

# आपदा प्रबंधन योजना DISASTER MANAGEMENT PLAN 2016



संरक्षा संगठन  
SAFETY ORGANISATION  
पूर्व रेलवे EASTERN RAILWAY

हावड़ा मंडल



Howrah Division

**PART - A**

# **D I S C L A I M E R**

The Information provided in this document is for the purpose of general guidance. Although all efforts have been made to ensure the document is authentic and accurate. Howrah, in case of any conflict the G & SR / Accident Manual and other codes would override

# I N D E X

<b>Para</b>	<b>Content</b>	<b>Page No.</b>
1	Definition of Railway Disaster :	5
2	Classification:	5
3	Concept of disaster Management:	5
4	Roll of Training Centers:	5
5	Objective to be achieved in dealing with Railway Accidents:	5
6	Classification of train accident	6
7	Causes of collision	6
7.1	Type of Mistakes of railway staff	6
7.2	Causes of Derailment	6
8.	Accident at Level crossings;	7
8.1	Un- Manned level crossing	7
8.2	Manned Level crossing	7
9	Fire in Train Accident	7
10.	Accidents due to Floods and Breaches;	7
10.1	Safety measures for track during heavy Rain	8
11.	sabotage and train wrecking:	8
11.1	Characteristics features of sabotage	8
12.	Preservation of clues at the site of the Accident	8
13.	Crisis management:	9
14.	Accident , Natural calamities and Terrorists activities can be grouped in to Minor And Major and Catastrophic events:	9
14.A	Minor	10
14.A.1	Rescue ;	10
14.A.2	Restoration :	10
14.B.	Major :	10
14.B.1.	Rescue &Relief :	10
4.B.2.	Officers duty at the site of restoration:	11
14.C.	Catastrophic:	11
15.	Disaster Management Action Plane:	12
16.	Instruction of Railway Board :	15
17.	Action to be taken by the respective Branch Officers in case of disaster:	18

<b>Para</b>	<b>Content</b>	<b>Page No.</b>
17.1.	Medical:	18
17.2	Mechanical:	18
17.3	Commercial:	18
17.4	Electrical:	19
17.5	Security:	19
17.6	Signal & Telecommunication:	20
17.7	Engineering:	21
17.8	General:	21
18.	Extracts of accident Manual rules as mentioned in the Disaster management:	22
18.1	Duties of Guard	22
18.2	Duties of engine Crew	23
18.3	Duties of Railway Servant Travelling by Train	23
18.4	Duties of Accident Manager	23
18.5	Duties of Senior Most Officer of the Devision	24
18.6	Duties of Station Masters of both the sides of the affected Section/controlling Station Master.	25
18.7	Duties of Security Officers.	25
18.8	Duties of Medical Officers.	26
18.9	Duties of Commercial Officers.	27
18.10	Duties of Personnel Officers.	28
18.11	Duties of Signal & Telecommunication Officers.	28
18.12	Duties of Safety Officers of the Division	29
18.13	Duties of Section Controller.	30
18.14	Duties of Chief Controller/Deputy Controllers.	30
18.15	Duties of Power Controller.	32
18.16	Duties of Traction Power Controller.	32
18.17	Duties of Traction Loco Controller.	32
18.18	Duties of Divisional Transportation, Engineering, Signal, Carriage & Wagon and Loco-Inspectors etc.	33
18.19	Duties of On Board Staff	34
19.	Prescribed code of Hooter /Siren for ART/ARNE/BD Crane/TowerWagon	

<b>34Para</b>	<b>Content</b>	<b>Page No.</b>
19.1	Target time of departure of ART/ARME	34
19.2	Assistance required	34
19.3	Quick turn out of Relief Train	35
19.4	Location and beat of ART, Crane & Medical Van in Howrah Division.	35
19.5	Nearest bases of ART/ARME/BD Crane in adjoining Railways/ Divisions.	36
20.	Areas of Controlling officials and section controlled	36
21.	Assistance from Neighboring Divisions.	37
22.	Delegation of Power to be exercised by Officers for Disasters Management	37
23.	Fire causes /Types	40
23.1	Fire-Dos & Dons	40
23.2	Fire-What to do and When	41
24.	Guide lines for Disaster during Earthquake	43
24.1	Earthquake prone zone of West Bengal	43

# DISASTER MANAGEMENT

## 1. DEFINITION OF RAILWAY DISASTER:

"Railway Disaster is a serious train accident or an untoward event of grave nature, either on the railway premises or arising out of railway activity in that area, due to natural or man-made causes, that may lead to loss of many lives and /or grievous injuries to a large number of people, and or severe disruption of traffic, necessitating large scale help from other Government/Non-government and private organizations".

Board has approved the proposal to nominate GMs, AGMs or CSOs for declaring an untoward incident as a Railway Disaster.

## 2. CLASSIFICATION:

**Types of disaster may be:**

**Natural** - Flood, Cyclone, Earthquake, Drought.

**Man Made** - Chemical/Nuclear Leaks, Accidents  
(Air, Rail, Road, Water)

## 3. CONCEPT OF DISASTER MANAGEMENT:

**The main areas of focus on Disaster management are:**

- I. Faster Response
- II. Better Facilities
- III. Expanding resources to meet requirements in major accidents.
- IV. Better customer focus.
- V. Training and preparedness.
- VI. Ensure preventive measures to avoid lapses during disaster.

VII. Ensure professional skills are concentrated in such a way so as to rescue and restore with minimum loss of life property, least disruption in normal day-to-day activities.

**4. ROLE OF TRAINING CENTERS:**

The professional skills required and action to be taken during Disaster has to be taught in training centers of the Divisions:

- a) Traffic Training School
- b) Carriage & Wagon Training School
- c) Engineering Training School
- d) Signal & Telecommunication Training Schools

**5. OBJECTIVES TO BE ACHIVED IN DEALING WITH RAILWAY ACCIDENTS:**

- a) The steps to prevent Secondary Accidents
- b) Save life and alleviate sufferings
- c) Execute Disaster Management plans including succor and help to passengers at the site of the accident
- d) Restore through lines of communication
- e) Investigate to ascertain the cause of the accident.
- f) Take remedial action to avoid recurrence of such or similar accidents

**6. CLASSIFICATION OF TRAIN ACCIDENTS:**

Type	Class	Train accident when called disaster
Division	A1	(i) Damage to property to the value of Rs2500000 (ii) OR (iii) Loss of human life or Grievous hurt OR (iv) Interruption to any through line of communication for at least 24 hrs
Derailments	D1	Same as above
Fire in Train	B1	Same as above

Level Xing Accident	C1	(i)	Loss of human life or Grievous hurt OR
		(ii)	Damage of railway property OR
		(iii)	Interruption to traffic is more threshold value.

## 7. CAUSES OF COLLISION:

Collision can be attributed to one or more of the following causes:

- a) Failure of station staff
- b) Failure of Drivers by an Act of commission
- c) Failure of technical staff
- d) Miscellaneous causes-such as Track defects, Rolling Stock in poor condition and defective signals.

### 7.1 Type of Mistakes by Railway Staff:

- Disregarding of signals by Drivers or breach of Block Working Rules.
- Wrong setting of points and reception of trains on a blocked line by Station Master/Cabin Master.
- Tall Lamp/Last Vehicle Board not fixed on the last vehicle of a train.
- Flasher light of EMU trains and flare signal not being used by the Guard when required under rules.
- Guard not checking if his train has cleared the fouling mark on arrival of a station or yard.
- Driver not stopping at the automatic signal at "ON" position as per rules.
- Failure of the Station Master/Cabin Master to ensure complete arrival of a train before granting 'Line Clear' for another train.

### 7.2 Causes of Derailments:

- Excessive speed particularly at a curve or turn out.



- Sudden shifting of load.
- Improperly loaded vehicle.
- Sudden variation on draw bar forces caused due to braking or acceleration or improper train operation.
- Resonant rolling nosing or hunting.
- Broken wheels or broken axles
- Failure of vehicle components.
- Obstruction on Track.
- Failure of track components

## **8. ACCIDENT AT LEVEL CROSSING GATES:**

### **8.1 Unmanned Level Crossing:**

- Unsafe condition: The unmanned level crossings are considered unsafe because of visibility problems, destiny of traffic coupled with unruly road traffic particularly at night.
- Accidents at unmanned level crossings occur primarily due to dashing of road users. A road vehicle driver, through having the advantage of maneuverability and shorter braking distances as compared to train drivers, fails to maintain the level of alertness while crossing such intersections.
- It has been observed that drivers of road vehicle like trucks tempos and sometimes even bullock carts cross the railway track in a casual way without looking left and right at unmanned level crossing and meet an accident.

### **8.2 Manned L-Xing:**

- Safety aids for Manned Level Crossing:
- Interlocking
- Telephones
- Lifting Barriers
- Replacement of level crossing with road over/under bridges
- Approaching Train Warning System.

## **9. FIRE IN TRAIN ACCIDENTS:**

- (i) Short-circuiting in the wiring of coaches and short-circuiting between over-head equipments of electric locos and the roof of coaches in electrified sections.
- (ii) Carriage of inflammable materials like Petrol, Kerosene Oil, Gas Cylinders and sometimes even their use in running train like cooking etc, Lighting of Cigarettes and Bidis leading to ignition of combustible materials.
- (iii) Anti-social elements causing fires train probably due to some vested interest.

## **10. ACCIDENT S DUE TO FLOODS AND BREACHES:**

- (i) Heavy rains or sudden cloud bursts resulting in-Flooding of track thereby causing sink age of track, damaging the track components effecting the level and alignment of Railway line.
- (ii) Damages to embankments including Breaches/Washways of embankments thereby affecting the safety of track.
- (iii) Wash away or damage of bridge, piers, abutments and other components of bridge.
- (iv) Flooding of causeways resulting in heavy flow of water creating unsafe condition of track.

### **10.1 Safety measures for track during Heavy Rain:**

- Gang patrol during abnormal rainfall or storm to check damage to track and bridges.
- Night patrolling during Monsoon to detect damage by floods such as breaches settlements, slips and sours and immediate action taken to protect trains.
- Keyman's Daily patrol to inspect entire track daily on foot and take immediate action if unsafe condition occur somewhere due to any unusual occurrence like rain, flood etc.
- Watchman at vulnerable locations like bridges, Flooded cause-way etc to provide safety to Railway tracks.

## **11. SABOTAGE AND TRAIN WRECKING:**

### **11.1 Characteristic features of a case of Sabotage:**

- One or more open rail joints with fish-plates and fish-bolts removed and showing no marks of violence on the fish plates, fish-bolts, or fishing holes.
- Dog spikes, coach screws or similar fittings removed showing little or no marks of violence on themselves or on the holes in the wooden sleepers.
- Displacement of the open joint with or without bucking.
- The rail itself disconnected at both ends may not show any marks of violence.
- Sabotage may also be sometimes due to causes other than tempering of track like causing fire in the coaches etc.

## **12. PRESRVATION OF CLUES AT THE SITE OF ACCIDENT:**

- No part of the damaged Rolling Stock, Engine or Track should be disturbed (except where absolutely necessary in order to rescue injured persons to save life) until the Police have completed their investigations and as far as possible agreement is reached at and signed jointly by Senior Civil, Police and Railway officials.
- In case of dispute, police give their version and the Commissioner of Railway Safety investigating the accident considers them and then adds his comments in his report and takes a final view.
- Restorations of communication are to be taken in hand only after police and Civil Authorities have made complete examination and detailed notes and sketches have been prepared and signed.

## **13. CRISIS MANAGEMENT:**

On receipt of information about an accident involving casualties immediately from a Special Team in Control Room. DRM, CMS & Doctors, Sr DME, Sr DCM, Sr DEE/TRD, Sr DSO, Sr

DSC/DSC (RPF) Sr DPO with photographer should reach the site by the quickest possible means and in any case not later than the Medical Relief Train.

No ARME will be detained for any officer (except doctors) or on any other account. ADRM, Sr DOM/DOM, Sr DEN/DEN, DSTE, DME, DCM, DPO, SR DMO and DSE/ASC (RPF) will rush to the Divisional Control immediately on getting the first information and organize relief and rescue in best possible manner prior to arrival of ARME at site. Nearest 4 to 5 or more ARMEs and ARTs should immediately be ordered irrespective of Divisional / Railway 140 Ton Cranes should also be ordered in such a manner that at least 2 such Cranes are available at site one at each end so that these may be utilized for tacking Coaches/Wagons to extract injured/dead persons. Concerned Civil, Army Air Force and Naval Authorities including fire Brigade and NGOs be intimated immediately by the Divisional Control for arranging rescue and relief of injured passengers.

The staff who is safe on train which is involved in accident and nearest station staff be instructed to take immediate action at site for rescue and relief of passengers in the best possible manner taking assistance of the nearby people/villagers/local doctors etc. Each station Master will have the list of Doctors and important persons of the local area. These persons should be informed immediately for the providing on the spot assistance in the best possible manner. The SM will also keep a list of availability of generators, performances of cranes, bulldozers etc so that the same are arranged quickly at the accident site.

Branch officers will call their On Line and H/Q Supervisors / Inspectors to report the place as instructed by the Branch

Officer. Officer and Supervisors of the nearest stations be instructed to rush to the site and render all possible assistance.

#### **14. ACCIDENT, NATURAL CALAMITIES AND TERRORIST ACTIVITIES CAN BE GROUPED INTO MINOR AND MAJOR AND CATASTROPHIC EVENTS:**

Different crisis will demand different types of responses depending on their scale. Minor crisis does not involve any loss of life or loss of property in a big way. Some injuries and/or loss of property of small amount will fall under this category.

Crisis involving loss of life and/or injury to number of persons or loss of property in a big way can be grouped as Major.

In catastrophic events the number of dead and injured may be more than hundred and rescue and restoration operations will need involvement of more Divisions or different Civil Agencies.

