

- 6) Have the joint measurements of the rolling stock taken.
- 7) Check the fitness of the stock supposed to move from the site.
- 8) Note down observations, make arrangements to record joint measurements if loco is involved in accident. If it is not possible for all types of measurements to be taken on the spot then these should be taken in the shed. All relevant records should be sealed in shed.

321 Senior Divisional Electrical Engineer:

- 1) Ensure proper lighting arrangements are provided at the site.
- 2) In case of fire in coaches, arrange to immediately collect / record evidence of passengers.
- 3) Examine the coach to ascertain the cause and damage.

322 Senior Divisional Electrical Engineer (Traction Distribution)

- 1) Arrange for adequate number of OHE breakdown staff, tower wagon and proceed to the site of accident by the quickest available means.
- 2) Depute Officer / Supervisor in control office.
- 3) Ensure that OHE is made dead and OHE is slewed as required.
- 4) Arrange and supervise restoration of OHE, expeditiously.
- 5) Record all relevant information concerning the accident.

323 Senior Divisional Electrical Engineer (Traction Operation / Traction Rolling Stock):

- 1) Where EMU or Electric Locomotive is involved, call the relief train, if required with adequate number of breakdown staff and proceed to the site by quickest available means.
- 2) Depute officer in the Control Office.
- 3) Note down joint observation regarding the loco / EMU.
- 4) Ensure that measurements of the loco / EMU are taken on the spot wherever possible otherwise in Car / Loco Shed.
- 5) Ensure that speedo- meter record for maintenance of engine / EMU repairs are sealed in the shed.
- 6) Ensure prompt and sufficient arrangement for clearing the line.

324 Senior Divisional Engineer(Civil):

- 1) Proceed to the site.
- 2) Ensure joint measurements are taken and sketches of the accident site are accurately drawn out.
- 3) Ensure collection of adequate labour, material and equipment and their proper deployment for speedy restoration.
- 4) Depute one DEN / AEN in Control Office for planning, reinforcement of labour, material and staff and movement of material train.
- 5) Ensure that inspection notes and diary of AEN, S.E/J.E (P.WAY) gang charts, maintenance records etc., are seized and secured.
- 6) Assist other departments in clearance of line and ensure that track is rendered fit and certified at the earliest.

325 SENIOR DIVISIONAL COMMERCIAL MANAGER.

- 1) Proceed to the site of accident by first means.
- 2) Ensure that drinking water, tea and snacks are promptly supplied to stranded and injured passengers. Keep the record of the number of passengers served with tea and snacks.
- 3) Take charge of the custody of luggage of the injured persons.
- 4) Luggage of the dead passengers shall be deposited with the Railway Police after proper records and acknowledgement.

- 5) Issue advice to the next kith and kin of the injured and dead and also furnish details to Sr.DOM in Control Office.
- 6) Arrange for sufficient number of Ticket Collectors, Porters and Vendors for assistance of stranded passengers.
- 7) Arrange for ex-gratia payment to the injured and the next kith and kin of the dead.
- 8) Arrange for refunds to the passengers.
- 9) Assist the stranded passengers during transhipment with sufficient number of Porters and TCs.
- 10) Arrange to open enquiry office at the site for replying to the queries regarding disposal of the injured and dead.
- 11) Make inventory of the parcels damaged and advise the CCO/SC.
- 12) Arrange for buses for stranded passengers and keep record of the buses arranged destination-wise with the number of passengers.
- 13) Assist the Railway Doctors with Ticket Collectors / Porters. He should compile the figures of injured and dead from all sources. (i.e. Police, TTE / SM).
- 14) Issue advice to the Control Office / Stations for issue of free passes to the next of kin of the dead and injured.
- 15) Keep in touch with the progress of patients in hospital and increase the ex-gratia payment suitably in case simple injuries turn into grievous or patients paid ex-gratia payments for grievous injuries die later in the hospital.

326 Senior Divisional Signal and Telecommunication Engineer:

- 1) Proceed to site of accident. Make arrangements for installing, Mobile/Railway/ BSNL/ Satellite phones at site in sufficient numbers so that communication from site to control office/divisional office/Zonal office/ other stations, out side agencies takes place smoothly and without delay.
- 2) Establish communication between the site and Divisional Head Quarters Office.
- 3) Ensure that a detailed record is made of all evidence bearing on the accident so far as S&T and interlocking are concerned.
- 4) Preserve clues and seal the relevant equipment if required.
- 5) Restore the signalling and interlocking for normal working without delay.

327 Senior Divisional Security Commissioner (R.P.F.):

- 1) Post adequate number of RPF staff at the site of accident and at any other place where assistance from his department may be required.
- 2) Proceed to the site by the quickest available means.
- 3) Liaise with the local police at site.
- 4) Ensure security of passengers belongings, parcels, damaged goods, parcel van etc.