

**Necessitating**

**DISASTER MANAGEMENT PLAN  
Of  
KHARAGPUR DIVISION**

# DISCLAIMER

The information provided in this document is for the purpose of general guidance. Although all efforts have been made to ensure the document is authentic and accurate however in case of any conflict, the G & SR / Accident Manual and other Codes would override.

## **PREFACE**

Disaster Management Plan of Kharagpur Division has been prepared based on the National Policy on Disaster Management, which is as per the Disaster Management Act 2005. The promulgation of Disaster Management Act in 2005 has brought a significant change in the scope and application of Disaster Management.

The Safety Organization of Kharagpur division has been assigned the task of coordinating all aspects of Disaster Management. Kharagpur Division has conducted a large scale mock exercise at Nimpura yard involving Railway, 2<sup>nd</sup> battalion NDRF, West Bengal Fire Department, West Bengal Police, Doctors of West Bengal Govt on 27.12.2013. The Disaster Management Plan of Kharagpur Division has accordingly been prepared by the Safety Organization of this division with inputs and suggestions received from all concerned. This plan is to be circulated to all the departments of this division, District Magistrates, SPs, SDOs, BDOs and Doctors of State Governments of West Bengal, Orissa & Jharkhand.

I compliment the Safety team of KGP Division for making efforts in printing the Disaster Management Plan of Kharagpur Division, which will go a long way in bringing safety awareness in the division.

**(GOUTAM BANERJEE)**  
**Divisional Railway Manager**  
**South Eastern Railway, Kharagpur**

# INDEX

<b>Chapter</b>	<b>Topic</b>	<b>Pages</b>
1	Introduction	
2	Concept of Disaster On Railways	
3	KGP Division at a glance	
4	Role of NDRF	
5	Kharagpur Division - Disaster Preparedness	
6	Reporting of Accident	
7	Controlling Stations In Kharagpur Division	
8	Accident Site Management	
9	Fire Aid	
10	Cyclone, Heavy Storm/Rain Precautions	
11	Prevention of Fire	
<b>Annexures</b>	<b>Topic</b>	<b>Pages</b>
I	Accident Management Check List	
II	Important Letters & Instructions	
III	Index Of Important Phone Numbers	

# Chapter – 1

## INTRODUCTION

### 1.1 Background

Indian Railways came into existence with the running of the first train from Kurla to Thane in 1853. Ever since then handling train accidents has been a priority area for the railways. With the main reason for building up of the rail network by the British Empire being the transportation of the military requirements through the Indian Railways, the railway organization worked hand in hand with the army authorities. Sharing of the Indian Railways' and Army Cranes as also their Medical Vans in times of a train accident was an accepted system for handling disasters (rail accidents).

With the gradual growth of Indian Railways and its transition to transportation of passengers and other goods including raw material for industries etc the railway gradually built up its own infrastructure of Cranes, Accident Relief Trains (ARTs), Accident Relief Medical Equipment's (ARMEs). Till the beginning of the year 2005, a disaster on the railway in effect meant a serious train accident; other items of disaster viz. Floods, Earthquakes etc were handled in an uncoordinated manner. Disaster preparedness of the Railways, mainly pertaining to handling train accidents, had been gone into by a High Level Committee (HLC) in the year 2002/03 whose recommendations, where relevant, have been kept in view in the preparation of Railways' Disaster Management Plan.

The situation has now changed with the promulgation of the Disaster Management (DM) Act in 2005. A disaster no longer means only a train accident, but its scope has become much wider to include other incidents, terrorism related activity and natural calamities etc. The Indian Railways Disaster Management Plan has to be prepared on the principles now incorporated in the Act of sharing resources of all Government Departments along with Railways own resources available to handle serious train accidents, other mishaps, terrorism related crisis and natural calamities etc.

### 1.2 Recommendations of High Level Committee on Disaster Management:

1. Various committees have been appointed on the Indian Railways to review Preparedness to handle a Disaster. A high level committee (HLC) was constituted in Sep'02 (headed by Mr. S.Dhasarathy, Retd MM, Rly Bd ) to review Disaster Management on the Railways. The terms of reference of this committee were "to review the existing DM system over Indian Railways related to train accidents and natural calamities and to suggest improvements". Despite the above Terms of Reference incorporating an item of natural calamities, the high level committee had mainly gone into DM system over Indian Railways related to train accidents; natural calamities were hardly considered for review of relief/rescue arrangements with the railways. One of the important recommendations of the Committee relating to management of natural calamities was the setting up of a "Disaster Resistant Control Room" with self-contained provisions for one week.

The report of this committee was published by Railway Board vide letter no. ERB-I/2002/24/44 dated 17.9.02. Till 31.03.09, 92 recommendations have been implemented out of a total of 111 recommendations on all the Zonal Railways, 3 have been modified, 1 deleted and balance 18 are under various stages of implementation on the zonal railways.

# Chapter 2

## CONCEPT OF DISASTER ON RAILWAYS

### 2.1 Disaster Risks in India:

India is vulnerable, in varying degrees, to a large number of natural as well as man-made disasters. 58.6% of the landmass is prone to earthquakes of moderate to very high intensity; over 40 million hectares (12% of land) is prone to floods and river erosion; of the 7516 km long coastline, close to 5700 km is prone to cyclones and tsunamis; 68% of the cultivable area is vulnerable to drought and hilly areas are at risk from landslides and avalanches. Vulnerability to disasters/emergencies of Chemical, Biological, Radiological and Nuclear (CBRN) origin also exists. Heightened vulnerabilities to disaster risks can be related to expanding population, urbanization and industrialization, development within high-risk zones, environmental degradation and climate change. It can also be related to increase in terrorism around the Globe.

### 2.2 Disaster defined in Railways' context:

The concept of a Disaster was, till the year 2005, not adequately and comprehensively defined on Indian Railways. It was accepted that a Disaster situation implies, on the railways, to cover only cases of serious rail/train accidents. It was, perhaps, due to this anomaly as late as the year 2008, even CAG's report on DM on Indian Railways has broadly adopted this fact in the concept of disaster and has gone to examine the relief/rescue/mitigation and preparedness of Indian Railways based on the earlier concepts and has reviewed the facilities for handling disasters available with the Railways only on the report/recommendations of the HLC on DM of Mr. S.Dhasarathy.

The definition of DM as given by the Government of India was legislated for the first time in the Disaster Management Act, 2005. The broad principles of disaster for any department of the government changed to the concept of any incident which could not be handled with alone by that department i.e. if it was beyond the coping capacity of a particular department, the incident could be termed as a disaster. With this came the concept of the departments of Government of India as also the State Governments required to join hands to extend whatever facilities were available with them to provide relief/rescue and mitigation on the occurrence of a disaster.

### 2.3 Strengths of the Railways to handle a Disaster:-

In handling disasters, Indian Railways is in a unique position as it has a number of strengths not available with many other departments of Government of India. These include:

- Railways' own Communication Network
- Operating Control on each Division linked with each Station
- Territorial Army Units
- Uniformed force of RPF/RPSF
- Railways' own Medical Infrastructure
- Civil Defence Organization
- An army of Gang men spread out all over the Indian Railways
- Scouts and Guides (they can at best provide background support)
- Dedicated Rescue/Restoration and Medical Equipment on Rails

Each of the above can be made use of to handle adversities depending upon requirement to

handle the disaster. Railway's shortcomings to handle Disaster:

There are, however, a few inadequacies in the Railways own resources which are very essential for handling a specific type of Disaster as under:

➤ Non-availability of trained divers for extrication of passengers and/or casualties (dead bodies and drowning/drowned passengers) from rolling stock fallen down in sea/river/lake etc. Limited help of sports persons (Swimmers) can be taken for this; the time of their mobilization is a factor to be kept in view.

➤ Non-availability of cranes operated from a ship/barge for lifting of the coaches/bogies from a water body.

➤ Ability to handle a CBRN Disaster and major fire.

➤ Limited resources to handle a terrorist attack on a train and/or a station, other railway premises etc.

## **2.4 Types of Disasters**

Disaster in the Railway context was traditionally a serious train accident, caused by human/equipment failure, which may affect normal movement of train services with loss of human life or property or both. This is now extended to include natural and other man-made disasters. Different types of disasters are described along with a few examples, below:

### **(a) Natural Disaster**

Earthquakes, Floods, Cyclones, Land Slides, Tsunami etc.

### **(b) Train Accident related Disaster**

Collisions (with a huge number of casualties), Train marooned (flash floods), derailments at a bridge over a river, and coaches falling down; train washed away in cyclone, derailment of a train carrying explosives or highly inflammable material, tunnel collapse on a train, fire or explosion in trains, and other miscellaneous cases etc.

### **(c) Man-made Disasters**

Acts of Terrorism and Sabotage, i.e. causing deliberate loss of life and/or damage to property, which includes :-

Setting fire to a Train, Railway installations etc., bomb blast at Railway Station/Train, Chemical (Terrorism) Disaster, Biological and Nuclear Disaster.

## **2.5 Changed Philosophy of Disaster Management in the Railways**

With the enactment of the Disaster Management Act, 2005 and other developments on the national level, DM philosophy has also changed to adopt the latest concepts.

### **New Philosophy**

➤ Serious train accidents, not the only events termed as disasters.

➤ Other events, e.g. Internal security related events like terrorist attack at station/train, marooning of train due to flash flood, disruption to traffic due to natural factors like earth-quake, cyclone, floods etc.

- No more Relief and Rescue Centric.
- Holistic Approach adopted to incorporate :-
  - Prevention
  - Mitigation
  - Preparedness
  - Rescue, Relief
  - Rehabilitation

**New Philosophy gives more Emphasis on Prevention and Mitigation as under:**

- Prevent and mitigate disasters
- Audit Existing Systems for Disaster Resistance, Disaster Prevention and Mitigation on the basis of NDMA's and self-prepared guidelines
- Disaster Management in Developmental Planning – New activities should be disaster Resistant
- Preparedness, Rescue, Relief and Rehabilitation - Dimensions of DM
- Expertise based response from all stake holders
- Pooling of resources of all agencies, e.g. local administration, community, defence, hospitals and other Govt. organizations.

**2.6 Definition of a Disaster on Railways:**

Based on the definition of the Disaster Management Act 2005, Ministry of Railways has adopted the following definition of Railway Disaster:

**“Railway Disaster is a serious train accident or an untoward event of grave nature, either on railway premises or arising out of railway activity, due to natural or man-made causes, that may lead to loss of many lives and/or grievous injuries to a large number of people, and/or severe disruption of traffic etc, necessitating large scale help from other Government/Non-government and Private Organizations.”**

**2.7 Nodal department for Policy Formulation on DM on Indian Railways:**

The preparation of the Disaster Management Plans on Indian Railways and on the Zonal Railways in co-ordination with the different Departments of the Railway, other Central/State Govt. agencies, NGOs, Private agencies, etc. has to be done by the Safety department in the Railway Board, on the Zonal Railways and Divisions.

The Hospital DM plans and the Security arrangements (drills etc) shall be prepared Co-ordinated by the Medical and the Security deptt. respectively.

The Management of Floods, Cyclones, Earthquakes, Landslides, etc, and preventive action to be taken for mitigation shall be coordinated by the Civil Engg Deptt.

The Rescue and Restoration DM Plans including preparing plans and procurement of specialized equipment and rescue centric training of personnel has to be coordinated by the Mechanical Department.

## **2.8 Authority to declare a Disaster on Railways:**

Railway Board has also approved to nominate GMs, AGMs or CSOs (when GM/AGM are not available) for declaring an untoward incident as Railway Disaster. With the adoption of the above definition of railway disaster, it needs to be appreciated that not only a serious train accident may turn into a railway disaster, if not handled and managed properly, there may be many more railway related events which may not even involve human lives but may turn into disasters for which necessary prevention and mitigation measures are to be taken by the railways beforehand. Zonal Railways will ensure that prevention, mitigation, preparedness, rescue and relief related issues covering all types of disasters affecting railway system are addressed and their details are also appropriately incorporated in their Disaster Management plans.

# Chapter 3

## KGP DIVISION AT A GLANCE

1. Total Number of Station : 61 (B-Class), 25 (Spl.-Class)  
13 (F- Class), 44(PH) = **143**
2. a) SHM-SRC : Double line (Joint line & UP Goods line)  
b) TPKR-SRC : Fourth line  
c) SRC – BLTR : Double line  
d) BLTR – AMZ : Single line  
e) SRC-KGP : Triple line  
f) NTY – GKL : Single line. (Joint line)  
g) KGP-ASB : Double line  
h) KGP WOC-MDN : Double line (UP Jt. Line & DN Jt. Line)  
i) KGP-RNTL : Double line  
j) PKU-TMZ Junc. Cabin : Double line  
k) TMZ J/C-HLZ : Single line  
l) TMZ J/C- DGHA : Single line  
m) ROP-BGY : Single line
3. Maximum Permissible Speed : 110 Kmph (Except the following)  
KGP-MDN : 100 Kmph  
ROP-VZR : 70 Kmph  
VZR-BGY : 80 Kmph  
SRC – BAC : 75 Kmph  
BAC - AMZ : 90 Kmph  
TMZ-HLZ : 95 Kmph  
PKU-TMZ : 100 Kmph  
TMZ-DGHA : 80 Kmph  
SHM-SRC : 80 Kmph
4. System of working / Signalling System
  - i) a) TPKR-KGP : Automatic Signalling (MACLS)  
b) All other sections : Absolute Block System (MACLS)  
c) VZR-BGY : One Train Only System
  - ii) a) RRI Stations : 03 Nos. (KGP, SRC, TPKR,)  
b) Panel Stations : 46 Nos.  
c) SSI Stations : 37 Nos.  
d) End Panel Stations : 03 Nos. (GTS, GUD, ASB)  
e) Lever Operated  
Interlocked- Station/ Cabins : 09 Nos.
5. Total Manned LC Gates : 188
  - a) Engineering : 103
  - b) Traffic : 85



# Chapter 4

## ROLE OF NDRF

As per Disaster Management Act. 2005, various Ministries and departments under Government of India, should join hands for mutual assistance in case of a disaster. Assistance from local Government and non-government agencies is invariably required by the Railway Administration for prompt relief and rescue operation in case of disasters affecting Railways Assistance of NDRF could be of great help to the Railways in major railway disasters.

