

### Cyclone/ Flood Shelter Management & Maintenance Committee (CSMMC/ FSMMC)

To ensure sustainable maintenance of the shelter buildings constructed by OSDMA, community based Shelter Management and Maintenance Committees are formed and imparted managerial trainings. The shelter level management and maintenance committee for the multipurpose cyclone & flood shelters is called as Cyclone/ Flood Shelter Management and Maintenance Committee (CSMMC/ FSMMC).

This creates an atmosphere of Community ownership and involvement in the asset management. The committee as a society will be governed by Bye-Law of the society, prepared in line of the standard bye-law given by OSDMA and duly accepted by the Committee and the instructions of OSDMA and Government of Odisha issued from time to time.

#### **Salient Features:**

1. Multipurpose shelters are handed over to community based Shelter management Committees.
2. CSMMCs/ FSMMCs will be registered under the Societies Registration Act, 1860 for being recognized as a legal entity.
3. Buildings are used for school and other community purposes during normal time.
4. Buildings are put to economic uses and user's fee is collected by CSMMC/ FSMMC.
5. All the funds are placed in Joint Accounts opened for the purpose in a Scheduled Bank.
6. A number of shelter equipments including basic equipment for search and rescue are supplied to the Cyclone/ Flood shelters.
7. Task forces are constituted at shelter level for different tasks.
8. All the members of Committee and Task Forces are imparted training on disaster management techniques.

#### **Constitution of Shelter Management and Maintenance Committee**

The shelter Management and Maintenance Committee is constituted through a Palli Sabha/ Special Meeting (Community Meeting) convened at the instances of OSDMA by the local BDO/ Sarpanch of concerned Block/ Gram Panchayat. The CSMMC/ FSMMC consist of both government and private members. The CSMMC/ FSMMC will have around 21-25 members as detailed bellow:

| <b>Sl. No.</b> | <b>Official Members</b>                                 | <b>Designation</b>    |
|----------------|---|-----------------------|
| 1.             | Sarpanch (in GP) (Executive Officer in ULBs)            | <b>President</b>      |
| 2.             | Asst. Engineer/Jr. Engineer of Local Block              | Member (1-2)          |
| 3.             | Local Revenue Inspector (RI)                            | Member                |
| 4.             | Executive Officer of the Gram Panchayat (concerned Ward | <b>Vice-President</b> |

| Sl. No. | Official Members  | Designation      |
|---------|---|------------------|
|         | Member in ULBs)   |                  |
| 5.      | Headmaster/Principal of the school/college closer to the MCS/MFS has been constructed | Member           |
| 6.      | Local ANM   | Member           |
| 7.      | Local Anganwadi worker  | Member           |
| 8.      | ASHA Karmi  | Member           |
|         | <b>PRI representatives</b>  |                  |
| 9.      | Concerned ward member of the MCS/MFS village  | Members          |
| 10.     | Concerned ward members of hamlets of served villages to which the MCS/MFS serves      | Members (1-3)    |
|         | <b>Community representatives</b>  |                  |
| 11.     | One community volunteer to be selected as   | <b>Secretary</b> |
| 12.     | Representative of Local N.G.O./village club   | Member           |
| 13.     | Representative of SHG   | Member           |
| 14.     | Women representative  | Member           |
| 15.     | SC/ST representative  | Member           |
| 16.     | Shelter village/ hamlet representatives   | Members (4-6)    |
| 17.     | Representative of Persons with Disability   | Member           |

Any other government officer related to relief, rehabilitation and reconstruction will be the Ex-officio members of the society. The private member will be selected/ nominated by the General Body i.e. from the shelter village, served villages and hamlets, NGOs, SC &ST/ Women representatives, Disaster Management Teams and SHG representatives etc. and one person with disability will be selected to represent the Persons with Disability in the locality.

#### **Executives of the Shelter Management and Maintenance Committee**

1. Sarpanch of the concerned Gram Panchayat and Executive Officer in ULBs will function as the Ex-officio President of the Shelter Management and Maintenance Committee.
2. Executive Officer of concerned Gram Panchyat and Ward Member in ULB will function as the Ex-officio Vice –President of the Shelter Management and Maintenance Committee.
3. One representative of the vulnerable community, selected by General Body or in case of urgency nominated by the President, will function as the Secretary of the Shelter Management and Maintenance Committee.

The duties and responsibilities of the executives have been defined in the Bye-law of the society.

