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# DUTIES OF RAILWAY OFFICIALS

During ACCIDENT



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**DUTIES OF ON-BOARD STAFF**

**DURING**

**GOLDEN HOUR**



## **Duties of LP/ALP**

➤ **To check that flasher light is on.**

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➤ **Arrange to protect the train in accordance with G&SR 6.03 and inform the SM on either side on walkie-talkie or by other means of communication available.**

➤ **If adjacent line is obstructed by any vehicle, inform TPC to switch-off power on adjacent line to avoid movement on that line.**

➤ **Convey information by quickest available means to control.**

➤ **Ensure that the portions of the track, rails, fish plates, bolt and other fittings which appear to have been tampered with are not touched or moved by any person and closely watch them till the arrival of ART.**

➤ **To take such technical precautions as may be necessary or prescribed to render his locomotive and train safe.**

➤ **Not to give any statement to the press, unless authorized to do so.**



## Duties of Guard

- Ensure securing of vehicle by application of hand brake etc. as per rules.
- Arrange protection of adjacent line(s) and same line, as per G&SR 6.03 and inform the SM on either side on walkie-talkie or by other means of communication available.
- Assess and inform the control about the damage and nature of assistance required.
- Take action to save lives and render first-aid, call for doctors if any on the train, and seek their assistance.
- In case OHE has been damaged, prompt steps should be taken to get the same de-energized and traction wires secured.
- Install PCP/ECP or send information through train engine after taking all precautions or stop train, trolley, tower wagon in either direction or send information through other means available.
- Ask for arrangements for transportation of dead/injured/stranded passengers.

## **Duties of Guard contd**

- Post an available railway employee on the field telephone.
- Send railway servant(s) or willing volunteers available on the train to the nearest station/police station/hospital/village for seeking assistance.
- Organise groups of railway men or volunteers to assist in relief operations before regular medical aid is available.
- Asstt.Guard/RPF/GRP/Staff traveling on the train if any, be utilized for rendering all possible assistance to the affected passengers. This includes carrying of injured to safe place for first-aid, arrangements for drinking water and securing the luggage and articles of the passengers.
- Preserve all clues of the possible cause of accident.
- Render help to conductors/TTEs in identification of the injured and dead.
- In consultation with control, check if front and rear portion of the train, not affected by accident, can be safely drawn to the adjacent station so that medical van and relief train can be received nearest to the accident site.
- Do not leave the site of accident till permitted by competent authority.

## **Duties of TTE/Train Supdt./ Pantry car staff**

➤ TTEs/ Train Supdt./Pantry car staff should immediately report to the Guard and work under his directions.

They shall:

➤ Ascertain if any doctor is traveling, either by scrutinizing the reservation chart or by making verbal enquiries, and arrange for first-aid to the passengers.

➤ Prepare a list of dead and injured. If doctor is available, the list should be classified as under :

➤ Dead

➤ Grievous injury

➤ Simple injury

➤ Make out details of the dead and injured from the reservation chart, tickets held, (to and from) or co passengers. Assistance of Police traveling in the train may also be sought for identification.

## **Duties of TTE/Train Supdt./ Pantry car staff contd**

- Collect the following details:
  - Ticket of the passengers traveling( to and from)
  - Ticket numbers-Class, Coach no and its position from the engine.
  - Address of the passengers, Nature of injury(simple, grievous)
  
- Take custody of luggage and other belongings. In the case of injured, this should be kept by the TTE and in case of dead, it should be handed over to GRP with full details and acknowledgement obtained.
  
- Record evidence of willing passengers with full particulars. If some passengers are willing to give evidence later on, their names and address should be recorded.
  
- Record the numbers of dead and injured (simple or grievous), if they are already transported by the local people to the nearest hospital before the Railway doctor arrives.



## **Duties of AC Attendant/AC Mechanic**

➤ They shall come out of the coach and contact the Senior Conductor.

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They shall be available for help and:

- work in the nominated team to assist the passengers as per the directions of the Sr. Conductor.
- take the following items while working with the assisting team:
  - First aid box.
  - Stretcher, if available will be taken along with.
  - in case of fire in coach, get the fire extinguishers and help in extinguishing the fire.
  - help in taking out the injured and dead passengers.