Details of NDRF battalion which deals with Railway Disaster in the jurisdiction of KGP Division:

Name / Desig. of the Commandant	NDRF Battalions	STD Code	Office Telephone	Tele.FAX	Address.
Sh.Arun Kumar M.K.Yadav	4 Bn. CISE (NDRF)	0671	2879711	2879711	PO. Mundali, Cuttack, Orissa- 454006
Sh.Sukhdev Raj	106Bn.BSF (NDRF)	033	25875707	25875032	Digberia Camp, PO.Babu Road Madhyamgram, Barasat, Kolkata-700128

Kharagpur Division should get in touch with NDRF Officers at the nearby NDRF locations to have the first-hand knowledge of the resources available with them and also familiarize NDRF task force with railway related disaster situations and expose them to the issues relevant to rescue and relief of passengers during railway accidents. Railways may also associate NDRF in the full-scale exercise that is held once every year. Kharagpur Division nearest to the respective NDRF battalion locations may coordinate with them accordingly.

There are no charges for availing the services of NDRF except the rail transportation which railways may provide at their cost for attending to railway accidents. Railways may also have to provide the rail transportation logistics for transporting NDRF in case of non-railway exigencies.

In the Cabinet Meeting held on 22<sup>nd</sup>. October, 2009, National Policy on Disaster Management (NPDM) was discussed and it was decided that Ministry of Railways can requested NDMA for deployment of NDRF when the situation so warrants. The earlier instructions for direct requisition of NDRF by CSO's/DRMs stand revised accordingly. For requisitioning NDRF in times of a Disaster, the Zonal Railways / Division have to approach Railway Board who will request NDMA to direct the NDRF Battalion to proceed to site.

So, that their services could be made available expeditiously at the time of major railway disaster without any loss of time. However, requisitioning of NDRF should be judicious and NDM control room under Ministry of Home Affairs (Tele No. 011-23092885 FAX No. 011-23093750) and Security control room.

# Chapter 5

## KHARAGPUR DIVISION - DISASTER PREPAREDNESS

### 5.1 Self-propelled Accident Relief Medical Van (SPARMV) at KGP

- i) Equipment stored in special medical relief vans consisting of three coaches, one for Medical equipment, second for Mechanical equipment for rescue and third for Electrical, S&T and RPF equipments.
- ii) SPARMV stabled at ARMV siding (near PF No. 4 with double exit facilities.
- iii) One key of the Medical Van is available with General Station Manager/KGP and another one with Sr. DMO/KGP & In-charge of the SPARMV).
- iv) One Key of Aux –van is available with SSE(C&W) Coaching yard, Kharagpur.
- v) Medicines and equipment's are available as per the scale.
- vi) SPARMV must be dispatched within 15 minutes after sounding hooter as there are double exits.
- vii) The Accident Relief Train (ART) is stabled in Cuttack line No. 4, 140 T Crane and RCRV are in crane shed. All the keys are with SSE(C&W) coaching yard/KGP. Target time of turning out of ART is 30 minutes by day and 45 minutes by night after sounding hooter.
- viii) The relief train is only to be called for when a running road is blocked in any manner necessitating the employment of a relief crane and van to clear the road. Otherwise RCRV will be ordered. The relief train is also required when an engine is derailed in a siding and is not blocking a running road.
- ix) Station Master should state the nature of the work required to be done and also give the number and class of rolling stock to be dealt with.

**Note:** Particular mention must be made as regards the nature of Medical assistance, if required.

### 5.2 Accident Relief Medical Van (ARME) at SRC

- i) Equipment stored in special medical relief vans stabled at ARME siding. One Key of Aux –van is available with SSE(C&W) Coaching yard, SRC. Key of the Medical Van is available (one with General Station Manager/SRC and another one with Sr. DMO/SRC & In-charge of the ARME).
- ii) Medicines and equipment's are provided as per railway board norms.
- iii) ARME must be dispatched within 25 minutes after sounding hooter as there is single exits.
- iv) The Accident Relief Train (ART) is stabled in ART siding. All the keys are with SSE(C&W) coaching yard/SRC.
- v) ART must be dispatched within 30 minutes by day and 45 minutes by night after sounding hooter.
- vi) The relief train is only to be called for when a running road is blocked in any manner necessitating the employment of a relief crane and van to clear the road. The relief train is also required when an engine is derailed in a siding and is not blocking a running road.
- vii) Station Master should state the nature of the work required to be done and also give the number and class of rolling stock to be dealt with.

**Note:** Particular mention must be made as regards the nature of Medical assistance, if required.

## 5.2.1TIMELY DESPATCH OF ARME/MFD/ENGG MATERIALS:

To ensure timely dispatch of ARME, MFD & Engineering relief train -

- 1) Sr.DOM/Sr.DME/Sr.DEE(OP) will ensure availability of crew & guard for ARME/MFD in time.
- 2) Sr.DOM will ensure immediate nomination of power & if no train power is available Sr.DME/ Sr. DEE(OP) will arrange power from Shed/Coaching lye over etc.
- 3) To take care of OHE breakdown in case of natural calamity like cyclone etc it is essential that sufficient diesel powers are provided in electrified territory on daily basis which can address exigencies as well.

Sr.DOM to plan for running 2 trains in each direction in each section by diesel loco per day preferably in shuttling services.

- 4) A diesel loco to be kept standby at SRC & KGP for ARME/MFD.
- 5) Sr.DME to ensure that ARME/MFD standby WDM2 at KGP & SRC, utilized normally in coaching yard KGP&SRC is in working order & is replaced by loco of goods services periodically instead of putting inferior service power as standby.
- 6) Sr.DEN ( Co) / KGP will ensure that timely information is given to Sr.DOM /Officer- in charge in control regarding relief material required for accident site & the detail programme thereof.
- 7) Movement of ARMV and ART should never be clubbed together. ARMV should be started first and moved separately for faster movement.
- 8) ARMVs and ARTs should be dispatched from the base station, within the target time stipulated. Departure of ARMVs and ARTs should not be delayed on any account including arrival of doctors/officers. Anybody who is left behind can proceed later on by next special train or even by road.
- 9) ARMVs must be run out within the target time, even without full complement of doctors, if necessary. This will ensure that other doctors who are available at accident site can utilize facilities of ARMV after its arrival at site.
- 10)ARMVs and ARTs should be moved on top priority taking precedence over all other trains. They should not be stopped anywhere en-route for picking up any one.
- 11)Running lines of adjoining stations on either side of the accident affected block section should be kept clear of all trains for shunting of ART/ARMV and evacuation of affected portion of the train. In case there are any stabled loads, the same should be lifted, if possible.

### 5.3 POSITION OF ARME/MFD/CRANE IN KGP

ARME/ MFD/ CRANE	Location	Facilities Available
ARME SCALE I	Kharagpur	ARME with 3 coaches, 2 sets of Hydraulic Rescue Device. Fit to run at 100 Km/h
	Santragachi	ARME with 3 coaches, 2 sets of Hydraulic Rescue Device. Fit to run at 100 Km/h
ARME Scale II	Tamluk Mecheda Balasore Baripada	
MFD	Kharagpur	MFD with 4 Coaches, 1 BCN and 2 BRN with MFD hydraulic re-railing equipment, additional power pack and control stand. Fit to run at 100 Km/h
	Santragachi	MFD with 4 Coaches, 1 BCN and 2 BRN with MFD hydraulic re-railing equipment, additional power pack and control stand. Fit to run at 100 Km/h
Crane 140 T	Kharagpur	140 T Crane with 01 set of Lucas Hydraulic equipment with power pack, additional power pack and control stand. Speed potential of the crane is 100 Km/h

**Sr.DME to ensure daily examination of ARME and MFD. He should also ensure periodical examination of Crane for early movement whenever required. MV 5 (Brake Power Certificate) should be issued with validity of 30 days which will be kept under the custody of SSE(C&W) Coaching Yard.**

### 5.4 POSITION OF ARME/MFD/CRANE IN ADJOINING RAILWAY/DIVISION

Railway	Division	ARME Scale I	MFD	CRANE
S.E.Railway	Chakradarpur	CKP	CKP	CKP (140 T)
		DONGAPOSI	DONGAPOSI	BNDM (140 T)
		BNDM	BNDM	
		TATA	TATA	
S.E.Railway	ADRA	ADA	ADA	ADA (120 T)
		BKSC	BKSC	BKSC (140 T)
E.Co.Railway	KHURDA ROAD	KUR	KUR	KUR (140 T)
		PALASA	TALCHER	
		BHADRAK		

E. Railway	HOWRAH	HWH	HWH	HWH (140 T)
		RAMPURHAT	BURDAWAN	
		BANDEL		
E. Railway	SEALDAH	SEALDAH	SEALDAH	SEALDAH (140T)
		RANAGHAT	RANAGHAT	

### 5.5 NOMINATED RAKES AVAILABLE WITH ENGINEERING MATERIALS

Kharagpur has been nominated as one the base stations for P-Way materials to be kept in loaded condition to cover command zone (Kharagpur, Bilaspur, Vizianagram).

The P-Way Materials loaded in 8 BCX and 5 BFR are stationed at Reception Yard/NMP dead end No. 8 which has only one exite towards TATA, ADA and BHC direction and no direct dispatch for SHM direction.

Sr DME to ensure periodic examination of these wagons so that movement can take place whenever required.

## CHAPTER – 6

### REPORTING OF ACCIDENT

**6.1a)** Every railway servant shall promptly report any accident on the railway which may come to his notice:

i) to the nearest station master, or

ii) to any other such a responsible railway servant who may be promptly available

b) Guard and Driver of the train, the Station Master, any Officer or a Senior Subordinate who may happen to be present at the time of accident or who first arrives at the site of accident shall make out a quick survey of the circumstances connected with the accident and also make out a general and suitable note with the following particulars for information to the control/station master and for other necessary action later.

**(Ref: Accident Manual 8.01)**

**6.2 Guard** where relays the information should give all the details of the accident and assistance required to the control through the portable field telephone. In case the field telephone is not working or not provided; the said information must be sent on a memo through the Brake's man/Asstt. Guard or Asstt. Driver to the nearest station. On double or quadruple line section, a train passing on the adjacent line should be stopped and the Driver or Guard be given this information, and also depute any railway employee/willing person(s) available on train to nearest station/police station/hospital/village seeking assistance for relief. **(Ref: Accident Manual 3.01)**

**Note:** In the event of any disability of the Guard, it will be the responsibility of the Driver to ensure protection of obstructed adjacent line(s) and the train in the rear as per GR 6.03, 9.10 and SRs thereto and to give quick information of the accident to the Control/ Station Master. **(Ref: -Accident Manual 3.02)**

**6.3 Section Controller** will apprise the Deputy Chief Controller of the available particulars of the accident and the nature of assistance required. **(Ref:-Accident Manual 3.05)**

**6.4 Dy. Chief Controller** will inform with the available details to the followings:

i) CHC, Sr. DSO, Sr.DOM, DOM, AOM, Sr. DMO.

ii) Sr.DEN/DEN, Sr.DCM/DCM, Sr.DEE/ DEE, Sr.DME/DME, Sr. DSTE/DSTE., Sr. DSC

iii) The concerned IPF- in-charge, OC/RPF, SDO, DM, DC, IRP, DSP, SRP, OC-LOCAL POLICE and nearest Forensic Science laboratory.

iv) Emergency/ Central Control at S.E.Rly. HQR's.

v) Civil, Military, public hospitals and available Doctors at the nearest places, in case of casualty/ injury.

Advise RMS authorities if a Mail carrying train is involved in the accident.

**(Ref:-Accident Manual 3.06)**

**6.5 Chief Controller** will immediately on receipt of the information of the serious accident, he shall ensure that:

- i) the advice of the accident is sent to all concerned
- ii) the medical relief van and/or relief train etc are moved promptly to the site of accident on top priority
- iii) the emergency office is opened and manned in the Divisional Control Office
- iv) the regulation of traffic is done correctly, in consultation with Sr DOM/DOM

Note: Passenger carrying trains should be regulated at convenient stations, preferably where catering facilities, drinking water etc are available.

- v) timely information of all changes in train timings, diversion or cancellation of trains etc is given to all stations on his division as well as to the adjacent divisions and or railway
- vi) arrangements are made for the onward journey of passengers who are able to proceed; and
- vii) all assistance are extended to the officer-in-charge of the Divisional Control Office

**6.6 Officers In-charge of Divisional Control Officer:** Ensure that all concerned officials, including Civil and police authorities have been advised of the accident.

Collect further information regarding the details of accident, progress of rescue, relief and restoration operation and pass on information to HQrs

Unless otherwise arranged, the SrDOM or in his absence the DOM shall take charge of the Control office accident situation, who shall be assisted by Officer/ Sr. Supervisors of all the concerned branches and shall have the authority to summon for such additional assistance as he deems necessary. **(Ref:-Accident Manual 3.08)**

**6.7 Station Supdt/Station Master/Assistant Station Master** of the adjacent stations should collect detailed information on the accident such as time of accident, nature and location of accident, casualties/ injuries, obstruction, damages and assistance required and ensure that the adjacent line(s) is /are clear before allowing any movement on it/ them.

Inform giving details of the accident and assistance required to the Control through the Control phone or any other available means of communications. **(Ref:-Accident Manual 3.03)**

## **6.8 SOUNDING OF BUZZER IN CONTROL ROOM**

Buzzer provided in control to alert ancillary controls should be sounded by Dy Chief Controller on duty immediately on receipt of information of an accident.

