

## **DUTIES OF DIFFERENT OFFICIALS IN THE EVENT OF A SERIOUS ACCIDENT/ DISASTER**

### **5.1 DUTIES OF TRAIN CREW (Guard, Asst. Guard, Driver & Asst. Driver etc.) :**

#### **5.1.1 Duties of a Guard in the event of a serious accident (Accident Manual 3.01) –** Immediately after occurrence of a serious accident, the Guard of the train must ;

- (a) Note the exact time of the accident and kilometerage ;
- (b) (i) protect the adjacent line(s) and the train as per GR 6.03, 9.10 and SRs thereto;  
(ii) secure the vehicles as per rules;  
  
(iii) ascertain if adjacent line(s) is/are fouled;
- (c) make a quick survey, for an immediate action, of the casualties, injuries and assistance required;
- (d) relay the information giving details of the accident and assistance required to the control through the portable field telephone. In case the field telephone is not working or not provided; the said information must be sent on a memo through the Brakesman/Assistant GUARD, FIREMAN or Assistant DRIVER to the nearest station. On double or quadruple line section, a train passing on the adjacent line should be stopped and the DRIVER or GUARD be given this information, and also depute any Railway employee/willing person(s) available on train to nearest station/police station/Hospital/village seeking assistance for relief;
- (e) render first aid to the injured person(s) taking assistance of all available Railway Staff, Doctors and volunteers on train or near the site of accident;
- (f) get the particulars of damages to the rolling stock, permanent wat;
- (g) arrange to shift the injured persons to the nearest hospital with the help of all available staff and other volunteers, also keep their particulars;
- (h) see that water, tea etc. are supplied to the affected passengers as far as practicable;
- (i) arrange protection of Railway and public property with the help of available Police and Railway staff;
- (j) preserve all clues to possible cause of accident;
- (k) post an available Railway employee on the field telephone to ensure regular flow of information;

- (l) check the unaffected portion of the train and arrange to clear the same safely to the adjacent station(s) as per rules and in consultation with the Control/Station Master(s) concerned.

**Note :** In case of suspected sabotage, nothing should be disturbed except for rescuing any injured persons, till arrival of police officials and on orders from a Senior Railway Official at the site.

- (m) remain in overall charge till replaced by a senior Railway official and permitted by the Competent Authority.

**Note :** In the event of any disability of the Driver, the duties devolving on the Driver, for protection of the line/line(s) shall devolve on the Guard or on a Railway servant deputed by him.

**5.1.2 Duties of an Assistant Guard in the event of a serious accident (Accident Manual 3.01.01) –** Immediately after occurrence of a serious accident, the assistant Guard of the train must :-

- (a) Assist the Guard in conveying accident messages to all concerned.
- (b) Help the Guard in protection of site of accident.
- (c) Assist the Guard in rendering first aid to the injured person(s).
- (d) Assist the Guard in arranging to shift the injured persons to the nearest hospital.
- (e) Arrange protection of Railway & Public property with the help of available Police, RPF staff and other Railway staff.
- (f) Carry out any other job assigned to him relating to the accident by the Guard of the train.

**5.1.3 Duties of Driver in the event of a serious accident (Accident Manual 3.02) –** Immediately after occurrence of a serious accident, the Driver and his crew must :-

- (a) note the time of the accident and kilometreage ;
- (b) protect the adjacent lines in front and the front portion of the train as prescribed in GR 6.03 and 9.10 and SRs thereto, as the case may be ;

**Note :** In the event of any disability of the GUARD, it will be the responsibility of the DRIVER to ensure protection of obstructed adjacent line(s) and the train in the rear as per GR 6.03,

9.10 and SRs thereto and to give quick information of the accident to the Control/Station Master ;

- (c) take such precautions as may be necessary or as prescribed by special instructions to render his locomotive safe;
- (d) render all possible assistance to the GUARD in relief measures to the injured and particularly in the assessment of damage to rolling stock, permanent way, locomotive, OHE and nature of assistance required and in giving quick information to the Control/Station Master regarding the accident.

**Note :** In case of suspected sabotage, nothing should be disturbed except for rescuing injured persons till the arrival of police officials and on orders from a senior official at the site of accident.

