



Standard Operating Procedures for COVID-19 Task Force

**Dzongkhag Administration
Mongar
2020**

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Introduction

The emergency management plan for COVID-19, a disease first reported in Wuhan, China on 31st December 2019, has become crucial for prevention and protection of peoples' health and life as it is declared a pandemic by World Health Organisation. This new disease has infected people globally including Bhutan with the reporting of first positive case on 5th March 2020, alerting every Bhutanese to be well prepared to stop spreading such contagious disease. On 16th March 2020, with the profound concern, His Majesty The King commanded to a gathering of some one hundred officials that we have to prepare for the worst situation at Mongar.

The Dzongkhag Emergency Management Plan is designed to provide Dzongkhag Administration with a management tool to facilitate, a timely, effective, efficient, and well-coordinated emergency responses to all people of Mongar by involving all civil servants, corporate employees, private employees, RBP, De-Suups, Red Cross volunteers, business entities, and general public.

The Emergency management consists of three continuous stages: Mitigation, Preparedness and Responses until and unless the government declares the Nation is risk free of COVID-19. With the clear generic Incident Command System (ICS) in this management plan and specific team SOPs developed in line, it is intended to have either no case reported or provided best of the services even in the worst of a situation.

1. Dzongkhag Profile

1.1. Brief Background

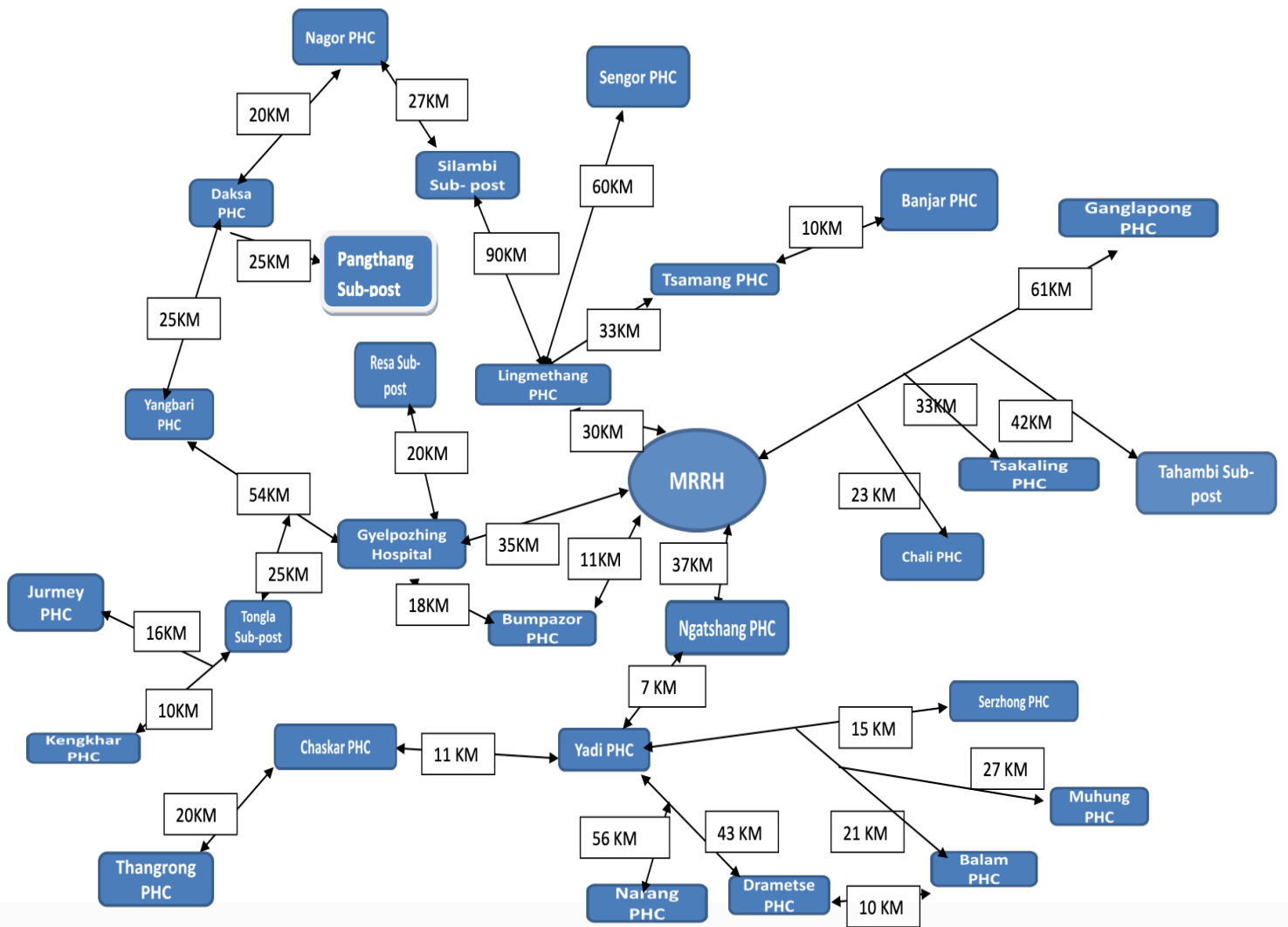
Mongar Dzongkhag shares border with Trashigang, Trashi Yangtse, Lhuentse, Pema Gatsel, Zhemgang and Bumthang Dzongkhags. It has an area of about 1,940.26 sq.km lying between 27.25° latitude and 91.2° longitude and ranging elevation from 400-4000 meters above sea level.

The Dzongkhag has one Dungkhag and 17 Gewogs. The population of the Dzongkhag is 37,150 with 49.1% male and 50.9% female, comprising 5.1% of the total population of Bhutan (PHCB 2017).