## **6.9 SOUNDING OF HOOTERS**

a) Sounding of hooters for turning out of Relief Train/ARME Van will be as follows:-

Train Particulars	No. of blasts	Duration of each blasts	Gap between two consecutive blasts
Relief train with ARME	5	60 seconds	10 seconds
Crane	4	60 seconds	10 seconds
Relief train without ARME	3	60 seconds	10 seconds
OHE Trouble	1	120 seconds	—

b) The SSE (Loco) or any other official in-charge of the Hooter is responsible for proper maintenance of it and to keep a trained staff ready round the clock for sounding the hooter at once on receipt of orders from train ordering officials.

c) Target time for the turnout of ARME and ART

i) The Accident Relief Medical Van must be despatched to the site of accident within 15 minutes from the base station after sounding the hooter where there is double exit siding and within 25 minutes in case of single exit siding with the first available engine

ii) The Accident Relief Train must be turnout/despatched from the base station to the site of accident within 30 minutes by day and 45 minutes by night after sounding of hooter

#### 6.10 OFFICER IN CHARGE AT CONTROL:

ADRM	To remain in control in case of accident involving passenger train or road users.
Sr.DOM	Will ensure that an Operating Officer remains in control in case of accident or any other disaster. In case of accident involving passenger train or road users Sr. DOM to be present in control.
Sr. DCM	Will ensure one officer in control / central enquiry in case of accident involving passenger train or road users.
CMS	Will ensure one doctor in control in case of accident involving passenger train or road users.
Sr. DSC	Will ensure one officer in control in case of accident involving passenger train or road users.
Sr. DME	Will ensure one officer in control.
Sr. DEN/Co.	Will ensure one officer in control.
Sr. DEE/TRD.	Will ensure one officer in TPC.
Sr. DEE/G	Will ensure one officer in control.
Sr. DSTE/Co.	Will ensure one officer in control.

The Operating Officer in control will be officer-in-charge of control and in charge of all activities in control. He will coordinate with all departments of Railway, District and State to ensure timely and smooth rescue, transshipment, transportation & restoration etc.

#### 6.11 CONTROL ACTIVITIES:

- 1) Control to ensure immediate ordering of ARME in case of accident involving passenger or road user. In case of accidents of other than passenger trains ordering MFD/Crane in consultation with Sr.DOM&Sr.DME.
- 2) Ensure dispatch of ARME within 15 minutes and MFD within 30 minutes by day and 45 minutes by night after sounding of hooter from base station.
- 3) Ensure free path to ARME and path to MFD as per the laid down priority or as decided by the officer- in - charge of control.
- 4) Ensure timely placement of relief van at site as per the advice of officer-in-charge of control.
- 5) Ordering of tower wagon if required in consultation with officer in charge of control.
- 6) Inform all concerned according to priority (Accident Manual 3.06).  
In case of major accidents in addition to the above, control to mobilize following-

- a) Inform local hospital, Health Unit and other state Govt. / Private medical functionaries for assistance.
- b) Inform Dist. Administration, Dist. Police, and other local state government functionaries for assistance.
- c) If required assistance should be sort from adjacent division / railway depending on the gravity of the accidents of quick rescue operation.
- d) SMR of Controlling Stations in KGP division to mobilize rescue team at a station and to proceed to the site immediately.
- e) Assistance from Fire bridge, Military, Para Military establishment may be asked, if required.
- f) Voluntary organization in railways like Scout & Guides, St. Jonh's Ambulance, Civil Defence to be mobilized. NGO's in the section to be informed and mobilized through SMR.
- g) In case of accident at Bridge / River divers and boat men to be mobilized.
- h) Emergency counters / Officers to be opened immediately.
- i) Media Management Center to be mobilized for timely information to media. If required assistance from CPRO to be taken.
- j) Communication system should be provided by S&T Department at the earliest. Railway channel. P&T channel and Satellite channel (if necessary) should also be provided.
- k) Electrical Department will make appropriate lighting arrangement for rescue and restoration.
- l) Arrangements to be made for providing tents etc. at site.

#### 6.12 ACCIDENT LOG BOOK:

Sr. DOM will ensure that accident log book is maintained properly. Each & every event is recorded correctly & timely.

#### 6.13 OFFICERS & SUPERVISORS ACCOMPANYING RELIEF TRAIN:

DRM	With respective branch Officers	In case of accident involving Passengers /road users.
CMS	With his team of doctors	In case of accident involving Passengers /road users.
SrDCM	With the team of Supervisors	In case of accident involving Passengers /road users
SrDSO	With team of Safety Counsellors	In case of accident involving Passengers/road users, serious accident of Goods train
Sectional SrDEN/DEN	With concerned PWIs	In case of accident involving Passengers/road users, serious accident of Goods train
SrDME	With concerned supervisors	In case of accident involving Passengers /road users, serious accident of Goods train.
Sr DSTE	With concerned supervisors	In case of accident involving Passengers /road users, serious accident of Goods train

SrDEE/TRD	With concerned supervisors	In case of accident involving Passengers /road users and serious accident of Goods train in electrified territory.
SrDSC	With concerned supervisors	In case of accident involving Passengers /road users.
SrDEE/G	With concerned supervisors	In case of accident involving Passengers /road users, serious accident of Goods train.

## 6.14 RELIEF OPERATION:

There is no need for seeking the clearance from state police for launching rescue operating for saving as many human life as possible which inter-alia may involve handing /shifting of rolling stock ( Locomotives, coaches and wagons ):- The high level committee report on disaster management over Indian Railway - April 2003 Para 15.

### The relief operations will be supervised by:-

- a) **Officer in charge at site** -Senior most officer at the site of accident shall be the site manager.
- b) **Rescue Operation:** -Primarily Medical& Mechanical department will organize &all other Railway-men will assist.
- c) **Care of passengers :-** Medical, Commercial & RPF will take necessary care of passengers, their luggage & further dispersal / transportation.
- d) **Casualties /injured:** - Will be taken care by Railway-men/Co-passenger according to the situation& will be supervised by site manager.
- e) **Communication:** -Sr.DSTE will ensure communication through DOT -STD/ISD & Railway phone.
- f) **Crowd control law& order:** -Sr DSC will ensure that clues are preserved & not tampered. He will ensure security of passengers & their luggages He will also ensure law & order in that area.
- g) **Media management:-**
  - i) Site manger shall be the chief spokesman at site & can be assisted by the concerned Branch Officers.
  - ii) PR/Commercial department will look after media needs at site.
- h) **State police clearance:** - State police clearance required for restoration will be done by Sr DSC & his team.
- i) **Restoration operation:** - Concerned Departments:
  - i) Rolling stock - Mechanical
  - ii) Track - Engineering.
  - iii) OHE - Electrical traction
  - iv) Signal - Signal & Telecommunication

- j) **Maintenance/Up-gradation of ARME/MFD/Engg ART/Crane & related equipments :-**  
Concerned departments specially Medical, Mechanical, Engineering, Signal & Telecommunication, Electrical traction & etc.

### **6.15 ROLE OF TRAINING CENTRES**

The professional skills required and action to be taken during disaster has to be taught in training centers of the division -

- a) Traffic Training School
- b) Carriage & Wagon Training School
- c) Engineering Training School
- d) Signal & Telecommunications Training School.

### **6.16 ACCIDENT MOCK DRILLS FOR ARME/ART**

a) The period between two consecutive turnouts of any Relief train/Accident Relief Medical Equipment should not exceed three months. If, therefore, relief train / accident medical equipment has not been called out in the normal course during a period of three months, a practice drill should be immediately arranged. In carrying out these drills, the following points should be carefully borne in mind.

- i) Every drill should be made as realistic as possible.
- ii) Arrangements regarding the drills should be kept confidential.
- iii) The turnout of a relief train should be completed with all equipment and staff of all branches concerned including the medical equipment and staff where provided and may proceed to a nearby suitable station and return.
- iv) These drills should be ordered by the DRM personally and conducted under the direct supervision of an Officer not lower in rank than that of a senior Scale Officer.
- v) The results of mock drills should be maintained in a special register and corrective action taken wherever necessary.
- vi) The results should also be communicated to Chief Operations Manager / Chief Safety Officer.

# Chapter - 7

## CONTROLLING STATIONS IN KHARAGPUR DIVISION

The Station Masters of such nominated " Controlling Stations" on receiving advise of an accident involving passenger train or road users should immediately reach the site with sufficient staff drawn from all departments at his station and take all necessary steps to rescue and relief. It is the duty of staff of all departments to follow the directions of station masters and render all help and assistance necessary for tackling the disaster.

### 7.1 Controlling Stations in Kharagpur are as below:-

Section	Controlling Station	Jurisdiction
KGP-HWH	ULB MCA	ADL – BZN (both stations inclusive) BZN- BOP (both stations inclusive)
PKU-HLZ	PKU TMZ	PKU-RGA (both stations inclusive) RGA-DZK (EX)
KGP-BHC	ROP BLS BPO	ROP-JER (both stations inclusive) ROP(excluding)-RNTL ROP-BGY
KGP-TATA	GTS	GII-ASB (Both stations inclusive)

SMR of the controlling station will form a rescue team at his station covering staff of all departments. The list of members of the rescue team so formed should be displayed in the SM room.

#### The following has to be ensured

- 1) SrDOM/KGP to ensure that SMR of the controlling stations stay in their headquarters.
- 2) SMR to hire vehicle if required immediately and inform control.
- 3) IPF-in-charge to accompany with SMR or if required hire vehicle on advise of RPF/Control.
- 4) All branch officers to ensure that men and resources available at controlling station are pooled as directed by SMR and no one should refuse any assistance as and when required.

### 7.2 INFORMATION TO VOLUNTARY ORGANIZATION. :

Voluntary Organization / Institutions should be mobilized in case of major accidents. CHC on duty in consultation with officer in-charge in control will inform voluntary organizations like Scout & Guides, St. John's Ambulance and Civil Defence Organization. He should also make efforts to mobilize local people in that section with the help of station master.

### 7.3 OPENING OF EMERGENCY COUNTERS/OFFICES

Whenever a major accident occurs the emergency counters will be opened at the following locations-

SI	Accident	Emergency Counters
1	Outside division & outside Railways.	Howrah, Kharagpur&Balasore
2	Outside division but within the Railways.	Howrah, Kharagpur, Balasore, Jhargram, Jaleswar and Ghatsila
3	Within the division	Howrah, Kharagpur, Balasore, Jaleswar, Ghatsila, Jhargram, Mecheda, Uluberia,Panskura, HLZ

In all above cases commercial control will be the coordinating agency which will facilitate exchange of information from various agencies/sites to emergency counters.

### 7.4 BASE STATION OF COMMAND ZONE FOR P-WAY MATERIAL.

Kharagpur has been nominated as one the base stations for P-Way materials to be kept in loaded condition to cover command zone (Kharagpur, Bilaspur, Vizianagram)

The P-Way materials loaded in 8 BCX and 5 BFR are stationed at NMP R-Yard dead end No.8 which has only one exit towards TATA, ADA and BHC direction and no direct dispatch for SHM direction.

Sr DME to ensure periodic examination of these wagons so that movement can take place whenever required.

### 7.5 WATERTANK WAGONS

Kharagpur is the base of 20 water tank wagons which are available to meet exigencies in case of draught. These are stationed at NMP. R. Yard Dead end No. 8 which has only one exit towards TATA. ADA and BHC direction and no direct dispatch for SHM direction.

Sr DME to ensure periodic examination of these wagons so that movement can take place whenever required.

# Chapter 8

## ACCIDENT SITE MANAGEMENT

### 8.1 INFORMATION ABOUT DECEASED, INJURED OR NOT HURT

- A) From the site phone precedence should be given for information regarding the deceased, injured, and not hurt over all other information excluding that, which is regarding restoration. In other words information regarding how many wheels have been re-railed can wait but not requirement of a 140 ton crane.
- B) As far as possible efforts should be made to identify the deceased or unconscious passengers. However in absence of clear cut identification, whatever little information is available should be relayed nonetheless. Thus a description of clothes, height, age, built etc should be relayed.

### 8.2 PRESERVATION OF CLUES:

- a) Officer or senior subordinate of any department who may happen to be present at the time that an accident takes place or who first arrives at the site of an accident shall, irrespective of whether he is on or off duty, record the statements of the staff concerned and take whatever steps may be necessary to record or preserve evidence which subsequently might not be available. All clues shall be preserved with a view to enabling reconstruction of the scene at a later date. This is essential even though the civil and police officials may have inspected the site of the accident and photographs may have been taken. For this purpose, the concerned officials shall especially take steps to note the condition and exact position of (i) Vehicles, (ii) Track, (iii) points, (iv) signals, (v) levers operating the points and signals, (vi) Breakage of axle, spring, locking bolt and cotter etc. (vii) Any obstruction, (viii) Any tampering, (ix) Engine and its speed recorder, etc. This should be done before commencement of actual restoration operation.
- b) A complete and accurate dimensioned sketch of the accident showing the position of vehicles and their condition, permanent way including any detached damaged components, should be made out by the engineering officials and signed by the Senior Engineering and Operating officials of the Railway as also by the Senior Police officials present. In the case of any signal or level crossing at the site of the accident, a detail position of the same should also be indicated in the sketch. For this purpose, a complete rough sketch should immediately be drawn after the accident by the Engineering official and before any disturbance to the vehicles and track etc. Panel reading status of signal, point, track, route lacking and its indications should be noted down. Reading of all counters available on panel to be taken. Position of Block instruments should be noted down. Position of field S&T items viz Point, Track circuit, Signals should jointly be noted down. Dubbers of all signals, indicators, brake van lamps should be touched to feel whether it is warm or cold in the cases of such lamps were found extinguished.
- c) In case of sabotage and suspected sabotage, every possible action shall be taken to ensure that any finger prints or foot prints observed at the site of accident are not obliterated. Action shall also be taken to note and preserve the foot prints and finger prints carefully for further necessary action.
- d) Statements of responsible passengers or eye-witness with their names and addresses who may have witnessed the scene of accident should be recorded which may have a bearing on the cause of the accident afterwards when an officer bringing out any noteworthy points. These statements should be signed jointly by the passenger/eye-witness, Railway Official and Civil or Police authority.