**5.1.4 Duties of an Assistant Driver in the event of a serious accident (Accident Manual 3.02.01) –** Immediately after occurrence of a serious accident, the Assistant Driver of the train must :-

- (a) Assist the Guard/Driver in conveying accident messages to all concerned.
- (b) Help the driver in protection of site of accident.
- (c) Render all possible assistance to the Guard in relief measures to the injured persons(s).
- (d) Carry out any other job assigned to him relating to accident by the driver of the train.
- (e) He should man the engine in absence of the driver.

**5.1.5 Duties of a Train Conductor/Train Superintendent (Accident Manual 3.18) –** Immediately after occurrence of a serious accident, the train Conductor/Train Superintendent must :-

- (a) Assist the Guard in rendering first aid to the injured person(s) and shifting them to the Hospital.
- (b) Look after the comfort of the passengers, injured and un-injured alike.
- (c) Assist the passengers for protection of their luggages.
- (d) Make out a list of injured/dead passengers.
- (e) Preserve reservation charts to know the particulars of injured/dead passengers.
- (f) Organise to transship/transfer passengers and their luggages to the passenger special.
- (g) Assist Commercial Inspector for arranging the snacks, tea, coffee & drinking water to the injured persons and other passengers also detained at the site of accident for any reason.
- (h) Collect the addresses of the relatives of the injured/dead passengers to send information regarding accident.

- (i) The Train Supdt./Train Conductor should look for the assistance of any Doctor or para Medical staff Railway/other than railway traveling in the train.

**5.1.6 Duties of a Coach Attendant (Accident Manual 3.19) –** Immediately after occurrence of a serious accident, the coach attendant should work under the guidance of Train Conductor/Train Superintendent.

**5.1.7 Duties of a Travelling Ticket Examinee (TTE) (Accident Manual 3.20) –**

- (a) The TTE should work under the guidance of the train Conductor/Train Superintendent.
- (b) Similar actions as mentioned in (c) above should be initiated by the TTE for his nominated coach.

**5.1.8 Duties of A.C. Mechanic (Accident Manual 3.21) –**

- (a) He should immediately "Switch Off" the current where necessary to avoid short circuiting.
- (b) He should also assist Commercial staff i.e. Train Conductor/Train Superintendent/TTEs in their duties at accident site.

**5.1.9 The Senior most RPF Officer available will assume Control and immediately start the following action (Accident Manual 3.22) –**

- (i) Segregate the area of incidence by establishing temporary barriers by use of nylon ropes (if available) or any other make shift device available at the site to protect the area against the entry of spectators into the affected place.
- (ii) Baggage of passengers should be isolated and protected and consigned goods are taken care of till they are handed over to claimants or taken over by the Railway.
- (iii) RPF personnel should respond to any call for assistance to rescue victims and transport them to nearest Hospital.
- (v) RPF Officers will maintain close liaison and harmony with the Officers of various departments of the Railways, GRP, Local Police and Officers of Civil administration.

## 5.2 DUTIES OF STATION MANAGERS/STATION MASTERS/ASSISTANT STATION MASTERS IN THE EVENT OF A SERIOUS ACCIDENT (ACCIDENT MANUAL 3.03) :

Immediately after an accident or on receiving the report of an accident, the Station Manager/Station Master and Assistant Station Manager must :

- (a) ensure that no other train enters into the affected line/section from either direction/lock the commutator/handle of the Block Instrument controlling the affected section in "Train on Line" position wherever possible/ensure the signals giving entry to the line are kept at the "ON" position/ensure putting of "Line Blocked" lever/slide collars on the concerned lever and / or slide/ensure that the points are set against the entry to the affected line and clamped wherever practicable;
- (b) take action to protect the traffic and safeguard property;
- (c) Collect detailed information of the accident such as time of accident, nature and location of accident, casualties/injuries, obstruction, damages and assistance required and ensure that the adjacent line(s) is/are clear before allowing any movement on it/them;
- (d) inform, giving details of the accident and assistance required to the Control through the Control phone or any other available means of communications;
- (e) render first aid to the injured persons taking the assistance of all Railway staff, Doctors and volunteers available on train or near the site of accident, if the accident takes place within the station limits;
- (f) arrange to send all available nearest medical assistance to the site of accident, in case the accident takes place in section and is attended with injury to any persons;
- (g) take all possible action to inform all concerned officials including civil and police;
- (h) see that the injured persons are shifted to hospital with the help of all available assistance, also see that the detailed particulars of the dead and injured are recorded;
- (i) arrange to remove the unaffected vehicles of the train, observing all relevant rules, to facilitate relief operation;

**Note :** If the accident is attributed to sabotage or suspected sabotage, nothing should be disturbed except for rescuing injured persons unless police clearance is received and on orders from the officer in charge at the site.

