

**CHAPTER IV**  
**DISASTER MANAGEMENT**

**A. GENERAL INSTRUCTIONS:-**

Disaster Management is the art of functioning under conditions of extreme difficulty. It is the ability to take cool rational decisions in a crisis situation filled with tension and even danger. It is the ability to function effectively when all known chains of command have been broken and when even channels of communication have failed. In short, it is the ability to function in chaos.

The Railway is a highly structured organisation, with a clear chain of command, effective communication channels and a time-tested pattern of working. During accidents, however, almost all these break down. It is in this situation that cool and clear thinking is necessary and decisions have to be taken quickly and effectively.

**4.01 OBJECTIVES IN DEALING WITH ACCIDENTS:**

The main objectives to be ensured while dealing with a serious accident are to

- a) save lives and alleviate suffering
- b) protect property including mail
- c) provide succour and help to passengers at the site of the accident
- d) ascertain the cause of the accident
- e) restore through lines of communication and
- f) instil a sense of security and confidence in the minds of the affected people

**4.02 RESOURCES OF ALL DEPARTMENTS TO BE MADE AVAILABLE:**

The resources of all departments including men and material should be promptly made available, rendering assistance to passengers and for restoration of traffic. Every facility must be afforded to the Civil Police, Medical Officers and the Commissioner of Railway Safety to enable them to proceed to the site, in case of a serious accident.

#### **4.03 IMPORTANT RESPONSIBILITIES OF RAILWAY OFFICIALS PRESENT AT SITE:**

1. Till such time relief and assistance arrive and a more senior official replaces him, the senior most railway official present shall take charge of the situation.
2. He shall ensure that the accident has been reported properly to the controller or the nearest Station Master, that the train is protected and relief, if required is asked for and arrange to
  - a) collect railwaymen and volunteers,
  - b) allot duties to each as best as possible under the prevailing circumstances,
  - c) allot duties to Police, Military and Railway security staff and
  - d) Organise relief with the assistance of volunteers.
3. Railway servants present during an accident shall take note of the exact time of the accident, besides other important details connected with the accident. They shall also take the earliest opportunity of checking their watches with the Guard's watch or control time, as the exact time of an accident is often an important clue in determining the cause of the accident.
4. All railway servants present at an accident site or asked to handle at accident site should maintain a log indicating time and activities.

#### **4.04 DEALING WITH STAFF ALLEGEDLY RESPONSIBLE FOR AN ACCIDENT OR INVOLVED IN AN ACCIDENT:**

1. Staff alleged to be guilty of offences which in the opinion of the Divisional Railway Manager or the concerned Divisional Officer, if proved will, result in their dismissal/removal from service, should be placed under suspension, pending the result of the inquiry.
2. Staff may also be suspended where the alleged failures are serious in nature.
3. As soon as the accident takes place where the Loco Pilot may have in some way connected to the accident, the Loco Pilot shall be examined by a Doctor.

It should therefore, be ensured that the Loco Pilot is relieved and sent to the Doctor as quickly as possible for special medical examination.

4. Medical Officers at an accident shall examine the Motorman/ Loco Pilot or any other staff connected with the safe running of trains involved in an accident to find out whether they were under the influence of alcoholic drinks, sedative or any stimulant drug and send a report to Divisional Railway Manager endorsing a copy to Chief Medical Director and Chief Safety Officer.

#### **4.05 REFERENCE LISTS AT STATIONS/CONTROL OFFICE FOR READY REFERENCE:**

**(a) The following lists shall be kept at all stations (along with current telephone numbers wherever provided):**

1. Acc.8, Acc.9, Acc.10, Acc.11, Acc.12.
2. List of ambulance services with location.
3. List of volunteer organisations like St. Johns Ambulance Brigade, Lions Club, Rotary Club, etc.
4. List of Civil, Police and other authorities to be informed in case of an accident.
5. List of fire fighting arrangements (Railway, State Government, Public Sector and Private Sector).
6. Addresses of nearby POL and LPG marketing company's local representatives and specialised industry like petrochemicals, hazardous chemical, etc.
7. List of mobile crane operators (Government, Public Sector, and Private Sector).
8. List of State Transport bus depots.

**(b) The following lists shall be kept at Divisional/Control Offices (along with the current telephone numbers where provided):**

1. List of Railway Hospitals/Health Units and other Government Hospitals and Health Units in the division.
2. List of ambulance services with location.
3. List of fire fighting arrangements (Railways, State Government, Public Sector, and Private Sector).
4. List of POL and LPG bottling or marketing companies and specialised industries like petrochemicals, hazardous chemicals etc., and names of Technical Officers of LPG loading stations.
5. District Magistrates, District Superintendents of Police.
6. Heads of Private and Public Sector organisations located in the Division from whom assistance can be sought.
7. Road Maps of the Division.
8. Station Working Rules of all stations in the division.
9. Master Charts.
10. Copy of the checklist of Section Controller, Deputy Chief Controller, Chief Controller, Power Controller, etc.
11. Rules Books – GRS and Accident Manual.
12. List of Officers to be advised in case of serious accidents.
13. List of adjacent Divisional/Zonal Officers.
14. List of officials from whom helicopter/aeroplane can be chartered.
15. List of railway's road vehicles with numbers and controlling officers.
16. List of railway's road vehicles drivers with their addresses.

17. List of co-ordinating officials in Army/Navy/Air Force and the State Government Headquarters whose assistance can be sought in case of serious accidents.
18. List of State Transport bus depots.
19. List of T.V.Centres, Radio Stations, etc.
20. List of Staff trained for combating LPG accidents or other emergencies.

#### **4.06 RESPONSIBILITIES OF STATION MASTER RECEIVING REPORT OF AN ACCIDENT:**

- i) When a report of any accident or obstruction is received by the Station Master, he shall see that all necessary precautions are taken by the most expeditious means possible, for the protection of traffic.
- ii) If an accident happens to a train, the Station Master shall arrange for all necessary assistance to be sent to the train.
- iii) The Station Master shall, as soon as practicable, report each accident in accordance with special instructions.

#### **4.07 OFFICIAL IN CHARGE OF ACCIDENT SITE:**

The Senior-most Official present at the site of the accident shall be the overall incharge of relief operations and all the staff - both on relief trains and others shall comply with his instructions.

### **B. PROTECTION:**

#### **4.08 ROLE OF GUARD, LOCO PILOT AND STATION MASTER:**

- (i) The Guard and Loco Pilot shall immediately protect the affected train in case of single line and in case of double line/multiple lines shall do so after protecting the adjacent line first, by the use of flasher light, hand signals, detonators, fusee, etc. as detailed in G.R. 6.03.

- (ii) The Station Master receiving information of an accident shall see that all necessary precautions are taken by the most expeditious means possible, for the protection of the affected train and traffic.

**C. REPORTING:**

**4.09 ROLE OF GUARD, LOCO PILOT AND STATION MASTER – ALL CONCERNED MESSAGES:**

- i) On the occurrence of an accident the Guard or in his absence the Loco Pilot shall immediately note the time of accident, and after protection, shall report the occurrence to the Control and to the nearest Station Master.

**ii) Report by the quickest available means:**

Every accident shall immediately be reported to the Station Master of the nearest (accessible) station by the quickest available means. For this purpose the Guard or in his absence the Loco Pilot or any other railway servant present at the site of the accident shall follow the procedure prescribed in S.R.6.05.

- iii) The Station Master shall arrange to advise the Controller, Station Master at the other end of the Block section and officials of the other departments also by the quickest possible means.

The Station Masters/Station Managers of stations where sirens are provided shall arrange for sounding the siren immediately and arrange to move MRV/BD special where necessary.

- iv) **Information to Civil and police authorities:** Depending on the gravity of the situation Station Master shall also establish direct contact with Civil and Police authorities such as District Collector, District Superintendent of Police, Superintendent of Police, GRP apart from conveying the information to the nearest Police Station.

**4.10 PARTICULARS TO BE CONVEYED BY THE GUARD AND LOCO PILOT OR ANY OFFICIAL AT THE SITE OF ACCIDENT WHILE CONVEYING FIRST INFORMATION:**

- (a) Time and date of accident.
- (b) Train number and description.
- (c) Engine number.
- (d) Loco Pilot's name.
- (e) Guard's name.
- (f) Section and kilometreage of accident.
- (g) Condition of the adjacent track whether fouled or clear.
- (h) Brief description of accident/nature of accident.
- (i) Whether any injury, number of persons injured/killed. Whether injury is to passengers, railway staff or others.
- (j) In case of derailment the number and type of vehicles derailed or capsized and in case of derailed vehicles the particulars of wheels derailed, whether loaded or empty. If the engine has derailed the number and description of the wheels derailed.
- (k) Condition of permanent way i.e., whether badly damaged or otherwise, length damaged, etc.
- (l) Assistance required MRV, break down cranes with tool vans, tool vans only, MFD, staff with tools only, etc.
- (m) In case of level crossing accidents the type of road vehicle involved and the number of persons injured/dead and the nature of injuries. Whether the engine is disabled and whether any derailment has taken place. Whether road vehicle is entangled/obstructing the track.
- (n) Prima facie cause, if known.
- (o) Any other important information.

- Note:
- 1. The information should be precise and clear.
  - 2. In case of accidents involving passenger carrying trains and accidents at level crossing gates, the first information should be very prompt.
  - 3. In case there is no injury this should be clearly advised.
  - 4. Guard and Loco Pilot shall convey the report of an accident in Form Acc.3 in addition to advice given through telephone.

**4.11 PREPARATION OF ACCIDENT MESSAGES**

- (a) Messages about accidents from Guard, Loco Pilot, Station Master and first official at site shall be addressed as 'To all concerned' accident Class A-1, L-5, etc., as the case may be.

- (b) Messages reporting ‘serious accidents’ shall be prefixed with a code AXXR. All other messages shall be coded AXR.
- (c) If there is interruption to through traffic, this shall be stated specifically.
- (d) In all accident messages the names of the stations shall be written in full. In the reports to the Railway Board, the designations of officials concerned shall be written in full. All messages to the Railway Board and the Chief Commissioner of Railway Safety shall be confirmed by post, under advice to the Chief Safety Officer.
- (e) In the event of an accident falling in more than one class, it should be treated as an accident in the highest class. However, while reporting an accident in the highest class, the lower class or classes, which are also involved, shall also be indicated.
- (f) Where an accident message is cancelled, Form Acc.1 or STE.45B shall not be used and instead Form STE.51B shall be used.
- (g) Where reclassification of accidents is found necessary, the full text shall be reported in Form STE.45B giving reference to the original message and the authority for reclassification. For example, if accident Class B-4 is reclassified as B-5, the following particulars shall be shown on the top of the reclassified message:

To accident Class B-5 (B-4 of 16.08.97 reclassified vide DRM/UBL No. .... of 26.10.04)

A copy of the reclassified accident message (B-5) shall be delivered not only to those officials to whom it is due but also all those officials to whom the original message (B-4) were sent.

#### **4.12 MESSAGE FROM THE FIRST OFFICER/SUPERVISOR AT SITE:**

- (h) The first Officer or Supervisor arriving at an accident site has an added responsibility of going into greater detail. It is absolutely essential that between the sending of an ‘All Concerned’ message and the arrival of a senior supervisor/Officer at site, the track is protected and the details of the accident collected. In case of injuries to passengers, a detailed list of injured passengers along with the nature of injuries should also be made out after a through check of all coaches. Doctors arriving at the site of an accident should immediately tabulate the list of injured, detail the nature of injuries and classify injuries based on this manual.