## **Duties of R.P.F Staff:**

- Extricate the passenger from damaged coach and shall provide first aid to them.
- He shall assess the affected passengers also at accident site.
- He shall ensure safety and security of the relative/dependents of injured passengers as well as security of Railway property.
- He shall collect and protect clues of accident i.e. security of P.Way material, fish plates & nut bolts etc. and other related material caused derailment. He shall keep close watch on the clues for dislocation by the persons.
- He shall avoid theft in the accidental coaches by outsiders.
- He shall keep away the outsiders from accidental coaches with the help of loud hailer.
- He shall ensure continuous monitoring of the suspected items and clues, caused accident, to understand fact of incident for conclusion during investigation.
- He shall be responsible for extinguishing the fire, in case of fire in the coaches.
- He shall assist civil police/GRP in the enquiry proceedings of accident case.
- He shall ensure security of luggage and parcel of passengers in the damaged / capsized coaches.
- Railway Protection Force and Commercial dept at the sight of the accident should coordinate their activities regarding safe custody and appropriate disposal of the luggage of the dead and injured passengers.
- Commercial staff should appropriately label and stack luggage of the dead and injured passengers. This luggage should be guarded by RPF personnel and thereafter can be handed over to the rightful claimants.

## Duties of off-board/ART/ARME staff

### Duties of Control staff

#### Section Controller

- On getting information of an accident, he shall immediately:
  - advise the Dy. CHC/CHC and note important details in diary and chart.
  - advise the TI, SSE (Eng.), SSE(Sig.), SE(Tele), CMI, ADEN, Railway doctor, etc. of the section immediately.
  - keep loop lines clear of nearby stations.

#### Dy. CHC/CHC

- On getting information of an accident, he shall immediately:
  - advise all concerned officers, supervisors, inspectors and CMS/Railway doctor in charge.
  - order ARME/ART.
  - inform police officials and collector concerned where ever required & also inform HQ Emergency Control.
  - maintain accident log register in chronological order of information received on right page and information/instruction passed on/out on the left page.
  - ensure that the Railway Rescue Volunteers have been called and suitable arrangements have been made for their transportation.
  - ensure manning of Railway Disaster help line Telephone No. 1072 by competent staff.

## Duties of officials of Safety organization

### Sr. DSO/DSO

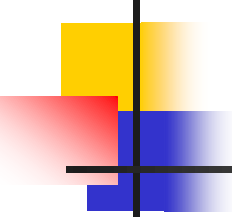
- In case of major accident Sr.DSO will accompany ART/ARME or any other faster mode of transport to reach the site and he shall:
  - Inspect the site and preserve the clues for accident enquiry and arrange for photography /videography of the site.
  - Keep liaison with the control to ensure early clearance of front and rear portions of the affected train.
  - Ensure manning of telephone, Arrange for logging the events in the diary, besides advising the control about the progress at site.
  - Arrange for measurements in the prescribed format.
  - Assist the Site Manager regarding the movement of ARME and ART at site etc.



## AOM (G)/ADSO

- On receiving information of an accident he shall reach the control immediately
- Ensure that proper log diaries are maintained in control.
- Keep liaison with the site with regards to the progress of restoration work and inform the HQ Control accordingly.
- Arrange for any assistance required at site.

## Safety Counselor (Traffic)

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- On getting information of the accident, he shall immediately proceed to site and assist Sr. DSO/DSO in the following activities:
  - Noting each event at site and maintaining the diary chronologically.
  - Assist in clearing the unaffected portion of the affected train both in rear and front.
  - Assist in keeping liaison with control office and any other duties assigned by Sr.DSO/DSO.
  - Take the statement of guard/operating staff and passengers, if any in connection with the accident in absence of TI.
  - Arrange for Breathalyzer Test of the Guard of the train involved and note down his bio-data.




## Safety Counselors (Loco)

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- **On getting information of the accident, he shall immediately proceed to site and assist Sr. DSO/DSO in the following activities:**
- **Note down the bio-data, statement of driver and Asstt. Driver of the affected train.**
- **Seize speedometer graph and engine repair book of the engine of the affected train jointly with other supervisors.**
- **Arrange Breathalyzer Test of the LP and ALP.**
- **Any other duties assigned by Sr.DSO/DSO.**

## Safety Counselors (C&W)

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- **On getting information of the accident, he shall immediately proceed to site and assist Sr. DSO/DSO in the following activities:**
  - **Thorough inspection of the affected coaches/ wagons and assist Sr.DSO in finding out the probable cause of the accident.**
  - **Ensure that the joint measurements of wagons/coaches are taken in the prescribed format.**
  - **Take down the PRO particulars of the derailed wagon/coaches.**
  - **Check the brake power certificate and its validity and seize the same jointly with other supervisors.**
  - **Any other duties assigned by Sr.DSO/AOM(G).**