#### **14. A. MINOR**

##### **A1 Rescue :**

ARME to be moved to site on high priority if any injury to human being is suspected. Doctors on good numbers to rush with emergency medicine and equipments.

##### **A2 Restoration :**

- Inform all concerned Officers and staffs. Call for ART from the nearest sources or crane of required capacity.
- Move ART & Crane within 30 minutes.
- Assess the assistances required for restoration for Engineering, Signal, Electrical etc.
- Arrangement for movement for men and materials quickly.
- Control trains on either side in a judicious manner.
- Set up an Emergency Control to be manned by an Officer and TI.

- In case of Main Line blockage, One SAG Officer will be in Control and other SAG/JAG Officers will go to the site.
- Forecast for restoration to be obtained from the Officer present at site.
- Contact should be established with train staff and station staff at the earliest from Divisional Control.
- H/Qrs. to be informed on getting preliminary details of the accident.
- Arrangement for light for night working.
- Arrangement for telecommunication site.
- Arrangement for disbursement of cash (meal charges) to departmental staff working for more than 12 hrs.

#### **14. B MAJOR**

##### **B1 Rescue and Relief :**

- In case of major accidents following actions are to be taken :
- Rescue arrangements to be made immediately through local Police , Fire Brigade, Civil Defense etc.
- ART & ARME to be arranged immediately. Railway Doctors to be rushed. If death or injury is suspected, inform Local Hospitals, Health Units, and State Government Functionaries for assistance.
- Doctors with adequate number of dressers and helpers with necessary medical equipments should rush by the fastest means.
- Local Hospital, Ambulance, Fire Brigade to be called from near by areas.
- Civil Authorities to be informed for assistance.
- Assistance to be sought from adjacent Divisions/Railways depending on the gravity of the accident for quick rescue operation.

- Generators and special lighting for the site to be arranged if the accident has occurred during night time. Such arrangement can be made by SM or Inspector of any department giving intimation to the Divisional Control.
- Some S.E. (P.Way) is provided with D.G. Sets for this purpose.
- Communication system should be provided by S & T Department at the Earliest Railway Channel, P & T Channel and Satellite Channel (if necessary) should also be provided.
- Electrical Department will make appropriate lighting arrangement for rescue and restoration.

## **B2 OFFICERS DUTY AT THE SITE OF RESTORATION :**

- OFFICER-In-Charge of the site shall communicate the nature of accident to the Divisional Controls as quickly as possible and undertake the detail survey thereafter.
- Officer-In-Charge at site will also convey the assistance required at the earliest possible opportunity.
- The Emergency Control will be established by Divisional Control Office manned by one S.A. Grade Officer assisted by Officers of other departments. One TI to be deputed in Control.
- S.A .Grade Officer and Branch Officers of Operating, Engineering, Mechanical, Signaling, Electrical, Commercial Departments will immediately rush to the site of accident.
- Cranes from the other Divisions/Railways to be called if such action is necessary for quick restoration.
- Engineering materials should be rushed to the site with appropriate planning of movement.
- Arrangement for Transshipment of passengers and their luggage. Licensed Porters may be used for this purpose.
- Arrangement for Transshipment of goods from affected wagons which cannot be otherwise re-railed. Local Single Tender by Accounts and Commercial Officer, on urgency certificate, within the SOP of DRM.

- Arrangement for Road Transport to remove the injured passengers in the nearest hospital. Seek help from Civil Authorities. Requisition Railway vehicles.
- Arrangement for shifting the dead bodies to Mortuary after taking necessary photographs. Engineering contract on Urgency Certificate.
- DAO to be present with clerks etc.

#### 14 C CATASTROPHIC :

- All actions enlisted under Major & Minor to be followed.
- DRM to proceed to the site with Branch Officers of Engineering Electrical (General & TRD) Signaling, Safety, Mechanical Departments along with their Inspectors and Supervisors.
- S.R.M/A.D.R.M and Sr.DOM will man the Emergency Control assisted by Departmental Officers.
- SRM to follow with necessary assistance that will be required at site on the basis of detailed information received.
- Rescue, Relief, Restoration, Public Relations Logistics will be arranged by different group of Officers and staffs depending on the nature of accident. Assistance to be sought from Civil Authorities, Military Authorities, Port Authorities, IOC Authorities depending on the nature of crisis.
- Adequate communication facilities should be arranged at site at the quickest possible time.
- Air lifting of the injured persons should be considered.
- Dead bodies should be arranged coach wise away from the accident site identification No. to be provided and pasted with each dead body. Photography of the dead should be taken along with ID No.
- Photography of the dead bodies to be got printed quickly and displayed at a suitable location for identification by the relatives.
- Adequate Coffins, Ice to be arranged.
- Running of Relative special to the site.
- Transport arrangement for shifting the injured to the hospital to be given top priority.



- List of injured to be prepared carefully.
- Arrangement to be made for granting Ex-Gratia to injured passenger and also to the next kin of dead passengers talking delivery of the dead bodies.
- Video recording of the persons talking delivery of the dead bodies to be arranged. Assistance of Civil authorities to be sought immediately.
- Assistance from military authorities to be sought through Civil Authorities.
- Assistance required to be assessed carefully and H/Qrs. Emergency Control be advised about the requirement.
- Dresser, Nurse will be required at the site in large number to give first aid as early as possible.
- Depending on the nature of calamity, instruments and equipments to be requisitioned for conducting rescue operation.
- The requirement of gas cutter, cold cutter, oxygen, emergency medicines stretcher to be arranged.
- Separate information collection center to be organized which should be manned by different groups of officers and Inspectors and they will face the relatives of injured persons and public etc. in respect of accident. A separate group to be formed to attend to the dignitaries and VIPs.
- Assistance to be sought from adjacent Divisions/Railways without hesitation.
- Top priority shall be given to run special train carrying injured/dead passengers till all the victims are removed from accident site. Receipt and delivery of relief materials to consignee or his authorized representative should be carefully organized and planned keeping in view the capacity of the Railway Terminals.

**15 DISASTER MANAGEMENT – ACTION PLAN:  
Department-wise**

Activity	Action
<b>Operating Department</b>	
<p><b>1. Reporting of Accident:</b></p> <p>(a) (i) Guard: immediately after an accident to a train</p> <p>(ii) Engine Crew after an accident to a train</p> <p>(b) Station Manager- immediately after getting the information.</p> <p>(c) Section Controller: On getting the information</p> <p>(d) Chief Controller/Dy. Controller: On getting information from Section Controller</p> <p>(e) Safety Officers of the Division : On getting accident information.</p> <p>(f) Officer-In-Charge of Control Office.</p> <p>(g) Head Quarters Emergency Control.</p>	<p>Act as per rule 3.02 Accident Manual</p> <p>Act as per rule 3.03 Accident Manual</p> <p>Act as per rule 3.08 Accident Manual</p> <p>Act as per rule 3.15 Accident Manual</p> <p>Act as per rule 3.16 Accident Manual</p> <p>Act as per rule 3.14 Accident Manual</p> <p>Act as per rule 3.20 Accident Manual</p> <p>Act as per rule 3.24 Accident Manual</p>
<b>Electrical Department</b>	
<p>(a) Traction Power Controller</p> <p>(b) Traction Loco Controller</p> <p>(c) Divisional Electrical Officers</p>	<p>Act as per rule 3.18 Accident Manual</p> <p>Act as per rule 3.19 Accident Manual</p> <p>Act as per rule 3.21 Accident Manual</p>

Activity	Action
<p><b>Mechanical Department</b></p> <p>(a) Power Control : On getting information of an accident.</p> <p>(b) Divisional Mech. Officers : On getting information of an accident.</p> <p>(i) Calling of Relief Train.</p> <p>(ii) Assistance required.</p> <p>(iii) Dispatch of RT &amp; MV</p> <p><b>Accident Manager :</b> Senior most Railway personnel present at the site of the accident shall be designated as Accident Manager</p>	<p>Act as per rule 3.17, 5.10 &amp; 5.18 of Accident Manual</p> <p>Act as per rule 5.08 Accident Manual</p> <p>Act as per rule 5.09 Accident Manual</p> <p>Act as per rule 5.10 Accident Manual</p> <p>Act as per rule 3.06 &amp; 3.07 Accident Manual</p>
<p><b>(A) Rescue Operation :</b></p> <p>Mechanical Officers</p> <p>Medical Officer</p>	<p>Act as per rule 3.22 (v) Accident Manual</p> <p>Act as per rule 3.10 Accident Manual</p>
<p><b>(B) Relief Operation :</b></p> <p><b>Commercial Department :</b> Divisional Commercial Officers and others</p> <p><b>Medical Departments :</b> Divisional Medical Officers :</p> <p><b>Security :</b></p> <p>(a) Security officers</p> <p>(b) Crowd Control : Divisional Security Officers</p> <p>(c) state Police clearance and restoration : Security Department</p>	<p>Act as per rule 3.11 Accident Manual</p> <p>Act as per rule 3.10 Accident Manual</p> <p>Act as per rule 3.09 Accident Manual</p> <p>Act as per rule 3.09 Accident Manual</p> <p>Act as per rule 3.09 &amp; 5.23 Accident Manual</p>

Activity	Action
<p><b>Telecommunication Departments :</b></p> <p>Divisional Signal &amp; Telecom Officers</p> <p>Personnel Department</p> <p>Divisional Personnel Officers</p>	<p>Act as per rule 3.12 Accident Manual</p>
<p><b>(C) Restoration Operations :</b></p> <p><b>Rolling Stock (Mech. Department)</b></p> <p>(a) Divisional Mechanical Officers :</p> <p>(b) Fixed structure (OHE) / Electrical Department : Divisional Electric Officers</p> <p>(c) Track :</p> <p>(i) Divisional Engineering Officers</p> <p>(d) Signaling System :</p> <p>(i) Divisional Signaling &amp; Telecom Officers</p>	<p>Act as per rule 3.22 Accident Manual</p> <p>Act as per rule 3.21 Accident Manual</p> <p>Act as per rule 3.23 Accident Manual</p> <p>Act as per rule 3.13 Accident Manual</p>
<p><b>Maintenance of SPART / ART and ARMV Rolling Stock/BD Crane including Rail cum Road and Road Mobile Emergency Vehicle</b></p>	<p>Act as per rule 5.21 Accident Manual</p>
<p><b>Maintenance of Equipments in SPART/ART/ARMV – Mechanical, Medical, Engineering, Electrical and S&amp;T department.</b></p>	<p>Act as per rule 5.21 Accident Manual</p>
<p><b>Media Management at Site</b></p> <p>Check list of the officers and supervisors</p>	<p>Accident Manager shall be the Chief Spokesman at site</p> <p>(A) First Officer reaching the site of accident</p>

Activity	Action
	<ul style="list-style-type: none"> <li>(i) He will ensure protection to the line/lines.</li> <li>(ii) Attention to the injured should be on top priority.</li> <li>(iii) Sufficient number of first Aid Box in train and from the stations shall be arranged for rendering relief to the injured.</li> <li>(iv) He will arrange for security of luggage.</li> <li>(v) He will take steps for preservation of clues indicating cause of accident</li> </ul>
	<p>(B) Check list for senior most Officer At site- at the site of the accident shall be designated as Site Manager and will be as per Accident Manual Para 3.06 &amp; 3.07</p>
	<p>(C)</p> <ul style="list-style-type: none"> <li>(i) Head Quarters controlled Organisation – Head quarters controlled organization will act as per Rule No. 3.24</li> <li>(ii) Division Controlled Organisation - Division controlled organisation will act as per Accident Manual Rule 3.20</li> </ul> <p>(D) Station Manager/Station Master – will act as per Accident Manual No. 3.08.</p>

## 16. INSTRUCTIONS OF THE RAILWAY BOARD :

### (A) Board's Letter No. 89/Safety - 1/4/3 dt.4.3.89

- All Railway men travelling in a train involved in accident should report immediately to the guard.
- All staff at accident site should wear arm bands. Accordingly all passenger carrying train should be provided with 10 arm bands to be kept with guard.
- A permanent check list to be displayed in all SLRs regarding duties of guard during an accident.
- Division should nominate controlling stations in each section of their jurisdiction SMs of these controlling stations on receiving information of accidents will rush to the site of accident with his staff.
- Every Railway should have fully equipped road Ambulance Vans in identified areas where a good road infrastructure has developed.
- A minimum No, of two telephones with STD facility should be provided in the Control. Facsimile facilities should also be provided in the division.
- All ARME, scale 1 should be provided with cold cutting equipment and should be periodically tested as also staff in sufficient number should be trained in handling this equipment.
- Relief train should be given over riding priority with stranded passengers.

### (B) Clearance by State Police in case of Railway Accidents due to Suspected Sabotage (Director/Crime Prevention /Railway Board's letter No. 2002/SEC(CR)/45/47 dated 27.3.2003 to all General Managers.)

Ref : Ministry of Home Affairs letter no. VI-24022/11/2002-PM-1

Dated 24.12.2002 addressed to Home Secretaries of all States.

- The issue of expeditious clearance by the State Police in case of Railway Accidents where sabotage is suspected has been engaging of Ministry of Railway's attention for

a long time. It is noticed that sometimes rescue operations are hampered due to delayed and reluctant clearance by the State Police.

- It is pertinent to mention that there are two different tasks to be accomplished on war-footing after a Railway accident involving human lives has occurred. These are (a) Quick rescue operation & (b) Restoration of Rail traffic. It is clarified that in case of Railway accident, permission of State Government or clearance of the Police is not required for launching rescue operation for the purpose of saving human lives which inter alia may also involve handling /shifting the rolling stock (Locomotives, wagon and coaches) for extricating the trapped passenger. However, Police clearance is required for restoration work at the site of accident, if sabotage is suspected.
- To avoid any delay in launching the rescue operation for saving as many human lives as possible and for early restoration of Rail traffic, the above issue have been taken up with Ministry of Home Affairs. Consequently Ministry of Home Affairs vide their IBID have directed the Secretaries of all States for issue of suitable instructions to concerned authorities for taking prompt action and to expedite clearance certificate in the event of a Railway Accident, when sabotage is suspected.
- The contents of the letter may be widely published among the Railway Officer/Staff and displayed in all ARTs/ARMES so that a general awareness is created amongst all those engaged in rescue activities.
- The letter supercedes the Railway Board letter of even No. dated 07.02.2003.

