



DISASTER MANAGEMENT PLAN



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SOUTH EASTERN RAILWAY

ZONAL DISASTER MANAGEMENT PLAN



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South Eastern Railway
ZONAL DISASTER MANAGEMENT

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PREFACE BY C.S.O

The events in Mumbai in 2008 go a long way towards making it crystal clear that apart from natural disasters, man-made disasters would also require the full effort of the railways in mitigating what are essentially very difficult conditions for the civil population in general and the traveling public and national property in particular. The booklet containing the bare act of “The Disaster Management Act-2005” was published on 7-7-2008 and circulated to all concerned. The Disaster Management Plan makes it clear that lending the services of the railways for mitigating disasters is now a statutory obligation.

The ADRM in the divisions is supposed to be the overall incharge of the Disaster Management system in their respective divisions. Management of Disasters essentially involves communication, intelligence, rehearsals and co-ordination not only within the railway but also with the civil authorities in the state including media, medical authorities and security agencies among others. Preparedness, quick mobilization, mobility, fast responses and built in motivation to rise above the crisis are the cornerstones on which a disaster management system rests. It is high time that we give much more attention to the Disaster Management scenario than we have hitherto been doing. The Disaster Management Plan of the S.E. Railway for the year 2014 (3rd revision) was undertaken in January 2013 and the completed effort carrying upto date corrections is now presented before the railwaymen at large for guidance.

(N. Kashinath)
Chief Safety Officer

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DEFINITION OF DISASTER :

Railway Board letter No 2003/Safety (DM)/6/2 Pt. dated 06-01-09, defines Railway Disaster in following way,

“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”,

Salient Features of Disaster Management Act 2005 :

Disaster Management Act 2005, has been introduced with a view to provide effective management of disasters and for matters connected therewith or incidental thereto. The following provisions are available in this Act.

1. Formation of NDMA with Prime Minister as Chairperson and nine(09) other members and an Executive Committee with Secretaries to Govt. of India as member.
2. NDMA shall have powers to lay down policies, guidelines, planning and co-ordination and evaluation & monitoring for Disaster Management. There shall be a National Plan drawn up for disaster management in the whole country.
3. Similar state DMAs with Chief Minister as Chairperson and eight(08) other members shall be formed having power to lay down policies, guide lines and planning & monitoring at state level. There shall be a state executive committee which Chief Secretary as Chairperson and four other secretaries. A state DM plan shall be made.
4. At District level, a District DM Authority with Collector/DC/DM as Chairperson and SP, DMO and other two Dist. Level Officers as member shall be formed with similar function and a District Disaster Management Plan shall be drawn.
5. Central Govt will take measures for co-ordination among various DMA, with various ministries, and Naval, Military and Air Forces for capacity building, preparedness and effective response. Assistance to State Govt. shall be provided. Every ministry shall take measures as per guidelines laid down in national plan and prepare their own Disaster Management Plan.
6. Similar action will be taken by the State Govt. and local Authorities at State and District levels respectively.
7. A National Institute of Disaster Management (NIDM) shall be formed for planning, training and research in the area of Disaster Management.
8. A National Disaster Response Force will be constituted for specialist response to Disaster.
9. The act provides punishment for obstruction, failure of officer in duty, for contravention of any order of requisition, false warning, discrimination, etc., by imprisonment or fine or both.

Railway Board Vide letter no- 2003/Safety/DM/6/3 dtd. 09.11.09, informed that, “Ministry of Railway can request NDMA for assistance of NDRF when situation so warrants.”

In case of Railway Disaster Zonal Railways on request from Divisions or suo- motto may approach Railway Board, who will request NDMA to direct NDRF Battalions for necessary help.

Railway Board Vide letter no- 2003/Safety(DM)/6/3 dtd. 27.07.10, informed that, “ Zonal Railway is directed to advise divisional officers to conduct and take part in the mock drills in co-ordination with the representative of NDMA as also NDRF battalions located nearest to the divisional offices”.

Railway board vide their letter No.- 2003/Safety (DM)/6/3 dated 19.08.2013 after discussion with NDMA officials have circulated a time table for conduct of mock exercise/co-ordination meeting with the local NDRF battlion for each zonal railway every year.

INTRODUCTION

A Disaster is a sudden and great calamity, which causes or has the potential to cause deep distress to Railway users, passengers, staff and their families. However, there is a distinction to be made between a Disaster and an accident. Accidents are occurrences where safety has been affected, where as, Disasters are those situations which cause acute distress to passengers, Railway users, staff and their families. Disaster management in the Railway context envisages expeditious, orderly, effective and adequate relief measures in case of a disaster. Given the size and complexity of the Railway network and the uniquely peculiar nature of each Railway disaster, it is very difficult to precisely lay down the exact line of action for each and every contingency. Continual efforts have been made by the Railways to evolve a well organised and well-planned system for handling different situations on the basis of the experiences gained over time. This booklet represents an effort to take the S.E. Railway farther in that direction.

DISASTER MANAGEMENT PLAN

Railway Board's Safety Directorate vide their letter No. 2003/Safety-I/6/2 dated 29th September 2003 laid down the requirement of “Zonal Railway's Disaster Management Plan” as follows:

All Divisions and Zonal Railway HQ (including Kolkata Metro) must devise their disaster management plan, if not already done taking into consideration the resources available with them, their neighboring divisions/Zonal Railways, Civil Authorities, industrial units and Armed Force bases located in their territory. This would enable the Divisions/ Zonal Railways to muster the entire local resources in case of a major disaster/natural calamity. Zonal Railways Disaster Management plan should integrate all divisions and also to take into consideration adjacent Railways' framework.

The DM plans so prepared shall be received & updated in January every year based on new data and development like formation of District/State level DM Plan (Ref. : Rly Board letter no. 2009/ Safety(DM)/6/14 dtd. 12.10.2011.

PREPARATION OF DISASTER MANAGEMENT PLAN

The Disaster Management Plan must **inter-alia** include “who is responsible for what activities in detail”.

- i) Preparation and implementation of disaster management plan is the responsibility of concerned General Manager/Asst. General Manager/CSO.
- ii) Authority to order ART/ARMV/Break Down crane - Chief Mechanical Engineer/Chief Motive Power Engineer (Running & Loco)/ Sr. Divisional Mechanical Engineer/Divisional Mechanical Engineer, etc. are authorized to order Break Down crane, ART & ARMV.
- iii) Senior most Railway Officer at the site of the accident shall be designated as Site Manager.
- iv) Management of Rescue Operations - Primarily Mechanical and Medical Departments. Assistance to be provided by all Railway-men (irrespective of their department) as needed.

- v) Relief operations including care for the dead - Commercial, Medical, Personnel & RPF Departments.
- vi) Communication network - Telecommunication Department.
- vii) Crowd control and law & order at site - RPF Department.
- viii) State Police clearance for restoration - RPF Department.
- ix) Rolling stock - Mechanical Department.
- x) Fixed infrastructure like Track, Over Head Equipment, Signaling system, etc. - Departments concerned.
- xi) Maintenance of SPART / ART & ARMV Rolling Stock/Break Down cranes including rail-cum-road and road mobile emergency vehicle etc. - Mechanical Department.
- xii) Maintenance of equipment kept in SPART/ART/ARMV for rescue and restoration operations - Departments concerned.
- xiii) Media Management at site
 - a) Site Manager shall be the chief spokesman at site and can be assisted by the Branch Officers concerned, if needed.
 - b) PR/Commercial Department to look after the media needs at site.
- xiv) Checklist for the officers & supervisors must be issued in the form of a pocket booklet indicating **DOs and DON'Ts** for the benefit of:
 - a) First official reaching the site of accident
 - b) Senior most officer at the site.
 - c) Divisional/HQ control organization.
 - d) Station Manager/Station Master.

The Disaster Management Plans must be reviewed and updated in the month of January every year.

1. TYPES OF DISASTER CAUSING INTERRUPTION TO TRAIN SERVICES

Human/Equipment failure	Natural Calamities	Sabotage / Man-made
Collision	Land Slide	Setting fire to train / Railway installations.
Derailments	Earthquake	Bomb blasts.
Level Crossing Accidents	Floods	Placing of obstruction on Track for disruption to Traffic.
Fire on train	Storm/Cyclone/Tornado	
	Tsunami	Terrorism.

Human / Equipment failure

The disasters/accidents may be caused by human/equipment failure, which may affect normal movement of train services with loss of life or property or both.

Natural Calamities

Natural calamities may also cause serious disruption to traffic with loss of life/property.

Sabotage/Man-made.

Sabotage causing deliberate loss of life and / or damage to property.

2. CLASSIFICATION Of A RAILWAY ACCIDENT AS A DISASTER

Disaster in the Railway context is defined as a major train accident leading to serious casualties, long duration of interruption to traffic and cannot be tackled with own resources but requires help from other non-Railway resources. This compendium of instructions has been prepared for dealing with such disasters and not normal train accidents. In case of a serious accident the Administration would take a conscious decision whether the situation is to be classified as a Disaster or not.

3. OFFICER AUTHORISED TO DECLARE AN ACCIDENT AS A DISASTER

“GM”, “AGM” or “CSO” are authorized for declaring an untoward incident as Railway Disaster. Such declaration will be issued to all concerned with the approval of competent authority. If the accident is declared as Disaster, all instructions as contained herein this Disaster management Plan would automatically come into force, and officers and staffs of all departments would take action as laid down in this book.

Action as prescribed in Accident Manual will **inter-alia** come into force. All officers and Supervisors concerned should be fully conversant with various duties listed therein and carry them out without fail.



CHAPTER – 1

CONCEPT OF DISASTER ON RAILWAYS

Disaster Risks in India :

India is vulnerable, in varying degrees, to a large number of natural as well as man-made disasters. 58.6% of the landmass is prone to earthquakes of moderate to very high intensity; over 40 million hectares (12% of land) is prone to floods and river erosion; of the 7516 km long coastline, close to 5700 km is prone to cyclones and tsunamis; 68% of the cultivable area is vulnerable to drought and hilly areas are at risk from landslides and avalanches. Vulnerability to disasters/emergencies of Chemical, Biological, Radiological and Nuclear (CBRN) origin also exists. Heightened vulnerabilities to disaster risks can be related to expanding population, urbanization and industrialization, development within high-risk zones, environmental degradation and climate change. It can also be related to increase in terrorism around the Globe.

Disaster defined in Railways' context :

The concept of a Disaster was, till the year 2005, not adequately and comprehensively defined on Indian Railways. It was accepted that a Disaster situation implies, on the railways, to cover only cases of serious rail/train accidents. It was, perhaps, due to this anomaly as late as the year 2008, even CAG's report on DM on Indian Railways has broadly adopted this fact in the concept of disaster and has gone to examine the relief/rescue/mitigation and preparedness of Indian Railways based on the earlier concepts and has reviewed the facilities for handling disasters available with the Railways only on the report/recommendations of the HLC on DM of Mr. S. Dhasarathy.

The definition of DM as given by the Government of India was legislated for the first time in the Disaster Management Act, 2005. The broad principles of disaster for any department of the government changed to the concept of any incident which could not be handled with alone by that department i.e. if it was beyond the coping capacity of a particular department, the incident could be termed as a disaster. With this came the concept of the departments of Government of India as also the State governments required to join hands to extend whatever facilities were available with them to provide relief/rescue and mitigation on the occurrence of a disaster.

In the DM plan of Indian Railways, this concept of disaster, which has now evolved, has been adopted. The zonal railways have to ensure that, down the line, this definition is understood.

While this Disaster Management Plan is a comprehensive document, more detailed guidelines where required will be laid down by Railway Board on specific topics under the overall philosophy of Disaster Management laid down in this document. For instance, this has been done in the Guidelines on Chemical Disasters and the Hospital Disaster Management Plan.



CHAPTER – 2

DISASTER MANAGEMENT ACT – 2005

National Policy on Disaster Management (NPDM) :

The Disaster Management Act, 2005 (hereinafter referred to as the Act), enacted by the Parliament was notified in the Gazette of India on 26th December, 2005. The Act provides for the legal and institutional framework for the effective management of disasters. The Act mandates creation of new institutions and assignment of specific roles for Central, State and Local Governments. Under the provisions of the Act, the National Disaster Management Authority (NDMA) has been established under the chairmanship of the Prime Minister and a National Executive Committee (NEC) of Secretaries has been created to assist the NDMA in the performance of its functions. At the State level, a State Disaster Management Authority (SDMA) has been created under the chairmanship of Chief Minister, which has been assisted by a State Executive Committee (SEC). At the District level, District Disaster Management Authorities (DDMA) have been created.

The responsibility of laying down the policies on disaster management, approving the National Policy on Disaster Management (NPDM) and laying down the guidelines on Disaster Management has been given to NDMA under the Act. The NDMA accordingly prepared a draft of the National Policy on Disaster Management in consultation with the Home Ministry and submitted the same for approval of the Government.

The Home Ministry has circulated the draft NPDM to the concerned Central Ministries and all the State Governments/Union Territories. The comments received by the Central Ministries/State Governments/Union Territories were duly examined and the acceptable views/comments of Central Ministries/State Governments/Union Territories have been duly incorporated in the NPDM.

Approval of the Cabinet to the NPDM was given in the Cabinet Meeting held on 22.10.2009.

The NPDM envisages a holistic approach to disaster management, encompassing the entire disaster management cycle including prevention, mitigation, preparedness, relief, response, rehabilitation and reconstruction. It addresses all aspects of disaster management covering institutional, legal and financial arrangements, capacity building, knowledge management, research and development. It focuses on the areas where action is needed and the institutional mechanism through which such action can be channelised.

Salient Features of the Disaster Management Act, 2005 :

It is the central legislation on Disaster Management around which all the Disaster Management related activities revolve since its enactment. It legislates a holistic approach to Disaster Management; from mere responding to disasters to greater attention to prevention and mitigation, capacity building and preparedness. The Disaster Management Plan of the Railways has been prepared by taking relevant provision of this Act into consideration.

Disaster has been defined in this Act as under:

“Disaster means a catastrophe, mishap, calamity or grave occurrence in any area, arising from natural or man- made causes, or by accident or negligence which results in substantial loss of life or human suffering or damage to, and destruction of, property, or damage to, or degradation of, environment, and is of such a nature or magnitude as to be beyond the coping capacity of the community of the affected area”

Disaster Management has been explained in this Act as under :

“Disaster Management means a continuous and integrated process of planning, organising, coordinating and implementing measures which are necessary or expedient for –

- prevention of danger or threat of any disaster;
- mitigation or reduction of risk of any disaster or its severity or consequences;
- capacity-building;
- preparedness to deal with any disaster;
- prompt response to any threatening disaster situation or disaster;
- assessing the severity or magnitude of effects of any disaster;
- evacuation, rescue and relief;
- rehabilitation and reconstruction”

Important Provisions in the DM Act, 2005 Concerning Railways :

Sections 35, 36 & 37 of the DM Act, 2005 detail the responsibilities of Ministries and Departments of Central Govt. as per which a number of measures/actions are to be taken either on their own or in consultation with NDMA. Drawing up mitigation, preparedness and response plans, capacity building, data collection and identification and training of personnel in relation to Disaster Management is one of the key responsibilities. These provision are summarized as under :-

Section 35

The Central Government shall take all such measures as it deems necessary or expedient for the purpose of disaster management and it shall include :-

- a) Coordination of actions of the Ministries or Departments of the Government of India, State Governments, National Authority, State Authorities, governmental and non-governmental organizations in relation to disaster management;
- b) Ensure the integration of measures for prevention of disasters and mitigation by Ministries or Departments of the Government of India into their development plans and projects;
- c) Ensure appropriate allocation of funds for prevention of disaster, mitigation, capacity-building and preparedness by the Ministries or Departments of the Government of India;
- d) Ensure that the Ministries or Departments of the government of India take necessary measures for preparedness to promptly and effectively respond to any threatening disaster situation or disaster;
- e) Cooperation and assistance to the State Governments, as requested by them;
- f) Deployment of naval, military and air forces, other armed forces of the Union or any other civilian personnel as may be required for the purposes of this Act.

Section 36

It shall be the responsibility of every Ministry or Department of the Government of India to-

- a) Take measures necessary for prevention of disasters, mitigation, preparedness and capacity-building in accordance with the guidelines laid down by the National Authority;
- b) Integrate into its development plans and projects, the measures for prevention or mitigation of disasters in accordance with the guidelines laid down by the National Authority;

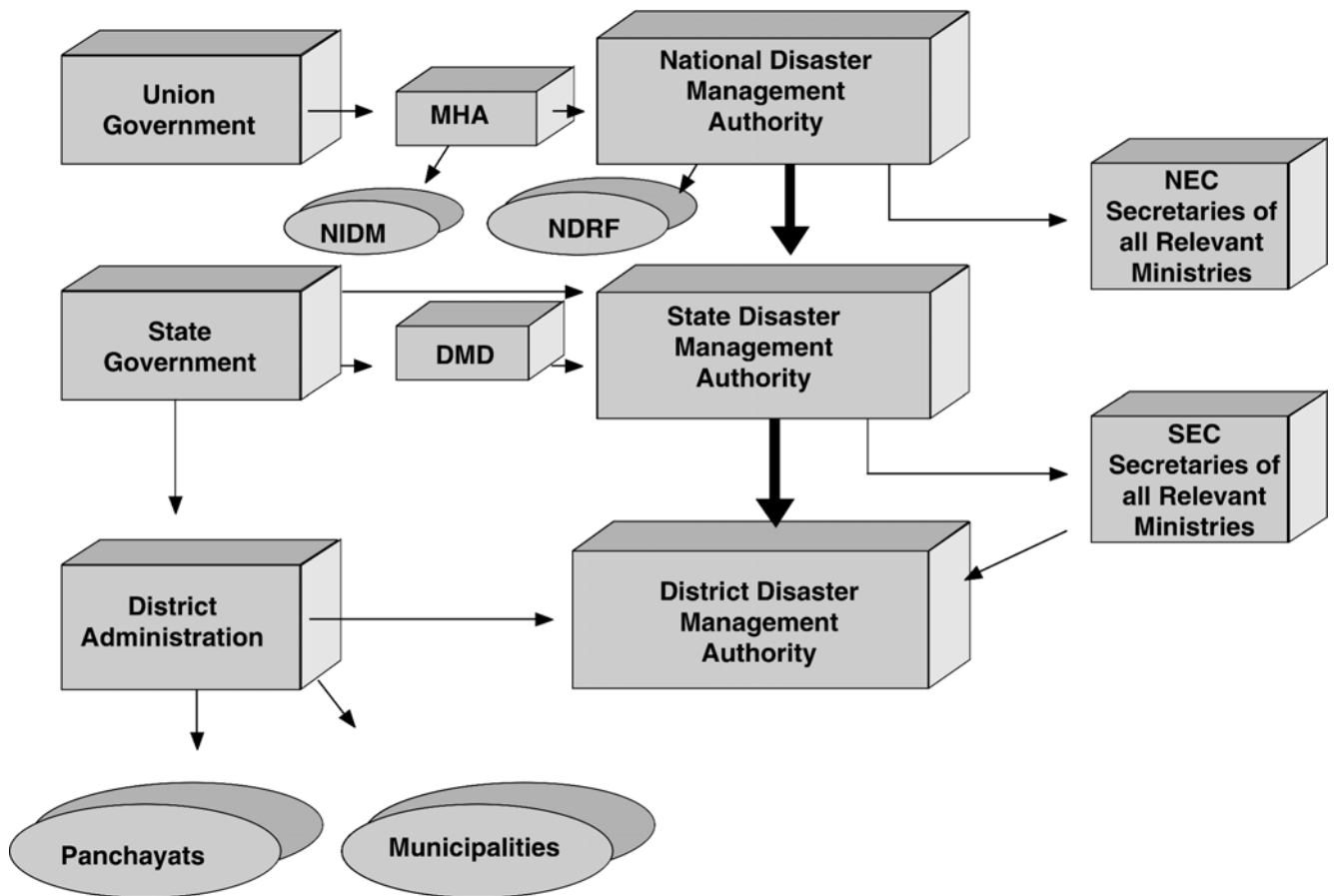
- c) Respond effectively and promptly to any threatening disaster situation or disaster in accordance with the guidelines of the National Authority or the directions of the National Executive Committee in this behalf;
- d) Review the enactments administered by it, its polices, rules and regulations, and incorporate provisions for prevention of disasters, mitigation or preparedness;
- e) Allocate funds for measures for prevention of disaster, mitigation, capacity-building and preparedness;
- f) Provide assistance to the National Authority and State Government for
 - i) Drawing up mitigation, preparedness and response plans, capacity building, data collection and identification and training of personnel in relation to disaster management.
 - ii) Carrying out rescue and relief operation in the affected area;
 - iii) Assessing the damage from any disaster;
 - iv) Carrying out rehabilitation and reconstruction;
- g) Make available its resources to the National Executive Committee or a State Executive Committee for the purposes of responding promptly and effectively to any threatening disaster situation or disaster, including measures for-
 - (i) Providing emergency communication in a vulnerable or affected area;
 - (ii) Transporting personnel and relief goods to and from the affected area;
 - (iii) Providing evacuation, rescue, temporary shelter or other immediate relief;
 - (iv) Setting up temporary bridges, jetties and landing places;
 - (v) Providing, drinking water, essential provisions, healthcare, and services in an affected area;
 - (vi) Take such other actions as it may consider necessary for disaster management.

Section 37

- (1) Every Ministry or Department of the Government of India shall-
- a) prepare a disaster management plan specifying the following particulars, namely;
 - (i) The measures to be taken by it for prevention and mitigation of disasters in accordance with the National Plan;
 - (ii) The specifications regarding integration of mitigation measures in its development plans in accordance with the guidelines of the National Authority and the National Executive Committee;
 - (iii) Its roles and responsibilities in relation to preparedness and capacity-building to deal with any threatening disaster situation or disaster;
 - (iv) Its roles and responsibilities in regard to promptly and effectively responding to any threatening disaster situation or disaster;
 - (v) The present status of its preparedness to perform the roles and responsibilities specified in sub-clauses (iii) and (iv);
 - (vi) The measures required to be taken in order to enable it to perform its responsibilities specified in sub-clauses (iii) & (iv)
 - b) Review and update annually the plan referred to in clause (a);
-

- c) Forward a copy of the plan referred to in clause (a) or clause(b), as the case may be, to the Central Government which Government shall forward a copy thereof to the National Authority for its approval.
- (2) Every Ministry or Department of the Government of India shall-
- a) Make, while preparing disaster management plan under clause (a) of sub section (1), provisions for financing the activities specified therein;
 - b) Furnish a status report regarding the implementation of the plan referred to in clause (a) of sub-section (1) to the National Authority, as and when required by it.

**UNDER THE DISASTER MANAGEMENT ACT, 2005
INSTITUTIONAL FRAMEWORK**



CHAPTER – 3

GENERAL INSTRUCTIONS OF THE RAILWAY BOARD

Board's letter No.89/Safety-1/4/3 dt.4.3.89

1. All Railwaymen travelling in a train involved in accident should report immediately to the guard.
2. All staff at the accident site should wear arm bands. Accordingly, all passenger carrying trains should be provided with 10 arm bands, to be kept with guard.
3. A permanent check-list to be displayed in all SLRs regarding duties of guard during an accident.
4. 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.
5. Every Railway should have fully equipped road ambulance vans in identified areas where a good road infrastructure has developed.
6. A minimum no. of two telephones with STD facility should be provided in the control. Facsimile facilities should also be provided in the division.
7. All ARME, scale I 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.
8. Relief train should be given overriding priority with stranded passengers.



CHAPTER – 4

NATIONAL DISASTER MANAGEMENT AUTHORITY (NDMA)

The Disaster Management Act, 2005, provides the powers, roles and jurisdiction of a National Authority as under :–

Powers and functions of National Authority :

Subject to the provisions of this Act, the National Authority shall have the responsibility for laying down the policies plans and guidelines for disaster management for ensuring timely and effective response to disaster.

The National Authority may —

Lay down policies on disaster management;

- a) Approve the National Plan;
- b) Approve plans prepared by the Ministries or Departments of Government of India in accordance with the National Plan;
- c) Lay down guidelines for the State Authorities to draw up the State Plan;
- d) Lay down guidelines to be followed by the different Ministries or Departments of the Government of India for the purpose of integrating the measures for prevention of disaster or the mitigation of its effects in their development plans and projects;
- e) Coordinate the enforcement and implementation of the policy and plan for disaster management;
- f) Recommend provision of funds for the purpose of mitigation;
- g) Provide such support to other countries affected by major disasters as may be determined by the Central Government;
- h) Take such other measures for the prevention of disaster, or the mitigation, or preparedness and capacity building for dealing with the threatening disaster situation or disaster as it may consider necessary;
- i) Lay down broad policies and guidelines for the functioning of the National Institute of Disaster Management;

Constitution and Role of NDMA :

It is constituted under the DM Act as the apex body in the country to deal with Disaster Management holistically. Hon'ble Prime Minister is the ex-officio Chairperson of the Authority. The Members have also been nominated and the total number of Members is limited to nine to be nominated by the Chairperson. Chairperson may designate one of the members to be the Vice-Chairperson. Vice-Chairperson is Cabinet rank and Members are State rank Ministers.

NDMA is responsible for laying down the policies, plans and guidelines for disaster management for ensuring timely and effective response to disaster.

State and Districts have also been mandated to constitute State and District Disaster Management Authorities respectively on the line of NDMA.

Constitution of Advisory Committee by National Authority :

The National Authority may constitute an Advisory Committee consisting of experts in the field of disaster management and having practical experience of disaster management at the National, State or District level to make recommendations on different aspects of disaster management;

National Executive Committee :

The Central Government shall, immediately after issue of notification under sub-section (1) of section 3, constitute a National Executive Committee to assist the National Authority in the performance of its functions under this act.

