



## **Standard Operating Procedures for channelling philanthropic supplies in view of flood and landslides in Assam:**

### **A. SOP for Philanthropic organizations:**

1. Philanthropic Organizations willing to contribute humanitarian aid may contact the ASDMA/DDMA for donation of items.
2. Philanthropic Organizations (INGOs, local NGOs, CBOs, Section 8 companies etc.) will contact toll free number **1077** and commute the non-perishable and perishable items for relief of affected districts
3. The relief supplies donated by such organizations will be channelized to the affected districts by the ASDMA Headquarter
4. The SDMA / DDMA will accord approval for donation of items and also choose the affected locations to channelize the supplies
5. The philanthropic organizations will submit their credentials through a google form provided by the ASDMA. The organization will be guided by the information assistants at DEOC regarding the google form link
6. The State officials of ASDMA in-charge of the districts will co-ordinate with the philanthropic organizations and the concerned DDMA
7. The items have to be contributed / donated within 3 days after obtaining approval of the SDMA/ DDMA.
8. The nature of the items should preferably be non-perishable and if any perishable item is being supplied that should meet the required standards and should not exceed the expiry date.
9. The philanthropic organizations will report to the DDMA after distribution of the items
10. Philanthropic organizations willing to contribute with / without physical presence will have to mandatorily register through the google form provided by ASDMA
11. Philanthropic organizations from outside Assam will have to send an email to [sdma-assam@gov.in](mailto:sdma-assam@gov.in) and submit the google form provided by ASDMA

### **B. SOP for District Disaster Management Authority (DDMA):**

1. The DDMA will scrutinize the relief items donated by the philanthropic organizations before distribution.
2. The DDMA will also ensure the quantity and quality of the items supplied by the philanthropic organizations

3. The DDMA will prioritize the locations with maximum affected population in case of channelizing supplies
4. The DDMA will maintain the database of locations / revenue circles where the items are to be supplied
5. In case there is a possibility of conflict in the distribution locations, the DDMA will arrange for security of the members of the philanthropic organizations
6. In case of a landslide / erosion, if there is a breach in connectivity to the distribution locations, the DDMA will take responsibility of distribution of the items donated by the philanthropic organizations
7. Supplies relating to medical aid will be certified by a govt. doctor before distribution. DDMA will entrust this responsibility to the health department.
8. Supplies like halogen (chlorine) tablets will be checked by PHE department before distribution
9. Sanitary supplies like bleaching powders, disinfectants, sanitary napkins etc. will be checked by a PHE / Health officials before distribution
10. Supplies like baby food will be checked by Food safety official / social welfare department before distribution
11. DPO, DDMA will report to ASDMA nodal officer in-charge at the State Headquarter after completion of the distribution activity

#### **C. SOP for Emergency Operation Centre (EOC):**

1. The Information Assistant (DEOC) will accept calls through toll free no.1077 from the philanthropic organizations( INGOs, local NGOs, CBOs, Section 8 companies etc.) who are willing to donate relief items for affected population
2. The Information Assistant (DEOC) will provide the information to the philanthropic organizations regarding the google form link which will be available in the ASDMA website

#### **D. SOP for ASDMA:**

1. The Technical Assistant (IT) will inform the concerned ASDMA nodal officer in charge of the particular district about the google form submitted
2. The concerned ASDMA nodal officer in charge will obtain approval of the higher authority for facilitation of the distribution
3. The concerned ASDMA nodal officer in charge will facilitate the distribution in co-ordination with the DDMA

#### **List of Relief supplies:**

1. Dry Ration / food
2. Sanitary napkin
3. Clothes (new)
4. Baby food
5. Sealed packaged drinking water
6. Utensils (new)
7. Sanitary supplies / Hygiene kit (soap, bucket, mug, toothpaste etc.)
8. Baby Diapers
9. Halogen (Chlorine tablets)

10. First Aid box
11. Bleaching powder
12. Other essential commodities for immediate relief of the affected people like mosquito net, mosquito coil, tents, candles, matchbox, lamp, torch-light, biscuits etc.

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