

CHAPTER-III

DUTIES OF RAILWAY STAFF

Every Railway servant traveling by the affected train or available at the site, whether on duty or not, shall help in the disaster management by getting identified and rendering immediate assistance to the affected passengers at the site. Non-participation in accident relief operations will be considered as 'DERELICTION OF DUTY'.

301 Guard of The Train Involved in Accident:

The duties are given in the sequence in which they have to be performed.

On occurrence of an accident to his train, the Guard of the train shall immediately:

- 1 Note the time of accident.
- 2 If the accident has occurred on a double line section, the Guard should immediately check if the adjoining line is fouling or not. If it is fouling, he should immediately exhibit red flag by day and flashing light by night towards the direction in which train is expected on the adjoining line. He will continue to exhibit the hand danger signal until the time the adjoining line is protected as per rules in force.
- 3 Arrange to protect his train as per Rules in force, taking the assistance of any qualified staff, such as Assistant Guard, Assistant Loco Pilot, gangmen, gatemen etc.
- 4 Make a quick survey of the accident site for casualties, injuries, if any, and for deciding the assistance required.
- 5 Send the first information of accident to the control office and then to the nearest Station Master furnishing the following information, through mobile phone or portable telephone, or walkie-talkie or gate phone, etc.,
 - a) Time of Accident,
 - b) Kilometer etc.,
- 6 On the double line section a train passing on the other line should be stopped and the Loco Pilot and Guard given intimation about the accident if not already given vide para (5).
- 7 Render first aid to any person injured, obtaining assistance of the railway staff, doctors and / or volunteers on the train, or near the site of accident; and transport the injured to the hospital by taking the help of 104/108 Ambulance service.
- 8 He will also arrange for preservation of clues and evidence until a senior Railway official takes over charge.
- 9 Remain in general charge till a senior Railway Official takes over charge. There after work as per the instructions of the senior official incharge of the accident.

302 Engine Crew of the Train:

On occurrence of an accident to a train, its crew shall:

- 1 Immediately switch on the Flasher Light. If flasher light is not working, exhibit hand danger signal so as to stop any train coming in the opposite direction on a double line section.
- 2 Note the time of accident.
- 3 Protect the adjacent line/lines/same line in accordance with rules in force.
- 4 Take such technical precautions as may be necessary or as prescribed by special instructions to render the locomotive safe.
- 5 Give information to Guards about the locomotive (derailed or not), condition of coaches/wagons immediately in rear of the loco and any other information relevant to the accident.
- 6 Send Assistant Loco Pilot to assist the Guard in establishing contact with control office, relief and rescue operations.

303 Station Master / Station Manager:

[The Station Masters on either side of the block section if the accident occurred in the mid-section or the station master of the station where the accident has occurred.]

1. On a double line, immediately stop the trains proceeding into the affected block section in the opposite direction. If any train has already entered such block section, inform the crew and guard to immediately stop their train and tell them to proceed cautiously so as to stop short of any obstruction.
2. Report the accident to the Section Controller and to the Station Master at the other end of the block section.
3. Control to be advised regarding –
 - a. Time, and nature of accident.
 - b. Brief description of accident.
 - c. Medical Relief van required or not
 - d. The need for ART with or without crane
 - e. Adjacent lines clear or not.
 - f. Number of coaches/wagons derailed, canted, capsized, etc.,
 - g. Availability of road approach to the accident site,
4. Station Masters of Stations where sirens are provided shall sound the sirens and arrange to move the Medical Relief Van / ART special trains as per the control orders.
5. Advise the section Traffic Inspector and the officials of other departments by quickest possible means.
6. Call for off-duty Station Masters and pointsmen for assistance in operations.
7. In case the accident occurs within station limits, the position of point knobs, signal knobs, route knobs, various readings of counters shall be kept intact till these are jointly recorded by the supervisors of Traffic, S&T and Engineering departments.
8. Keep the lines free at the station for receiving the un-affected coaches/wagons, MRV, ART, etc.,
9. **He will arrange for the following assistance:**
 - a) **Medical Assistance:**
 - (i) Assistance must be called for Ambulance service from the local Hospitals, Railway Hospitals and Health Units, Civil and Army Hospitals, St. John's Ambulance brigade, qualified first-aiders, fire fighting personnel, and other qualified medical personnel available on trains and at stations.
 - (ii) Injured passengers to be transported to the nearest hospitals, by the most expeditious means.
 - (iii) Arrange for the quick transport of A.R.M.E. Scale II equipment to the site of the accident.
 - (iv) Arrange adequate number of First Aid boxes and stretchers.
 - b) **Refreshments to Passengers:**
 - (i) Advise DCM / ACM for making available food and refreshments to stranded passengers.
 - (ii) Arrange for drinking water & beverages from VRR / NVRR and / or locally, free of cost to the affected passengers.
 - c) **Transport Assistance:**
 - (i) Arrangements shall be made to transport the injured on top priority by road or by a special train to the hospitals.
 - (ii) Stranded passengers to be transported from the accident spot by arranging transshipment either by train or by hiring Road vehicles.
 - (iii) Arrange for refund of fares as per the extant rules.
 - d) **Security Assistance:**