- e) The Railway Official/Inspectors/Supervisors who may happen to be present at site at the time of accident or who arrives at the site of accident, shall also scrutinize, the train register/ log book, station diary, line clear message book, private number book, caution order, line admission book, etc and initial them with date and time indicating the irregularities noticed. In the cases where these records are connected with cause of the accident, immediate action must be taken to seize the relevant records and seal. In cases where defects of any instruments or/ and interlocking gear may have caused or contributed to an accident, the instrument or /and the interlocking gear concerned shall be sealed and not be opened/used except on the authority of the Divisional Railway Manager or his duly authorized representative.
- f) In cases of serious accidents with loss of human life or grievous hurt, the restoration work should normally be limited to the removal of dead bodies and injured persons from the debris, if any, and wherever possible communication may be restored by laying a diversion, if it is expected that the Commissioner of Railway Safety may have the benefit of personal examination of the site of accident undisturbed. In any individual case where circumstances compel the removal of debris, in part or whole , before the arrival of the Commissioner of Railway Safety at site, complete and detailed notes should be recorded by the senior most officer present, of the observation made by the officers of the various department concerned, before issuing such order. The notes should be given to the Commissioner of Railway Safety on arrival. All sleepers, rails, vehicles in part or whole and other fittings removed from the site under the emergent circumstances should be carefully preserved for inspection by the Commissioner of Railway Safety. In such cases, telephonic permission of CRS should be obtained to start the restoration work.
- g) Wherever possible, photographs of the wreckage shall be taken, which may afford the clue to the cause of the accident. For this purpose, the procedure laid down in Para 7.05 of the Accident Manual should be followed.
- h) In all cases of derailments, the marks on the wheels of engine and/or vehicles and marks on the permanent way (rail, sleepers, fish plates etc) in respect of the wheels mounting on and dropping from the rails, the wheels riding on the ballast, etc shall be especially looked for and recorded. The position of rails, sleepers, fish plates, fish bolts, nuts, etc which bear marks as a result of the accident, especially between the points of mount and drop shall be marked and numbered serially with chalk or paint and carefully preserved. A defects and damages to rolling stock shall be examined in details and recorded immediately after the accident as also the details of the loads i.e weight, contents, evenly or unevenly loaded etc.
- i) Any engine, vehicle or other material involved in an accident which is likely to be required for exhibition before any higher officials or enquiry committee must be set apart and must on no account be utilized for the purpose of working of the Railway, till it is examined by the said official.
- j) Speed recorded in the locomotive should be examined including its chart. The same may be seized with the signature of the driver at the reverse of the chart.
- k) In case of serious fire accident in train, after the fire is put out, the affected coaches/wagons or the portion of the Railway properly which caught fire should be preserved carefully for inspection by Forensic Department.

The Railway Official/Inspectors/Supervisors who may happen to be present at the time of accident or who arrive first at the site of accident shall see that the fire is completely put out and nothing which can lead to provide evidence for the cause of fire including affected coaches/wagons is disturbed. However, the coaches/wagons may be drawn out from the site cautiously, if position permits in order to clear the obstructed section and be kept on the siding nearest to the accident spot with the permission of the competent authority.

- l) One photographer with camera and necessary equipment's should form integral part of the group of staff who accompany the ARME and ART in case of an accident on short notice. All possible action is taken for preservation of the clues in order to enable reconstructing of scene of accident with reliability. **(Ref: Accident Manual Para 6.14)**

### **8.3 VIDEO COVERAGE AT ACCIDENT SITE**

Prior to undertaking restoration measures at an accident sites, suitable video film coverage should be arranged, if feasible. Video cameras are available in ARME/Kharagpur. For **ARME/Santragachi, if required, the same can be hired also.**

**(Ref: - Ministry's letter No. 93/Safety-I/6/1 dated 01.8.93)**

### **8.4 CARE OF DEAD BODIES**

The dead bodies may be covered with white clean linen and efforts should be made to arrange for coffins immediately.

### **8.5 WELL BEING OF INJURED**

CMS & SrDCM will ensure continuous monitoring about the well-being of the injured passengers admitted in hospital and coordinate for medical assistance, if required from outside. They will also ensure that the hospital is periodically visited by railway officials and information collected.

### **8.6 KNOWLEDGEABILITY ABOUT EX-GRATIA PAYMENTS**

- a) Commercial control will maintain a booklet detailing the current rules and regulations regarding ex-gratia payments. This should include the ex-gratia liability for each case separately. The staff on duty in commercial control should have a thorough knowledge of these rules.
- b) Application forms for filing claim cases in RCT to the injured persons or kin of the deceased should be available in adequate stock in commercial control. At any given time, the number of such forms available should not be less than 500. All commercial inspectors must be conversant with these forms so that if needed they can explain it to the needy.

### **8.7 WITHDRAWAL OF STATION EARNINGS**

**The station earning can be withdrawn in following cases.**

- a) Payment of ex-gratia to persons involved in accidents.
- b) Payment of expenses of special catering in emergent case authorized by an officer.
- c) Payment to casual labor only in emergent cases.
- d) Handling charges for transshipment on account of accident or hot axle.

All commercial inspectors must be fully conversant with the rules for withdrawal of station earnings and the formalities therein.

**(IRCM Vol. II Para 4425)**

## **8.8 SUPPLY OF REFRESHMENTS, FOOD AND BEVERAGES TO THE PASSENGERS AND STAFF AT THE SITE OF ACCIDENT**

- a) Refreshment, food and beverages may be supplied free of charges to the affected passengers in an accident, either they are injured, uninjured or stranded at the site of accident or at stations where they are shifted for further action. These may be arranged from the Railway and/or outside sources as necessary.
- b) The Senior Divisional Commercial Manager or in his absence Divisional/Assistant Commercial Manager will be responsible to take all necessary action from any sources for the purpose mentioned in Para (a) above. The station catering officials/ vendors should be called for assistance whenever required.
- c) Supply of free refreshments, food and beverages to the injured/uninjured passengers of the affected train should be made at a reasonable scale.
- d) The Senior most Officer at site shall have the powers (i) to arrange conveyance for the affected passengers free of charge and by any available mode of transport and (ii) also to incur expenditure if necessary for supplying free food to the injured & uninjured passengers and carriage of passengers luggage etc.
- e) Proper account should be kept of the expenditure incurred, duly supported by the vouchers to enable post-audit of the same after the event is over. A statement of the expenditure incurred should be signed and put up by the authorized officer to the Divisional Railway Manager within a period of one month after the accident for his sanction duly post-audited with reference to the funds provided for on this account as also the supporting vouchers for the expenditure incurred. In case any specific area where glaring instance of excess expenditure in comparison to the event is observed, it should be specifically brought to the notice of the Divisional Railway Manager so that corrective action for non-recurrence of such a situation in future, is taken. The General Manager will lay down, in consultation with the FA & CAO, from time to time, the overall limits for the purpose of sanctioning of expenditure, beyond which specific sanction of the General Manager with finance concurrence may have to be obtained for regularizing expenditure after the event of such cases. The post-audit report should incorporate the various aspects of item-wise report and observations of Senior DFM/DFM and clarification of the authorized officer for sanction by the competent authority. The check note of the SrDFM/DFM should indicate the extent of check that was possible with reference to vouchers submitted.
- f) Free food will also be supplied to the staff, including officers, engaged in restoration operation at the site of accident and under supervision of a responsible official. Where free food is supplied, payment of diet allowance is not permissible. However, no special arrangements will be made for officer separately nor will cash reimbursement in lieu of free food be permissible. Proper account should also be kept by the official arranging food and put up to the competent authority for post-facto sanction. Other necessary facilities required for the staff engaged in restoration may be extended to them for smooth operation of restoration work. Accountable should also be kept by the official arranging food and put up to the competent authority for post-facto sanction. Other necessary facilities required for the staff engaged in restoration may be extended to them for smooth operation of restoration work.

**(Ref:- Accident Manual Para 6.15)**

## 8.9 Duties of Guard at accident site

Immediately after occurrence of a serious accident, the Guard of the train must:

- a) Note the exact time of the accident and kilometrage
- b)
  - i) protect the adjacent line(s) and the train as per GR 6.03, 9.10 and SRs thereto;
  - ii) secure the vehicles as per rules.
  - iii) ascertain if adjacent line(s) is/ are fouled;
- c) Make a quick survey, for an immediate action, of the causalities, injuries and assistance required.
- d) Relay the information giving details of the accident and assistance required to the control through the portable field telephone. In case the field telephone is not working or not provided, the said information must be sent on a memo through the Brakesman/ Asst. Guard, Fireman or Asst. Driver to the nearest station. On double or quadruple line section, a train passing on the adjacent line should be stopped and the Driver or Guard be given this information, and also depute any Railway employee / willing person(s) available on train to nearest station/ police station/ Hospital/ Village seeking assistance for relief.
- e) Render first aid to the injured person(s) taking assistance of all available railway staff, Doctors and volunteers on train or near the site of accident.
- f) Get the particulars of damages to the rolling stock, permanent way.
- g) Arrange to shift the injured person(s) to the nearest hospital with the help of all available staff and other volunteers, also keep their particulars.
- h) See that water, tea etc. are supplied to the affected passengers as far as practicable.
- i) Arrange protection of Railway and public property with the help of available Police and Railway staff.
- j) Preserve all clues to possible cause of accident.
- k) Post an available Railway employee on the field telephone to ensure regular flow of information.
- l) Check the unaffected portion of the train and arrange to clear the same safely to the adjacent station (s) as per rules and in consultation with the control/ Station Master(s) concerned.

**Note: In case of suspected sabotage, nothing should be disturbed except for rescuing any injured persons, till arrival of police officials and on orders from a Senior Railway official at the site.**

- m) Remain in overall charge till replaced by a senior railway official and permitted by the Competent Authority.

**Notes: In the event of any disability of the Driver, the duties devolving on the Driver, for protection of the line/ line(s) shall devolve on the Guard or on a Railway servant deputed by him.**

**(Ref: Accident Manual 3.01)**

### **8.10 Duties of Driver and Engine Crew at accident site**

Immediately after occurrence of a serious accident, the Driver and his crew must:

- a) Note the time of the accident and kilometreage.
- b) Protect the adjacent lines in front and the front portion of the train as prescribed in GR 6.03 and 9.10 and SRs thereto, as the case may be.

**Note: In the event of any disability of the Guard, it will be the responsibility of the Driver to ensure protection of obstructed adjacent line(s) and the train in the rear as per GR 6.03, 9.10 and SRs thereto and to give quick information of the accident to the Control/ Station Master.**

- c) Take such precautions as may be necessary or as prescribed by special instructions to render his locomotive safe.
- d) Render all possible assistance to the Guard in relief measures to the injured and particularly in the assessment of damage to rolling stock, permanent way, locomotive, OHE and nature of assistance required and in giving quick information to the Control/ Station Master regarding the accident.

**Note: In case of suspected sabotage, nothing should be disturbed except for rescuing injured persons till the arrival of police officials and on orders from a senior official at the site of accident.**

**(Ref: Accident Manual 3.02)**

### **8.11 Duties of an Assistant Driver at accident site**

Immediately after occurrence of a serious accident the Assistant Driver of the train must:

- a) Assist the Guard/ driver in conveying accident messages to all concerned.
- b) Help the driver in protection of the site of accident.
- c) Render all possible assistance to the Guard in relief measures to the injured person(s).
- d) Carry out any other job assigned to him relating to accident by the driver of the train.
- e) He should man the engine in absence of the driver.

**(Ref: Accident Manual 3.02.01)**

### **8.12 Duties of Station Superintendent/ Station Master/ Assistant Station Master in the event of an accident**

Immediately after an accident or on receiving the report of an accident, the Station Superintendent/Station Master/Assistant Station Master must:

- a) Ensure that no other train enters into the affected line/section from either direction/ lock the commutator/ handle of the Block Instrument controlling the affected section in "Train on Line" position wherever possible/ ensure the signals giving entry to the line are kept at the "ON" position/ ensure putting of "Line Blocked" lever / slide collars on the concerned lever and / or slide/ ensure that the points are set against the entry to the affected line and clamped wherever practicable.
- b) Take action to protect the traffic and safeguard the property.

- c) Collect detailed information on the accident such as time of accident, nature and location of accident, casualties/ injuries, obstruction, damages and assistance required and ensure that the adjacent line(s) is /are clear before allowing any movement on it/ them.
- d) Inform giving details of the accident and assistance required to the Control through the Control phone or any other available means of communications.
- e) Render first aid to the injured persons taking the assistance of all Railway staff, Doctors and volunteers available on train or near the site of accident, if the accident takes place within the station limits.
- f) Arrange to send all available nearest medical assistance to the site of accident, in case the accident takes place in section and is attended with injury to any persons.
- g) Take all possible action to inform all concerned officials including civil and police.
- h) See that the injured persons are shifted to hospital with the help of all available assistance, also see that the detailed particulars of the dead and injured are recorded.
- i) Arrange to remove the unaffected vehicles of the train, observing all relevant rules, to facilitate relief operation.

Note: if the accident is attributed to sabotage or suspected sabotage, nothing should be disturbed except for rescuing injured persons unless police clearance is received and on orders from the officer-in-charge at the site.