#### **Procedure for Formation:**

The CSMMCs/ FSMMCs will be constituted as early as possible so that the committee will be acquainted with the process, which will ultimately help in smooth handing over the

completed shelters. In line with the action plan, OSDMA/ the BDO of the Block will intimate the concerned Sarpanch to convene a Palli Sabha/ special meeting in the Shelter Village (the village where in the shelter has been constructed) to select the community members of the committee. One spirited volunteer will be selected as the Secretary of the Committee. The ex-officio and community members together will constitute the Committee.

The Constitution of Committee involves a social process in different levels and social mobilization is required for educating the community members before identifying the members of the committee and task force members. Coordination with the Block administration, concerned local officials, PRI members like Sarpanch and Ward Member and community members and local NGO/ volunteers and widespread discussion on disaster management and shelter management activities are required. For coordination, services of local nodal NGO/ volunteers will be utilized. The village community and other Government, PRI and community members will be present in the Palli Sabha/ special meeting.

OSDMA has indentified nodal NGOs for the Blocks to coordinate shelter related activities at the block and village levels.

### **1<sup>st</sup> Meeting of the CSMMC/ FSMMC**

After formation, the 1<sup>st</sup> meeting of the CSMMC/FSMMC will be held at a suitable date and time under the chairmanship of the local BDO or in presence of his authorized representative. The committee will discuss and take following decisions:



1. The standard bye-law will be read out, discussed and adopted by the committee for its governance.
2. The name, location and permanent address of the Society (normally the address of the shelter) will be decided. Secretary of the committee will be authorized to sue and to be sued on behalf of the society. He will also be authorized to take all necessary steps for registration of the Society.
3. 50 volunteers within the age group of 18-35 years (25 for first aid and 25 for search & rescue) will be selected as task force members.

4. The proceedings of the meeting will be noted in the resolution book of the CSMMC/FSMMC and copy of the resolution along with copy of the proceeding of the Palli Sabha/ special meeting will be sent to BDO, Collector of the District and OSDMA.

### **Role of Shelter Management and Maintenance Committee in Management and Maintenance:**

The cyclone shelters will be primarily used for providing safe shelter to the vulnerable people during disasters like cyclone/ flood etc. Most of the multipurpose shelters have been constructed in school premises, so that the buildings can be used as class rooms during normal times. The multipurpose shelters can also be used as a hub of social activities.

Besides, the CSMMCs/ FSMMCs have been authorized to put the buildings to economic uses and collect user fees at nominal rates.

The user fees so collected will be deposited in the joint account and will be spent for the day to day maintenance of the building. However, the building cannot be used for anti-social, anti-national, communal or political activities. Similarly, the building cannot be given on rent permanently or for a longer period. As providing shelter to vulnerable people during disasters is of utmost priority, permission for use of the building for any other purpose including economic use will stand automatically cancelled the moment a disaster warning is received and the building will be vacated immediately.



### **Functions of the Shelter Management and Maintenance Committee**

- Day to day maintenance of the building
- Receive and decide on proposals for use as per rules
- Determine the amount of User Fees for different types of use.
- The duration for which use will be permitted
- Monitor that the shelter is used responsibly
- Take remedial or punitive action against misuse.

### **Responsibilities:**

The Committee shall be responsible for four major areas of activities:

- Normal time use of the shelter.
- Shelter management and maintenance fund
- Shelter equipment and their maintenance and use
- Disaster preparedness of the community and management during disaster

### **Registration:**

The CSMMC/ FSMMC will be registered under the Societies Registration Act, 1860. A standard Bye-Law has been prepared by OSDMA and the Committee in its first meeting will discuss and adopt the bye-law. The procedures and conditions laid down in the bye-law will be standard guidelines for functioning of the committee.

### **Task Forces or Disaster Management Team (DMT):**

#### **Objective of DMT formation**

The principal objective of DMT formation is to have a trained and equipped disaster preparedness group to minimize the loss of life and property of the target community.

#### **Formation of DMT**

1. At the shelter level, 50 volunteers both male and female within the age group of 18-35 years will be identified from among the local youths as task forces or Disaster Management Teams.
2. At least 50 volunteers per shelter; 25 on search and rescue and 25 on first aid, representing all shelter and served villages will be imparted specialized training through Civil Defense Organization, St. John Ambulance respectively, district level Instructors and other specialized trained personnel. This will generate volunteerism in the locality.
3. The task force members have to play an important role during and after disasters.
4. The committee will identify the members. If the any member becomes non-resident in the locality, the CSMMC/ FSMMC will select new members and propose to OSDMA for training.