The National Executive Committee shall consist of the following members, namely :

- (a) The Secretary to the Government of India in charge of Ministry or Department of the Central Government having administrative control of the disaster management, who shall be Chairperson, ex-officio ;
- (b) The Secretaries to the Government of India in the Ministries or Departments having administrative control of the agriculture, atomic energy, defence, drinking water supply, environment and forests, finance (expenditure), health, power, rural development, science and technology, space, telecommunication, urban development, water resources and the Chief of the Integrated Defence Staff of the Chiefs of Staff Committee as ex-officio, members.

The National Executive Committee shall assist the National Authority in the discharge of its functions and have the responsibility for implementing the policies and plans of the National Authority and ensure the compliance of directions issued by the Central Government for the purpose of disaster management in the country.

The National Executive Committee may –

- Act as the coordinating and monitoring body for disaster management;
- Prepare the National Plan to be approved by the National Authority;
- Coordinate and monitor the implementation of the National Policy;
- Lay down guidelines for preparing disaster management plans by different Ministries or Departments or State Authorities;
- Provide necessary technical assistance to the State Government and State Authorities for preparing their DM plans in accordance with the guidelines laid down by the National Authority;
- Monitor the implementation of the National Plan and the plans prepared by the Ministries or Departments of the Government of India;
- Monitor the implementation of the guidelines laid down by the National Authority for Integrating of measures for prevention of disasters and mitigation by the Ministries or Departments in their development plans and projects;
- Monitor, coordinate and give directions regarding the mitigation and preparedness measures to be taken by different Ministries or Departments and agencies of the Government;
- Evaluate the preparedness at all governmental levels for the purpose of responding to any threatening disaster situation and give directions where necessary for enhancing such preparedness;
- Plan and coordinate specialized training programme for disaster management for different levels of officers, employees and voluntary rescue workers;
- Coordinate response in the event of any threatening disaster situation or disaster;
- Lay down guidelines for, or give directions to, the concerned Ministries or Departments of the Government of India, the State Government and the State Authorities regarding measures to be taken by them in response to any threatening disaster situation or disaster;
- Require any department or agency of the Government to make available to the National Authority or State Authorities such men or material resources

- as are available with it for the purposes of emergency response, rescue and relief;
- Advise, assist and coordinate the activities of the Ministries or Departments of the Government of India, State Authorities, statutory bodies, other governmental or non-governmental organizations and others engaged in disaster management;
- Provide necessary technical assistance or give advice to the State Authorities and District Authorities for carrying out their functions under this Act;
- Promote general education and awareness in relation to disaster management;
- Perform such other functions as the National Authority may require it to perform.

National Plan :-

There shall be drawn a plan for Disaster Management for the whole of the country to be called the National Plan;

The National Plan shall be prepared by the National Executive Committee having regard to the National Policy and in consultation with the State Governments and expert bodies in the field of Disaster Management to be approved by the National Authority;

The National Plan shall include—

- Measures to be taken for the prevention of disasters, or the mitigation of their effects;
- Measures to be taken for the integration of mitigation measures in the development plans;
- Measures to be taken for preparedness and capacity building to effectively respond to any threatening disaster situations or disaster;
- Role and responsibilities of different Ministries or Departments of the Government of India in respect of measures specified in clauses (a), (b) and (c).

The National Plan shall be reviewed and updated annually.

Appropriate provisions shall be made by the Central Government for financing the measures to be carried out under the National Plan;

Copies of the National Plan referred to above shall be made available to the Ministries or Departments of the Government of India and such Ministries or Departments (including Railways) shall draw up their own plans in accordance with the National Plan.

Guidelines for minimum standards of relief :

The National Authority shall recommend guidelines for the minimum standards of relief to be provided to persons affected by disaster, which shall include-

- a) The minimum requirements to be provided in the relief camps in addition to shelter, food, drinking water, medical cover and sanitation;
- b) The special provisions to be made for widows and orphans;
- c) Ex gratia assistance on account of loss of life as also assistance on account of damage to houses and for restoration of means of livelihood;
- d) Such other relief as may be necessary;

Relief in loan repayment, etc.

The National Authority may, in cases of disasters of severe magnitude recommend relief in repayment of loans or for grant of fresh loans to the persons affected by disaster on such concessional terms as may be appropriate;

Role of the Nodal and other Central Ministries and Departments etc :-

For various types of disasters, the nodal Ministry concerned will chart out detailed Response Plans which will be integrated into the National Response Plan. The NEC may coordinate response in the event of any threatening disaster situation or disaster.

- **Role of Central Ministries and Departments**

As disaster management is a multi-disciplinary process, the National Policy on Disaster Management lays down that all Central Ministries and Departments will have a key role in the field of disaster management. The nodal Ministries and Departments of Government of India (i.e. the Ministries of Agriculture, Atomic Energy, Civil Aviation, Earth Sciences, Environment and Forests, Home Affairs, Health, Mines, Railways, Space, Water Resources etc.) will continue to address specific disasters as assigned to them.

- **Institutional Arrangements of Central Government**

◆ Armed Forces :

Conceptually, the Armed Forces are called upon to assist the civil administration only when the situation is beyond their coping capability. In practice, however, the armed forces form an important part of the Government's response capacity and are immediate responders in all serious disaster situations. On account of their vast potential to meet any adverse challenge, speed of operational response and the resources and capabilities at their disposal, the armed forces have historically played a major role in emergency support functions. These include communication, search and rescue operations, health and medical facilities, and transportation, especially in the immediate aftermath of a disaster. The air and heli-lift and movement of assistance to neighbouring countries primarily fall within the expertise and domain of the armed forces. The armed forces will participate in imparting training to trainers and DM managers, especially in CBRN aspects, heli-insertion, high altitude rescue, watermanship and training of paramedics. At the national level, the Chief of the Integrated Defence Staff and the Chairman Chiefs of Staff Committee has already been included in the NEC. Similarly, at the State and District levels, the local representatives of the armed forces may be included in their executive committees to ensure closer coordination and cohesion.

◆ Central Para Military Forces :

The Central Paramilitary forces, which are also the armed forces of the Union, play a key role at the time of immediate response to disasters. Besides contributing to the NDRF, they will develop adequate disaster management capability within their own forces and respond to disasters which may occur in the areas where they are posted. The local representatives of the CPMFs may be co-opted/invited in the executive committee at the State level.

◆ State Police Forces and Fire Services :

The State Police forces and the Fire Services are crucial immediate responders to disasters. The police force will be trained and the Fire Services upgraded to acquire multi-hazard rescue capability.

◆ Civil Defence and Home Guards :

The mandate of the Civil Defence and the Home Guards will be redefined to assign a effective role in the field of disaster management. They will be deployed for community preparedness and public awareness. A culture of voluntary reporting to duty stations in the event of any disasters will be promoted.

◆ **State Disaster Response Force (SDRF) :**

States will be encouraged to create response capabilities from within their existing resources. To start with, each state may aim at equipping and training one battalion equivalent force. They will also include women members for looking after the needs of women and children. NDRF battalions and their training institutions will assist the States/UTs in this effort. The States/UTs will also be encouraged to include DM training in their respective Police Training Colleges and basic and in-service courses, for gazetted and non-gazetted officers.

Guidelines issued by NDMA and Action thereon

Till 2010, NDMA have already issued guidelines on the Management of Earthquakes, Cyclones, Floods, Medical Preparedness and Mass Casualty Management, Chemical Disasters, Biological Disasters, Nuclear Disasters, Chemical (Terrorism) Disaster, Landslides and Snow Avalanches and Preparation of State Disaster Management Plans, Incidence Response System, strengthening of Safety and securing for transportation of POL Tankers, Management of Tsunamis, Role of NGOs in DM, Management of Drought etc. These guidelines are available on the NDMA website at <http://ndma.gov.in>. These Guidelines are statutory and mandate all the stake-holders including Railways to take necessary measures for prevention and mitigation of all types of disasters possible on their system and also to have mechanism in place for rescue, relief and restoration, if these happen.

Guidelines on Chemical Disasters issued by NDMA are very relevant for the Railways, as we transport a number of hazardous chemicals by rail. These guidelines add to safeguards listed in the Red Tariff on handling, storage and transportation of hazardous material. These guidelines are directed more towards their prevention and mitigation of their effects, if these happen, than on rescue and relief operations afterwards.

Guidelines on Chemical (Terrorism) Disaster call for the railways to strengthen mechanism against chemical terrorism related disasters. Medical and RPF personnel would be required to be given specialized training to handle such a disaster.

Guidelines on Nuclear and Biological Disasters call for the railways to take stipulated precautions in the transportation of Radio-active substances and Chemical (Biological) items.

Guidelines on Preparation of State Disaster Management Plans concern the zonal Railways to the extent that co-ordination mechanism between the State Governments and the Railways should be institutionalised for disaster response. The Relief Commissioners in the States may be coordinated for assistance required from the State Governments, district officials as also to involve NGOs. Mutual sharing of each others strengths and facilities has to be institutionalized as a system.

Guidelines on Management of Earthquakes, Cyclones, and Floods broadly necessitate zonal Railways to survey their existing infrastructure with respect to earthquake, floods and cyclone preparedness based on the vulnerability maps and to take necessary action for making the infrastructure resistant to such disasters. All new construction should henceforth necessarily be disaster resistant.

Guidelines on Medical Preparedness and Mass Casualty Management envisage train based casualty transport and evacuation system with following highlights :

1. In MCM (Mass Casualty Management), wherever required Railways needs to provide transportation facility for Mass Casualty Evacuation (MCE). Where required, ARMVs or special trains may be run to facilitate relief from the nearest coaching terminal to the disaster site.
2. The railway disaster plan will provide support to the community and local administration during mass casualty emergencies. Assistance through Railways' infrastructure of Hospitals etc has to be provided as and when it is asked for.

Railway Board examined the workability of the NDMA guidelines and held meeting with NDMA officials on 30.4.09. Suggested changes in the guidelines as agreed to by NDMA are now to be suitably incorporated in the HQ and Division Level DM Plans of Zonal Railways. Necessary instructions on the above have been issued vide Board's letter No.2003/Safety (DM)/6/3 Pt dated 21.5.09.

NDMA have issued Guidelines on

- Management of Chemical Disasters — (April 2007)
 - Management of Earthquakes — (April 2007)
 - Preparation of State Disaster Management Plans — (July 2007)
 - Management of Floods — (January 2008)
 - Medical Preparedness & Mass Casualty Management — (January 2008)
 - Management of Cyclones — (April 2008)
 - Management of Biological Disasters — (July 2008)
 - Management of Nuclear & Radiological Emergencies — (February 2009)
 - Management of Chemical (Terrorism)Disasters — (March 2009)
 - Management of Landslides and Snow Avalanches — (June 2009)
 - National Policy on Disaster Management — (October 2009)
 - PsychoSocial Support & Mental Health Services in Disaster — (December 2009)
 - Incident Response System Guidelines — (July 2010)
 - Management of Tsunamis — (August 2010)
 - Management of Urban Flooding — (September 2010)
 - Management of Drought — (Septermbe2010)
 - National..Disaster.Management.Information.&Communication — (February 2012)
 - Scaling, Equipment, Training of Fire Stations — (April 2012)
- Hand Book for Training, Capacity Building of Civil Defence & Sister Organisations like National Cadet Corps (NCC), National Service Scheme (NSS) and Nehru Yuva Kendra Sangathan (NYKS), etc Part I & II — (April 2012)

Reports by NDMA

In Addition to above Guidelines, NDMA has further issued following Reports (as Broad Guidelines):-

- Revamping of Civil Defence
- NIDM's Functioning
- Pandemic Preparedness Beyond Health
- Disaster Response Training at the Centre & States
- NDRF and SDRF
- Strengthening Safety/Security in Transportation of POL Tankers
- Threats to Municipal Water Supply and Water Reservoirs
- Mechanism to Detect, Prevent and Respond to Radiological Emergencies
- Management of Dead in the Aftermath of Disaster
- Minimum Standards of Relief
- Role of NGOs in Disaster Management.

CHAPTER – 5

NATIONAL DISASTER RESPONSE FORCE

General – First and Key Responders

The role and importance of community, under the leadership of the local authorities, Panchayati Raj Institutions (PRIs) and Urban Local Bodies (ULBs), being the bedrock of the process of disaster response, is well recognized. For their immediate support, there are other important first responders like the police, State Disaster Response Force (SDRFs), Fire and Medical Services. The NDRF will provide specialist response training whenever required. In serious situations, the resources of all NDRF battalions (18 teams per battalion), on an as required basis, will be concentrated in the shortest possible time in the disaster affected areas. Other important responders will be the Civil Defence, Home Guards and youth organizations such as NCC, NSS and NYKS. The deployment of the armed forces will also be organized on as required basis. Establishment/raising of NDRF should progressively reduce deployment of the Armed Forces. However, Armed Forces would be deployed only when the situation is beyond the coping capacity of State Government and NDRF.

Location, Constitution and Functions

These have been formed under Section 44 of the Disaster Management Act at 10 selected locations in the country for dealing with relief and rescue operations related to all types of disasters. Each Battalion has 6 Companies comprising of 3 teams each. Team comprises of 45 men out of which 24 are for Search & Rescue and balance 21 for support functions. Short-listed & trained staff are on deputation in NDRF. Further details are as under:

Details of NDRF organization and 10 battalions are as under :

Location, Constitution and Functions

These have been formed under the Disaster Management Act at 10 selected locations in the country for dealing with relief and rescue operations related to all types of disasters. Each Battalion has 6 Companies comprising of 3 teams each. Team comprises of 45 men out of which 24 are for Search & Rescue and balance 21 for support functions. Short-listed & trained staff are on deputation in NDRF.

As per the Disaster Management Act, various ministries and departments under Government of India should join hands for mutual assistance in case of a disaster. Assistance from local government and non-government agencies is invariably required by the railway administration for prompt relief and rescue operation in case of disasters affecting railways and, therefore, assistance of NDRF could be of great help to the railways. The rail infrastructure is not in an island away from the civil areas (of the Districts/States). In most cases of a disaster, other than a train accident, the State Governments as well as the Zonal Railways would, therefore, requisition the NDRF simultaneously (for the same disaster). Coordination amongst the affected agencies (many departments of the Central Government and the States) is very important before the help of NDRF is required.

Coordination with NDRF

Zonal Railways should get in touch with NDRF offices at the nearby locations to have the first hand knowledge of the resources available with them and also to familiarize them with railway related disaster situations and expose them to the issues relevant to the rescue and relief of passengers during railway accident. It has also been advised to associate NDRF in full scale exercise that is held

once every year. There are no charges for availing the services of NDRF except the rail transportation which railways may provide at their cost for attending to rail disasters. Railways may also have to provide rail transportation logistics for transporting NDRF even in case of non-railway exigencies.

The Railway Board has empowered DRMs/CSOs to directly requisition the relevant NDRF battalion for relief and rescue operations depending on the gravity of situation so that their services could be made available expeditiously without any loss of time. During the meeting between NDMA/NDRF and Railway Board officials held on 19th February, 2013, it was decided that each NDRF battalion should carry out at least one or two mock exercises/coordinating meeting with respective Zonal Railways under their purview every year.

Comments on the Indian Railways Disaster Management Plan by NDMA

NDMA should be involved in annual exercises on DM by Indian Railways for validation of their Zonal DM Plans, a NDMA Plans and conducts more than 100 mock exercises on various types of disasters and has the requisite expertise in creating scenarios and their efficient implementation.

During meeting held on 26th July, 2010 between NDMA/NDRF and Railway Authorities, it was decided that the Railways would be associated in all future mock exercises being conducted by the NDMA and for which a copy of annual calendar of mock exercises will be provided by the NDMA and CSOs will coordinate Zonal Railways' participation in such mock exercises. Similarly, Railways will carry out mock exercises on train accidents in presence of NDRF Battalion Commandants.



CHAPTER – 6

DISASTER PREPAREDNESS – ARMVs / ARTs

6.1 ACCIDENT RELIEF MEDICAL VAN (ARMV) AND ACCIDENT RELIEF TRAINS

6.1.1 ARMV Scale-I – Equipment stored in Special Medical Relief Vans stabled in separate sidings;

- i) Location of ARMV Scale-I are given below in 6.2 and neighboring Railway in 6.3.
- ii) One key of the Van is available with the SSE(C&W) or Station Master in a glass fronted case.
- iii) Other key is with the doctor in charge of the ARMV.
- iv) Medicines and equipments are provided as per Rly. Board norms.
- v) Keys of all locks inside the ARMV are also in duplicate. One set of keys is kept with the Medical Officer in charge of ARMV and the other set of keys are kept in a glass-fronted case inside the ARMV.
- vi) The target time for turning out of ARMV is 15 minutes after sounding hooter where there is double exits and 25 minutes where there is single exit.

6.1.2 Accident Relief Train

- i) ART locations are given below in 6.2.
 - ii) ART special formation is stabled complete on a separate siding having double entry for poster exit in both directions.
 - iii) Rescue/Restoration equipment are kept as per Railway Board's instructions.
 - iv) BD special keys are with the following officials
 - Mechanical Tool Van – SSE/SE/JE/Mechanical.
 - Electrical equipment tool van – SSE/SE/JE/Electrical(G)
 - Engineering Tool Van – SSE/SE/JE/Permanent way
 - Electrical overhead equipment Tool Van – SSE/SE/JE OHE/TRD.
 - v) SPART is propelled by an inbuilt Diesel engine and is capable of movement in both directions.
 - vi) Crane supervisor will ensure availability of adequate fuel and water in the crane at all times.
 - vii) On getting emergency call, the crane supervisor shall check and ensure
 - Correct marshalling of crane according to sit requirement.
 - Alert the stand by crane operator of 140T diesel brake down crane.
 - viii) In case road approach is faster, relising equipment may be moved by road as required.
 - ix) The target time for turning out of ART is 30" by day and 45" by night from the time of sounding siren.
-

6.2 LOCATION OF ART AND ARME & BREAKDOWN CRANE

Item	Division	Location	Total
ART A-Class	ADRA	ADA, BKSC	2
	CHAKRADHARPUR	CKP, BNDM	2
	KHARAGPUR	KGP	1
	RANCHI	NIL	0
ART B-Class	ADRA	NIL	0
	CHAKRADHARPUR	TATA, DPS	2
	KHARAGPUR	SRC	1
	RANCHI	HTE	1
ART C-Class	ADRA	NIL	0
	CHAKRADHARPUR	NIL	0
	KHARAGPUR	NIL	0
	RANCHI	NIL	0
SPART	ADRA	NIL	0
	CHAKRADHARPUR	NIL	0
	KHARAGPUR	KGP	1
	RANCHI	NIL	0
ARMV	ADRA	ADA, BKSC	2
	CHAKRADHARPUR	CKP, TATA, BNDM, DPS	4
	KHARAGPUR	SRC	1
	RANCHI	HTE	1
SPARMV	ADRA	NIL	0
	CHAKRADHARPUR	NIL	0
	KHARAGPUR	KGP	1
	RANCHI	NIL	0
B.D. Crane	ADRA	ADA, BKSC	2
	CHAKRADHARPUR	CKP, BNDM	2
	KHARAGPUR	KGP	1
	RANCHI	NIL	0

Location of ART, ARMV & B. D. CRANE with Jurisdiction

Divn.	Station	ART Type	ARMV Type	Bk-down Crane	Section with KM	Jurisdiction
ADA	ADA	A	I	120T(D)	ADA-MDN (EXCL.)-156 Km ADA-BURN-MOH-51 km RKI-CRS-7 km. ADA-ANR-CNI-MURI-162 km. ADA-GMO (Excl.)-81 km.	KGP (MDN-ADA), ASN (BURN-ADA), GMO (MHQ-GMO) HTE (KSX-MRR)
	BKSC	A	1	140 T (D)	BKSC-RJO (Excl.)-12 km. BKSC-KSK-PRR-71 km KSK-MURI-RMT-72 km. BKSC-MHQ(Excl.) via TLE-72km.	TATA (MRR-CNI)
CKP	CKP	A	1	140T (D)	CKP-MOU-61km. CKP-RKSN-SNY-KND-CNI-65km. RKSN-SNY-GMH-TATA-42 km. RKSN-PDPH-BSPX-108 km. PDPH-BJMD-BYX-34 km.	HTE(BNDM-HTE) SBP(JSG-BNDM) ADA(CNI-KND)
	BNDM	A	1	140t (D)	BNDM-MOU-29 km. BNDM-HTE (Excl.)-156 km BNDM-BUF-BXF-74 km. BUF-KRBU-4 km. BNDM-ROU-BRMP-38 km BNDM-JSG-107 km.	
	TATA	B	1	—	TATA-CNI (Excl.)-35 km TATA-GMH-10 km TATA-BMPPR-90 km.	
	DSP	B	1	—	DPS-RKSN DPS-PDPH-BSPX.- DPS-PDPH-BJMD-BYX-34 km. DPS-BJMD-GX	
KGP	KGP	SPART	1	140T (D)	KGP-TATA (Excl.) 134 km. KGP-MDN-13 km. KGP-(Excl.) KGP-PKU-HLZ-113 km. PKU-SRC-TPKR/SHM 69 km. SRC-MHLN 32 km	TATA (KGP-TATA) BHC (KFP-BHC) ADA (KFP-MDN) HWH (HWH-SRC)
	SRC	B	1		SRC-RPKP-6 km. SRC-PKU-HLZ-140 km. SRC-MHLN 32 km. SRC-BHATTANAGAR-17 km.	

NB : The competent authorities will order the nearest available ART/ARMV in case of requirement

6.3 POSITION OF ART/ARMES IN NEIGHBOURING DIVISION/RAILWAYS

EAST COAST RAILWAY / DIVN – SAMBALPUR			
Divn	Location	Class	Facilities Available
KUR	BHC	'B'	'B' Class _____ Hydraulic Re-_____ equipment.
SBP	KBJ	'A'	'A' Class with high speed (100 KMH) 140 T diesel BD crane along with ART with Lukas equipment (2003)
EASTERN RAILWAY / DIVN. – HOWRAH			
HWH	HWH	'A'	140 T DSL GOTT. WALD.
ASN	ASN	'A'	140 T DSL Break down Crane.
E.C. RAILWAY / DIVN. – DHANBAD			
DHN	DHN	ART-'A'	
BRKA	BHA	ARME-'A'	
DHN	DHN	Crane-'A'	140 T Diesel Break Down Crane. GOTT. WALD
S.E.C. RAILWAY / DIVN. – BILASPUR			
BSP	BSP	ART-'A'	
BSP	BSP	ARME-'A'	
BSP	BSP	Crane-'A'	140 T Diesel Break Down Crane. GOTT. WALD



CHAPTER – 7

STANDARD LIST OF ITEMS OF BD Crane & ART

As per CMPE/GRC's letter No. MI/2632/ART-ARMV/STD-Tools/Pt.-III/805

Sl. No.	Description of items	Existing		Modified		Remarks
		BD Crane	ART	BD Crane	ART	
I.	Illumination other than Electrical					
1	Auto glow petromax / Petromax	2 nos	6 nos	-	-	Deleted
2	Flame proof/ LED torches	12 nos	12 nos	12 nos	12 nos	
4	Spare mantels for petromax	12 nos	12 nos	-	-	Deleted
5	Spare torch bulbs/ LEDs	12 nos	12 nos	12 nos	12 nos	
7	Halogen Lamps	4 nos	4 nos	-	-	Deleted
8	Inflatable tower light	2 nos	2 nos	2 nos	2 nos	4 nos in B Class ART
9	Standby Generator	1 no	1 no			Deleted
10	Lap top computer	1/Division		1/Division		
II	Oxy-Cutting Equipment					
1	Cutting torch with hoses with hoses nozzle sets and accessories	2 Sets	2 Sets	2 Sets	2 Sets	
2	Pressure Gauges Oxy (Double type)	2 nos	2 nos	2 nos	2 nos	
3	Pressure Gauges DA(double type)	2 nos	2 nos	2 nos	2 nos	
4	Acetylene Cylinder 150 cft.	2 nos	2 nos	2 nos	2 nos	
5	Oxygen cylinder 150 cft.	6 nos	6 nos	6 nos	6 nos	
6	Goggles for welder as per specification	2 Pairs	2 Pairs	2 Pairs	2 Pairs	
7	Gloves and leg guards leather	2 Pairs	2 Pairs	2 Pairs	2 Pairs	
8	Tool set for maintenance of Gas cutting equipment	1 Set	1 Set	1 Set	1 Set	
9	LPG cylinder 14.2 kg	2 nos	2 nos	2 nos	2 nos	
10	Hydraulic Re Railing Equipment	–	1 Set	–	1 Set	with consumable maintenance spare.
11	Spare Power pack	–	1 Set	–	1 Set	
12	Spare Control Desk	–	1 Set	–	1 Set	
III	Ropes &Winches					
1	Wire Rope 5 ½” Cir length –20’	–	2 nos	–	2	