- (j) take all measures for the quick movement of ARME and/or ART to the site of accident and ensure that the caution order etc. are correctly issued to the Driver and Guard of all trains while allowing movement to the site of accident, clearly indicating the site of accident, the locations where the train must come to stop and other restrictions to be observed;
- (k) see that water, tea and other requirements are supplied to the injured and stranded passengers within his resources;
- (l) remain on duty until replaced by a Competent persons;
- (m) report the accident to all concerned by the issue of accident message;
- (n) size the Train Signal Register/Log Book, Private Number Book, Line Admission book and other relevant records are required, note the position of Block Instruments, signals, points indicators and levers etc.
- (o) Take the statements of staff where possible;
- (p) preserve all clues and arrange to protect the area with the help of police or RPF;
- (q) ensure that all trains for transshipment of passengers are worked to the site of accident with the engine leading unless there are special reasons or specifically permitted otherwise by the officer in-charge at the site of accident;
- (r) warn all passengers in advance in case of their transshipment at the site of accident;
- (s) ensure preservation of documents of damaged parcels, mail and goods etc.
- (t) ensure chronological recording of all information received or/and action taken in connection with the accident, in the station Diary.

**NOTE (Accident Manual 3.04) :-** IN THE EVENT OF AN ACCIDENT TO A PASSANGER CARRYING TRAIN, ALL OTHER RAILWAY STAFF TRAVELLING ON THE TRAIN, WHETHER ON DUTY, OR NOT, SHALL PRESENT, THEMSELVES TO THE SENIOR MOST OFFICIAL AT THE SITE AND IN THE ABSENCE OF ANY SUCH OFFICIAL, TO THE GUARD OF THE TRAIN AND CARRY OUT THE DUTIES ALLOTTED TO THEM.

### **5.3 DUTIES OF STAFF AT CONTROL OFFICE IN CASE OF A SERIOUS ACCIDENT:-**

#### **5.3.1 Duties of the Section Controller (Accident Manual 3.05):**

Immediately when the Section Controller is informed of a serious accident on his section, he shall;

- (a) apprise the Deputy Chief Controller of the available particulars of the accident and the nature of assistance required;
- (b) ensure that adjacent line(s) in the affected section is/are free from obstruction before advising the concerned Station Masters to allow the Train to run over it/them;
- (c) regulate train services in suitable places if required;
- (d) advise the Transportation Inspector, Signal Inspector, Loco Inspector, PWI, TFO/ATFO if any etc. to proceed to the site of accident by first available means;
- (e) advise the Section Controllers of adjacent sections of the accident and to regulate the train services in suitable places if required;
- (f) see that the ARME/ART/Transship Train are worked out to and from the site of accident promptly and have a clear passage;
- (g) keep a chronological record of all information received regarding the accident and action taken;
- (h) obtain further details with regard to the extent of damages and progress in rescue operation and relief measures and co-ordinate with officer-in-charge at the site;
- (i) arrange to remove the unaffected vehicles if any, adjacent to the affected vehicles to facilitate relief operation;

**Note** : Coaches with passengers if any should be drawn to a nearby station where catering/drinking water facilities are available, in consultation with Sr.DOM/ DOM.

### **5.3.2 Duties of the Deputy Chief Controller (Accident Manual 3.06) :**

Immediately after the Deputy Chief Controller is informed of a serious accident, he shall

- (a) issue order to the concerned Loco Foreman and Station Master for immediately working out of Accident Relief Medical Equipment and Accident Relief Train as required;
- (b) ensure the availability of engine for working out of ARME and/or ART.
- (c) ensure that the Accident Alarm siren is sounded in time;
- (d) inform with available details –
  - (i) CHC, Sr.DSO, Sr.DOM, DOM, AOM, DMO;
  - (ii) Sr.DEN/DEN, Sr.DCM/DCM, Sr.DEE/DEE, Sr.DME/DME, Sr.DSTE/DSTE;
  - (iii) the concerned OC/GRP, OC/RPF, DM, SDO, DC, IRP, DSP, SRP, LC-Local Police and nearest Forensic Science Laboratory;
  - (iv) Emergency/Central Control at SE Railway Hd.Qrs;
  - (v) Civil, Military, public hospitals and available Doctors at the nearest places, in case of casualty/injury;
- (e) ensure that the ARME/ART/Transship Train are moved to and from the site of accident on top priority.
- (f) advise RMS authorities if a Mail carrying train is involved in the accident;
- (g) keep a chronological record of details of accident, action taken, progress of rescue service and relief measures etc.

