

**318 Senior Divisional Operations Manager**

- 1) Ensure that Medical Relief Van and Accident Relief Train leave within time and reach the site of the accident on top-priority.
- 2) Clear the unaffected coaches in the front and rear to the nearest convenient stations after transshipping the passengers from affected coaches.
- 3) Plan for second MRV/ART for reaching the site from other end, if necessary from adjoining Divisions/Railways.
- 4) Plan for trains for prompt transport of stranded passengers at the site and clearance of passengers held up at other stations.
- 5) Clear the stabled loads from the stations on either side of the site so that the lines are available for dealing MRV/ART/Coaching relief train/officers special/material train/tower-car/ light engines, etc.,
- 6) Mobilise sufficient number of Guards, TIs, SMS, pointsman etc., and deploy at site and at the adjoining stations for organizing shunting and quick movement of MRV/ART/Coaching relief train/ Officers special/ Material trains/ Tower-car/ L.E, etc.,
- 7) Depute DOM/G or AOM to site to co-ordinate the movements and for relaying information about progress of relief/ restoration.
- 8) Plan for regulation of Passenger, Mail / Express trains, cancellation, diversion, termination short of destination in consultation with Headquarters such that the passengers can get catering facilities.
- 9) See that chronological log of all items of information and action taken connected directly or indirectly with accident is maintained properly.
- 10) Keep liaison with adjacent Divisions, Site and Headquarters.
- 11) Details of the dead, injured sustaining grievous or simple injury, their originating and destination station, ticket No. Hospitals to which sent for treatment and also particulars of next kith and kin to be obtained from the site and relayed to Emergency Control, Chief Safety Officer etc.

**319 Senior Divisional Safety Officer:**

- 1) Proceed to the site of accident by first available means.
- 2) Preserve the clues.
- 3) Record statement of Guard and Loco pilot and subject them to breathlyser test and collect blood sample.
- 4) Ensure joint measurements etc., are taken in prescribed Proforma. Recover the speedometer chart, data logger statement etc.,
- 5) Ensure evidence of train staff, station staff and public is taken on the spot. Addresses of passengers who are willing to give statements later should also be obtained.
- 6) If the accident took place within station section, he should arrange to record the knob position on the panels, block instruments position, etc., and sieze the relevant station records.
- 7) Produce public witnesses and advise Superintendent of Police and District Magistrate in time, issue press notification in local press when advised by Chief Safety Officer, in case of CRS enquiry.

**320 Senior Divisional Mechanical Engineer:**

- 1) Proceed to the site. After site survey, make out a plan of action for quick rescue of injured and trapped passengers. Accordingly call for the equipment, manpower required.
- 2) Supervise rescue operation.
- 3) Ensure that Speedo meters record, engine log Books etc., are seized / sealed.
- 4) Correctly forecast to control as to the sequence of movements required to site.
- 5) Record the details regarding brake power and other aspects of Rolling stock as per prescribed Proforma.

- 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.