Sl. No.	Description of items	Existing		Modified		Remarks
		BD Crane	ART	BD Crane	ART	
2	Wire Rope 3 ½" Cir length – 50'	–	4 nos	–	4	
3	Wire Rope 2 ¼" Cir length– 50'	–	2 nos	-	-	Deleted
4	Clamp double threaded 7/8" rope	–	8 nos	–	8	
5	Tirfor a) 5 Ton b) 3 Ton	1 no 1 no	1 no 1 no	1 no 1 no	1 no 1 no	
IV	Others Mechanical Equipment					
1	Rail claw for maintaining gauge (when tie-bar are broken)	5 nos	5 nos	5 nos	5 nos	
2	Rail skates for moving derailed seized roller bearing wagons.	–	1 set of 30 tons capacity	–	1 set of 30 tons capacity	All Sr.DMEs are requested to collect detail specifications and source of supply from Sr.DME/Baroda
3	Portable Rail Trolley	–	1 No	–	1 No	
V	Fitter tools					
1	Block deferential pulley with chain. a) 5 Ton b) 3 Ton	- -	1 no 1 no	- -	1 no 1 no	
2	Bars crow clawed steel 1 ½" dia. 6' long.	-	2 nos	-	2 nos	
3	Bars crow clawed steel 1 ½" dia. 4' 6" long.	-	2 nos	-	2 nos	
4	Bars tommy	-	6 nos	-	6 nos	
5	Hammer sledge 14 Lbs.	-	2 nos	-	2 nos	
6	Hammer Ball Pin 1 ½ Lbs.	-	6 nos	-	6 nos	
7	Handles pipes of sorts for levering spanner	-	8 nos	-	8 nos	
8	Pliers	-	2 nos	-	2 nos	
9	Spanner Box (10 mm to 50 mm)	1set	1set	1set	1set	
10	Spanner double ended (6 mm to 50 mm)	1set	1set	1set	1set	
11	Ring spanner	1 set	1 set	1 set	1 set	
12	Solson tool Kits	1 set	1 set	1 set	1 set	

Sl. No.	Description of items	Existing		Modified		Remarks
		BD Crane	ART	BD Crane	ART	
VI	Measuring instruments					
1	Gauge rail	-	2 nos	-	2 nos	
2	Gauge buffer height (C&W)	-	1 no	-	1 no	
3	Gauge wheel distance (C&W)	-	1 no	-	1 no	
4	Gauge Wheel diameter	-	1 no	-	1 no	
5	Gauge Wheel profile	-	1 no	-	1 no	
6	Rule steel 2 ft.	-	1 no	-	1 no	
7	Feeler gauge (stepped and leaf type)	-	1 no	-	1 no	
8	Measuring tape 100 ft (30 meters)	1 no	1 no	1 no	1 no	
VII	Wooden packing					
1	2'x1'x1"	_	20 nos	_	20 nos	2.5'x1'x1"
2	2'x1'x2"	_	20 nos	_	20 nos	2'x1'x2"
3	2'x1'x4"	_	20 nos	_	20 nos	3'x1'x4"
4	2'x1'x1"	_	6 nos	_	6 nos	4'x1'x6"
5	6'x1'x1"	_	4 nos	_	4 nos	6'x1'x8"
6	3 ½'x8"x10"	_	20 nos	_	20 nos	3 ½'x8"x10"
7	6' x 10" x 10" for BD crane	24 nos	_	24 nos	_	
8	6' x 10" x 6" -Do-	24 nos	_	24 nos	_	
9	3' X 10" X 6" -Do-	24 nos	_	24 nos	_	
VIII	Oils and greases					
1	Kerosene oil in 18 litres tins	_	36ltrs	_	10 ltr	Reduced
2	Grease Servogem	5 kg	5 kg	5 kg	5 kg	
3	Petrol	25 ltr.	25 ltr	25 ltr.	50 ltr	Increased quota only applicable for those having petrol driven power pack otherwise follow previous quota.
4	Diesel oil	1000 ltr	200 ltr	1000 ltr	100 ltr	Reduced
5	Hydraulic oil	330 ltr	70 ltr	330 ltr	70 ltr	

Sl. No.	Description of items	Existing		Modified		Remarks
		BD Crane	ART	BD Crane	ART	
IX	C&W spare parts					
1	Coupling screw with shackle and pins	–	2 nos	–	2 nos	
2	Keep wooden /Wooden Wedge	–	14 nos	–	14 nos	
3	MU washer	6 nos	4 nos	6 nos	4 nos	
4	Outer spring for CASNUB trolley	5 nos	5 nos	5 nos	5 nos	
5	Inner Spring for CASNUB trolley	5 nos	5 nos	5 nos	5 nos	
6	CBC	1 no	1 no	1 no	1 no	
7	Knuckle	1 no	1 no	1 no	1 no	
8	Bolster spring for coach	1 no	1 no	1 no	1 no	
9	Axle guide spring	1 no	1 no	1 no	1 no	
10	Stirrup link	4 nos	4 nos	4 nos	4 nos	
11	Hanger block(BSS)	4 nos	4 nos	4 nos	4 nos	
12	Hanger Pin (BSS pin)	4 nos	4 nos	4 nos	4 nos	
X	General stores					
1	Duster cloth	50 Nos	50 Nos	50 Nos	50 Nos	
2	Garden Umbrella	1 no	1 no	1 no	1 no	
3	Prefabricated synthetic tent	-	1 no	–	–	Deleted
4	Luminescent barrier tape with poll.	–	200 mtr.	–	200 mtr.	
5	Luminous Jacket	30 nos	30 nos	30 nos	30 nos	
6	Ladder aluminum	–	2 nos	–	2 nos	
7	Rope manila – 3” dia	100 ft	100 ft	100 ft	100 ft	Rope manila 30mm dia
8	Skid steel	8 nos	8 nos	8 nos	8 nos	
9	Umbrellas hand	12 nos	12 nos	12 nos	12 nos	
10	Rain coat with hood	30 nos	30 nos	30 nos	30 nos	
11	Funnels for oil	1 no	1 no	1 no	1 no	
12	Funnel for diesel oil	1 no	1 no	1 no	1 no	
13	Oil feeder	2 nos	2 nos	2 nos	2 nos	
14	Lashing chains ½” dia x 15’ long with two rings	8 nos	8 nos	8 nos	8 nos	
15	Lashing chain 5/8” x 10’ long W/O H&R	4 nos	4 nos	4 nos	4 nos	

Sl. No.	Description of items	Existing		Modified		Remarks
		BD Crane	ART	BD Crane	ART	
16	Lashing chain 5/8" x 20' long W/O H&R	2 nos	2 nos	2 nos	2 nos	
17	Lamp hand signal (Tricolour) Battery operated	2 nos	2 nos	2 nos	2 nos	
18	Flag hand signal green	2 nos	2 nos	2 nos	2 nos	
19	Flag hand signal red	2 nos	2 nos	2 nos	2 nos	
20	Fog signal (Detonator)	12 nos	24 nos	12 nos	24 nos	
21	Board last vehicle	2 nos	2 nos	2 nos	2 nos	
22	Safety matches	6 nos	6 nos	6 nos	6 nos	
23	Khadi cloth	5 mtr.	5 mtr.	-	-	Deleted
24	Crash helmets	30 nos	30 nos	30 nos	30 nos	
25	Plastic chair	10 nos	20 nos	10 nos	20 nos	
XI	Utensils and Stores					
1	Tumbler stainless steel (Glass)	18 nos	34 nos	18 nos	34 nos	
2	Tea spoon stainless steel	9 nos	9 nos	9 nos	9 nos	
3	Aluminium degchies with cover 16" dia	2 nos	4 nos	2 nos	4 nos	
4	Kitchen spoon stainless steel	_	5 nos	_	5 nos	
5	Knives cook 8" blade	_	2 nos	_	2 nos	
6	Stainless thalis 14" dia	18 nos	36 nos	18 nos	36 nos	
7	Katoras stainless steel 3" dia	_	72 nos	_	72 nos	
8	Tea cups and saucers (China)	_	12 nos	_	12 nos	
9	Aluminium degchies with cover 12" dia	2 nos	2 nos	2 nos	2 nos	
10	Iron tawa 10" dia	1 no	1 no	1 no	1 no	
11	Kettle Aluminium 12 pintes	1 no	1 no	1 no	1 no	
12	Kettle Aluminium 6 pintes	_	1 no	_	1 no	
13	Curry dish (China)	_	2 nos	_	2 nos	
14	Table forks	_	6 nos	_	6 nos	
15	Table knives	_	6 nos	_	6 nos	
16	Soup plates	_	6 nos	_	6 nos	
17	Rice plates	_	2 nos	_	2 nos	
18	Tea pot china	_	2 nos	_	2 nos	
19	Dinner plate	_	6 nos	_	6 nos	

Sl. No.	Description of items	Existing		Modified		Remarks
		BD Crane	ART	BD Crane	ART	
20	Half plate(China)	–	6 nos	–	6 nos	
21	Jug stainless steel	–	3 nos	–	3 nos	
22	Water pot 4 gallon capacity	–	2 nos	–	2 nos	
23	Duster	–	12	–	12	
24	Pillows	4 nos	12 nos	12 nos	30 nos	Increased
25	Pillow covers	4 nos	12 nos	12 nos	30 nos	Increased
26	Towels	2 nos	4 nos	2 nos	4 nos	
27	Soap bars	1 no	1 no	1 no	1 no	
28	Frying pan	–	2 nos	–	2 nos	
29	Soap toilet	1 no	1 no	1 no	1 no	
30	Thermos 1 lits.	1 no	3	1 no	3	
31	Blanket woolen	30 nos	50 nos	30 nos	50 nos	
32	Bed sheet	30 nos	50 nos	30 nos	60 nos	Increased
XII	Fire fighting equipment					
1	Water bucket	6 nos	6 nos	6 nos	6 nos	
2	DCPT type fire extinguisher	12 nos	12 nos	12 nos	12 nos	
3	Breathing Apparatus	-	4 nos	-	-	Deleted.
4	Petrogen cutting system	-	1 for SP-ART			Deleted.
XIII	Medical equipment					
1	First aid box	1 no	1 no	1 no	1 no	
2	Stretcher with blanket and canvas bag	2 nos	2 nos	2 nos	2 nos	
XIV	Books and manuals					
1	Transportation manual	1 no	1 no	-	-	Deleted.
2	Telegraph code book	1 no	1 no	1 no	1 no	
3	Accident manual	1 no	1 no	1 no	1 no	
4	G. & S.R. rule book	1 no	1 no	1 no	1 no	
5	First aid manual	1 no	1 no	1 no	1 no	
6	Conference rule part – III & part – IV for TXRs	2 nos	2 nos	2 nos	2 nos	
7	Safety first instruction book	1 no	1 no	-	-	Deleted.
8	Rules for working crane	1 no	-	1 no	-	Deleted.
9	Working time table	1 no	1 no	1 no	1 no	

Sl. No.	Description of items	Existing		Modified		Remarks
		BD Crane	ART	BD Crane	ART	
XV	Records					
1	Accident relief train log book	1 no	1 no	1 no	1 no	
2	Attendance register	1 no	1 no	1 no	1 no	
3	Equipment register	1 no	1 no	1 no	1 no	
4	Wire rope and chain testing register	1 no	1 no	1 no	1 no	
5	Test register for equipment	1 no	1 no	1 no	1 no	
6	Inspection register	1 no	1 no	1 no	1 no	
XVI	Miscellaneous					
1	Digital Video & Still Camera	1 no	1 no	-	1 no	Deleted in BD Crane
2	Portable Tree cutter/ Chain saw	1 no	1 no	1 no	1 no	

STANDARD LIST OF ITEMS OF AUXILIARY BOGIE TO MEDICAL VAN.

As per CMPE/GRC's letter No. MI/2632/ART-ARMV/STD-Tools/Pt.-III/805

Sl. No.	Description	Existing	Revised	Remarks
A. Mechanical Equipments:				
1	Power Pack with extension reel	2 nos	2 nos	one is existing & another for cutting stainless steel
2	Hand Operated pump as stand by	1	1	
3	Spreader	2 nos	2 nos	one is existing & availability for cutting stainless steel should be checked.
4	Cutter Set	2 nos	2 nos	one is existing & another for cutting stainless steel.
5	Hand operated combi tool	2 nos	1	Reduced because standard qty. is 1, supplied with HRD/ LUKAS
6	Spare extension reel	3 nos	2 nos	one is existing & another for cutting stainless steel.
7	Chain pulling arrangement to be used in conjunction with spreader.	2 nos		Deleted
8	Rescue platform foldable (similar to Lukas Rescue Platform)	2 nos	1	Reduced because standard qty. is 1, supplied with HRD/ LUKAS
9	Wind shield cutter	3 nos	3 nos	

Sl. No.	Description	Existing	Revised	Remarks
10	Wire punch	3 nos	3 nos	Diameter of punch 12",25" & 50".
11	Abrasive cutter (Electric operated)	3 nos	2 nos	2 nos are sufficient
12	Abrasive wheel	24 nos	16 nos	16 nos are sufficient
13	Diesel Gen. set to Power Abrasive cutter	2 nos	2 nos	
14	A Set of Hole Saw Cutter (Different Sizes 30-60 mm dia) to cut steel & wood.	3 nos	2 nos	
15	Gas cutter set (sets of regulator, 5 ft.long torches)	2 nos	2 nos	2 nos are sufficient
16	Gas cutter set (standard)	3 nos	2 nos	2 nos are sufficient
17	DA+ Oxygen set (3 Oxygen + 1 DA per set)	3 sets	2 sets	2 sets (2 Oxygen +1 DA per set) are sufficient
18	Hand Gloves	24 pairs	24 pairs	
19	Eye Protector Goggles	24 nos	24 nos	
20	Petrol oil	25 ltr	25 ltr	
21	Diesel oil – SPARMV Non-SPARMV	400 ltr 400 ltr	50 ltr 50 ltr	
22	Kerosine	50 ltr	25 ltr	Reduced due to 25 ltr is sufficient
23	Hydraulic Oil	25 ltr	25 ltr	
24	Hydraulic Jack with traversing of 50T Cap.	2 nos	2 nos	30T capacity may be provided in place of 50T,if not 50T Jack procured
25	Hydraulic Rod cutter	4 nos	4 nos	
26	Petrol driven chain saw	2 nos	2 nos	
27	Portable electrical cutting and boring tools containing a) Sabre saw cutter- 3sets b) Jig saw cutter –3 sets.	1 Set	1 set	Sabre Saw cutter-01 no. with 03 spare blades and Jig saw cutter-01 no. with 03 nos spare blades
28	Nibbler 3.5mm thick cut	2 nos	2 nos	
29	Mechanical Jack Cap-1ton	2 nos	2 nos	For making gaps between berths of coach.
30	Step size Air lifting bag with Air Cylinder,		1No.	Being used by NDRF and included as decided in the DM meeting on 06.03.2012

Sl. No.	Description	Existing	Revised	Remarks
31	Hydraulic Jack ,closed height 150mm max.Cap.-10T		2Nos.	As per advised of CME vide his inspection Note No.M7/1461/48 dated 6/7.02.12 at ART/KGP
32	Abrasive cutter(Self Powered)		2 nos	As per advised of CME vide his inspection Note No.M7/1461/48 dated 6/7.02.12 at ART/KGP
33	Victim Location Uhis nit		1No.	Being used by NDRF and included as decided in the DM meeting on 06.03.2012
B. Mechanical Tools:				
1	Axes	4 nos.	2 nos	
2	Hammer Sledge 7 lbs	4 nos.	4 nos	
3	Hammer Ball Pin	6 nos.	6 nos	
4	Saw Hand 24 inch	2 no.	2 nos	
5	Shovel	4 nos.	4 nos	
6	Phawara with handle	4 nos.	4 nos	
7	Punch with Drift to punch a hole 16-55mm to facilitate insertion of spreader.	2 set		Deleted
8	Sledge hammer 14lbs/20lbs	4 nos	4 nos	
9	Tool kit set(chisel,tommy bar, pin punch, spanner set etc)	2 set	2 sets	
10	Sets of DE spanner, Box spanner, Ring spanner & Alenkey sets.	2 set	2 sets	
11	Light weight portable Rail Trolley	1 no	1 no	
12	Tongs (sizes as per requirement)	4 nos	4 nos	
13	Screw driver	2 sets	2 sets	
14	File	1 set	1 set	
15	Hackshaw with frame(with 12 Nos spare blades)	2 Nos	2 nos	
16	Pinch Bar(sizes as per requirement)	4 Nos	4 nos	
17	Duster/Khadi cloth	200 Nos	200	
18	Solson tool Kit	1set	1 set	
19	Bench vice, size as per requirement	1 no.	1 no.	

Sl. No.	Description	Existing	Revised	Remarks
C. Safety Items:				
1	Shrouding Cloth (white)	100 nos	100 nos	
2	Stretcher folding	4 nos	9 nos	Increased as per recommendations oh HLC
3	First Aid Box	1 nos	1 nos	
4	Umbrella	24 nos	24 nos	
5	Rain Coat (Orange Colour)	24 nos	24 nos	
6	Apron (Orange Colour)	24 nos		Deleted
7	Arm Band	100 nos	100 nos	
8	Helmet	24 nos	24 nos	
9	Industrial Safety Shoe.	24 nos	24 nos	
10	Gum Boot	24 nos	24 nos	
11	Goggles.	24 nos	24 nos	
12	Masks (for protecting foul smell)	100 nos	100 nos	
13	Soap Liquid	2 lts.	2 ltrs	
14	Fire Extinguisher	18 nos	18 nos	DCP/Foam/CO2 type
15	Buckets filled with sand.	6 nos	6 nos	
16	Asbestos heat proof jacket.	1 no		Deleted
17	Fire proximity suit	4 nos	2 nos	
18	Tail Lamp	1 no.	1 no	
19	Red & Green Flag	2 sets	2 sets	
20	Banner Flag	2 nos.	2 nos	
21	Detonator	2 box	2 box	
22	Protection Blanket	6 nos	6 nos	
23	Aluminum Alloy Extension Ladder i) 15ft X 20ft ii) 12ft X 20ft	1 no 1 no	1 no 1 no	
24	Battery operated tri-colour hand lamp	4 nos	4 nos	
25	Water mist based fire fighting system	1 no		Deleted
26	Step ladder	1 no	1 no	
27	Digital Video & Still camera	1 no	1 no	
28	Luminous barrier tape	200mtrs	200mtrs	
29	Luminous Jacket duly containing white cross	30 Nos	30 nos	
30	Wrist Band (with Sr. No.)	100 Nos	100 nos	

Sl. No.	Description	Existing	Revised	Remarks
D. Electrical Equipments:				
1	Aska Inflatable Tower light	2 nos.	2 nos	
2	Diesel Generator 3 KvA 230v 50 Hz single phase supply with 5 x 500 w fitting with stand & distribution board with extension cord.	2 Sets.	-	Deleted as already provided in Srl No.13 of 'A'
3	Torch 3 cells (Battery Loaded)	24 nos	15 nos	15 nos. are sufficient
4	Spare torch Batteries.	72 Nos.	45 nos	
5	Spare bulb 4.5 volt / LED	12 Nos	15 nos	
E. Kitchen Materials:				
1	Degchi	2 nos	2 nos	
2	Tea containers	2 nos	2 nos	
3	Bucket steel	2 nos	2 nos	
4	Steel mug	4 nos	4 nos	
5	Spoon tea	2 nos	2 nos	
6	Spoon big	2 nos	2 nos	
7	BOX/Trunk to store of eatables	1 no	1 no	
8	Disposable cup (small)	500 nos	500 nos	
9	Disposable Glass (big)	500 nos	500 nos	
10	Auto Glow Petromax/petromax with two sets of stove fittings	12 nos		Deleted
11	Water tank 500 ltrs	1 no.	1 no.	
12	Aqua Guard	1 no	1 no.	
F. Eatable Items :				
1	Condensed Milk/Milk powder	500gm	500gm	
2	Tea	500gm	500gm	
3	Coffee	200gm	200gm	
4	Biscuits	600 pcs.	600 pcs.	
5	Sugar	10 kg	10 kg	
G. Furniture:				
1	Prefabricated Synthetic tent .	1 no	1 no	
2	Inflatable tent	1 no	1 no	SPARMV
3	Stackable Plastic Chairs	20 nos	20 nos	
4	Table Foldable	1 no	1 no	

Sl. No.	Description	Existing	Revised	Remarks
H. Miscellaneous:				
1	Blanket Woolen	24 nos.	24 nos.	
2	Pillow with cover	24 nos.	24 nos.	
3	Bed sheet white	24 nos.	24 nos.	
4	Inflatable Air Bag	1 set	1 set	SPARMV
5	Breathing Apparatus	4 sets	4 sets	
6	Petrogen cutting system	1 set	1 set	SPARMV
7	Battery charger for coach batteries	1 set	1 set	

**LIST OF SMALL TRACK MACHINES FOR ART
AS PER CE'S CIRCULAR No. 184 (Revised)**

S. No.	Item	No's
1.	Abraslve Rail Cutter with Discs (with 2 spare discs with each machine)	2
2.	Rail Drilling Machine (with 2 spare drill bits with each machine)	4
3.	Hydraulic-Track Jack (Capacity-9T).	10
4.	Mechanical Track Jack (Capacity-9T)	10
5.	Attachment with rail dolly to transport concrete sleepers.	6
6.	Complete gas cutting set with full gas cylinders.	1 set
7.	Rail dolly	20
8.	Dip Lorries	4
9.	Portable Generators with 6 stands with lamps 200W & 200M cable	2 sets

**TOOLS AND PLANTS TO BE KEPT IN A.R.T. (Engg. Deptt)
AS PER CE'S CIRCULAR No. 184 (Revised)**

Sl. No.	Item	Modified quantity Nos.
1	Gauge-cum-level with spirit level	2
2	Drill bit 32 mm,	
3	Hand Ratchet	2
4	Elastic rail clip extractor	4
5	Rail cutting blades (high speed)	12
6	Tilley Lamp	4
7	Tricolor battery light	4
8	Spanner tor fish bolt,	10
9	Portable telephone (in a box).	1
10	Insulator Jumper).	2
11	Tarpaulin 30' x 15'.	4
12	Tar aulin 15' x 15'.	4
13	Tent.	4
14	Chair	12
15	Table.	1
16	Adze Carpenter.	2
17	Auger Carpenter 9/16"	20
18	Beater Steel with handle.	40
19	Bar crow clawed.	15
20	Bar crow lain.	10
21	Bar Tommy.	10
22	Basket cane coal.	20
23	Level Board.	2
24	Bucket LG.	8
25	Chalk white.	1 Box
26	Chisel hand.	2
27	Flag Banner Red.	4
28	Flag bunting (Green & Red) _—	4 Sets
29	Fog signal (in box) live.	20
30	First Aid Box (complete)	1
31	Hammer Keying and spiking	4
32	Hammer sled	6
33	Jim crow	1

Sl. No.	Item	Modified quantity Nos.
34	Phowrah	6
35	Punch set.	2
36	Wooden handle for beaters.	10
37	Pan iron mortar	20
38	Shovel round nose.	20
39	Rake iron ballast with handle.	30
40	Saw hand 24'.	4
41	Rail tong.	16
42	Spanner box for rail screw.	10
43	Spanner cl burr. 18".	2
44	Set cold with iron handle.	4 Sets
45	Tape measuring metallic 100".	4
46	Pad lock 2"/2 1/2"	2
47	K.Oil Drum (Empty).	1
48	Petromax.	6
49	Mantle for Petromax.	10
50	Chimne for Petromax	10
51	Nipple for Petromax	10
52	Chamfering Kit.	2

**P.WAY MATERIALS TO BE KEPT IN A.R.T.'s
AS PER CE'S CIRCULAR No. 184 (Revised)**

Sl. No.	Item	Modified Quantity Nos.
1	Rail 60 kg/m.	80
2	Rail 52 kg /M	80
3	Fish Bolt 25mm xc 140mm.	400
4	Junction fish plate 60 kg & 52 kg	4 sets
5	Junction fish plate 52 kg & 90R	2 sets
6	Fish plate 60 kg	160
7	Elastic Rail Clip	3500
8	Grooved Rubber pad 52 kg	3000
9	Grooved Rubber ad 60 kg	3000
10	Fish late 52 kg	160
11	60 kg Glued joint	4 sets
12	52 kg Glued joint	4 sets
13	Joggled fish plates for 52kg	4 sets
14	Joggled fish plates for 60kg	4 sets
15	GFN liner - 60 kg.	3500
16	M. S. liner - 60 k9.	3500
17	Combination liners 52kg /60 kg. PSC	1500
18	Hook Bolt of sizes.	50
19	Rail closures 52 kg, 75mm, 100mm, 125 mm.	4
20	Rail closures 60 kg, 75mm, 100mm, 125 mm.	4
21	IRS pad plated sleeper for 60 kg	1600
22	IRS ad plated sleeper for 52 kg	800
23	Wooden Blocks of size	20
24	Dog spikes/Rail screw	200
Following material will be kept separately loaded onBFR at a central location in the Division		
1	PSC sleepers for T/out 1 in 8 1/2 & 1 in 12	1 set each
2	Switches 1 in 8 1/2 & 1 in 12 curved	1 set each
3	CMS Xings 1 in 8 1/2 & 1 in 12	1 set each

**SCALE OF ELECTRICAL ITEMS AS PER BOARD'S
LETTER No. 99/Elect)G)/113/1 dt. 16.07.03**

S.N.	Equipment	Proposed to be modified	
		ARTs (Class A/ Class B)	ARMEs (Class C)
1.	Diesel Generating sets of 15 kVA capacity 230 V *	1 set	–
2.	Generator set kerosene driven 1.5 kVA 230V	20 sets	2 sets
3.	Complete luminare fitting with 1000 W Halogen lamp and control gear	10 sets	2 sets
4.	Complete luminare fitting with 150 W Metal Halide lamp and control gear	40 sets	10 sets
5.	Telescopic stand 2 meter high for mounting luminare for Halogen/Metal Halide fittings	20 sets	–
6.	PVC insulated and PVC sheathed 3 core flexible cable 23/0.193mm 15 m long with 15 weather proof I.C. pin for weather proof I.C. socket	50 nos.	12 nos.
7.	PVC insulated and sheathed 3 core flexible cable 23/0.193mm	1500 mtrs	300 mtrs
8.	Kerosene oil in 200 litre drums	3 nos.	1 no.
9.	Diesel oil in 200 litre drum	1 no.	–
10.	Polythene containers 20 litres. Capacity for handling kerosene and pouring into auxiliary tanks of engine	18 nos.	4 nos.
11.	Lubricating oil	40 ltrs	5 ltrs.
12.	Oil measuring can 1 litre capacity	6 nos.	1 no.
13.	Insulation tape PVC in rolls of 10 mtrs.	24 nos.	6 nos.
14.	Tool set comprising of: 254 mm cutting pliers - 1 no., screw driver round - 300 mm, 150 mm, 100mm - 3 nos., knife - 1 no., Hammer DP - 1 no.	1 set	1 set
15.	Spanner DE 3 mm to 19 mm in steps of 1.5 mm	1 set	1 set
16.	Socket spanner with lever 3 mm to 19mm	1 set	1 set
17.	Aluminium telescopic ladder	2 nos.	–
18.	Earthing rod for earthing OHE **	2 nos.	–
19.	Portable switch board with water proof sockets each capable of taking 500 watt load (2 sockets of 5 amps and 2 combination sockets of 5/15 amps)	4 sets	1 set
20.	Drum of fixed stand for main cable	2 nos.	–
21.	Battery charger 230 V AC/110 V DC, 60 Amp.	2 nos.	–
22.	100 W gas filled bulbs bayonet type alongwith holder in wire cage & with handle & hook	5 nos.	4 nos.
23.	Telescopic masts 6 metres high	4 nos.	2 nos.