The Dzongkhag has 49 Schools (15 ECR, 21 PS, 3 LSS, 3 MSS, 3 HSS, 4 Center Schools), and two hospitals (ERRH & Gyalpoizhing Hospital), 22 Primary Health Center (PHC), 5 sub-posts, 52 Outreach Clinics (ORCs) and 9 Ambulance caters health services. There are also 17 Renewable Natural Resources Extension Center (RNR) and one Renewable Natural Resources Research and Development Center.

1.2. Health Centers of Mongar Dzongkhag

Standardized Road Distance from MRRH to Primary Health Centres of Mongar Dzongkhag



1.3. Population in vulnerable age groups and with pre-existing conditions

Sl.No.	Gewog	Total popn.	Popn. aged 0-4	Popn. Aged >60	Percent of popn. vulnerable by age	% popn vulnerable by comorbidities	Severity of vulnerability by age & comorbidities	Total popn. aged >60 with comorbidity	Vulnerability of popn. Aged >60 by comorbidities
1	Balam	923	98	125	24.16	1.52	2.69	5	4.00
2	Chagsakhar	2447	220	325	22.27	0.29	6.26	0	0.00
3	Chhaling	1186	89	196	24.03	2.70	3.60	4	2.04
4	Dramedtse	2809	264	260	18.65	0.57	6.13	3	1.15
5	Drepoong	925	83	158	26.05	0.54	2.79	1	0.63
6	Gongdue	826	168	175	41.53	2.30	4.11	6	3.43
7	Jurmed	1120	149	165	28.04	0.63	3.64	0	0.00
8	Kengkhar	1625	153	269	25.97	3.02	5.34	19	7.06
9	Na-Rang	1164	138	125	22.59	2.84	3.36	6	4.80
10	Ngatshang	2437	129	196	13.34	2.09	4.27	5	2.55
12	Shermuhoong	1465	170	175	23.55	0.75	4.04	3	1.71
13	Silambi	1786	136	324	25.76	2.07	5.64	13	4.01
14	Thang-Rong	1737	142	256	22.91	1.67	4.85	10	3.91
15	Tsakaling	213	21	59	37.56	6.57	1.07	1	1.69
16	Tsamang	879	60	156	24.57	5.35	2.98	9	5.77
17	Gyalpozhing Tow	2292	207	127	14.57	2.14	4.35	5	3.94
11	Saling	2900	236	140	12.97	7.45	6.72	49	35.00
18	Mongar Town	8004	632	601	15.40	15.62	28.17	452	75.21
	Total	34738	3095	3832	19.94	5.43	100.00	591	15.42

2. Capacity Assessment

The capacity of Mongar Dzongkhag in terms of resources to respond to COVID-19:

Medical Professional:

Doctors	24
Drungtsho	1
Nurses	141
Health Assistants	55
Others	271 (Techs. & Support Staff)



Health Centers:

Primary Health Centers	22
Hospitals	2 (Mongar & Gyalpozhing)
Covid Center	1 (11 bedded ICU & 43 bedded Isolation Ward)

Space for quarantine/ isolation facilities

Hotel/Guest Houses	11 (231 beds)
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Storage space for essential food items

School Multipurpose & Dining Halls	34 (14592MT)
Gewog Meeting Halls	15 (11206MT)
Farm shops	11 (storage capacity of 15-500mt)
FCB	113 MT
Local Retailers Traders	5 Traders, 120MT (3 in Mongar, 2 in Gyalpozhing)  

Transportation/ machineries

Light vehicles	97
Medium vehicles	8
Buses	9
Excavator	1 (CMU)
Backhoe	1(CMU)

Human resources pool

RBP	168 (additional to be mobilized from Tashigatshel)
Volunteers	1083 (947 Civil Servants, 27 Community Individuals, 84 Corporate Employees, and 25 Private Employees)
De-Suups	204
Red Cross Society	77 members

3. Risk Assessment

3.1. Vulnerability

Mongar Dzongkhag is vulnerable to COVID-19 in light of the following:

- The nearest Indo-Bhutan border gate at Nganglam lies 38km from Yangbari, Mongar;
- Direct public transport service from Phuentsholing and Gelephu plying through West Bengal and Assam and enter through Nganglam gate;
- All types of private vehicles plying from Phuentsholing, Gelephu and Samdrupjongkhar via West Bengal or Assam and enter through Nganglam gate.
- Direct public transport service from Samdrupjongkhar;
- People travelling in and out of country without true declaration of travel history at the border gates;
- People travelling via Barpeta, Assam to Panbang-Nganglam/Bjoka to Yangbari.

3.2. Risks

- Symptomatic persons- persons experiencing fever and cough
- High-risk person without symptoms- includes old aged people with pre-existing conditions including heart disease, lung disease, or diabetes, or with weakened immune systems.
- Congregate living facilities- people living in towns
- Schools
- Work place
- Mass gathering, community, and social events –markets, Tshechus, and meetings
- Mass transits –people travelling in public transport

3.3. Mitigation measures

- Set up flu clinics
- Awareness on prevention measures like frequent hand washing, staying home when sick, and covering coughs and sneezes and like “social distancing.” (completed 2 rounds in Gewogs, Schools, Dratshangs, Shedras, Regional Offices, Business Community, De-Suups, Red Cross Society members, Taxi operators done)
- Advise to avoid non-essential travels;
- Mass gathering suspended;
- Schools and institutes closed
- Proposed to set up-country checkpoint at Gasharibali Bridge, Nganglam;
- Dzongkhag COVID-19 Incident Command System activated;
- Materials and resources on prevention measures on COVID-19, travel advisory and notifications received from the government were circulated to all Gups, principals, GAOs, Agriculture Extension Supervisors, Livestock Extension Supervisors, De-Suups, Regional

Offices and Sectors heads with instructions to disseminate and sensitize the information to their staff and the general public;

- Updated information received time to time is also being circulated;
- SOP developed for COVID-19.

