

- 404 Fax Report to Railway Board:** In the case of accidents mentioned in paragraph 401 above, apart from the “All concerned message”, the DRM shall send a FAX, not later than the day following the date of accident, to the Railway Board with a copy to the Chief Safety Officer. The FAX report shall contain only important details of the accident. A confirmation copy of the FAX report shall be dispatched to the Railway Board immediately. For this purpose, the first officer arriving at the scene of accident shall collect all the necessary details and report to the DRM immediately after the occurrence of accident.
- 404.1** In case of accidents reportable to Railway Board, Chief Safety Officer / Dy. CSO/Traffic / Dy.CSO (Elec) / Dy.CSO (Mech) / Dy.CSO (S&T) should thereafter inform nominated officer of Safety Directorate of Railway Board. At Board level, Safety Directorate shall take follow up action.
- 404.2** In case of landslides, breaches, OHE break down etc., which result in dislocation for more than threshold value and also cases due to public agitation shall be reported by Central Control Office to Punctuality Cell of Railway Board and dealt with by the Coaching Directorate.
- 404.3** Cases falling under N, P and Q, except Q 6 i.e., blockade of train services due to public agitation; shall be dealt with by Security Directorate.
- 405 Reporting of Indicative Accidents:**  
The following ‘Indicative Train Accidents’, shall be reported by telephone to the Railway Board by Zonal Railways and to Zonal Railways by Divisions.
- Averted Collisions
  - Loco Pilots passing signal at Danger
- 406 Reporting of Accidents at Unmanned Level Crossings:**  
A telephonic advice shall be given by Divisional control office to Central Control of Zonal Headquarters and Central Control in turn should inform to the nominated officer in the Railway Board’s office as indicated in paras 402.1 and 402.2 immediately after the accident. While giving information to Board with regard to accidents at unmanned level crossing, the following information should invariably be furnished in the telephonic information.
- Whether road signs and whistle boards have been provided on either side of the level crossings approach roads.
  - When was the last census taken and whether the level crossing is amongst those proposed to be manned in the near future.
  - Whether the view of the track from the road is clear on either side, and
  - Whether in the last two years, has there been any other accident at the same level crossing.
- However, if complete information in this regard is not readily available at the time of reporting the accident, it should be collected as expeditiously as possible and communicated to the Railway Board subsequently.
- For this purpose, the divisions shall furnish the complete details by FAX to Zonal Headquarters within 24hours from the time of accident. In addition to this, the divisions shall also take photographs of the LC at various important angles such as Road signs, W/L board, visibility for both rail and road users, speed breakers etc., and e-Mail the same to CSO for onward submission to Railway Board.
- 407 Serious Accidents to be Advised Promptly:** When a serious accident occurs, the telephonic accident message shall be given promptly and with the least possible delay. This shall be ensured by the DRM, who shall be responsible also for advising by fax, as soon as practicable, the non-railway officials to whom the accident telephonic message has already been sent.