* To avoid premature replacement of existing 6 kVA DG set, the existing 6 kVA DG set should only be replaced by 15 kVA DG set when it is due for replacement. All new ARTs shall be equipped with 15 kVA DG set.

** To be provided on electrified section only.

ART EQUIPMENT AS PER TELECOM MANUAL FOR S&T DEPARTMENT

The list of minimum essential equipments to be provided in ART shall be as under:

A. GENERAL (Common for RE as well as non-RE areas)

S.No.	ITEM	Quantity
1.	Inspection Book	1 no.
2(a)	Magneto Telephone	4 nos.
2(b)	Dry cells large 6l,1.5 volts each for magneto phones	12 Nos.
3.	PVC insulated, PVC sheathed twin core cable 500 mts.	
4.	Microphone for cordless PA system	2 Nos.
5.	Loud speaker horn type 5/10 watts	2nos.
6(a)	Amplifier of minimum 20 watts power output (having interface for cordless microphones) and operating voltage of 12 V DC	2 nos.
6(b)	12V storage battery for 6(a) along with appropriate battery charger	2 sets
7.	Megaphones Transistorised (minimum 10 watts each)	3 nos.
8.	Portable stand for loud speaker with adjustable height from 1.5M to 3M.	2 nos.
9.	Field service telephone cable PVC insulated (D-8)	4 drums of 500 meters each
10.	Push button auto telephone with tone/pulse switching facility	4 nos
11(a)	Walkietalkie sets (2/5wattsVHF) with 100% spare batteries	30 nos
11(b)	Battery chargers for 11(a) (two position charger with rapid charging)	100%
12.	Multimeter 1 no.	
13.	Extension Boards for power supply (Mains) 4 nos.	
14.	Hand held torch of 3 cells complete with dry cells 4 nos.	
15.	Jointing kit & material for cables and overhead wires – this is required to be decided by the Railways themselves according to their local needs for different ARTs.	
16.	Tool Box containing:	
	a) soldering iron – 10W/12volts, 10 W/220V & 65 W/220V	1 no.each
	b) Long nose plier – 200mm	1 no.
	c) Cutter diagonal 200mm	1 no.
	d) Box spanner 6, 5.5 & 5mm	1 no. each
	e) Hammer Steel 750 grams	1 no.
	f) Hammer wooden	1 no.
	g) Adjustable spanner 300 mm	1 no.
	h) Screw Driver – 200mm	1 no.
	i) Screw Driver – 250 mm	1 no.

S.No.	ITEM	Quantity
	j) Mains tester (230 volts)	1 no.
	k) Electrical insulation tape 12mm x 15 meters	1 no.
	l) Resin core	500 gms
17.	Tape recorder (cassette type)	2 nos.
18.	Control way station equipment DTMF type 2 wire & 4 wire with amplispeaker telephone and suitable NiCd cells	2 nos.
19.	Cellular Phones/Fixed communication terminals	5 Nos.
20.	Satellite phone (SAT phone – miniature type)	2 nos.
21.	FAX Machine (Plain paper)	1 no.
22.	Auto dialing system from emergency socket (only way station emergency control telephone)	1 no.
23.	Map showing sections of track where communication through cellular phone is possible	1 set.
24.	WLL mobile exchange with 30 handsets	1 set.

B. Specific Equipments required for ARTs having beats in non-RE area

S.No.	ITEM	Quantity
1.	2 wire portable control phone in a suitable box with dry cells	2 sets
2.	Telescopic pole of minimum 6 meters height with its bracket opening space at least 350mm	2 nos.
3.	Overhead control alignment charts	1 set

C. Specific Equipments required for ARTs having beats in RE Area:

S.No.	ITEM	Quantity
1.	4 wire Emergency portable control telephone in a suitable box with dry cells	2 sets
2.	Tapping transformers (1120 : 1120)	2 nos each
3.	Terminating transformers (1120:470)	2 nos.



CHAPTER – 8

DISASTER RESPONSE – CO-ORDINATION CENTRES

8.1 GUIDELINES FOR MOVEMENT OF ARMVs & ARTs TO ACCIDENT SITE

- 8.1.1 Movement of ARMV and ART should never be clubbed together. ARMV should be started first and moved separately for faster movement.
- 8.1.2 ARMVs and ARTs should be despatched from the base station, within the target time stipulated. Departure of ARMVs and ARTs should not be delayed on any account including arrival of doctors/officers. Anybody who is left behind can proceed later on either by GM special or by next special train or even by road.
- 8.1.3 ARMVs must be run out within the target time, even without full complement of doctors, if necessary. This will ensure that other doctors who are available at accident site can utilize facilities of ARMV after its arrival at site.
- 8.1.4 ARMVs and ARTs should be moved on top priority taking precedence over all other trains. They should not be stopped anywhere en-route for picking up any one.
- 8.1.5 Running lines of adjoining stations on either side of the accident affected block section should be kept clear of all trains for shunting of ART/ARMV and evacuation of affected portion of the train. In case there are any stabled loads, the same should be lifted, if possible.

8.2 DIVERSION, REGULATION, SHORT TERMINATION, CANCELLATION AND RESCHEDULING OF MAIL/EXPRESS/PASSENGER TRAINS

- 8.2.1 The moment information is received about the accident, all Mail/Express trains on run towards the accident involved section should be stopped. They should not be advanced beyond the last Junction station or at major stations from where they can be diverted or suitably controlled/terminated.
 - 8.2.2 They should be regulated at convenient stations before a decision is taken regarding their further movement. This decision should normally be taken within the next one hour.
 - 8.2.3 Trains should preferably be regulated at stations where food can be arranged.
 - 8.2.4 However, too many trains should not be simultaneously brought to a Jn. Station for regulation, since it may create law and order problems.
 - 8.2.5 Passenger trains can be run out to the next convenient location and thereafter terminated so that their rakes are available for use.
 - 8.2.6 HQ Emergency Cell shall decide on the following in consultation with adjoining Railways and Coaching Directorate of Railway Board :
 - ☞ Diversion,
 - ☞ Regulation,
 - ☞ Short termination,
 - ☞ Cancellation,
 - ☞ Re-scheduling.
 - 8.2.7 The above decision regarding diversion etc. should be taken in about one hour time after ARMVs, ARTs & GM special have been run out and there is a slight lull in the information flow.
-

- 8.2.8 As far as possible, trains which are already on run should be diverted. They should not be short terminated, since this will create problem of dispersal of passengers.
- 8.2.9 Trains should be diverted from the last possible Jn. Station onwards so that maximum number of passengers can detrain at their proper destination stations.
- 8.2.10 Sr.DME/Sr.DEE(Op) would be in-charge of co-ordination with operating department regarding requirement and availability of crew deployment.
- 8.2.11 Sr.DME/Sr.DEE(Op) will take into consideration changing traffic requirement because of diversions etc. and accordingly plan crew deployment.
- 8.2.12 Adjoining divisions should be informed about these diverted trains so that spare crews can be sent to interchange points.
- 8.2.13 For diverted trains, Loco Pilots and guards having necessary road learning should be arranged.
- 8.2.14 Loco Pilots nominated for working these diverted trains should be empanelled for working Mail/Expresses as per Railway Board's instructions, if available on roster.
- 8.2.15 Crews should also be planned for diesel engines sent to the accident site working ARMVs, ARTs, other special trains and likely to be held up there for next 2-3 days.

8.3 Running of Special trains

Following special trains will be required to be run in the given order of Priority to the accident site:

03 Coach SP-ART/ARMV.

- i. Two SPART/ARMV from each end.
- ii. Two additional 3 Coach SP-ART/ARMVs from adjoining divisions, one from each end.

ARTs.

- i. ART from the both the ends.
- i. Two additional BD Specials one from each end.
- ii. 1 st special train carrying GM and other officers from HQ.
- i. Unaffected front portion of the accident involved train in case the same can be moved subject to fitness given by Mechanical Department.
- i. Unaffected rear portion of the accident involved train in case the same can be moved subject to fitness given by Mechanical Department.
- ii. In case the front and rear portions cannot be moved, then they should be left as they are.
- iii. Two empty coaching rakes, one from either end for clearing unaffected passengers of the accident involved train for transshipment of passengers and luggage.
- iv. Special trains for accident site, one from each end, carrying logistic backup support, material and additional manpower from junction stations. These should normally be run out 1 - 2 hrs after arrival of ARMV carrying DRM and other divisional officers at the accident site.
- v. Before these 2nd and 3rd special trains are run from each end, Railway staff at all stations en-route should be informed regarding running of these trains so that supervisory staff of all departments, from Jn. Stations can go to the accident site on these trains.

- vi. Two Diesel light engines should be stationed, one at each station on either side of the accident involved block section to ferry the Electric Traction trains.
- vii. Two Engineering specials, one from each end, carrying engineering material and gang men from the section.
- viii. Running of 2 passenger specials for carrying relatives to the site of accident. These trains will be started from the originating and destination stations of the accident involved train and will be given same stoppages as the accident involved train for picking up relatives enroute. This is to be co-ordinate by HQ Emergency Cell in consultation with Railway Board.
- ix. Arrangement for the visit of MR/MOSR, CRB and other Board Members to the accident site should be made in coordination with the Safety Directorate and Secretary, Railway Board.
- x. Tents to be pitched near the site for the labour to take rest.

8.4 Setting up Emergency Cells in Divisions

- I. Divisional Emergency Cell shall be opened immediately after receipt of information of the accident at Divisional Control Office.
- II. This unit will exercise control, co-ordinate and arrange supplementary assistance to the accident site.
- iii. It shall function in a separate cubicle at Divisional Control Office provided with centralized communication networks, hot line to the site and HQ
- iv. Sr. DOM will be over all in charge of the Divisional Emergency Cell and will function as the Divisional Emergency Officer for the purpose of managing relief and restoration operations from Divisional level.
- v. In case Sr. DOM is not available, DOM will be the Divisional Emergency Officer.
- vi. In case both officers are not available, any other officer nominated by DRM will take over charge.
- vii. Requirements of all departments for movement of men and materials to the accident site shall be conveyed to the Divisional Emergency Officer, who shall arrange their movement.
- viii. Timings of 2nd and 3rd special trains to be moved from each end to the accident site, carrying backup logistic support will be conveyed to all concerned beforehand.
- ix. Divisional Emergency Cell will maintain:
 - ☞ Telephone and FAX numbers of the accident site. These should be maintained functionary wise for each functionary available in the UCC.
 - ☞ Similarly telephone and FAX numbers of functionaries available in CAC should also be available with the Divisional Emergency Cell.
 - ☞ Telephone and FAX numbers of Help line Enquiry Booths that would have been set up at various stations on the division.
 - ☞ E-Mail addresses of UCC, Help line Enquiry Booths and HQ Emergency Cell. E-Mail addresses of some of them are given in Annexure- 34
 - ☞ Names and phone numbers of hospitals where injured have been admitted/shifted, along with number of patients.

- x. Divisional Emergency Cell will collect updated information regarding all aspects of the accident and pass on the same either telephonically or by E-Mail to:
- ☞ All Help line Enquiry Booths within the division.
 - ☞ HQ Emergency Cell.

Divisional Emergency Officer on duty shall chronologically record all information and instructions received or given in a logbook.

8.5 Setting up Emergency Cell in HQ

- i. HQ Emergency Cell shall be opened immediately after receipt of information of the accident at HQ Office.
 - ii. This unit will exercise control, co-ordinate and arrange supplementary assistance to the accident site.
 - iii. It shall function from a separate room in HQ SE RLY office “Disaster Management Room” provided with centralized communication network, hot line to UCC and Divisional Emergency Cell.
 - iv. In the absence of COM, CPTM (in his absence CFTM) will be over all in charge of the HQ. Emergency Cell and will function as Chief Emergency Officer for the purpose of managing relief and restoration operations from HQ Level.
 - v. Requirements of all departments for movement of men and materials to the accident site from adjoining zones and divisions shall be conveyed to the Chief Emergency Officer, who shall arrange their movement.
 - vi. HQ Emergency Cell will maintain:
 - * Telephone and FAX numbers of the accident site. These should be maintained functional wise for each functionary available in the UCC.
 - * Similarly telephone and FAX numbers of functionaries available in CAC should also be available with the divisional emergency cell.
 - * Telephone and FAX numbers of Help line Enquiry Booths that would have been set up at various stations on adjoining zones.
 - * E-Mail addresses of UCC, CAC, Help line Enquiry Booths and Divisional Emergency Cells set up on other Divisions SE RLY.
 - * E-Mail addresses of Emergency Cells opened on train origination terminating Divisions & Zones and Safety Directorate Emergency Cell in Railway Board.
 - * Names and phone numbers of hospitals where injured have been admitted/shifted along with number of patients.
 - vi. HQ Emergency Cell will collect updated information regarding all aspects of the accident and pass on the same either telephonically or by E-Mail to:
 - * Emergency Cells opened on other Divisions of SE RLY.
 - * Emergency Cells opened on originating and terminating Zonal Railways
 - * Safety Directorate’s Emergency Cell in Railway Board
 - vii. HQ Emergency Cell will monitor movement of ARMVs/ARTs etc. coming from adjoining Zones/divisions.
-

- viii. Assistance from Defence, Para military establishments, State Govts. Should be coordinated by HQ Emergency Cell as and when required. Officials to be contacted and their telephone numbers are indicated in Annexure -5-21.
- ix. Chief Emergency Officer on duty shall chronologically record all information and instructions received or given in a logbook.
- x. SDGM/CPRO shall monitor various important media channels to keep track of media reporting, Suitable corrections/clarifications may also be issued, if required.

8.6 Manning of Divisional/HQ Emergency Cell in shift duty

- i. Divisional/HQ Emergency Cell shall be manned round the clock by officers.
- ii. In addition to officers of the Operating Department, there will be officers of Engineering, Mechanical, S&T, Electrical, Commercial, Medical, Security and Personnel departments in the Divisional/HQ Emergency Cell round the clock.
- iii. Divisional Emergency Cell will be manned by Senior Scale/Junior Scale officers of all departments in 12 hrs shift duties round the clock.
- iv. Similarly, HQ Emergency Cell will be manned by JA Grade. Senior Scale Officers of all departments in 12 hrs shift duties round the clock.
- v. Senior most officer of each department who is available in the division/HQ Shall be on duty in the Divisional/HQ Emergency Cell during the day shift (8 hrs. to 20 hrs.).
- vi. Senior most officer of each department shall issue a 12 hrs. roster for his own department for the night shift (20 hrs. to 8 hrs.).
- vii. Round the clock roster of 12 hr. shift duty should cover both Officers and supervisors.
- viii. Same officers and supervisors should be repeated each day without any change or rotation, for the next 4-5 days. This will maintain continuity and will ensure that experience gained on the first day can be gainfully used on subsequent days.

8.7 Liaison with Railway Board

HQ Emergency Cell will maintain constant liaison with Safety Directorate's Emergency Cell in Railway Board regarding following activities:

- i. Movement of additional ARMVs and ARTs from adjoining zones.
- ii. Movement of additional diesel powers from adjoining zones.
- iii. Diversion, Regulation, Short termination, Cancellation and Rescheduling of Mail/Express trains.
- iv. Arrangement of men and material as required from adjoining zones and their expeditious movement.
- v. Opening of Help line Enquiry Booths on other Zonal Railways as follows:
 - * Originating and destination stations of the accident involved train.
 - * All junction stations falling on the route of the train.
 - * Divisional HQ Of originating and terminating divisions.
 - * Zonal HQ Of originating and terminating Zonal Railways.
 - * ~~Any other station as may be decided.~~

- vi. Movement program for visit of MR/MOSR, CRB and other Board Members to the accident site.
- vii. Assistance required from Defence, Para Military organizations, State Govts. Should be conveyed to Railway Board who shall coordinate the same.
- viii. 3 hourly progress report on the rescue and relief work shall be communicated to Safety Directorate's Emergency Cell in Railway Board.

8.8 Duties of Additional Divisional Railway Manager

- i. Undertake making of announcements over local TV channel and Cable network.
- ii. Ensure that functionaries of different departments in Divisional Emergency Cell carry out duties assigned to them as per Zonal DM plan.
- iii. Monitor movement of assistance from other divisions/zones.
- iv. Co-ordinate with State Govt.
- v. Co-ordinate with Defense and Para Military authorities.
- vi. Monitor various important media channels to keep track of media reporting. Suitable corrections/clarifications may also be issued, if required.



CHAPTER – 9

SITE MANAGEMENT PLAN - I

There are 2 aspects of Disaster Management work at an accident site.

- Rescue, relief and restoration operation, which is carried out by one set of functionaries.
- Aspect pertains rehabilitation of accident involved passengers, taking care of dead bodies, dealing with their relatives etc. for which a different set of functionaries are required. For managing these 3 distinct aspects of DM work that are required to be discharged by Railways, three separate establishments should be set up at an accident site. The outline schematic plan of accident site given at Annexure- 1.
- Transportation of stranded Passengers.

9.1 UNIFIED COMMAND CENTRE (UCC)

- 9.1.1 Unified Command Center (UCC) should be set up at the accident site under the overall coordination of Mechanical Department.
- 9.1.2 This will be some kind of a control office to be located near the center of the accident site.
- 9.1.3 This is basically meant for catering to operational needs of Railway in rescue, relief and restoration work.
- 9.1.4 Detail schematic plan of UCC is given at Annexure - 2.
- 9.1.5 UCC is to be manned by staff of relevant departments such as :
Medical, Commercial, Personnel, Operating, Safety, Security, Public Relations, Mechanical, Electrical, S&T and Engineering.
- 9.1.6 UCC will be provided with all facilities similar to a control office.
- 9.1.7 Adequate lighting with generator backup should be provided in the UCC.
- 9.1.8 Adequate number of telephonic links to Divisional Emergency Cell and HQ Emergency Cell should be provided. Preferably each department in the UCC should be given as independent telephone including satellite telephone, fax, photo copier, PCs and loud speaker.
- 9.1.9 PC/Laptop should be connected to Internet for E-Mailing of detail update to all concerned, including Divisional Emergency Cell, HQ Emergency Cell and Help line Enquiry Booths.
- 9.1.10 A big banner displaying 'UNIFIED COMMAND CENTER' should be put up at a prominent place at the entry to the shamiana, with sufficient signage's indicating its direction or approach road.
- 9.1.11 UCC at the site will be manned by Sr. Supervisors on round the clock basis in 12 hrs. shift duty and they will monitors & co-ordinate working of their departments.
- 9.1.12 Various functionaries in the UCC will monitor and co-ordinate the working of their departments, and assistance required by them, if any.
- 9.1.13 Each functionary at the UCC will maintain a log book. Flow of information both incoming and outgoing would be recorded along with the time and names of officers/staff who were given the message.

- 9.1.14 UCC will basically supervise the working of 2 LCCs and coordinate with Divisional and HQ Emergency Cells.
- 9.1.15 Functionaries of different departments in LCCs should provide updated information regarding progress of work to their counterparts in UCC.

9.2 LOCAL COMMAND CENTRES (LCC)

- 9.2.1 Depending on the spread of the accident site, Local Command Centres (LCC) on the same pattern as the UCC should be set up.
- 9.2.2 If the site is spread out over 300 - 400 mts. 2 LCCs should be set up.
- 9.2.3 Detail schematic plan of LCCs would be similar to that of UCCs as given at Annex-2.
- 9.2.4 Representatives of same departments as in UCC should be present in LCCs also. However, they should be either one or at most 2 men per department. It will co-ordinate various teams spread out over the site of accident.
- 9.2.5 Each LCC will oversee the working of DM teams at one end of the accident site.
- 9.2.6 Jurisdiction of each LCC will extend to all men and materials belonging to 2 ARMVs, BD special and 1 ART at that end of the accident site.
- 9.2.7 One SAG officer of Mechanical department will be overall in charge of each LCC with loud speaker for making announcements and direct telephone link with UCC.

9.3 COMBINED ASSISTANCE CENTRE (CAC) :

- 9.3.1 The UCC should have a Central Passenger Assistance Center (CPAC) located towards therear side, away from the track for rendering help to passengers and their relatives. Outline schematic plan of UCC/CAC is given at Annexure-1.
- 9.3.2 This is basically meant for catering to requirements of passengers and their relatives/next of kin, and for providing a single window clearance for all types of formalities.
- 9.3.3 CAC should be separate from the UCC so that it does not interfere with normal rescue and relief work.
- 9.3.4 Detail schematic plan of CAC is given at Annexure-3.
- 9.3.5 CAC will manned by staff of relevant departments such as: Operating, Medical, Commercial, Security & Personnel
- 9.3.6
- 9.3.7 There should be only one such CAC, and all Railway resources should be pooled into it.
- 9.3.8 A big banner displaying 'COMBINED ASSISTANCE CENTER' should be put up at a prominent place at the entry to the shamiana.
- 9.3.9 Different counters should be provided in sequence for each of these formalities, so that the entire exercise can be completed in about an hour.
- 9.3.10 Functionary concerned from the local Municipality who issues Official Death Certificates should be made to come and sit in the CAC so that these certificates can be issued immediately without any delay.

- 9.3.11 CAC should have different counters for various purposes in following sequence:
- i. Reservation chart, for locating the name.
 - ii. List of dead and injured along with name of hospital. The name o passenger involved should be checked up from the list of dead or injured, if available, and their current status informed.
 - iii. Counter for providing commercial supervisor or WI as escort along with vehicle(s), for accompanying the relative and going to hospitals or mortuary,
 - iv. Railway doctor for issue of Medical Death Certificate.
 - v. Govt. doctor for issue of Post mortem Certificate, in case the same is necessary.
 - vi. Officer - in - Charge of CAC to supervise the CAC.
 - vii. Municipality official for issue of Official Death Certificate.
 - viii. Local police for issue of authority for handing over of dead body.
 - ix. Claims counter - Payment of ex-gratia and issue of Claims Compensation form.
 - x. Counter for helping performance of last rites in case relatives decide to cremate the body there it self.
 - xi. Pass counter for issue of return journey pass.
 - xii. Return journey facilitation counter for making arrangements for return journey.

9.4 NEED FOR SETTING UP OF CENTRAL PASSENGER ASSISTANCE CENTRE:

For taking care of relatives of passengers, providing them with succor in their hour of agony and for guiding them sympathetically, some kind of an assistance center is required at site, under overall coordination of Commercial Dept. taking help from different Departments as mentioned. A banner displaying “CENTRAL PASSENGER ASSISTANCE CENTRE” should be displayed prominently.

9.5 ASSISTANCE TO BE RENDERED TO THE RELATIVES OF PASSENGERS

- 9.5.1 Assistance to be rendered to relatives for completing the following formalities :
- i. Locating the name of the passenger on reservation charts, in case passenger was traveling in reserved accommodation.
 - ii. Going through the list of injured and dead passengers to find out whether the name appears.
 - iii. In case the name is not available in the list, then taking a round of different hospitals to find out whether their relative has been admitted in one of them in an unconscious state.
 - iv. Hospitals are generally at separate locations, sometimes even in different towns; and commuting becomes a problem.
 - v. In case the passenger can be located in one of the hospitals, they have to find out the severity of injuries, likely period of hospitalization etc.
 - vi. Collect the ex-gratia paid by Railways.
 - vii. Try and locate missing luggage of the injured passenger. For this they have to take a round of the building where all unclaimed luggage have been kept.
 - viii. Next they have to arrange for a place for them selves to stay.

- ix. Arrange for medicines/diet etc. and payment of hospital bills, if required.
- x. Thereafter, they have to keep touch with the hospital and get their relative released.

9.6 ASSISTANCE TO BE RENDERED TO THE RELATIVES/NEXT OF KIN OF DEAD PASSENGERS:

They are to be given the following assistance :

- 9.6.1 In case the passenger could not be located in any of the hospitals, then they have to go to the building where unidentified dead bodies have been kept.
- 9.6.2 Take a round of various rooms where bodies have been kept, examine each body and try and locate their near and dear one.
- 9.6.3 Identify the dead body, if the same has been extracted by then.
- 9.6.4 Otherwise wait for all bodies to be extracted and try and identify their relative.
- 9.6.5 In case they fail to identify the same then they have to go through photographs of unidentified bodies taken at site.
- 9.6.6 After the body is finally identified, they have to produce proof of relationship for Railways to entertain their claim.
- 9.6.7 Obtain medical death certificate from the Railway doctor.
- 9.6.8 Obtain post mortem report, from the Govt. doctor who has performed post- mortem on the body.
- 9.6.9 Obtain official death certificate from the local municipality.
- 9.6.10 Accept of ex-gratia payment from Railways.
- 9.6.11 Collect forms for lodging claim for compensation from Railway Claims
- 9.6.12 Take over custody of dead body from the local Police.
- 9.6.13 Perform last rites at the same place or take back the body to their native place, depending on circumstances.
- 9.6.14 Make arrangements for their return journey back to their native place.