4. Response Plan

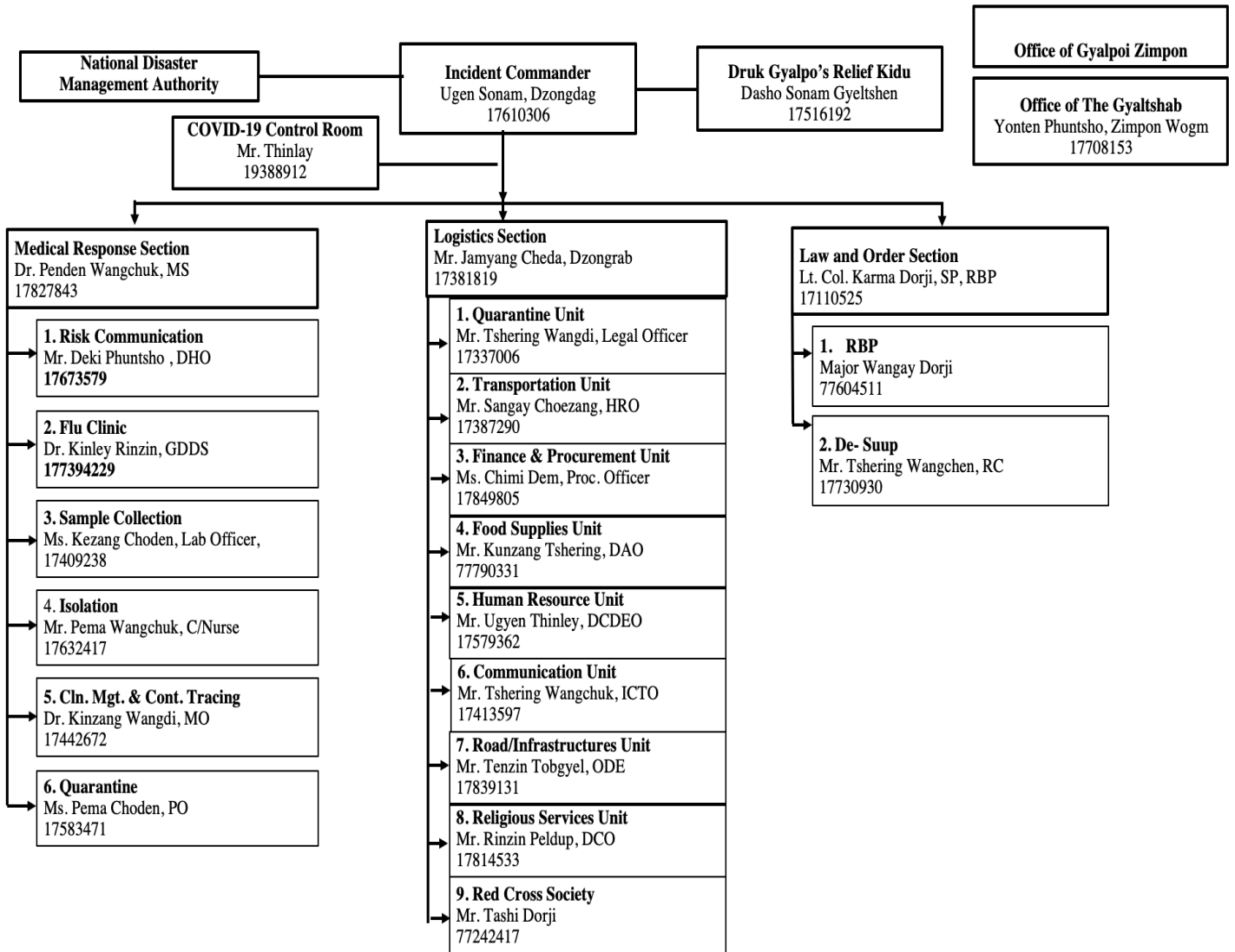
The response plan for COVID-19 for different stages.

COVID-19 Stages	Situation	Response
No confirmed case in Bhutan and COVID-19 outbreak is limited to few other countries (subject to risk assessment)	No disruption	Prepare for prevention and response: <ol style="list-style-type: none"> 1. Conduct advocacy and awareness programs; 2. Maintain good personal hygiene (hand hygiene & cough etiquette); 3. Follow travel advisories.
No confirmed case in Bhutan but COVID-19 is reported in the multiple countries (subject to risk assessment)	Minimal disruption: <ol style="list-style-type: none"> 1. Challenges in contact tracing – risk of spreading 2. Difficult to ascertain the travel history of passengers. 3. People not telling the truth about their travel history 4. Some degree of panic 5. Price hike of essential commodities 	Step up preparation for prevention and response: <ol style="list-style-type: none"> 1. Enforce the SOPs and Government Directives 2. Enhanced surveillance and screening of all asymptomatic people coming from outside of Bhutan 3. Conduct advocacy and awareness on preventive measures in Gewogs by Local Leaders & HAs, Civil Servants and De-Suups 4. Conduct advocacy and awareness on preventive measures in Schools and institutions on daily basis 5. Enforce travel advisories and restrictions and limited travel restriction only if necessary 6. Enforce restrictions on mass gatherings 7. Monitor compliance with public notifications such as prices hikes 8. Mobilize health professionals from the pool of retired health officials 9. Religious invocations and Dokthabs
Orange: One or more isolated confirmed cases in Bhutan without secondary	Moderate disruption: <ol style="list-style-type: none"> 1. Panic in the community 2. Panic purchasing leading to hoarding of essential food supplies and price escalation 3. Possible migration out of the Dzongkhag 	Prevention & response mechanisms in place: <ol style="list-style-type: none"> 1. Activate Incident Command System 2. Scale up advocacy and counselling to address panic among population 3. Strictly monitor and regulate price of essential commodities 4. Closure of all schools 5. Prohibit on all public gatherings