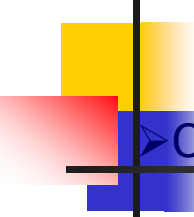
## Safety Counselors (P.Way)

- **On getting information of the accident, he shall immediately proceed to site and assist Sr. DSO/DSO in the following activities:**
- **Inspect the site and ensure that the joint observations/measurements of the track are taken in the prescribed format.**
- **Ensure that proper sketch of the accident site is prepared and jointly signed.**
- **Assist Sr.DSO/DSO in ascertaining the probable cause of the accident.**
- **Seize the gang diaries and gang charts, curve register and other related documents from the concerned SE(P.Way).**
- **Note down on-the-spot statement of the P.Way staff working at the site, if any.**



# Duties of Operating Department

## Sr. DOM/DOM

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- On getting information of the disaster, he shall immediately proceed to site
  - Supervise and co-ordinate the duties given to other operating officers and supervisors.
  - Give information about accident to CSO, CPTM/COM on telephone.
  - Ensure timely departure of ARME/ART and their proper running till they reach the site.
  - Ensure clearance of passengers from the site by the earliest mode of transport, in case of passenger train accident.
  - Ensure clearance of front and rear portion of the affected trains.
  - Arrange for regulation and cancellation of Passenger/Mail/Express trains.
  - Arrange for providing by rail all the assistance at site in the form of men and materials required by the different departments at site.

## Safety Counselor (S&T)

- On getting information of the accident, he shall immediately proceed to site and assist Sr. DSO/DSO in the following activities:
- Inspect the accident site, particularly if points & crossings and signal gears are involved, and assist Sr.DSO/DSO in ascertaining the probable cause of accident.
- Ensure that joint observations of cabin/panel are taken.
- In case of accident in station yard and on points, note down the gauge position of the points and all levers/push buttons in the ASM rooms along with traffic inspector/SS of the station.
- Ensure that the communication between the site and the control is arranged at the earliest.
- Ensure that responsible S&T staff mans the site telephone.

## TI at site

- On getting information of the accident, he shall immediately proceed to site and ;
- Ensure that the joint measurements of the track, wagons/coaches, cabin panel are taken and recorded.
- Ensure that speedometer graph of loco is taken out jointly and seized.
- Seize all train passing records of station if warranted.
- Take the statement of the ASM on duty of the station, cabin man and any other operating staff related with the accident.
- Keep liaison with control and ensure reception of ARME and ART at site and also ensure that all necessary shunting is done at site or at station smoothly and in minimum time.
- Any other duties allotted by Sr.DSO/DSO and operating officers at site

## **Duties of Commercial Department**

### **Sr. DCM/DCM**

- On getting information of the accident, he shall immediately proceed to site and arrange for:
  - Drinking water, catering etc.
  - Issue of free telegrams/ fax.
  - Arrange Ex-gratia payment on the spot to the injured and next of kin of dead.
  - Open Assistance post at site.
  - Issue of complimentary passes.
  - Information regarding alternative means of transport to the destination.
  - Assistance in protection of luggage and valuables of the passengers.
  - Assistance to ladies, children and the injured.
  - Display list of injured and dead at a prominent places at the station/ stations and pass on such information to the control.
  - Announcements through public address system regarding arrangements for diversion of trains, regulation, probable time of arrival of the relief train for stranded passengers, etc.
  - Open information booth even if the accident has occurred elsewhere on important stations en-route.
  - Arrange stacking, protection of Parcel, Mail, Goods, Preserve documents, cash etc.
  - Arrange tarpaulins if necessary.

## **Duties of Engineering Department**

### **Sectional Sr.DEN/DEN**

- On getting information of the accident, he shall immediately proceed to site and:
  - Assess the damage to P.Way assets involved in the accidents and arrange for men and material required.
  - Inform the Engineering Control of the assistance required, if necessary.
  - Arrange divers with proper equipment for underwater rescue, if necessary.
  - Guard and preserve clues till police or RPF personnel arrive at site and take charge, in case of suspected sabotage.
  - Assist in transshipment of passengers and their luggage.
  - Provide tents and other temporary shelters at the site

## Duties of Mechanical Department

### Sr. DME

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- **On getting information of the accident, he shall immediately proceed to site and:**
- **Ensure the ART/ARME starts for site within the stipulated time.**
- **Supervise Rescue & Relief operations.**
- **Co-ordinate with other departments and help the passengers.**



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## **Duties of ARME In charge**

- On getting ordering of ARME for accident site, he shall reach on ARME immediately.
- After getting attendance of ARME staff, he shall ensure timely dispatch of ARME from base station.
- He will ensure provision of BPC to the ARME loco Pilot.
- He shall counsel ARME staff regarding nature of relief to be provided, in the running train.
- He will ensure proper nomination of staff for making team for each activity before reaching ARME to accident site.
- He shall keep VHF set in ON position for communication between ARME and Control Office.
- ARME incharge will collect information regarding nature of accident and involvement of number of coaches in the accident.
- Operation of cold cutting equipments like Hydraulic Rescue Device, Power old Cutter and Portable Electrically operated cutting and boring tools should be checked in the running train.