### **5.3.3 Duties of the Chief Controller (Accident Manual 3.07) :**

Immediately on receipt of the information of a serious accident, he shall ensure that -

- (a) the advice of the accident is sent to all concerned;
- (b) the Medical relief van and/or relief train etc. are moved promptly to the site of accident on Top priority
- (c) the emergency office is opened and manned in the Divisional Control office;
- (d) the regulation of traffic is done correctly, in consultation with Sr.DOM/DOM;



**NOTE :** Passenger carrying trains should be regulated at convenient stations, preferably where catering facilities, drinking water etc. are available.

- (e) timely information of all changes in train timings, diversion or cancellation of trains etc. is given to all stations on his division as well as to the adjacent Divisions and/or Railway;
- (f) arrangements are made for the onward journey of passengers who are able to proceed ;  
and
- (g) all assistance are extended to the officer-in-charge of the Divisional Control Office.

#### **5.3.4 Duties of Officer-in-charge of the Divisional Control Office (Accident Manual 3.08)**

Unless otherwise arranged, the Senior Divisional Operations Manager or in his absence the Divisional Operations Manager shall take charge of the Control Office accident situation, who shall be assisted by Officer/Sr. Supervisors of all the concerned branches and shall have the authority to summon for such additional assistance as he deems necessary.

He shall ;

- (a) keep a close watch on the movement of ARME/ART which, meanwhile, have been ordered and arranged for, if required, movement of ARME/ART from adjoining Divisions/Railways;
- (b) make necessary arrangements for doctors and medical staff from near by hospitals, medical units or stations to move promptly to the site of accident;
- (c) keep a close touch with the officer-in-charge at the site of accident to ascertain the position and particularly the assistance required at the site;
- (d) ensure that all concerned officials, including Civil and Police authorities, have been advised of the accident;
- (e) collect further information regarding the details of accident, progress of rescue, relief and restoration operation and pass on the information to the Headquarters;
- (f) arrange for supply of food and drink to injured passengers as well as to other passengers of the affected train and also to the passengers on trains held up at the adjacent station(s) due to the accident;
- (g) arrange to open and man information centres for attending to the enquiries for the public at important stations including the station(s) where injured passengers are received and sent to hospital;

- (h) maintain chronological record of all items of information received and action taken thereon;
- (i) arrange to obtain the list of persons killed and/or injured in the accident, display it at important stations for information of the public;
- (j) divert/cancel trains and also run duplicate/transship trains as the circumstances may require;
- (k) arrange for transporting the stranded passengers from the site of accident to suitable place (s);
- (l) arrange for speedy ex-gratia payment as per extant rules.

**5.4 Duties of Divisional Transportation Inspector, PWI, Signal Inspector, C&W Inspector and Loco Inspector, Driving Inspector etc. (Accident Manual 4.09) – On receipt of information of a serious accident, the all concerned Inspectors shall :-**

- (a) reach the site of the accident by the quickest available means;
- (b) take general charge of the situation until the arrival of an officer;
- (c) ensure the occupied and obstructed lines are protected as per rules;
- (d) make out a quick survey of casualties and injuries, ensure rendering of first aid to the injured, taking assistance of all available Railway Staff, Doctors and Volunteers on the train and near the site of accident;
- (e) arrange to shift the injured persons to the nearest hospital with the help of available assistance, keeping their particulars as available and ask for further assistance if required;
- (f) collect and record all important information relating to the accident, such as,
  - (i) the condition of the track, with special reference to alignment, gauge, cross-levels, super-elevation, points of mount and drop, any sign of sabotage etc.,
  - (ii) the condition of rolling stock with special reference to brake-power and braking gear;
  - (iii) all marks on sleepers, rails, locomotives, and vehicles etc. specially for preservation of clues;
  - (iv) position of derailed vehicles;
  - (v) position of Block instruments;
  - (vi) position of indications, keys, levers etc. if the accident is within the station limits, in the section where provided with signals etc.
  - (vii) prima facie cause of accident;
- (g) ensure that the Train Signal Register, Log Book, Private Number Book, Line Admission Book, Speed Recorder Chart and other relevant records are seized;
- (h) obtain the statements of staff involved in the accident, as far as possible;
- (i) prepare a rough sketch showing the position of derailed vehicles, position of track and OHE etc. make a quick survey of the extent of damage;
- (j) remain at the site of accident for all possible assistance till relieved by another staff.