5. Besides, the CSMMC/ FSMMC will maintain a training register at the shelter with details of name, address, contact number and trade of training, duration and date of training of all the trainees and send the copy of the same to OSDMA for a database at the State level.

### **Guidelines of DMT**

- DMTs will carry out duties as per the Disaster Management Plan and in cooperation with shelter management committee.
- DMT members start action as and when cyclone/ flood warning signal is hoisted.
- During normal times, they assist vulnerable people for preparedness.

### **Training and capacity building:**

The Cyclone/ Flood Shelter Management and Maintenance Committee (CSMMC/FSMMC) members will be trained on shelter management and maintenance issues and maintenance of shelter equipment from time to time. The committee will be responsible for safe custody and maintenance of the building as well as the equipment. Task force members will be trained on search & rescue and first aid techniques.



Besides, Cyclone Shelter Management and Maintenance Committee/ FSMMC members are being trained on disaster management & shelter management skills and record keeping procedures. Some community volunteers will be given hands-on training on use of shelter equipment. Shelter level 5-type and 11-day capacity building activities are being organized by the CSMMCs/ FSMMCs at respective MCS/ MFS buildings as per the calendar prepared & sent by OSDMA.



### **Training and skill updation**

- DMT members will be given training from time to time to update their knowledge and skill on Disaster Management. They will also participate on Mock Drills and Disaster operations.
- Representatives from DMTs may be taken as members in the CSMMC/ FSMMC
- Whenever any vacancy arises in the DMTs it should be filled up immediately from among the local youth.

- The service by the DMTs is purely voluntary in nature and no remuneration will be paid for the purpose.

### **Mock Drill:**

Regular mock drills are organized in the shelters with participation of government officers, Shelter Management and Maintenance Committee, Task Force and Community members to augment the knowledge and test readiness for disasters. The 19<sup>th</sup> day of June every year, mock drill will be organized in all shelters. Nodal NGO will coordinate the activities.



OSDMA and District Administration will supervise the mock drill. Mock drills/ Response drills can also be organized on other occasions as decided by OSDMA.

### **Procedure for mock drill:**

The Block administration and Shelter Management Committees at the field level will be informed about the warning by OSDMA. After receipt of warning message from OSDMA, emergency alertness by sirens will be made at shelter and served villages. Immediately after the alertness, the local volunteers, task force members and committee members will assemble in the shelter, CSMMC/ FSMMC will organize an emergency meeting and finalize the plan of action on evacuation etc. The task force members will sensitize the people by handheld megaphone. Then, people will start moving to cyclone shelters with their necessary belongings. Physically challenged persons, older people and sick persons will be evacuated to cyclone shelters by stretchers and wheel chairs, wherever required, with the help of task force team members. Search & Rescue and First Aid techniques will be demonstrated by the task force members during the drill. The trained volunteers will use the equipments during the mock drills.

### **Involvement of NGOs:**

NGOs/ INGOs have very important roles to play for social mobilization and community participation. OSDMA in partnership with Indian Red Cross Society (Odisha State Branch). Different NGOs and INGOs, has developed community awareness in management and maintenance of shelters. Under UNDP assisted DRM programme, village level and Block level Disaster Management Plans have been prepared. In partnership with Handicap International, universal accessible features have been incorporated.

Besides, based on performance of different local NGOs in DRM activities and offer of the NGO to work in coordination with OSDMA for the cause of disaster management in the local area, OSDMA has identified one nodal NGO for every block. These NGOs have been engaged for coordinating shelter related disaster management activities in the concerned block. This engagement of nodal NGOs is purely on voluntary basis and accrues no claim of any financial or other support to the NGO. It can be renewed on the basis of their performance. If any NGO fails to perform satisfactorily, the same can be disengaged without any prior notice and new NGO may be nominated by OSDMA as the nodal NGO for the Block.