9.7 FIRST AID POSTS:

- 9.7.1 Medical Posts should be provided in both UCC and CAC.
- 9.7.2 Medical Post in UCC will provide first aid to injured passengers after extrication, assess their injuries and make arrangements for sending them to nearby hospitals.
- 9.7.3 Medical Post in CAC will keep all records of injured and dead passengers, names of hospitals where they have been admitted etc.
- 9.7.4 First Aid Posts should be provided in LCCs.
- 9.7.5 This will mean for treating passengers and classifying their injuries before they are sent for admission to various hospitals.

9.8 SETTING UP OF UCC, LCC AND CAC

- 9.8.1 One SSE/Works shall be exclusively responsible for setting up of these facilities. He shall undertake the following :—

- I. Move along with sufficient staff for setting up of these facilities.
 - II. Immediately start setting up of the tentage accommodation after taking out tents and shamianas provided in ARTs.
 - III. In addition, he should also requisition agencies which provide tentage accommodation on contract. Details of such agencies have been given in Divisional DM Plans.
- 9.8.2 Bridge Line staff will assist in setting up tentage and above mentioned facilities. Dy.CE/ Bridge will also move to the site and in case, bridge is not involved, he will take full charge of tentage arrangements.
- 9.8.3 Bridge Unit will take with them sufficient Manila ropes, wire, ropes, survey instruments, binoculars, helmets, life jackets, ladders and other equipment. Nylon ropers should be sufficient in length to ensure barricading at site and camping areas.
- 9.8.4 Sufficient facilities for erecting temporary stage/scaffolding etc. should also be organized, if required at site.
- 9.8.5 Few temporary toilets should be provided at one location in addition to number of urinals at 3 or 4 places.
- 9.8.6 Water tankers will be ordered for supplying water at site and arrangements shall also be made for drinking water.
- 9.8.7 Temporary kitchen in tents/shamianas is to be set up so that catering unit or IRCTC can provide cooked food to staff working at accident site.
- 9.8.8 Adequate no of chairs should also be arranged.
- 9.8.9 Bridge Line staff will have list of divers who in case of emergency can be hired for rescue or restoration operations wherever site is surrounded by deep water.
- 9.8.10 Signages for both UCC and CAC should be provided at prominent locations.
- 9.9 NUMBER OF DEAD AND INJURED - MEDICAL DEPARTMENT**
- 9.09.1 Medical department at site should confirm the number of dead.
- 9.09.2 Doctors in charge of various teams working on different coaches should give 2 hourly report to Medical counter in LCC who in turn will inform UCC, CPAC and others.
- 9.09.3 Number of injured passengers.
- 9.09.4 Type of injuries, whether grievous, minor or trivial.
- 9.09.5 Names of injured, and names of various hospitals where injured have been sent.
- 9.10 IDENTIFICATION OF DEAD BODIES - COMMERCIAL DEPARTMENT**
- 9.10.1 Number of dead bodies identified.
- 9.10.2 Ex-gratia paid to injured and next of kin of the dead.
- 9.10.3 No. of dead bodies handed over to relatives.
- 9.10.4 NUMBER OF COACHES DEALT WITH - MECHANICAL DEPARTMENT**
- 9.11.1 No. of coaches thoroughly searched.
- 9.11.2 No. of coaches made off track.
- 9.11.3 No. of coaches yet to be dealt with.

CHAPTER – 10

SITE MANAGEMENT PLAN – II

Nominated officials from various departments arriving at site by ARMVs and ARTs form part of the Disaster Management Team. Officials representing each department are responsible to ensure that assigned duties of their respective departments are efficiently carried out. Senior officers of each department will also ensure that their work is synchronized with that of functionaries of other departments for quick rescue, relief and restoration operation.

10.1 MEMBERS OF THE DISASTER MANAGEMENT TEAM

10.1.1 Disaster Management Team normally comprises members of following departments

- i. Trained Railway men from Medical, Commercial, Safety, Electrical, S&T, Mechanical, Engineering, Security, Personnel and other departments.
- ii. In case of fire accidents, trained fire service personnel shall form part of this unit.
- iii. In case of an accident on water body, divers and naval cadets will also be part of the team.
- iv. In case of sabotage or bomb explosion, bomb disposal squads and GRP/Local Police will also be involved.
- v. Various rescue unit shall accompany ARMVs, ARTs or move by road as quickly as possible.

10.1.2 Officer-in-charge of Site (OIC Site)

On arrival of ARMV at accident site DRM shall take over as OIC Site from the senior-most officer of the accident involved train. On arrival of 1st Special train carrying GM and other HQ Officers, GM shall be OIC Site. In the absence of GM, the senior most Officer shall be OIC Site. He will be responsible for forming Core Groups as required and direct them to carryout efficient rescue, relief and restoration operations.

10.1.3 Rescue, Relief and Restoration Operation

DM Team on arrival by ARMVs and ARTs shall undertake following actions:

- i. Video coverage of accident site and Crowd Control for Law and Order.
- ii. Rescue operation.
- iii. Clearance from State police for restoration where required.
- iv. Relief operations.
- v. Installation of Communication Network.
- vi. Preservation of Clues and Evidence.
- vii. Media Management at site.
- viii. Salvage operation.
- ix. Restoration operation.
- x. Lighting arrangements of accident site(if night will be require first).

10.1.4 Photography

Prior to starting restoration work at an accident site, divisions should undertake suitable video film coverage to the extent feasible. Still photography by digital camera should also be undertaken extensively for its obvious advantages. The photograph should be taken from a vantage point and from as many angles as possible so as to give a bird's eye view as also close up photographs. Such photographs should clearly indicate:

- i. Severity of the accident.
- ii. Illustrate the damage to P.Way. Rolling Stock, Signal, OHE and other structures and equipments.
- iii. Separate set of photographs to be taken to preserve clues and evidence of sabotage if suspected.
- iv. Victims and unidentified bodies should also be extensively photographed as detailed in **(10.26) (x) below.**

10.2 GENERAL

For efficient Disaster management, responsibilities of various departments are to be executed by deputing responsible officers and supervisors. Important duties of such officers/supervisors are enlisted as follows:

10.2.1 OIC Site

- i. Ensure setting up of UCC, CAC and LCCs at the earliest.
- ii. Collect information from OIC Site of IAT.
- iii. Take stock of the situation and plan for efficient rescue operation.
- iv. Estimate quantum of assistance required for each department from:
 - * Within the division,
 - * Adjoining zones
 - * Adjoining divisions of S.E. RAILWAY agencies,
 - * Non-Railway
- v. Channelise local resources to supplement available Railway resources.
- vi. Ensure that duties of various functionaries of different departments as laid down in SERly's Zonal DM Plan are carried out.
- vii. Ensure co-ordination among all departments for efficient rescue, relief and restoration operation.
- viii. Ensure information to SP Police and District Magistrate.
- ix. In case of sabotage, direct RPF to obtain quick clearance from State Police.
- x. In case of serious explosions or fire, clearance from Controller of Explosions is to be obtained.
- xi. Give prima facie cause of the accident along with forecast of expected date and time of restoration.
- xii. Ensure timely information on the progress of rescue, relief, and restoration work with following details:
 - * Number of coaches searched.
 - * Number of bodies identified.
 - * Number of injured passengers recovered.
 - * Number of coaches dealt with.
 - * Nature of injuries to passengers. Supplementary assistance required, if any.
 - * Number of bodies recovered.

xiii. Forecast for completion of each activity mentioned below should also be firmed up. These target dates and times should be communicated to all officers and supervisors at accident site:

- | | |
|-----------------------------|-----------------------------|
| 1. Re-railment | 4. OHE fitness. |
| 2. Track fitness | 5. Clearance of section. |
| 3. Points and inter-locking | 6. Movement of first train. |

10.2.2 Duties of Divisional Railway Manager

- i. Ensure that functionaries of different branches at the accident site carry out duties assigned to them as per Zonal and Divisional DM Plan
- ii. Co-ordinate with Divisional Emergency Cell regarding assistance required.
- iii. Co-ordinate with Civil Authorities especially with regard to :
 - a. Requisition of buses from State transport authorities, with Loco Pilots for round the clock duty.
 - b. Arrange waiver of Post Mortem formalities.
 - c. Arrange positioning of Municipal Official in the CAC for issuing of Official Death Certificate.

10.2.3 Formation of two teams at accident site for round the clock working

- i. At the accident site, departmental officers available from both HQ and division shall be formed into two teams for round the clock working in 2 shifts, preferably 8 hrs. to 20 hrs. and from 20 hrs. to 8 hrs.
- ii. PHODs/CHODs shall be available on duty during the day time.
- iii. PHODs/CHODs shall take on the spot decision regarding composition of the team for night site shift for their respective department. This composition should not normally be changed during the 3-4 day stay at the accident site.
- iv. Branch Officers shall be available on duty during the day time.
- v. Branch Officers shall take on the spot decision regarding composition of the team for night shift for their respective department. This composition should not normally be changed during the 3-4 day stay at the accident site.
- vi. Similarly, supervisors available from both HQ and divisions shall also be put in two teams.

10.2.4 Duties of Operating Department

Immediately after getting the information.

- i. All sectional TIs and Supervisory SSs should be directed to reach the accident site by first available means.
- ii. Similarly additional RG/LR staff from the section should be sent to adjacent stations on either side so that additional shunting work can be done.
- iii. Since considerable amount of shunting is required to be performed at adjoining stations, 2 traffic supervisors in 2 shifts should be posted at adjoining stations on each side.
- iv. Ensure proper marshalling of crane while proceeding to the accident spot in the block section.
- v. Ensure that Engineering vans of the ART are placed nearest to the accident site for this purpose; Engineering van/wagon should be placed closest to site of accident by sending it in

pushing condition.

- vi. Ensure prompt clearance of stranded passengers at the site in coordination with the Divisional Emergency Cell.
- vii. Regarding running of special trains, keep in touch with Divisional Emergency Cell and give requirement from site

10.2.5 Duties of Safety Department

- i. Preserve all clues and evidences regarding probable cause of the accident and ensure that these do not get disturbed till police clearance is received.
- ii. Ensure that video/still photographs by digital cameras are taken as required.
- iii. Ensure that joint measurements, observations are recorded in the prescribed proforma before restoration work begins.
- iv. Ensure that unaffected rolling stock is moved away from the site and thereafter stabled at convenient location for further examination during accident inquiry.
- v. Ensure that evidence of train staff, station staff and public are recorded on the spot.
- vi. Addresses of passengers willing to give statements later should also be obtained.

10.2.6 Duties of Medical Department

Main functions of the Medical department can be broadly classified as:

- * Taking an initial round of hospitals and assessment of situation.
 - * Taking out injured passengers from accident involved coaches.
 - * Attending to injured passengers and giving them First Aid.
 - * Preparing list of injured passengers.
 - * Classification of their injuries.
 - * Transporting them to hospitals and getting them admitted.
 - * Post admittance hospital care of the injured.
 - * Dealing with dead bodies.
 - * Preservation of **dead bodies**.
- i. **General**
 - * Ensure collecting blood and urine samples of train crew in case the same is necessary.
 - * Organise as many road ambulances as possible at the accident site.
 - * Data Bank of Divisional DM Plans has names, telephone numbers and other details of hospitals near the accident site. They should be contacted on phone for sending road ambulances along with team of doctors.
 - * Set up Medical Counter in UCC and CAC for passenger assistance.
 - * Set up First Aid Posts in LCCs.

- ii. **Site Management**

Leader of Team 'A' (Normally CMS/MS In-charge of the Division) would take control of the site, co-ordinate relief measures and distribute duties amongst doctors available as detailed below;

- * Different teams and groups will be formed for discharging various duties of the Medical department as detailed in Site Management Plan. Each should consist of 4-6 members and each group should consist of 3-5 teams, depending upon requirement.
- * One group of doctors will take a round of various hospitals where injured passengers have already been admitted. (Para 'iii' below).
- * One group consisting of 4-5 teams of doctors and para-medics will taken out injured passengers and dead bodies from accident involved coaches. (Para 'iv' below).
- * One team will attend to injured passengers and give them First Aid and other medical treatment. (Para 'v' below).
- * One team will prepare list of injured passengers, note down details of their injuries and classify them. (Para vi & vii below).
- * One team would be in-charge of transporting injured passengers to hospitals and getting them admitted. (Para 'viii' below).
- * One team would be in-charge of post admittance hospital care of the injured. (Para 'x' below).
- * One team will deal with dead bodies after these have been extracted from coaches. They will prepare a list and arrange for their preservation. (Para 'x' & 'xi' below).
- * In case sufficient doctors are available then more groups should be formed for rescue operations. (Para 'iv' below).

iii. Taking an initial round of hospitals

- * Separate doctors will be deputed to visit each hospital where injured passengers have already been shifted.
- * One commercial officer will also accompany doctors and make a general assessment.
- * At the hospital, they should collect information about dead/injured persons, their name, age, sex, address, telephone no., name and telephone no. of relatives / friends, nature of the injury, etc.
- * These information should be immediately communicated to CMS/MS at accident site by using local PCO/Cell phone etc.
- * Prepare a list of persons dead/injured already in hospitals in three copies by using carbon paper.
- * The list thus prepared is to be signed by Railway doctor on duty in the hospital. One copy is to be handed over to the Commercial Department.
- * 2nd copy to be kept with the doctor in charge as office copy and the 3rd copy to be given to paramedical staff to get multiple photocopies for further distribution.
- * One copy should also be sent to CAC for being fed into the Personal Computer provided in the CAC.
- * The initial list prepared should be updated at regular intervals, as and when any change occurs and communicated to the emergency control.

iv. Taking out injured passengers

- * Maximum number of doctors should be deputed for this activity.
- * This group should consist of at least 4-5 teams. If numbers permit, more such teams should be formed.

- * Teams involved in rescue operation should ensure rapid access to all injured passengers.
- * They should take assistance of Mechanical/Engineering/RPF staff to extricate injured passengers.
- * Each team will join up with teams of Mechanical staff who would also be involved in extracting dead and injured from coaches.
- * Maximum number of coaches should be tackled simultaneously, except those that have climbed on top or have telescoped into one another.
- * Coaches should be thoroughly searched including lavatory and vestibule portions before abandoning further search and moving on to the next coach.

v. Attending to injured passengers

- * One team will be asked to provide medical treatment to injured passengers immediately after their evacuation from coaches.
- * Ensure stabilization of condition of injured passengers already taken out from coaches, before they are dispatched to hospitals by road.
- * In case of patients in critical condition where stabilization of condition at site is not possible, they should be moved immediately by road ambulance or shifted to ARMV.

vi. Preparing list of passengers

- a. Collect list of injured passengers prepared by TS/TTEs and assess the situation.
- b. Separate lists to be prepared coach wise.
- c. The list should contain following details;
 - * If found Conscious: Name, sex, age, identification marks, address, ticket number, originating and destination station.
 - * If found Unconscious: Approximate age, sex, identification marks, ticket number and other particulars if relatives and friends are available.
- d. Once the preliminary list of injured passengers has been prepared, the list should be signed by the CMS/MS in-charge and a copy handed over to commercial department.
- e. The list of injured passengers will thereafter be updated periodically, as rescue and relief work continues and fed into the Personal Computer provided in the UCC/LCC.

vii. Classification of Injuries

A. Injuries are classified as under:

- a) 'Grievous' injuries as defined below.
- b) 'Simple', but excluding 'trivial' injuries such as abrasions or bruises.

Following are considered to be grievous injuries (as per section 320 of the Indian Penal Code):

- * Permanent privation of sight of either eye.
- * Permanent privation of hearing of either ear.
- * Privation of any member or joint.
- * Destruction or permanent impairment of powers of any members or joint.

- * Permanent disfigurement of head or face.
- * Fracture or dislocation of a bone or tooth.
- * Emasculation.
- * Any hurt which endangers life, or which cause the sufferer to be, during the space of twenty days, in severe bodily pain or unable to follow his ordinary pursuits. Injuries other than those defined above are considered to be simple injuries.
- B. Apart from injuries defined above, there may be cases where a passenger or trespasser receives only petty abrasions or bruises. These are of trivial nature and technically speaking should not be taken as injuries.
- C. "A Railway employee or a passenger or a trespasser shall be considered to be " injured " only when he/she is incapacitated following customary vocation for more than 48 hrs. Such injuries are classified as under"
 - I. Serious (including grievous injuries).
 - ii. "Minor" or "Simple".
- D. Classify injured passengers into separate categories as grievous or simple.
- E. Inform Commercial department for arranging ex-gratia payment.
- F. Classification of injuries may be changed in the light of X-rays and other detailed findings after admission and should be intimated to UCC and LCC.
- viii. Transporting injured passengers to hospitals
 - * One team will be asked to arrange transport of injured passengers to nearby hospitals.
 - * Ensure expeditious transportation of injured either to AMRVs or to nearby hospitals.
 - * Critically injured passengers should be transported by means of road ambulances and other by means of ordinary road vehicles.
 - * Commercial staff should also be associated with transfer of injured passengers to hospitals.
 - * Before doctors and supervisors leave the accident site for hospital duty, they should note down the DOT and mobile Telephone nos of the accident site, CMS, MS and other doctors at the site for quick communication.
 - * Doctors going to different hospitals should have separate vehicles.
 - * In case sufficient numbers of Railway vehicles are not available, they should hire taxis for their movement by withdrawing from station earnings.
- ix. **Post admittance hospital care**
 - * One Railway doctor, one commercial supervisor and one welfare inspector should be deputed round the clock at each hospital.
 - * If large number of hospitals are involved 2/3 hospitals may be given to one doctor. In that case, the doctor, in consultation with CMS/MS, should station himself at the hospital where maximum no. of patients are admitted.
 - * Make an assessment about capabilities of the hospital to handle injured persons especially with reference to types of injuries they have suffered. Decide whether the patient needs to be shifted to other hospital with better facilities and then arrange to shift the patient.
 - * In case any injured passenger succumbs to his injuries in the hospital, then the doctor in-charge of that hospital should up date this fact to the medical counter at CAC.

x. **Care for the Dead**

- * 20 nos of collapsible coffins which is available at each Divnl. Hospital will be transported to the site by ARMV, road vehicles or train services as per need.
- * Air-conditioned mortuaries available with Divnl. Hospital to be utilized to store at least six bodies.
- * There is provision of Embalming Gun and Chemicals to ensure that bodies are preserved for reasonable time and if necessary the bodies can be transported to Divnl. Hospital till claimed by relatives.
- * 20 nos of body bags which are available with Divnl. Hospital is to be utilized.
- * In case of a major disaster the usual complement of medical staff in any ARMV is grossly inadequate for undertaking work of this magnitude. This should be augmented from nearby divisions/zones depending on the requirement
- * Adequate number of Safaiwalas and other health workers who have come to the accident site should be mobilized for this purpose.
- * Dismembered bodies begin emitting foul odour after two days. Carrying out this task under such circumstances become a real problem. Therefore, target should be to extricate all dead bodies within 24 hrs.
- * Dead bodies should be dealt with coachwise, otherwise bodies taken out from different coaches get mixed up.
- * Bodies taken out from coaches should be stacked at quite some distance from the track in front of respective coaches, in separate lots, coach wise. While this may slow down the work initially, in the long run it is more systematic since bodies don't get mixed up.
- * Shift dead bodies from coaches to a nominated place at the accident site with the help of paramedical staff, SJAB, Scouts, Civil Defence personnel, other Railway staff and non-Railway volunteers available at site.
- * Ensure covering of dead bodies with shrouds.
- * Put label (white cloth of 12"x9" written by marker pen) on body bag on each dead body on the chest just below the neck as below:

Date :	Dead Body serial No :	
Coach No:	Age	Sex :
Name :		

- * In case of unidentified dead bodies, against the item name', it should be written as unidentified-1/unidentified-2, etc. Approximate age should be estimated from the appearance, such as between 35-45 years.
- * 5 photographs preferably by digital camera should be taken of each dead body. Two should be close up of face from in front and sideways, third should be with the label visible as mentioned above and fourth and fifth should be of full length of the body.
- * Each body should also be video photographed.
- * After photographs have been taken, each body should be placed inside a plastic bag with zip having proper labeling system where some information is also to be provided.
- * After this, bodies will be handed over to GRP or local police for safe custody.
- * Take necessary steps to handle unhygienic condition that may arise due to decomposed/mutilated bodies.

xi. Preservation of dead bodies

- a. Numbering and photography of bodies should be done even when relatives are on hand to claim the body.
- b. Arrangements have to be made for a more permanent location for them till such time as the next of kin arrive to claim these bodies.
- c. In all such accidents passengers are invariably separated from their belongings. As such in many cases there are no tickets or other identification papers on their possession.
- d. This problem is further compounded in unreserved coaches where no reservation charts are available.
- e. Identification problems come up in case of mutilated bodies also. In such cases, photographs are better means of identification.
- f. Arrange for hiring of a couple of big halls, for keeping bodies.
- g. Rooms should preferably be at a single location so that relatives do not have to go around from mortuary to mortuary.
- h. A large building having number of rooms would be ideal for storing them. Best option would be to take over a school building temporarily.
- i. Arrange to move dead bodies to nominated buildings being used as temporary mortuaries.
- j. Bodies should be neatly lined up with their numbers prominently displayed, and kept in different rooms, coach-wise.
- k. Notice Board outside the building should display the room nos where bodies extracted from a particular coach have been kept.
- l. These details should also be posted on a notice board outside each room.
- m. This will prevent unnecessary handling of bodies, which in any case would be in an advanced state of decomposition.
- n. For dead bodies whose relatives are not readily available and delay is expected, arrange for their preservation by dry ice.
- o. Procure following items from local market for dealing with dead bodies :
 1. Shrouds
 2. Polythene bags
 3. Coffins
 4. Dry ice
- p. Commercial staff should be put on round the clock duty in the building housing the temporary mortuary for guiding relatives as and when they come.

10.2.7 Duties of Commercial Department

i. Main functions

Main functions of the Commercial department can be broadly classified as:

- * Providing beverages and catering to injured and uninjured passengers through IRCTC.
- * Initial round of hospitals and assessment of situation.
- * Preparing list of injured passengers.
- * Assisting transportation of injured passengers to hospitals and getting them admitted.
- * Payment of ex-gratia to injured and next of kin of dead.
- * Dealing with refund and claims compensation formalities.
- * Taking charge of luggage and consignments.
- * Assistance in post-admittance hospital care of the injured.
- * Taking care of relatives.

ii. General

- * Before Sr. DCM proceeds to accident site he should arrange withdrawal of sufficient cash from station earnings.
- * At the accident site, handpicked commercial supervisors should be deputed for manning commercial counters in UCC and CAC.
- * Each commercial counter in CAC is to be manned by one group as detailed in Chapter 9.3 of Site Management Plan-I. Co-ordination with other depts. during the process of salvage is must.

iii. Withdrawal of cash from station earnings

- * In order to meet accident related expenditure, Officers can withdraw money from station earnings duly following the procedure incorporated in Commercial Manual Vol. II Rule No.2425.
- * Departmental expenditure necessitated for floods, accidents or earthquakes, etc.
- * Ex-gratia payments to persons involved in train accidents.
- * Procedure and accountal as detailed below should be followed of Site Management Plan-II.

iv. Hiring of Vehicles

- a. A large number of road vehicles are required at an accident site for following purposes:
 - * Taking injured passengers, doctors and other important officials to hospitals.
 - * Clearance of uninjured passengers.
 - * Taking dead bodies to mortuaries.
 - * Bringing men and materials, etc. to accident site.
 - * Taking unclaimed luggage for being kept in safe custody.
 - * Taking relatives to hospitals and mortuary.
 - * Other miscellaneous work.
- b. For this purpose apart from whatever number of Railway vehicles may be available, extra road vehicles may be hired.
- c. Adequate number of road vehicles should be attached to CAC for taking relatives to hospitals, mortuaries etc.
- d. Nominated Railway staff to be attached to each hired vehicle round the clock (even group 'D' would suffice), so that optimum use can be made of the vehicle.
- e. Buses from State transport authorities should also be requisitioned along with extra Drivers for round the clock duty.
- f. One Railway staff should be put in charge of each bus on round the clock duty, who will accompany the bus wherever it goes and bring it back in time (even group 'D' would suffice).
- g. In case hospitals are in different towns, then road transport buses should be put on fixed time round trip schedule for movement of relatives from CAC to various locations and back.
- h. All hired vehicles and requisitioned buses should have stickers pasted on their front and rear windscreens indicating 'RAILWAY ACCIDENT DUTY'.

v. Catering arrangements

- * Arrangements for supply of food and beverages to not only injured but also to other passengers of the accident involved train should be swiftly organized.
- * Food and beverages should be supplied free of charge.

