Technical Guide for Camp Disinfection and Decommissioning- Iraq

Background

Camp decommissioning refers to the process through which sectoral partners are involved in the dismantling and management of obsolete, inoperative or hazardous structures to ensure that sites can be restored to their original or planned purposes. The decommissioning process includes procedural components that require consensual decision making by all stakeholders:

- ***Post closure use***: The decommissioning process includes reaching agreement between humanitarian partners, government, land owner and surrounding community on the future use of the site.

- ***Roles and responsibilities***: During the decommissioning process roles and responsibilities should be agreed upon by relevant stakeholders. In many cases, decommissioning involves efforts from the Camp Management Agency to identify partners willing to assume sectoral decommissioning responsibilities for a specific camp.

- ***Salvageable materials:*** Determination of salvageable materials is made in coordination with respective sectors, government and the community. Salvageable materials should be collected by the relevant stakeholder immediately upon departure of the displaced.

- ***Facilities remaining on site***: Land owners, authorities and community may request for facilities to remain on site for continued use. Agreements on the sustained management of remaining facilities should take place as part of the decommissioning process.

- ***Local labor:*** Stakeholders may decide to involve local labor in the decommissioning process through community mobilization activities. Workers involved must be adequately trained to carry out specific decommissioning tasks.

- ***Time frame***: Some components of the decommissioning process may begin during the movement itself if the displaced population is able and willing to take with them some of the non-salvageable materials themselves. This is normally the case with shelter items. Decisions on salvageable materials must be made early on in the process to ensure that appropriate measures are in place to keep them on site.

- ***Sector(al) interventions***: Sector-specific interventions may require agreement on common guidelines and approaches to decommissioning that is taken at cluster level and disseminated to all cluster partners.

- ***Negotiation and agreements with land owner***: The owner of the land hosting the displaced population should participate in planning discussions, to ensure that decisions regarding the site or building are adequate. Agreements should be signed when pre-existing structures may be targeted for upgrades, demolition or rehabilitation. In cases where the owner is not able to be present, agreements should be signed with the Government.

- ***Handover of assets:*** Assets may partially or in their totality be requested by the host community, local authorities and national government. Details of the hand over, including inventory and responsibility for future management of assets are ideally included in written agreements, formalizing roles and responsibilities of the parts involved.

- ***Upgrade, demolition and rehabilitation:*** Facilities used during the camp cycle may require upgrade, demolition or rehabilitation. In some cases there are materials that can also be salvaged and recycled for future use.

  In cases where there are temporary or semi-permanent shelter structures, the displaced may be asked to dismantle and pack usable items (doors, beams, roofing material). Timely action will help prevent unwanted events, such as looting and/or unauthorized removal of recyclable materials and other valuable resources.

  Demolition is often required for structures that become obsolete, inoperative or hazardous after camp closure. Sectors, such as WASH, may have guidance on how to conduct WASH decommissioning operations, with reference to dealing with hazardous materials.

  The camp manager should provide detailed maps of the site, with all permanent and temporary structures identified. Material produced by demolishing concrete structures may be used to fill in abandoned wells and empty latrines, and rubble that need to be removed should be transported to approved dumpsites. Mapping structures will allow partners from different sectors to coordinate sector(al) decommissioning operations.

- ***Inventory*:** The camp management agency should have an updated inventory of the facilities to determine what will be discarded, recycled, handed over etc.

- ***Environmental concerns and remedial measures:*** Planning camp closure should take into consideration the environmental impact which the camp has had and the future impact closure will have. This should feed into the rehabilitation of the former camp-sites and also reflect the landscape and livelihood activities and assist in secondary rehabilitation plans. Environmental concerns when planning may be reflected through specific measures such as tree planting in some areas, proper decommissioning of latrines, and providing a site plan to the land owner to ensure among others that water points are not installed near the toilet pits. Neighbors may be requested to restrict access to the area for a period of time, in order to decrease potential public health hazards.

