

- g) It may be ensured that no inconvenience is caused to traveling public. Such drills should not lead to panic which may result in inconvenience or injury to the public.
- h) While absolute secrecy and confidentiality shall be maintained regarding the conduct of mock drill, CSO, GM, AGM, Secy. to GM shall be advised in advance of such mock drill.
- i) Except under instructions or orders from HQ, this drill shall be confined only to the respective Divisions and on this account, no traffic shall be refused from the adjoining Divisions / Railways.
- j) Mock drill trials may end with the departure of ARME / ART. However, if considered necessary, DRM may permit the ARME / ART to proceed upto the mock accident site. In such cases, the drill shall end with the various agencies having set up their field establishment and deployed their equipment.
- k) During these trials, the following aspects shall be closely watched by the Officer in-charge of the drill.
 - i) Turning out of ARME / ART within the prescribed time.
 - ii) Speed of the specials.
 - iii) Attendance of Staff.
 - iv) Handling of accident relief Cranes, HRDs, HREs and other rescue equipment.
 - v) Logging of events.
 - vi) Functioning of field telephones and communication network.
 - vii) Functioning of generator sets, lighting equipment etc.
 - viii) Preparedness of First-Aiders and availability of medical equipment.
- l) On completion of the drill, a detailed report shall be submitted within 3 days to the Headquarters detailing:
 - a. Response time of ARTs / ARMEs
 - b. Alertness and skill of the Staff.
 - c. Deficiencies noticed and corrective measures initiated if any
 - d. Assistance required.

619. Maintenance and replenishment of First Aid Boxes & Stretchers:

- a) Following procedure should be observed for maintenance and replenishment of First Aid boxes in order to fix responsibility for the safe custody of the First Aid boxes maintained at different places and to ensure that the contents are as per the list so that they will be useful in emergencies.
- b) First Aid boxes supplied are made of mild steel or aluminum and painted red with Red Cross painted on a white background on top. The printed list of contents is pasted on the inner side of the lid. The various departments using the boxes may adopt a distinct code prefix and serial number and paint them on each box for easy account and identification as follows:

SC Rly
FA Box No.
RJY

SC Rly
FA Box No.
Workshop LGD

SC Rly
FA Box No.
Loco shed KZJ

SC Rly
FA Box No.
Gang No1 RJY

- c) The following are the types of First Aid boxes provided:
 - (i) First Aid equipment in First Aid boxes provided in breakdown vans, stations, workshops, marshalling yards, loco sheds, C&W depots and First Aid Boxes provided as personal equipment of Guards of all passenger carrying trains.

- (ii) Elementary First Aid equipment for Gang men: NP The list of equipment for the above types of First Aid boxes is given in Para 619.2 below. Instructions regarding the treatment of minor injuries are printed in the card containing the list of items.
- d) The initial supply of the required number of First Aid Boxes for all departments would be made by the Medical Department on whom requisition should be placed. Fully equipped First Aid boxes will be supplied to the DOM, DEN, DEE, Chief Crew Controller etc. The departments concerned will maintain a register for the supply received and issues made to the various units. In estimating the requirements, 10% extra may be requisitioned for as spare for relief purposes. The Station Masters of Guards HQs or Guards changing station will be the official in-charge of the pool and will have 10% of their normal requirements as spare. As regards other departments the departmental in-charge official will be responsible for the accountal and safe custody of the First Aid boxes.
- e) It will be the responsibility of the official in charge of the First Aid boxes to arrange replenishment of the articles used once in three months from the nearest Health Unit, to which the box should be sent.
- f) The First Aid Boxes required for Guards working Mail/Express and Passenger trains should be issued once in three months by the subordinate in-charge of the pool of First Aid Boxes to the Guards working the trains.
- g) The Guards while taking over the box should ensure that the contents are correct and will be subsequently responsible for items, as the box is issued as a personal equipment to be carried in their line box. Each First Aid Box is provided with an injury card. If any item is used for rendering First Aid to any injured passenger, the Guard will record on the injury card, the train number, name of the injured person and ticket number, particulars of the injuries and item and quantity used. These particulars should be recorded immediately after rendering First Aid so as to enable correct account of the contents being maintained. The remarks of the inspecting officials as and when they inspect are also to be entered on the injury card. The Guard will get the item/items replenished from the Official in-charge of the pool. At stations other than his headquarters he may obtain replenishment from the nearest Health Unit. It will be the responsibility of the Official in-charge of the pool to keep the spare boxes always fully equipped by obtaining replenishments from the nearest health unit. He may also keep in stock a certain quantity of the refills etc., so as to replenish the First Aid Boxes then and there.
- h) The Guard or any other person to whom the First Aid Box is issued is responsible for the contents of the box.
- i) It will be the responsibility of the DMO in-charge of Health Unit to check the contents of the First Aid Boxes whenever they are sent to him and see that they are correct and dust proof and the contents, which are not in serviceable condition are replaced by fresh ones. The deficient items should be replenished and recorded in the injury card. The box should be handed over to the messenger who brings it.
- J) The DMO should also check all the First Aid boxes periodically in their jurisdiction at the stations, sheds, C&W Depots, workshops etc., especially those with Guards once in a month to ensure that the articles kept are fresh in the box and are as per the schedule. The boxes with the station sheds, C & W depot, Gangmen etc., should be checked at least once in a quarter. A register should be maintained in the Health Unit showing the number of boxes available at various establishments and date of check.
- k) Surprise checks of the First Aid boxes shall be carried out by all the inspecting officials periodically at the stations and running trains, and necessary endorsements made in the injury card provided in the box.