(i) With this information and the particulars collected as per Rule 4.10, the first supervisor or Officer at site should give a detailed message to the Control Office, to the Divisional Railway Manager and the General Manager, where necessary, indicating the probable cause, the nature of injuries sustained by passengers, the nature of assistance required and the probable time of restoration.

#### **4.13 RESPONSIBILITIES OF SENIORMOST OFFICER AT SITE:**

With the arrival of Officers at site, the seniormost Officer at site has to take over control of all matters related to the accident including keeping the headquarters informed of the progress of restoration, nature of injuries to passengers, action being taken for medical assistance, prima- facie cause of the accident and the probable time of restoration. The seniormost Officer at site has, therefore, to issue a detailed message to the General Manager incorporating all these details in his message.

#### **4.14 NOTICE OF SERIOUS ACCIDENTS TO THE CIVIL POLICE STATION OF THE LOCAL AREA, DISTRICT SUPERINTENDENT OF POLICE, REVENUE OFFICIALS ETC.**

In all cases of serious accidents the Officer-in-charge of the civil police station of the local area, the District Superintendent of Police and the revenue Officials like Tasildar of the State Government, having jurisdiction over the site of the accident should invariably be informed about the accident as early as possible after its occurrence, preferably on the phone.

#### **4.15 REPORTING BY THE CONTROL OFFICE IMMEDIATELY ON RECEIPT OF THE INFORMATION ABOUT AN ACCIDENT:**

##### **(a) Section Controller shall**

- i) Advise the Chief Controller and note important details on the chart and also in any logbook maintained by him.
- ii) Obtain the relevant information from the person giving information about the accident and remain in constant touch with site.
- iii) Advise the SE/P.Way, SE/S&T, SE/C&W, LF LI, TI, AEN and all other senior supervisors of the section immediately. In case of accidents

involving passenger carrying trains the nearest stations where Accident Relief Medical Equipment, Scale I and Scale II are located and also the nearest stations where Railway Hospitals and Health Units are located shall be advised immediately about the accidents.

- iv) Advise Station Masters on either side of the affected section to keep loop lines clear for marshalling of Accident Relief Trains.
- v) Follow up movement of relief vehicles and ensure that they are moved on top priority.
- vi) And follow up all instructions given to him by senior officials.

**(b) Chief Controller shall**

- i) Advise DRM/ADRM, all concerned Officers, Supervisors and Inspectors.
- ii) Inform Medical Superintendent/Doctor in charge immediately in case of accidents involving injury to any person.
- iii) Order Medical Relief Van and Break Down specials immediately.
- iv) Inform Officers online on the affected section and nearby sections.
- v) Advise Police officials and District Magistrates concerned where such advice is due.
- vi) Give prompt information to adjacent Divisions/Railways for regulation of traffic. Telephonic advice should be followed by recorded messages.
- vii) Also maintain a continuous log of events and messages received apart from following up all matters relating to the accident.
- viii) Advise Central Control giving full details of the accident.
- ix) This shall be followed by with details of the relief operations, etc., from time to time, till the section/station are restored to normal. The final repercussions, consequent on the accident shall also be furnished.

#### **4.16 ACTION TO BE TAKEN BY CENTRAL CONTROL ON RECEIPT OF INFORMATION ABOUT ACCIDENT FROM DIVISIONAL CONTROL OFFICE:**

The Chief Controller on duty at the Central Control Office shall record the information in the Log Register specially maintained for the purpose and put it up at once to the Deputy Chief Operations Manager (Safety/Special Duty)/Senior Transportation Manger (Safety) during office hours for further instruction and action as necessary. He shall also communicate the information forth with over the phone to all concerned Officers at the Headquarters Office. Where an accident takes place other than office hours or on holidays the information shall be communicated to all Officers at their residence over the phone.

#### **4.17 COMMUNICATION ARRANGEMENTS:**

- (i) One of the most vital requirements at an accident site is communication. As such,
  - (a) Signal and Telecommunication Official shall proceed to the accident site immediately on receiving an accident message.
  - (b) An officer of Signal and Telecommunication branch should immediately take position in the control office to assist in
    - 1. Control communication
    - 2. Emergency communication
    - 3. Communication to Public
  - (c) Qualified staff should be detailed to man the communication net works provided at the accident site.
  
- (ii) Providing efficient and effective communication arrangements at the site of the accident is very important. Communication arrangements should be made liberally at the site of accident and at the adjacent stations by providing phone communication with control, communication with rest of the railway net work through Railway phone and BSNL telephone. The authorities of Telecommunication Department should provide as many telephones as possible with STD facilities. Information must be passed on to the terminals from which the train originated and scheduled to terminate and also to important intermediate stations through Railway and other channels. Help from the civil authorities for organising relief and communicating the details should be taken. The information collected should be passed onto the control.

#### **4.18 REPORTER**

The Senior Official (Officer or Subordinate if there is no officer present) who arrives first at the scene of a serious accident involving the death of, or injury to, one or more passengers shall at once appoint an employee to act as Reporter and to fill in Form ACC.6. The Medical staff shall be responsible for recording details of injuries and other medical notes against the names of the injured.

#### **D. ASSISTANCE:**

##### **4.19 EXPEDITIOUS DESPATCH OF RELIEF TRAINS:**

- (i) In the case of accidents likely to require the use of the Break-down special, Medical Relief Van etc., Station Masters on duty on controlled areas shall immediately after they become aware of the occurrence, specially advise Control giving all available information.
- (ii) Control shall at once arrange for such assistance as may be required. As the delivery of accident messages is liable for delay, Control shall take immediate steps to communicate necessary information to the Divisional Operations Manager, Divisional Safety Officer and also to the Officers and Subordinates of other Departments, so as to expedite the turning out of the Medical Relief Van, Break-Down Special, etc. Control shall also specially advise the Section Engineer Signals/Telecommunication who shall proceed to the spot by the first available means with his portable telephones.
- (iii) If the Section Engineer Signals/Telecommunication, is out of Headquarters at the time of call and does not have the portable telephone with him, he shall proceed to the accident spot, after issuing instructions to his officials to bring the portable telephone to the accident spot. A competent official shall accompany the first accident special( which carries a portable telephone) to the accident spot, if he has not already left for the accident spot along with the Section Engineer S&T/ Telecommunication and control shall ensure that the S&T Branch is advised in time to join the special without delaying it.

- (iv) The ARME Scale I which are stored in special train (i.e. MRV special) shall be stabled on separate siding and shall be despatched on priority even ahead of BD special. The MRV special shall be given absolute priority for its journey to the site of the accident.
- (v) The Accident message (initial or supplementary) despatched from the site should include as much pertinent information as possible to enable the authorities despatching the Relief train to judge the requirements of the situation and act accordingly.

#### **4.20 MEDICAL AID**

- (i) Whenever any accident, occurring in the course of working a railway, has been attended with grievous hurt it shall be duty of the Head of the Railway Administration concerned to afford Medical Aid to the sufferers, and to see that they are properly and carefully attended till they are removed to their homes or handed over to the care of their relatives or friends. In any such case, or in any case in which any loss of human life or grievous hurt has occurred the nearest available local Medical Officer shall be sent for, if such Medical Officer is nearer at hand than the Railway Medical Officer.
- (ii) The control office shall immediately advise, the Station Masters of the Stations equipped with ARME Scale II on each side of the site of the accident. The Station Masters concerned shall despatch the boxes to the scene of the accident by the first available train. The box shall be unlocked before despatch and the clasp tied on to the hasp. If the key had been mislaid or has become defective, the Station Master shall send the box in the condition it is at the time and shall not, in any circumstance, fail to send the box and the box shall be broken open at the accident spot.
- (iii) The Control Office shall also immediately arrange for sending First aid boxes and stretchers available at stations and on trains, on either side of the site of accident by the quickest possible means.
- (iv) The Control Office shall also immediately advise, the Senior Railway Medical Official headquartered on each side of the site of the accident , the Divisional Medical Superintendent of the Divisions concerned as also the Divisional Medical Superintendent of the nearest adjoining Division and all Medical Subordinates headquartered between the two Divisional Medical Officer stations. The Railway Medical Officials receiving the

advice shall get ready at once the special accident medical equipment if any, provided at the station or at the Dispensary or in the Breakdown Special at the station, in addition to their own emergency boxes, and assemble all their available staff at the station; and, as soon as they are ready to proceed to the site of the accident, advise the Senior Transportation (Traffic) Official present at the respective stations. The Control Office shall arrange for the transport of the Medical staff and their equipment to the site of the accident by the first available train, a Special Train for the purpose being arranged if possible. The Medical staff with necessary supplies may proceed to the site of the accident by means other than rail, if rail transport is likely to involve delay.

- (v) The Control Office shall also advise immediately, the stations on either side of the site of the accident where local Doctors are available. The Station Masters receiving the advice shall immediately advise, by the quickest possible means, the local Doctors and, on their arrival at the station, advise the Control Office. The Control Office shall arrange for the transport of the local Doctors and their equipment to the site of the accident by the first available train, a Special train being arranged for the purpose, if possible.
- (vi) On receipt of information of an accident necessitating medical attendance either from the control or by the sounding of the siren, the concerned Assistant Divisional Medical Officer shall ascertain from the Control or the Station Master, as to the exact nature of the accident, the probable number of persons injured, etc. He shall precisely note down these particulars in the Book maintained for this purpose, with the time and date of receipt of the message.
- (vii) The Control Office shall also advise immediately, the Station Master of the station at which a Medical Relief Van is stabled, on each side of the site of the accident. Each of the Station Masters receiving the advice shall immediately advise the Senior official of the Medical Department and Senior official of Mechanical Department headquartered at his station. The Senior Railway Medical Official receiving the advice shall assemble all his available staff with their emergency boxes, at the station and as soon as he and his staff are ready to proceed to the spot of the accident, advise the Senior Transportation (Traffic) official present. An MRV shall be started only with Doctors and para-medical staff.

(viii) The Senior Official of Mechanical Department receiving the advice shall assemble his staff at the station and as soon as he and his staff are ready to proceed to the site of the accident, advise the Senior Transportation (Traffic) official present. The Senior Transportation (Traffic) Official shall arrange to send the Medical Relief Special with the first available engine. The Senior Transportation (Traffic) Official shall arrange for a competent Guard to work the Medical Relief Special and also to arrange to send by the train as many licensed porters and Group D staff as possible.

**Note:** (1) No Officer's Inspection carriage shall be attached to a Medical Relief Special, except in cases where the inspection carriage is already in the formation. The Senior Transportation (Traffic) Official shall accompany the train. On no account shall a Medical Relief Special be held up for the arrival of any official and it shall be started immediately the Medical staff and the Mechanical staff assemble at the station and report that they are ready to proceed to the site of the accident.

(2) The services of the local Doctors shall be availed of, if it is possible to do so without causing delay to the Medical Relief Train.

(ix) The medical relief Special shall be given highest priority for its journey to the site of the accident.

(x) Every facility shall be given to doctors to reach the site of accident:

It will be the duty of all Railway servants to afford every facility to Doctors to enable them to reach the site of the accident with the least possible delay.

**Note:** In case, access by road to the site is speedier than that by rail, any Gazetted Officer of the Railway should be authorised to withdraw reasonable amount of cash from Station Earnings through concerned Commercial Officer for hiring road vehicles to enable him to proceed with his staff and equipment to the site. Cash so withdrawn must be accounted properly by accompanying vouchers for the expenditure incurred. Balance cash if any shall be remitted immediately.

(xi) **Attention to injured:**

(a) The injured passengers shall be attended to on top priority. It is the primary duty of all Railway Servants to render prompt assistance to the injured and arrange immediate medical aid at the site of the accident and most effective medical treatment after their admission into hospital.