**(C) Empowering Divisional Railway Managers to requisition Helicopter/Aeroplane to reach the site of serious accident.**

(Ref; Board's letter No. 2002/Safety-1/6/6 dated. 13/15-6-04).

Zonal Railways have been delegated powers to requisition Helicopter/Aeroplane for expeditious action in the event of serious accidents vide Railway Board's letter under reference the Board has reviewed the subject matter and

the following revised powers are delegated to the Zonal Railways .

- a) DRMs have been delegated the powers to requisition Helicopter/Aero plane to reach the site of serious accident for rescue operation expeditiously. In addition powers are also delegated to requisition air support to dispatch the rescue teams to the site of the accident.

It is difficult to stipulate exactly the circumstances under which they may exercise these powers. It has been decided to leave this to the discretion of GMs/DRMs. However broadly these may cover the following type of cases:

- Where more than 10 casualties (death cum serious injuries) are feared and it is difficult for these officers to reach the site within reasonable time.
- Where heavy damage is caused to railway installations in
- Sensitive and tension filled areas (e.g wreckage of track bridges etc. through bomb blast other means of sabotage etc).
- Where public reaction in case of late arrive of Senior Officers at the site is likely to be highly adverse.

Normally, in case of an accident only One Helicopter should be requisitioned by a Zonal Railway except when there is a serious passenger train accident involving several casualties when it is essential for both the GM and DRMs to reach the site at once to satisfy the public and the Press. However for dispatching the rescue Teams to the site of the accident separate Helicopter/Aeroplane may be requisitioned, if so needed.

The GMs/DRMs may exercise the above powers personally and may not be delegate these powers.

- b) Zonal Railways are further empowered to requisition Helicopter/Aeroplane to evacuate injured and dead in the event of serious accident GM may personally exercise these powers and may not delegate these further.



## **17. ACTION TO BE TAKEN BY THE RESPECTIVE BRANCH OFFICERS TN CASE OF DISASTER:**

### **17.1 Medical:**

- a) Doctors on reaching site will take immediate action for rescue and relief of injured/dead persons as per their Medical Manual. They will also ensure keeping full details of the injured / dead persons e.g. Time, Coach and Berth Numbers from where taken out, time of dispatch to Hospital details of Hospital, Nature of Injuries etc. Photographs of injured and dead persons should also be taken.
- b) Dead bodies at the site of accident should be handled with dignity and respect and proper arrangement should be made for keeping such bodies at the site covered with white sheets before their final disposal. Photographs of non-identified bodies should be taken. Dead bodies are to be shifted from the site and handed over to the Civil Police Authorities as quickly as possible with a memo. All assistance to be provided to the police including the cost for shifting the dead bodies from the site of accident.
- c) The Crew (Engine Crew and Guard) of the trains involved in account is to be examined for drunkenness on duty and it should be mandatory that the blood samples are collected and sent to Forensic Laboratory for testing of presence of alcohol.
- d) This implementation of this shall be ensured with least delay.
- e) A staff of St. John Ambulance & Rovers is also taken to site. & Civil Defense team also be taken to site.

### **17.2 Mechanical:**

All necessary assistance is provided immediately to Medical Team for rescue and relief work through Cold/Gas cutting lifting of coaches with jack/Crane or any other help asked for. Art should be well equipped for rescue and relief operation to meet fundamental requirement including tents in required numbers.

### 17.3 Commercial:

All commercial staff will concentrate on the following two most important aspects. Sr. DCM will nominate staff separately for activities under a) and b):

- a) Assisting Doctors and Para Medical staff in taking care of injured persons.
- b) In taking care of unhurt passengers following aspects be specially taken care of:
  - Assisting passengers in informing their relatives.
  - Getting their luggage taken out from coaches and shifting it to the Relief Passenger Special through Porters and other staff available at site.
  - Providing them water, Tea/Coffee & Snacks etc.
  - Get the tents installed with sufficient chairs etc for the passengers by the Engineering Department.
  - Getting the passengers photographed and transmitted through the PC to Divisional & H/Qrs Control

For performing the above duties lady staff from TC/BC etc should be deployed as require to deal with lady passengers.

- c) Divisional Control to make arrangements for Drinking Water Tea/Coffee, Snacks & Food etc. from departmental /outside catering services. This should be done by the Divisional Control even before the arrival of ARME.
- d) The Divisional control should rush the available passenger's rakes to site as Passenger Relief Special. One Officer or Inspector should be deputed on each of the special trains to co-ordinate and for taking care of passengers needs. Maximum number of Commercial & Engineering staff available should come to site with the Relief Special to assist in shifting of passengers and their luggage.

- a) Divisional Control will arrange for opening of the Public Booths available near the site if these are closed.
- b) Ex-Gratia payments be arranged in time.

#### **17.4 Electrical:**

- a) The whole area should be lighted immediately on arrival of ARME, if it is night time.
- b) Electrical plugs should be provided by Sr. DEE/G for installing PCs & FAX Machines at the site by Sr. DSTE.

#### **17.5 Security:**

- a) DSC will immediately get the site cordoned off and protect the passenger's luggage and personal belongings.
- b) On-looking crowd be kept away from the work spot so that there is no obstruction in the rescue and relief work.  
For this extensive use of Red and White tape should be done.
- c) RPF staff should also use Mega Mikes for controlling.
- d) RPF will keep unclaimed luggage in their safe custody or deposit with Civil Authorities with proper record.
- e) Lady RPF constables should be nominated to attend sites of accidents for dealing with lady passengers and their lady relatives.

## 17.6 Signal & Telecommunications :

- a) Sufficient number of Mega Mikes & Walkie Talkie, VHF sets to be provided immediately on arrival for rescue and relief work.
- b) All Clues of accident including the Level/Panel position be preserved & recorded.
- c) Railway & BSNL (with STD) phones in maximum possible number be arranged at site and at adjacent stations by co-ordinating with BSNL Authorities. Sufficient cables should be brought along with ARME & ART for this purpose. Site STD Booth should be set up in the least possible time. DRM will ensure that the Communication Center at the site is regularly manned by an Assistant Scale Officer & TCI.
- d) Maximum number of Satellite/Cellular Phones should be arranged even from adjoining Divisions.
- e) Centralized Mike System be installed as early as possible with Speakers provided at required locations (As per scheme given in Engineering item 3.)
- f) FAX & PCS will be installed at site as early practicable. Arrangements will be made to put the names of safe, injured and dead persons on Railway Website for information of the Public.
- g) STD equipped telephone should be made available to passengers to communicate with their relatives (Rly, Board's letter no. 93/Safety- 1/6/1 dt.08.11.93).
- h) Station Masters can hire a few Cellular Phones in case of passenger train accidents to meet the needs of stranded passengers, wherever cellular phone connectivity is available. The stranded passengers should be permitted to use these phones free of charge (Rly . Board's Letter No. 2002/Tele/TN/1 dtd 12.05.03).
- i) Sr. DSTE should prepare a map of the Division showing the areas where Cell Phones is operative/available.

- j) Sr. DSTE should set up machinery to hire sufficient of Cell Phones for emergencies.
- k) These Cell Phones should be used to convey information regarding the safety of passengers to their friends and relatives.

### **17.7 Engineering :**

- a) Assist Medical & Commercial Teams in rescue and relief operation and in transportation of passengers and their luggage in Passenger Relief Special.
- b) Ensure preservation of all the clues regarding Track, Bridge or any aspect concerning the Engineering Branch.
- c) On arrival of ARME/ART tents available therein and arrangement of tents to be provided as under :
  - For Passengers
  - For Command central
  - For Relatives
  - For Catering staff
  - For STD Booth
  - For Medical First Aid
  - For Communication Centre
- For Media Centre.

Later on bigger tents from outside sources should also be arranged for staff etc. if the site operation is expected to extend for more than 24 hrs. or so.

- d) To assess the Engineering material required for restoration, inform control for arranging the same.

### **17.8 General :**

- a) It is important that all ART, ARME, Engineering Group-D staff, Commercial staff at site are in full uniform. All Doctors should also wear their dresses as per laid down instructions.
- b) Sufficient number of Orange coloured Jackets & Hats with Railway and Division inscribed on it should be stocked in ART which should be given to staff working at site so that Railway man are visible at site all over.

- c) All Relative Special Trains starting from any Division should invariably be under the charge of an Officer of that Division with sufficient number of staff/supervisors. The Officer will contact the relatives and coordinate with Site & Hospital officials on their behalf. He will also make arrangement for their food etc. both on run as well as site. For this he may take the help of site officials or any other source.
- d) No special Train carrying injured passengers will be detained anywhere and will take precedence over other trains.
- e) CPRO will arrange to issue updated bulletins for Press & TV Channels every 4 to 6 hours or even more frequently if required.
- f) Any adverse publicity in media should immediately be brought to the notice of Site-In-Charge by CPRO for taking further action in respect of such items.
- g) The details of passengers involved in Reserved Coaches be taken out from the Reservation chart/Reservation slips from various Reservation Offices concerned immediately after the accident by Head Quarters Emergency Control (CCM) for information to the relatives of affected persons.
- h) Personal Branch Officers & Inspectors At H/Qrs. should assist the Commercial Branch in Ex-Gratia payment as well as in the activity of informing the relatives of the passengers and other works as needed by the Commercial Branch (CCM).

#### **IMMEDIATE MEASURES FOR ENHANCING ARME / ART CAPABILITY**

- Each ART will have Cold Cutting Equipments as ARME has already been provided with these equipments.
- Each ARME will have a Laptop, which will be kept with DRM.
- ART will have a more effective Site Illumination System, which will be procured by the Electrical Branch on urgent basis.

- Sr. DSTE will ensure that at least one km long Telecom Cable is available in the ART all the time.

## **18. Extracts of Accident Manual Rules as mentioned in the Disaster Management:**

### **18.1 Duties of Guard (AM 3.02):**

Immediately an accident to a train takes place, the Guard of the train shall-

- (i) Note the time of Accident
- (ii) Arrange to protect adjacent line / lines, if necessary, and then the line of which the accident has taken place.
- (iii) Send information through quickest means to Control /SMs on either side
- (iv) Take action to save lines, render First Aid.
- (v) Call for Doctors on the train and seek their assistance.
- (vi) Seek assistance of Railway men on the train for attending to the injured and for other relief operations.
- (vii) Post Railway employee to man the field Telephone to ensure regular flow of information to control
- (viii) Make quick assessment of the assistance required and advice control or nearest Station Master.
- (ix) Preserve and safeguard all clues indicating cause of accident
- (x) Arrange protection of property of Passengers and Railway property with the assistance RPF, GRP and other Railway staff.
- (xi) Take action as detailed in paragraph 4.04 of Chapter iv in case of Suspected Sabotage.
- (xii) Assist the Accident Manager in every possible way. He shall not leave the site of accident without the permission of the Accident Manager.

## **18.2 DUTIES OF ENGINE CREW (AM 3.03):**

Immediately after an accident takes place, the Engine Crew shall-

- a) Protect the adjoining line/lines and the front portion of the train as prescribed in General and Subsidiary Rules 6.03 taking the assistance of any qualified staff, if available at site.
- b) Take such technical precaution as may be necessary or as prescribed by special instruction to render his Locomotive safe.
- c) Render all possible to the Accident Manager in relief measure to the injured and particularly in the assessment of damage to the Rolling Stock or Locomotive and the nature of assistance required.
- d) Take action as detailed in paragraph 4.04 of Chapter iv in case of Suspected Sabotage.
- e) Take action to stop train passing on the other line by means of Red Hand Signal, Flasher Light, Fusee etc. in case of Double/Triple/Quadruple section.

## **18.3 DUTIES OF RAILWAY SERVANT TRAVELLING BY TRAIN (AM 3.05):**

In the event of an accident to a passenger 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 the absence of any such official, to the Guard of the Train and carry out the duties allotted to them.

## **18.4 DUTIES OF THE ACCIDENT MANAGER (AM 3.06):**

Relief Operation will be organized immediately for which accident Manager shall-

- (i) Collect Railwaymen, Volunteers, Doctors & First Aiders.
- (ii) Allot duties to Railway staff, Police, Military and the Security staff present at site and fix the priority of tasks.
- (iii) Arrange rescue of Passengers from the affected Coaches and render First Aid and Medical assistance.



- (iv) Arrange for evacuation of the injured by the fastest available means to the nearest Medical Center, if necessary, by hiring private transport, the payment of which will be made from the station earnings.
- (v) Ensure with the help of available staff and volunteers that belongings of the affected passengers are safely preserved for further disposal.
- (vi) Ensure that authentic and correct information is passed on to the Control promptly to avoid any controversy.
- (vii) Pay attention to the needs of passengers involved / stranded due to the accident such as Drinking water, Tea, Snacks, Food /Food packets etc. at Railway's cost to be paid from station earnings.
- (viii) Maintain telephones contact with the Divisional Headquarters and depute necessary Officers / staff for this purpose.

#### **18.5 DUTIES OF SENIOR MOST OFFICER OF THE DIVISION (AM 3.07) :**

On arrival of the Divisional Officers, the Senior Most Officers shall take over the responsibility of the Accident Manager, in addition to continuing the activities mentioned under para 18.4 (AM 3.06) he shall-

- (i) Co-ordinate and supervise the work of staff of various Departments in relief and restoration activities. For this purpose a Relief Station should be started close to the site with Walkie Talkie communication facilities with the Officer-in-Charge of all the various functions, such as, Medical, Civil Engineering, and Mechanical Engineering etc. at the site.
- (ii) Ensure that proper communication facility is set up by Senior Most Officers of the Signal & Telecommunication department with the Control and arrange to relay all relevant information from time to time.
- (iii) Arrange to install a BSNL Telephone with STD facilities, if possible, by the Senior Most Officers of the Signal & Telecommunication department from where the

passengers are to be permitted freely to talk to their friends and relations. If that is possible, message from passenger to their friends and relations should be communicated through the Control Office.