- j) Take all measure for the quick movement of ARME and/or ART to the site of accident and ensure that the caution order etc. are correctly issued to the Driver and Guard of all trains while allowing movement to the site of accident, clearly indicating the site of accident, the locations where the train must come to stop and other restrictions to be observed.
- k) See that water, tea and other requirements are supplied to the injured and stranded passengers within his resources.
- l) Remain on duty until replaced by a competent person
- m) Report the accident to all concerned by the issue of accident message.
- n) Seize the Train Signal register/ log book , Private Number book, Line Admission book and other relevant records required, note the position of Block Instruments, signals, points indicators and levers etc.
- o) Take the statements of staff where possible.
- p) Preserve all clues and arrange to protect the area with the help of police or RPF.
- q) Ensure that all trains for transshipment of passengers are worked to the site of accident with the engine leading unless there are special reasons or specifically permitted otherwise by the officer-in-charge at the site of accident.
- r) Warn all passengers in advance in case of their transshipment at the site of accident
- s) Ensure preservation of documents of damaged parcels, mail and goods etc.
- t) Ensure chronological recording of all information received or/ and action taken in connection with the accident, in the station diary.

**(Ref: Accident Manual 3.03)**

**NOTE: IN THE EVENT OF AN ACCIDENT TO A PASSENGER CARRYING TRAIN, ALL OTHER RAILWAY STAFF TRAVELLING ON THE TRAIN, WHETHER ON DUTY OR NOT, SHALL PRESENT THEMSELVES TO THE SENIORMOST OFFICIAL AT THE SITE AND IN THE ABSENCE OF ANY SUCH OFFICIAL, TO THE GUARD OF THE TRAIN AND CARRY OUT THE DUTIES ALLOTTED TO THEM.**

**(Ref: Accident Manual 3.04)**

### **8.13 Duties of a Train Conductor/ train Superintendent in the event of an accident**

Immediately after occurrence of a serious accident, the train Conductor/ train Superintendent must:

- a) Assist the Guard in rendering first aid to the injured person (s) and shifting them to the hospital.
- b) Look after the comfort of the passengers, injured and un-injured alike.
- c) Assist the passengers for protection of their luggage's.
- d) Make out a list of injured/ dead passengers.
- e) Preserve reservation charts to know the particulars of injured/ dead passengers.
- f) Organize to transship/ transfer passengers and their luggage's to the passenger special.
- g) Assist Commercial Inspector for arranging the snacks, tea, coffee and drinking water to the injured persons and other passengers also detained at the site of accident for any reason.
- h) Collect the addresses of the relatives of the injured/ dead passengers to send information regarding accident.
- i) The Train Superintendent/ Train Conductor should look for the assistance of any Doctor or Para Medical staff railway/ other than railway travelling in the train.

**(Ref: Accident Manual 3.18)**

### **8.14 Duties of a Coach Attendant in the event of an accident**

Immediately after occurrence of a serious accident, the coach attendant should work under the guidance of Train Conductor/ Train Superintendent.

**(Ref: Accident Manual 3.19)**

### **8.15 Duties of a Travelling Ticket Examiner (TTE) in the event of an accident**

- a) The TTE should work under the guidance of the train Conductor/ Train Superintendent.
- b) Similar actions as mentioned in (3) above should be initiated by the TTE for his nominated coach.

**(Ref: Accident Manual 3.20)**

### **8.16 Duties of A.C. Mechanic in the event of an accident**

- a) He should immediately "Switch Off" the current where necessary to avoid short circuiting.
- b) He should also assist Commercial staff, i.e. Train Conductor/ Train Superintendent/ TTE s in their duties at accident site.

**(Ref: Accident Manual 3.21)**

### **8.17 Duties of Section Controller in the event of an accident**

Immediately when the Section Controller is informed of a serious accident on his section, he shall

- a) Apprise the Deputy Chief Controller of the available particulars of the accident and the nature of assistance required.
- b) Ensure that adjacent line(s) in the affected section is/ are free from obstruction before advising the concerned Station Masters to allow the train to run over it/ them.
- c) Regulate train services in suitable places if required.
- d) Advise the Transportation Inspector, Signal Inspector, Loco Inspector, PWI, TFO/ ATFO if any etc. to proceed to the site of accident by first available means.
- e) Advise the Section Controllers of adjacent sections about the accident and to regulate the train services in suitable places if required.
- f) See that the ARME/ART/Transship Train are worked out to and from the site of accident promptly and have a clear passage.
- g) Keep a chronological record of all information received regarding the accident and action taken.
- h) Obtain further details with regard to the extent of damages and progress in rescue operation and relief measures and co-ordinate with officer-in-charge at the site.
- i) Arrange to remove the unaffected vehicles if any, adjacent to the affected vehicles to facilitate relief operation.

Note: Coaches with passengers if any should be drawn to a nearby station where catering/ drinking water facilities are available, in consultation with the Sr. DOM/ DOM.

**(Ref: Accident Manual 3.05)**

### **8.18 Duties of Deputy Chief Controller in the event of an accident**

Immediately after the Deputy Chief Controller is informed of a serious accident, he shall:

- a)
  - i) issue order to the concerned Loco Foreman and Station Master for immediately working out of ARME and ART as required.
  - ii) he should place demand of ARME immediately without delay, on the division closest/ most accessible to the accident site.

**Note: The division on whom the demand of ARME is placed should respond in quickest possible manner and dispatch the ARME with least possible delay.**

- b) Ensure availability of engine for working out of ARME and/ or ART.

- c) Ensure that the Accident Alarm Siren is sounded in time.
- d) Inform with available details:
  - i) CHC, Sr.DSO, SR.DOM, DOM, AOM, DMO.
  - iii) SR.DEN/DEN, SR.DCM/DCM, SR.DEE/ DEE, SR.DME/DME, SR. DSTE/DSTE.
  - iv) The concerned OC/GRP, OC/RPF, SDO, DM, DC, IRP, DSP, SRP, OC-LOCAL POLICE and nearest Forensic Science laboratory.
  - v) Emergency/ Central Control at S.E.Rly. HQrs.
  - vi) Civil, Military, public hospitals and available Doctors at the nearest places, in case of casualty/ injury.
- e) Ensure that the ARME/ART /Tranship train are moved to and from the site of accident on top priority.
- f) Advise RMS authorities if a Mail carrying train is involved in the accident.
- g) Keep a chronological record of details of accident, action taken, progress of rescue service and relief measures etc.

**(Ref: Accident Manual 3.06)**

### **8.19 Duties of the Chief Controller in the event of an accident**

Immediately on receipt of the information of serious accident, Chief Controller shall ensure that:

- a) The advice of the accident is sent to all concerned.
- b) The Medical relief van and/ or relief train etc. are moved promptly to the site of accident on Top priority.
- c) The emergency office is opened and manned in the Divisional Control office.
- d) The regulation of traffic is done correctly, in consultation with Sr.DOM/DOM.

NOTE: Passenger carrying trains should be regulated at convenient stations preferably where catering facilities, drinking water etc are available.

- e) Timely information of all changes in train timings, diversion or cancellation of trains etc is given to all stations on his division as well as to the adjacent divisions and/ or Railway.
- f) Arrangements are made for the onward journey of passengers who are able to proceed; and
- g) All assistance are extended to the officer-in-charge of the Divisional Control office.

**(Ref: Accident Manual 3.07)**

### **8.20 Duties of the Officer-In-Charge of the Divisional Control Office in the event of an accident**

Unless otherwise arranged, the SrDOM or in his absence the DOM shall take charge of the Control office accident situation, who shall be assisted by Officer/ Sr. Supervisors of all the concerned branches and shall have the authority to summon for such additional assistance as he deems necessary. He shall:

- a) Keep a close watch on the movement of ARME/ART which, meanwhile, have been ordered and arranged for, if required, movement of ARME/ART from adjoining Divisions/ Railways.
- b) Make necessary arrangements for doctors and medical staff from nearby hospitals medical units or station to move promptly to the site of accident.
- c) Keep a close touch with the officer-in-charge at the site of accident to ascertain the position and particularly the assistance required at the site.
- d) Ensure that all concerned officials, including Civil and police authorities have been advised of the accident.
- e) Collect further information regarding the details of accident, progress of rescue relief and restoration operation and pass on information to HQrs.
- f) Arrange for supply of food and drink to injured passengers as well as to other passengers of the affected train and also to the passengers on trains held up at the adjacent station (s) due to the accident.
- g) Arrange to open and man information center's for attending to the enquiries from the public at important stations including the station (s) where injured passengers are received and sent to hospital.
- h) Maintain chronological record of all items of information received and action taken thereon.
- i) Arrange to obtain the list of persons killed and/or injured in the accident, display it at important stations for information of the public.
- j) Divert / cancel trains and also run duplicate/transship trains as the circumstances may require
- k) Arrange for transporting the stranded passengers from the site of accident to suitable place(s).
- l) Arrange for speedy ex-gratia payment as per extant rules.

**(Ref: Accident Manual 3.08)**

#### **8.21 Duties of Divl. Transportation Inspector, CI, PWI, Signal Inspector, C&W Inspector and Loco Inspector, Driving Inspector, TRD etc in the event of an accident**

On receipt of information of a serious accident, all the concerned Inspectors shall:

- a) Reach the site of the accident by the quickest available means.
- b) Take general charge of the situation until the arrival of an Officer.
- c) Ensure the occupied and obstructed lines are protected as per rules.
- d) Make out a quick survey of casualties and injuries, ensure rendering of first aid to the injured, taking assistance of all available Railway staff, Doctors volunteers on the train and near the site of accident.
- e) Arrange to shift the injured persons to the nearest hospital with the help of available assistance, keeping their particulars as available and ask for further assistance if required.
- f) Collect and record all important information relating to the accident, such as
  - i) The condition of the track, with special reference to alignment, gauge, Cross-levels, super elevation, points of mount and drop, any sign of Sabotage etc.

- ii) The condition of rolling stock with special reference to brake-power and braking gear.
- iii) All marks on sleepers, rails, locomotives and vehicles etc, specially for preservation of clues.
- iv) Position of derailed vehicles.
- v) Position of Block instruments.
- vi) Position of indications, keys levers etc if the accident is within station limits, in the section where provided with signals etc.
- vii) prima facie cause of accident.
- g) Ensure that the Train Signal Register, Log Book, Private Number Book, Line Admission Book, Speed Recorder Chart and other relevant records are seized.
- h) Obtain the statements of staff involved in the accident, as far as possible.
- i) Prepare a rough sketch showing the position of derailed vehicles, position of track and OHE etc. Make a quick survey of the extent of damage.
- j) Remain at the site of accident for all possible assistance till relieved by another staff.

**(Ref: Accident Manual 3.09)**

### **8.22 Duties of Official-in-charge at the site**

The senior most official present at the site when the accident occurred shall be in overall charge of the relief operation till he is relieved by another official deputed by the Administration to take over charge. However, the senior most official of the Mechanical department shall be in-charge of the relief train. The senior most official present at the site of a serious accident shall:

- a) Take general charge of the situation and take action to provide all possible assistance.
- b) Depute Officers/ senior subordinates and all other staff on specific duties in:
  - i) assisting the rescue operation, if any.
  - ii) assisting the preservation of clues.
  - iii) assisting the transshipment work, if any.
  - iv) taking action to remove the obstruction as soon as possible.
  - v) ensuring the protection of adjacent line(s) and the affected train as per rules.
- c) See that the portable telephone is installed and manned constantly by a responsible staff and ensure adequate lighting of the accident area at night.
- d) See that the injured persons if any are rendered first aid and shifted promptly for medical aid.
- e) Ensure to get clearance from police authorities in case of suspected sabotage.
- f) Make an immediate assessment of the following, with the help of the available doctors and /or others.
  - i) the number of persons killed, and of those sustaining grievous, simple and trivial injury.
  - ii) extent of damage.
  - iii) the period of suspension of traffic.

- iv) assistance required.
- v) prima facie cause of accident.
- g) See that a dealing center is opened at the site of accident and manned-
  - i) To keep the details of persons killed, injured and action taken in each case.
  - ii) to relay the above information in details to the Divl. HQrs.
  - iii) To attend to public enquiries and
  - iv) To relay the progress of relief work.
- h) Ensure recording of all information at the dealing centre concerning the accident and the relief operations in the form of an accident Log Book.
- i) See that immediate action is taken to protect and safeguard property.
- j) See that proper assistance is given to the injured, ladies, children and the aged.
- k) Arrange for transporting the stranded passengers, preferably to stations where drinking water, catering arrangements etc. are available, unless they can be sent to their destinations.
- l) See that the arrangement is made for preservation and proper care of dead bodies, if any, till further 'disposal'.
- m) See that obstruction is cleared in a minimum possible time, and every action taken for this purpose.
- n) Arrange, in case of the accident occurring at a station, for speedy ex-gratia payment as per extent rules.

**(Ref: Accident Manual 3.10)**

### **8.23 Duties of Sr Divisional Safety Officer/Divisional Safety Officer in the event of an accident**

Immediately on receipt of information of a serious accident, the Sr. Divl. Safety Officer shall reach the site of accident by quickest means. He will be especially responsible to:

- a) Ensure protection of affected line(s) and adjacent line(s) as per rules.
- b) See that a proper arrangement is made in rescue and/ or relief operation.
- c) Take all action for preservation of clues.
- d) See that the assistance, to the extent necessary, is called from all sources.
- e) Ensure collection of detailed particulars of the accident.
- f) Ensure preparation of a general note of all evidence in regard to the cause of the accident.
- g) Ensure co-ordination of all departments concerned in rescue and /or relief operations.

