms of assistance.
- e) The roles and responsibilities of important district and taluk level functionaries during disaster are clearly delineated in District Disaster Management Plan.

3. Minimum Standards in respect of Shelter in relief camps:

- a) District Disaster Management Plan prepared by District Disaster Management Authority shall contain information of buildings (School/college/community/other pucca structures) which can accommodate people in case of disaster in the area. The pucca structure shall be selected based accessibility, water availability, no of toilets and power back up options.

- b) Each pre-decided structure/location shall have a coordinator to ensure all basic facilities such as water availability, functional toilets, and secondary source of electricity such as generator with fuel.
- c) In case of major catastrophe, when existing pucca structure are sufficient to house affected community, camp should be set up on open ground which has approach road, not vulnerable to flooding, landslides or other disasters. The place should be free from breeding grounds for vector borne disease. The place shall have decent drainage facility.
- d) The District Administration shall enter contact details of major manufactures/suppliers of pre-fabricate sheets/tents/tarpaulins/mobile toilets/mobile RO plants to ensure there is no delay in procurement relief materials. The District Administration may explore the option of advance MOUs with manufactures/suppliers for supply of necessary relief materials to avoid exorbitant billing of essential supplies.
- e) The relief camp shall provide 3.5 sq.m of covered area for normal person and more for differently abled persons. The relief camp will have basic lighting facility and good ventilation.
- f) Necessary partition/separate rooms shall be allotted to women, children, widows, elders and differently-abled people to ensure protection and privacy.
- g) Sufficient number of women officers/volunteers shall be engaged in management of the camp and they shall interact with women inhabitants to assess their special needs.
- h) The District Administration shall liaise with telephone/mobile services provide in the district to install portable mobile phone towers in case communication breakdown. Each relief camp shall be provided with radio.
- i) Loudspeaker shall be installed in the camp to make announcement regarding relief aid, food, transport facility, reporting missing persons, etc.
- j) Relief center shall be a temporary arrangement and shall be closed once normalcy is restored.
- k) The relief camp shall have proper signage in local language to guide people.

4. Minimum Standards in respect of Food in relief camps:-

- a) Appropriate quantity of fit to human consumption cooked food which is culture specific and as per food habits of the community shall be provided to the camp inhabitants.
- b) Food shall meet nutritional needs and include pulse, cereals, egg and fat sources as far possible. Special nutritional needs of children, lactating

mothers, and elderly people shall be taken care of. ICDS nutrition norms for children and lactating mother shall be followed.

- c) Steps shall be taken to ensure hygiene at community and camp kitchens. Preferably disposable plates and glasses shall be used to serve food and water for hygienic reasons.
- d) Packed food items like biscuit, tinned food, ready to eat meals etc, shall be properly checked date of expiry before distribution.
- e) As far as practicable and depending on space available, cooked food may be served in single hall with multiple counters for convenience of cleaning, hygiene, disposal of waste and smooth arrangement. Separate queue may be allowed for women, children, infirm and elderly people to collect food and relief material.
- f) Food inspector/camp officer shall check/certify the food items before they are served.
- g) Raw materials and food ingredients shall be stored in a designated area in the camp which is dry and well-ventilated. Camp officer shall ensure that area is free from rodent and insects. All necessary steps shall be taken to prevent contamination of food materials.
- h) Proper rotation of all food items shall be undertaken on FIFO (First In First Out), FEFO (First Expired First Out) and FMFO (First Manufactured First Out) basis.

5. Minimum standards in respect of water in relief camps:-

- a) Total requirement of drinking water, water for personal hygiene shall be assessed and proper arrangements to supply the same may be made accordingly.
- b) Minimum of 3 liters per person/per day drinking water and 15-20 liters of water for personal hygiene is made available.
- c) Care shall be taken to prevent water contamination by chlorinating water. Mobile water filter/RO plant shall be installed wherever possible to ensure supply of clean drinking water.
- d) Officer from Primary Health Care Center shall collect water sample on daily basis for analysis and take correction action if contamination is found.