- (iv) Ensure that the Railway Doctors have taken over complete charge of treatment of the injured and have prepared the List of Casualties indicating their names, addresses and nature of injury and have these information relayed to the Control. In case of any death, identity has to be established and the relatives are to be informed. If the entire picture is not available at a time, information may be relayed in installments.
- (v) Arrange to shift quickly the injured to the nearby Hospitals, Health Centers etc. The entire expenditure of Transport and Treatment is to be borne by the Railways.
- (vi) Make an assessment of the extent of damage, probable detention to traffic, and assistance required, prima facie cause of the accident and depute officers and staff for specific duties.
- (vii) Ensure that Officers / Supervisors of Commercial Department make all arrangements for transshipment of passengers and their luggage in case of necessity and payments, if necessary, be made from station earnings. If road transport has to be used for transshipment of passengers, payment will be made from station earnings.

#### **18.6 Duties of Station Masters of both the sides of affected section / controlling Station Master (AM 3.08 ) :**

Station Masters of both sides of affected section / controlling Station Master shall-

- (i) Ensure that no other train enters into the affected section. On double line, Commutators of the Block instruments controlling affected section should be locked in Train on Line Position whenever possible.
- (ii) Advise the Control immediately of the accident indicating the nature of medical aid and other assistance required and record the time of first information received in the

Station Diary. If the station is not on controlled section or if the Control Telephone is inoperative, they must relay the information by any other means, such as, telegraph, if available at the station, BSNL telephone, available either at station or nearby, message through the staff of outgoing train if any, or any light engine if available, or any other means.

- (iii) Collect as many staff as possible. (except Essential Train Passing Staff) either on duty or off duty, Local Doctors including Private Practitioners on payment, non Railway Porters, if available at the station on payment and rush to the site of accident for assisting in rescue operation. He will use any means of transport available including Push Trolleys or private road transport on hire, a Light Engine, if available or an Engine detached from a train etc. For the payment to the Porters, Private Medical Practitioners and also for hiring of the vehicles as mentioned above, he will withdraw cash from station earning. He will collect and carry with him as much as Drinking water as possible. He will distribute the Arm Bands for identification to all the Railwaymen accompanying him to the site.
- (iv) Remain on duty at site for taking orders from the Control and the Accident Manager till relief and restoration work are completed or till the Accident Manager permits them to return to their station.

### **18.7 DUTIES OF SECURITY OFFICERS (AM 3.09) :**

DSC with ASC and RPF staff will rush to the site of accident. Instructions by designation with alternatives to cover the absence of any officer in this respect may be issued by DRM. At the site, security officers are to report to the Accident Manager and shall :-

- (i) Assist in the matter of Relief and Restoration work.
- (ii) Ensure that all wreckage and debris are untouched till the Enquiry /Investigation is completed. In the case of accident due to explosion, the material should be kept intact except in so far as their removal may be necessary for the rescue of injured persons and the recovery of

dead bodies, until the Chief Inspector of Explosives or his representatives have completed his enquiry.

- (iii) Arrange to contact local GRP or Civil Police to ensure that the accident has also been reported to them.
- (iv) Cordon off the area from public to ensure that the relief operation is not interfered with by the crowd.
- (v) Look after the luggage and belongings of the passengers of the ill-fated Train. They should control the site for protecting unclaimed property and railway property.
- (vi) Preserve all clues and obtain clearance from Civil Police before starting restoration work.
- (vii) Keep liaison with GRP, Civil Police and Medical Officers for disposal of dead bodies, if any etc.

#### **18.8 DUTIES OF MEDICAL OFFICERS (AM 3.10) :**

DRM shall issue separate instructions nominating the Medical Officers visiting to the site of accident and those who shall remain at Divisional Hospital as per priority list.

Medical Officers nominated for the site shall-

- (i) Rush to the site of accident by quickest means. Accident Relief Medical Van/Road Medical Van is to be dispatched immediately as per prescribed norms.
- (ii) Take over complete charge of Treatment of the injured passengers. If non-railway Doctors are already attending the injured of the site, so-ordinate their activities so as to ensure the best medical treatment is given. Render First Aid to as many injured passengers as possible immediately at the site with the help of other First Aiders trained persons available at site.
- (iii) Set up temporary field Dressing Room, if required, by making use of any accommodation belonging to the Railways, for example Refreshment Room or Waiting Room or Retiring Room etc.
- (iv) Decide quickly the medical centers where the injured persons are to be shifted and coordinate with the Accident Manager to make arrangement for shifting.

- (v) Assess the help or assistance required from Divisional Headquarters, neighbouring divisions or Railway/Non Railway Hospitals and arrange to inform them quickly about the assistance required.
- (vi) Visit Hospitals and other Medical Centers where the injured are admitted to see their progress and relay this information to Divisional Control as well as HQ Emergency Control. Cost of Medicines for the victims taken to the Hospitals (Railway or Non Railway) Medical Centers etc. is to be borne by the Railway.
- (vii) Prepare a List of Casualties of injury the Name, Age, Sex, and Nature of injury, Classification of injury i.e. Grievous or Minor etc. Address, Telephone Numbers, if any. Regarding the Death, the details, such as Name and Address has to be established in coordination with the Commercial Officer at Site.
- (viii) Report in details the progress of relief work to the Divisional Control as well as HQs from time to time.
- (ix) Dead bodies at the site of accident should be handled with dignity and respect and proper arrangement should be made for keeping such bodies at the site covered with White Sheets before their final disposal. Photograph of non- identified bodies should be taken. Dead bodies are to be shifted from the site and handed over to the Civil Police Authorities as quickly as possible with a memo. All assistance to be provided to the police including the cost for shifting the dead bodies from the site of accident.
- (x) The crew (Engine Crew and Guard) of trains involved in accidents is to be examined for drunkenness on duty and it should be mandatory that the blood samples are collected and sent to Forensic laboratories for testing of the presence of alcohol.

This implementation of this shall be ensured with least delay. (RB's letter No. 99/H/7/1/C.Rly dt 12.06.2003 may be seen in Appendix-H-4)

### **18.9 DUTIES OF COMMERCIAL OFFICER (AM 3.11):**

On getting the information of a serious accident, Sr. DCM with nominated Commercial Officers and Commercial Inspector

will rush to the site and DCM/ACMs will remain posted in Control Office. Instructions by designation with alternative to cover absence of any Officer in this respect may be issued by DRMs.

The Commercial Officer at the site shall-

- (i) Render all assistance to the Accident Manager in rescue and relief operation to the injured persons and look after the needs of all passengers. The duties of the Commercial Inspectors and other commercial staff available at site will also be allotted by him.
- (ii) Arrange supply and distribute food, snacks, beverages etc. free of cost to all passengers. These items are to be rushed from various stations and for ensuring timely and adequate supplies, he should liaise with the Commercial officers deployed at the control office.
- (iii) Watch that the Catering staff travelling in the train or working at the site of accident or any other person supplying food beverages etc. do not exploit the standard passengers taking advantages of the station.
- (iv) Co-ordinate with the Railway Doctors and comply the list of casualties indicating their names, addresses, nature of injury, age , sex etc. and have the information relayed to the Commercial Officer deployed at the control for onward dispatch.
- (v) Arrange to send immediate messages to the relatives of those killed as also the injured either directly, if possible, or through the Control, and receive messages from the relatives and friends of passengers killed/injured.
- (vi) Ensure withdrawal from station earnings for meeting expenses at the site of accident.
- (vii) Arrange for Ex-gratia payment to the injured passengers and relatives of dead passengers.
- (viii) Arrange adequate Transport, Porters and Commercial staff to transship the luggage of marooned passengers. Similar arrangement for transshipment of parcel which

have been unloaded, should be recorded with full details and arrangement of safe custody made.

- (ix) Inform Commercial Officer in control for necessary liaison with Transport Authority in case of the marooned passengers are to be transported by bus.

#### **18.10 DUTIES OF PERSONNEL OFFICER (AM 3.12):**

On the getting information of serious Passenger Train accident, the Sr. DPO/DPO with nominated personal officers and Welfare Inspectors of the division will rush to the site. The DPO/nominated APO will go to the Control Office. Instruction by designation with alternative arrangement to cover the absence of any Officer may be issued by the DRM.

Personnel officers at the site shall-

- (i) Render all possible assistance to the accident Manager in rescue and Relief operation of injured persons and look after the need of passengers, as directed by Accident Manager.
- (ii) Try to obtain written statement with names and addresses of independent witnesses, who may volunteer to give the same on their own, regarding the accident, then pass on the information to the Accident Manager. This action, however, should not interfere with (i) above.
- (iii) Keep liaison the commercial Officers at the site and assist them for collection of names, addresses, nature of injury of the casualty and communication of details to the control office. From the Control office the relatives of the affected passengers, who are Railway men, should be advised by the DPO/APO, if necessary, by deputing Welfare Inspectors. As regards non-railway passengers affected in the accident, the Personnel Officers will give necessary assistance to the Commercial Officers in advising the relatives etc.

- (iv) Assist Doctors in the Hospitals for arranging Medicine etc. to the injured passengers as per request made by the Doctor-in-Charge, till the injured persons are discharged from the Hospital.
- (v) Assist officers of the commercial department for payment of Ex-gratia to the injured and relatives of the dead passengers and will also keep an account of all payments made.
- (vi) Make arrangements for issue of necessary passes as per prescribed rules to the relatives of the dead and injured passengers.

**18.11 DUTIES OF SIGNAL & TELECOMMUNICATION OFFICER (AM 3.13):**

On receipt of information of a serious accident, the Sr. DSTE with his Inspectors will rush to the site of accident and a DSTE/ASTE will go to the Control Office. Instructions by designations with alternative arrangements to cover absence of any officer may be issued by DRM.

The telecommunication officer visiting the site shall-

- (i) Render all assistance to the Accident Manager in Rescue Operation.
- (ii) Ensure installation of railway phone and BSNL telephone if possible with STD facilities. A register should be opened to log the nature of calls made, duration etc. in case of installation of BSNL phone with STD facilities.
- (iii) Depute one Inspector for maintaining the Telephones till full restoration has been achieved.
- (iv) Arrange to ensure connection with the required person.

**18.12 DUTIES OF THE SAFETY OFFICERS OF THE DIVISION (AM 3.14):**

- A. Sr DSO/DSO with Safety Counselors and TIs will rush to the site of accident. DMRS shall issue separate instructions as per priority list in case Sr. DSO/DSO is out of station they and to report to the Accident Manager and shall:



- (i) Assist in the matter of Relief and Restoration work.
- (ii) Try to find out the cause of Accident and should also preserve the clues if available on the accident for future enquiry.
- (iii) Keep constant touch with all other Departmental officers at the site and relay progress report frequently to the Divisional control Office for onward dispatch to HQ Railway Board.
- (iv) Collect the following important information with the assistance of other Inspectors present:
  - (a) The condition of track with special reference to Alignment, Gauge, Cross Levels, Curvature, Super Elevation and Rail Head wear.
  - (b) The condition of Rolling Stock with special reference to Brake power.
  - (c) The position of Block Instruments, Signals, Points, Leavers Indicators and Keys.

NOTE: Any Signal, Brake Van or Disc Signal Lamps if not alight during darkness should, when possible, be opened to ascertain if there is a burner and kerosene oil inside and the temperature felt by hand by hand to ascertain if it was alight shortly before.

- (d) Mark on Sleepers and Rails.
- (e) Position of Derailed Vehicle .A rough sketch showing the position-derailed vehicles marks on sleepers etc. should be made where possible.
- (v) Seize the Train Signal Register; Private Number Sheet, the line Admission/Departure Book and relevant records if the accident has occurred within a station yard also record the names of persons in whose possession if necessary.
- (vi) Note the position of detached or broken parts of Permanent Way or Rolling Stock and secure these parts for production at the Enquiry and preserve similarly Sleepers and Rails bearing marks of wheels, specially between points of mount and drop. If, however, the accident is suspected to be the result of sabotage none of these objects must be disturbed until a thorough examination by police.

- (vii) Arrange taking of Photographs of important features in cases of very serious accidents, especially when Sabotage is suspected. Photographs showing the position of derailed Vehicles, loose Permanent Way and Engine fittings, Dents on Rails etc are very useful in facilitating the Enquiry Committee to arrive at the cause of the accident.

**B. AOM(S) of the Division should rush to the Control and shall:**

- (i) Collect the detailed report of the accident and relay the same of the H/Qrs.
- (ii) Keep constant touch with Sr. DSO/DSO/Accident Manager at site and relay the progress report whenever available to the H/Qs.
- (iii) Open a Log Book in the Control Office for keeping the details of the accident and progress report.
- (iv) Chase the assistance required from the site in consultation with other Departments.

**18.13 DUTIES OF SECTION CONTROLLER (AM 3.15)**

- (I) Apprise the Deputy Controller of available particulars of the accident and the nature of assistance required.
- (ii) Arranged for a clear passage of the Medical Van of Break down Train giving them precedence over all other trains.
- (iii) Advise the Transportation Inspector and the Controlling Station Master to proceed by first means to the site of the accident.
- (iv) Obtaining further details with regard to the extent of damage so that necessary Permanent Way fitting etc. can be arranged to be transported to the site of the accident.
- (v) Obtain from a responsible official at site the time that is likely to be taken for clearing and repairing the Permanent Way so that time by which the line will be available for traffic can be assessed.