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transmission.	<ol style="list-style-type: none"> 4. Partial lockdown with closure of schools, institutions and public gatherings 5. Some confrontation 6. Stigmatization of suspects 	<ol style="list-style-type: none"> 6. Enforce travel restrictions on all non-essential travels to border towns 7. Enforce restrictions on mass gatherings 8. Step up health monitoring and surveillance in the Gewogs 9. Step up mobile surveillance 10. Cordoning the designated isolation and quarantine facilities by the RBP 11. Depute RBP to control confrontation 12. Stock up of medical supplies required for ERRH, Mongar mobilized from MSDD 13. Alert medical back up teams from the 17 Gewog PHCs 14. Alert Food services team for smooth supply of essential items 15. Religious invocations and Dokthabs
Red : Multiple cases with local transmission	<p>Major disruption:</p> <ol style="list-style-type: none"> 1. Extreme panic in the community 2. Mass exodus to other places 3. Breakdown in supply chain of essential items 4. Extreme stress on health infrastructure, medical supplies, and manpower 5. Hoarding and price escalation 6. Impact on local economy 7. Possible disruption of law and order in the community 8. Fatalities 	<p>Stop transmission and prevent fatality:</p> <ol style="list-style-type: none"> 1. Scale up emergency response mechanism 2. Tighten security and surveillance 3. Restrict all travels 4. Tighten restrictions on mass gatherings 5. Moral boosting & counseling 6. Rationing distribution of essential items 7. Mobilization of medical backup teams from nearby Dzongkhags 8. Mobilize De-Suups, Red Cross Volunteers and Civil Servants 9. Seal the Dzongkhag border completely 10. Complete lockdown of Mongar Dzongkhag

5. Incident Command System



5.1. Functions of Incident Command System

Incident Commander

The Incident Commander shall:

1. Liaise with The Office of the Gyalpoi Zimpon, The Office of The Gyaltsthab and the National Disaster Management Authority and Health Emergency Operating Center in preparation and responding to the COVID- 19;
2. Ensure that Medical Response, Logistics and Security & Surveillance are well-planned and implemented appropriately;
3. Convene timely review and stakeholder coordination meeting to review, revise and implement Incident Action Plan;
4. Review and approve implementation of the written or oral Incident Action Plan (IAP) to respond to and manage COVID-19;
5. Liaise with nearby Dzongkhags for resource pooling and sharing;
6. Establish immediate priorities for the health and safety of responders, other emergency workers, bystanders and people involved in the COVID-19 incident response and management; and
7. Interface with the public and media or with other agencies with incident-related information requirements.

5.2. Dzongkhag Emergency Operation Center/Control Room

The Dzongkhag Emergency Operation Centre (stationed in the Dzong) shall ensure that prevention, mitigation and response measures are implemented appropriately.

Members

- | | |
|-----------------------------|--------------------|
| 1. Dzongdag | Incident Commander |
| 2. Superintendent of Police | Member |
| 3. Dzongkhag ICT Officer | Member |
| 4. Dzongkhag Health Officer | Member |

Functions

1. Receive advisories/notifications and alerts related to COVID-19;
2. Disseminate and enforce advisory information and notifications;
3. Collect, gather and analyze reports related to COVID-19;
4. Assess the risks associated with health and safety (transmission and spread of COVID-19) and law and order in the Dzongkhag;
5. Issue strategic directives related to operation and response for COVID-19; and
6. Monitor and review implementation of Standard Operating Procedures and provide timely directives, guidance, advices and feedback.

5.2.1. Medical Response Section

The Medical Superintendent as the head of the Medical Response team shall direct, supervise and monitor the Flu Clinics, Sample Collection, Isolation, Clinical Management & Contract Tracing and Quarantine procedures as per the SOP/contingency plan issued by the Ministry of Health.

However, Dzongkhag Health Sector in collaboration with the Medical Response Team will continue advocacy and awareness programs as per instruction of the Incident Commander.

Risk Communication Unit

In continuation to two rounds of awareness programs on COVID-19 conducted earlier, the Dzongkhag Health Officer as the head of the team will ensure facilitation, monitoring and

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reporting of aggressive advocacy until the situation is improved.

Accordingly, basic information and preventive tips will be imparted by different stakeholders: schools, monastic bodies, armed forces, Gewog Administrations, Throm, offices, and transport services.

1. Schools to conduct five minutes from Monday to Friday in the respective classes
2. Monastic bodies to dedicate five minutes daily
3. Armed Forces to dedicate five minutes daily
4. Gewog Administrations to conduct a minimum of twice a month in the villages
5. Thromde Ngotshab and BCCI Representative to conduct twice a month
6. In-charges of Govt., Pvt., and Corporate offices to conduct twice a month
7. RSTA to conduct daily for public transport and twice a month for taxi operators
8. RBP to sensitize drivers and passenger weekly during zero-tolerance inspections for all types of vehicles
9. RSTA to sensitize drivers and passenger during highway inspections for all types of vehicles

Type of information

- Use standard advocacy material developed and issued by MoH (Preventive measures, signs & symptoms, Q & A, World Scenario, background)

Mode of delivery

- Lectures, PowerPoint presentations, Dzongkhag Website, pamphlets, posters, Local TV & Social Media (Wechat/Telegram/Whatsapp)
- Audio visual in Dzongkha, Tshangla & Lhotsham in public place
- One to one basis during field visits or outcalls
- Door to door visits

5.2.2. Logistics Section

The logistics section headed by Dzongrab shall ensure that all necessary planning and arrangement of logistics and amenities are in place.