- (b) All First Aid boxes, equipments and emergency Tool Boxes in trains or at stations shall at once be rushed to the site of the accident for rendering relief to the injured and extricating passengers from the debris. In order to convey medical help to the site of the accident, trollies may be sent out, trains may be detained and train engines utilised. Out side conveyance may be requisitioned, if necessary, through local Police and revenue officials. In cases where the site of the accident is approachable by Road, medical aid may be rushed by road if it can reach quicker and more conveniently. Detailed road maps should therefore, be kept in all Control Offices and in Railway hospitals which should also be equipped with ambulance vans in order to rush, whenever possible, medical aid by road.
- (c) The Guard or the Station Master should ascertain if there are doctors and first aid workers amongst passengers, and they should be requested to assist.
- (d) In cases of serious injuries, the nearest civil or military medical officials or private practitioners and ambulance must be summoned, if the Railway Medical Officer is not available earlier or is unable by himself to cope with the situation.

**(xii) Action to be taken by Assistant Divisional Medical Officer where no special Medical Relief Equipment is provided:**

- a) The Assistant Divisional Medical Officer of a Dispensary, where no special Medical Relief Equipment is provided shall proceed at once to the site of accident by the quickest means of transport available, sending at the same time a message, with copy to the Chief Divisional Medical Officer, to the Assistant Divisional Medical Officer of the nearest station where special medical relief equipment is provided asking him to move the Equipment to the accident spot by first means and stating that he is proceeding to the accident spot.
- b) The Assistant Divisional Medical Officer shall take with him his Medical bag and the Emergency box supplied to his Health Unit/Hospital.

**(xiii) Action to be taken by Assistant Divisional Medical Officer at a place where Scale ‘II’ Equipment is provided:**

The Assistant Divisional Medical Officer at a place where Scale II equipment is provided shall proceed to the accident spot by the first available means taking with him, if possible, the entire Scale “II” equipment. If it is not possible to take the entire equipment by the first available means, he shall proceed taking with him as much of the equipment as possible and arranging with the Station Master to send the remaining equipment by the next available means i.e. train, trolley, road vehicle etc.

He shall also take with him his Medical bag and the Emergency box supplied to his Health Unit/Hospital.

**(xiv) Action to be taken by Station Master at station where Scale “II” equipment is provided, but where there is no Assistant Divisional Medical Officer:**

At stations where Scale “II” equipment is provided but where there is no Assistant Divisional Medical Officer it is the responsibility of the Station Master to see that the equipment is moved by the first available means. The Guard of the train carrying this equipment or the person whomsoever is entrusted with task of carrying this equipment shall hand over the same to any Assistant Divisional Medical Officer or Divisional Medical Officer or Doctor who is present at the accident spot.

**(xv) Responsibility of Assistant Divisional Medical Officer proceeding to an Accident spot:**

- a) An Assistant Divisional Medical Officer proceeding to an accident spot shall take with him as many staff as are available, for utilisation as Stretcher Bearers, Dressers and Assistants in respect of bringing water, boiling instruments and keeping the equipment ready for use. For this purpose, he shall maintain a list of qualified First Aiders at his station and whenever required, take an appropriate number of First Aiders. Wherever there is a St. John’s Ambulance Brigade Division, as many of them as possible shall be taken, instructing the Health Unit/Hospital to advise their immediate superior. He shall leave necessary and clear instructions with the Health Unit/Hospital to receive the injured persons or to send additional equipment to the site of the accident when asked for.

- b) An Assistant Divisional Medical Officer proceeding to an accident spot shall before actually leaving for the spot, advise his Divisional Medical Officer of what exactly he has arranged. On arrival at the accident spot, he shall as soon as possible, advise the Divisional Medical Officer the number of persons killed and injured, the nature of injuries and the arrangements made to render medical aid and any additional medical assistance required if this has already not been done.

**(xvi) Responsibility of Divisional Medical Officer proceeding to the site of the Accident.**

- a) The Divisional Medical Officer shall proceed to the site of the accident by the first available means (Rail/Road) taking with him the medical relief equipment and necessary staff. He shall decide (from the estimate of the injury as given in the accident message or as ascertained by him from Control) whether assistance from the neighbouring Division/Railway is required, if so, he shall send necessary requisition by the earliest possible means to the nearest Divisional Medical Officer, Chief Medical Director and the adjacent Medical Officers-in-charge of Civil or other Hospitals nearest to the scene of accident. On arrival at the site of accident he shall after affording medical aid, as best possible, arrange for the removal of the injured from the site of the accident to the nearest Hospital. Officers of the Transportation (Traffic) and other Departments shall give every possible assistance to the Divisional Medical Officer in his effort to reach the scene of accident as quickly as possible; for the removal of the injured from the scene of the accident; for clearing of the debris or other work to unearth the injured persons; and in sending messages to the Chief Medical Officer and Divisional Medical Officers of other Division and others
- b) If the Divisional Medical Officer can possibly reach the site of accident by motor car in advance of the Medical Relief Van, equipment or staff, he shall do so after nominating an Officer of another Department or his Subordinate to take charge of the arrangements to send the Medical equipment.
- c) The DMO/MS/CMS of a Division shall proceed to the accident site by fastest means. Where he is not the first doctor to arrive at site, he shall review the treatment given by junior doctors and make a detailed report of the casualties and the condition of the injured. He shall then follow up and monitor the further treatment to all the injured till they are discharged from Hospitals.

**(xvii) Opening of dressing station and temporary Hospital:**

- a) At the scene of the accident the senior Medical Official present shall decide on a site for a dressing station and depute staff preferably those qualified in First Aid to help him in his work. The dressing station shall be conveniently situated and if there are sufficient staff, two such stations shall be opened where injured cases shall be brought from the wreckage by stretcher and dressed. The tarpaulins and bamboo posts provided in the Accident Medical Equipment shall be utilised for getting up these stations especially in an out of the way place. If the accident is by day, the First Aid Station thus got up shall be marked by a red flag, if it is during night time, the station shall be marked by a red signal lamp. The senior Engineering Official at the site shall be responsible for seeing that adequate labour to work as stretcher bearers, under the guidance of the Medical staff is provided.

Note: Except in case of extreme urgency, no operative procedure shall be undertaken at the scene of accident.

- (b) If it is found necessary to open temporary Hospitals and if the accident take place in or near the precincts of a station the Divisional Medical Officer shall requisition any refreshment rooms, Waiting Rooms, Institutes or other Public Buildings belonging to the Railway for such purpose. Speed in evacuation is of the utmost importance and the aim of the medical relief party shall be to evacuate all cases to Hospitals in the shortest time possible. Before transporting the injured for admission to any Railway or Non Railway Hospital, the authorities there shall be advised in advance by phone or wire requesting them to make necessary arrangements for receiving the cases.

**(xviii) Medical personnel to attend to the injured:**

- a) It is the duty of the Medical personnel to attend to the injured without any delay and valuable time shall not be wasted by them in collecting the following data for which responsible staff from other Departments shall be detailed by the Officers of these Departments, to work in co-operation with the Medical Officer in charge:

The temporary and permanent address of the injured

The date, class and number of ticket and the station between which it is available.

Age, caste, occupation or status in life, and if possible the income of the injured.

- b) The Senior Medical Official shall, however, be responsible for recording details of injuries and the treatment undertaken on the spot together with the particulars as to how they were disposed of, etc., in the note book which is provided along with the Medical Relief Equipment. If it is found that the injured passengers have already been treated by either fellow passengers who may be the Medical Practitioners or Guards having first aid equipment in their van or by the Civil Medical authorities near the scene of accident or by any other non-Railway individuals, everything shall be done to obtain complete notes of such person on the lines detailed above. If necessary a visit shall be paid later to the local Civil or other Hospitals where accident cases have been admitted. The Medical authorities there being requested to permit the Railway Doctors to take these notes. A complete list of the injured persons with full particulars of injuries etc., shall then be sent to the Chief Medical Director, with a copy to Chief Safety Officer, by first means by the Divisional Medical Officer or the Sr. Medical Subordinate in charge of the medical arrangements at the scene of the accident.
- c) Officials of all Departments, especially at the scene of accident, shall keep in close touch with one another and the Medical personnel shall not leave the place until they are informed by the Divisional Railway Manager or the Senior most Officer present that all injured passengers have been extricated from the debris.
- d) The Assistant Divisional Medical Officer or the Divisional Medical Officer who first arrives at the scene of accident shall intimate his arrival to the Chief Medical Director and he shall send report as a running commentary so as to keep the Chief Medical Director informed of the number of persons injured etc., and what medical aid is rendered to them, until the Chief Medical Director himself arrives at the accident spot.

**(xix) Standing instructions by Divisional Medical Officers to Assistant Divisional Medical Officer. -**

Divisional Medical Officer shall prepare standing instructions for each Assistant Divisional Medical Officer-in-charge of each Health Unit/Hospital to ensure that the Assistant Divisional Medical Officer keeps his staff informed of his whereabouts when he is away from the Health Unit/Hospital and that, if the Assistant Divisional Medical Officer himself cannot proceed to an accident spot promptly, the Divisional Medical Officer and the Assistant Divisional Medical

Officer of the adjoining Health Unit/Hospital are immediately advised of the position. The staff required to be left behind at the Health Unit/Hospital shall also be indicated.

**(xx) Divisional Medical Officer to replace articles in Medical Relief Equipment after use.-**

After use, the Medical Relief Equipment shall be inspected by the Divisional Medical Officer as soon as possible and replacement of all articles used shall be arranged for immediately.

**4.21 PROMPT EXTRICATION OF THE INJURED FROM DEBRIS:**

Great and prompt care must be taken in handling and extricating the injured from the debris. They must then be carried to the nearest clear place for First Aid, etc.

**4.22 SPEEDY TRANSPORT OF INJURED PERSONS TO HOSPITAL:**

After receiving first aid, all seriously injured passengers must be transported, as speedily as possible to the hospital station as decided by the Medical Officer in charge.

**4.23 PRIORITY TO COACHING AND FREIGHT VEHICLES NEEDED FOR TRANSPORTING THE INJURED:**

- (i) The Control Office shall make the necessary arrangements for the provision of coaching and freight vehicles for the transport of the injured persons, giving such stock priority over other rakes and shall keep in close touch with the Divisional Medical Officer in order to find out what his requirements are for this purpose.
- (ii) Trains carrying injured persons from the site of the accident shall be given priority over all other trains including Breakdown special. When the injured persons have been accommodated, there shall be no delay in despatching the train. Control shall grant absolute priority for its journey from the site of the accident. On sections where Control working is in operation, the Senior Transportation (Traffic) Official present shall take all steps to ensure that absolute priority is given and advise, by message to all the stations concerned.

#### **4.24 RAILWAY DOCTOR TO ACCOMPANY INJURED PERSONS TO NON-RAILWAY HOSPITALS:**

When injured persons are sent to a Non-Railway hospital for treatment, the medical Superintendent, Divisional or the Asst. Divisional Medical Officer must depute a Railway doctor to accompany them from the station to hospital and see that they are properly accommodated. The doctor so deputed must give a daily report of the progress of patients to the Divisional or the Assistant Divisional Medical Officer.

#### **4.25 ARRANGEMENTS FOR RECEPTION OF PATIENTS AT NON-RAILWAY HOSPITALS:**

Timely advice must be given to the civil and military hospitals of the number of injured persons proposed to be shifted there and the time that they are expected to arrive at the hospital station.

All local Railway transport vehicles, such as trucks, cash lorries etc., should be made available for the purpose of clearing casualties to hospital. Ambulances or suitable road vehicles should also be requisitioned from the police, the army and other sources at the hospital station. If adequate transport cannot be arranged for by such means, transport should be hired.