- (vi) Regulate train on the sections as required, keeping loop lines clear on either side of the affected section for Breakdown and Evacuation Operations.
- (vii) Arrange for quick passage of the Tower Wagon/Motor Trolley with similar preference like the Breakdown Train in the event of their being required at the site of accident.

#### **18.14 DUTIES OF CHIEF Controller/deputy controllers (am 3.16)**

- (i) The Chief Controller/Deputy Chief Controller on duty on receipt of information of serious accident shall:
  - (a) Order Medical van and the Accident Relief Train. In case the site accident is close to the jurisdiction of adjoining Division, Medical Van and ART of that particulars Division should be requisitioned immediately.
  - (b) Inform immediately the Chief Medical Superintendent and also the on duty Officer of the Emergency ward of the Hospital.
  - (c) Arrange for dispatch of the Medical Van 15 minutes on receipt of the information directly from a double exit siding (within 25 minutes from a suitable running line in case of single exit siding) reckoning these targets from the time the Medical van is ordered and shall also ensure that the Relief Train is called for immediately and that it leaves the shed within the target time of the 30 minutes during day and 45 minutes during night.
  - (d) Ensure that the Accident Relief train and The Medical Van is given precedence over all other Trains.
- (ii) **Take assistance from other Controllers/deputy Controllers for relaying the information quickly and simultaneously to the following Officers in order of priority.**

- (a) DRM
- (b) SRM/ADRM
- (c) Sr.DSO/DSO
- (d) Sr.DOM
- (e) DOM
- (f) AOM(S)
- (g) AOM (T)
- (h) TI Emergency/H/Qrs.
- (i) Power Controller
- (j) Traction controller
- (k) Carriage Controller
- (l) Engineering Control
- (m) Commercial Control
- (n) Security Control
- (o) GRP (p) Local Admn (Civil & Police)

The Control of the concerned Department will in turn inform their officers immediately in case of non-availability of any Departmental Controller, The information to the officers of that branch should be given by Chief Controller or Deputy Chief Controller in case the site of accident is closed to the H/Qrs. ART Depot, Drm. SRM/ADRM, Chief Controller of that Division should be informed of the fact of the accident and the assistance required immediately.

- (iii) Advice the Transportation Inspector and the Controlling Station Master to proceed to the site of accident by first available means.
- (iv) Regulate the traffic correctly in either side of the site of accident. Goods trains are to be stabled as far as possible and Passenger Trains are to be detained at stations having facilities for supply of food and drinking water.

- (v) Inform the passengers of the starting station through public Address System timely regarding all changes in train timings and diversion or cancellation of trains, if any.
- (vi) Intimate timely to the adjacent Divisions concerned Railways regarding the accident and change in traffic pattern.
- (vii) advice RMS authorities in the event train carrying Mail involved in accident.
- (viii) Assist the Sr. DOM/DOM or the Officer who takes charge of the Control Office.

#### **18.15 DUTIES OF POWER CONTROLLER (AM 3.17):**

**Power Controller on receipt of the information of an accident shall:**

- (i) Inform Departmental Divisional Officers immediately.
- (ii) Ensure turning out of the Medical Van and Relief Train promptly within the target time.
- (iii) Inform subordinate staff concerned in time to proceed to the site of accident by the Medical Van/Relief Train.
- (iv) Arrange /Regulate the power of trains judiciously and systematically to avoid unnecessary detention.
- (v) Arrange relief to the running Crews engaged in Relief Operation at the site of accident.

#### **18.16 DUTIES OF THE TRACTION POWER CONTROLLER (AM 3.18):**

The Traction Power Controller on receipt of information of an accident on the Electrified Section shall:

- (i) Switch off affected section . In case of multiple line section, switch off the adjacent line also till the issue of Caution Order on adjacent line is confirmed (As per ACTM paragraph 0723 amended 1980).

- (ii) Inform Departmental Officials and concerned subordinate staff immediately.
- (iii) Take necessary steps to turn out the Tower Wagon and Emergency Road Vehicles Immediately , If required.
- (iv) Adopt necessary measures for de-energizing and slewing the Overhead Equipments Wire for crane working.
- (v) Arrange Power as necessary for clearing operation.

**18.17 DUTIES OF THE TRACTION LOGO CONTROLLER  
(AM 3.19 )**

The Traction logo Controller on receipt of information of an accident on the Electrified Section shall:

- (i) Inform Departmental Divisional Officers including TLC/HQ immediately.
- (ii) Assist within the targeted time of arrangement given by the Deputy Controller.
- (iii) Inform LI/SLI & CTFR immediately. One of the Senior LIs to accompany the Medical Van / ART to the site of accident.
- (iv) Arrange /regulate the Electric train judiciously and systematically in consultation.

**18.18 DUTIES OF DIVISIONAL TRANSPORTATION, ENGINEERING, SIGNAL, CARRIAGE & WAGON AND LOGO INSPECTORS ETC.**

On receipt of information of a serious accident, all the concerned Inspectors shall:

- (I) Reach the site of the accident by the quickest available means.
- (ii) Take general charge of the situation until the arrival of an Officer.
- (iii) Ensure the occupied and obstructed lines are protected as per rules.

- (iv) Make out a quick survey of casualties and injuries ,ensure rendering of first aid to the injured. Taking assistance of all available Railway , staff Doctor ,Volunteers on the train and near the site of accident .
- (v) Arrange to shift the injured persons to the nearest Hospital with the help of available assistance, keeping their particulars as available and ask further assistance if required.
- (vi) Collect and record all important information relating to the accident such as-
  - (xi) 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.
  - (xii) the condition of Rolling Stock with special reference to Brake Power and Braking Gear.
  - (xiii) All marks on Sleepers, Rails , locomotives and Vehicles etc. specially for preservation of clues.
  - (xiv) Position of Derailed Vehicles .
  - (xv) Position of Block Instruments .
  - (xvi) Position of Indications ,Keys, Levers etc. If the accident is within station limits, in section where provided with signals etc.
  - (xvii) Prima Facie Cause of accident .
- (vii) Ensure that the Train Signal Register, Log Book, Private Number Book, Line Admission Book, Speed Recorder Chart and other relevant records are seized .
- (viii) Obtain the statements of staff involved in the accident, as far as possible.
- (ix) 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.
- (x) Remain at the site of accident for all possible assistance till relieved by another staff.

**NOTE:**

**REGARDING MAINTENANCE OF LOG BOOK IN THE CONTROL ROOM:**

In the log book left side of the pages should be earmarked for incoming message /information, the right side for outgoing message .For the incoming messages/ information, Sl. No, Time of message received from (both Name and Designation) recorded by both name and designation is to be recorded. It should be specially noted that information received from the site would not be in form of messengers. However, while recording them care should be taken about the details as outgoing messages may be formed on the basis of such incoming information. For the outgoing message similarly, Sl. No, time Relayed to (both by Name and Designation) should be carefully recorded. If the same message received from some sources has some sources has to be repeated to some other, the entire text of the message need not be copied on the outgoing side, only a reference to be made such as, Item No so and of incoming message. This procedure should be carefully observed particularly in giving messages to other Railways Board to whom all information communicated shall be message from only.

#### 18.19 DUTIES OF AO BOARD STAFF:

The On Board staff, e.g. Train Superintendent, TTE, Escorting RPF staff, AC Attendant and Pantry Car staff are being advised to follow Pocket Booklet on Disaster Management issue from this Division.

#### 19. PRESCRIBED CODE OF HOTTER/SIREN FOR ART/ARME/BD/CRANE/TOWER WAGON

SL	Location	Hooter/Siren code	Rhythm
1	Loco Yard	One Long, one Short	~~~~ ~
2	Traffic Yard	One Long, two Short	~~~~ ~ ~
3	ML not blocked	One Long, three Short	~~~~ ~~~
4	ML blocked	One Long, four Short	~~~~ ~~~~~
5	ARME required	Two Long, four Short	~~~~ ~~~~~ ~~~~~ ~~~~~
6	BD crane	Two Long	~~~~ ~~~~~
7	Tower wagon	Testing	~~~~



## 19.1 TARGET TIME OF DEPARTURE OF ART/ARME:

ART/ARME	Target Departure
Medical Van	15 minutes for Double Discharge siding.
	25 minutes for Single Discharge siding.
	* Medical Van to move first without waiting for ART.
ART	30 minutes during day.
	45 minutes during night.
	ART/Sahibganj must be ordered with Crane.

## 19.2 ASSISTANCE REQUIRED (AM 5.09):

- (i) The nature of assistance required must be stated according to the following:
  - (a) Relief Train
  - (b) Relief Van
  - (c) Train Examiner
- (ii) If a Stream Crane (30ton/40ton) is required, this should be included in item (a) thus Relief Train and 30-Ton Steam Crane.
- (iii) The relief Train is only to be called for when a running road is blocked in any manner necessitating the employment of a Relief Crane and Van to clear the road, Station Master should state the nature of the work required to be done and also give the number and class of rolling stock to be dealt with.

**NOTE: Particular mention must be made as regards the nature of Medical assistance, if required.**

- (iv) The relief Train - when an engine is derailed in a siding and is not blocking a running road.
- (v) The Train Examiner is to be called for when a wagon or Passenger Coach is derailed in Siding and is not blocking a running road. This does not apply to stations where Special Accident Gangs have been provided

in the Loco Sheds, and the Loco Foremen of such stations should be provided in the Loco Sheds, and the Loco Foremen of such stations should be called for instead, in such cases. Divisional Railway Manager will advice their staff locally the names of stations where Special Accident Gangs are posted.

### 19.3 QUICK TURN OUT OF RELIEF TRAIN (AM 5.11):

A Relief Train must leave the shed within 30 minutes during the day and 45 minutes during night from the time of its being ordered. At stations where the layout of the Loco and Traffic Yard is such as permit a reduction in the time limits stipulated above, the Divisional Officers should lay down shorter time limits. Any Engine available should be utilized. Emergency crossovers should always be kept in good working order, so as to ensure the expeditious movement of relief Train.

A relief Train must not be detained for a Guard, but may leave in charge of a Loco or Transportation Supervisory Official available at time. A Guard must be sent the quickest possible means to work on the Relief Train.

### 19.4 LOCATION AND BEAT OF ART, CRANE AND MEDICAL VAN IN:

SL NO.	Base	Class	Gauge	Type of Equipment	Capacity of Crane	Medical Van	Sectional jurisdiction of ART/Crane/ARME		
							ART	Crane	ARME
1	HLO	A	BG	LUKAS	140-T (Dsl)	Yes cale-1	HWH-HGY,HWH-BMAG, TAK Br, S.E.Rly.— C.C.R Link, HGY-BDC MUG, MUG-TBAE link.	HWH-KAN, HWH-KWAE, BDC-NH, HWH-TAK-SHE, DKAE CCLink BTNG	HWH-KAN-SNT(via HBC), HWH-BDC-SKG GLI, TAK & NH Br., BDC-BZLI

2	BDC	B	BG	LUKAS	NA	NA	HGY-BDC-MUG, MUG-TABE link, NH Branch, BDC- KWAE.	NA	NA
3	BWN	B PART	BG	LUKAS	NA	NA	BWN- BMAE, BWN- MUG, BMAE- GLI	NA	NA
4	RPH	A	BG	LUKAS	140-T (Dsl)	YES cale-1	KAN-RPH- GMAN, SNT- SURI- NHT, AZ-KWAE, BZLE-AZ- JRLE	RPH-KAN, RPH- GMAN, RPH-NHT- AZ-KWAE, RPH-SNT- SURI	SURI- RPH- NHT GMAN- BZLE- AZ JRLE, AZ-NHT
5	KWAE	C	NG	MECH	NA	NA	BWN-KWF, ACP-KWF	NA	NA

## 19.5 NEAREST BASES OF ART/ARMV/B.D.CRANE IN ADJOINING

RLY	Divisions	ART/MFD	ARME	B.D.Crane
S.E.Railway	Kharagpur	Kharagpur	Mechada	Kharagpur
		Santragachi	--	--
E.Railway	Sealdah	Beleghata	Beleghata	Beleghata
	Asansol	Andal	Asansol	Asansol
		Asansol	--	--
	Malda	Sahibganj	Sahibganj	Sahibganj
		Malda	Malda	--

**20. AREAS OF CONTROLLING OFFICIALS AND SECTION CONTROLLED:**

<b>Controlling officer</b>	<b>Jurisdiction</b>
Sr. SM/HWH	Hwrah Station to Sorting Yard Cabin including Dodson Road, Car shed
CYM/Howrah Goods	Howrah Goods, Ramkistopur, Shalimar, Liluah Sorting Yard, Punjab line siding
SM/Liluah	Liluah Sorting Yard Cabin (exclusive) to Srirampur (inclusive)
SM/Dankuni	Belangar (inclusive) to Jaugram (exclusive)
SM/Sheoraphuli	Sheoraphuli (inclusive) to Tarakeswar (inclusive), Baidyabati (inclusive) to Hooghly (inclusive)
SM/Bandel	Bandel (exclusive) to Debipur (inclusive), Naihati Br., Bandel to Katwa (exclusive)
SM/Azimganj	Katwa (exclusive) to Azimgang Link(inclusive) and Azimganj to Naihiti (exclusive)
SM/ Barddhaman	Jaugram (inclusive) to Saktigarh on BH Chord, Memari to Barddhaman (both inclusive), Talit & Khana (inclusive)
SM/Bolpur	Khana Jn. (exclusive) to Sainthia (inclusive),
SM/Rampurhar	Rajgram (exclusive) to gumani (exclusive)

<b>Controlling officer</b>	<b>Jurisdiction</b>
CYM/Pakur	Katwa (BG) and Katwa-Barddhaman (NG section)
SM/Katwa	

## **21. ASSISTANCE FROM NEIGHBOURING DIVISIONS**

(High Level Committee on Disaster Management: Recommendation No. 21) whenever number of injuries is estimated to go beyond 50, assistance must be sought for from adjoining Divisions. As a rough thumb rule, the scale of such outside assistance required would be from one Division for every 50 additional injuries. However, it may be noted that the Recommendations of High Level Committee on Disaster Management suggest only a rough thumb rule and it's up to the discretion of the GMs and DRMs of the Zonal Railways/Division to call for additional help based on their assistance of the magnitude of the Disaster and Geographical Location/ conditions of the site.

