

Form to be used by Reporter:

Questions	Answers
1. Exact time at which the accident occurred.	
2. At station or between stations and KM.	
3. (a) Time at which first advice of accident was dispatched and by whom (b) To whom was advice sent and exactly how dispatched.	
4. Nature of assistance, including medical aid, asked for in first advice sent.	
5. Nature of additional assistance, including medical aid, asked for in any subsequent advices and times such advices sent and by whom and how dispatched and to whom addressed. Note: In cases of serious accidents outside station limits in which advices have to be sent to the nearest station, care should be taken to record accurately the times at which all such advices reached the station and the time each advice was dispatched by telephone or message from the station.	
6. State total number of passengers in train at the time of accident.	
7. (a) Concise statement showing number of persons killed and / or injured and their names and addresses together with those of the relatives to be informed and particulars (class, date, number and stations between which the ticket is available) of tickets held. Note: (i) Every endeavor shall be made to obtain the name and address of each person killed or injured. (ii) Every endeavor shall also be made to record the position and the painted number of the coaches from which the dead and the injured were taken. (b) Details of injuries and other medical notes. Note: These particulars shall be recorded by the medical staff and if possible in collaboration with the police.	
8. When passengers have been killed or injured as a result of a serious derailment or collision, a detailed statement shall be prepared showing the state of the train or trains and the line or lines and the position and condition of the coaches when the dead and injured were extricated, with individual coach numbers. An illustrative sketch showing the position of coaches shall also be prepared.	
9.(a) Time at which advice of accident received at the station provided with Medical Relief Train or Medical Relief Equipment. (b) Time at which Medical Relief Train was turned out and ready to start. (c) Time at which Medical Relief Train or train with Medical Relief Equipment started from Station. (d) Time of arrival at accident spot of Medical Relief Train or Medical Relief Equipment.	

- 10.(a) Time at which advice of accident was received at Accident Relief Train based station.
- (b) Time at which Accident Relief Train was turned out and ready to start.
- (c) Time at which Accident Relief Train started from depot station.
- (d) Time of arrival of Accident Relief Train at accident spot and what medical aid arrived on this train.
11. What was the 'First Aid' given to the injured prior to the arrival of medical staff and/or medical equipment?
12. Time at which qualified medical aid arrived first and where from and name and designation of official in-charge of same.
13. What exact arrangements were made to remove the seriously injured passengers to the hospital/s and when did they arrive there?
14. Description in brief of what was done to restore communication and at what time this was restored.
15. Any other details of importance.

Note:

- (i) In addition to the information referred to above being accurately recorded, the Senior Divisional Officer proceeding to the site of accident shall draw up a comprehensive report showing exactly what occurred so that, when questions are asked subsequently and criticism made, the administration may be able to refer to the details recorded as soon as possible after the accident, which could, if necessary, be shown in a Court of Law.
- (ii) Whenever possible, a Magistrate and a Police Officer should accompany the relief trains but it may not always be possible to arrange this and in the absence of these officials it is all the more important on the part of Divisional Railway Officer present, to record acts with accuracy. It is most important that relief trains shall be started within the fixed target time and the train shall not be detained for the Magistrate and the Police Officer.
- (iii) This report shall be prepared at the site of the accident if the accident had taken place at a station or at the nearest station if the accident had taken place in the block section.
- (iv) The official preparing this report may, if necessary, call any other official present to assist him in collecting the necessary information. Care shall be taken, however, to select a responsible official.