#### **4.26 SUPPLY OF DRINKING WATER TO THE INJURED AND OTHER PASSENGERS**

All efforts shall be taken to ensure an adequate supply of drinking water to the injured and other passengers, by Station Master, Section Engineer (works) and Commercial Inspectors. Water stored in the Accident Relief Trains shall be made full use of. Efforts may also be taken to get water from local sources even by engaging lorries. Jerry cans available at Stations may be made use of for this purposes. Water in sachets may be procured and supplied.

**E. EXAMINATION OF EVIDENCE AND PRESERVATION OF CLUES:**

**4.27 RESPONSIBILITIES OF OFFICER OR SENIOR SUBORDINATE:**

- i) The Officer or Senior Subordinate of any department who may happen to be present at the time an accident occurs or who first arrives at the scene of accident shall irrespective whether he is on or off duty shall carefully examine and make a note of all the evidence which may prove useful in ascertaining the cause of the accident and record the results of the examination in Form Acc.7.
- ii) In the event of more than one Officer or Senior subordinate being present at the site of the accident or arriving first at the site of the accident, the report in the prescribed Form Acc.7 shall be signed by all the Officers or the Senior Subordinates, as the case may be. If the report is made by one or more Senior Subordinates it shall be called for and checked by the Officer or Officers who arrive first at the site of the accident.
- iii) The Divisional Safety Officer if nearer to the spot, shall proceed by a special engine if he cannot arrive at the site soon by other means; and if he is within reach of the Executive Officers of other departments, he shall give them opportunity of accompanying him. Similarly the Officers of other departments shall use the quickest available means to reach the site.

**4.28 RESPONSIBILITIES OF STAFF OTHER THAN OFFICERS/SENIOR SUBORDINATES:**

Rule 4.27 shall not be deemed to imply that staff other than Officers and Senior subordinates present at or arriving first at the site of an accident need not take any step to examine or preserve evidence relating to the accident. It shall be the duty of every railway servant to look for and preserve such evidence and such evidence shall be made available to the Officer or Senior subordinate for incorporation in the prescribed forms.

#### **4.29 RECORDING OF STATEMENTS OF STAFF CONCERNED:**

Record the statements of the staff concerned and take whatever steps as may be necessary to record or preserve evidence, which subsequently might not be available.

#### **4.30 PRESERVATION OF CLUES:**

- a) All clues shall be preserved with a view to enabling the reconstruction of the scene at a later date. This is essential even though the District Magistrate or the police might have inspected the scene of the accident and ascertains the cause of the accident and even though photographs might have been taken.
- b) He shall not interfere with any clue which may be of assistance in arriving at the cause of the accident and any item of debris which may help to trace the cause of the accident unless such interference is emergent and unavoidable and is permitted by responsible officer present at the spot. If it is considered absolutely necessary to remove any items of debris, which may help to trace the cause of the accident, they shall be carefully preserved by the Officer prompting the removal, record being kept of the positions from which they were taken. Videograph and photographs of the wreckage shall be taken, as their value for purposes of evidence is very great. It may happen that parts of the wreckage will afford the only clue to the cause of an accident.

#### **4.31 NOTING DOWN THE POSITION OF VARIOUS EQUIPMENT:**

Specially take steps to note the conditions of and the exact position of-

- (a) Vehicles,
- (b) Points,
- (c) Fixed signals,
- (d) Levers operating points and fixed signals and
- (e) Any debris such as broken axle boxes, springs, locking bolts, cotters, fallen material in rear of the point of mount/drop, disturbances in track fittings etc., which may help to trace the cause of the accident.

#### 4.32 SEALING OF SIGNALLING EQUIPMENT:

- a) In cases where defects in the interlocking might have caused or contributed to an accident, the interlocking gear concerned shall be sealed up and not opened, except on the authority of the Divisional Signal and Telecommunication Engineer and Divisional Safety Officer. The sealing of the interlocking gear shall be carried out in the following manner:

**Signal lever frames** – A tape shall be passed over the cover of the tray containing the tappet locking and sealed to prevent the cover being removed.

- b) In addition to the above, it is necessary that soon after an accident in Automatic Signalling territory, the relay boxes connected with the concerned signals and the concerned location boxes pertaining to the signals and track circuit in all colour light signal area should also be sealed in the presence of traffic staff and should not be opened except on the authority of the Divisional Signal and Telecommunication Engineer and the Divisional safety Officer.

Key locks of all descriptions, including gate locks and interlocking key boxes, shall be taped and sealed across the cover. Electrical apparatus, including Station Master's control, electrical facing point locks and lever locks and electric slots shall be taped and sealed across the cover.

- c) Point detectors shall be taped and sealed across the cover.
- d) In cases where immediate repairs to points and permanent way are necessary to pass trains, only such parts of the interlocking shall be disconnected as are necessary to carry out the repairs to the road. No alterations or repairs to interlocking gear likely to be concerned in inquiries into the accident shall on any account, be carried out prior to such inquiries, and only after obtaining the permission of a responsible Officer.

#### **4.33 EXAMINING AND RECORDING OF THE CONDITION OF THE PERMANENTWAY:**

Carefully examine and record the condition of the Permanent Way according to the details given in Form Acc.7 and Form Appendix 1, which is furnished in the Appendix. The results of the examination are to be recorded in Form Acc.7 and in Form appendix V.

In all cases of derailments, the marks on the wheels of the engine and/or vehicles and the marks on the permanent way (rails, sleepers, etc.) in respect of the wheels mounting on and dropping from the rails, the wheels riding on the ballast etc. shall be specially looked for and recorded. Special care shall be taken to examine the wheels before the engine and/or wheels are worked away from the accident spot. The wheel marks etc. on the permanent way (especially between the points of mount and drop) required for a later reconstruction of the scene shall be very carefully examined, preserved and/or recorded, irrespective whether or not the cause of the accident has been known and irrespective of whether or not videograph/photographs have been taken. The position of the rails, sleepers, fish bolts, nuts, etc., bear marks as a result of the accident (especially in between the points of mount and drop) shall be marked on the ground and serially numbered, with either chalk or paint, and carefully preserved so that they can be placed back in their original positions at a later date.

#### **4.34 EXAMINING AND RECORDING OF THE CONDITIONS OF THE ROLLING STOCK:**

Carefully examine and record the condition of the rolling stock according to the details given in Form Acc.7 and Form Appendix 2 furnished in the Appendix. The results of the examination are to be recorded in Form Acc.7 and Form Appendix V. The composition, marshalling order and particulars of rolling stock on the trains involved shall also be recorded in Form Appendix V.

#### **4.35 NO TAMPERING OF CLUES AND EVIDENCE:**

None shall interfere with any clue which may be of assistance in arriving at the cause of the accident and any item of debris which may help to trace the cause of the accident shall not be disturbed or cleared unless such interference is emergent and unavoidable and is permitted by a responsible Officer present at the spot. If it

is considered absolutely necessary to remove any items of debris, which may help to trace the cause of the accident, they shall be carefully preserved by the Officer permitting the removal, record being kept of the positions from which they were taken. Photographs and videograph of the wreckage shall be taken, as their value for purposes of evidence is very great. It may happen that parts of the wreckage will afford the only clue to the cause of an accident, the position and the state of the road etc.

#### **4.36 ARRANGING VIDEOGRAPHERS AND PHOTOGRAPHERS:**

Arrangements must be made for photographs and videographs to be taken of all essential features. The services of a reliable local photographer/videographer may be utilised till the photographer/ videographer from the Public Relations Office becomes available.

#### **4.37 SCRUTINISATION OF BOOKS AND FORMS:**

Scrutinisation, as early as possible, the Train Signal Register books and Train Message books concerned and any other relevant records such as Caution Orders, Train Reception and Despatch Order books, etc., and initial them noting the time and date. In case where the records are directly connected with the cause of the accident they shall be immediately secured and sealed.

#### **4.38 NOTES AND SKETCHES:**

The official of the Engineering department shall be responsible for the preparation of the final sketch showing the site of the accident, the permanent way affected, the position of derailed vehicles and the sites at which loose fittings belonging to track and rolling stock are found.

Detailed sketches of damage to rolling stock shall be prepared by the Officer of the Mechanical department who arrives at the spot. Necessary photographs shall also be taken.

## **F. CO-ORDINATION AT DIVISIONAL HEADQUARTERS AND ZONAL HEADQUARTERS**

### **4.39 CO-ORDINATION AT DIVISIONAL HEAD QUARTERS:**

- i) Immediately on receipt of information regarding a major accident, the senior most Operating Officer should take over charge of the relief/rescue arrangements being organised in the Control Office.
- ii) DRM, before leaving for the accident site may advise ADRM to co-ordinate inter- departmental effort from the Divisional Headquarters.
- iii) In all cases of accidents involving passenger carrying trains, a Commercial officer should proceed to the accident spot. In case, however when a Commercial Officer is not able to reach the site immediately due to unavoidable reasons, any of the other Traffic Officers present at the accident site should look after the duties pertaining to Commercial Officers at the accident site.
- iv) Vehicles as required should be hired, if necessary, by payment through Station imprest at convenient location making sure that the Officers and the staff rushing medical aid and food supplies to the accident spot are not delayed in their efforts. Apart from hiring vehicles, the Officer concerned in the Divisional Office as well as at the accident spot or at the nearest major station would be authorised to hire such other material as would be necessary to give relief to passengers, e.g. water barrel, petromax lamps, etc.
- v) Even when one team of officials is leaving by MRV/B.D. SPECIAL a second team can leave by road.
- vi) The Officer in-charge of the Control Office should establish immediate contact with local Civil and Police authorities under whose jurisdiction the accident has taken place. If the situation warrants, the Officer in charge of the Control Office should also establish contact with State Secretariat and the State Police Headquarters to get necessary assistance. DRMan and other Officers of a Division having its headquarters in the State Capital should be requested to assist in this regard.

- vii) Immediately on receipt of information regarding occurrence of a major accident, a separate Emergency Control should be set up in the Control Office to be manned by Officers/ Inspectors depending on the situation. As far as possible attempts should be made to give adequate relief to the Deputy Controllers on shift duty so that their pre-occupation with the event at the accident spot do not result in confusion in other areas causing undue detention to other passenger carrying trains.
- vii) A log book should be maintained by the Emergency Control duty Staff of the action taken at various levels and the information being received in from the accident spot. However each Branch Officer shall, before leaving for accident site, depute one departmental representative in the control office.
- ix) The Commercial Branch shall be responsible for
  - a) Arranging labour for transshipment of goods.
  - b) Supply of water and catering to passengers.
  - c) Care and transportation of passengers.
  - d) Maintaining list of injured/death etc. and keeping liason with the hospitals and Medical Branch of the Railway.
  - e) Maintaining liason with press and public regarding accidents and list of injured.
  - f) Assist passengers against harassment by unscrupulous elements.
  - g) Arranging catering/water to Officers and staff working at site.

Whenever a major accident takes place the Senior Divisional Commercial Manager/ Divisional Commercial Manager of the Division should proceed to the spot, leaving the Divisional Commercial Manager/ Assistant Commercial Manager to liason in the Control Office. The Divisional Commercial Inspectors of the section should also attend the accident.

The following staff should also be mobilized to assist passengers:

1. Travelling Ticket Examiners of the train involved .
2. Ticket Collectors/Travelling Ticket Inspectors from nearby stations.
3. Railway porters and licensed porters.