Station Master shall advise officials of Government Railway Police, State Police and the Railway Protection force to provide security to the private and railway property at the site of the accident. The Station master will also lodge an FIR with the jurisdiction GRP Inspector in case sabotage is suspected for the accident.

e) Communication Assistance:

- (i) Information counters to be opened at important stations and at the accident site.
- (ii) Information regarding the injured and dead shall be ascertained and given to the relatives whenever asked for.
- (iii) Free Phone with STD facilities shall be made available to the affected passengers to convey their condition to their relatives from the site and stations.

- 10 Controlling SM must proceed to the site by the quickest means taking with him sufficient porters and other staff who can assist in the relief operations.
- 11 SM/SMR shall ensure securing of records in cabin and Station, such as Private number book, train signal register, line admission book, engine log book and speed charts from the loco and other relevant records. He shall also ensure sealing of slides, levers, knobs and relay rooms.
- 12 Take all necessary action as prescribed by the rules and instructions in force.

304 Controlling Station Master:

The controlling Station Master must proceed to the site of the accident by the quickest means. He must take with him coolies, lamps, and any other equipment that he considers necessary. Till relieved by a Traffic Inspector or Officer, he will be responsible for regulating the traffic, attending to the injured, making a note of all evidence which may prove useful in ascertaining the cause of the accident and taking general charge of the situation.

305 Train Superintendent / Travelling Ticket Examiner:

- 1 Ascertain if any Doctor is travelling by seeing the reservation chart and making verbal enquiries and arrange for First aid to the injured passengers.
- 2 Along with other TTEs in the train, he should assist the injured passengers to come out of their coaches. The TTEs should also help passengers trapped in the coaches to come out of the coaches.
- 3 Unclaimed luggage and other belongings should be handed over to the GRP with full details and acknowledgement obtained.
- 4 Prepare list of dead and injured. The list should be classified as under:
 - DEAD
 - GRIEVOUSLY INJURED
 - SIMPLE INJURED

Details of the dead and injured should be obtained from the reservation chart, tickets held (to and from) or co-passengers. Assistance of the Police travelling in the train to be obtained also for identification.

- 5 The following details should be collected:
 - a) Tickets of the Passengers travelling (to and from)
 - b) Ticket Numbers – Class
 - c) Coach Number and its position from the engine
 - d) Address of the passengers
 - e) Nature of injury (Simple, Grievous)
- 6 He should keep record of the number of dead and injured (simple, grievous) if they are already transported by local people to the nearest hospital before the Railway Doctors had arrived.

306 Officer or Senior Supervisor first reaching the Site:

- 1 The Officer or the Senior Supervisor first reaching the site of the accident shall check up:-
 - a) Whether protection has been done.
 - b) On a double line, whether the other line is free from obstruction for moving trains.
 - c) Whether necessary message supposed to be relayed regarding the details of the accident, casualties etc., have already been relayed or not.