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सत्यमेव जयते



**THE ADMINISTRATION OF
UNION TERRITORY OF LADAKH
Disaster Management Relief,
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Department.**

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लेह/Leh

**National Disaster Management Authority,
Ministry of Home Affairs,
Government of India**

No.Secy/DMRRR/UTL/2023/2902-04

Dated: 16.08.2023

Subject: - Guidelines on minimum standard of relief for victim of disaster.

The undersigned is directed to refer your letter **D.O
No.NDMA/RR/621/2015-Vol-III dated 25.July.2023** on the subject cited above.

In this connection, I am directed to provide NDMA a copy of the Guidelines on "Minimum Standards of Relief for Victims of Disasters" and the same has also been uploaded on the Website of LDMA.

Yours faithfully,

(Abdul Majid Tantray) JKAS
Deputy Secretary DMRRR

Encl: (08 leaves)

Copy to the: -

1. OSD with the Lieutenant Governor, Ladakh for kind information of the Hon'ble Lt. Governor.

2. PS with Advisor to the Hon'ble Lt. Governor for kind information of the Advisor.



**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
DISASTER MANAGEMENT RELIEF, REHABILITATION AND
RECONSTRUCTION DEPARTMENT**

Guidelines on Minimum Standards of Relief

INTRODUCTION: -

As per the section 19 of the disaster Management Act, 2005, the State Authority shall lay down detailed guidelines for providing standards of relief to persons affected by disaster in the states, 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 regards, National Disaster Management Authority (NDMA) has developed the guidelines on minimum standard of relief. As advised by NDMA, detailed guidelines on minimum standard of relief for the UT of Ladakh as follows.

1. Definitions

- A. **'Relief Shelters and Rehabilitation camp'** shall be set up in order to accommodate people affected by a disaster. The camp 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.
- B. **'Disaster'** means a catastrophe, mishap, calamity or grave occurrence in any area, arising from natural or manmade causes, or by accident or negligence which results in substantial loss of life or human suffering or damage to, and destruction of, property, or damage to, or degradation of, environment, and is of such a nature or magnitude as to be beyond the coping capacity of the community of the affected areas.
- C. **'Disaster risk'** is a function of the characteristics and frequency of hazards experienced in a specified location, the nature of the

elements at risk, and their inherent degree of vulnerability or resilience. Simply put, risk is a calculation of the possible effects that a hazard might cause bearing in mind both the vulnerabilities and capacities of a community. The concept of risk is summarized in the equation presented here, i.e. $\text{Risk} = \text{Hazards} \times \text{Vulnerability} / \text{Capacity}$.

- D. **'Mitigation'** is any structural (physical) or non-structural (e.g., land use planning, public education) measure undertaken to minimize the adverse impact of potential natural hazard events.
- E. **'Preparedness'** is activities and measures taken before hazard events occur to forecast and warn against them, evacuate people and property when they threaten and ensure effective response (e.g., stockpiling food supplies).
- F. **'Relief, rehabilitation and reconstruction'** are any measures undertaken in the aftermath of a disaster to, respectively, save lives and address immediate humanitarian needs, restore normal activities and restore physical infrastructure and services.
- G. **'Disaster risk reduction'** is the concept and practice of reducing disaster risks through systematic efforts to analyses and reduce the causal factors of disasters. Reducing exposure to hazards, lessening vulnerability of people and property, wise management of land and the environment, and improving preparedness and early warning for adverse events are all examples of disaster risk reduction.
- H. **'Hazard'** is a dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption or environmental damage.
- I. **'Vulnerability'** is the extent to which a community, structure, services 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 terrains or a disaster prone area'.
- J. **'Capacity'** is the resources, means and strengths which exist in households and communities and which enable them to cope with, withstand, prepare for, prevent, mitigate or quickly recover from a disaster.
- K. **'Disaster Management'** involves a continuous and integrated process of planning, organizing, coordinating and implementing measures which are necessary for:

- Prevention of danger or threat of any disaster
 - Mitigation or reduction of risk of any disaster or its severity or consequences
 - Capacity building including research and knowledge management
 - Preparedness to deal with any disaster
 - Prompt response to any threatening disaster situation or disaster
 - Assessing the severity or magnitude of effects of any disaster
 - Evacuation, rescue and relief
 - Rehabilitation, reconstruction & recovery.
- The UT Govt/District administration sometimes may not be able to implement all the basic guidelines recommended by NDMA from the day one of the disaster and therefore, the following method shall be followed:
- a) First three days----- Basic norms to the possible extent may be followed.
 - b) 4 to 10th days----- Effort should be made to follow most of the norms recommended by NDMA in this guideline.
 - c) 11 days and above----- NDMA's prescribe norms shall be followed.

2. Minimum Standard of relief – Ex gratia assistance: -

- a) As far as Ex-gratia assistance on account of loss of the life and also on account of damage to house and for restoration of means of livelihood, the norms provided by Government of India (Ministry of Home Affairs) for assistance from SDRF should be the Minimum Standard of relief.