#### **4.40 CO-ORDINATION AT ZONAL HEADQUARTERS:**

- i) The infra-structural facilities to deal with any emergency situation have been provided in the Central Control Room.
- ii) The Safety Branch has arranged to provide all relevant information regarding the phone numbers of all concerned to be contacted in Railway Board and other Zonal Headquarters during an emergency. Safety Department, has also made available the details of jurisdiction of Civil and Defence authorities in all the regions covered by South Western Railway.
- iii) (a) On receipt of information regarding the occurrence of a major accident involving passenger carrying trains or heavy dislocation to passenger carrying trains, in case of floods, breaches, cyclone, or in case of any other accident involving disruption to through communication for a very long duration on any section, Emergency Control Cell would be immediately set up in the Central Control.  
  
(b) In all accident situations, the emergency control room would be manned by an Officer of the Operating Department. Simultaneously, Commercial, Mechanical, Civil Engineering, Signal and Telecommunication, Electrical Departments would arrange to depute Officers to be present in Central Control to co-ordinate activities pertaining to their respective departments. In Sections under electrification, an Officer of Electrical Department dealing with traction distribution/ rolling stock would be deputed. In non-electrified territories, an Electrical Department official would be deputed to co-ordinate the efforts for providing lighting facilities, etc., if the disruption is likely to continue for more than 24 hours.
- iv) The Emergency Cell would maintain communication with the Divisional Emergency Cell and with Emergency Cell opened in Railway Board, as and when considered necessary.
- v) The Central Control Emergency Cell would co-ordinate all efforts for procuring Air transport, as and when found necessary, from the Civil or Defence Authorities.

- vi) In case of occurrence of accidents involving heavy casualties, a Medical Officer would be deputed by Chief Medical Director to be present in the Central Control to receive and compile the information relating to nature of injuries so that accurate information could be communicated through the Press and Radio/TV to the public by CPRO.
- vii) The Emergency Control Cell would be disbanded only with the personal approval of COM or, in the absence of COM, the Senior most Operating Officer present.
- vii) In Central Control, CPTM would take over charge of regulation of trains cancellation notices etc., being advised to the public and the press. SDGM would maintain liaison with Civil Authorities. They would be assisted by a SAG officer from Commercial Department.

#### **G. RESTORATION OF TRAFFIC**

After an accident has occurred, it is essential that through communication is established as quickly as possible. To this end all staff and materials shall be pressed into service. All avoidable delays should be ruthlessly curbed. A system of monitoring the pace of work should also be ensured. All Officers and staff at accident site shall be responsible for any delay in establishing through communication.

#### **4.41 EXPEDITIOUS DESPATCH OF BREAK-DOWN SPECIAL:**

- i) In the event of an accident necessitating the use of a break-down special, the first Officer of the Mechanical or other department to arrive at the Locomotive Yard or (pending the arrival of an Officer) the senior subordinate of the Mechanical Department present shall personally supervise and be responsible for the correct marshalling of the special. The Officer or senior subordinate shall not leave the locomotive yard without handing over his duty specifically to an Officer or senior subordinate selected by him. After the special has been marshalled, the Officer or senior subordinate responsible shall get it through immediately, with the Senior Transportation (Traffic) Officer or in the absence of a Senior Transportation (Traffic) Officer the senior subordinate of Traffic department shall assume control himself so that the special is despatched to the scene of the accident without delay.

**Note:** Officers' Inspection Carriages or other special vehicles may only be attached to break down special if this attachment can be performed before the out going engine arrives in the traffic yard. Officers or subordinates concerned shall be responsible for any delay in shunting, once the out going engine is ready for attachment to the special.

- ii) The seniormost Mechanical Officer present (in the absence of Mechanical Officer, the seniormost Engineering Officer) is personally responsible for ensuring safe and efficient handling of cranes and removal of wreckage and that no accident occurs on this account. Similarly, the seniormost Engineering Officer shall personally satisfy himself that the line is fit and free from obstruction before authorising resumption of normal working, imposing such speed restrictions as he considers necessary.
- iii) The seniormost official present at the site of the accident shall be the overall in charge of relief operations and all the staff, both on the relief trains and others shall comply with his instructions.

#### **4.42 TARGET TIME:**

- i) Whenever the break-down special is ordered from a station, the Station Manager or the Chief Station Master, if off duty, shall be called on duty. Steps to turn out the break-down special shall not however, pend, in any respect, the arrival of the Station Manager or the Chief Station Master.
- ii) The target time for turning out the break-down special is as under:  
  
During day time from 6 to 18 hours – 30 minutes  
  
During night time from 18 to 6 hours – 45 minutes
- iii) The above time should be reckoned from the moment the siren is sounded till the time the train is ready in all respects for despatch at stations where the break-down specials are kept outside the loco yard with suitable connection to the running line. At stations where the break-down specials are stabled within the loco shed, the above period of 30 minutes and 45 minutes should be reckoned from the time the siren is sounded till the time the break-down special, complete in all respects, is brought to the exit of the loco shed. It should not take more than 10 minutes for starting the train after it has come to the loco exit. To ensure this, it is necessary that the train is complete in all respects and the outgoing train engine is also attached ready to start.

- iv) It shall be realised by all concerned that there shall be no delay whatever in despatching break-down specials and the shunting, if any, in regard to the crane shall be completed as expeditiously as possible by the time the staff assemble. Suitable boards should be put up in the loco sheds and the stations for the guidance of the staff.

#### **4.43 ARRANGEMENTS FOR CLEARING THE LINE:**

- (i) DRM/ADRM or in their absence the seniormost Officer/ Supervisor from the Mechanical Department will be incharge of operations for clearing the line of obstruction.
- (ii) The Sr.Divisional Commercial Manager, Divisional Commercial Manager or an Asst. Commercial Manager will be incharge of transshipment arrangements or in his absence, the seniormost Operating Officer shall perform this duty.
- (iii) The senior traffic Officer or in his absence, the senior traffic subordinate at the site will be in charge of regulation of traffic.
- (iv) On electrified sections, the Traction Engineer, or Assistant Traction Engineer, or senior subordinate of the Traction Branch will look after electric traction matters.
- (v) The Sr. Divisional Operations Manager/Divisional Operations Manager/Assistant Operations Manager/Area Officer will take over charge of Control office and regulate traffic.
- (vi)(a) Cranes shall not be worked adjacent to Overhead Lines unless such Overhead Lines are dead. If track lifting or the use of crane, which may foul the overhead equipment, is necessary on the electrified area the Traction Power Controller, Traction Foreman (Overhead equipment) or the Traction Foreman (Distribution) must be advised and their sanction obtained.
- (b) All movements of the crane jib shall be conducted with great care so as not to foul the Overhead equipment and adjacent lines. Whenever possible, the direct blast from the crane chimney to the Overhead lines or insulators should be avoided.

#### **4.44 RESTORATION OF COMMUNICATION:**

**i) Duties of the first officer/senior subordinate arriving at the scene of accident:**

- a) The first Officer whether he belongs to the Mechanical, Engineering or Transportation department, shall if necessary and feasible, make arrangements for transshipment and do everything possible to expedite the resumption of traffic, as soon as he arrives at the scene of the accident, informing the Officer of the Transportation Department in charge of the division of what is being done.
- b) The first Engineering Official, who arrives at the scene of the accident shall advise direct his next senior official or an other railway official who can render assistance, giving a copy to the Divisional Engineer or the Chief Engineer, stating what help is required.

- ii)** The official of the Engineering department who authorises the restoration of the track shall be personally responsible for ensuring that all the evidences relating to the accident have been correctly collected and preserved. It shall however be ensured that the restoration of through communication shall not be unduly delayed and that all efforts to establish through communication are taken simultaneously while preservation of clues and examination of evidences are being done.

#### **4.45 SPOT INVESTIGATION BY COMMISSIONER OF RAILWAY SAFETY:**

It should be very promptly ascertained from the Commissioner of Railway Safety whether he desires to inspect the site, etc., before the commencement of clearance and restoration work. Further action should be ensured in accordance with his instructions.

#### **4.46 WORK OF CLEARING WRECKAGE.**

- (i) The work of clearing wreckage shall be carried out as expeditiously as possible and shall proceed continuously until it is known definitely that every victim has been extricated from the wreckage. For this purpose work shall be carried on continuously in shifts, if necessary, with the aid of lighting arrangements.

- (ii) If, nevertheless, the contingent circumstances are such as to render this impossible then, before the work of clearing the wreckage is suspended, every endeavour shall be made to establish beyond all reasonable doubt and with the assistance of, preferably independent medical testimony that only dead body remains.
- (iii) When, as a result of an accident, a large body of workmen are utilised to handle heavy machinery, etc., in connection with clearance of wreckage, the first Officer of the Engineering, Mechanical or Transportation (Traffic) Department, who arrives at the scene of the accident shall send a requisition to the Railway Divisional Medical Officer concerned to arrange for Medical assistance with First Aid and other equipment.

#### **4.47 DIVERSION OF TRAINS:**

Diversion of Mail/Express/Passenger trains will, when necessary be authorised by Divisional Operations Manager/Assistant Operations Manager in consultation with Chief Passenger Transportation Manager.

#### **4.48 ACTION TO BE TAKEN WHEN TRANSHIPMENT IS NECESSARY:**

When the line is reported to be breached or submerged, or when an accident of such magnitude has happened that it is likely that traffic will be interrupted so as to necessitate transshipment, the following instructions shall be observed:-

- (i) The Divisional Engineer shall proceed immediately to the spot, and if he cannot, the Officers of other department shall use the quickest available means to reach the site.
- (ii) The first Officer, whether he belongs to the Mechanical, Engineering or Transportation (Traffic) Department shall if necessary and feasible, make arrangements for transshipment and do everything that will expedite in any way the resumption of traffic, as soon as he arrives at the scene of the accident, informing the Officer of the Transportation (Traffic) department in charge of Division of what he is doing.

- (iii) When an accident involving interruption to traffic occurs near the end of a Division, the Divisional Operations Manager of the adjoining Division shall take charge of the lineup to but exclusive of the accident spot. If the officers of the neighboring division can arrive more speedily at the accident spot, control shall advise them immediately. The Officers shall at once proceed to and assume control of the accident spot and shall take such action as may be necessary and keep the Head Offices as well as the Divisional Officers of the concerned Division informed of what is being done. The Officers of neighboring Division shall remain at spot until the respective Divisional Officers of the Division concerned arrive.
- (iv) Traffic Inspector, Section Engineer (P.Way), Section Engineer (C&W) and Loco Inspector in charge of the section on which the accident occurred shall on receipt of advice of the accident proceed by the quickest means in order to render all possible assistance.

#### **4.49 ADVICE OF RESUMPTION OF TRAFFIC AFTER INTERRUPTION:**

The official of the Engineering Department, who authorises the resumption of traffic over portion of the line over which traffic has been interrupted by slips, breaches, failures of works, derailments or other causes, shall immediately on restoration of through communication, advise the Chief Commissioner of Railway Safety and the Commissioner of Railway Safety, General Manager, Chief Operations Manager, Chief Safety Officer, Chief Engineer, Chief Commercial Manager, and Divisional Railway Manager.

### **H. MISCELLANEOUS**

#### **4.50 SUPPLY OF FOOD AND DRINK TO PASSENGERS AND STAFF AT THE SITE OF THE ACCIDENT.**

In a serious accident, the Sr. Divisional Commercial Manager/Divisional Commercial Manager or, in his absence, any other Commercial Officer should be deputed to look after the comfort and needs of injured as also the uninjured persons. Prompt arrangements should be made for the supply of cool drinking water, milk, food etc. and vendors should be called in so as to arrive at the scene of accident with the least possible delay.

- (1) Refreshment, food and beverages may be supplied free of charge to the affected passengers, injured, uninjured or stranded. These may be arranged from the Railway and/or outside sources as necessary.
- (2) The seniormost official at site shall have the powers to arrange conveyance of the affected passengers free of charge by any available mode of transport and also incur expenditure for carriage of passengers luggage etc.