The main purpose of engaging nodal NGO is to promote volunteerism among the committee members and to educate them on the art of social coordination, asset management and record keeping. This involvement will continue until the private members of the committee get educated and capable to handle the issues on its own. The main activities of the nodal NGO would be:

1. To assist the Shelter Management Committee in convening regular meetings, documenting the proceedings and maintaining records at the shelter level.
2. To assist the Shelter Management Committee in identifying the task force members and coordinate training programmes for them.
3. To train the members on social coordination skills, asset management and record keeping
4. To assist the committee in organizing different programmes including mock drills
5. To liaise with OSDMA, District Administration, BDO, Shelter Management Committees and other stakeholders.
6. Other activities as and when assigned by OSDMA

**Corpus Fund for Maintenance:**

Multipurpose cyclone shelters and flood shelters are engineered buildings and issues of durability in aggressive saline climate are taken care of in the construction phase. Rectification, if required within one year of completion will be done by the contractor at his own cost under the defect liability clause. Major/ Special repair required at a later stage will not be within the coping capacity of shelter level Management and Maintenance Committee. Therefore, alternative arrangement for major/ special repair is under consideration. However, minor repair/ replacement and maintenance will be the responsibility of the committee. To further incentivize the participatory model of management and maintenance, creation of a



corpus Fund has been proposed. When made available, the fund will be administered as per the following guidelines:

1. The Corpus fund will be kept in an attractive interest paying term deposit scheme with a lock in system for 2 (two) years in the nearest scheduled bank or post office in the joint account of shelter level management and maintenance committee.
2. The committee will not withdraw the amount or the interest accrued for first two years. After two years, the capital and the interest will form the capital for the next term of deposit.
3. The interest accrued from the said deposit only can be withdrawn by the committee in the 4<sup>th</sup> year and spent for maintenance of the building and other capacity building & mock drill activities.
4. The committee shall not withdraw the principal amount at any point of time and without prior permission of OSDMA.

#### **Finance Guidelines**

1. The CSMMC/ FSMMC will be registered under the Societies Registration Act 1860. A standardized bye law has been developed by OSDMA for this purpose.
2. A joint account in the name of the Secretary and President of the CSMMC/ FSMMC is opened in the local Nationalized Bank.
3. Funds provided from Govt. sources for maintenance of multipurpose cyclone shelters and funds generated by the maintenance committee will be deposited in the joint account of the CSMMC/ FSMMC and will be spent for the President and supported by the Resolution of the Committee. Secretary of the CSMMC/ FSMMC can kept up to Rs. 500/- cash in hand for day to day maintenance/ cleaning etc. works.
4. For minor repair works, Secretary of CSMMC/ FSMMC with prior approval of the committee will propose individual repair item with an expenditure not exceeding Rs. 1000/-. The work can be taken up with approval of president of the committee.
5. The repair/ maintenance works could be taken up either departmentally or by engagement of contractors with active cooperation of members of the committee and local public. Members of CSMMC/ FSMMC will be required to supervise the repair works to ensure its quality.
6. All payment more than Rs. 500 will be made through Cheques. Cheques will be issued with the joint signature of secretary and president of the CSMMC/ FSMMC.
7. The committee will decide the rate of hire charges of the building for different purpose as a matter of principle once in a year before the start of the financial year.

#### **Shelter Equipment:**

A number of shelter equipments have been provided to each shelter, which will be used at shelter level during disaster. The equipment include generator sets, inflatable tower lights & telescopic tower lights for night time disaster management, power saws, search and rescue equipment, First-Aid kit, free kitchen utensils, totaling more than 50 items.



- The CSMMC/ FSMMC will be duty bound to receive, keep in custody in good condition and maintain the shelter equipment supplied to the cyclone shelter by OSDMA and any other agency for search and rescue, first aid, free kitchen or any other purpose.
- The equipment will be put to emergency uses when such situation arises.
- The equipment received will be duly entered in the stock register maintained by the CSMMC/ FSMMC. Copies of the list of the equipment will be supplied to the concerned BDO and Collector.
- The equipment will be used for mock drill and for the purpose for which it is supplied in emergency situation.

| Sl No | Name of the Equipments                     | Qty. |
|-------|--|------|
| 1     | Life Buoy(Ring Type)                       | 5    |
| 2     | Life Jacket (Adult)                        | 5    |
| 3     | Fluorescent Jacket-50 nos                  | 50   |
| 4     | Safety Shoes                               | 10   |
| 5     | Hand Gloves                                | 10   |
| 6     | Safety Helmet (Industrial)                 | 10   |
| 7     | Rain Suit                                  | 10   |
| 8     | Foldable Stretcher                         | 2    |
| 9     | First-Aid Box with material                | 1    |
| 10    | Handled Searching light                    | 1    |
| 11    | Fire Extinguisher 4.5 k.g. CO <sub>2</sub> | 1    |
| 12    | Wheel Chair                                | 2    |
| 13    | Steel Almirah                              | 1    |
| 14    | Steel Rack                                 | 1    |
| 15    | G.I. Trunk                                 | 1    |
| 16    | Plastic Molder chairs                      | 10   |
| 17    | Handheld Tools                             | 12   |
| 18    | Solar Lantern                              | 2    |
| 19    | Handheld Megaphone                         | 1    |