## **22. DELEGATION OF POWER TO BE EXERISED BY OFFICERS FOR DISASTER MANAGEMENT:**

<b>SI</b>	<b>Reference to Code/Rule order</b>	<b>Nature of Power</b>	<b>DRMs</b>	<b>Remarks</b>
1	Para No.30 of the High level Committee's report on Disaster management over IR vide MM/RB's DO No. 2002/Safety-1/6/4 dt 06.05.03	Hiring of Vehicles for rescue & relief operations	DRM-fill power	DRM can hire vehicles in case of accident with injuries/ casualty. Finance concurrence is necessary. It may be taken on post facto basis. (Authority: DGMG's No.G.176/13-w/Misc/Pt.IV dt 26.08.04)

2	Para No.31 of the High Level Committee's report on Disaster Management over IR vide MM/RB's DO No.2002/Safely-1/6/4 dt 60.05.2003	Power for procurement of additional life saving drugs from the market by Medical Officers at the site	DRM- Rs.25,000 Pre day	Money can be withdrawn from station earnings. Finance concurrence is necessary. It may be taken as post facto basis. (Authority: DGMG's No.G.176/13-W/ Misc/ Pt. IV dt.26.08.04)
3	Para no.34 of the High Level Committee's Report on Disaster Management over IR vide MM/RB's DO No.2002/Safety-1/4/4 dt 06.05.2003	Withdrawal of money from station earnings		As per Commercial Manual Gazetted Officer has this power. Finance concurrence is necessary. It may be taken as post factor basis. Vouchers have to be submitted within 30 days.
4	Para No.35 of the High level Committee's Report on Disaster Management over IR vide MM/RB's DO No.2002/Safety-1/6/4 dt 06.05.2003	Quicker rescue operations: 1. Temporary sheds/shelter. 2. Hiring of costs and bedding. 3. Hiring/ purchasing of plastic. 4. Purchase of Ice & Drinking water. 5. Any other related emergent relief jobs sanction personally DRM/ SRM/ADRM/site in change.	DRM- Rs.20,000/- Per day	Money can be withdrawn from Accounts and Cash office through Pay Order with DRM's sanction for accident and restoration involving casualty of serious nature. Accountal should be submitted within a month. Finance concurrence is necessary. It may be taken as post factobasis. (Authority: DGMG's No.G.176/13-W/ Misc/Pt.IV dt26.08.04)

5	Para No.38of the High level Committee's Report on Disaster Management over IR vide MM/RB's DO No.2002/ Safety-1/6/4 dt 06.05.2003	Starting Spot Purchases Committee for ART/ARME to avoid any deficiency in keeping the ART/ ARMV/Crane equipment in good fettle.	Spot Purchases	Such decision of spot purchase committee is to be taken by DRM on the basis of necessary and should be upto 10 lakhs. Members of spot purchases committee at Divisional level can be charged in extreme cases, if necessary by DRM. (Finance concurrence is not necessary) Authority: DGMG's No.G.176/13-W/ Misc/Pt.IV, dt 26.08.04
6	Para No.41 & 42 of the High level Committee's Report on Disaster Management over IR vide MM/RB's DO No.2002/ Safety-1/6/4 dt 06.05.2003	Special cash Imprest for ART/ ARMV/BD Cranes	Sr. DME/ DME (ART-incharge) upto Rs.25000/- each	Authority : No.G.176/13-W/ Misc/Pt.IV dt 26.08.04.

7	Para No.43 of the High level Committee's Report on Disaster Management over IR vide MM/ RB's Do No.2002/ Safety-1/6/4 dt 06.05.2003	Satellite Phones, One ISD connection at each Zonal HQ Control/ Divisional Control and specific. BSNL telephone No. for Railway accident information	DRM's have been given the power to provide BSNL phones to all stations where BSNL phones does not exists.	Authority : No.G.176/13-W/ Misc/Pt.IV dt 16.08.04
8	Para No. 44 of the High level Committee's Report on Disaster Management over IR vide MM/ RB's Do No.2002/ Safety-1/6/4 dt 06.05.2003	Powers to hire Cell Phones	All Station Master have been given power to hire Cell Phones	Authority: RB letter No.2002/ Tele TN/1 dt 12.05.2003 GM's letter No. G.176/16-W/ GM/Pt.II dt 02.06.2003.
9	Requisition of Helicopter/ Aeroplane at the time of severe accident for rescue operation expeditiously	Empowering DRM's to requisition. Helicopter/ Aeroplane at the time of severe accident	All DRMs	Authority : RB letter No. 2002/ Safety/1/6/6 dt 13.06.2004 GM's letter No. G.176/16-W/GM/ Pt.II



10	Para No .32 of the High level Committee's Report on Disaster Management over IR vide MM/ RB's Do No.2002/ Safety-1/6/4 dt 06.05.2003	Power for making on the spot payment to private Hospitals for Treatment of injured in a Railway accident	MS or any senior doctor in charge of Medical Team for making on the spot payment to private Hospitals	Authority : GM's No. G.176/13-W/ MED dt 31.08.05 (ii) RB's No.2003/H/7/5/3 (32) dt23.08.05
11	Para No . 33 of the High level Committee's Report on Disaster Management over IR vide MM/ RB's Do No.2002/ Safety-1/6/4 dt 06.05.2003	Requisition Medical assistance from the Civil side-(for requisitioning the medical assistance in case of a disaster happening under his jurisdiction)	1. DRM- Rs. 10000/- per day 2222 CMS/MS- Rs.5000 per day	Authority : GM's No. G176/13-W/ Misc/Pt.IV 14.10.2005
9	Requisition of Helicopter/ Aeroplane at the time of severe accident for rescue operation expeditiously	Empowering DRM's to requisition. Helicopter/ Aeroplane at the time of severe accident	All DRMs	Authority : RB letter No. 2002/ Safety/1/6/6 dt 13.06.2004 GM's letter No. G.176/16-W/GM/ Pt.II

## **23. FIRE CAUSES / TYPE:**

Main causes of fire

- (i) Carrying Stoves, Sigris, Gas Cylinders, Kerosene Oil, Petrol, Fire Works etc. in passenger's compartment.
- (ii) Making fire/using fire near Paper, Wood, Petrol or such Inflammable articles.
- (iii) Lighted Match sticks, Cigarette ends carelessly thrown.
- (iv) Short circuits in Electrical Wirings.
- (v) Using naked light during shunting of Inflammable loads, sealing of Inflammable Wagons.
- (vi) Use of open Fire, Smoking near Gas/Petrol Tank.
- (vii) Non-removal of Garbage from Pantry Car/Coaches.

Everyone should take all possible precautions to keep away from doing the above mistake so that possible of break out of fire can be minimized.

### **23.1 FIRE – DOs & DON'Ts:**

#### **(a) DON'Ts**

- (i) Smoking or lighting a flame where it prohibited;
- (ii) Throwing of soaked Jute/Cloth carelessly;
- (iii) Throwing of burning Match Stick, Bidi/Cigarette carelessly;
- (iv) Do not overload Electric Circuits in a Coach;
- (v) Do not allow running of Hot Axle Wagon;
- (vi) Do not keep Explosive Materials along with Combustible Materials.
- (vii) Carrying of Gas Stoves, Kerosene Oil, Gas Cylinders , kerosene Jars, Petrol or other Inflammable articles in Passenger Carrying Trains, should be restricted:

#### **(b) DOs**

- (i) Be speedy out but not get nervous.
- (ii) Locate the fire Extinguishing substances viz. Water Bucket with Water/Sand, Fire Extinguishers etc.
- (iii) Raise Alarm.
- (iv) Inform all concerned to assist in extinguishing the fire.
- (v) Keep Fire Extinguisher / Water Buckets in readiness.
- (vi) Arrange to isolate the source of fire if possible.

- (vii) Ascertain the type of fire viz. Dry, Oil Gaseous, Electric and use the right type of Extinguishers.
- (viii) In case of the fire from Electricity, switch “OFF” the source.
- (ix) Do not stand against the wind.

**IMPORTANT:**

- (i) Driver, Guard passing a section if noticed fire of serious nature in a Village endanger to life, may stop his train out of course at the next station and shall inform Station Master about the fact with KM/Location.
- (ii) In case of total interruption of communication or as the case may be a train can be stopped out of course to communicate information asking assistance.
- (iii) Driver, Guard passing through or entering a station, if notice fire, should not stop out of course for stopping trains where fire may cause damage to Train/Passenger/Goods, shall control their train suitably so that fire cannot harm Vehicle/Wagon and shall take protection so required as per rule.
- (iv) But if they notice on approaching/ passing Train on adjacent line, shall switch “ON” Flasher Light, Whistle continuously and exhibit Red hand signal till the affected train passing. They shall stop their Train immediately to the spot where field telephone socket is provided or to the station whichever comes first to communicate the first fire information to control.
- (v) When the fire is serious nature, nearby Municipal, Private or Railway Fire Brigade may be called without delay.
- (vi) The occurrence of a fire shall be informed to the nearest station by most expeditious means and the Station Master on receipt of such information shall relay Control, Section Engineer (works), Divisional Security Officer and other agencies.

- (vii) Inform the Station/Shed where information can be given to train staff and Fire-Fighting equipment has been provided.

## **23.2 FIRE-WHAT TO DO WHEN**

### **(a) In the event of vehicle on a train, being on fire-**

- (i) The train shall be stopped.
- (ii) The Burning Vehicle to be isolated, a distance of not less than 45 meters being left between it and the other vehicles of the Train.
- (iii) The Train shall be protected in accordance with GR 6.03, if not protected by fixed signals.
- (iv) Energy effort shall be made to extinguish the fire and to save the Wagon labels, Seals and the Contents of the vehicles.
- (v) Earth and Sand if available shall also be used.
- (vi) In case fire is discovered when the train is near a tank or watering station, the Guard and Driver shall use discretion to proceed there; but no such attempt shall be made until the portion of the train in rear of burning vehicle has been detached.

### **(b) In event of fire on an Electric Engine / EMU :**

- (i) The Driver shall immediately switch “off” the Circuit Breaker and lower the Pantograph. The train shall then be brought to stand at once.
- (ii) After disconnecting the Electric Supply to the affected Circuit, the Driver shall take necessary action to put out the fire.
- (iii) If fire cannot be extinguished by the above means the Driver shall advice the Traction Power Controller, through the emergency telephone to arrange for the affected section of the Overhead Equipment to be made dead.
- (iv) The Guard or any other staff available shall render all possible assistance to the Driver in putting out the fire.

- (v) Fire Extinguishers of an approved type for use on Electrical fire shall be provided on each Electrical Engine/ Train and the Driver shall make himself familiar with the location and use of these extinguishers. During the periodical inspection of locomotives the extinguishers shall be examined by the Locomotive Inspecting staff.
  - (vi) Ordinary Fire Extinguishers or Water from a Hose Pipe shall on no account be used to extinguish fire on live Wire or Electrical Equipment. If the services of Fire Brigade are required, the brigade shall not be allowed to commence operation until all Electrical Equipments in the vicinity of fire have been made dead.
  - (vii) Fire Extinguishers which have been used shall be replaced or recharged with least delay.
- (c) In the event of DMU stock :**
- (i) The Motorman shall immediately switch “off” the Circuit Breaker and shutdown the Engine. The train shall be brought to stop at once.
  - (ii) The Guard shall give all possible assistance to the Motorman putting out the fire.
  - (iii) The Fire Extinguishers of approved type shall be provided on each Motor Coach of DMU, when a DMU rake is turned out from the Car Shed. The Sr. Section Engineer ( C&W ) in charge of the shed inspects the Fire Extinguishers and ensures that these are in good working condition.
- (d) When a person’s clothing catches fire –
- (i) Approach him holding the nearest available wrapper.
  - (ii) Wrap it around him.
  - (iii) Lay him roll on the floor, smothering the flame.
  - (iv) On no account, he should rush into open the air.

- (v) Call for assistance.
- (e) Fire caused by Petrol or any other Inflammable Liquid, Acid or Gases :**
  - (i) Segregate the affected Wagon, Coach or area involved.
  - (ii) On opening a wagon, do not enter it immediately. You would thus avoid fumes, which may be dangerous.
  - (iii) Use D.C.P.T. Fire extinguishers and Sand and not water or Soda Acid type Fire extinguishers.
  - (iv) Do not bring naked Lights near the site of fire.
  - (v) Inform the nearest Railway or Civil Fire Stations intimating that petrol or any other Inflammable Liquids or Acids have caused the fire.

## **24. GUIDELINES FOR DISASTER DURING EARTHQUAKE :**

Disaster Management Plans of the Divisions should be dovetailed with the Disaster Management Plan of the Districts of the state. Disaster Management Plan Booklet 2003-04 of Government of West Bengal indicates that the control room will be opened in districts, sub divisions and block levels under the districts administrative authority and panchayat functionaries at various manners.