**Note:** A proper accountal 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 authorised 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 DRM so that corrective action for non-recurrence of such a situation in future, is taken. General Managers may lay down, in consultation with their FA&CAOs, the over all limits for the purpose of sanctioning of expenditure (not for incurring at the time of accident), beyond which specific sanction of the General Manager with Finance concurrence may have to be obtained for regularising the expenditure after the event in such cases. The post audit report should incorporate the various aspects of item-wise expenditure and observations of the Sr. DFM/DFM and clarification of the authorised Officer for sanction by the competent authority. The check note of the Sr.DFM/DFM should indicate the extent of check that was possible with reference to vouchers submitted (Boards 89/Safety-I/4/3 dt 22.9.89)

- (3) Food has to be supplied to the staff engaged in clearing operations as and when necessary under the supervision of a responsible official until through running is restored.
- (4) Payment of cash in lieu of food shall be resorted to only if food cannot be arranged and not as a regular measure.
- (5) The rate at which cash to be given shall be decided and advised from time to time by the Chief Safety Officer.
- (6) Care shall be taken to see that suitable accommodation is provided in the connected trains for the through passengers in a relief train.

#### **4.51 OPENING OF AN ENQUIRY-CUM-INFORMATION CENTRE AT THE SITE OF A SERIOUS ACCIDENT:**

- (i) An enquiry cum information centre should be opened at the site of a serious accident in order to give correct information and make announcements regarding medical aid, transshipment of passengers, running of relief train etc. All possible help should be rendered to the stranded passengers.
- (ii) The place of accident should be guarded and the details should be announced from time to time, through public address system. A black board may also be kept there and the details written on it from time to time. This will help the public to get the first-hand correct information about the accident.
- (iii) If passengers in a relief train have to catch connecting trains, care should be taken by the official incharge of transshipment work to see that some accommodation is provided in the connected train.
- (iv) Definite instruction should be given to the passengers as to what exactly they are required to do, where to go and when exactly their train will move towards its destination. This should also be announced through the public address system.
- (v) If any information about the safety of the passengers etc., is asked for at any station by their relatives, this should be ascertained and supplied to the relatives as early as possible.
- (vi) For this purpose, when an accident to a passenger train involving loss of life and serious injury occurs, enquiry booth should be set up at the places as indicated below:
  - a) At the Block station nearest to the site of accident as first priority.
  - b) At the Junction station nearest to the site of accident as second priority.
  - c) At Hubli and Bangalore in the event of very major accident on this Railway, involving many casualties.
  - d) These booths should be set up within a period of 6 Hrs from the time of the accident and should include one responsible group C staff each of the Commercial, Medical and Security Departments. The booths must have prominent banners so that friends and relations of victims can easily

locate them. The booths should be kept open round the clock. The booths must not be closed down before salvage operations are fully completed, and kept open thereafter as long as decided by the concerned DRM.

- e) The information to be given at these booths will be
  - 1. The location, train No. and date and time of accident.
  - 2. The names and addresses of persons who have been injured and their location. In other words, it should be intimated whether the injured have been released after first aid or have been admitted to Hospital and if so, the name and address of the hospital.
  - 3. Similar information in regard to the dead.
  - 4. In case rerailment operations are still in progress information regarding progress of the same as far as known and chance of more victims being discovered or otherwise.

**Note:** In the case of the relatives of the deceased, the Railway Administration may, at Junction Stations, allow the use of Waiting rooms and/or Retiring Rooms, if considered necessary, without detriment to the convenience of other passengers. (Board memorandum No. 60-TGIV/1035 of 23, May 1962).

#### **4.52 CONVEYING INFORMATION REGARDING CONDITION OF THE INJURED AT FREE OF COST:**

Inland messages to the closest relations conveying the news of safety of those travelling by a train involved in a “serious accident” may be given free of cost. However the circumstance under which such messages should be accepted from passengers and sent free of cost would depend on the merits of the case i.e. the nature of the accident. The senior most officer in charge of the local arrangements regarding the accident shall decide when this facility is to be granted. In case of death, the telegram should be sent to any address which may be found with the deceased. BSNL telephone with STD facilities provided at the site may be used for conveying information by the stranded passengers to their relatives and friends.

In addition to sending free telegrams to the relatives of victims of the accident whenever their addresses are known and issuing of free passes to their kith and kin, information giving the names of the dead and injured, nature of injuries, sex, their address as also their disposal to the hospital etc., should be communicated to the originating and destination stations of train/trains involved in the accident and also to important junction stations enroute to enable public queries to be answered satisfactorily. This information should also be communicated simultaneously to coaching cell of the Railway Board.

#### **4.53 ISSUE OF COMPLIMENTARY PASSES TO THE NEXT OF KIN OF THE VICTIMS AS WELL AS TO THE SURVIVING VICTIMS OF RAILWAY ACCIDENTS.**

With the approval of the General Manager complimentary passes in favour of not more than two persons may be issued to the next of kin of victims from any station in India to the site of accident and back to their destination as well as to the surviving victims who are discharged from the hospitals, to their destinations. The issue of such passes shall be regulated in accordance with the instructions laid down in Railway Board's letter No. E(G) 58/P55-6/1 dated 25th August 1959. The detailed instructions for issue of complimentary passes are given in Chapter XII

#### **4.54 EX-GRATIA PAYMENT TO THE INJURED OR TO THE NEXT OF KIN OF THE VICTIMS:-**

Ex-gratia payments are to be made to the injured or the next of kin of the dead in a serious accident as admissible from time to time. Senior scale or higher Officer as nominated by the Divisional Railway Manager is competent to allow payments. The detailed instructions for these ex-gratia payments are given in Chapter XII.

#### **4.55 SECURITY OF PASSENGERS LUGGAGE:-**

The seniormost Security Official present shall co-ordinate with the police official present for ensuring the security of passenger's luggage as under:-

- a) The luggage and belongings of injured and dead passengers must be collected at one spot which must be properly guarded.

- b) An inventory in triplicate showing the belongings so collected, should be prepared by the police. The Security Official shall obtain and hand over one copy to the Officer in charge at site, retaining the other copy.

#### **4.56 TRANSHIPMENT OF PASSENGERS AND THEIR LUGGAGE:**

- (i) The Seniormost Commercial Official present shall be responsible for ensuring that the transshipment of passengers and their luggage is done smoothly and that adequate arrangements for Porters, Lamps etc., have been made for transshipment of the luggage of passengers. He may call on engineering labour to assist and this assistance must be given by the seniormost engineering official present.
- (ii) Passengers to be advised of transshipment beforehand:

Passengers are to be advised beforehand of transshipment and the probable time it will take. It should be announced through the Public Addressing system as to what exactly the passengers are required to do, where to go and when exactly their train will move towards its destination.

#### **4.57 DAILY BULLETIN TO STATIONS IF COMMUNICATION IS INTERRUPTED:**

In the case of an accident resulting in the interruption of communication, the Divisional Railway Manager in charge of the interrupted section shall issue a daily bulletin to all important stations, specifying what possibility there is of through communication and, if there be none, shall specify by what route traffic may be diverted and the probable date of restoration of through communication. It shall also be stated whether this through communication will mean the transshipment of passenger, etc., or the restoration of through running. This advice is necessary to enable Station Masters to reply to questions from passengers who may wish to travel beyond the interrupted section.

## **I. ACCIDENT RELIEF TRAINS AND EQUIPMENT**

### **4.58 TRAINS UNUSUALLY DELAYED:**

- i) When a train carrying passengers fail to reach any station within 10 minutes of its due arrival there and a train not carrying passengers within 20 minutes, the Station Master on duty at either end of the block section shall immediately
  - (a) inform the Station Master at the other end and the Controller on duty, if control working is in operation, of the position.
  - (b) send one of the staff out on the block section to fetch information about the whereabouts and condition of the train and nature of assistance, if any required and
  - (c) take such other action as may be deemed necessary on the merits of each case.
- ii) On receipt of such advice, the Controller shall immediately warn the stations where Break- Down trains, Medical Relief Van and Medical Relief Equipment are located to arrange to keep them in readiness to be moved immediately on receipt of further advice and keep himself constantly in touch with the situation thereafter and take such further action as may be necessary.

**Note:** The above limits of time up to, which the train may be awaited, pending action are not intended to prevent initiative being taken earlier should the circumstances of the case warrant.

### **4.59 SOUNDING OF ACCIDENT ALARM SIGNALS:**

#### **1. SIRENS**

##### **(i) Long Range Electric Sirens:**

As means of giving immediate warning to the staff of the various departments, in the event of an accident, a Long Range Electric Siren has been installed at important stations.

- ii) (a) Each siren is provided with
1. a delayed action switch (the tumbler switch marked ‘Accident Warning’) and
  2. a check switch (marked ‘Test Push’)
- (b) The delayed action switch (the tumbler switch marked “Accident Warning”) is designed to give call of  $\frac{3}{4}$  minute duration, each with  $\frac{1}{2}$  minute interval between two successive calls.
- (c) The check switch (marked ‘Test Push’) is for checking whether the siren and motor are in good working order. For testing the siren the push button of the check switch shall be pressed and kept in the ON position until the siren gives a continuous blast extending to not less than 30 seconds and then released.
- (d) If, for any reason, the delayed action switch fails to function, the emergency call shall be given by manually operating the check switch to give calls. Description of accident and the number of hooters to be sounded are as follows

Sl.No.	Description of the Accident	No. of hooters
1.	When an accident takes place in the Traffic yard, loco shed – ART is required	Two long
2.	When an accident takes place in the Traffic yard, loco shed - ART and MRT are required	Two long – one short
3.	When an accident takes place at out station and through traffic is not affected – ART is required	Three long
4.	When an accident takes place at out station and through traffic is not affected – ART and MRT are required	Three long – one short
5.	When an accident takes place at out station and through traffic is affected – ART is required.	Four long
6.	When an accident takes place at out station and through traffic is affected – ART and MRT are required	Four long – one short

**Note:** The duration of the long hooter shall be  $\frac{3}{4}$  minute ( 45 Seconds) and 10 seconds for the short, with half minute (30 seconds) interval between two successive calls.

- (iii) Both the delayed action switch and the check switch are provided with locking arrangements. The key of the delayed action switch and the duplicate key of the check switch shall be kept in a sealed glass fronted case. The original key of the check switch shall be kept by the electrical staff. In case of emergency the seal or glass shall be broken and the key taken out to give the emergency call. After the emergency is over and the key restored to the box, arrangements shall be made to replace the broken glass and/or to reseal the box.
- (iv) The check switch shall be operated by the Electrical Department once a month.
  - (a) On hearing the emergency call the staff nominated to turn out for such calls by the respective Heads of Departments shall do so and take up the positions and duties allotted to them. The staff concerned shall respond to the call with alacrity. Indifference in responding or failure to respond to the call will be dealt with seriously.
  - (b) At stations where long range electric sirens have been installed the wireless staff nominated to turn out for such calls by the Head of Department shall take up positions with the portable emergency wireless set to proceed to the accident spot by the first available means.

**(2) Sounding of engine whistle/hooter/Station Bell:**

In the event of the long-range electric siren getting out of order, the emergency call must be given as indicated below-

- (i). The whistle/hooter of engine shall be sounded as coded above, so as to give whistles/hooting or call of 1 minute duration each, with  $\frac{1}{2}$  minute interval between two successive whistle/hooting this being repeated twice at an interval of 3 minutes.
- (ii) In case an engine is not available at the time to give the emergency call, the emergency call shall be given by the violent ringing of station bell. The Station Master or the senior official of the Transportation (Traffic) department present at the station shall arrange and be responsible for the issue of the emergency call.