Stakeholder roles and responsibilities

To allow the physical works to be undertaken in a timely and efficient manner CCCM/Shelter team and the WASH team will hold discussions with all relevant stakeholders (e.g. MoMD, DoH, DoW, DoS, community leaders, land owners, surrounding communities etc.) prior to the decommissioning of the camp. During consultation with these respective groups, roles, responsibilities and expectations of each will be clearly defined and set.
In case of donation, a MoU should be written. Efforts should be made to engage with DoW for the handing over of WASH related equipment to contribute to its capacity building & ease of access in case of emergencies.

Site Mapping and Inspection

A detailed map of the camp will be required to plan the decommissioning process. This should detail all facilities including tents, WASH infrastructure, CFS, schools, offices etc.
An inspection of these facilities should determine the state and condition including but not limited to level of damage, left over belongings and the need for disposal by burning, incineration, burying etc. Reference Pre-decommissioning inventory form
The inspection will further determine if prior activities like electrical cable removal need to be done before the disinfection and cleaning process.

The facility should **NOT** be decommissioned until all the disinfection and cleaning processes as well as the backfilling of latrines and encapsulation of pits are safely completed and documented by the WASH teams

Pre-Decommisssioning Assessment Form Nov 2017.xls

Host Community Engagement

It is important to use community outreach and social mobilization to develop appropriate communications to reassure community leaders and the local population about the safe conditions of the facilities after the disinfection and decommissioning process. This will support the potential psychological impact of re-purposing former camps. It is important that partners keep the local communities fully informed through its leadership of the processes as well as the important safety measures during and at the end of the process.

Disinfection, Cleaning and Decommissioning

Activity 1: Disinfection and cleaning of tents/Rubhall

- Identify any family belongings that has been left in the tent
- Remove all materials and place in trash can/plastic bag
- Clean the walls of the tent/rubhall with soap and water using a brush broom. Start from the far-left corner of the tent and move systematically from left to right through the tent/rubhall towards the entrance covering the whole tent/rubhall;
- Clean the floor with soap and water using a brush broom. Start from the far-left corner of the tent and move systematically from left to right through the tent/rubhall towards the entrance covering the whole floor;
- Rinse the walls of the Rub hall with clean water and remove water using the squeegee or floor wiper,
- Rinse the floor with clean water and remove water using the squeegee or floor wiper,
- Leave to dry under the sun.
- Using visible marker or caution tape, mark the tent/rubhall as clean.

In the event, where the tent/rubhall is being decommissioned:

- Special attention should be paid to anything that might cause injury, light bulbs, small metals, etc.;
- Carefully remove the tarpaulin from the frame, fold and pack in storage area
- Carefully remove the frame of the tent/rubhall and pack to the storage area

Disinfection, Cleaning and Decommissioning of the Showers and latrines

Procedures

- Disinfect the floor, walls, of the latrines and showers
- Allow the walls to air dry for at least thirty minutes
- Rinse the walls of the latrine/showers with clean water and remove water using the squeegee or floor wipe.
- Rinse the floor with clean water and remove water using the squeegee or floor wipe,
- Dry any remaining small pools of water on the floor with absorbent pads or a mop (never wrung out by hand but using the mop head ringer),
- Shock chlorinate the latrine pit with 2% chlorine solution so as to kill any virus, bacteria, etc. and close the pit and allow to stay for at least three hours
- Add lime and or cement to kill off any poliovirus and viral hepatitis etc in the cesspit/septic tank.
- For prefabricated facilities: De-roof the latrines and showers, dismantle the wall, disinfect materials and move to storage area.
- For concrete build latrines/Showers: De-roof the latrines and showers, dismantle the wall and crush into the pit.
- For cesspit/and septic tanks: Carefully crush the two top concrete rings into the pit and use to backfill the pit.
- Crush concrete from the floor of the tent/rubhall and use the remnants to backfill the latrine pit.
- Continue to back fill the latrine with earth until it a heap of about 1-2ft above the ground level. The heap will cater for continuous pit settling and erosion due to weather.