### **24.1 Earthquake prone zone of state of West Bengal :**

#### **(A) Earthquake very high damage risk zone ( MSK IX or more )**

- (i) East part of Jalpaiguri
- (ii) East part of Coochbehar

#### **(B) Earthquake high damage risk zone ( MSK VIII)**

- (i) West part of North 24 parganas
- (ii) West part of South 24 parganas
- (iii) North part of Malda
- (iv) Dakshin Dinajpur
- (v) Uttar Dinajpur
- (vi) Darjeeling
- (vii) East part of Jalpaiguri
- (viii) West part of Coochbehar

**(C) Earthquake moderate damage risk zone ( MSK VII)**

- (i) West part of 24 Parganas
- (ii) West North part of South 24-Parganas
- (iii) Midnapur
- (iv) Howrah
- (v) Hooghly
- (vi) Bankura
- (vii) East North part of Purulia
- (viii) Barddhaman
- (ix) Nadia
- (x) Birbhum
- (xi) Murshidabad
- (xii)
- (xiii) South part of Malda

**(D) Earthquake low damage risk zone (MSK VI)**

- (i) South West part of Purulia
- (ii) South West part of Bankura
- (iii) North West part of Midnapur

**24.2 Implementation of NDMA’s**

**(i) Guideline on Management of Earthquakes (April 2007)**

**Guidelines on Management of Floods (Jan 2008)**

Railway infrastructure	Earthquake proneness review	Food proneness review
<p>Railway track formation (including station yards, bridges/ culverts, ROBs/ RUBs etc.)</p> <ul style="list-style-type: none"> <li>• Building housing signaling gears like RRI, SSI etc.</li> <li>• Buildings in open line maintain work centers like loko sheds, coaching depots etc.</li> <li>• Station buildings</li> <li>• Control room, other important office buildings, etc.</li> <li>• High rise residential building, other important residential buildings.</li> <li>• Railway hospitals</li> </ul>	<p>New construction: must be earthquake resistant</p> <p>Existing infrastructure Identify existing railway infrastructure falling under various seismic zones.</p> <p>Review for earthquake resistant adequacy based on age, foundation and other details.</p> <p>Retrofit/rebuild to make it earthquake resistant.</p> <p>Training of Engineers (at various levels) associated with design and construction of railway infrastructure</p> <p>Any other item that railway may like to add.</p>	<p>New construction :Railway station buildings should be located in such a fashion that they are above the levels corresponding to a 100 year frequency or maximum observed flood levels. Similarly they should also be above the levels corresponding to a 50 year rainfall and the likely subversion due to drainage congestion.</p> <p>Existing infrastructure:</p> <p>Coordination with flood/ rain forecasting agencies to get early warning so as to introduce patrolling. Speed restrictions etc. as per the provisions in Railways SR.</p> <p>Inspections of Railway affecting works- to be streamlined and timely ensured.</p> <p>Review of waterways for adequacy and alignment and measures to modify if needed.</p> <p>Status note on the lessons learnt from the previous flood situations in the past 5 years.</p> <p>Bye laws for building in flood plains.</p> <p>Making existing and new buildings and infrastructure capable of withstanding fury of floods.</p> <p>Any other item that Railway may like to add:</p>

### **24.3 Action To be Taken By Eastern Railway In Case Of Earthquake – DOs and DONTs. NDMA's Guidelines :**

#### **DOs :**

- Repair deep plaster cracks in ceilings and foundations. Get expert advice if there are signs of structural defects.
- Anchor overhead lighting fixtures to the ceiling.
- Follow BIS codes relevant to your area for building standards.
- Fasten shelves securely to walls.
- Place large or heavy objects on lower shelves.
- Store breakable items such as bottled foods, glass, and bone china in low closed cabinets with latches.
- Hang heavy items such as pictures and mirrors away from beds, settees, and anywhere people sit.
- Brace overhead light & fan fixtures.
- Repair defective electrical wiring and leaky gas connections. These are potential fire risks.
- Secure a water heater, LPG cylinders etc. by strapping it to the walls studs and bolting it to the floor.
- Store weed killers, pesticides and inflammable products securely in closed cabinets with latches and on bottom shelves.
- Identify safe places indoors and outdoors.
  - (i) Under strong dining table bed
  - (ii) Against an inside wall
  - (iii) Away from where glass could shatter around windows, mirrors, pictures or where heavy bookcases or other heavy furniture could fall over.
  - (iv) In the open, away from buildings, trees, telephone and electric lines, flyovers, bridges

#### **Have a disaster emergency kit ready :**

- (i) Battery operated torch
- (ii) Extra batteries
- (iii) Battery operated radio
- (iv) First aid kit and manual
- (v) Emergency food (dry items) and water (packed and sealed)
- (vi) Candles and matches in a waterproof container
- (vii) Knife
- (viii) Chlorine tablets or powdered water purifiers



- (ix) Can opener
- (x) Essential medicines
- (xi) Cash and credit cards
- (xii) Thick ropes and cords
- (xiii) Sturdy shoes.

### **Develop an emergency plan**

In case of family members are separated from one another during an earthquake (a real possibility during the day when adults are at work and children are at school) develop a plan for reuniting after the disaster. Family contact after a disaster, it's often easier to call long distance. Make sure everyone in the family knows the name, address and phone number of the contact person.

### **Help your community get ready;**

1. Publish a special section in your local news paper with the emergency information on earthquakes. Localise the information by printing the phone numbers of local emergency services office and hospitals.
2. Conduct a week long series on locating hazards in the home.
3. Work with local emergency services and officials to prepare a special reports for people with mobility impairments on what to do during an earthquake.
4. Provide tips on conducting earthquake drills in the home.
5. Interview representatives of the gas, electric and water companies about shutting off utilities.

### **What to do during an earthquake;**

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and larger earthquakes might occur. Minimize your movements to a few steps to a nearby safe place and stay indoors until the shaking has stopped and you are sure existing is safe, If indoors;

- Drop to the ground, take cover by getting under a sturdy table or other piece of furniture and HOLD On until the shaking stops. If there is not a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or even under the bed.
- Stay away from glass, windows, outside the doors and walls, and anything that could fall, in that case, move to the nearest place.
- Use doorways for shelter only if it is in close proximity to you and if you know it is a strongly supported load bearing doorway.

- Stay in side until the shaking stops and it is safe to go outside. Research has shown that location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler system or fire alarms may turn on.

#### **DON'T's :**

#### **After an Earthquake:**

- Do not use the elevators .
- If trapped under debries do not light a match.
- Do not move about or kick up dust .
- Do not smoke and do not light matches or use cigarette lighter.
- Do not turn on switches. These may be gas leaks or shorts circuits.
- If people are seriously injured, do not move them unless in danger.
- If you know if people have been buried, tell the rescue teams. Do not rush and do not worsen the situation of injured persons or your own situations.
- Do not touch any metal object in contact with electric wire.
- Do not drink water from open containers without having examined if and filtered if through a sieve, a filter or an ordinary clean cloth.
- Do not re-enter badly damaged buildings and do not go near damaged structures.

#### **25. GUIDELINES ON CHEMICAL DISASTER:**

Indians Railways Rules for carrying dangerous (hazardous goods) by rail have been legislated i the Railway Red tariff Rule 2000 as per which dangerous goods have been classified in to following 8 classes;-

- i) Explosives
- ii) Gasses, compressed , Liquefied or dissolved under pressure.
- iii) Petroleum or other inflammable liquids.
- iv) Inflammable solids.
- v) Oxidizing Substance
- vi) Poisonous ( toxic substance )
- vii) Radio Active Substance
- viii) Acids & others corrosives.

Out of the above 8 classes of dangerous goods classes II ( Gases, Compressed, Liquefied or Dissolve under pressure), III (Petroleum and other inflammable liquids) and VIII ( Acids and other corrosive) are dealt in bulk on the railways whereas other classes of dangerous goods are dealt in piecemeal / small quantities in parcel van/ SLRs. Railways may refer to the specific paras pertaining to all the classes of dangerous goods. However, important relevant details of the popular classes ( II, III & VIII ) of dangerous goods are detailed as under;

## **CLASS- II ( Gasses, compressed , Liquefied or dissolved under pressure)**

Gasses compressed, liquefied or dissolved under pressure, which have been permitted for their carriage by rail as per Red tariff no. 20 are given below;-

- (a) Dissolved Gasses; Acetylene ( Compressed in to porous substance)
- (b) Compressed Gasses; Air compressed, Argon , Coal Gas , Hydrogen, Methane, Neon, Nitrogen, Oxygen, Sculpture Hexafluoride.
- (c) Liquefied Gasses; Ammonia (Anhydrous), Chlorine, Liquefied Petroleum Gas (Commercial Butane or Propane ), Carbon dioxide ( Carbonic Acid Gas), Cyclopropane Gas,

Ethyl Chloride, Freon , Arcton or Genetron , Hydro Cyanic Acid, Medical Mixtures ( Oxygen & CO-2 , Oxygen & Helium mixture), Methyl Bromide, Methyl chlorine ( Chloromethane ), Nitrous oxide, Sulphurdioxide toxic ( Sulphurous acid gas, Liquefied, liquid Nitrogen, liquid helium.

General Rules regarding acceptance of above commodities for carriage by rail are given in Rules 202, 203, 204, 205,206 of Red Tariff no. 20

### **>Packing**

Before the above commodities are transported by rail , it must be packed as per rules 207.1 & 207.2 of Red Tariff no. 20

However Rule 207.2 i.e. rule for protection of cylinder valves during transport shall not apply to cylinders containing oxygen or nitrous oxide for medical purpose having water capacity less than 5 liters.

Marking & Labeling of Cylinders or Containers;

Rules for marking & labeling of cylinders are given in rules 208 & 209 of Red tariff no. 20 It must be ensured that the date of the last hydrostatic test or hydrostatic stretch test with the code mark of recognized testing station is marked on every cylinder . In the case of liquefied petroleum gas cylinders, The quarter & the year of test shall be given additionally in a neck or on a shoulder plate.

### **Storage**

( Refer Rule No.211 of Red Tariff No. 20 )

Following point must be ensured;

- Thin wall cylinders such as liquefied Petroleum gas cylinders and dissolved gas cylinders shall not be stacked in a horizontal position.
- Cylinders containing flammable gases other toxic gases shall be kept away from cylinders containing other gases.
- Cylinder shall not be stored along with any combustible material.

### **Precautions in handling & storage gas cylinders or containers:**

( Refer Rule No.212 of Red Tariff No. 20 )

Commodities mentioned in this chapter , shall not be stored or handled with or near explosives or other dangerous goods . Smoking and carrying any type of fire must not be allowed near these commodities.

### **Modes of Transportation:**

Regarding modes of transportation, refer rules 213, 214, 215, 216, 217, 218 of Red Tariff No. 20

### **Storage and Carriage :**

Storage and Carriage and carriage rules of gases, Compressed, Liquefied or dissolved under pressure are discussed in rule 219, 220, 221, 226, 227 & 228 of Red Tariff No. 20

### **Additional Rules:**

Exceptional or Additional rules regarding packing, marking & labeling, carriage by Goods / Mixed / Parcel train and storage & carriage rules have been specified in Table II, Chapter II of Red Tariff No.20.

Characteristic property of gas & pictorial level indicating main characteristics of the gas is also indicated in column 2 & column 3 of table II

### **CLASS-III ( PETROLEUM & OTHER INFLAMMABLE LIQUIDS)**

Petroleum and other inflammable liquids i.e. mixtures of liquids & liquids containing solids in solution which give off inflammable vapor and is capable of ignition in suitable concentration of air when exposed to a source of ignition. Petroleum and other inflammable liquids are considered dangerous as per Railways Act 1989 ( 24 of 1989 ) and have been classified in three classes. i.e. Class-A, Classes- B, & Classes-C

- (i) Class – A : Petroleum & other inflammable liquids, the vapour of which having flash point below 23°C.
- (ii) Class – B : Petroleum & other inflammable liquids, the vapour of which having flash point above 23°C but below 65°C.
- (iii) Class – C : Petroleum & other inflammable liquids, the vapour of which having flash point at 65°C.

A list of items included under above three classes is given in table – III, chapter – III of Red Tariff No.20.

Rules regarding general restrictions on conveyance & acceptance of petroleum & other inflammable liquids have been detailed in rules 302, 303, 304, 305 & 306 of Red Tariff No.20.

#### **➤ Packing, Marking & Labelling :**

It is to be ensured that the words “Highly inflammable” and “Inflammable” as the case may be marked on every package containing petroleum & other inflammable liquids. Every tank vehicle used for transportation of petroleum must be marked on each side, and rear thereof in letters at least 7cms high on a background of sharply contrasting colour the word “FLAMMABLE” and the common name of the liquid being transported e.g. MOTOR SPIRIT or KEROSENE etc. for method of packing, marking & labeling of petroleum & other inflammable liquids rules 308, 309 & 310 of Red Tariff No.20 may be referred.

➤ **Storage :-**

Time of loading & unloading : all operations of loading, unloading and handling of petroleum and other inflammable liquids shall be conducted between sunrise and sunset.

Prohibition of smoking, fires etc :- Smoking taking fire or naked light matches or other articles of inflammable nature is strictly prohibited near petroleum and other inflammable liquids.

➤ **Transportation :-**

(a) Petroleum & other inflammable liquids, Class – A shall be transported by goods trains only.

(b) Petroleum and other inflammable liquids, Class – B & C may be transported in wagons by all trains except passenger trains.

Conveyance in tank wagons : Tank wagons used for the conveyance of petroleum and other inflammable liquids shall be a design approved by the Chief Controller of explosives.

➤ **Stowing in wagons, labeling, sealing and locking :-**

A dangerous label must be affixed to both sides of every wagon.

**CLASS – VIII :- ACIDS AND OTHER CORROSIVES :**

A list of acids and other corrosives which have been considered dangerous goods are given in Chapter – VIII, table VIII of Red Tariff No.20.

➤ **Packing, Marking & Labelling:-**

More precautions need to be taken by Railway Officials that it is packed strictly in the manner laid down in column 2 of table VIII and as per rules 807 of Red Tariff No.20.

➤ **Handling and Storage :-**

Time of loading and unloading : All operations of loading, unloading and handling of petroleum and other inflammable liquids shall be conducted between sunrise and sunset.

➤ **Transportation :-**

(i) Acids and other corrosive in wagons may be transported by all trains, including passenger trains, but not to be transported in the brake van of trains,

(ii) Acids and other corrosives shall be carried in covered iron wagon and tank wagons. End opening carriage or wagons shall not be used.