#### **4.60 ACCIDENT RELIEF MEDICAL EQUIPMENT:**

- i) Types of Medical Equipment: There are two types of Medical Equipment namely, Scale I and Scale II. Scale I equipment is stored in special Medical Relief Vans and Scale II equipment is stored in boxes in special rooms on the station platform. This equipment will be called Accident Relief Medical Equipment.
- ii) The special Medical Relief Vans containing Scale I equipment are marked 'Accident Relief Medical Equipment' and bear on each side a red cross against a white background, each unit of the cross being 80 cm long and 15 cm wide.
- iii) The special room containing the Scale II equipment is marked on at least two sides by a Red Cross against a white background as mentioned in the above rule.
- iv) A copy of the list enumerating the equipment Scale I and II shall be exhibited on the wall inside the Special Medical Relief Vans and the special room respectively for ready reference.

#### **4.61 Location of A.R.M.E. – Scale I:**

##### **Broad Gauge**

Hubli Jn

Castle Rock

Bangalore City Jn.

Mysore Jn.

Arsikere

Harihar

#### **4.62 Ordering and despatch of A.R.M.E. Scale I**

- i) On receipt of advise of an accident to a train not carrying passengers resulting in injuries to persons, and in case of accident to a train carrying passengers always, the Chief Controller shall advise immediately by telephone the Station Master of the station at which a Medical Relief Van is stabled on each side of the site of the accident to send the A.R.M.E. Scale I equipment to the site of the accident.
- ii) Each of the Station Masters receiving the advice shall immediately advise the senior official of the Medical department and the senior official of the Mechanical Department headquartered at his station.
- iii) The senior railway medical official receiving the advice shall assemble his staff with their emergency boxes, at the station and as soon as he and his staff are ready to proceed to the site of the accident, advise the senior Transportation (Traffic) official present.
- iv) The senior official of the Mechanical department receiving the advise shall assemble his staff at the station and as soon as he and his staff are ready to proceed to the site of the accident, advise the senior Transportation (Traffic) official present.
- v) The senior Transportation (Traffic) official shall arrange to send the Medical Relief Special with the first available engine. The Power Controller/Traction Loco Controller shall nominate the locomotive to work the Medical Relief Special.
- vi) The senior Transportation (Traffic) official shall arrange for a competent Guard to work the Medical Relief Special and also arrange to send by the train as many licensed porters and Group D staff as possible.

**Note:**

1. No Officer's Inspection Carriage shall be attached to a Medical Relief Special except in cases where the Inspection Carriage is already in the formation. The senior Transportation (Traffic) official shall accompany the train. On no account shall a Medical Relief Special be held up for the arrival of any official and it shall be started immediately when the Medical staff and the Mechanical staff assemble at the station and report that they are ready to proceed to the site of the accident.
  2. The services of the local doctors shall be availed of, if it is possible to do so without causing delay to the Medical Relief Special.
- vii) In case of accident to a train carrying passengers, if it is considered that further movement of Medical Relief Special is not necessary for obvious reasons, the same may be cancelled only under the personal orders of the Divisional Railway Manager.

#### 4.63 Target Time:

The target time of turning out the Medical Relief Special is as under-

For stations where the Medical Relief Van is stabled on a siding having exit on both sides is 20 minutes.

For stations where the Medical Relief Van is stabled on single exit siding 25 minutes, subject to the remarks furnished below.

Sl.No.	Stations with double exit siding	Division	Target Time	Remarks
1	Castle Rock	Hubli	25 minutes	Up direction 20 minutes – direct despatch
2.	Hubli Jn.		20 minutes	
3.	Bangalore City Jn.	Bangalore	20 minutes	
4.	Arsikere Jn.	Mysore	20 minutes	
5.	Harihar			

#### 4.64 Maintenance:

The Medical Relief Vans and the two second class carriages shall be maintained in the same way as other coaching stock in regular use, in that all running gear shall be periodically attended to and axle boxes oiled and replaced in accordance with the orders in force. The electrical equipment, including batteries, shall also receive periodical attention and re-charging. If the cells are removed or recharging, they shall immediately be replaced by a fresh set so that the Medical Relief Special may be ready to be put into service at a short notice. The electrical official in charge shall also be responsible for the maintenance of the lights and fans and the battery, by weekly checks. The Mechanical and Electrical departments shall be responsible for the proper maintenance of the Medical Relief Special on the mechanical and electrical sides, respectively; and the Loco Foreman shall check the Medical Relief Vans once a week with the Train Examiner and Electrical official in charge.

#### **4.65 Inspection of Accident Relief Medical Equipment:**

i) An inspection book is provided in the Medical Relief Van and in the Scale II equipment room. All inspecting officials shall attest their signature in this book together with any remarks they wish to offer with regard to the equipment. This book shall neatly maintained.

ii) Monthly inspection of Medical Relief Vans and Scale II equipment:

a) The special A.R.M.E. Medical Relief Van shall be inspected monthly by the following officials jointly:

Station Master/Station Manager

Assistant Divisional Medical Officer

Section Engineer/Signal and Telecommunication

Section Engineer/Carriage and Wagon

Electrical Official in charge.

The seal of the box containing the keys may be broken for the purpose of inspection. After each inspection the concerned official shall restore the keys to the box kept for this purpose and reseal it.

b) The Section Engineer/Junior Engineer (Carriage & Wagon) shall personally examine that the Medical Relief Van is in good working order on the mechanical side and then certify as to the mechanical fitness of the Medical Relief Van. The electrical official shall personally examine and ensure that the electrical portion of the Medical Relief Van is in good working order.

c) The Section Engineer/Junior Engineer (Carriage & Wagon) shall in conjunction with the Fire Extinguisher Fitters, see that the Soda Acid type fire extinguisher are opened up for inspection quarterly, and tested by discharge annually from the date on which they were last tested or were used at a Fire Pressure testing. Testing of these fire extinguishers to a pressure test of 25 Kg/Cm<sup>2</sup> shall also be carried out once in every two years. They shall ensure that these fire extinguishers are kept in good working order at all times and also that spare refill is available.

- d) The Assistant Divisional Medical Officer shall check the medical equipment and he shall be responsible for the immediate replacement of articles found unserviceable or damaged. He shall ensure that articles marked with a time of expiry are replaced well in advance of that date by addressing his Divisional Medical Officer. All milk tins, tea and coffee should be sent to the Divisional Medical Officer for use in the Divisional Headquarters Hospital or condemnation, as the case may be. The Assistant Divisional Medical Officer also shall check up the Scale II equipment once a month.
- e) The Section Engineer/Junior Engineer (Signal and Telecommunication) shall thoroughly test the portable telephone equipment, the loudspeakers and Public addressing equipment and ensure that they are in good working order and ready for use in an emergency. He shall also ensure that the staff of the other departments who will be called upon to use this portable telephone equipment are competent to do so.
- f) After each monthly inspection, a joint report shall be submitted by the officials to the Divisional Railway Manager with a copy to their respective Divisional Officers. The Assistant Divisional Medical Officer shall send a certificate in duplicate, each month to the Divisional Medical Officer that the Joint Inspection has been made and that he has checked the medical equipment etc., together with a list of articles replaced or being replaced. The Divisional Medical Officer shall forward one of these certificates to the Chief Divisional Medical Officer with his remarks.

iii) **Inspection of Scale I and II equipment by Divisional Medical Officer:**

The Divisional Medical Officer shall inspect the A.R.M.E. scale I (Medical Relief Van) at least once in 3 months and Scale II equipment at least once a year during his usual Divisional Inspections and shall enter his remarks in the Inspection Book. He shall submit a quarterly report to the Chief Medical Director with special reference to the following: -

- (a) The condition of the equipment with special reference to consumable stores and rugs with limited period of efficacy.
- (b) The condition of the roof and sides of the Medical Relief Van, especially in respect of leakage.

- (c) The knowledge of the Medical Officer-in-charge with regard to the articles, their location in the equipment and their use.
- (d) Location of the Medical relief Van and its accessibility for easy despatch in an emergency.
- (e) The arrangements regarding storage of water and the arrangements regarding lights and fans.

**4.66 Maintenance of keys:**

- i) Medical Relief Vans – Scale I:  
The keys of locks of the Medical Relief Vans shall be in duplicate. One set of the keys shall be in the custody of the Loco Foreman or the Station Master, according as the A.R.M.E. is stabled respectively in the loco yard or the traffic yard. The second set of duplicate keys shall be kept in the custody of the Doctor in charge of the station where the Medical Relief Van is stabled. These keys shall be secured in a sealed glass fronted case fixed in the office of the respective officials.
- ii) The keys of all the locks inside the Medical Relief Van shall also be in duplicate. One set of these keys shall be secured in a glass-fronted case fixed inside the Relief Van duly sealed by the Medical Officer in charge. The other set shall be retained in the custody of the Medical Officer in charge.

**4.67 Periodical Trial run of SPART/ART/ARME:**

To ensure that all the bearings, etc., are in good condition, the Section Engineer (Carriage & Wagon), shall arrange for **periodical trial run of SPART/ART/ARMEs** at least once a quarter. This shall be arranged by the Section Engineer/Carriage & Wagon and the Station Master/Station Manager in conjunction with the Control.

**Note:** It is imperative that the movements of the Medical Relief Special are immediately advised to the concerned Assistant Divisional Medical Officer by the Station Master/Station Manager. (C M No. 06 dated 04.04.2022).

**4.67 (a): (New Addendum vide C M No. 06 dated 04.04.2022)**

1. To ensure that all the bearings etc. are in good condition. Trial runs of SPART/ART/ARME should be conducted if these have not been used outside the base stations up to three months. The trials shall include all the vehicles comprising SPART/ART/ARME and tested on run for their fitness, for a minimum of 30 Kms one way.
2. In case of SPART, the periodicity shall be once a month.
3. The trial run shall be conducted at the time of Mock Drill as well.
4. In ART/ARME, following should be monitored and recorded in trial run.
  - (i) Axle Box temperature should be measured with a contactless Thermometer.
  - (ii) Inspection to ensure that there is no hanging part.
  - (iii) Brake Power.
  - (iv) Rolling-In and Rolling-Out over a points & Crossing.
  - (v) Abnormal sound during the run.
5. In case of SPART, following additional items are also to be observed.
  - (i) Condition of Temperature and pressure of Transmission,
  - (ii) Condition of Temperature and pressure of Lube Oil,
  - (iii) Temperature of Coolant and
  - (iv) The Engine RPM.

#### **4.68 Water drums in Medical Relief Van:**

The water drums kept in the Medical Relief Van shall always be kept filled with water up to the brim by the Junior Engineer/Carriage & Wagon. Chlorinating shall be done by the Assistant Divisional Medical Officer only when an order to work the Medical Relief Van to an accident spot is issued. The drums shall be prevented from becoming rust by filling them to the brim. The water shall be replaced every week by the Section Engineer/Junior Engineer (Carriage & Wagon).

#### **4.69 Promptness in movement of A.R.M.E.- Scale I:**

The Assistant Divisional Medical Officer at a place where A.R.M.E. – Scale I (Medical Relief Van) is provided shall immediately assemble the necessary men at the station and advise the Station Master of his readiness to move to the accident spot with the Medical Relief Van and his staff. The Station Master shall at once advise Control. It shall be the responsibility of the Transportation (Traffic) department to move the Medical Relief Van and staff to the accident spot as early as possible. Although a Break-Down special from the station may be turned out, if it is possible to send the Medical Relief Van and staff by an earlier train to the accident spot, this shall be arranged by the Transportation (Traffic) department. The Assistant Divisional Medical Officer shall also take with him his line box, medical bag and emergency box supplied.