## **Duties of ARME In charge**

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- He shall give instructions for preparation of coffee and tea for injured passengers.
- He will check functioning of portable DG sets for operation of electrical machines and lighting equipments.
- He shall give instructions to the nominated team leaders of ARME to unload relief materials immediately.
- Incharge will carry video/digital camera and proceed for observation of accident site.
- Incharge will decide extrication of injured passengers on priority manner.
- He will ensure proper utilisation of cold cutting equipments so that passengers will not get injuries due to wrong operation of such equipments.
- He will relieve panic and create reassurance among injured passengers.
- Injured and dead passengers will be removed and kept at specified/nominated spots in the presence of ARME incharge.
- He will maintain liaison with other departments like, Commercial, RPF and Medical departments for smooth and efficient relief measures.
- He shall communicate progress of relief, time-to-time to control office staff on ECP/PCP sets with the consultation of site incharge.



# Relief and Rescue Operation by ARME staff

ARME in charge will counsel all the nominated teams in train running position, regarding nature of accident and relief work to be carried out at accident site. He shall distribute following main activities among 6 rescue teams as under –

## **A-Team:**

1. The team will apply Hydraulic rescue device and Power cold cutter on damaged/capsized coaches.
2. Team will develop suitable space on the coaches for entry of B-team for removing injured/dead passengers.

## **B-Team:**

1. On reaching ARME at accident site, the team shall ensure unloading of Power cutter, Ladders, Gas cutting equipments if required, jacks and chain saw etc.
2. The team will enter in to the damaged/capsized coaches and remove Injured/dead with the help of stretchers.

## **C-Team:**

1. On reaching ARME at accident site, the team shall ensure unloading of medical items as per instructions of Doctor like Stretchers, Body bags & first aid boxes etc.
2. The team will remove dead bodies for keeping in body bags and shift injured as well as dead in the tent at specified places.

# Relief and Rescue Operation by ARME staff

## **D-Team:**

1. The team will be responsible for unloading of Tents, Chairs, Tables, Umbrellas, Garden umbrellas and install them at specified spots.
2. The team will provide other required items also to the A & B teams, as and when required.

## **E-Team:**

1. During night, the team will unload, lighting equipments like, inflatable lighting tower, Halogen lamps, DG sets, Hand lamps & distribution boards etc. and responsible for providing lighting arrangement during relief and rescue.
2. During day time, the team will assist to C-Team in first aid activities. The Barrier tap will also be provided for covering of site of accident.

## **F-Team:**

1. The team will arrange tea, coffee and drinking water to the injured and suffered passengers at accident site.
2. Team will perform other duties also as per instructions of ARME Incharge

## ART Staff

➤ **On getting information of the accident, they shall immediately report to ART Incharge and:**

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- **Proceed to the site of accident in ART.**
- **Assist in Rescue & Relief operations.**
- **Check the fitness of the stock which is moved from the accident site.**
- **Plan for efficient movement of ART equipment to the site.**
- **Ensure safe and efficient working of cranes, hydraulic re-railing equipment and other rescue devices.**
- **Ensure that the log/diary regarding restoration at the accident site is maintained properly.**



## **Duties of S&T Department**

### **Sr. DSTE/DSTE**

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- On getting information of the accident, he shall immediately proceed to site by quickest means available and:
- Arrange for communication facilities at site with Divisional and HQ Control and ensure their constant manning.
- Provide Walkie-Talkie sets, wireless sets, mobile phones, satellite phone, fax, laptop and internet connectivity, etc.
- Arrange for BSNL telephone with STD facility at inquiry booths at site.
- Seal the block instruments, relay rooms and note positions of levers, knobs, slides, indication etc. as the case may be.
- Arrange for early restoration of signaling and telecom equipment.



## Duties of Electrical Branch

### Sr. DEE (G)

- On getting information of the accident, he shall immediately proceed to site and arrange for:
  - adequate lighting at the site.
  - Preservation of clues in case of fire in coaches. Any statement from passengers should also be recorded with their names and addresses.