**5.5 Duties of site in-charge at the site (Accident Manual 3.10)** – The seniormost official present at the site when the accident occurred shall be in overall charge of the relief operation till he is relieved by another official deputed by the Administration to take over charge. However, the seniormost official of the Mechanical Department shall be in-charge of the relief train. The seniormost official present at the site of a serious accident, shall :-

- (a) take general charge of the situation and take action to provide all possible assistance;
- (b) depute Officers/senior subordinates and all other staff or specific duties in –
  - (i) assisting the rescue operation, if any;
  - (ii) assisting the preservation of clues;
  - (iii) assisting the transshipment work, if any;
  - (iv) taking action to remove the obstruction as soon as possible;
  - (v) ensuring the protection of adjacent line(s) and the affected train as per rules;
- (c) see that the portable telephone is installed and manned constantly by a responsible staff, and ensure adequate lighting of the accident area at night;
- (d) see that the injured persons if any are rendered first aid and shifted promptly for medical aid;
- (e) ensure to get clearance from Police authorities in case of suspected sabotage;
- (f) make an immediate assessment of the following, with the help of the available doctors and/or others;
  - (i) the number of persons killed, and of those sustaining grievous, simple and trivial injury;
  - (ii) extent of damage;
  - (iii) the period of suspension of traffic;
  - (iv) assistance required;
  - (v) prima facie cause of accident;
- (g) see that a dealing centre is opened at the site of accident and manned -
  - (i) to keep the details of persons killed, injured and action taken in each case;
  - (ii) to relay the above information in details to the Divisional Headquarters;
  - (iii) to attend to public enquiries and
  - (iv) to relay the progress of relief work;

- (h) ensure recording of all information at the dealing centre concerning the accident and the relief operations in the form of an accident Log Book.
- (i) see that immediate action is taken to protect and safeguard properly;
- (j) see that proper assistance is given to the injured, ladies, children and the aged;
- (k) Arrange for transporting the stranded passengers, preferably to stations where drinking water, catering arrangements etc. are available, unless they can be sent to their destinations;
- (l) see that the arrangement is made for preservation and proper care of dead bodies, if any, till further 'disposal';
- (m) see that obstruction is cleared in a minimum possible time, and every action taken for this purpose;
- (n) arrange, in case of the accident occurring at a station, for speedy ex-gratia payment as per extent rules.

**5.6 The duties of Divisional Safety Officer (Accident Manual 3.11) –** Immediately on receipt of information of a serious accident, the Divisional Safety Officer shall reach the site of accident by quickest means. He will be specially responsible to :-

- (a) ensure protection of affected line(s) and adjacent line(s) as per rules;
- (b) see that a proper arrangement is made in rescue and/or relief operation;
- (c) take all action for preservation of clues;
- (d) see that the assistance, to the extent necessary, is called from all sources;
- (e) ensure collection of detailed particulars of the accident;
- (f) ensure preparation of a general note of all evidence in regard to the cause of the accident;
- (g) ensure co-ordination of all the departments concerned in rescue and/or relief operation.

**5.7 Duties of Railway Medical Officer (Accident Manual 3.12) -**

**5.7.1** The nearest Railway Medical Officer, on receipt of the report of a serious accident with injury to person, shall:-

- (a) reach the site of accident with the Medical Relief Train or by the quickest available means, with all men and material commensurate with the seriousness of the accident, assess and advise further medical assistance necessary;
- (b) render medical aid to the injured carefully as far as possible at site;
- (c) make timely and adequate arrangements for shifting the injured persons to suitable hospitals as considered necessary for further treatment;

- (d) keep detailed particulars of the dead and injured e.g. their name, address etc. as far as available;
- (e) deal with the dead and injured as per extant rules and instruction.

**5.7.2 Duties of the Medical Superintendent/Divisional medical Officer. –** Medical Supdt./Divisonal Medical Officer of the Division shall make suitable arrangements for :-

- (a) ensuring prompt and adequate medical facilities including hospitalization for the persons involved in the accident;
- (b) co-ordinating with Civil/Military/State/Public medical authorities and private practitioners for the purpose of (a) above.
- (c) obtaining and transmitting the details of persons involved in the accident to the Divisional Control Office and in case of an accident to a passenger-carrying train, reportedly attended with casualties and/or grievous injuries, unless otherwise advised by the Divisional Railway Manager, must proceed to the site of the accident by the first available means.