#### **4.70 A.R.M.E. SCALE II:**

**(i) A.R.M.E. – Scale II are provided at the following stations:-**

Dharmapuri	
Tumakuru	Hindupur
Bangarapet Jn	Sakleshpur
Shivamogga Town	Holenarsipur
Chickjajur	Subramanya Road
Belagavi	Ballari
Gadag	Hosapeta

**(ii) Action to be taken by the Assistant Divisional Medical Officer at a place where Scale II equipment is provided:**

The Assistant Divisional Medical Officer at a place where Scale II equipment is provided shall proceed to the accident spot by the first

available means taking with him, if possible, the entire Scale II equipment. If it is not possible to take the entire equipment by the first available means he shall proceed taking with him as much of the equipment as possible and arranging with the Station Master to send the remaining equipment by the next available means, i.e., train, trolley, motor car, etc. He shall also take with him his Medical Bag and the Emergency Box supplied to his Health Unit/Hospital.

**4.71 Action to be taken by Station Master at station where Scale II equipment is provided by where there is no Assistant Divisional Medical Officer:**

At station where Scale II equipment is provided but where there is no Assistant Divisional Medical Officer, it is the responsibility of the Station Master to see that the equipment is moved by the first available means. The Guard of the train carrying this equipment or the person whosoever is entrusted with the task of carrying this equipment by other means shall see that the equipment is handed over to any Assistant Divisional Medical Officer or Divisional Medical Officer or Doctor who is present at the accident spot.

**4.72 Keys:**

The boxes of the Accident Relief Medical Equipment – Scale II shall be sealed by the Medical Officer in charge of the station where the equipment is stored. They should not have any locks. The complete equipment shall be kept in a separate room either in the station building or adjacent to it. This room shall be locked, the lock being provided with duplicate keys. The keys shall be secured in a sealed glass fronted case, one in the Station Master's Office and the other in the Office of the Medical Officer in charge.

**4.73 Action to be taken by Control Office in the case of a serious accident involving grievous hurt to passengers:**

The Control Office shall, immediately advise, by telephone, the Station Master of the station equipped with A.R.M.E. – Scale II on each side of the site of the accident. The Station Masters concerned shall despatch the boxes to the scene of the accident by the first available train.

#### **4.74 ENTRY IN TOOLS AND PLANTS REGISTER:**

The articles in the special A.R.M.E. Medical Relief Van and the Scale II equipment room shall be borne on the Tools and Plants Register of the concerned Assistant Divisional Medical Officer.

#### **4.75 INSPECTION BOOK:**

An Inspection Book is provided in the Medical Relief Van and in the Scale II equipment room. All inspecting officials shall attest their signature in this book together with any remarks they wish to offer with regard to the equipment. This shall be neatly maintained.

#### **4.76 FIRST AID EQUIPMENT AND STRETCHERS:**

The Control Office shall also immediately arrange for first aid boxes and stretchers available at stations and on trains, on either side of the site of the accident, to be sent to the site of the accident, by the quickest possible means.

Every first aider should remember that almost all the passenger carrying trains are provided with fully equipped first aid boxes for any emergency and every first aider should be thoroughly acquainted with their contents and know how to use them.

#### **4.77 EQUIPMENT CONSIDERED NECESSARY IN ANY ACCIDENT:**

The following equipment are considered absolutely necessary in any accident: -

- a) Emergency electric lights and petromax lanterns if the accident is at night or if relief work is expected to go into the night.
- b) Canvas shelters depending upon the weather.
- c) Haversacks with first field dressings, etc., which shall always be carried and
- d) Splints.

#### **4.78 BREAK-DOWN SPECIALS:**

**(i) Stabling:**

Break-down specials shall be stabled complete, with crane and vehicles couple together, on suitable siding set apart exclusively for the purpose.

The Divisional Railway Manager, Divisional Operations Manager, Divisional Engineers, Divisional Mechanical Engineers and Assistant Officer of the Transportation, Engineering and Mechanical departments and the Control Office may order out a break-down special when required. In ordering break-down specials, it is desirable to indicate the nature of the work required to be done and the number and type of engine and rolling stock to be dealt with.

**(ii) Break down gang:**

In the selection of staff for break down gang, Loco Foreman shall as far as possible, select staff who are accommodated in Railway quarters or live with easy call in case of emergency. The Foreman shall have a list posted in the shed showing the names of the staff and particulars of the quarters occupied. The selected staff shall be warned to notify the Loco Foreman whenever they are leaving their quarters for period of one hour or over or leave word at home to that effect where they will be found in case of emergency.

#### **4.79 Accident Relief Train– Location and Turnout**

The following table shows the stations where ARTs/MFD are stabled with turnout time and the particulars of travelling cranes:

## BROAD GAUGE

Division	ARTs	Crane	MFD / Re – railing equipment	Turnout time ( Minutes)	
				Day	Night
Hubballi	Hubballi Jn	140 T	Hubballi Jn.	30	45
	Castle rock	-	Castle Rock	40	55
Bengaluru	Bengaluru City Jn.	140 T (Diesel)	Bengaluru City Jn.	30	45
Mysuru	1. Mysuru Jn.	-	Mysuru Jn.	30	45
	2.Arsikere Jn.	-	Arsikere Jn.	30	45

The above time should be reckoned from the moment the siren is sounded till the time ART/ MFD is ready in all respect for despatch.

### 4.80 Maintenance:

The break-down specials shall be inspected monthly by the senior supervisors of the station to see that all equipment are available as per schedule and are in good working order. The vehicles also shall be checked for their good fettle.

### 4.81 Inspection of break-down specials:

- i) The break-down special shall be inspected monthly by the following officials jointly:

The Station Master/Station Manager

The Loco Foreman

The Section Engineer/Junior Engineer (Carriage & Wagon)

The Electrical Foreman, in case of generator plant

The Section Engineer/Junior Engineer (Permanent Way), if there is an engineering tool van

The Section Engineer/Junior Engineer (Signal and Telecommunication)

The Assistant Divisional Medical Officer, if there is Medical Relief Equipment

The Chief Traction Foreman/OHE, in case of traction break-down vehicles

- ii) The Loco Foreman and the Section Engineer/Junior Engineer (Carriage & Wagon) shall examine the mechanical portion, inclusive of the mechanical condition of the crane and rolling stock.
- iii) The Section Engineer/Junior Engineer (Permanent Way) shall examine the engineering tool van.
- iv) The Section Engineer/Junior Engineer (Signal and Telecommunication) shall thoroughly test the portable telephone equipment and ensure that it is in good working order and ready for use in an emergency. He shall also ensure that the staff of the portable telephone equipment are competent to do so. He shall ensure that the loud speakers, Public Addressing equipment, etc., are in good working order.
- v) The Assistant Divisional Medical Officer shall examine the medical relief equipment.
- vi) The Chief Traction Foreman/OHE shall examine traction break-down vehicles for the correctness of tool and equipment.
- vii) A joint report of the inspection shall be submitted by the officials of their respective Divisional Officers and Divisional Railway Manager.

#### **4.82 Keys:**

- i) The key of the Engineering Tool Van and that of the Mechanical Tool van shall be kept in the Section Engineer/Junior Engineer (Permanent Way) Office and the Loco shed respectively, for normal use. A duplicate key of the Engineering Tool Van and that of the Mechanical Tool Van shall be kept in separate sealed glass fronted boxes (Which shall be suitably marked to indicate the contents) in a conspicuous place in the Station Master's Office, for emergency use, i.e., when the key in the Section Engineer/Junior Engineer (Permanent Way) Office or

the Loco shed cannot be obtained readily for any reason. In such an emergency, the seal or the glass of the box shall be broken and the key taken out for use. After use, the key shall immediately be put back in the box (which shall be provided with fresh glass front) and sealed forthwith. For periodical inspection of the Engineering and Mechanical Tool Vans, the seal of the box shall be broken and the key taken out by the inspecting official. After the inspection is over, the inspecting official shall put back the key in the box and reseal the box.

- ii) Whenever the key of the Engineering or the Mechanical Tool Van in the Station Master's Office is taken out of the box and put back in the box, the Station Master shall enter the fact in the Station Diary, noting the date and time and the reason.

#### **4.83 PORTABLE GENERATING PLANT:**

##### **Portable Generator:**

- i) Generating sets comprising oil engine driven dynamos mounted in wagons are marshaled with the ART. These plants are used mainly to provide lighting at the accident spot by means of portable lamps with trailing cable etc.
- ii) The vehicle in which the generating set is mounted shall be maintained in the same way as other coaching stock in regular use and shall be inspected monthly by the Electrical official in charge and the Junior Engineer (Carriage & Wagon). The Electrical official in charge shall inspect the generating plant and the portable lighting equipment to ensure that all equipment are in good working order and in readiness to meet emergencies. Particulars of inspections and maintenance work carried out shall be entered in an inspection book provided with the plant.
- iii) The Divisional/Assistant Electrical Engineer shall inspect the plant during his inspections of the station and check the inspection book and the generating and other equipment at least once a quarter. He should also assure himself that the staff, who are earmarked for the operation of the plant etc., are fully competent and conversant with the requirements.

#### **4.84 JOINT INSPECTION OF ENTIRE ACCIDENT RELIEF MACHINERY BY DIVISIONAL OFFICERS:**

- i) The entire accident relief machinery as a whole, i.e., the special A.R.M.E. Medical Relief special and the break-down special shall be inspected by a committee consisting of the Divisional Safety Officer/Divisional Operations Manager, the Divisional Engineer, the Divisional Medical Officer, the Divisional Electrical Engineer and the Divisional Signal and Telecommunication Engineer once in three months and a joint report shall be submitted regarding the results of the inspection to the Divisional Railway Manager. The Divisional Safety Officer/Divisional Operations Manager shall act as the Secretary of the committee and shall be responsible for convening the periodical meeting and submitting the joint report to the Divisional Railway Manager. Only in regard to matters concerning change in policy, equipment or stabling arrangement, if any, the Divisional Railway Manager shall address the Chief Safety Officer for orders or approval; and in all other respects he shall dispose of the case. A consolidated statement showing the dates on which the joint inspection was made shall be submitted by the Divisional Railway Manager to the Chief Safety Officer, by the end of the month following each quarter.
- ii) In inspecting periodically Medical Relief Equipment of any type, the Medical Official in charge shall pay special attention to the condition of dressings and articles liable to deteriorate and perish. He shall replace consumable articles and drugs with limited period of efficacy from their boxes not longer than quarterly, aired for above three hours and replaced in their boxes with a quantity of naphthalene balls and DDT powder between the folds to avoid damage by insects. The Assistant Divisional Medical Officer concerned shall specially ensure that the petromax and other lights are in proper working order by actually burning them and shall also see that there is sufficient quantity of oil, mantles and matches. He shall also specially see that the arrangements for water are all right.
- iii) Emergent indents in Form No 3A shall be placed by the Assistant Divisional Medical Officer for the replacement of articles and the indents shall also be endorsed in red ink for Accident Relief Medical Equipment. As far as possible, the Medical Official in charge shall replace immediately any damaged article from the stock available in the hospital or dispensary, without waiting for the indent to be complied with.

- iv) The seal of the box containing the keys may be broken for the purpose of inspection. After each inspection the concerned official shall restore the keys to the box kept for this purpose and reseal it. In an emergency, the glass front can be broken and the keys taken. After replacing, the concerned official shall see that the glass front is replaced by contacting the local Junior Engineer/Section Engineer (Permanent Way).

**Note:-** Duties and responsibilities of various staff are further explained in Chapter-V

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