

NP:- Copy of the accident message / fax message shall be sent to the superintendent, Railway Mail Service of the division concerned.
When a train carrying mails is involved in an accident, irrespective of the fact whether the mail van is involved or not, information should be furnished immediately to the concerned Post Master General and the Superintendent, R.M.S. in advance of any accident message / fax message. The Central Control of the Headquarters office will inform the Regional Director, RMS telephonically. The information to the Post Master General and the Superintendent, R.M.S. concerned shall be conveyed by the DRM on the telephone.

408.1.5 To State Government Officials:

- a) The following State Government officials shall be advised at once telephonically in case of train accidents involving casualties (death / injuries), heavy damages to railway and public properties or trains marooned or in other circumstances, where the immediate need to extend relief measures to the victims is necessary.

408.1.5.1 By Station Master to :

- (a) District Collector
- (b) District Superintendent of Police
- (c) Mandal Revenue Officer.
- (d) Superintendent of Railway Police
- (e) Officer in-charge of nearest Police Station.
- (f) Hospitals, Doctors including Private Doctors.

408.1.5.2 By Dy.CHC (Punctuality) to :

- (a) District Collector.
- (b) District Superintendent of Police or Dy. Superintendent
- (c) Superintendent of Railway Police.

The Dy.CHC (Punctuality) shall ensure that the above mentioned officials are intimated without any loss of time. He shall also co-ordinate with the SM of such station, where telephone communication is not available/not working, to inform various non-railway officials.

408.1.6 By Divisional Officers: –

(DRM/ADRM/Emergency Officer/any Officer nominated by DRM for this purpose)

- (a) Chief Secretary .
- (b) Principal Secretary (Revenue)
- (c) Commissioner (Relief).
- (d) Director General of Police.
- (e) Chief Engineer (Irrigation), in case of breaches of tanks and other related matters involved.

408.1.7 Advice to Other Railways by Zonal Headquarters: –

- a) A telephonic / fax message shall be sent by the Chief Operations Manager to all railways, if traffic is likely to be stopped for over a week owing to an accident.
- b) If stock belonging to another railway is likely to be detained in consequence of an accident, telephonic / fax advice shall be sent by the DRM to the Chief Operations Manager who shall advise the other railways concerned.

408.1.7.1 Advice to the Chambers of Commerce:-

On receipt of advice of an accident involving serious interruption to traffic, the Divisional Railway Manager must immediately advise, by telephone / fax, the Chambers of Commerce in their respective jurisdictions.

409 Railway Employees to report Accidents.–

Every railway employee shall report, with as little delay as possible, every accident occurring in the course of working the railway which may come to his notice. Such report shall be made to the nearest Station Master or where there is no Station Master, to the railway employee in-charge of the section of the railway on which the accident has occurred through one or more of the following possible means of :-

- Portable control telephone / VHF set / Mobile phone.
- Phone provided at LC Gates / IBS.
- by stopping train / Loco / trolleys or other vehicle passing on adjacent line.
- BSNL / MTNL/ Cell phone if available nearby the site of accident.
- sending message through a railway servant to the nearest Station Master
- Sending the light engine of the train. But before detaching the engine, SR 6.05 should be followed. However in case of suspected sabotage, engine etc., should not be disturbed.
- By road transport, if possible.

410 Method of reporting Accidents by Railway Employee:

The report shall be in writing and prepared in duplicate, duly signed, with the time and date. The person receiving the report shall sign both the copies, noting the time and date, and return the duplicate copy to the person making the report. In case the person making the report is illiterate, the person receiving the report shall prepare the report in duplicate, on behalf of the former, sign both the copies noting the time and date, and hand over the duplicate copy to the person making the report, obtaining his thumb impression on the original copy.

Note:-Guards and Loco Pilots of trains shall report accidents to the nearest Station Master in the prescribed form Acc-3 (given in Appendix – VI).

411 Station Master or Railway employee in-charge of the section to report Accidents:

The Station Master or the railway servant in charge of the section shall report the accident in accordance with the rules laid down by the Railway Administration concerned for reporting of accidents.

411.1 Reporting of Accidents by the Quickest possible means:

For this purpose, accidents are divided into different categories, namely “A to R” excluding ‘I’ and ‘O’ according to seriousness and the accident classes have been serially numbered for each category. Every accident shall be reported by the quickest possible available means, to the Station Master of the station which can be reached quickly. As soon as the Station Master is aware of an accident, he must send a report in Forms Acc.1(i), (ii) and (iii) to the officials concerned.

The Station Master, on receipt of information about the occurrence of an untoward incident shall –

- a) Make necessary entries to this effect in the station diary.
- b) Arrange for medical assistance to the injured passengers;
- c) Make out a brief report on the untoward incident and forward copies thereof to the Divisional office, State Police and in-charge of the Railway Protection Force. The report shall be in the format given in form Acc. I (i), (ii) and (iii).
- d) Assist or depute to the Railway Protection Force to complete the process of investigation.

Note: "Untoward incident" means-

- (i) The commission of a terrorist act within the meaning of sub-section (i) of section 3 of the Terrorist and Disruptive Activities (Prevention) Act, 1987(28 of 1987); or
- (ii) A violent attack or the commission of robbery or dacoit; or
- (iii) Indulging in rioting, shoot-out or arson, by any person in or on any train carrying passengers, or in a waiting hall, cloak room or reservation or booking office or on any platform or in any other place within the premises of a railway station; or
- iv) The accidental falling of any passenger from a train carrying passengers.