Disinfection, Cleaning and Decommissioning of the Offices

Procedures

- Identify any materials that have been left in the office
- Remove all materials and place in trash can/plastic bag
- Clean the walls of the prefab with soap and water using a brush broom. Start from the far-left corner of the tent and move systematically from left to right through the prefab towards the entrance covering the whole prefab;
- Clean the floor with soap and water using a brush broom. Start from the far-left corner of the tent and move systematically from left to right through the prefab towards the entrance covering the whole floor;

- Rinse the walls of the prefab with clean water and remove water using the squeegee or floor wiper,
- Rinse the floor with clean water and remove water using the squeegee or floor wiper,
- Leave to dry under the sun.
- Using visible marker or caution tape, mark the prefab as clean.

In the event, where the prefab is being decommissioned:

- Special attention should be paid to anything that might cause injury, light bulbs, small metals, etc.;
- De-roof the latrines and showers, dismantle the wall, disinfect materials and move to storage area
- Carefully remove the frame of the prefab and pack to the storage area

Water infrastructure

Procedures

- Water systems that have been installed have to be handed over to the relevant local authorities, fully functional and maintained, with information provided to the WASH district engineers including the borehole log, the blueprint of the water network, and the water equipment reference and maintenance log book.
- **Water Storage**: Plastic water tanks and containers used for intermidiary storage in the camps and for hand-washing are cleaned with water and a detergent and then thoroughly disinfected using a 0.2% chlorine solution, flushed with clean water. Leave in place or
- Dismantle tanks from connection and take to identified storage. Break concrete slab and use the material to back fill open drainage and pits within the camp
- **Pumping devices:** Equipment have to be cleaned and maintained according to the manufacturer's maintenance procedures. Basic spares should be provided at handover and inspection by DoW Engineers should happen prior to re-purposing of equipment.
- **Pipe network:** Pipe networks should be flushed with 0.2% chlorine solution and cleaned with fresh water. If the site is decommissioned, the pipes have to be removed to an approved dumping site/scrap yard or re-purposed.
- **Tap stands**: Open up all taps during network or tank flushing, carefully directing all waste water into pits and proper drainage.
    - Plug off taps and hand over all tap heads to DoW engineer or
    - Dismantle taps and tap stand, pack and handover to DoW engineer on site
    - Break concrete slab and use the material to back fill open drainage and pits

within the camp

Reporting

The WASH focal lead will prepare a report of the entire decommissioning process and will provide records of final disposition of waste, and repurposed materials. The report shall be submitted two weeks after the decommissioning process and will contain:

- Completed CCCM/WASH inspection checklist.
- The Site plan of the camp including underground masonry structures, water points, location of waste disposal sites, etc.
- The waste management process;
- List of materials repurposed as well as list of materials disposed of;
- Final report including lessons learnt and recommendation;

Security and Site Control

There might be issues of theft, injuries and pilfering during the disinfection and decommissioning process of the camps hence strict security measures should be ensured;

- Potential threats that could disrupt the disinfection and decommissioning process should be identified during community engagement and assessment of the site. Potential risk should be mapped and means of dealing with them properly identified.
- If possible, the Police should be deployed to reinforce the security and safety of the site. This is important because they have the sole responsibilities to maintain law and order and ensure the security of everybody.
- Only the front gate will be used to access the camp compound. All other gates will be locked and the keys kept by CCCM.
- Access will be restricted to staff working on the disinfection and decommissioning process only
- All staff working on the decommissioning process will be issued an access pass and will be allowed entry upon presentation of the pass at the security gate;
- No item/material shall leave the site without the approval of the WASH/CCCM lead and without proper documentation;

Personal Protective Equipment

To ensure the safety and protection of the staff everyone working on the disinfection and decommissioning process will be provided with appropriate personal protective equipment

(PPE) as per the location in which they will be assigned. Rubber boots, gloves, mask, face shield etc.

