

9. In the case of serious explosion or fire caused by explosives or dangerous goods, all wreckage and debris must be left untouched, except in so far as its removal may be necessary for the rescue of the trapped / injured persons and recovery of dead bodies, until the Chief Inspector of Explosives or his representative has completed his inquiry or intimated that he does not intend to make any investigation.
10. If the station staff are *prima facie* responsible, the train passing records must be seized and statements of station staff concerned recorded.
11. If a passenger carrying train is involved, the officer or senior subordinate must secure the written evidence of as many witnesses as possible and their names and addresses should be recorded. The witnesses selected should not be railwaymen,
12. He should have a complete list of names and addresses of the injured and dead along with the addresses of relatives and ensure messages are sent to the relatives of the injured or dead.
13. He should also ensure that Superintendent of Police and District Magistrate have been advised.
14. He should give the *prima-facie* cause of the accident with the expected time of restoration.
15. He should ensure that progress report is relayed to control every one hour.

307 Commercial Inspectors / Commercial Officials:

1. Proceed to the site by MRV or by Road.
2. Organise rescue and relief for injured and other passengers.
3. Assistance to passengers shall be extended by providing
 - a) Drinking water and refreshments free of cost.
 - b) Providing free telephone facility.
 - c) Issue of Complementary passes.
 - d) Information regarding alternative means of transport to destination.
 - e) Assistance in protection of their luggage, valuables.
 - f) Assistance to ladies, children and the injured.
4. In case of Parcels, Mails, Goods etc. arrange stacking, protection, preservation of documents, cash etc. and arrange tarpaulins when necessary.
5. Ex-Gratia Payment as applicable.
 - a) Arrange ex-gratia payment on the spot to the injured and next of kin of dead as per extant rules.
 - b) As per rules, money can be drawn from station earnings; proper records to be kept.
6. Information to General Public.
 - a) Open information counters and booths for giving information to the Public regarding the names of the injured, dead etc.,
 - b) Display list of injured and dead at a prominent place at the Station / Stations. Also pass information to control.
 - c) Announcements may be made through Public Address System regarding arrangements for diversion of trains, regulations, probable time of arrival of the relief train with the stranded passengers etc.
 - d) If the station is an important one enroute, open information booth even if accident has occurred elsewhere.
 - e) Depute TCs etc., on special duty.

308 Engineering Staff:

1. All Engineering officials shall report to the senior most Officer at site or take charge if he happens to be the senior most. The staff who are not on duty or travelling by train shall assist in rescue and relief operations.