| SI No | Name of the Equipments                                    | Qty.     |
|-------|---|----------|
| 20    | Siren (Electrical)  | 1        |
| 21    | Radio   | 1        |
| 22    | Water Filter  | 4        |
| 23    | Wall Supported Extension Ladder                           | 1        |
| 24    | Dari  | 2        |
| 25    | Tarpaulin   | 2        |
| 26    | Karnamental Rope  | 2 bundle |
| 27    | Nylon Rope (12 mm)  | 2 bundle |
| 28    | Notice Board with Kitchen net covering and locking wooden | 1        |
| 29    | <b>Free Kitchen Utensils (22 Items)</b>                   | (1 SET)  |
| 30    | Chain Saw   | 2        |
| 31    | Inflatable Tower Light                                    | 1        |
| 32    | Telescopic Tower Light (LED type)                         | 1        |
| 33    | 5 KVA Diesel Generator                                    | 1        |
| 34    | Dustbin-120 ltr-4nos                                      | 1 set    |
|       | Dustbin-100 ltr-1set                                      |          |
|       | Dustbin-110 ltr-1no.                                      |          |

Secretary of the CSMMC/ FSMMC will maintain a stock register and enter the equipments in the said register. The format is annexed herewith. The record of use of the equipment for maintenance or during mock drill and / or disasters should be maintained in the log book in given format to know the history of use of the equipment.

For safe use and maintenance of the shelter equipment, OSDMA has developed a separate manual in Odia. The instructions contained in the manual should be followed while using the equipment.

#### **Record keeping and reporting:**

The Secretary of the Committee will maintain following records:

- 1. Resolution Book:** Proceeding of the meetings of the CSMMC/ FSMMC and General Body are recorded by the Secretary in this register.
- 2. Stock Register:** All the equipment supplied to the shelter must be entered in this register. The register will be maintained in the given registers/ proforma.
- 3. Cash Book:** All collection/ deposits and expenditures will be entered in this register. The account will be audited through chartered accountant firms annually.
- 4. Equipment log book:** The use/ dry running and running of all equipment will be entered in this register.
- 5. Training Register:** Name, address and contact number of all trainees with date of training & duration, trade/ skill of training will be entered in this register.

**Reports:**

1. Secretary of CSMMC/ FSMMC will send the copy of the resolution to OSDMA after every meeting.
2. Annual report of funds collected and expenditure made.
3. Utilization certificates as regards go Government funds placed with the CSMMC/ FSMMC should be submitted to OSDMA duly countersigned by concerned BDO/ Sarpanch.
4. Situation of emergencies/ disasters if any in the locality should be brought to the notice of OSDMA.
5. Emergency repair/ maintenance will be done with prior information to OSDMA.

**Community Participation:**

Community involvement at different levels is ensured to own the programme and main the assets created. The asset are handed over to the community based Shelter Management and Maintenance Committees for management and maintenance of the building. Although adequate design considerations have been made to withstand the coastal weather vagaries, built along coastal villages, the shelters are likely to suffer more than the usual wear and tear due to their close proximity to the sea. Sustainable maintenance of these Shelters can be ensured through active participation of the local communities in their management. Community based management of cyclone shelters will strengthen the people's sense of ownership, necessary for sustainable management.

**Role of Community based CSMMC/ FSMMC in shelter management:**

Vulnerable community has a major role to play in shelter management. The shelter building is handed over to the community based CSMMC/ FSMMC. The local community constitutes the general body of the CSMMC and selects through Palli Sabha/ Special Meeting the members of the CSMMC/ FSMMC.

The CSMMC/ FSMMC take the responsibility of management and maintenance of the shelter building. The Committee also selects the members of task forces and in coordination with OSDMA imparts training in different skills to the task force members.

Some community members are also imparted training on use and maintenance of shelter equipment. During emergencies, the trained community members can use the equipment for disaster management purpose. A separate user manual has been published by OSDMA with details of maintenance and use of the equipment.