**(Ref: Accident Manual 3.11)**

### **8.25 Duties of Railway Medical Officer**

The nearest Railway Medical Officer, on receipt of the report of a serious accident with injury to person shall:

- a) Reach the site of accident with the MRT or by the quickest available means, with all men and material commensurate with the seriousness of the accident, assess and advise further medical assistance necessary.
- b) Render medical aid to the injured carefully as far as possible at site.
- c) Make timely and adequate arrangements for shifting the injured persons to suitable hospitals as considered necessary for further treatment.
- d) Keep detailed particulars of the dead and injured, eg. their name, address etc as far as available.
- e) Deal with the dead and injured as per extant rules and instructions.

**[Ref:Accident Manual 3.12 (i)]**

### **8.26 Duties of the Medical Superintendent/Divisional Medical Officer**

Medical Supdt/ Divl. Medical Officer of the Division shall make suitable arrangements for:

- a) Ensuring prompt and adequate medical facilities including hospitalisation for the persons involved in the accident.
- b) Co-ordinating with Civil/ Military/ State /Public medical authorities and private practitioners for the purpose of (a) above.
- c) Obtaining and transmitting the details of persons involved in the accident to the Divisional Control office and in case of an accident to a passenger-carrying train, reportedly attended with casualties and/ or grievous injuries, unless otherwise advised by the DRM , must proceed to the site of the accident by the first available means.

**[Ref:Accident Manual 3.12 (ii)]**

### **8.27 Duties of Commercial Officer at site**

The Sr. Divl. Commercial Manager or in his absence the Divl/ Asst. Commercial Manager on receipt of information of a serious accident, shall:

- a) Reach the site of accident by the quickest available means.
- b) See that immediate arrangement is made to protect the area and safeguard the property.
- c) look after the comfort of the passengers, injured and un-injured alike.
- d) Ensure prompt supply of refreshments, free of charge, to the injured persons and also make adequate arrangement for refreshment and drinking water for the passengers detained at the site of accident for any reason.
- e) Ensure, in coordination with Medical Officer(s) at site, preparation of a complete list of injured and dead, obtaining, if possible, the counter signature of a responsible police official and that necessary action has been taken in each case.

- f) Arrange for adequate number of porters for carrying passengers luggage and parcels in case of transshipment etc.
- g) Have the belongings of the injured and dead collected as required and ensure preparation of a list including each item.
- h) See that the doctors are assisted by porters and other staff in attending to the injured and for shifting them to the hospital.
- i) Ensure the making over of the dead bodies to the Police for disposal.
- j) Arrange preparation of a complete list of damaged consignments.
- k) See that proper arrangements are made for the transshipment of passengers and their luggage at the site of accident if required, as also for transshipment/unloading of parcels/affected wagons, if required.
- l) Ensure preservation of documents of damaged Parcels, Mails and goods etc.
- m) Media information center will be operated from SMR/KGP's Office and will be manned by DCM& SMR/KGP. Telephone of Sr. DCM office should be shifted temporarily at media information center on getting information of any passenger carrying train or road user.

**(Ref: Accident Manual 3.13)**

### **8.28 Duties of Railway Officers of each Department in Divisional Head Quarters in the event of an accident**

Immediately on receipt of information of a serious accident all Railway Officers concerned must report at the Control Office or at the nominated place and take the following action promptly:

- a) Decide, the Officers who will be deputed to take charge at the site and at the Divisional Control office.
- b) Arrange for quickest means for reaching the site of accident.
- c) Ensure that resources of all departments, in men and material, are promptly made available for rendering assistance to passengers, in clearing the line and if required, for transshipment of traffic.
- d) Make out a general plan of action for dealing with the accident and detailing the duties of officers of different branches and other officials.
- e) Ensure that all civil authorities concerned and other concerned officials have attended the site of accident.
- f) Ensure attendance of Doctors, ambulances and other available road vehicles in addition to ARME and / or Relief train and preparation being made in rescue services.
- g) See that the proper arrangement of staff and labour from each department is made.
- h) Keep a close touch with the Officer-in-charge at the site of accident and different dealing centres and see that all assistance is provided and properly utilised in rescue service and in clearing the line at the earliest.
- i) Keep a close touch with the Hdrs , adjacent divisions/ Railways for advice and assistance.
- j) Open and man enquiry counters at important stations of the division for the information of the public.**(Ref: Accident Manual 3.14)**

### **8.29 Duties of Official-in-charge at the station where the injured are being shifted to the hospital**

An experienced Railway Official (preferable an Officer) must be deputed to take general charge at the station to which the injured are to be sent for admission to hospital.

#### **The Official-in-charge shall:**

- a) Maintain communication with the officer-in-charge in the Divisional Control office and at the site of accident to keep the details of injured and dead and inform the hospital authorities for making necessary arrangements for admission.
- b) Arrange the service of as many senior Railway officials and available volunteers to look after the injured.
- c) Choose the most convenient platform easily accessible to ambulance car, stretchers etc for the reception of the train conveying the injured.
- d) Arrange for sufficient number of stretchers and a room or part of a covered platform to be set aside for attending to the cases requiring first aid or medical attention before removal to hospital.
- e) Open a special inquiry office at a prominent place for prominent display of notices and lists of the injured or/ and dead and to attend to all public inquiries.
- f) Request the nearest IPF-in-charge and OC/GRP for the posting of an adequate force to control the crowd and for the maintenance of law and order at the station.
- g) Depute a responsible Railway staff to coordinate disposal of dead bodies which the police has taken charge and see that arrangements are made to extend facilities to the relatives and public to identify the injured and dead bodies, also arrange for drinking water and light refreshments through the railway catering/ contractors at the station.

**(Ref:Accident Manual 3.15)**

### **8.30 Duties of the Officer-in-charge of Transshipment in the event of an accident**

The SrDivl. Commercial Manager or in his absence the Divisional /Assistant Commercial Manager will be in charge of arrangements for the transshipment of passengers and their luggages, parcels etc. at the site of accident.

The officer in charge of transshipment will be responsible:

- a) To advise the passengers of the transshipment programme well in advance.
- b) To select, in consultation with the Divisional Engineer or Assistant Engineer, the sites suitable for detraining and entraining of passengers.
- c) To see that the sites are demarcated and lighted at night, also that the routes over which the passenger may have to walk are clear.
- d) To intimate the Station masters of adjacent stations through Control or in writing the exact kilometres of the site of train halt, so that these can be clearly indicated in the Caution Order to be issued to the Driver and guard.
- e) To arrange for supply of drinking water there.
- f) To arrange for sufficient porters, gangmen, etc from the nearest sources for the free carriage of passengers' luggage, parcel and Govt. mail, etc.

- g) To see that the site is provided with portable telephone, installed and manned during transshipment work.
- h) To ensure that each train for transshipment is accompanied by a responsible person, be piloted and correctly hand-signaled to stop at train halt.
- i) To depute responsible persons to look after the transshipment work and general comfort of passengers and to record the details of the work in Log book at site.
- j) To ensure arrangement of Railway Security staff at the site of transshipment to safeguard the passengers and their luggages, especially at night.

**(Ref: Accident Manual 3.16)**

**8.31 The Senior most RPF Officer available at accident site will assume Control and immediately start the following action:**

- i) Segregate the area of incidence by establishing temporary barriers by use of nylon ropes (if available) or any other make shift device available at the site to protect the area against the entry of spectators into the affected place.
- ii) Baggage of passengers should be isolated and protected and consigned goods are taken care of till they are handed over to claimants or taken over by the Railway.
- iii) RPF personnel should respond to any call for assistance to rescue victims and transport them to nearest hospital.
- iv) RPF Officers will maintain close liaison and harmony with the officers of various departments of the Railways, GRP, local Police and Officers of Civil Administration.

**Note:**

**(i) In the event of an accident not falling under the classification of serious accident, but attended with blocking of line, the same line of action shall be taken by the different officials as indicated in this chapter, except which are for dealing with the injured and dead. However, the Divisional/ Head Quarters Officers concerned will decide the line of action need be taken in relief and restoration operation etc., considering the location and nature of accidents which are not being fallen under the classification of serious accident, as also considering the seriousness of the serious accident. It is clear that the line of action will vary marginally in case of accidents involving passenger trains with loss of life an d/or injuries and those involving goods trains.**

**(ii) It is made clear to all concerned officials that the list of duties in this chapter is not exhaustive and this is only to make them attention to important aspects. This does not absolve them from following other rules and instructions on the issue.**

**(Ref: Accident Manual 3.22)**

**8.32 Duties of Divisional Railway Manager in the event of an accident**

In the event of a serious accident the Divisional Railway Manager shall:

- a) Depute an officer to the site of the accident to assume overall charge, unless he himself proceeds to the site of the accident.

- b) Ensure that assistance is rendered by each Branch of his division promptly and efficiently in rescue and relief, transshipment of traffic if required and for removal of obstruction at the earliest, allot specific duties to the individual officers for dealing with the accident.
- c) Keep a close touch with the officer-in-charge at the site of accident and officer-in-charge at the Control office and see that all assistance is provided and properly utilised in rescue and relief and for removal of the obstruction.
- d) Ensure that telephonic and / or telegraphic advice of the accident is sent to the concerned officials.
- e) Arrange a preliminary enquiry in cases where immediate investigation of certain matters is considered necessary even though the enquiry may be conducted later by the Commissioner of Railway Safety etc.
- f) Proceed to the site of the accident as and when required under extent instructions.

**(Ref: Accident Manual 3.17)**

### **8.33 LIST OF DUTIES OF DIFFERENT OFFICIALS IN THE EVENT OF A SERIOUS ACCIDENT**

In the event of an accident to a passenger carrying train all other railway staff including officers traveling in train whether on duty or not shall present themselves to the guard of the train and carry out the duties allotted to them by the senior most official/officer/site manager or in absence of such official duties allotted by the guard.

**(Para's as per Accident Manual)**

### **8.34 RAILWAY CLAIMS TRIBUNAL.**

The application for compensation in respect of death / injury to Railway passengers can be dealt by the Railway Claims Tribunal under section 124 of Indian Railway Act. 1989.

Application forms for filling claim cases in RCT to the injured persons or kin of the deceased should be available in adequate stock in commercial control. At any given time, the number of such forms available should not be less than 500. All commercial inspectors must be conversant with these forms so that if needed they can explain it to the needy.

# CHAPTER –9

## FIRST AID

### 11.1 THE GUIDELINES OF FIRST AID

- a) Help injured persons to achieve normal breathing conditions.
- b) Bleeding should be tackled on a priority basis starting from profuse bleeding, the Continuanace of which would endanger life.
- c) The injuries should be supported and secured by simple methods.
- d) Any person who is, or has been entrapped under the debris must be treated onthe assumption that the severest injuries have been received, which mightinclude fracture of the thigh or pelvis or spine.
- e) A person who is wholly or partly unconscious or one who is suspected ofSuffering from internal injury should not to be given anything to eat or drink.
- f) All injured persons suffer from primary shock. They should be treated carefully.Secondary shock should not be allowed to come on.
- g) Chill must be prevented by covering with suitable clothing or blanket. Similarlyduring summer injured to be shifted to a cooler place, avoiding direct hotsunbeam.
- h) Care, gentleness, assurance and good behavior are necessary except for thehysteria patients, who require firm handling.

### 11.2 HAEMORRHAGE (SEVERE BLEEDING)

#### 11.2.1 Bleeding may be:

- a) Arterial (from an artery)
- b) Venous (from a vein)
- c) Capillary (from a capillary)
- d) Mixed (from a combination of the above vessels)

#### 11.2.2 Guidelines for the signs and symptoms of severe bleeding either external or internal are as follows:

- a) Rapid loss of strength accompanied by faintness especially if the patient is raisedto sitting or standing position.
- b) Face and lips become pale and the skin cold.
- c) Breathing becomes hurried and may be accompanied by swing sighting.
- d) Pulse becomes progressively faster and weaker and become so feeble or not tobe felt at the wrist.
- e) He becomes thirsty.
- f) He may become restless and throws his arms about or tug at clothing round the neck.

- g) Finally the patient may become unconscious. If these signs are observed but external cause is not apparent, the case should be regarded as one of internal hemorrhage and dealt with as a matter of urgency by immediate removal of the casualty to hospital.

### **11.3 EXTERNAL HEMORRHAGE**

The following should be kept in mind while attending to the external hemorrhage.

- a) Firm pressure applied to a wound will always nearly stop bleeding and should be done with a clean pad and firmly applied Elastoplast's bandage. If this method fails, extra pressure with the flat of the hand over the Elastoplast's will usually succeed.
- b) Where possible, raise the bleeding point above the level of the heart. For instance, in bleeding from the leg, lay the patient down, raise his leg into the air and support it in that posture.
- c) The above method will nearly arrest bleeding completely. If, however, the flow of blood is still brisk, additional pressure may be applied to the appropriate pressure points with the fingers.

#### **11.3.1 Bleeding from the Head:**

Press backward and inward with the thumb on a point half way up the neck just in front of the strap like muscle, running vertically at the side of the neck and thereby compressing the carotid artery.

#### **11.3.2 Bleeding from the arm:**

Press behind the middle of the collar bone in a downward direction in order to compress the Sub-clavian artery on to the first rib.

#### **11.3.3 Bleeding from the leg:**

Press firmly with the thumbs on to one third of the distance from the inner to the outside of the thigh in the groin area.

#### **11.3.4 Bleeding from the socket:**

Plug the socket firmly with cotton wool and place over this a larger plug, instruct the patients to grip firmly on to the large plug with the teeth.

#### **11.3.5 Bleeding from the palm of the hand:**

Place a firm pad of gauze over the bleeding point and instruct the patient to close his hand over it. Then put bandage firmly over the close fist.

#### **11.3.6 Bleeding from the finger:**

Apply a pad of lint or gauze over the wound and secure firmly in position with Elastoplast plaster (The Elastoplast finger dress is very effective for this purpose). This always controls the hemorrhage.

#### **11.3.7 Bleeding from the wounds of chest and abdomen**

Lay the patient on stretcher; apply a firm pad and Elastoplast's bandage to the wound and shift the patient to a hospital as quickly as possible. If the wound runs across the abdomen, keep the knees slightly bent by means of cushion or pillow placed under knees as this would keep the wound closed. If the wound runs lengthwise, keep the knees straight for the same reason.