### Sr. DEE (TRD)

- On getting information of the accident, he shall immediately proceed to site and arrange for:
  - Adequate number of breakdown staff/tower wagons.
  - De-energizing and slewing the OHE, as required for ground/crane operations.
  - Restoration of OHE expeditiously.
  - Ensure joint observation and measurement of the electric loco involved in the accident, in the prescribed format.



## Duties of Personnel Department

### Sr. DPO/DPO

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- **On getting information of the accident, he shall immediately proceed to site and:**
- **Depute Welfare Inspector round-the-clock in shift duty to look after the welfare of the injured persons in the hospital.**
- **Ensure that passes are issued to the relatives/dependents and escorts of the injured for visiting their dear ones in the hospital and taking them back home.**
- **Depute welfare inspectors to assist the ADMO in taking down the name and addresses of the dead and injured and in shifting them to the hospital.**

## **Duties of Security Department Sr. DSC/DSC**

- On getting information of the accident, he shall immediately proceed to site and:
- Liaison with local police at site.

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- Ensure security of passengers' belongings, parcels and Railway property. Baggage of passengers should be isolated and protected and consigned goods should be taken care of, till they are handed over to the claimants or taken over by railway authorities.
- Segregate the area of accident by establishing temporary barriers using nylon ropes or any other makeshift device available at the site. It should be ensured that the on-lookers and spectators do not enter the affected area to disturb the scene or hamper the rescue operations.
- Arrange for assistance to victims and transport them to the nearest hospital. A record of casualties sent to hospitals should be maintained.
- Send hourly status of the site to Divisional/Zonal Control Room.
- Open RPF ASSISTANCE POST with proper Board at a conspicuous place so that people needing help can easily approach the RPF.
- Open a log book and record the action chronologically.
- Ensure documentation about the number of persons injured or dead, giving their identity and addresses, if available.
- Guide the friends or relatives/dependents of the injured/deceased

## RPF control Room

Officer on duty at the Divisional Security Control Room, on getting the message of an accident, shall:

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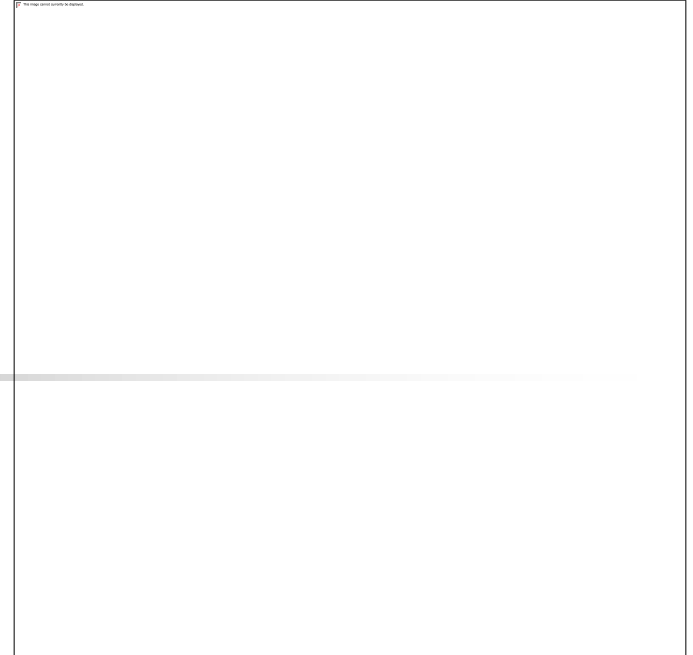
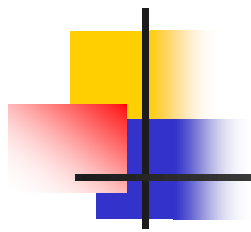
- Inform the DSC/ASC concerned & receive further instructions.
- Inform the RPF post in whose jurisdiction the accident has taken place.
- Inform the nearest IPF/SI to attend the site along with the maximum staff by the quickest means available.
- Inform the Civil police control room, GRP control room, concerning DM/SP/GRP/Fire brigade /Bomb disposal squad.



## Duties of Medical Department

### CMS/MS/Sr. DMO

- On getting information of the accident, they shall immediately proceed to site with the ARMV or by other fastest mode of transport available, and:
- Alert blood donors clubs, Saint John Ambulance Brigade and Local Hospitals about the arrival of injured.
- Arrange for transport of the emergency box from health unit to the site.  
Get operation theatre ready.
- Make out a list of the injured and the dead in prescribed format.



Thank you