It is the responsibility of the community to keep the shelter and its campus clean and worth using always. During normal time, the shelter building will be used for school and other socio-cultural purposes.

One very important role of the community is the social audit of construction works as well as other activities undertaken there. The community will bring to the notice of the local BDO, Collector and OSDMA as and when any unauthorized activity is carried out in the shelter building.

#### **Specific Maintenance Activities:**

The community and the CSMMC/ FSMMC will inspect the cyclone shelter before and after the onset of monsoon as well as regular inspection during monsoon specially the roof top to avoid chocking of the outlet pipes, if any. Cracks, Leakage, Soakage and stagnation of water on roofs and Chajja tops will be prevented from occurrence by making a priori maintenance, since a posteriori maintenance of damages to such buildings is extremely difficult and costly. The CSMMC/ FSMMC will bring it to the notice of the concerned engineers, BDO and OSDMA for further inspection.

#### **Role of Community/ CSMMC/ FSMMC in Disaster Management:**

Community has important roles in all three phases of disaster management;

1. Pre-disaster phase
2. During Disaster
3. Post Disaster

#### **Pre-disaster Phase:**

Prior preparedness and mitigation efforts are the main activities in the pre-disaster phase. The community/ CSMMC/ FSMMC should concentrate on following activities;

1. Select and train task force members
2. Attend and practice the learnt skills in the mock drills
3. Prepare disaster management plan of your locality depending on the type of disasters faced by the area
4. Conduct pre-disaster emergency meetings, decide evacuation routes and give specific charge to different task force members.
5. Prepare a check list of activities and duty charts.

6. Identify the old, infirm and pregnant women cases in the locality and give special attention for their evacuation at the time of need.
7. Check the shelter building and fittings including water supply, electricity, sanitation and equipment supplied.
8. If required clean the shelter and its surrounding
9. Discuss with local BDO and arrange for relief materials and its stacking in the shelter before the disaster.
10. On receipt of the message of ensuring disaster, check its correctness from the concerned authorities and disseminate the same for information of all concerned.
11. Collect the key of the shelter building and keep with a known person
12. Inform all household to prepare emergency kit for evacuation. The kit should contain the valuables, certificates and land records in a plastic bag, dry foods, baby foods, medicines, torch light, candles, match box and minimum clothes etc.
13. Evacuate the vulnerable people with emergency kits to the shelters
14. Take care of the domestic animals.
15. Prepare to keep a ward of the houses during absence of the family members.

**During Disaster:**

1. Check if anybody is left behind and emphasize on search and rescue and evacuate all to the shelter.
2. Maintain law & order in the shelter
3. Keep in touch with local authorities and listen to Radio for information updates
4. Assist Administration in relief distribution
5. Give priority to children, old, infirm and pregnant women cases during relief distribution.
6. Always maintain a queue and wait till your turn comes
7. Fight against rumors.

**Post Disaster Phase:**

Assist administration in

1. Disseminating de warning of the disaster
2. Providing relief to the victims
3. Assessing damages
4. Administering rehabilitation package, if any

5. Vacant the shelter once the situation is normal
6. Clean the shelter building to bring to its pre-disaster stage

**Preparation of Emergency Kit (Household level):**

The CSMMC/ FSMMC and task force members should educate the vulnerable community to prepare an emergency kit at the household level before evacuation.

The kit may contain the following items.

1. Dry food (Mudhi, Chuda, Chatua, Gur etc)
2. Medicines
3. Baby food
4. Candle
5. Torch light
6. Match box
7. Valuables/ jewellery etc (in safe custody)
8. Certificates / Pass book etc (wrapped in a water proof bag)
9. Land pass book, land record (wrapped in polythene)
10. Minimum clothes
11. Other urgent and relevant items

Please note that during the stay in shelters, safe custody of personal belongings is the responsibility of the owner. No committee or official will be responsible for any loss/ theft or damage due to disaster.

**Provision for reward and recognition:**

To encourage competitive spirit and volunteerism, the best managed three cyclone and three flood shelters are awarded at the State level function of the Odisha Disaster Preparedness Day on 29<sup>th</sup> October every year.

Similarly, State level competitions are being organized at Bhubaneswar every year among the task force teams attached to multipurpose shelters on Search & Rescue and First Aid. The best three teams on search & rescue and best three teams on first aid are awarded in the State level function of Disaster Preparedness Day.

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