6. Minimum standards in respect to Sanitation in relief camp:-

- a) One toilet for 30 persons may be arranged. Portable toilets shall be rented for ensuring adequate number of toilets. Separate toilet shall be allotted to women and children and differently-abled.

- b) Toilet shall be minimum 10 mts and maximum of 50 mts from relief camp.
- c) Pit latrines and soak ways shall be at least 30 m from any ground water source and the bottom of any latrine has to be at least 1.5 m above the water level. Care shall be taken that there is no spillage from defecation system into any surface water source and shallow ground water.
- d) Camp officer shall ensure that the toilets are cleaned and maintained regularly using disinfectants to prevent spread of disease. Sufficient quantities of bleaching power and other disinfectants shall be maintained.
- e) Toilets and approach road to toilet shall be properly illuminated.
- f) Separate dust bins to collect wet and dry waste shall be provided. The local municipal officer/concerned local body officer shall ensure the waste generated and collected regularly and disposed as per the prevailing norms.

7. Minimum Standards in respect of medical cover in relief camps:-

- a) Mobile medical team comprising of doctors and para-medical staff shall be detailed on roster system around the clock in the camp. A separate room/tent shall be made available to the medical team.
- b) Highest standard of hygiene shall be maintained at camp to minimize chance of spread of communicable diseases.
- c) A rapid health assessment of all the inhabitants in the camp shall be done at regular intervals.
- d) Diarrhoea, gastroenteritis, conjunctivitis, allergies, vector borne diseases are common diseases in relief camps. Preventive measures shall be taken and adequate inventory of medicines shall be maintained to give timely treatment.
- e) Professional psycho-social therapist shall be arranged to provide counselling to affected person especially orphans, widows and elderly people. Psychological support is best obtained from the family, therefore, even in abnormal conditions, family shall be kept together.
- f) For pregnant women, necessary basic arrangements shall be made by the local administration for safe delivery.
- g) As far as practical, sufficient number of ambulance with staff be stationed in the camp.
- h) Advance tie up/arrangement shall be made with private hospitals/NGOs so that para-medical staff are available at short notice for relief camps.

Arrangements shall be made to transport the people who require hospitalization to suitable hospital.

- i) In case of mass causality, Triaging shall be done at the camp under supervision of senior specialist and arrangements shall be made to transport the people who require hospitalization to suitable hospital.
- j) Compensation for grievous injury shall be given under SDRF/NDRF as per items of norms.

8. Minimum Standards of relief for Widows and Orphans:-

- a) In each camp, a separate register shall be maintained for entering the details of women who are widowed and for children who are orphaned due to the disaster. Their complete details shall be entered in the register, duly counter signed by the concerned officers and this register shall be kept as a permanent record with the district administration.
- b) All necessary documents and certificates shall be issued within 15 days to enable the victim to avail the benefits of different government schemes for widows and orphans. Special care shall be given to widows and orphans who are separated from their families.
- c) Necessary psychosocial counselling shall be provided to traumatized widows and orphans. The district administration along with NGOs shall make arrangement for funeral rites of husband/family members who lost their lives due to disaster.
- d) Ex-Gratia payment to families of deceased person as per Items and Norms of Assistance from State Disaster Response Fund and National Disaster Response Fund within 15 days. Other benefits entitled under different Government schemes shall be arranged within 45 days of the disaster. In respect of orphaned children, certificate shall be issued and the children shall be taken care properly and the Ex-gratia payment and other monetary benefits shall be duly deposited in a PSU Bank in a Joint A/C where the Deputy Commissioner shall be the first account holder of the bank account. Accrued interest from the deposited amount be given to the guardian until the child reaches legal age to receive money for taking care of the child. Education for the child shall be ensured by the District/local administration.
- e) Compensation for damage to house shall be provided as per items and norms of assistance from the SDRF and NDRF.