**5.8 Duties of Commercial Officer at site (Accident Manual 3.13) –** The Sr. Divisional Commercial Manager or in his absence the Divisional/Assistant Commercial Manager, on receipt of information of a serious accident, shall :-

- (a) reach the site of accident by the quickest available means;
- (b) see that immediate arrangement is made to protect the area and safeguard the property;
- (c) look after the comfort of the passengers, injured and un-injured alike;
- (d) ensure prompt supply of refreshments, free of charge, to the injured persons and also make adequate arrangement for refreshment and drinking water for the passengers detained at the site of accident for any reason;
- (e) ensure, in co-ordination with Medical officer(s) at site, preparation of a complete list of injured and dead, obtaining, if possible, the counter-signature of a responsible police official and that necessary action has been taken in each case;
- (f) arrange for adequate number of porters for carrying passengers' luggage and parcels in case of transshipment etc.
- (g) have the belongings of the injured and dead collected as required and ensure preparation of a list including each time;
- (h) see that the doctors are assisted by porters and other staff in attending to the injured and for shifting them to the hospital;
- (i) ensure the making over of the dead bodies to the Police for disposal;
- (j) arrange preparation of a complete list of damaged consignments;
- (k) see that proper arrangements are made for the transshipment of passengers and their luggage at the site of accident if required, as also for transshipment/unloading of parcels/affected wagons, if required;
- (l) ensure preservation of documents of damaged parcels, Mails and Goods etc.

**5.9 Duties of official-in-charge at the station where the injured are being removed to the hospital (Accident Manual 3.15)** – An experienced Railway official (preferably an Officer) must be deputed to take general charge at the station to which the injured are to be sent for admission to hospital.

The Official-in-charge shall –

- (a) maintain communication with the officer-in-charge in the Divisional Control Office and at the site of accident to keep the details of injured and dead and inform the hospital authorities for making necessary arrangements for admission;
- (b) arrange the service of as many senior Railway Officials and available volunteers to look after the injured;
- (c) choose the most convenient platform easily accessible to ambulance car, stretchers etc., for the reception of the train conveying the injured.
- (d) arrange for sufficient number of stretchers and a room or part of a covered platform to be set aside for attending to the cases requiring first aid or medical attention before removal to hospital;
- (e) open a special inquiry office at a prominent place for prominent display of notices and lists of the injured or/and dead and to attend to all public inquiries;
- (f) request the nearest O/C-RPF and OC/GRP for the posting of an adequate force to control the crowd and for the maintenance of law and order at the station;
- (g) depute a responsible Railway staff to co-ordinate disposal of dead bodies which the police has taken charge and see that arrangements are made to extend facilities to the relatives and public to identify the injured and dead bodies, also arrange for drinking water and light refreshments through the Railway catering/contractors at the station.

**5.10 Duties of the Officer-in-charge of transshipment in case of serious accident (Accident Manual 3.16)** – The Sr. Divisional Commercial Manager or in his absence the Divisional/Assistant Commercial Manager will be in charge of arrangements for the transshipment of passengers and their luggages, parcels etc. at the site of accident.

The official-in-charge of transshipment will be responsible –

- (a) to advise the passengers of the transshipment programme well in advance;
- (b) to select, in consultation with the Divisional Engineer or Assistant Engineer, the sites suitable for detraining and entraining of passengers;
- (c) to see that the sites are demarcated and lighted at night, also that the routes over which the passenger may have to walk are clear;
- (d) to intimate the Station Masters of adjacent stations through Control or in writing the exact kilometers of the site of train halt, so that these can be clearly indicated in the Caution Order to be issued to the Driver and Guard;
- (e) to arrange for supply of drinking water there;
- (f) to arrange for sufficient porters, gangmen, etc. from the nearest sources for the free carriage of passengers' luggage, parcel and Government Mail, etc.
- (g) to see that the site is provided with portable telephone, installed and manned during transshipment work;
- (h) to ensure that each train for transshipment is accompanied by a responsible person, be piloted and correctly hand-signalled to stop at train halt;

- (i) to depute responsible persons to look after the transshipment work and general comfort of passengers and to record the details of work in Log Book at site;
- (j) to ensure arrangement of Railway Security staff at the site of transshipment to safeguard the passengers and their luggages, especially at night.