## **JOINT PROCEDURE ORDER TO DEAL WITH BOMB THREATS :**

Past experiences reveal that the Railways are a soft target for extremists/terrorists outfits of potential for mass casualties, economics damage and disruption, wide publicity and media attentions. Hence, proper / timely reactions to emergency situations are the hour to prevent.

In view of the threats, bomb explosions and reports of unidentified / unclaimed objects in train / platforms and in other passenger areas following guidelines are to be recommended for implementation by all concerned.

### **(I) Prevention and Identification :**

- (i) All Railway employees, coolies, parcel porters, tea stall workers, labourers, lease holders of contractors etc. should be instructed to remain alert to this problem and whenever anyone comes to know through passengers or finds any unclaimed objects in train or in Railway premises he should immediately bring it to the notice of Station Master, RPF & GRP.
- (ii) After giving such information, they should render all possible assistance to SM/RPF/GRP/Civil Police.

### **(II) Precautions at station and other passenger areas :**

#### **(a) Role of Station Manager / Master :**

- (i) He will conduct random inspections along with RPF / GRP of key facilities at stations / terminals or other critical assets for suspicious persons and items.
- (ii) He will inspect along with RPF / GRP and Sanitary Staff (where available) at all the places to ensure cleanliness everyday so that no place remains unseen for potentially risky articles.
- (iii) He will increase awareness by frequent announcement through PA system, display of posters etc. supplied by Commercial, Safety, Public relation branches.
- (iv) He will display posters indicating action to be taken to prevent bomb blast etc.

#### **(b) Role of Parcel Goods shed supervisors / Dy.SS (Commercial) / HTC:**

- (i) Parcel Supervisors will check daily all platforms for identifying unmarked incoming and outward parcels.
- (ii) Frequent inspection of materials and persons in and around the shed may be carried out with assistance of RPF / GRP.
- (iii) Inform ASM / SM in case of unidentified object is located.
- (iv) Proper lighting arrangement to be ensured in and around Goods shed to keep clear watch after sun set to facilitate the proper checking by the security staff. He will ensure engagement of License Porters only for carrying luggage of passengers in coordination with RPF & GRP Staff.
- (v) To ensure proper checking of the persons / vehicles / materials at each point of extrace / exit around the shed.
- (vi) To display proper printed posters for awareness / prevent bomb blast at the convenient places in and around the shed inter alia disposal of unauthorised materials for the guidance of public and Railways staff working there as a major safety & security ground.
- (vii) To display Notice Boards at the convenient places mentioning restrictions regarding un-authorized persons / vehicles to enter the shed area and fine / penalty if detected and prosecution thereto.

**(b) Role of Deputy SS (Commercial) / HTC :**

- (i) Will ensure that proper announcements are made on centralized announcement system that passengers are employees should report unattended baggage or persons of suspicious behaviour to the Station Master on duty.
- (ii) Should be alert and keep a watch on the baggage of the passengers boarding the train and look for any suspicious object or unattended / unclaimed package on platforms or on the track.
- (iii) In case of emergency, Assistant Station Master in passing information, evacuating etc.

**(c) Role of RPF In-Charge :**

- (i) He shall deploy and alert manpower on platforms and in other passenger areas
- (ii) If dog squad is available, he shall arrange patrolling by dogs in all such area as a preventive measure.
- (iii) He shall also collect Crime Intelligence form sources / intelligence units and keep a sharp watch over the criminals / terrorists / extremist activities on Railways.
- (iv) He will assist Dy.SM / SM as and when asked for.

**(d) Role of GRP In-Charge :**

- (i) He shall deploy his manpower on platforms and in other passenger areas according to availability of manpower and need and properly supervise them.
- (ii) He shall be in close touch with District Police and intelligence branch with a view to identify criminals / terrorists / extremists on Railways.
- (iii) He will give all possible assistance to DY.SM / SM as and when asked for.

**(e) Role of ASC / DSC / Sr.DSC :**

- (i) They shall undertake day / night checks and ensure proper performance of duties by their subordinates and patrolling by Dog Squad.
- (ii) To strengthen security at busy / overcrowded stations, they should arrange to install CCTVs, Door Frame Metal Detectors and X-Ray baggage checking system.
- (iii) They may also arrange random manual checking of passengers and their baggage under the personal supervision of officers and without any public outcry and inconvenience to passengers.

**(III) Precautions on a train :**

**(a) Role of C&W Staff :**

Will keep watch passenger coaches after maintenance on pit line for unidentified items and ensure that the coaches reach in locked condition at platforms from Yard / Sick Line / Washing Line.

**(b) Role of Coach Attendance / AC Attendance :**

- (i) Will check All lavatories and corridors to see that no suspicious object is kept there.

- (ii) Will ensure that offside door is not opened.
- (iii) Will inform to RPF / GRP in case of any suspicious person / object seen by him.
- (iv) Will ensure that control panel doors & bedroll cabin doors are properly locked when not in use.
- (c) **Role of TTE / Coach Attendant :** TTE will ask the passengers to identify their luggage to locate if suspicious / unidentified / unclaimed objects are there in the train compartment.
- (d) **Role of RPF / GRP escort :**
  - (i) They shall report for escorting duty well in advance and if picking duty from a starting they shall also check the coaches one by one and also enquire from the passengers if any suspicious / unidentified / unclaimed object is there.
  - (ii) Tightening access procedures at key facilities / stations or rights-of-way can be attempted frequently to enhance security.

**(IV) Action after unidentified / unclaimed object is located :**

- (a) On a train

**By TTE / Coach Attendant / Driver / Guard / AC Attendant :**

- (i) Will intimate promptly the escort party.
- (ii) Will arrange to inform the train driver and guard who will in turn slow down the speed of the train, look back and keep a watch on affected coach and halt the train at the nearest station. In the meanwhile, they will segregate the passengers from such object. Inform Station Master & Control office to be informed by Station Master.
- (iii) The passengers of the coach should be evacuated without disturbing unidentified object.
- (iv) TTE / Coach Attended will open emergency window of the coach to provide the alternate path for evacuation of passengers at the earliest.

**By Pantry Car Staff :**

- (i) Will intimate to any Railway Staff like, TTE, Coach Attendant or to any RPF / GRP Escort party if there.
- (ii) Will put off gas stove or any inflammable object and will take away gas cylinder from the coach. In case unidentified object is near to pantry car.

**By RPF / GRP Escort : They will immediately try to contact their supervisors and meanwhile segregate the passengers and their belongings and not allow anybody to touch the object.**

- (b) On Platforms and other passenger area :`

**By Station Manager/Master:**

- (I) After getting some information , he shall promptly inform to Divisional Control- RPF, GRP, District Police Control room for information and necessary action.
- (iii) Shall arrange proper announcement asking passengers to maintain calm and cooperate with security agencies.



**By Divisional Control:**

- (I) The moment information is received ; the RPF Control should be advised.
- (II) Immediate action should be taken to stop the train at the next station.
- (iii) Concerned Civil authorities should be informed.
- (iv) Divisional TPC will keep tower car ready to move the nearest point of location of train.

**By RPF in Charge**

- (i) He shall immediately rush to the place with sufficient manpower.
- (ii) First cordon off the area and contro0l the crowd, inform his superiors.
- (iii) Arranged sand bags to cordon off the bomb, unidentified object or unclaimed object.
- (iv) Arrange for preservation of clues.
- (v) He shall contact GRP/Local police and arrange their early arrival with Dog squad, Bomb Detection and Disposal Squad.
- (vi) He shall also tie up with the nearby RPF post and ask them to send reinforcements. He shall arrange guarding of the area till the object is inspected by the local police with the help of Dog Squad & BDDs and give clearance.
- vii) Further with the help of loud Hailers he will also asked passengers to cooperate with security personnel & maintained peace & order & prevent any stampede.
- viii) He shall also expedite arrival of Ambulance & Fire Brigade . He shall provide necessary assistance to Police checking of the whole area.

**By GRP in Charge :**

- (i) He shall arrive the place promptly with sufficient man power to maintain Law & order.
- (ii) He shall inform his superiors and keep liaison with District Police Control, Local police thana, BDDs , Ambulance and fire Brigade.
- (iii) He shall in cooperation with local police search the entire area to rule out possibility of any explosive/ dangerous item remaining elsewhere and after due check arrange speedy clearance.

**By Sr.DSC / DSC / ASC:**

- (i) After getting such information , they shall keep their superiors informed.
- (ii) They shall rush to the place as quick as possible with additional man power, supervise the works of their subordinates, ensure arrival of local Police, Dog Squad, BDDs and through checking of the place / area & arrange speedy clearance.
- (iii) Give such directions as necessary for isolation / cordoning off the area, protection of clues etc.
- (iv) They shall have proper liaison with their counterparts of GRP, District Police and other departments of Railways.
- (v) They shall deploy sufficient manpower from adjoin RPF posts, barracks, and other units and if need from neighboring divisions.

**(V) Action to be taken in case of Bomb Blast:**

**(1) On a train:**

On running train if an explosion has already taken place with or without damage of property & casualty, following steps to be taken:-

**By train Guard**

- (i) He shall contact the Driver and ask him to stop at the earliest the train and make preliminary assessment.
- (ii) He shall rush to the effected coach and immediately contact Section controller, Station master and if possible Divisional control, giving details of injured and dead specifying Medical assistance required from casualty of the nearest Hospital.
- (iii) )If separation from other coaches is required from saving spread of fire etc. he along with driver shall take appropriate actions and protected the halted train.

**By TS / TTE / Coach Attendants / AC Attendant:**

- (i) They shall inform their superiors, cordon off the area, find out about affected passengers and help in rescue and salvage. He should give details of Medical assistance required from the nearest Hospital.
- (ii) If there is a village / Town nearby , they shall contact for Volunteers, fire brigade and Doctors / Ambulance etc.
- (iii) They shall not allow any Passenger / Public to touch /Disturb the site till arrival of RPF/GRP /Local Police. However the salvage and rescue operations can be done to save human lives. Help of Passengers should b e taken in rescue operation.
- (iv) Will put off all switches from the control panel immediately, wherever possible, in the affected coach and nearby coaches to spreading of fire.

**By RPF / GRP Escort Party :**

- (i) They shall immediately reach the affected coach, segregate the passengers and their luggage, cordon off the area, inform their superiors and maintain crowd control.
- (ii) They shall help in rescue, salvage and help the injured.

In case of any bomb explosion leading to injury, death and damage similar action to be taken in case of a train accident / disaster on the basis of severity.

**(2) On Platform and other Passenger area:**

**By Station Manager / Master**

- (i) In case of any explosion of bomb on any platform or other passenger area like concourse, waiting halls, ticket window, circulation area or a FOB, he shall immediately intimate Divisional control, RPF, GRP, District Police , Fire Brigade, Casualty / Hospital, Ambulance and his superiors.
- (ii) He shall rush to the site along with RPF / GRP personnel (when available ) make preliminary assessment of the incident and shall intimate the Divisional control. He must convey the details of injured or dead seeking Medical assistance.

- (iii) Till arrival of RPF / GRP/ Local Police, he shall try to segregate the public and ask them to vacate the area and try to help the injured passengers as far as possible. Assistance of Railway staff and passengers can be taken in rescue operation .
- (iv) He will lodge FIR with GRP/Local police etc.
- (v) GRP / RPF Personnel to arrange Counseling / demonstration to station staff regarding Dos/Don'ts
- (vi) Roll of Section Engineer (Works):
  - (i) Will arrange sufficient board/Displaying " DO's & DON'ts " in the convenient places.
  - (ii) Will arrange sufficient numbers of sand bags nearer to station building / platforms.
  - (iii) Will arrange rope of sufficient length required , if any to isolate the place of incident.

Further similar action to be taken by each department of Railways as done in cases of a train Accident/Disaster depending on the severity.

It is also advised at the places where SM/Master , GRP In-charge, RPF In-charge and in charge/Mechanical are located to hold Coordination meetings and keep the required materials /information including telephone numbers in readiness to meet any such unforeseen incident. CPRO shall arrange to print pamphlets and stickers alerting the public/passengers and time to time published the same in electronic and print media for enhancing awareness amongst travelling public. Details of Hospitals, telephone numbers, location with capacity to handle patients and doctors to be maintained by SS.

**(vii) Bomb threats on telephone :**

- (i) Most bomb threats are hoaxes, which are made in an effort to disrupt normal train service. However, no bomb threat should be dismissed as a hoax without notifying the proper authorities immediately and verify the same .
- (ii) Upon receiving a telephone threat it is an important to notify your immediate Supervisor and local RPF/GRP as soon as the caller hangs up .
- (iii) Rule Number one – Be calm, Be courteous, Listen, do not interrupt the Caller.
- (iv) While listening to the telephonic Bomb threat, note down details.
- (v) All public interface telephones should have called ID.

**(viii) General DO's and DON'Ts :**

**DO's :**

- (i) Inform to Concerned Agencies like SM/GRP/RPF/Local Police.
- (ii) Evacuation to be done.
- (iii) Search for the un-identified object.
- (iv) Isolate the un-identified object.
- (v) Seal the entry and exits.

- (vi) Remove all inflammable items from the vicinity.
- (vii) Open windows and doors to minimize the blast effect.
- (viii) Sand bags be kept near the stations.
- (ix) All assistance be provided to the Bomb Squad .

**DON,T :**

- i) Do not panic.
- ii) Do not operate electrical switches and gadgets.
- iii) Do not touch the unidentified objects.
- iv) Do not open any unidentified packages and suitcases.
- v) Do not submerge the unidentified packages/objects in water.
- vi) Do not put the strings or wire of the unidentified packages.
- vii) Do not use Radio/Cell Phone in the vicinity of the unidentified object.
- viii) Do not permit re-entry of the people until the unidentified object is removed or made safe.

**A vigilant and  
careful man is the  
Best safety device**



**SAFETY ORGANISATION**

पूर्व रेलवे EASTERN RAILWAY

हावड़ा मंडल



Howrah Division