- * These may be arranged from Railway sources or outside sources as necessary, including IRCTC or their contractors.
- * To supplement Railway catering arrangements nearby dhabas and hotels should be contacted and arrangements made for opening up stalls at the site.

vi. Clearance of uninjured passengers

- a. First of all, arrangements for water and food for stranded passengers should be made.
- b. Clearance of accident-affected passengers from accident site should be planned along with Operating branch who will provide the empty coaching rake.
- c. Make announcement thorough PA system informing passengers regarding their clearance from site either by:
 - * Front portion of the accident involved train.
 - * Rear portion of the accident involved train,
 - * Empty coaching rakes that have been brought to the accident site,
 - * Road bridging that has been arranged.
- d. Arrange adequate coolies for carrying passengers luggage while they transfer to the new train.
- e. In case of road bridging, arrange road transport to clear stranded passengers, record details of passengers dispatched and relay particulars to Divisional Emergency Cell.
- f. Senior-most official at site shall have powers to arrange conveyance for affected passengers free of charge by any available mode of transport and also incur expenditure for carriage of passengers' luggage, etc.

vii. Preparing list of injured passengers

- a. Collect list of injured passengers prepared by TS/TTEs after confirmation by Doctors.
- b. Separate lists to be prepared coach wise by Medical department.
- c. This list should be in fed into the Personal Computer available in the CAC.
- d. The list should also be e-mailed to the Divisional emergency Cell and Hq. Emergency Cell.
- e. The list of dead and injured that is initially fed into the PC will thereafter be updated periodically, as rescue and relief work continues.

viii. Amount of Ex-Gratia payable

- a. The amount of ex-gratia relief payable to injured passengers or to dependants of dead are as under :
 - * In case pf death – Rs.50,000/-
 - * Grievous injury – Rs.25,000/-
 - * Simple injury – Rs. 5,000/-
- b. The amount of ex-gratia relief admissible to road-users who meet with an accident due to Railway's prima facie liability at manned level crossing gate accidents will be as under :
 - * In case of death – Rs.50,000/-
 - * Grievous injury – Rs. 25000/-
 - * Simple injury – Rs. 5,000/-

- c. Payment of ex-gratia will be made on the basis of categorization of their injuries made out by doctors at site.
- d. No ex-gratia payment would be admissible to trespassers, persons electrocuted by OHE and road users at unmanned level crossings.
- e. Ex-gratia payment should also be made to Railway staff killed or injured by a moving train while performing their duty, for example, gangman working on track run-over accidentally by a moving train.
- f. Ex-gratia amount is to be paid in cash.
- g. In case of injured passengers, ex-gratia should be paid to the injured passenger himself or in case he is too ill, to his relative in his presence.
- h. In case of death cases where relatives identify and claim the body, following precautions are to be taken:
 - * Photograph the face of the body from in front and from the side.
 - * Photograph the person taking the ex-gratia payment.
 - * Record the relationship of the person claiming the body along with details of proof, if any.
 - * In case enhanced ex-gratia is announced by the Hon'ble MR. Then the enhanced amount should be paid by cheque by Accounts department.
 - * Ex-gratia paid is not to be adjusted against claims compensation payable as decreed by RCT subsequently.
- i. Payment should be arranged preferably on the spot by a senior scale officer nominated by GM after making such enquiries as can be reasonably made on the spot after immediate needs by way of medical attendance etc., to injured persons have been attended.

ix. Refund and Claims Compensation

- * Refund of fares must be granted in the CAC for unfinished journey as per rules.
- * Injured passengers and next of kin of deceased passengers must be supplied with blank claims compensation forms along with Claims Booklet explaining complete procedure.
- * Photocopy of a filled up Claim Compensation form may also be given along with the blank form so as to help them in filling it up.

x. Luggage and consignments

- * As and when unclaimed luggage and personal belongings are taken out from coaches, a list should be made coach wise, and each item should be tagged with coach no.
- * A list of each item with distinguishing marks should be made.
- * If possible, the cabin number inside the coach should also be indicated.
- * Luggage claimed should be handed over on satisfactory proof of ownership.
- * Unclaimed luggage and personal belongings of injured/dead passengers should be taken possession of for safe custody.
- * Unclaimed luggage should be stored in a safe place, preferably, part of the some building/ enclosure which as being used for preserving dead bodies.
- * These should be stored in separate rooms coach wise so that it is easy for relatives to identify.

- * A list should be displayed outside each room indicating the coach no. whose luggage is stored there.
- * It is the responsibility of Commercial department to take charge of all unclaimed luggage etc. These should be taken over from the charge of RPF.
- * Booked luggage, parcels and consignments available in SLRs, VPUs etc. should be taken out and sent by road to nearest Jn. Station for safe custody.
- * Booked perishables goods available in SLRs, VPUs should be taken out and either auctioned at site or sent by road to nearest Jn. Station for being auctioned.
- * RMS consignments on the train should be shifted for safe custody till Postal Authorities come and take over.

xi. Withdrawal from station earnings - procedure

In order to meet accident related expenditure, Officers can withdraw money from station earnings duly following the procedure incorporated in Commercial manual Vol.II rule No: 2425.

- * Departmental expenditure necessitated by floods, accidents or earthquakes, etc.
- * Ex-gratia payments to persons involved in train accidents.

xii. Withdrawal from station earnings - accountal

- * The withdrawal from station earnings will be against station pay order. The Officer withdrawing money from station earnings is personally accountable for its correct expenditure and submission of vouchers to the Sr. DFM through Sr. DCM of the concerned Division.
- * Branch Officer of the concerned department shall be responsible for submission of monthly statements of the amount of money withdrawn from station earnings to Sr. DCM, who shall consolidate such withdrawal and submit a report to CCM and FA&CAO(T) accompanied with relevant supporting paid vouchers on the 1st week of the subsequent month.
- * Executive officer concerned shall furnish full particulars of the amount withdrawn, details of payments made, reasons for the payment, the rate and period for which payment is made and the total amount paid with the acquittance to Sr DFM.
- * Sr DCM will compile a monthly statement of all withdrawals from station earnings of his division and send it to CCM and FA&CAO(T).
- * Branch Officer shall be responsible for submission of vouchers against expenditure incurred out of the station earnings withdrawn within 15 days to the Sr. DCM who shall consolidate such withdrawal and submit to Sr. DFM of the respective Division, failing which the amount so withdrawn shall be recovered from the concerned Officer's salary.

Commercial staff should be put on round the clock duty in the building housing the temporary mortuary for guiding relatives as and when they come.

10.2.8 Duties of Commercial Department

xiii. Main functions

Main functions of the Commercial department can be broadly classified as:

- * Providing beverages and catering to injured and uninjured passengers through IRCTC.
- * Initial round of hospitals and assessment of situation.
- * Preparing list of injured passengers.

- * Assisting transportation of injured passengers to hospitals and getting them admitted.
- * Payment of ex-gratia to injured and next of kin of dead.
- * Dealing with refund and claims compensation formalities.
- * Taking charge of luggage and consignments.
- * Assistance in post-admittance hospital care of the injured.
- * Taking care of relatives.

xiv. General

- * Before Sr. DCM proceeds to accident site he should arrange withdrawal of sufficient cash from station earnings.
- * At the accident site, handpicked commercial supervisors should be deputed for manning commercial counters in UCC and CAC.
- * Each commercial counter in CAC is to be manned by one group as detailed in Chapter 9.3 of Site Management Plan-I. Co-ordination with other depts. during the process of salvage is must.

xv. Withdrawal of cash from station earnings

- * In order to meet accident related expenditure, Officers can withdraw money from station earnings duly following the procedure incorporated in Commercial Manual Vol. II Rule No.2425.
- * Departmental expenditure necessitated for floods, accidents or earthquakes, etc.
- * Ex- gratia payments to persons involved in train accidents.
- * Procedure and accountal as detailed below should be followed (Para xi & xii below).

xvi. Hiring of Vehicles

- i. A large number of road vehicles are required at an accident site for following purposes:
 - * Taking injured passengers, doctors and other important officials to hospitals.
 - * Clearance of uninjured passengers.
 - * Taking dead bodies to mortuaries.
 - * Bringing men and materials, etc. to accident site.
 - * Taking unclaimed luggage for being kept in safe custody.
 - * Taking relatives to hospitals and mortuary.
 - * Other miscellaneous work.
- j. For this purpose apart from whatever number of Railway vehicles may be available, extra road vehicles may be hired.
- k. Adequate number of road vehicles should be attached to CAC for taking relatives to hospitals, mortuaries etc.
- l. Nominated Railway staff to be attached to each hired vehicle round the clock (even group 'D' would suffice), so that optimum use can be made of the vehicle.
- m. Buses from State transport authorities should also be requisitioned along with extra Drivers for round the clock duty.
- n. One Railway staff should be put in charge of each bus on round the clock duty, who will

- accompany the bus wherever it goes and bring it back in time (even group 'D' would suffice).
- o. In case hospitals are in different towns, then road transport buses should be put on fixed time round trip schedule for movement of relatives from CAC to various locations and back.
 - p. All hired vehicles and requisitioned buses should have stickers pasted on their front and rear windscreens indicating 'RAILWAY ACCIDENT DUTY'.

xvii. Catering arrangements

- * Arrangements for supply of food and beverages to not only injured but also to other passengers of the accident involved train should be swiftly organized.
- * Food and beverages should be supplied free of charge.
- * These may be arranged from Railway sources or outside sources as necessary, including IRCTC or their contractors.
- * To supplement Railway catering arrangements nearby dhabas and hotels should be contacted and arrangements made for opening up stalls at the site.

xviii. Clearance of uninjured passengers

- g. First of all, arrangements for water and food for stranded passengers should be made.
 - h. Clearance of accident-affected passengers from accident site should be planned along with Operating branch who will provide the empty coaching rake.
 - i. Make announcement thorough PA system informing passengers regarding their clearance from site either by:
 - * Front portion of the accident involved train.
 - * Rear portion of the accident involved train,
 - * Empty coaching rakes that have been brought to the accident site,
 - * Road bridging that has been arranged.
 - j. Arrange adequate coolies for carrying passengers luggage while they transfer to the new train.
 - k. In case of road bridging, arrange road transport to clear stranded passengers, record details of passengers dispatched and relay particulars to Divisional Emergency Cell.
 - l. Senior-most official at site shall have powers to arrange conveyance for affected passengers free of charge by any available mode of transport and also incur expenditure for carriage of passengers' luggage, etc.
- xix. Preparing list of injured passengers
- f. Collect list of injured passengers prepared by TS/TTEs after confirmation by Doctors.
 - g. Separate lists to be prepared coach wise by Medical department.
 - h. This list should be in fed into the Personal Computer available in the CAC.
 - i. The list should also be e-mailed to the Divisional emergency Cell and Hq. Emergency Cell.
 - j. The list of dead and injured that is initially fed into the PC will thereafter be updated periodically, as rescue and relief work continues.

CHAPTER – 11

SITE MANAGEMENT PLAN – III

11.1 DUTIES OF MECHANICAL DEPARTMENT

- 11.1.1 For discharging the dual responsibility of extricating injured passengers & dead bodies from coaches and toppling those coaches whose search has been completed, 2 separate groups will be formed at each end for purposes of 'search and rescue' and 'off tracking of coaches'.
- 11.1.2 Once 4 ARMVs, 2 ARTs and 2 BD specials have arrived at the accident site from both ends, normally no more mechanical equipment will be required from anywhere else. The main work will then consist of using of these resources effectively and efficiently.
- 11.1.3 Different teams and groups will be formed for discharging the dual responsibilities of the Mechanical department. Each team should consist of 4-6 members and each group should consist of 3-5 teams, depending upon requirement.
- 11.1.4 One Sr. Supervisor should be in-charge of each team conducting search and rescue at the site. All such 'search and rescue' groups at each end of the accident site would function under directions of an AME.
- 11.1.5 Similarly, one Sr. Supervisor should be in-charge of each team working on 'off tracking of coaches' at the site. All such 'off tracking of coaches' groups at each end of the accident site, would function under directions of another AME. The second AME concerned would also be in-charge of the crane at that end.
- 11.1.6 Take precautions in electrified section that power supply is switched off before commencing rescue/relief work.
- 11.1.7 Use necessary safety equipment like hand gloves, helmet etc.
- 11.1.8 If spillage of inflammable substances is suspected, then only cold cutting equipment should be used.
- 11.1.9 In case of suspected sabotage, ensure minimum interference to clues. Save lives and extricate passengers after video and digital photographs have been taken.
- 11.1.10 Be cautious in using rescue tools like gas cutters, cold cutters, spreaders, hydraulic jacks etc. so that passengers trapped inside or buried under the debris do not get hurt.
- 11.1.11 Ensure marshalling of ART according to site requirement before it is sent into the accident involved block section.'
- 11.1.12 For efficient extrication of entrapped passengers take assistance of Medical/Engineering departments.
- 11.1.13 Each team will join up with Medical teams who would also be involved in extracting dead and injured from coaches.
- 11.1.14 Maximum number of coaches should be tackled simultaneously, except those that have climbed on top or have telescoped into one another.
- 11.1.15 Road cranes of sufficient capacity should be arranged so that these cranes can start working from the center while the 140T cranes could continue working from either end.

11.1.16 Trucks should be arranged for carrying BD equipment near to accident involved coaches, so that number of coaches can be simultaneously tackled and more work centers can be opened up.

11.1.17 Examine unaffected or re-railed rolling stock and certify their fitness for further movement.

11.2 DUTIES OF SECURITY DEPARTMENT

Main functions of the Security Department can be broadly classified as :

- a. Co-ordination with GRP and Local Police
- b. Protection of luggage.
- c. Protection of Railway property
- d. Crowd management

11.2.1 Liaison with Civil Police

- i. In case of sabotage, liaison with Local Police & officials of District Administration and get early clearance.
- ii. Clearance should be obtained as expeditiously as possible, for starting restoration work.
- iii. Additional manpower should be requisitioned from local police officials and District Administration for purpose of crowd control.
- iv. Exemption should be obtained from SP of the district for waiving off formalities of Post Mortem of dead bodies.
- v. Obtain assistance from GRP and Local Police as and when required.

11.2.2 Crowd Management

- i. The first problem at an accident site is that of surging crowds. Carrying out any kind of rescue and relief operation becomes next to impossible due to crowd. Railway men who try to undertake any kind of rescue and relief work become victims of mob fury.
- ii. Cordon off the site and prevent unauthorized entry of outsiders.
- iii. Segregate the area of accident by putting up temporary barriers using nylon ropes or any other make-shift device available at the scene so that outsiders do not disturb the site or hamper rescue operations.
- iv. These barriers should be at quite some distance away from the track, so that UCC, CAC and LCCs are inside the cordoned off area.
- v. Provide barricade and ask for additional force to control crowd during VIP visit.

11.2.3 Protection of luggage

- i. Protection unclaimed luggages of passengers till these are duly taken over by commercial department for safe custody.
- ii. Unclaimed luggage of passengers should be isolated and stacked coach wise, with proper labeling indicating coach no from which recovered.
- iii. If possible, the cabin number inside the coach should also be indicated.
- iv. All such unclaimed luggage should be protected till they are handed over to claimants or taken over by commercial department.

- v. Unclaimed luggage should be stored in a safe place, preferably part of the same school building which is being used for preserving dead bodies.
- vi. These should be stored in separate rooms coach wise so that it is easy for relatives to identify.

11.2.4 Protection of Railway property

- i. Protect Railway consignments/goods/parcels till these are duly taken over by commercial department and dispatched to nearest station for proper disposal.
- ii. Guard perishables goods till they are auctioned off at site or till they are dispatched to nearest station or being auctioned.
- iii. RMS consignments on the train should be shifted to school building for safe custody till Postal Authorities come and take over the custody.
- iv. Provide security for the cash withdrawn for payment of ex-gratia by the commercial department.
- v. Preserve all clues and evidences regarding probable cause of the accident and ensure that these do not get disturbed.
- vi. Ensure that no Railway staff tampers with any track fittings, or rolling stock parts.
- vii. Anybody found moving under suspicious circumstances should be questioned.
- viii. No Railway staff should be allowed to move about near the accident site with loose or piece meal equipment.

11.2.5 General

- i. RPF personnel should respond to any call for assistance to rescue victims and transport them to the nearest hospital.
- ii. Information updated by field personnel at the scene of incident to the RPF functionary in the UCC, giving the latest situation.

11.3 DUTIES OF ELECTRICAL DEPARTMENT

11.3.1 For discharging the dual responsibility of providing illumination at site and managing the OHE, 2 separate units will be formed at each end of the accident site consisting of 'General branch' officers & staff and TRD officers & staff.

11.3.2 Once 4ARMVs, 2ARTs and 2 BD specials have arrived at the accident site from both ends, normally no more electrical equipment will be required from anywhere else. The main work will then consist of using of these resources effectively and efficiently.

11.3.3 Different teams and groups will be formed for discharging various duties of the Electrical department. Each team should consist of 4-6 members and each group should consist of 3-5 teams, depending upon requirement.

11.3.4 Site illumination

One Sr. Supervisor should be in-charge of each group working at the site. All 'General Services' teams at each end of the accident site, would function under directions of one AEE(G).

- i. Senior most Electrical Officer at site would make a quick assessment of the electrical requirement of the site.

- ii. This would be done keeping in mind the geographical spread of the site, the size of UCC, LCCs, CAC and any other requirement as necessary.
- iii. Thereafter, he would assess the quantity of electrical fittings and generator sets available in ARMVs and ARTs.
- iv. In order to set up adequate illumination facilities, all generator sets and lighting fixtures available in ARMVs and ARTs would be used. First priority for lighting would be the accident site along the track where rescue, relief and restoration work is going on.
- vi. Next priority would be given to lighting up of UCC, CAC and LCCs.
- vii. Additional requirements of generators and lighting fixtures, if any, should be called for immediately from other Railway sources within the division, well in time.
- viii. In case divisional sources are inadequate, then sources from other divisions should be tapped.
- ix. Officer at site should hire additional generator sets, lighting fixtures and arrange fuel etc. as required, from non-Railway sources available nearby. List of such sources are given in Divisional DM Plans.
- x. Once generators and lighting fixtures have been set up, efforts should be made to tap local power supply from some nearby sources, if available.
- xi. In case power supply is not available nearby and illumination has to continue on generator supply, then sufficient quantity of petrol and diesel should be procured and kept in stock.

11.3.5 OHE at site

One Sr. Supervisor should be in-charge of each group working at the site. All TRD teams at each end of the accident site, would function under directions of one AEE/TRD.

- i. Immediately OHE should be switched off. In case OHE is to be brought down, the same should be done immediately so that working of crane does not get held up on account of OHE.
- ii. In case slewing of OHE suffices for some sections, then the same should be done quickly to facilitate crane operation.
- iii. Sr. DEE/TRD shall arrange movement of 6 Tower Wagons along with men and material from adjacent depots from both sides of accident site.
- iv. In case more tower wagons are required these should also be requisitioned from other depots along with men and material.
- v. An assessment should also be made of the extent of damage to OHE masts, and other equipment.
- vi. Additional requirement of materials, if any should be called for immediately from other Railway sources within the division.
- vii. In case divisional sources are inadequate, then sources from other divisions should be tapped.
- viii. In case other divisional sources are also inadequate, then sources from other zones should be tapped.
- ix. Availability of OHE masts is a long lead item. Requirement of masts should be quickly worked out so that these can be moved immediately.

- x. Ensure temporary portals are erected without delay.
- xi. In case damage to OHE is extensive and a wiring train is considered to be more efficient, then the same should be arranged for from other zone after discussion with RE organisation.
- xii. Ensure that the section is earthed before staff starts working near OHE.
- xiii. OHE should not be charged until all staff, tower wagons, cranes etc. have cleared the block section.

11.4 DUTIES OF SIGNAL & TELECOMMUNICATION DEPARTMENT

Duties of S&T department consists of providing sufficient and reliable means of communication at the accident site and other work centers.

11.4.1 Types of communication facilities

For this purpose following types of communication facilities should be provided

- i. Satellite telephones.
- ii. BSNL telephones.
- iii. Mobile, in case the area is under mobile coverage.
- iv. Walkie - Talkie sets.
- v. Railway telephones &
- vi. PA system.

11.4.2 Locations

These should be provided at following locations:

- i. UCC
- ii. CAC
- iii. LCCs
- iv. Hospitals
- v. Mortuary
- vi. Any other locations as decided.

11.4.3 Numbers to be provided

- i. Satellite telephones - 05 to be provided. 02 in UCC, 01 in CAC, 02 passengers.
- ii. BSNL telephones - 02 in UCC, 03 in CAC and 01 in each hospital.
- iii. Mobiles - as many as can be arranged in UCC and CAC. In addition to above at least 02 in each hospital.
- iv. Walkie - Talkie sets - each functionary should be covered.
- v. One 25W VHF set shall also be provided in UCC.
- vi. One 25W VHF set shall be installed in a road vehicle so that mobile communication can be set up, upto a range of about 10 Km.
- vii. Railway telephones - each functionary in UCC, CAC and LCCs should be covered.
- viii. In RE area emergency sockets will be utilized for extending communication to the accident site and in non-RE area where 06 Quad cable is available the same will be utilized for providing communication.
- ix. PA system - at UCC, CAC and LCCs.

11.4.4 Public Address System

- i. Provide adequate number of PA system, Hand sets.
- ii. PA system should be provided in UCC, CAC and LCCs. These are to be used for communicating with passengers and for giving directions to Railway staff.
- iii. For this purpose, additional PA systems may become necessary depending upon the requirements at accident site.
- iv. Mega mikes available in ART will also be utilized.
- v. Volume of PA system in UCC, CAC and LCCs should be so adjusted that announcements made over one of them reaches only those areas which are under its jurisdiction. It should not interfere with announcements being made by other PA systems.

11.4.5 General

- i. Ensure availability of adequate copies of Disaster Management telephone directory containing important telephone numbers.
- ii. Adequate number of Mobile Battery Chargers should be provided in UCC, CAC and LCCs along with number of spare batteries.

11.5 DUTIES OF ENGINEERING DEPARTMENT

Some duties have been detailed in Chapter 11 Section 8. Additional duties are as follows:

- 11.5.1 AEN/SEE(P.Way/Works) shall collect men, rescue tools and arrive at site by fastest means possible.
- 11.5.2 Set up UCC, CAC and LCCs at the accident site.
- 11.5.3 Assist Medical/Mechanical Department in rescue work.
- 11.5.4 If necessary contact Army/Navy/Air Base and collect required personnel like Divers for rescue operation.
- 11.5.5 If necessary hire Private Road Cranes, bulldozers, Earth movers etc.
- 11.5.6 02 Engineering specials, one from each end, carrying engineering material and gangmen from the section.
- 11.5.7 Additional requirements of track materials, if any, should be called for immediately from other Railway sources within the division, well in time.
- 11.5.8 In case divisional sources are inadequate, then sources from other divisions should be tapped.
- 11.5.9 500 additional workmen are required who are to be moved from adjoining Divisions/Zones.
- 11.5.10 Each such Division sending assistance should move 250 men along with 5 artisans and 5 PWIs.
- 11.5.11 One DEN and one AEN each should also move to the site of accident from each such division.
- 11.5.12 Plan for coordinated working and movement of track machine for quick restoration in consultation with TRD and operating officials.

11.6 DUTIES OF PERSONAL DEPARTMENT

- 11.6.1 Sr DPO shall proceed to accident site along with all Welfare Inspectors.
- 11.6.2 Assist Doctors in collecting details of injured/dead and shifting them to hospitals.
- 11.6.3 WIs shall be available round the clock in shift duty to look after the welfare of injured persons in each hospital.
- 11.6.4 Issue complementary return journey passes to relatives for escorting injured and taking them back home.
- 11.6.5 Manning of personnel branch counters in CAC and discharge duties listed out for those counters.

11.7 DUTIES OF ACCOUNTS DEPARTMENT

- 11.7.1 Making available sufficient amount of cash for meeting emergent expenses.
- 11.7.2 Opening of current account in a local bank and getting permission for over draft facilities so that large amount of cash is not required to be carried from far off stations.
- 11.7.3 Issue of cheques for making of enhanced ex-gratia payments, if so announced at accident site by Hon'ble MR.

First problem is of identifying Railway personnel.

They should be supplied with coloured armbands to be kept in ARMVs/ARTs.

Adequate number of armbands, gloves and facemasks should also be provided in the ARMVs/ARTs.

Second problem is of communicating with Railway personnel in the crowd.

Microphones/loud hailers provided in ARMVs/ARTs should be used both for crowd control as also for giving instructions to Railway personnel working at accident site.

Once initial rescue operations have got underway, arrangements have to be made for water and food for Railway staff working at site. Contract arrangement should be made for supply of food.

Spare coaches should be stabled at nearby stations where watering and charging facilities are available for stay of staff.



CHAPTER – 12

TRAINING AND MOCK DRILL

Trained manpower is an essential ingredient of any DM system, Mere provision of sophisticated equipment without trained manpower is futile. For handling an unforeseen situation like managing a Disaster, training of all Railway personnel concerned is an inevitable input. To acquire necessary knowledge and skill, all relevant officials should be given periodic training regarding their duties and that of their department.

12.1 TRAINING

12.1.1 Training should be conducted at the following three levels

- i. Individual Training
 - a. For enhancing the skill of staff attached to AMMVs & ARTs, etc., supervisors and staff shall be given general training in Disaster Management.
 - b. Special training may be arranged in Extrication, Rescue, Medical relief rolling stock restoration technique and Civil Defence by departments concerned.
- ii. Seminars/Workshops : Seminars should be periodically conducted on Disaster preparedness and the DM Plan.
- iii. Joint Exercises : Full scale Disaster Management Mock Drill to be conducted as detailed below:

12.2 FULL SCALE MOCK DRILL

Disaster Management essentially necessitates a state of preparedness under all circumstances and the efficacy of arrangements therein can be assessed only by conducting periodical full scale mock drills.

12.2.1 Objective of the full scale mock drill would be to

- i. Gauge the preparedness of DM system including detailed planning and keeping of all equipment in good fettle.
- ii. Integrate the operational response to measure overall performance of the exercise.
- iii. Measure performance with regard to accident restoration.
- iv. On a Division, the first mock drill should be conducted within 03 months of issue of the Zonal DM Plan.
- v. On a Division, the second mock drill should be conducted 03 months after the first one, in order to correct all shortcomings noticed during the first mock drill.
- vi. Each division will conduct mock drill once in a year.
- vii. A full scale joint exercise mock drill with nearest NDRF and ODRAF shall be conducted once every 2 years after the new DRM takes over.
- viii. It should be conducted during the day and in a branch line section.
- ix. 06 hrs. traffic block shall be taken and the ARMV/ART run out to the accident site.