1. Monitor and review implementation of the arrangement of Quarantine Centers Unit, Transportation Unit, Finance, Human Resource Unit and Procurement Unit, Food Supplies Unit and Religious Services Unit are delivered as per this SOP;

Planning and Documentation

1. Dzongkhag Disaster Management Officer (DDMO) is responsible for the collection, organization, analysis and safeguard of incident status information and documents relevant to the incidents; and
2. The Dzongkhag Planning Officer shall assist collection, evaluation and documentation of information of current and forecasted situation for dissemination and preparation of Incident Action Plans.

i. Quarantine Unit

A team headed by the Legal Officer will ensure that the quarantine centers and amenities are arranged as per the requirements.

1. Consult with the medical quarantine team for quarantine related matters;
2. Identify quarantine centers liaising with Guest House Managements, Hotel Owners and School Principals;
3. Take stock of the available space and amenities required as per MoH's quarantine SOP;
4. Prepare list of required additional amenities and submit to procurement committee;
5. Arrange the quarantine spaces as per the MoH's quarantine SOP;
6. Liaise with medical quarantine team for requirement of any additional rooms;
7. Review and report status periodically to the Head of Logistics and Incident Commander;
8. Identify space for security personnel in consultation with RBP and Medical Quarantine Team;
9. Draw SOP; and

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10. Assignment of roles and responsibilities of the team members (Annexure-1).

ii. Transportation Unit

The Dzongkhag Human Resource Officer as the head of the transportation team will arrange and ensure uninterrupted transportation facilities.

1. Take stock inventory of different types of vehicles: heavy, medium and light vehicles along with owners'/drivers' name and contact details in the Dzongkhag;
2. Consultation with vehicle owners/drivers and draw a consensus plan deployment anytime;
3. Team should ensure all those identified vehicles are in running condition;
4. Ensure BOD has adequate fuel reserve;
5. Device vehicles deployment plan for transportation of resources 24/7
6. Maintain log-book for movement of vehicles;
7. Keep up to date information of road connectivity, including trans-shift plan;
8. Review and report status periodically to the Head of Logistics and Incident Commander;
9. Draw SOP; and
10. Assignment of roles and responsibilities of the team members (Annexure-2).

iii. Finance & Procurement Unit

Dzongkhag Procurement Officer and the team shall ensure uninterrupted supplies of goods and services.

1. Take stock of required goods available in FCB and in the market;
2. Identify vendors or supplier who can supply the items as per requisition any time;
3. Receive and compile requisition (standard form);
4. Ensure timely procurement and delivery of items;
5. Identify storage rooms for any emergency supplies;

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6. Liaise with transportation team for pool vehicle to deliver procured goods to required destination;
7. Ensure bills are compiled daily. (*No bills shall be entertained after 3 days of procurement*).
8. Review and report status periodically to the Head of Logistics and Incident Commander;
9. Draw SOP; and
10. Assignment of roles and responsibilities of the team members (Annexure-3).

iv. Food Supplies Unit

Food Supplies Services Team shall function in two sub-groups as Catering of Meals and Rationing of Food Supplies with two separate internal SOPs.

Catering of meals

Dzongkhag Livestock Officer and the team shall ensure smooth catering of meals;

1. Liaise with identified catering center (Wangchuk Hotel) and take stock of their catering capacity;
2. Liaise with Medical Quarantine and Isolation Coordinators and ensure meals are prepared as per the standard menu prepared by Ministry of Health;
3. Pack food and refreshment and dispatch on time to designated centers liaising with Transportation Coordinator;
4. Take stock of available utensils in Dzongkhag Store and school mess;
5. Identify cooking places, arrange cooks and keep at stand by, should number of cases/patients shoot up and food supplies from catering center becomes impossible;
6. Receive and update number of heads to be catered on daily basis in consultation with Medical Quarantine and Isolation Coordinators, including volunteers engaged ;
7. Consult with Finance & Procurement team and collect cooking items required;
8. Review and report status periodically to the Head of Logistics and Incident Commander;
9. Draw SOP; and

Rationing of food supplies

Dzongkhag Agriculture Officer and the team shall ensure smooth rationing of food supplies.

1. Take stock of the essential food items liaising with RTIO and FCB;
2. Device equitable rationing plan;
3. Deliver ration to designated locations in the event of lock-down liaising with FCB, Transport Coordinator and Gewog Administration;
4. Review and report status periodically to the Head of Logistics and Incident Commander;
5. Assignment of roles and responsibilities of the team members (Annexure-4).

v. Human Resource Unit

Chief Dzongkhag Education Officer and the team will mobilize adequate human resources anytime.

1. Maintain list of corporate employees and all civil servants with specified skills and fitness as per the format;
2. Provide orientation/induction for any emergency task (e.g. town disinfectant group, cooks, carpenters etc.);
3. Device a back-up human resource deployment plan;
4. Update and furnish information to the head of the logistics periodically;
5. Draw SOP; and
6. Assignment of roles and responsibilities of the team members (Annexure-5).

vi. Communication Unit

Dzongkhag ICT Officer and the team will ensure smooth communication facilities.

1. Survey and assess the internet connection points/provisions at quarantine and isolation centers;
2. Liaise with Bhutan Telecom Ltd and Tashi Cell and install required internet connectivity strategically;
3. Facilitate multimedia advocacy and awareness programs;
4. Ensure alternate communication facilities;

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5. Review and report status periodically to the Head of Logistics and Incident Commander;
6. Draw SOP; and
7. Assignment of roles and responsibilities of the team members (Annexure-6).

vii. Road/Infrastructure Unit

Dzongkhag Engineer and the team will ensure uninterrupted road networks and other infrastructures.

