

618 Regular drills by staff with regard to action to be taken in case of an Accident: With a view to test the readiness and quick turn out of Relief Trains, it is required to have periodical drills once in every quarter .However if ART/MRT is turned out on account of accident in that quarter, the periodicity may be reckoned from that date. The real intention of these mock drills is to test the practical knowledge of all the staff that has to play a part in any accident in addition to turning out the relief trains. Drill regarding accidents shall be practical since practice leads to perfection. It is necessary always to watch and measure the results of training and drills so that the circumstances, at a given occurrence can be grasped and the prescribed plan of drills followed, to find out the alertness of staff in case of emergency. These accident drills should be conducted under the supervision of the Safety Officers and Safety Counsellors. In order to ensure that maximum benefit is derived from drills, this should be properly planned before hand so that delays and mistakes, if any committed by staff, can be noted and instructions given at the spot. While conducting the drills, it should be ensured that only the concerned Divisional Railway Staff participate in such drills and that the Police, Civil Authorities, the Public and the Press are not scared unnecessarily by such mock drills. The real purpose of these drills is to make all the staff who have specific duties to perform in case of an accident, to practice their parts regularly and test check the equipments, so that in a real emergency they perform their duties without confusion. The staff of Mechanical, Electrical, Traffic, S&T, Security, Medical, Commercial, Civil defense are required to participate in these drills and the specific duties of each should be clarified to all and they should practice the same during the course of such drills.

- a) The staff should be drilled in the following items:
 - i. Turning out Accident Relief Trains.
 - ii. Whether correct information is given to the control particularly in respect of the nature of assistance required.
 - iii. Action to be taken to stop any train or trains approaching the station
 - iv. Medical assistance available mustered in full strength and calling out St. John Ambulance Brigades.
 - v. Arrangements to the extent possible for protecting public belongings.
 - vi. Other assistance to provide succor.
 - vii. Staff conversant with the use of Portable telephone; and
 - viii. Information, if required, given to adjacent stations etc., Detailed reports on the Drills conducted shall be sent to the Safety Branch of Head quarters office.

618.1 Guidelines for Mock Drill:

- a) Disaster Management essentially necessitates a state of preparedness under all circumstances and the efficacy of the arrangements therein can be assessed only by conducting periodical mock drills.
- b) Mock Drill is a series of hypothetical accident conditions that create forces to act instantaneously to raise levels of awareness of potential accidents and means to deal with them.
- c) Objectives:
 - i. To gauge the preparedness, detailed planning and keeping all equipment in good fettle.
 - ii. To integrate the operational response and to measure overall performance of the exercise.
 - iii. To measure performance in regard to accident restoration.
- e) Mock drill shall be conducted as per Para.618 at least once in 3 months either during day or night. It is desirable not to repeat the drill again and again at the same time or section.
- f) Such drills shall not unduly hamper regular working of trains.

- 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	SC Rly
FA Box No.	FA Box No.
RJY	Workshop LGD
SC Rly	SC Rly
FA Box No.	FA Box No.
Loco shed KZJ	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.