Note – We should avoid use of a tourniquet as far as possible. It can be dangerous in the hands of a novice and if adequate care is not taken. Only trained people should use tourniquet.

## 11.4 SHOCK

- a) Shock is the sudden depression of the nervous system, mostly due to paid injuries hemorrhage. In case of shock, there may be partial/complete insensibility.
- b) Following treatment will help the patient to recover from shock
- c) Raise the patient with the head lower than the body and limbs; this position will ensure blood supply to the brain and prevent any collection in the mouth and throat from getting into the air passage.
- d) Keep the patient warm, if his body is cold and clammy. The later will aggravate the shock.
- e) Give the patient continuous sips of a warm sweet drink like tea, cocoa or coffee to stimulate the depressed system.

## 11.5 FRACTURE

### 11.5.1 Fracture may be classified as:

- a) Simple or closed fracture where the skin is not broken.
- b) Compound or open fracture i.e. there is wound over the fracture.

### 11.5.2 General treatment of a simple fracture:

Methods of treatment vary with the bones but in general this treatment consists of making the patient comfortable and warm splinting the broken bone as far as possible with the materials at hand applying a sling to the arm or putting the patient on a stretcher in case of a broken leg and sending him to hospital as quickly as possible.

### 11.5.3 General treatment of a Compound fracture:

The compound fracture is a much more serious injury than a simple fracture because although the wound may be quite small, there is ample room for entry of bacteria which might cause infection and thereof. It is important to apply a dry sterile dressing or clean pad over the wound at once. This seals the wound.

## 11.6 LOSS OF CONSCIOUSNESS:

### 11.6.1 Loss of consciousness can be of two types

- a) Unconsciousness where breathing is grossly interfered with.
- b) Unconsciousness with breathing present and usually normal.

The causes are many and vary.

- Injury
- Medical causes
- Apoplexy (hemorrhage in the brain)
- Alcohol
- Epilepsy
- Diabetes
- Heat-stroke
- Poisoning
- Fainting
- Shock
- Exposure to cold

Many of these conditions stimulate one another closely and to distinguish one from the other requires expert knowledge. A patient suffering from cerebral hemorrhage may be judged to be drunk because his breath smells of alcohol. It is dangerous to lead to conclusions in conditions of unconsciousness. Rather, try to sort out the signs and symptoms to arrive at a definite and accurate diagnosis. It is better to seek medical advice immediately.

### **11.6.2 Treatment for loss of consciousness:**

#### **A – AIRWAY:**

- a) Keep a clear air way.
- b) Prevent the patient from damaging himself
- c) Apply artificial respiration, if necessary
- d) Give nothing by the mouth
- e) Send to hospital

#### **B – BREATHING:**

Check for breathing. Keep the back of your fingers near the nose of the patient. You can feel the warm air (or) keep your ear near the nose and look for the movement of chest, listen to the sound from the throat and feel the warm air from the nose.

#### **C – CIRCULATION:**

Check the pulse. Normally we check the pulse at the wrist; however, sometimes it is not felt because of severe bleeding. So it is better to check the pulse at neck (Carotid Pulse).

# CHAPTER –10

## CYCLONE, HEAVY STORM/RAIN PRECAUTIONS

A large coastal area of Bengal and Orissa states in Midnapore, Dantan, Jaleswar, Balasore, Kanthi, Digha, Haldia belt was ravaged heavily by un-forecasted tornado.

In the eventually of cyclonic weather, enunciated in SR 2.11.04 & 05 and provisions made in Operating Manual Para 4.43 should be followed to save not only the human life but also railway property.

The stipulations made vide SR 2.11.04, 2.11.05 & Operating Manual Para 4.43 are cited below:-

### 9.1 Action to be taken by control officer

On receipt of weather warning message from the meteorological center and/or there is reason to believe that cyclone, heavy storm brake out, the message must immediately be conveyed on telephone by the Chief Controller/Deputy Chief Controller to the concerned Station Masters of the stations falling within the vicinity of suspected cyclone hit areas, that apart, the message should also be conveyed to Engineering, Traction Departments and all concerned.

### 9.2 Action by SM/ASM

- i) On receipt of the weather warning messages the SM/ASM should immediately convey it to the sectional PWI/AEN if posted at that station or to the station concerned.
- ii) The SM/ASM on duty in consultation with the driver and the guard of the train will not allow to leave the station and will also stop granting line clear for train from the adjacent station until storm abates and is considered safe for movement of trains.
- iii) Should a train be caught on the run in a cyclone, the train driver will stop his train avoiding stoppage at curves, high embankment, bridges or bridge approaches.
- iv) The doors/windows should be kept open of passenger coaches for free passage of wind.

### 9.3 Precautions in the event of anemometer indicating wind velocity higher than the danger level -

- i) Anemometers generally are installed at Station adjacent to the long bridges at KIG Station. .
- ii) In the event of wind velocity showing critical limit of 39 knots (72Kmph), Station Master shall not allow nor grant line clear for a train to the adjacent station till such time the wind velocity comes down.

The above instructions should be given wide circulation particularly amongst train passing and running staff to observe the precautionary measures stated above to save life and property.

**(SR 2.11.04 & 05 and Optg. Manual Para 4.43)**

**(Ref: - Safety Circular No. 123/SFY/OP/Engg /98 Dt. 3.4.98)**

# CHAPTER -11

## PREVENTION OF FIRE

### 10.1 Main causes of fire

- i) Carrying stoves, sigris, gas cylinders, kerosene oil, petrol, fireworks etc. in passenger's compartment.
- ii) Making fire/using fire near paper, wood, petrol or such inflammable articles.
- iii) Lighted match sticks, cigarette ends carelessly thrown.
- iv) Short circuits in electrical wirings.
- v) Using naked light during shunting of inflammable loads, sealing of inflammable wagons.
- ii) Use of open fire, smoking near gas/petrol tank.
- iii) Non-removal of garbages from pantry car/ coaches.

Everyone should take all possible precautions to keep away from doing the above mistakes so that possibility of break out of fire can be minimized.

### 10.2 FIRE - DO's & DON'T's

#### a) DONT

- i) Smoking or lighting a flame where it is prohibited;
- ii) Throwing of oil soaked jute/cloth carelessly;
- iii) Throwing of burning match- stick, bidi/ cigarettes carelessly;
- iv) Do not overload electric circuits in a coach
- v) Do not allow running a hot axle wagon/ coach.
- vi) Do not keep explosive materials along with combustible materials.
- vii) Carrying of gas stoves, kerosene oil, gas cylinders, kerosene jars, petrol or other inflammable articles in passenger carrying trains, should be restricted:

#### b) DO

- i) Be speedy but do not get nervous.
- ii) Locate the fire extinguishing substances viz water bucket with water/sand, fire extinguishers etc.
- iii) Raise alarm.
- iv) Inform all concerned to assist in extinguishing the fire.
- v) Segregate/remove all valuable properties.
- vi) Keep fire extinguisher/water buckets in readiness.
- vii) Arrange to isolate the source of fire if possible.

- viii) Ascertain the type of fire viz - dry, oil, gaseous, electric and use the right type of extinguishers.
- ix) In case of the fire from electricity, switch "OFF" the source.
- x) Do not stand against the wind.

### **c)IMPORTANT**

- i) Driver, guard passing a section if noticed fire of serious nature in a Village endanger to life may stop his train out of course at the next station and shall inform station master about the fact with KM/Location.
- ii) In case of total interruption of communication or as the case may be a train can be stopped out of course to communicate information asking assistance.
- iii) Driver, guard passing through or entering a station if notice fire, should not stop out of course for stopping trains where fire may cause damage to train/passenger/ goods , shall control their train suitably so that fire cannot harm vehicle/wagon and shall take protection so required as per G.R 6.03.
- iv) But if they notice fire on approaching/passing train on adjacent line shall switch on flasher light, whistle continuously and exhibit red hand signal till the affected train passing. They shall stop their train immediately to the spot where field telephone socket is provided or to the station whichever comes first to communicate first fire information to control.
- v) When the fire is of serious nature, nearby municipal, private or railway fire brigade may be called without delay.
- vi) The occurrence of a fire shall be informed to the nearest station by most expeditious means and the station master on receipt of such information shall relay control, IOW , Divisional Security Officer and other agencies.
- vii) Inform the station/ shed where information can be given to trained staff and firefighting equipment has been provided.

### **10.3 FIRE- WHAT TO DO WHEN**

- a) In the event of a vehicle on a train being on fire
  - i) The train shall be stopped
  - ii) The burning vehicle to be isolated, a distance of not less than 45 meters being left between it and the other vehicles of the train.
  - iii) The train shall be protected in accordance with GR6.03, if not protected by fixed signals.
  - iv) Every effort shall be made to extinguish the fire and to save the wagon labels, seals and the contents of the vehicle.
  - v) Earth or sand, if available shall also be used.
  - vi) In case fire is discovered when the train is near a tank or a watering station, the guard and driver shall use discretion to proceed there; but no such attempt shall be made until the portion of the train in rear of burning vehicle has been detached.

**b) In event of fire on an electric engine/EMU**

- i) The driver shall immediately switch off the circuit breaker and lower the pantograph. The train shall then be brought to a stand at once.
- ii) After disconnecting the electric supply to the affected circuits, the driver shall take necessary action to put out the fire.
- iii) If fire cannot be extinguished by the above means the driver shall advise the traction power controller through the emergency telephone to arrange for the affected section of the overhead equipment to be made dead.
- iv) The guard and any other staff available shall render all possible assistance to the driver in putting out the fire.
- v) Fire extinguishers of an approved type for use on electrical fire shall be provided on each electrical engine/train and the driver shall make himself familiar with the location and use of these extinguishers. During the periodical inspection of a locomotive the extinguisher shall be examined by the locomotive inspecting staff.

**SR 6.10.04**

- i) Ordinary fire extinguishers or water from a hose pipe shall on no account be used to extinguish fire on live wire or electrical equipment. If the services of the fire brigade are required, the brigade shall not be allowed to commence operation until all electrical equipment's in the vicinity of the fire have been made dead.
- ii) Fire extinguishers which have been used shall be replaced or recharged with least delay.

**SR 6.10.05**

- c) In the event of a fire on a DMU stock
  - i) The motorman shall immediately switch off the circuit breaker and shut down the engine. The train shall be brought to stop at once.
  - ii) The guard shall give all possible assistance to the driver in putting out the fire.
  - v) The fire extinguishers of approved type shall be provided on each motor coach of DMU when a DMU rake is turned out from the car shed. The CWS in charge of the shed shall inspect the fire extinguishers and ensure that these are in good working condition.
- d) When a person's clothing catches fire
  - i. Approach him holding with the nearest available wrap in front of you.
  - ii. Wrap it round him.
  - iii. Lay him roll on the floor, smothering the flames
  - iv. On no account he rush into the open air.
  - v. Call for assistance.

- e) Fire caused by petrol or any other inflammable liquids, acids or gases
  - i) Segregate the affected wagon, coach or area involved.
  - ii) On opening a wagon do not enter it immediately. You would, thus avoid fumes which may be dangerous.
  - iii) Use D.C.P.T. fire extinguishers and sand and not water or soda acid type fire extinguishers.
  - iv) Do not bring naked lights near the site of fire.
  - v) Inform the nearest railway or civil fire stations intimating that the fire has been caused by petrol or any other inflammable liquids or gasses or acids.
  
- f) General Rules for the Treatment for the Burns and Scalds.
  - i) Avoid handling the affected areas more than is necessary. See that your hands are as clean as possible by washing them.
  - ii) Do not apply lotions of any kind.
  - iii) Do not remove burned clothing & do not break blisters.
  - iv) Cover the area (including burnt clothing) with a prepared dry Sterile Dressing if possible, otherwise clean lint, freshly laundered linen or some similar material may be used.
  - v) Bandage firmly except when blisters are present or suspected, in which case bandage lightly.
  - vi) Immobilize the affected area by suitable means.
  - vii) Treat for shock.
  
- g) In major case, remove the patient to hospital as quickly as possible. The casualty will probably require an anesthetic, so that ordinarily nothing should be given by the mouth. If medical aid is delayed for at least four hours, give drinks of water to which salt has been added in the proportion of half teaspoon to two numbers, with the addition of approximately half a teaspoon of bicarbonate of soda ( if available)
  
- h) In a minor case, give large quantities of warm fluids, preferably weak tea sweetened with sugar.