1. Assess and monitor the status of the road conditions prior to the onset of monsoon including the possible landslide prone areas;
2. Take inventory of the machineries required for road maintenance;
3. Liaise with Gewog Administration and ensure Farm Roads and Gewog roads are clear at all times;
4. Explore for alternate routes;
5. Liaise with Department of Roads and ensure the highways are open at all times;
6. Lead construction/maintenance of temporary infrastructures wherever required;
7. Review and report status periodically to the Head of Logistics and Incident Commander;
8. Draw SOP; and
9. Assignment of roles and responsibilities of the team members (Annexure-7).

viii. Religious Services Unit

Dzongkhag Cultural Officer and team shall make arrange religious services for the deceased.

1. Console and offer condolences to the family members of the deceased;
2. Liaise with Dzongkhag Health Officer and meet with family members and explain the nature of disease, risk of infection and associated problems;
3. Liaise with Dzongkhag Health Officer and ensure that the family members understood that the disease poses high risk to public health and only the medical team is allowed to handle the dead body;
4. Liaise with Dzongkhag Health Officer and ensure that the family members and

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relatives have understood these procedures;

5. Inform the Dzongkhag Kidu Officer if the deceased has no families/relatives or from poor family;
6. Work together with the family members to ensure that the cremation is carried out in a safe and dignified way;
7. Obtain the formal consent of the family's representative before proceeding with the cremation;
8. Identify and ensure that the cremation site is in place. If this is not the case, send selected people to do so at the crematory identified by the family;
9. Allow the family members to take pictures of the preparation and cremation;
10. Respect and give the grieving/praying time to family members;
11. Allow the family members to witness and offer prayers;
12. Provide adequate time to perform funeral ritual;
13. Allow family members to light the funeral pyre/incinerator, if they wish to do so. They should wear face mask;
14. While the dead body is being consumed by fire, ensure minimum handling of the dead body (such as stabbing and puncturing of the body with sharp objects to facilitate quick burning) is ensured;
15. Collect and dispose ash as per the local custom;
16. Draw SOP; and
17. Assignment of roles and responsibilities of the team members (Annexure-8).

ix. Red Cross Society

The Red Cross Society will assist the Medical Response, and Logistic Teams in responding and managing the emergency as per their SOP.

x. Waste Management Unit

The Dzongkhag Environment Officer shall ensure that waste management is taken care of (Annexure 9).

2. Ensure that medical waste are treated and disposed as per the Medical Waste

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Management SOP;

3. Ensure that waste is managed as compliance to Waste Prevention and Management Regulation 2012 and Waste Prevention and Management Regulation Amendments 2016); and
4. Draw SOP.

xi. Utilities Unit

Dzongkhag Development Regulatory Officer and team shall ensure continuous water supply to the six quarantine centers.

1. Monitor enough water supply to the quarantine centers on daily basis and maintain report;
2. Liaise with Dzongkhag Procurement Officer and Dzongkhag Finance Officer if any water supply appurtenances/ materials/ storage facilities are required for maintaining continuous water supply;
3. Liaise with the Dzongkhag Human Resource Officer if any more vehicles are required to transport the materials to the pipe blast site for immediate restoration;
4. Liaise with Dzongkhag Engineer, if any more technicians are required for any immediate restoration of pipe blast/ choking/ source maintenance/ air blocks and if any new line construction is required;
5. To liaise with the Public Health Division, Ministry of Health, Thimphu if any water treatment, testing and other facilities pertaining to water quality;
6. Liaise with Bhutan Power Corporation Ltd. and ensure electricity at facilities that require uninterrupted power supply; and
7. Assignment of roles and responsibilities of the team members (Annexure-10).
8. Draw SOP.

5.2.3. Law and Order Section

The Superintendent of Police as the head of the unit shall ensure Law and Order as per their SOP, involving RBP, De-Suup and Red Cross society members.

i. Royal Bhutan Police (RBP)

Royal Bhutan Police will spearhead all kinds of Law and Order as per their mandate and SOP.

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ii. Dzongkhag/ Regional De-Suup

The Regional Coordinator of De-Suup shall provide necessary assistance to the Royal Bhutan Police in ensuring security and surveillance as per their SOP.

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Annexure-1 Assignment of roles and responsibilities of the team members for Quarantine Unit

Sl. No.	Name	Designation/ Agency	ICS Responsibility	Contact No.
1	Tshering Wangdi	Legal Officer, MDA	Overall Coordinator	17337006
2	Sonam Choden	Sonam Choden, Manager, BPCL	Hotel & Guest House Coordinator	17160909
3	Sonam Choden	AMCO, MDA	Set-Up Coordinator	77394257
2	Karma Chophel	Planning Officer	School Hostel Coordinator	17664868

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Annexure-2 Assignment of roles and responsibilities of the team members for Transportation Unit