- x. UCC and CAC should be set up and each department will post their functionaries in the Control Office as also in UCC and CAC.
- xi. All facilities should be provided in UCC and CAC by departments concerned.

12.2.2 During these full scale mock drill, following aspects shall be closely watched

- i. Turning out of ARMV/ART within the prescribed time.
- ii. Speed of the specials.
- iii. Assembly of staff.
- iv. Handling of HRDs, HREs and other rescue equipments in ART, ARMV.
- v. Logging of events.
- vi. Functioning of field telephones and communication network.
- vii. Functioning of generator sets, lighting equipments.
- viii. Preparedness of first-aiders and availability of medical equipment.
- ix. Preparedness of commercial department to mobilize adequate manpower.

On completion of the drill, a detailed report shall be prepared detailing deficiencies noticed, corrective measures initiated and improvements required. A copy of the drill is to be sent to GM and CSO.



CHAPTER – 13

EARTH QUAKE MANAGEMENT

13.1 INTRODUCTION

Considering Precambrian geological set-up in major parts of Orissa, seismicity is relatively high as evident from the number of earthquakes in the hard rock terrain. A couple events originated close to the basin marginal faults of Gondwana Garben. Records of historical seismicity indicate activity also along the Orissa Coastal belt.

A large portion of Orissa comes under earthquake risk zone-II (Low damage risk zone). The Mahanadi and Brahmani graven, Mahanadi delta and parts of Balasore and Mayurbhanj district come under earthquake risk zone - III (moderate damage risk zone). 43 urban centres (Census) come under earthquake risk zone-III with a population of nearly 27 lakh. Out of 9 class-I towns, namely Balasore, Jharsuguda, Sundargarh, Bhadrak, Mayurbhanj are located in zone-III.

As per the recent categorization, the country has been divided into four zones. Similarly the Seismic Zoning of Orissa has been revised and Orissa falls between Zone II to III, i.e. low damage risk zone and moderate damage risk zones. However, it may be noted that major part of Gujarat, including Ahmedabad, also comes in the moderate zone but Ahmedabad City was badly affected by the impact of the Bhuj earthquake.

West Bengal experiences earthquakes at a relatively lower frequency of the seismic hazard zonation map. The Bureau of Indian Standards places the region in the seismic zones II-IV, corresponding to peak ground acceleration (PGA) of 0.1, 0.2 and 0.25 (1 g = 980 Gal)) respectively. The lowest perceived hazard, zone II is in the southwestern part of West Bengal (Purulia), while zone IV covers the north and southeast of Kolkata Zone.

Small tremors have occurred in the region as well as along the borders with the adjoining states of Bihar, Orissa and West Bengal. The Tatapani Fault in the western part of the state has been active (1) since the Holocene period and extends across the border into the neighbouring state of Chattisgarh. The Munger-Saharsa Ridge Marginal Fault (1) runs in a north-south direction through the eastern districts of the state before entering West Bengal. However, it must be stated that proximity to faults does not necessarily translate into a higher hazard as compared to areas located further away, as damage from earthquakes depends on numerous factors such as subsurface geology as well as adherence to the building codes.

District coming under Low Damage Risk Zones	Districts coming under Moderate Damage Risk Zones
Kolkata, Hooghly, Howrah, Bankura, East and West Midnapur Koderma, Bokaro, Bhadrak.	CKP, Chaibasa, Lohardaga, Ranchi, Ramgarh Sundargarh, Jharsuguda, Bhadrak, Balasore, Mayurbhanj

13.2 SEVERITY IDENTIFICATION :

Measure of intensity of earthquake according to Modified Mercalli (MM) scale and its possible impact is given below:

MM scale intensity of earthquake	Measure of intensity described in terms of possible impact
I	Not felt except by a very few under especially favourable circumstances.
II	Felt only by a few persons at rest, especially on upper floors of building.
III	Felt quite noticeably indoors, especially on upper floors of buildings.
IV	Felt by many indoors, during the day by a few outdoors. At night some are awakened. Dishes, windows, doors are disturbed. Standing motorcars rocked noticeably.
V	Felt by nearly everyone, may awakened. Some dishes, windows, etc., broken; Pendulum clock may stop.
VI	Felt by all : many frightened and run outdoors. Heavy furniture may move. A few instances of fallen plaster or damaged chimneys - damage slight.
VII	Everybody runs outdoors. Damage negligible in buildings of good design and construction, slight to moderate in well built ordinary structures, but considerable in poorly built or badly designed structures.
VIII	Damage slight in specially designed structures; considerable in ordinary structures and great in poorly built structures. Fall of chimneys, stacks and columns. Persons driving motorcars are disturbed.
IX	Damage considerable, even in especially designed structures; well-designed frame structures thrown out of plumbing. Buildings shift off foundations. Ground cracked conspicuously.
X	Some well-built wooden structures destroyed; ground badly cracked; rails bent. Landslides and shifting of sand and mud.
XI	Few, if any (masonry) structures, remain standing. Broad fractures, in ground.
XII	Damage total. Waves seen on ground surface. Lines of sight and level distorted. Objects thrown upward into the air.

The technical paper of GIS states that ORISSA, if at all, experiences any earthquake, it may attain the intensity of 5.9 on the Richter scale. Accordingly, the intensity as per modified Mercalli scale goes in the rang of VI & VII.

Richter Scale Magnitude (M)	Modified Mercalli Scale Intensity (MM)
2.0 - 4.0	II - IV
3.3 - 4.1	II - IV

13.3 Pre Earthquake Disaster Management Plan

Warning and disaster preparedness are the important components of pre-disaster plan. However, in case of earthquake, there is very little scope of prior warning since the event comes very suddenly.

The critical factors responsible for the high seismic risk zone in India and consequently the identified six sets of critical interventions have been presented as the six pillars of earthquake management.

- a. Ensure the incorporation of earthquake-resistant design features for the construction of new structures.
- b. Facilitate selective strengthening and seismic retrofitting of existing priority and lifeline structures in earthquake-prone areas.
- c. Improve the compliance regime through appropriate regulations and enforcement.
- d. Improve the awareness and preparedness of all stakeholders.
- e. Introduce appropriate capacity development interventions for effective earthquake management (including education, training, R&D, and documentation).
- f. Strengthen the stakeholders for emergency response capability in earthquake prone areas.

The pre-disaster preparedness for SERly is identified as below -

- i. Hazard Zone mapping. Mapping of earthquake vulnerable zones and superimposing details of vulnerable structures, infrastructure, vital installations.
- ii. Record detailed inventory of major infrastructures such as Rly. buildings, Bridges, yards, signalling telecom network, OHE & vital installations like Work shops, Diesel and Electric loco sheds and Hospitals. Set up assessment teams comprising of representatives from the Civil, Electrical, Signal & Telecommunication, Security, Mechanical and Medical disciplines.
- ii. Settlement locations and population inventory.
- iii. Creation of data-bank of existing structures within Railway Jurisdiction for new and existing infrastructures need retro-fitment along with Cyclone, flood and Land slide data in tabular form for reviewing of preparedness.
- iv. Assessing vulnerability of structures and prioritizing vulnerable structures based upon structure falling within particular seismic zone, importance of structure.
- v. Developing retrofitting methods. Service of IITs, SERC Rorkee and independent consultants can be utilized.
- vi. Sanctioning of works and undertaking retrofitting to strengthen vulnerable structures if required.
- vii. Medical preparedness to deal with emergency medical response. Medical preparedness will focus on likely injuries, out break of diseases and other post earthquake health problem including psycho-social trauma. Mock drills to be organized.
- viii. Adequate training /exposure of Railway officials to earth quake resistant design, construction, retrofitting, knowledge of various codes, manuals, articles etc on earth quake resistance technique. Interaction with other agencies like, IITs, SERC Rorkee, CBRI, CRRl etc.
- ix. Tie up should be made with State DMAs and through them other local military/para military units and public hospitals.

13.4 Emergency Response Plan

- i. In the event of an earthquake striking some area, the IMD and GSI seismic observation centres give the exact location of the epicentre and the intensity of the earthquake on the Richter scale. With this information in hand, the disaster emergency squad will make an immediate visit to the spot of the affected area for a quick on-site assessment of the situation. Simultaneously, there will be a public announcement about the epicentres and probably affected area and the intensity of the earthquake. The emergency squad on ground shall take video photographs of the affected area. The on-site visit and assessment shall be completed within hours and such news will be broadcast through All India Radio and Door Darshan as well as through Rly. Communication network and other means for information to the public and also to the people in the affected area.
- ii. The information on affected area as well as the first assessment of the emergency squad will be immediately super-imposed in the hazard zone map. The Control Room at the particular affected areas as well as the Central Control Room will be put under red alert within the shortest period after the earthquake strikes.
- iii. A good pre-disaster preparedness plan result in a very good emergency response plan in the time of need.

ACTION TO BE TAKEN BY SOUTH EASTERN RAILWAY IN CASE OF EARTHQUAKES – NDMA'S GUIDELINES

- 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 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 and fan fixtures.
- Repair defective electrical wiring and leaky gas connections. These are potential fire risks.
- Secure a water heater, LPG cylinder etc., by strapping it to the wall studs and bolting it to the floor.
- Store weed killers, pesticides, and flammable products securely in closed cabinets with latches and on bottom shelves.
- Identify safe places both indoors and outdoors.
 - ◆ Under strong dining table, bed
 - ◆ Against an inside wall.
 - ◆ Away from where glass could shatter around windows, mirrors, pictures, or where heavy bookcases or other heavy furniture could fall over.
 - ◆ In the open, away from buildings, trees, telephone and electrical lines, flyovers, bridges.

- Educate yourself and family members.
- Know emergency telephone numbers (doctor, hospital, police etc.)
- Have a disaster emergency kit ready
 - ✦ Battery operated torch
 - ✦ Extra batteries
 - ✦ Battery operated radio
 - ✦ First aid kit and manual
 - ✦ Emergency food (dry items) and water (packed and sealed)
 - ✦ Candles and matches in a waterproof container
 - ✦ Knife
 - ✦ Chlorine tablets or powdered water purifiers
 - ✦ Can opener.
 - ✦ Essential medicines
 - ✦ Cash and credit cards
 - ✦ Thick ropes and cords
 - ✦ Sturdy shoes
- Develop an emergency communication plan
 - ✦ In case 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 contacts 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
 - ✦ Publish a special section in your local newspaper with emergency information on earthquakes. Localize the information by printing the phone numbers of local emergency services offices and hospitals.
 - ✦ Conduct a week-long series on locating hazards in the home.
 - ✦ Work with local emergency services and officials to prepare special reports for people with mobility impairments on what to do during an earthquake.
 - ✦ Provide tips on conducting earthquake drills in the home.
 - ✦ 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 a larger earthquake 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 existence is safe.

If Indoors

- ✦ **DROP** to the ground; take **COVER** by getting under a study table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't 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 a bed.
- ✦ Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- ✦ Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- ✦ Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
- ✦ Stay inside until the shaking stops and it is safe to go outside.
- ✦ Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

After an earthquake

- ✦ Do not use the elevators.
- ✦ If trapped under debris, do not light a match.
- ✦ Do not move about or kick up dust.
- ✦ Do not smoke and do not light matches or use a cigarette lighter.
- ✦ Do not turn on switches. There may be gas leaks or short-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 situation.
- ✦ Do not touch any metal object in contact with electric wire.
- ✦ Do not drink water from open containers without having examined it and filtered it through a sieve, a filter or an ordinary clean cloth.
- ✦ Do not re-enter badly damaged buildings and do not go near damaged structures.



CHAPTER – 14

FLOOD MANAGEMENT

14.1 SCOPE

Flood is the most common widespread of all natural disasters. India is one of the highly flood prone countries in the world. Around 40 million hectares of land in India is prone to flood as per National Flood Commission report.

The recent flood in Balasore district in June 2008, damaged the Railway bridge in Kharagpur Bhadrak section in Howrah Chennai main line of South Eastern Railway, consequently train service in Howrah - Chennai main line via Bhubaneswar disrupted for nearly two months.

The flood caused by the Super cyclone combined with huge storm surge of about 230 Kmph during October 1999 in the coastal belt of Orissa in Jagatsinghpur district was the worst of it's kind in the recent past.

14.2 EFFECT OF FLOOD —

- IDamage to embankment including breaches/wash away of embankments thereby affecting of Railway track.
Rain due to sudden cloud burst resulting in flooding of the Railway track causing sinkage or washing off track, damaging track components which effect the level and alignment of Railway line and consequently affect the safety of traveling public and disruption of to traffic and communication.
- Washing-away or damage bridges, piers, abutment and other components of bridges.
- Inundate the Railway colony at low level

14.3 INFORMATION AND FLOOD MONITORING SYSTEM :-

Regional Meteorological Center, located at Alipore, Kolkata under the administrative control of the Indian Meteorological Department, is responsible for issuing telegrams of warning whenever there is expectation of heavy rainfall. The condition under which warning for flood is issued when amount of rain fall is expected above 75 mm in 24 hours. In case of failure of DOT communication system during bad weather, Microwave network of Railway or police wireless systems or satellite phones are used for the purpose.

14.4 Action taken before flood :-

- Co -ordination with Meteorological Department for advance information.
- Data base for RAT/RAW/Vulnerable bridges on topo sheet and information on approach road to location.
- Identification, Inspection and Attention to RAT/RAW & bridges.
- Co-ordination with state Government officials over phone/hot line/satellite phones.
- Flood monitoring system in addition to patrolling.
- ◆ Adequate prevention by executing anti erosion works of tracks, formations, bridges etc., improvement to water ways of bridges in track formation, and with Monsoon Reserve.

- ◆ Materials required for flood prevention /management like Empty Cement Bags, sands, boulder etc are stocked and also the sources from where they can be arranged at short notice in case of dire necessity is clearly identified with all details.
- Development of flood shelters for staffs and passengers at suitable locations in the area prone to repeated floods.
- Emergency response team on floods.
- Emergency equipments and relief logistics.
- Medical preparedness plan.

PRE-FLOOD PREPARATION -

14.5 ENGINEERING DEPARTMENT:

- i) Safety Measures for track during heavy rain:- Gang Petrol during monsoon to detect damage to Track and bridges as per IRPWM Para 1014
- ii) Night patrolling during monsoon to detect damage such as breaches, settlements, slippers as well as scours and immediate action is to be taken to protect the track. Posting of stationary watchman may be considered.
- iii) If it is found that water level has a rising trend to danger level on a river bridge, immediate proper action to be taken to control /divert the passenger carrying train or impose speed restriction if the situation permits. Constant monitoring is to be done at Officer level.
- iv) Daily patrolling by Key man to inspect entire track daily on foot and take immediate action incases of any unusual occurrences like heavy rain, flood and land slides.
- v) Deputing Watchman at vulnerable location like bridges, flood cause-way etc , to provide safety of Railway track.
- vii) Choked drains in the Railway colony to be cleaned before monsoon so that rain water can freely flow and the Railway colony is not submerged in water.
- viii) Materials required for flood management like empty cement bags, sand, boulder, cinder etc is stocked at strategic location and also the source from which it can be arranged at short notice in case of dire necessity clearly identified.
- x) As restoration of traffic after flood often requires heavy handling of earth, availability of heavy earth moving machinery viz. Procleans, JCBs and Pay loaders etc., should be identify in the near by coastal town with firm / Owners name, address and telephone no so as to hire and mobilize them as and when necessity arises.
- xi) Standing contract with 100% option clause may be entered into on annual basis from strategic quarry dust and boulder supply locations ets.,.

14.6 LIST OF STORES AND STORAGE LOCATIONS.

Since the time available between initial warning and up to the actual occurrence of flood and its damages/disruptions is often very short, pre-emptive action is essential to ensure adequate preparedness in terms of stores and equipments necessary to deal with the disruption/damages.

14.7 STORES DEPARTMENT.

Stores Department will ensure stock of items with quantities given in Annexure-5. The locations for stocking of these materials shall be at stores in South Eastern Railway which are accessible by rail as well as road.

14.8 ELECTRICAL DEPARTMENT.

The items, quantity and location of electrical materials to be kept ready as pre-flood measure at annexure 7. In addition to these materials, the location of additional generator cars should be identified in advance so that they can be requisitioned from other Division/Railway in case of necessity.

14.9 MECHANICAL DEPARTMENT.

Mechanical Department during pre-flood preparation need to identify about 24 over aged (fit to run) four wheeler tank wagons suitable for loading drinking water and made available at KGP, CKP, ADA & RNC (@6 X 4) for loading and movement.

14.10 S & T DEPARTMENT.

During flood the communication link is cut off. In such cases VHF sets for short distance communication and satellite phones for long distance communication are the only means available for exchange of vital information. Following pre-flood arrangement should be made:-

- i) Availability of emergency generator for charging of VHF sets at all nominated stations with adequate fuel.
- ii) The satellite phones should be kept in working order at Divisional Control Offices of KGP, CKP, ADA & RNC as well as all other strategic locations. One satellite phone to be kept at Emergency Control/HQ – GRC.
- iii) Spare 5 & 25 W VHF sets complete with battery and antenna to extent of 25% of total sets provided in division should be available with SE/T/Wireless in-charge as well as all other strategic locations on S.E. Route.
- iv) One extra DG set along with 02 number of 20 liter capacity jarken full with fuel should be stored at each of the three locations (KGP, CKP, ADA & RNC) Railway Medical Department will be prepared for management of flood casualties. Intravenous (IV) fluid, oxygen, dressing materials, tetanus, toxoid, antibiotics, vaccines, anti snake venom and anti diarrhea drugs will be the most commonly needed medical resources . These medicines should be stored in the divisional Railway hospitals and health units over S. E. Railway.

Medical Department will keep the following items in stock at the location indicated against each as preparedness for flood even during pre-flood season.

Material	Quantity.	Location.
Chlorine tablets	01(one) Lac	KGP, ADA
Bleaching powder	50(Fifty) Bags	KGP, ADA

14.12 ACTIVITIES DURING FLOOD.

- Opening of Control Room at Zonal HQ and Division to be managed by Operating Department round the clock in shifts.
- First priority, during flood , is to protect the traveling passengers in the train passing through/near the affected zone. Whenever incident of flood occurred in any Railway area the respective DRM

of the division should immediately take the situation under control and pass order to the different department to take necessary relief and rescue measures of the passengers of the affected train.

- Local Law and order authorities may be kept in touch as in flood affected Zone, the local public some times take shelter on embankment making movement of train difficult. Adequate patrolling staff with PA systems may be kept in readiness for the purpose.
- DRMs are empowered to requisition help from nearest NDRF battalion through HQ as per act 2005 for relief and rescue of the passengers in the situation when a passenger train is washed away partly / fully by flood, where boats and divers are essential.

POST-FLOOD/EARTHQUAKE DISASTER PLAN - (PREPARATION) -

14.13 Post - Flood/Earthquake Disaster Plan -

After a major disaster, the first priority is to provide relief and medical aid to affected persons to minimize loss of lives. During the disaster like Gujarat earthquake, roofs of several quarters in Railway colony had collapsed. A number of families were rendered destitute. During earthquake others, whose dwellings were intact, preferred to live outside because of fear of continuing tremors. The water and electric power supply to Railway stations and colonies had been disrupted. Fortunately, there were no stranded passengers and no trains in mid-section. Rail infrastructure had been extensively damaged. Communication channels were down and organization was in disarray as most Officers and supervisors in the affected area were victims of damage. Movement of men and material for rescue and relief in such circumstances becomes a challenging task. The Divisional Control office should function under the direct charge of ADRM. Assistance of headquarters office can be sought for mobilizing relief from outside the Division also.

In the event of sever disaster like flood/earthquake situation when it is not feasible to continue the normal train operations due to damage at various locations in this Railway, it is necessary to have a central organization which can received information, messages and reports etc., from the affected areas and to issue necessary instructions as required. For this purpose a “Central Emergency Control Office” at HQ and Divisional level will be set up. These emergency control offices shall be opened in the Disaster Resistance Control Room. CPTM will be the chief emergency officer at HQ and Sr.DOM will be the Divisional emergency officer at Divisional Level. In addition to this, emergency offices shall be manned by emergency officers as nominated by GM and DRMs for the round the clock operation at HQ and Division respectively. The emergency offices will work in three shifts of 08 hourly basis as mentioned below.

Shifts	Central Emergency Office	Divisional Emergency Office
1 st shift	06:00 - 14:00 hrs	08:00 - 16:00 hrs
2 nd shift	14:00 - 22:00 hrs	16:00 - 24:00 hrs
3 rd shift	22:00 - 06:00 hrs	00:00 - 08:00 hrs

- i) An Emergency Control Order register shall be opened at HQ and Divisional Level and every message communicated between HQ, Division and other Officer/Organisations should be recorded bearing with message nos serially. Making over and taking over charges should also be recorded in this register along with important remarks if any. Means of communication if disrupted will be immediately restored (by satellite phone, VHF & wireless) and made known to all concerned.
- ii) Chief Emergency Officer will decide and communicate to the DRMs about the cancellation, rescheduling and short termination of passenger trains.

- iii) Coaching trains should be controlled/diverted so that the trains do not enter the earthquake affected area, suitable publicity to be arranged. Controlling of trains should, as far as possible, be done where adequate water supply, lighting, catering and medical facilities are available.
- iv) When control communication is damaged, provision of VHF sets for station to station for train working on “paper line clear” should be made till more permanent arrangement is arranged.
- v) Cancellation/diversion of trains should be widely announced through News Papers, TV, News Channels, All India Radio and Public address system.
- vi) .Movement should be done on top priority for restoration material, equipments, labours and other items for restoration work as demanded by site officials.

14.13.2 ACTION BY COMMERCIAL DEPARTMENT

- i) All commercial staff should guide the passengers and volunteers, whether they are on a running train or at station when train services is affected by earthquake, regarding taking adequate measures for ensuring their personal safety.
- ii) Food and water to be arranged for the entrapped passengers & victims.
- iii) Alternative arrangement should be made for the passengers for safe journey to their destination.
- iv) if a passenger train is stranded in the earthquake affected zone, the conductor/TTEs manning the train should take census of passengers, and try to pass information to the station at either end through walkie-talkie set, so that information can be passed on to the Divisional control office.
- v) If any passenger is found injured or sick, First Aid should be provided by the guard/TTEs of the train.
- vi) If a Railway colony is affected in earthquake, the victims and residents of the colony to be shifted to a safe place as quick as possible.

14.14.3 ACTION BY MEDICAL DEPARTMENT.

Doctors & Paramedical staffs should be rushed to the site with medical kits, where the victims and train passengers are entrapped in a train or at a station to provide medical help.

14.14.4 ACTION BY ENGINEERING DEPARTMENT

- i). The Officers and staff should proceed immediately to affected zone as soon as information received equipped with satellite phone and VHF set to give precise information to control office regarding;
 - a) Nature of damage/obstruction to track & colonies with location.
 - b) Possible method /system for restoration.
 - c) Maximum resources required for taking out the victims,
 - d) Whether or not a light vehicle can used for the same.
 - e) Likely time to clear the victims trapped under debris from location by repairing of the damaged/removing the obstruction.
- ii) In circumstances when substantial portion of the track installations got blocked under debris, Vehicles/helicopters shall be hired locally to navigate across the affected area to assess the damage.
- iii) Based on the damage report and restoration strategy, priority and sequencing of movement of available materials on wheels (e.g. boulders, earth moving machinery, bridge girder and cranes

etc) and labour should be quickly chalked out and conveyed to the traffic personnel at Central Control and respective Divisional control.

- iv) Heavy Earth Equipment, road cranes etc., may be requisitioned as per requirement from the sources within the Division and out side.

14.14.5 Electrical Department.

- i) Damage caused to electrical installations is to be assessed location wise. For this purpose, competent officials shall be deputed to obtain detailed assessment of the damages. Supervisors and staff should be deputed with necessary materials and tools either by rail or by road for restoration work for supplying Power to affected area and lighting arrangement for rescue and restoration.
- ii) In case of power failure at station where trains are controlled, temporary lighting may be arranged with portable DG set.

14.14.6 Mechanical Department.

- i) The ART/ARME staff and crane with crane driver will be kept ready to rush to duties at minimum notice whenever required.
- ii) Drinking water, readymade food items shall be kept ready on ART/ARME. ARTs will be equipped with fuel, patromax/gas lamps and portable generator with adequate provision for 120 hours.

14.14.7 Signal & Telecommunication Department.

S & T department will look after the communication system at affected zone. For this purpose they will do the following activities:-

- A. Check the 25 W VHF set provided at each station functioning properly & battery is fully charged.
- B. Check the emergency generator set is functioning properly with adequate fuel.
- C. Check that fuel supply tanks of the generator set have been full filled and adequate fuel for 72 hrs has been checked.
- D. Check and align all Microwave equipment and battery of DG sets with adequate fuel.
- E. Keep MAST riggers, Transport, Fuel ready to attend any disturbance to antenna and lower mounting.
- F. Telecom channel via alternative routes should be lined up and kept terminated for administrative trunks and control working.
- G. Satellite phones where ever available should be tested and accompanying staff identified along with battery charging arrangement.
- H. Communication equipment in ART should be tested for proper working order.
- I. Check all the Block Instruments and their batteries.
- J. Extend power supply from emergency generator set to Block Battery charger.

14.14.8 Stores Department

During restoration, Stores Department shall play a pro-active role in making emergency purchases preferably by standing Spot Purchase Committee & supplying the same to the user department at sites.

14.14.9 Security Department.

Security personnel will be nominated by Sr.DSC/DSC at following position-

- a) To accompany the relief material carrying train when ordered.
- b) To help commercial & station staff of major station to handle public enquiries.

- c) At each station where passenger train is regulated.
- d) On heavy vehicle carrying relief materials.
- e) At major restoration sites after earthquake work commences.