3. Minimum Standard in respect of Relief camps: -

- a) UT Disaster Management Authority shall take necessary steps to Pre-identify locations/buildings like local school, colleges, Anganwadi centers, cyclone shelters, community center, marriage halls, other pucca structures etc. which can be used as relief shelters where people can be accommodated in case of disasters in the area. In such centers necessary facilities like sufficient numbers of toilets, water supply, generators with fuel for power back up during disaster shall be ensured.
- b) 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 approached 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.

- c) After a disaster, large covered space shall be required to accommodate the affected people. In order to avoid last minute arrangement and high cost, the Department of UT Government can explore the option of advance MoUs with manufacturers/suppliers for supply of factory made fast track pre-fabricated shelters/
- d) 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 the camp and exorbitant billing of essential supplies.
- e) In the relief centers, 3.5 Sq.m of covered area per person with basic lighting facilities shall be catered to accommodate the victims. In mountainous areas, minimum covered area shall be relaxed due to lack of available flat land / built up area.
- f) Special arrangement should be made for differently-able persons, old and medically serious patients. Necessity partition/separate rooms shall be allotted to women, children, widow, elders and differently-able people to ensure protection and privacy.
- g) Sufficient numbers of women officers/volunteers shall be engaged in management of the camp and they shall interact with women inhabitant to assess their special needs.
- h) The District Administration shall liaise with telephone/mobile services provided in the district to install portable mobile phone towers in case communication breakdown.
- i) Loudspeaker shall be installed in the camp to make announcement regarding relief aid, food, transport facility, reporting missing persons, etc.
- j) Relief centers shall be temporary in nature and be closed as soon as normalcy returns in the area.

4. Minimum Standard 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) Milk and other dairy product shall be provided for the children and lactating mothers.
- c) Food shall meet nutritional needs and include pulse, cereals, eggs and fat sources as far possible. Special care shall be given to

elderly people. ICDS nutrition norms for children and lactating mothers shall be followed.

- d) Sufficient steps shall be given 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.
- e) It shall be ensured that men and women are supplied food with minimum calorie of 2,400 Kcal per day. In respect of children/infants, the food to be supplied would be 1,700 Kcal per day.
- f) 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.
- g) Food inspector/camp officer shall check/certify the food items before they are served.
- h) 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.
- i) 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) 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 the minimum supply of 3 liters per person, per day of drinking water is made available in the relief camps. Further, the UT/ District Administration shall adjust the minimum quantity of water etc. as per the geographic, demographic and social practices of the region. If other means for providing safe drinking water is not possible at-least 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.

- 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) **Number of toilets:** 1 toilet for 30 persons may be arranged/built. Separate toilet and bath area be created for women and children. At least 15 liters of water per person needs to be arranged for toilets/bathing purposes. 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) Toilets shall be minimum 10 mts and maximum of 50 mts away from the relief camp. 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.
- c) Camp officer shall ensure that toilets are cleaned and maintained regularly using disinfectants to prevent spread of diseases. Sufficient quantities of bleaching power and other disinfections shall be maintained.
- d) Separate dust bin 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 Health/Medical Cover in relief camp: -

- a) Mobile medical team comprising of doctors and para-medical staff shall visit relief camps to attend the affected people. A separate room/tent shall be made available to the medical team. Steps shall be taken to avoid spread of communicable diseases.
- b) If the relief camp is extended over a long time, then necessary arrangement may be made for psycho-social treatment.
- c) Helpline should be set up and contract number and details of doctors/para-medical staff shall be displayed at the relief/shelters and adequately publicized to inform the people.
- d) For pregnant women, necessary basic arrangement shall be made by the local administration for safe delivery.
- e) Advance tie-up/arrangement shall be made with the Government/private hospital so that necessary doctors/para-

medical staff are available at short notice for relief camp to attend the affected people. In respect of people who are affected and referred to hospital for treatment/operation, etc. suitable transportation shall be arranged to reach to referred hospital.

- f) ACLS/BCLS ambulance should be stationed at the relief sites for catering the health emergencies.
- g) In order to manage mass casualty in a disaster, advance contingency plans for management of multiple casualties shall be developed.
- h) Compensation for grievous injury shall be given under DRF/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 officials and this register shall be kept as a permanent record with the District Administration.
- b) Special care shall be given to widows and orphans who are separated from their families. For widows, certificate by the District Administration shall be issued within 15 days of disaster stating that she lost her husband in the disaster to enable her to avail the benefits of different schemes for widows.
- c) Necessary psychosocial counselling shall be provided to traumatized widows and orphans. The District Administration shall along with NGOs shall make arrangement for funeral rites of husbands/family members who lost their lives due to disaster.
- d) 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 property and the funds that may be given to the children by the Government shall be duly deposited in a PSU Bank in a joint A/C where the Collector/DC 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 district/local Administration.
- e) Compensation for damage to house shall be provided as per items and norms of assistance from the SDRF and NDRF.

- f) Skill enhancement and assistance in livelihood shall be provided by the Administration to the widowed and orphaned.