Sl. No	Name	Designation	ICS Role	Working agency	Contact No.	Remarks
1	Sangay Choezang	Asst. HRO	Chief Coordinator	HR Section, Mongar	17387290	Over all coordinator
2	Lhendup Dorji	RTO	Asst. Coordinator	RSTA, Mongar	17170202	ARDC, wengkhar
3	Karma Dorji	Asst. RTO	Offtg. Coordinator	RSTA, Mongar	77259326	
4	Tshewang Dorji	Manager	Member	BOD, Mongar	77192153	facilitate issuing of fuel
5	Arjun Sunar	Asst. Manager	Member	BOD, Mongar	17912370	facilitate issuing of fuel
6	Nidup Dorji	Manager	Member	BOD, G/pozhing	17788269	facilitate issuing of fuel
7	Sonam Gyeltshen	Field Officer	Member	G/pozhing , Tarayana	17739621	Member
8	Karma Rinzin	Chief Engineer	Member	DoR, L/methang	77347499	Road information
9	Yeshi Sonam	MVI	Member	RSTA, Mongar	17338994	Zimchung
10	Ugyen Wangchuk	Drimpen RBP	Member	RBP, Mongar	17992808	Member
11	Sonam Penjor	Sr. Adm. Asst.	Member	HR Section, Mongar	17700816	Member
12	Jigme Singye	Manager	Member	BPC, G/pozhing	17700560	Coordinator, G/pozhing & Lingmethang
13	Karma Gyeltshen	Asst. Engineer	Member	BPC, G/pozhing	17693703	Member, G/pozhing
14	Kuenga	DEO	Member	Election office, Mongar	17604348	De-suung GH
15	Tshering Chophel	AE	Member	Telecom, G/pozhing	17113173	Member, L/methang

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Annexure-3 Assignment of roles and responsibilities of the team members for Finance & Procurement Unit

Sl.No.	Name	Designation	ICS Responsibility	Contact number
1	Chimi Dem	Asstt.Procurement	Cordinator	17849805
2	TsheringYangdon	Asstt.Finance	Asstt. Cordinator	17955788
3	TshewangJamtsho	Asstt.Finance	Procurement of Diary Product	17902240
4	DawaTshering	Accounts Asstt.	Procurement of commodities from FCB	17838383
5	PassangDorji	Accounts Asstt.	Procurement of basic amenities	17861588
6	YesheyChoda	Accounts Asstt.	Procurement of commodities from FCB	17753592
7	Karma Tenzin	Accounts Asstt.	Procurement of commodities from FCB	17478080
8	DorjiWangda	Accounts Asstt.	Procurement of Diary Product	17141211
9	SangayDuba	Accounts Asstt.	Procurement of Diary Product	17874445
10	Tenzin Choden	Accounts Asstt.	Procurement of Vegetables	17315423
11	Kinley Penjor	Accounts Asstt.	Procurement of Vegetables	77242269
12	SonamWangchuk	Accounts Asstt.	Procurement of Vegetables	17847320
13	Sonam	Accounts Asstt.	Procurement of commodities from FCB	17525771
14	Sonam Choden	Accounts Asstt.	Procurement of basic amenities	17831610
15	SherabWangpo	Accounts Asstt.	Procurement of Vegetables	17829357
16	ThinleyWangmo	Accounts Asstt.	Procurement of Diary Product	17773584
17	Karma Tshewang	Store Incharge	Store Incharge	17670920

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Annexure-4 Assignment of roles and responsibilities of the team members for Food Supplies Unit

S/L	Name	Design	Agency	Role	Sites/Centers/Gewogs	Contact No	Additional Task
1	Kunzang Tshering	DAO	MDA	Chief coor.	All centers	77790331	Balam Gewog
2	Tenzin Dorji	DLO		Add.Chief coordi	All centers	17682162	Shermuhung
3	Tshering Wangdi	L. Officer		Dy. Chief Coor.	All centers	17337006	Chaskhar
4	Damcho	Officer Incharge	BAFRA	Site coordinator	GH of retired arm force	77302459	
5	Birkha	Manager	FCBL	Site coordinator	Zimchung	17715767	
6	Norbu Tshering	ADLO	MDA				
7	Dorji Rinchen	RM	RAMCO	Site coordinator	Wangchuk Hotel	17628743	
8	Sangay Jamtsho	Mkt. Ofr	RAMCO	Site coordinator	ARDC Wengkhar GH	17903969	
9	Karma T. Rinzin	RD	RTO	Site coordinator	De-Sung GH	17522095	
10	Phub Dorji	ADAO	MDA	Coordinator		77873164	
11	Kezang Namgay	Mkt.Ofr	RAMCO	Member	Schools	17604445	
12	Kuenga	EO	MDA	Member		17604348	
13	Ugyen Samdrup	T.Officer	RTO	Member	Mongar Gewog	77637451	De-Sung GH
14	Tshering Dorji	LRO	MDA	Member	Gongdue	17912331	De-Sung GH
15	Karma Tenzin	Mkt. Officer	RAMCO	Member	Jurmey	17275103	De-Sung GH
16	Tek Bdr. Tamang	Mkt. Officer	RAMCO	Member	Kengkhar	17807190	Schools
17	Penjor Gyeltshen	BAFRA	BAFRA	Member	Chali	17643364	
18	Gem Tshering	DSO	MDA	Member	Tsakaling	17654458	Schools
19	Tenzin Lhundup	Dz. BO	MDA	Member	Tsamang	77653876	Schools
20	Phuntsho Dorji	Census Officer	MDA	Member	Narang	16918354	Schools

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21	Deki Tshomo	Manager	CSI Bank	Member	Ngatshang	17961097	Wangchuk H
22	Karma	DT Secretary	MDA	Member	Silambi	17873214	Wangchuk H
23	Tshering Wangdi	ERO	MDA	Member	Drametse	17121613	Wangchuk H
24	Yangki	Manager	FMCL	Member	Saling	17495438	Zimchung
25	Choda	LPO	Dz. VH	Member	Thangrong	17626585	Zimchung
26	Sonam Choden	AMCO	MDA	Member	Drepong	77394257	Zimchung

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Annexure-5 Assignment of roles and responsibilities of the team members for Human Resource Unit

Sl. No.	Name	Designation/ Agency	ICS Responsibility	Contact No.
1	Ugyen Thinlay	Offtg. CDEO	Overall Coordinator	17579362
2	Sherab Gyeltshen	Dy. CDEO	Coordinator	17676206

Annexure-6 Assignment of roles and responsibilities of the team members of Communication Unit