- l) The officials nominated as in-charge of the pool should maintain a register containing particulars of the First Aid Boxes in their custody and obtain the signature of the Guard at the time of issue of the box. The Guards will satisfy themselves of the correctness of the contents before taking over the box.
- m) The Station Masters of the Guards changing stations and Guards headquarters stations will be provided with an imprest stock of the item required for replacement then and there. The imprest stock may be recouped periodically from the nearest Health Unit. In such cases, the items used should be accounted for clearly with particulars and list sent to DMO. The DMO will issue the items to the Station Master concerned under a challan. A proper account shall be maintained by the Station Master, of the articles received from the DMO. This system is suggested so that Guards need not waste too much time of their rest period to go to the Health Unit for replenishment of the First Aid boxes.
- n) All DMOs in charge of sectional Health Units and Divisional Hospitals should always maintain adequate stocks of all the items required for replenishment of First Aid boxes.
- o) It should be ensured that a First Aid box allotted to a particular Division is not allowed to be sent to other Division or Railway, except under very special circumstances and in such cases both the sending and receiving parties shall be held equally responsible for early return of the First Aid box to the Division to which it was originally allotted.
- p) Minor repairs to the First Aid boxes may be arranged by the concerned branches locally by getting them attended to by the Works Branch or meeting the charges from imprest.

619.1 Contents of First Aid Box (includes Guard's First Aid Boxes)

S.No	Description	Quantity
1	Set of six wooden extensible splints (St. John ambulance size)	1 set
2	Sterile adhesive strip dressing (Standard size)	20 numbers
3	Rubber tourniquet	2 numbers
4	Gauze Roller bandages (7.5cm x 4 m)	10 numbers
5	Traingular bandages (130 x 90 x 90 Cm)	4 numbers
6	Tab paracetamol in strips	2 strips
7	Anti-septic cream 25 gms	1 tube
8	Injury card	1 number
9	Safety pin set of 10	1 set
10	Tab diazepam one strip	10 numbers
11	Cotton Wool	100 grams

619.2 Contents of First Aid Box of Gangmen.

S.N	Description	Quantity
1	Gauze roller bandages	10Nos.(7.5cmx4 m)
2	Triangular bandages	4 Nos. (130 cm x 90 cm x 90 cms)
3	Tab paracetamol in strips	20 tabs
4	Chloromycetin applicaps in plastic container	10 numbers
5	Antiseptic cream 25 gms	1 tube
6	Sterlite adhesive strip dressing(standard size)	10 numbers
7	Sterilized first field dressing in sealed polythene container (12 x 8 cm)	2 numbers
8	Safety Pin set of 10	1 set

619.3 Proforma for the report to be sent by Station Master

No. of Box	Custodian of box		Inspected		Items found short and unaccounted		Cost of articles to be re-covered		Remarks
	Name	Design	By	on	Name	Qty.			
							₹	Ps.	

619.4 Register to be maintained in Health Unit showing the number of boxes available at various establishments

Date of Inspection	No. of Box	Produced by		Condition of Box &Contents
		Name	Design	
1	2	3	4	5
Items replenished		Date when test Inspected and by Whom	Signature of person taking delivery of box	Remarks
Name	Quantity			
6	7	8	9	10