# ANNEXURE - I

## ACCIDENT MANAGEMENT CHECK LIST

DATE ----- DIVISION -----RLY

- 1) Train (s) number/name/service
- 2) Type of loco(s)
- 3) Load of train ( No. of vehicles and trailing load )
- 4) Time of accident
- 5) Location - Show kilometer of accident spot, block section on either side and their class & kilometer. Show section eg. KUR-PUI and gauge. If required state and district.
- 6) Nature and description of accident.
- 7) Owing railway, type and number of vehicles affected and position from train engine. Indicate whether derailed ( with details of wheel position) or capsized and whether infringing the adjacent lines. Indicate whether loaded or empty.
- 8) Commodity or number of passengers on train.
- 9) Casualty-death, grievous, simple and trivial injury and the details of their disposal.
- 10) Time information received (a) First information from site ( how and by whom) (b) in divisional control ( c) in central control.
- 11) Name and grade of driver, assistant driver, guard and assistant guard with their HQ
- 12) Single or double line and if main line or branch line.
- 13) Train last examined at ----- on ----- including rolling in examination if any.
- 14) Description of track including curves and gradients.
- 15) Controlled or non-controlled section and system of working.
- 16) Type of signaling.
- 17) Visibility and weather condition at the time of accident.
- 18) Damages to track, rolling stock and S&T equipment with cost.
- 19) Officers informed.
- 20) Officers attending the site of accident ( by road, ARME, ART, special train) and their time of arrival.
- 21) Civil, police & RMS Officials (time and person)
- 22) Hospitals advised (location and time)

- 23) Fire brigade advised (Location and time)
- 24) Time photographer and video camera man arrived site.
- 25) Trains run in either direction prior to the affected train.
- 26) If any caution order was in force at the spot of accident.
- 27) If any dragging or parting has taken place.
- 28) ARME of -----base, ordered at ..... left .....arrived site ...
- 29) ART of ..... base, ordered at ...left .....arrived site .....
- 30) Whether train without brake van and if without guard
- 31) Whether train without brake van and if without guard.
- 32) Work started
- 33) Prima facie cause
- 34) Forecast of restoration
- 35) Assistance required (a) men (b) materials
- 36) Requirement of catering arrangements
- 37) Time restoration completed-give details of vehicles grounded and re-railed and whether by crane or MFD.
- 38) Time track certified fit with speed restriction if any.
- 39) Brake power certificate and brake power check.
- 40) Evacuation of stranded passengers and their luggage (give details)
- 41) Marshalling order of train.
- 42) Police clearance received at ....
- 43) Trains cancelled, diverted and controlled and terminated short of destination.
- 44) Whether brake van flashing tail lamp in working order.
- 45) Whether flasher lights of loco in working order.
- 46) Whether speedometers of locos in working order and synchronized
- 47) Whether indication is available in loco in case of ACP (audio & visual)
- 48) Whether head light of loco in working order.
- 49) Whether engine short hood or long hood.
- 50) Whether loco is overdue schedule.
- 51) Engine and brake van equipments - if available.
- 52) Whether personal equipment of guard and driver is available.
- 53) Whether driver tested with breathlyser, hours of duty performed and adequacy of rest prior to trip.
- 54) If Speedograph is provided (to be seized) and speed of train at time of accident.

- 55) Primary maintenance and secondary maintenance depots of coaching train involved in accident and or train last examined intensively and safe to run.
- 56) Whether statements of driver and guard has been recorded.
- 57) Time train started/passed through the previous station.
- 58) Type of block working and lines track circuited.
- 59) Ex gratia payment made.
- 60) Whether treated as a Board or Non-Board case or yard accident.
- 61) Statement of staff/public /eye witnesses.
- 62) Any other relevant information.
- 63) For level crossing accidents.
  - \* Gate manned or unmanned
  - \* Registration NO. of road vehicle involved in accident.
  - \* Whether gate was opened or closed to road traffic at the time of accident.
  - \* Whether gate lodge provided with telephone.
  - \* Whether private No. exchanged with the station/cabin
  - \* Whether gate signals are provided and in working order.
  - \* Assistant required.
  - \* Whether gate in working order.
  - \* Condition and width of road surface, speed breakers and road signs, whistle boards for trains.
  - \* Visibility.
  - \* Line (s) blocked
  - \* Train involved.
  - \* Name and address of persons injured and nature of injury
  - \* Name and designation of gateman and his duty hours.
  - \* Brief sequence of events.

# ANNEXURE - II

## IMPORTANT LETTERS & INSTRUCTIONS

No. VI – 24022 / 11 / 2002 – PM – 1  
GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS

New Delhi, Date: 24<sup>th</sup>. December 2002.

To  
Home Secretary of all States,

Sir,

I am directed to enclose herewith a copy of Director General RPF, Ministry of Railways (Railway Board) letter No. 2002-Sec.(Cr.)/45/47 dtd. 11<sup>th</sup>. December, 2002 regarding initiation of action for expeditious clearance by the State Police in case of railway accident involving loss of human lives or injuries to the passengers etc.

It is requested that suitable instructions may be issued to the concerned authorities for taking prompt action and to expedite clearance certificate in the event of a rail accident so that normal traffic can be restored without avoidable delay.

Encl: As above.

Yours faithfully,

Sd/-  
( Jojeswar Sharma )  
Director (PMP)  
Tel. / Fax. 23385947

Copy to: DGPs of all States.

Copy for information: DG,RPF,w,e,f their letter No.2002-Sec.(Cr.)/45/47 dtd. 11.12.2002.

**No. 2014/CE-II/GenI/DC/JCM  
GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
( RAILWAY BOARD )**

**New Delhi, Date : 22nd. May 2014.**

**To  
General Managers,  
All Zonal Railways**

**Sub: DC/JCM Item No. 24/2011 – Provision of accommodation  
to Trackmen in Accident Relief Trains.**

The issue of “Provision of accommodation to Trackmen in Accident Relief Trains” was discussed in Board. It has been decided that –

“Whenever Civil Engineering/OHE material train is taken to an accident site, a passenger coach must be attached in the formation for use by Trackmen and other staff. Normally such trains are formed / dispatched much later than ARMV/ART and sufficient time is available for arranging the coach. The first available coach should be used for this purpose irrespective of its class to ensure that speed of the restoration material reach the site is not compromised. Attachment of a coaching vehicle with the material train carrying relief material to the accident site, dispatched subsequent to ARMV and ART, should also not unduly delay the departure of the material train. The concerned department (Civil Engineering in case of Trackmen) may requisition attachment of a coach from the Operating Department”.

All Zonal Railways are advised to provide accommodation to Trackmen in Accident Relief Trains as per instructions above.

Sd/-  
( PankajTyagi)  
Director Civil Engg. (P)  
Railway Board

Copy to: Dir. Estt./IR in respect to Note No. 2014/E(LR)/JCM 2-1 dtd. 19.03.2014

**GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS  
( RAILWAY BOARD )**

Rail Bhavan, New Delhi – 110001  
Dated: March, 27<sup>th</sup>. 2003.

No. 2002/Sec. (Cr.)/4547

The General Managers.

Sub: Clearance by State Police in case of Railway accidents due to suspected sabotage.

Ref: Ministry of Home Affairs' letter No.VI-24022/11/2002 PM-1  
dtd. 24.12.2002 addressed to Home Secretary of all States  
(copy enclosed)

The issue of expeditious clearance by the State Police in case of Railway accidents where sabotage is suspected has been long time. It is noticed that sometimes rescue operations are hampered due to delayed and reluctant clearance by the State Police.

2. It is pertinent to mention that there are two different tasks to be accomplished on war footing after a railway accident involving human lives is concerned i.e (a) Quick Rescue Operation and (b) Restoration of Rail Traffic. It is clarified that in case of railway accidents, permission of the State Government or clearance of the police is not required for launching rescue operations for the purpose of saving human lives which inter alia may also involve handling / shifting the rolling stock (locomotives. However police clearance is required for restoration works at the site of accident. If sabotage is suspected.

3. To avoid any delay in launching the rescue operations for saving as many human lives as possible and for early restoration of rail traffic, the above issue has been taken up with the Ministry of Home Affairs. Consequently, Ministry of Home Affairs vide their letter ibid have directed the Home Secretaries of all States to issue Suitable instructions to the concerned authorizes for taking prompt action and to expedite clearance certificate in the event of a rail accident when sabotage is suspected.

4. The contents of this letter may be widely published among the railway officers/staff and displayed in all ARTs / ARMEs so that a general awareness created amongst all those engaged in rescue activities.

This letter supersedes the Railway Board's letter of even number dt.07.02.2003.

Sd/-  
( ATUL PATHAK )  
Director/Crime Prevention Rly.Board  
Director / Crime Prevention, Rly. Board

**GOVERNMENT OF INDIA (BHARAT SARKAR)  
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)  
(RAILWAYBOARD)**

No. 2012/Safety/SIMS/Accident Inq. Data

New Delhi, dated 01.05.2014

The General Managers  
All Zonal Railways

Sub: Reports of Inquiries into Accidents not covered by Section 113 of the Railways Act, 1989 to be forwarded to Commissioner of Railway Safety

During a meeting with the Railway Board, the Commissioners of Railway Safety pointed out that the Zonal Railways are not fully complying with the provisions of Section 16 of the Railway (Notices of and inquiries into Accidents) Rules, 1998, which state as under.

**“16: Reports of Inquiries into accidents not covered by Section 113 to be forwarded to Commissioner of Railway Safety:**

1. Whenever any accident, not of the nature specified in Section 113 of the Act, such as averted collisions, breach of block rules or other technical accidents, occurs in the course of working a railway, the Railway Administration concerned may cause an inquiry, either a joint inquiry or a departmental inquiry, to be held into the accident.
2. Where an inquiry is held as provided under sub-rule (1), the Head of the Railway Administration concerned shall forward a copy of the report of the inquiry to Commissioner of Railway Safety for the section of the Railway on which the accident occurred.”

Accordingly, Board have desired that Inquiry Report of all train accidents not covered under Section 113 of the Railways Act, 1989, should invariably be forwarded to the respective Commissioner of Railway Safety for their kind information. Zonal Railways are requested to ensure compliance of these instructions of Board.

The receipt of this letter may kindly be acknowledged.

**-Sd-  
(SanjivGarg)  
Adviser Safety**

**Railway Board**

Copy to: The Chief Commissioner of Railway Safety, The Commission of Railway Safety,  
Ministry of Civil Aviation, 16 A, Ashok Marg, Lucknow - 226001

**GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS  
( RAILWAY BOARD )**

No. 2002/Sec. (Cr.)/4547

New Delhi –Dt.11.12.2002

To  
The Home Secretary,  
Govt. of India,  
Ministry of Home Affairs  
North Block, New Delhi.

Sub: Expeditious clearance by the state police in a case of Railway  
accident.

Sir,

Your kind attention is invited to the subject mentioned above, in case of rail accident involving loss of human lives or injuries to the passengers, railway administration does everything possible to render necessary assistance and succorto them. Efforts are made to rush rescue and medical apparatus to the site of accident without losing any times as the first few hours are very crucial.

But it has been noticed that rescue operations are hampered due to delayed, and at times, reluctant clearance by the State Police. This was evident in the recent Rajdhani Express in Bihar when it took them unduly long time to complete the formalities.

It may be pertinent to mention that there are two different tasks to be tackled on war footing, namely (a) Rescue and (b) Restoration.

a) As regards rescue operations, they cannot obviously wait till legal formalities are completed as they involve saving human lives. But it appears that there is some confusion regarding the urgency of undertaking rescue operation. I would request you to reiterate instructions to the State Govt. on this point so that there is no delay in starting rescue operation. Needless to mention that the State Govt. should also extend maximum cooperation in handling the situation. Besides providing medical aid, other facilities, which may be necessitate by circumstances all the site of the accident may also be extended by them expeditiously.

b) As regard restoration of railway traffic, rules provide that this can be taken up only after the clearance by the local police of GRP. In this regard it would be relevant to point out that a large number of passengers are unduly inconvenienced by disruption of rail traffic. It would therefore, be in the best interest of the passengers to restore the rail traffic as fast as possible. But, it has been noticed that the local police take a long time in giving the required clearance, consequently delaying the restoration operations.

I would, therefore, request you to issue necessary instructions to the State Govt. to expedite clearance certificate in the event of a rail accident, so that normal traffic can be restored without avoidable delay.

Yours faithfully,

Sd/-  
( Dr. A.K.Pandey )  
Director General/ RPF

Copy to: Member Mech./ Railway Board for information.

**ANNEXURE – III**  
**INDEX OF IMPORTANT PHONE NUMBERS**  
**(Attached as Part – II)**

<b>Sr. No.</b>	<b>Item</b>	<b>Page No.</b>
1.	Mobile phone numbers of KGP Division, SER HQrs, Adjacent Divisions / Railways	.....
2.	Important phone numbers of KGP	.....
3.	List of Medical Facilities in KGP Division	.....
4.	List of phone numbers of stations, their respective blocks, District and State - HWH-KGP Section	.....
5.	List of phone numbers of stations, their respective blocks, District and State - BAC-MHLN & SHM-SRC Sections	.....
6.	List of phone numbers of stations, their respective blocks, District and State- BHC-KGP & ROP-BOP	.....
7.	List of phone numbers of stations, their respective blocks, District and State - TATA-KGP & KGP-MDN	.....
8.	List of phone numbers of stations, their respective blocks, District and State - PKU-HLZ	.....
9.	List of phone numbers of District & State Officials - PaschimMidnapur, PurvaMidnapur& Howrah	.....
10.	List of phone numbers of District & State Officials- Balasore, Bhadrak&Mayurbhanj	.....
11.	List of phone numbers of District & State Officials- East Singhbhum&Jharkhand..	
12.	List of phone numbers of Fire stations	.....
13.	List of phone numbers of Military officials	.....
14.	List of phone numbers of Para Military establishments	.....
15.	List of phone numbers of BSNL	.....
16.	List of News Agencies	.....
17.	Dimensions of Helipads	.....
18.	List of Helipads / Airstrips	.....
19.	List of Social Organizations / NGOs	.....
20.	List of Establishments having Earthmoving Equipment's	.....
21.	List of establishments having tents	.....
22.	List of Electrical Equipment's	.....
23.	List of Rivers and Controlling Officers for availability of boats	.....
24.	Names and addresses of Divers (Local / Police)	.....
25.	List of persons to be contacted in case of explosion in LPG bottling plant at ULB	.....
26.	List of Forensic Laboratories	.....
27.	List of road transport - State & Private	.....
28.	List of distance taken by Road and Rail	.....
29.	List of ARME / MFD / Crane in KGP and adjoining Divisions / Railways.....	
30.	List of Imarsat Numbers of various Divisions / Zones	.....

- 31 Mobile number of Officers of adjoining Divisions of S.E.Rly& KGP Workshop .....
- 32. CUG Mobile Number of Supervisors .....
- 33. Disaster Tackling Team (Optg. Department) .....
- 34. E-Mail addresses of Divisional Officers. ....
- 35. Safety Directorate – Railway Board. ....