Sl. No	Name	Designation/ Agency	ICS Responsibility	Assigned Task	Contact Number
1	Tshering Wangchuk	ICTO/ Mongar Dzongkhag	Chief Coordinator	Look at the overall Task. Report and submit report to Logistic coordinator.	17413597
2	Phuntsho Dorji	Electrical Engineer, Mongar Dzongkhag	Asst. Coordinator	Documentation of preparedness from other ICS unit, submit periodic report to logistic coordinator and Media Advocacy	17576424
3	Tashi Norbu	Manager/Bhutan Telecom	Member	Survey , assist in required network equipment and network extension and Media Advocacy	17113424
4	Sherab Tenzin	Electrician, Mongar Dzongkhag	Member	Documentation of preparedness from other ICS unit, submit periodic report to logistic coordinator and Media Advocacy	17905452
5	Moti Ram Sharma	Technical officer/BT	Member	Survey and network extension in Isolation and Quarantine places (Dessup GH, Retd. Armed Force GH, Gyelposhing KHPC GH) and Media Advocacy	17113387
6	Yeshey Dorji	Asst. technical Officer/BT	Member	Survey and network extension in Isolation and Quarantine places (ARDC GH, ARDC Hostel, DoR GH Tshokhor, ARDSC GH Lingmithang) and Media Advocacy	17113541
7	Tshendu Zangmo	Sr.ICTA/Mongar Dzongkhag	Member	Survey and internet connection in Zimchu, Dessup Guest House, Retd. Armed Force GH, Gyelposhing KHPC GH and Media advocacy	17678183
8	Tshering Choden	Sr.ICTA/Mongar Dzongkhag	Member		17739433

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9	Tshering Sonam	Sr.ICTA/Mongar Dzongkhag	Member	Survey and internet connection in ARDC GH, ARDC Hostel, DoR GH Lingmithang, DoR GH Tshokhor, ARDSC GH Lingmithang and Media Advocacy	17616206
10	Thinley Norbu	Sr.ICTA/Mongar Dzongkhag	Member		17253661
11	Karma Choden	ICTA/Mongar Dzongkhag	Member		17943667

Annexure-7 Assignment of roles and responsibilities of the team members for Road/Infrastructure Unit

Team Leader			Tenzin Tobgyel, ODE, 17839131		
Sl. No.	Member	Contact	Responsibility	Location	REMARKS
1	Tashi Chozang (TL)	17693192	Tents	Mongar Town	
	Tshering Dorji				
	Yeshe Chofil				
	Namgay Dorji				
	Ap Zoaw				
	Sherab Dorji				
2	Lobzang Tshering (TL)	17656515	Toilet Construction	Mongar Town	
	Phuntsho Dorji				
	Pema Choden				
	Tshering Dukpa				
3	Tshering Phuntsho (TL)	17114511	Maintenance of School Infrastructures	Mongar MSS	All Engineering Staff shall involved for mass construction on need basis
	Thinlay				
	Tshewang Peldon				
	Pema Leki				
	Jigme Dorji (TL)	17278303			
	Tshering Dorji				
	Dawa Seldon				
	Dendup Tshering				
	Tshering Gyeltshen (TL)	17130229			
	Dechen Dorji				
Tsheten Dema					
Amber Bdr.Pradhan					
4	Lobzang Tshering	17656515	Tents, Toilets and Restoration	Balam	All Engineering Staff shall involved for
	Tshering Phuntsho	17114511		Ngatshang	

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Tshewang Peldon	17655145	& Maintenance of any infrastructure works	Chaskhar	mass construction on need basis
Thinley Wangchuk	17896575		Dremetse	
Amber Bdr.Pradhan	17879139		Narang	
Dawa Seldon	17886577		Drepong	
Thinley	17552732		Tsamang	
Tashi Chozang	17693192		Jurmey	
Dhendup Tshering	17509360		Kengkhar	
Pema Leki	17435836		Saleng	
Tshering Dorji	17371429		Shermuhung	
Jigme Dorji	17278303		Silambi	
Tsheten Dema	17368795		Gongdu	
Dechen Dorji	17340155		Thangrong	
Pema Choden	17454567		Mongar	
Tshering Gyeltshen	17130229		Chali	
		Tsakaling		
		Weringla		

Annexure-8 Assignment of roles and responsibilities of the team members for Religious Services Unit

Sl. No.	Name	Designation/ Agency	ICS Responsibility	Contact No.
1	Rinzin Peldup	Dzongakhg Cultural Officer, MDA	Chief Coordinator	17814533
2	Dodhoen Lam	Mongar Rabdhey	Spiritual Head	
3	Deki Phuntsho	DHO	Dy. Chief Coordinator	17673579

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Annexure-9 Assignment of roles and responsibilities of the team members for Waste Management Unit

Sl. No.	Name	Designation/ Agency	ICS Responsibility	Contact No.
1	Tshering Dekar	Environment Officer	Coordinator	17507170

Annexure- 10 Assignment of roles and responsibilities of the team members for Utilities Unit

Sl. No.:	Quarantine Center Name	Responsible Person	Contact No:
1&2.	Royal Guest House & Mongar High School	Sangay Tshering (TL)	17692890
		Yeshi Tshering	17675339
		Karma Galay	177825283
3.	Wangchuk Hotel	Tobgay(TL)	17649989
4.	Retired Armed Force Building	Sonam Dema	17609792
5.	Desung Building	Lemo Drukpa	17233178
6.	Kilikhar Central School	Choki Dorji	77248341
		Sangay Yudon	17782664
Tshering Dorji, Technician (77247816) shall pump water from Dredang and Gorbaktang tank and ensure the High School circular tank is full to supply water to town as well as to the quarantine centers having connection from circular tank.			