Staff health and safety will be monitored throughout the process. A health booth should remain operational to handle injuries/illness as well as other staff health issues. All incidences of injuries and illness will be reported and the necessary precautionary measures followed.

Annex

Checklist for disinfection, cleaning and decommissioning in camps

Assessor's Name: **Date:**

Camp name: **Managed by:** **Plot capacity:**

Notes:

- An **desginated officer** should be identified for the inspection of the facility before and after cleaning and decommissioning, and for supervision of the process
- The facility should be inspected by the officer(s) during the disinfection and decomissioning procedures (ideally) and after completion
- The facility should **NOT** be declared satisfactorily disinfected until the safe completion of the process, documented by use of the checklist

	Checkpoints	FM	PM	NM
1.				
1.1	PPE (Gloves, boots, mask, etc)			
2.	**Pre-Cleaning Inspection** **Prior to cleaning and disinfection** ensure all members of team are wearing boots and gloves:			
2.1	All surfaces visually inspected for sign of wear and tear, decay or overall disrepair (e.g., mattresses, furniture, equipment)			
2.2	All non intact objects/equipment are safely disposed of and incinerated			
2.3	All objects/equipment made of porous/absorbable material (e.g,. linen) are safelyfely disposed of and incinerated			
2.4	Surfaces that are intact and can withstand rigourous cleaning are cleaned and disinfected			
3. Environmental Cleaning and Disinfection				
3.1	All environmental surfaces thoroughly disinfected using a 0.2% chlorine solution			
3.2	All environmental surfaces (including furniture, walls, doors, etc.) and objects are first cleaned with water and a detergent			
3.3	Fresh cleaning and disinfectant solutions (if locally prepared) are prepared daily			
3.4	Cleaning solutions and equipment are changed and refreshed frequently while being used during the day			
3.5	Surfaces are cleaned with moistened cloth and allowed to dry naturally			
3.6	Tent-like structures with surfaces that show visible signs of wear or breakdown are discarded as waste and incinerated			
WASH Activities **4. Latrine/septic tank**				
4.1	All toilets/latrines are cleaned and disinfected with 0.5% chlorine			

4.2	The pit of the septic tank is treated with minimum 15 kg. of lime			
4.3	The pit is then back-filled with soil, construction rubble if available, and wood chips or organic matter, tipped over the hole by approximately 2 feet and closed			
	5. Water			
5.1	Installed water systems that have been installed are handed over to the relevant local authorities, fully functionnal and maintained, with information provided to the WASH district engineers including the borehole log, the blueprint of the water network, and the water equipment reference and maintenance log book.			
5.2	**a) Water storage:** Plastic water tanks and containers used for preparation of chlorine solution and hand-washing buckets are cleaned with water and a detergent and then thoroughly disinfected using a 0.2% chlorine solution, flushed with clean water			
5.3a	**b) Pumping devices:** Equipment is cleaned and maintained according to the manufacturer's maintenance procedures			
5.3b	Basic Spares been provided			
5.3c	Equipment is inspected by a DoW engineer prior to repurposing			
5.4a	**Pipe network:** Pipe networks are disinfected with 0.5% chlorine			
5.4b	The water network is flushed with a pumping system			
5.4c	If the site is dismantled, the pipes are removed to an approved dumping site			
	FINAL STEPS **6. Final steps to reopen or repurpose the facility**			
6.1	If a burning pit is used, is closed with cement when all procedures are concluded			
6.2	The DoW/DoH has validated that surfaces have been properly cleaned and disinfected			
6.3	On completion of the cleaning, disinfection, and necessary repairs as per this checklist, the facility may be operated as a non-camp facility			
6.4	The appropriate district officials responsible for the repurposed structure have inspected the facility and and approved for use			