14.15 MOVEMENT OF RELIEF MATERIALS CPTM will order the special train for carrying the relief material. Wide publicity be given in Press and Media to attract voluntary organization, individuals, NGOs, Medical practitioners etc to avail the service. The composition and timings will be planned and published by CPRO.

14.16 PROCEDURE FOR ACCOUNTED, AUDIT & FINALIZATION OF ACCOUNTS.

- i) Special Returns by Stockholders after restoration.
- ii) All stock holders of all departments in-charge of custody of Railway stores shall submit a “Special Return” of the materials transaction that took place during restoration.

14.17 Emergency Purchase of Materials

Emergency demands placed through HOD’s notes shall be completed by the Stores Department through a Spot Purchase Committee.

14.18. Work Contracts- Single Tender and hiring of machinery.

For restoration of traffic single Tender may be awarded to the competent contractors who have the exceptional capacity to mobilize machinery and materials. Prior consent of the General Manager will be taken while processing of the case.

14.19 External Assistance :

Devastation in Earthquake does not get limited to Railway. As such Co-ordination with District Administration through NDMA, State DMAs is an absolute necessity for both availing and rendering help.

14.19.1 All road transport available outside are generally requisitioned by Civil Administration for relief supply. Expeditious clearance and delivery of relief material should be planned with District Administration by Commercial Department. Similarly Engg. Dept. should co-ordinate with Dist. Administration for Debris clearance and track restoration by earth moving machinery, road cranes, trippers etc., available locally as command of these are generally taken over by Dist. Administration.

14.19.2 Once rail working is restored, movement of relief materials through train is to be co-ordinated with Dist. Administration by Operating Department.

14.19.3 Specialised trained staff and equipments for rescue of passengers/ dwellers may be co-ordinated through State DMA.

14.19.4 Provisions for affected families in Railway colonies may not be available for considerable period. Help of NGOs may be taken for open fair price shops.

14.19.5 A) Help of military/ para military forces, requirement of boats, divers, helicopters etc., may be availed through NDMA and State DMAs.

B) Help of Local Hospitals to be co-ordinated through State DMAs and medical Department.

C) Railway may provide mobile Medical facility to staff and civilians by self propelled mobile medical units (ARME)

Chapter – 15

GUIDELINES DURING CHEMICAL DISASTERS

Indian Railway's Rules for carrying dangerous (hazardous goods) by rail have been legislated in the Railway Red Tariff Rule 2000 as per which dangerous goods have been classified into following 8 classes:

- I Explosives
- II Gases, compressed, liquified or dissolved under pressure.
- III Petroleum & other inflammable liquids.
- IV Inflammable solids.
- V Oxidising substance
- VI Poisonous (Toxic substances)
- VII Radio-active substances
- VIII Acids & other Corrosives.

Out of the above 8 classes of dangerous goods, class II (Gases, compressed, liquified or dissolved 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 vans/SLRs. Division may refer to the specific paras pertaining to all these classes of dangerous goods. However, important relevant details of the popular classes (II, III and VIII) of dangerous goods are detailed as under:

CLASS – II (GASES, COMPRESSED, LIQUIFIED OR DISSOLVED UNDER PRESSURE)

Gases compressed, liquified or dissolved under pressure, which have been permitted for their carriage by rail, as per Red Tariff No. 20 are given below:

Dissolved Gases:

- Acetylene (compressed into porous substances).

Compressed Gases:

- Air Compressed
- Argon
- Coal Gas
- Hydrogen
- Methane
- Neon
- Nitrogen
- Oxygen
- Sulphur Hexaflouride

Liquified Gases:

- Ammonia (Anhydrous)
- Chlorine
- Liquified petroleum Gas(Commercial Butane or Propane)
- Carbondioxide (Carbonic Acid Gas)
- Cyclopropane gas
- Ethyl Chloride
- Freon, Arcton or Genetron
- Hydro-cyanic Acid
- Medical Mixtures (Oxygen and Carbon di oxide & Oxygen and Helium mixture)
- Methyl Bromide
- Methyl Chlorine (Chloromethane)
- Nitrous Oxide
- Sulphur Dioxide Toxic(Sulphurous Acid Gas)
- Liquid Air
- Liquid Nitrogen
- Liquid Heluim

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 Ref 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 purposes having water capacity less than 5 litres.

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 liquified petroleum gas cylinders, the quarter and the year of test shall be given additionally in a neck ring or on a shoulder plate.

Storage (Refer Rule No. 211 of Ref Tariff No. 20)

Following points must be ensured:

- Thin wall cylinders such as liquified 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 type of gases.
- Cylinders shall not be stored along with any combustible material.

Precautions in handling & storing 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 & carriage rules of Gases, compressed, liquified or dissolved under pressure are discussed in rules 219, 220, 221, 226, 227 & 228 of Red Tariff No. 20

Additional Rules

Exceptional or Additional Rules regarding packing, marking and labeling, carriage by Goods/Mixed/Parcel train and storage and 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. mixture of liquids & liquids containing solids in solution which give off inflammable vapour 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’, Class ‘B’ & Class ‘C ‘.

- (i) Class A: Petroleum and other inflammable liquids, the vapour of which having flash point below 23°C.
- (ii) Class B: Petroleum and other inflammable liquids, the vapour of which having flash point above 23°C but below 65°C.
- (iii) Class C: Petroleum and 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 and acceptance of petroleum and 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, is marked on every package containing petroleum and other inflammable liquids. Every tank vehicle used for transportation of petroleum must be marked on each side, and rear thereof in letters at least 7 cms high on a background of sharply contrasting colour the word “FLAMMALE” and the common name of the liquid being transported e.g. “MOTOR SPIRIT”, “KEROSENE” etc. For method of packing, marking and labelling of petroleum and other inflammable liquids, Rules 308, 309 & 310 of Red Tariff No. 20 may be referred.

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.

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

Transportation

- a) Petroleum and other inflammable liquids, Class 'A', shall be transported by goods trains only.
- b) Petroleum and other inflammable liquids, Class 'B' and '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 of a design approved by the Chief Controller of explosives.

Stowring in wagons, labelling, 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 and 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

(a) 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 corrosives 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 carriages or wagons shall not be used.

Storing in Wagons

Labelling, Sealing and Locking of Wagons

A 'DANGEROUS' label shall be affixed on both sides of every wagon in which acids and other corrosives are stored for dispatch or delivery or while in transit.

Precautions to be taken during shunting

Shunting of wagons containing acids and other corrosives shall not be carried out, except under the superintendence of a duly authorized officer who shall ensure that during shunting operations:

- (a) The speed of all movements does not exceed 8 KMPH
- (b) No rough hump, fly or loose shunting takes place.

Stationary Storage of Dangerous Goods

Some of the dangerous goods like HSD oil, lubricants etc. are also stored by the railways for their own consumption in diesel loco sheds, RDIs at stations, store depots etc. These places of storage of dangerous goods must have sufficient fire fighting equipments and trained man power to deal with initial phases of fire. All such locations of storage must also have the road access so that fire tenders can approach in the event of any major fire. Adequate security arrangements should be made at these locations to prevent any outside interference which may cause any untoward incident. The facilities for storage of petroleum products by the Railways should conform to the Petroleum Rules 2002 notified in the Gazette of India.

In addition to the railways own storage, there are major storage points of dangerous goods adjacent to the railway infrastructure under the private ownership. Railways should liaise with such private owners to ensure that adequate safety precautions are taken and locations are suitably guarded by them to obviate any untoward incident that might affect railway system.

Rescue Relief and Restoration Operations

Railway's expertise in dealing with the mishapenings like spillage, catching fire etc. of these dangerous goods is very limited. It is, therefore, imperative that the respective zonal railways will develop and nurture coordination with those agencies and organisations on their system that have expertise in dealing with the hazardous material being handled and transported on the respective zonal railways. Contact details e.g. Name, Designation, Telephone Nos., Mobile Nos. etc. of such agencies should be available in the divisional and zonal Railway Disaster Management Plan so that these agencies can be called for without any delay during any untoward incident. However, not to mention the least nominated staff of ARMVs, ARTs and few of the staff maintaining the rolling stock which is used for transportation of hazardous material may be trained and equipped with the equipment used for dealing with such material in the eventualities.



CHAPTER – 16

GUIDELINES DURING BIOLOGICAL DISASTERS

Causes of Biological Diasters :-

Biological diasters might be casued by epidemics, accidental release of virulent microorganisam(s) or Bioterrorism (BT) with the use of biological agents such as anthrax, smallpox, etc. The existences of infectious discases have been known among human communites and civilisations since the dawn of history.

In recent times traveling has become easier for which Railways have made a significant contribution. More and more people are traveling all over the world which exposes the whole world to epidemics. As our society is an stae of flux,novel pathogens emarge to pose challenges not only at the point of primary contact but in far removed locations.The Marburg virus illustrates this.The increased interation between humans and animals has increased the possibilities of zoonotic diseases emerging in epidemic form.

Biological Warfare (BW) and Bio-Terrorism (BT) :-

The historical association between military action and outbreaks of infections suggest a strategic role for biological agents. The advances in bacteriology, viology and immunology in the late 19th century and early 20th century enabled nations to develop biological weapons. The Biological and toxin Weapons Convention, however, resolved to eliminate these weapons of mass destruction. Despite considerable enthusiasm, the convention has been a non-starter.

Mitigation:-

The essential protection against natural and artifical outbreaks of disease (bio-terroism) will include the development of mechanisms for prompt detection of incipient outbreaks,isolation of the infected persons and the people they have been in contact with and mobilisation of investigational and therapeutic countermeasures. In the case of deliberately generated outbreaks (bio-terroism) the spectrum of possible pathogens is narrow, while natural outbreaks can have a wide range of organisms. The mechanisam required however, to face both can be similar if the service providers are adequately sensitized.

Nodal Ministry and support of other Ministries:-

The response to these challenges will be coordinated by the nodal ministry- Ministry of Health and Family Welfare (MOH&FW) with inputs from the Ministry of Agriculture for agents affecting animals and crops.The support and input of other ministries like Ministry of Home Affairs, Ministry of Defence, Ministry of Railways and Ministry of labour and Employment, who have their own medical care infrastructure with capability of casualty evacuation and treatment, have an important role to play. With a proper surveillance mechanism and response system in place, epidemics can be detected at the beginning stage of their outbreake and controlled.

Handling Chemical, Biological, Rediological, Nuclear (CBRN) Diaster – Training:

For handling and to provide medical relief for all CBRN Diaster which (include a Biological Diasters) and mitigation of BW and BT affected Railway staff, need to be incorporated in the Hospital DM Plan.

Training of a skeleton numbers of Medical Doctors in each Divisional Railway Hospital to manage CBRN casualties is to be planned.

Comments on the Indian railways Diaster Management Plan by NDMA

Training of medical fraternity should be given out in a phased manner, with timelines and ultimate numbers to be trained.

CHAPTER – 17

GUIDELINES FOR DISASTERS IN TUNNELS

For effective Disaster Management inside the tunnel, the following action should be taken by the Division :–

- (i) Continuous lighting during day and night for speedy evacuations of passengers/ restoration of work. Till the permanent lighting is provided, temporary arrangement has to be made.
- (ii) Provision of telephone communication socket at both the ends of tunnels and also at trolley refuges.
- (iii) Fire fighting arrangements to be kept in Jamalpur for speedy deployment in case of need.
- (iv) Tunnel should be clear of all material and obstructions.
- (v) Provision of at least 2 trolley/ refuges inside the tunnel.
- (vi) Provision of suitable public address system.

In South Eastern Railway there are four tunnels in CKP Division. The salient details are shown below:–

1.	1	Length	471.881m (up line)
	2	Location	At Km 351/25-61
	3	Between Station	Mahadevsal-Posoita (Up joint line)
	4	Alignment	Straight (Curve at both end of tunnel).
	5	Numbers of Track	Single
	6	Line/Unlined	Lined 353.70 m/Unlined 118.181m
	7	Gradient	1 in 100, Falling towards PST.
	8	Year of construction	1881
	9	Ventilation System	Not provided.
2.	1	Length	1062.50m (Dn line)
	2	Location	At Km 352/18-351/12
	3	Between Station	Posoita-Mahadevsal (Dn joint line)
	4	Alignment	Reverse Curve = 2 Nos.
	5	Numbers of Track	Single
	6	Line/Unlined	Lined 942.10m/Unlined 120.40m.
	7	Gradient	1) 1 in 168 R (353.400-352.950 m) 2) 1 in 132 R (352.950-352.550 m) 3) 1 in 168 R (352.550-350.700 m) towards MXW
	8	Year of construction	1919
	9	Ventilation System	2 Nos. provided dia. 10 feet (3.04 m) each provided at the crown of each curve

3.

1	Length	118.00 m.
2	Location	At Km 479.22-480/04
3	Between Station	Rangra-Karampada.
4	Alignment	Curve
5	Numbers of Track	Single
6	Line/Unlined	
7	Gradient	1 in 150 R, towards KMPD.
8	Year of construction	1958
9	Ventilation System	Not provided.

4.

1	Length	241.38 m
2	Location	At Km 486/17-486/27
3	Between Station	Rangra-Karampada
4	Alignment	Curve
5	Numbers of Track	Single
6	Line/Unlined	
7	Gradient	1 in 150 R, towards KMPD
8	Year of construction	1958
9	Ventilation System	Not provided.



CHAPTER – 18

GUIDELINES DISASTER DURING FIRE ACCIDENTS

In the event of a vehicle on a train catching fire on run.

- a) The train shall be stopped, immediately.
- b) Efforts shall be made to save the lives and RMS first.
- c) Information should be given to the nearest SM/control quickly.
- d) The burning vehicle shall be isolated a distance of not less than 45 meters being left between it and the other vehicle of the train.
- e) The train shall be protected in accordance with GR. 6.03, if not protected by fixed signals.
- f) Every effort shall be made to extinguish the fire and to save the wagon labels, seals and the contents of the vehicle.
- g) Earth or sand, if available shall also be used to extinguish fire in addition to fire Extinguisher and water bucket as per training imparted to the staff.
- h) Ordinary Fire extinguisher 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 the Fire Brigades are required, the brigade shall not be allowed to commence operation until all electrical equipment in the vicinity of the fire has been made dead and earthed.
- i) If the fire is suspected to be due to electrical short circuit, the electric couplers at both the ends shall be disconnected & fuses from the battery from boxes shall be removed.
- j) In case the fire is near a tank, the Guard and Driver shall use their discretion to proceed there, but no such attempt shall be made until the portion of the train in rear of the vehicle has been detached.
- k) All available help should be mobilised to extinguish the fire.



CHAPTER – 19

GUIDELINES FOR DISASTER MANAGEMENT DURING CYCLONE

SCOPE

The coastal areas of South East India come under the influence of South West monsoons and are situated along the Bay of Bengal, Jharkhand and Orissa. A large area of South Eastern Railway are prone to storms, cyclones and heavy intensity of rainfall which affect the safety of travelling public and also result in disruption to traffic and communication.

DEFINITION AND CLASSIFICATION OF CYCLONES

The following are the definitions of the terms and meaning of abbreviations used in this manual–

- **I.M.D (India Meteorological Department):** It is the department under Govt. Of India responsible for, inter-alia, issue of weather warnings.
- **Regional Meteorological Centers:** These are the centers under the administrative control of the India Meteorological Department, who directly issue the weather warning telegrams on the basis of forecasts. On SER system, Regional Meteorological centre is situated at Alipore, Kolkata.
- **Cyclone warning Centres (C.W.C):** It is a special establishment under the India Meteorological Department. It specializes in forecasting of development, movement and progress of cyclone on the Bay of Bengal. It is the main source of cyclone related information not only to the Railway and such other organisations, but also the Regional Meteorological Centers under the India Meteorological Department situated elsewhere.
- **First Stage Warning by CWC:** It is the warnings issued by CWC as soon as a cyclonic storm is located at such a distance from the cost that it is expected to cause bad weather during next 48 hours.
- **Second Stage Warning by CWC:** Following the first stage warning, the second stage warning is issued as soon as actual threat of cyclone over the costal area.
- **Severe Cyclonic Storm:** When the wind speed on the strike of cyclone on land is expected to be 120 Kmph.
- **Very Severe Cyclonic Storm:** When the wind speed on the strike of cyclone on land is expected to be 180 Kmph.
- **Super Cyclonic:** When the wind speeds on the strike of cyclone on land is expected to be 220 Kmph.
- **Dewarning Message:** A message is issued by CWC after the cyclonic storm has adequately weakened or passed fully.

INFORMATION DISSEMINATION & CYCLONE INTENSITY MONITORING SYSTEM

Arrangements exist with the Meteorological Dept., Govt. of India for issuing telegrams of warning whenever storms, gales and heavy rainfall occur. The conditions under which warnings are issued are detailed below

- i. Amount of rainfall considered dangerous: 75 mm and above in 24 hours.
- ii. Wind velocity considered dangerous: 65 Kmph and above.
- iii. Period when warnings will be given: throughout the year.

PRE-CYCLONE SEASON PREPARATION BY RAILWAYS

Since the time available between initial warning up to the actual occurrence of cyclone and its damages/disruptions is often very short, pre-emptive action is essential to ensure adequate preparedness in terms of stores and equipments necessary to deal with the disruptions/damages.

Pre-cyclone preparation essentially involves ensuring of adequate inventory of necessary stores and equipments as per the check list prepared by the respective department

STORES DEPARTMENT

The Stores Department will ensure stock of items with quantities. The locations for stocking of these materials shall be at Stores Depots of South Eastern Railway which are accessible by rail as well as road.

ENGINEERING DEPARTMENT

The **anemometers** should be installed by the Engineering Dept. at strategic stations along the South Eastern Railway route. These are the devices used for measuring wind speed at specified height from the ground level.

The list of materials which should be kept at strategic locations on the South Eastern Railway at all times is available.

Standing arrangements on whenever-required basis should exist for the supply of adequate rake loaded with steel plants slag and quarry dust with ballast contractors.

As restoration of traffic often requires heavy handling of earth, availability of heavy earth moving machinery viz. Poclains, JCBs, Pay-loaders etc should be identified in the city/towns along with firms/owners names, addresses and telephone numbers so as to hire and mobilize them as the necessity arises.

Standing contracts with 100% option clause may be entered into on annual basis from strategic quarry dust and boulder supply locations.

ELECTRICAL DEPARTMENT

The necessary items, quantity and locations of electrical materials to be kept as pre-cyclone measure should be available. In addition to these materials, the locations of additional generator cars should be identified in advance so that they can be requisitioned from other Divisions/Railways in case of necessity.

There should be provision of adequate quantity of HSD in case Rajdhani, Shatabdi and Duronto are stranded in the section for a considerable long time.

As per intensity of cyclone, Divisional authority will order the Running staff to lower the pantograph to avoid the damage of panto and OHE in terms SR 2.11(a) (i) and SR 2.11(a) (ii)

MECHANICAL DEPARTMENT

Mechanical Dept during pre-cyclone season needs to keep arrangements of about 20 over-aged four wheeler tanks suitable for drinking water. These tanks shall be identified with necessary painting and made available at suitable locations for loading and movement of drinking water.

SIGNAL AND TELECOM (S&T) DEPARTMENT

The experience has shown that the communication links including terrestrial, underground and microwave severe off at the onset of cyclone. In such cases, VHF sets for short distance communication

and satellite phones for long distance communication are the only means available for exchange of vital information. However, following pre-cyclone arrangements should be made:
Availability of emergency generator sets for charging of VHF equipments at all nominated stations with adequate fuel.

The satellite phones of ARTs and Control Offices shall be kept in fully charged condition so that they can be transported to any site on short notice.

Spare 25 W VHF set complete with Battery and Antenna to the extent of 25% of total sets provided in the Divisions should be available with Sectional Telecom Supervisors.

MEDICAL DEPARTMENT

Head Quarter hospital i.e Garden Reach Hospital/Kolkata, Divisional Hospital Kharagpur, Chakradharpur, Adra, Ranchi are primarily pin pointed to keep the items which are necessary for attending diseases/victims of cyclone hit area.

The disaster management team already nominated in each division will keep themselves alert as soon as they receive weather forecast regarding cyclone.

Medical Dept will keep adequate suitable items in stock for Medicines, Medical aids & other relevant medical items at suitable locations in all the divisions as preparedness for cyclone even during the pre-cyclone season.

These materials will be kept with CMD/CMS stores in the respective main hospitals. These are listed as below:

Sl	Name of medicines/item	Quantity
1	Injection T. Toxoid	50 ample
2	Injection Zofer	50 ample
3	Disposable 2 ml syringe	100
4	Tablet Septran DS	10000 nos
5	Tab. Metrogyl 400 mg	10000 nos
6	Tab. Paracetamol	10000 no
7	Syrup Metrogyl	5000 bottles
8	Syrup Septran	5000 bottles
9	Syrup Paracetamol	5000 bottles
10	Tab. Cetzine	2000 nos
11	Tab. Domstal	2000 nos
12	Tab. Buscopan	2000 nos
13	Tab. Antacid	10000 nos
14	ORS Pouch	5000 nos
15	Cotton 25 gm	1000 pc
16	Bandage 2 inches	500 nos
17	Bandage 4 inches	500 nos
18	Bandaaid	2000 nos
19	Beatadine Ointment 5 mg	2000 nos
20	Chlorine tablet (or Zeoline drop of equivalent quantity)	100000 nos
21	Bleeching Powder	5000 kgs

Above materials should be kept ready along with necessary carriers so that same may be transported easily to the cyclone affected area by road/train or other means.

ACTION TO BE TAKEN 48 HOURS IN ADVANCE OF HITTING CYCLONE

Formation of low pressure area, its development into cyclonic storm and its tentative direction of propagation becomes known much before (well above 48 hours) the estimated time for its striking the coast. A broad assessment of anticipated severity of cyclone becomes known at least 48 hours before its strike to the coast. From this point of time, prompt action to combat the cyclone is warranted.

CHECK ON THE INVENTORIES AND EQUIPMENTS OF STORES

Inventories/Stores is to be maintained by each Department on specified locations as already detailed out after initial warnings of cyclones have been received from the I.M.D/C.W.C. Each dept will conduct checks of physical availability of items with quantities and locations as per the checklist given. The following actions are required by each Dept:

STORES DEPARTMENT

Reviewing the stock position of items and arranging transportation of some of the relief materials to the likely affected areas before natural calamity strikes

ENGINEERING DEPARTMENT

The engineering material as stocked should be cross checked for its physical availability in full. The fitness of vehicles on which the materials have been loaded on wheel should be obtained. Apart from this, the following action needs to be taken:

Based on the anticipated severity and warnings, the modalities for movement of materials should be planned.

The firms/owners having heavy earth moving machinery should be contacted, alerted and asked to be in readiness to hire the machines to the Railway. Movement of such machine including loading and unloading arrangements should be planned in consultation with the Traffic Branch.

A review of availability of the GI wires, Asbestos sheets, GI sheets, Tents, Service girder alongwith CC cribs and other incidental materials should be done by stock holders to know the availability position

ELECTRICAL DEPARTMENT

Check working of DG sets, stock position of HSD oil, K-Oil, position of light fittings and other materials so as to ensure that they are available in working condition at nominated depots. This should be ensured by DEE/G/AEE/G/Supervisor in-charge of their respective jurisdiction. Any shortage should be made goods. HQs control should be informed for assistance if required. Complete list of vital equipments and consumables should be available in division controls.

MECHANICAL DEPARTMENT

The fitness of rolling stock for transportation of drinking water as well as those of ARTs, ARMEs, ARMVs should be checked and ensured.

S&T DEPARTMENT

Communication:

- i. Check that 25 W VHF set provided at each station is functioning properly and battery is in fully charged condition
- ii. Check that emergency generator set is functioning properly with adequate fuel.
- iii. Check that fuel supply tanks of the generator sets have been full filled and adequate fuel for 72 hrs has been stocked.
- iv. BSNL/RailTel/Airtel authorities to be alerted and close liasioning to be made for proper working of their systems for Railway circuits.
- v. Satellite phones with personnel competent to use, handle and trouble shoot shall be deputed to strategic stations.
- vi. Communication equipment in ART should be tested for proper working order.

Block working:

- i. Check all the Block Instruments and their Batteries.
- ii. Extend power supply from emergency generator set to Block Battery charger.

MEDICAL DEPARTMENT

Medical Dept will check the availability of stock as already detailed out.

OPERATING DEPARTMENT

Sr.DOM of the concerned divisions will make a rough assessment of staff and area of deployment and advise HQs and Emergency Control/Fairlie Place. The Divisional Control will also obtain the status of functioning of VHF sets and batteries/generators from each station and bring the discrepancies to the notice of Sr.DSTE.

SM of the area with the assistance of Sr.DOM of the division which is likely to be affected will ensure storage of adequate drinking water, functioning of hurricane lamps, match box, adequate availability of fuel for generator sets, functioning of VHF sets, charging of standby batteries and adequacy of first aid equipment.

ACTIVATION OF ALARMS TO STAFF & COLONY

Action by Central Control COMs Office

- i. At the HQs Office the Central Control Unit who is the recipient of the weather warning telegrams will arrange for the distribution of the message to CE, CBE, CTE, COM, CSO, CME, CEE and CSTE through their concerned departmental counterparts in central control.
- ii. Central Control should also verify with the Divisional Control that such weather warnings, telegrams have been received by the Chief Controller of the concerned Division to enable them to take prompt action at field level.

Action by the Division Control Office

The Chief Controller or in his absence the Dy. Controller should immediately arrange for the weather warning telegram to be repeated verbatim to the Divisional Officers as well as AENs concerned and all SMs on the section likely to be affected on the control telephone. The Controller repeating the telegram should record the name of the SM to whom the telegram has been repeated.

PREPARATION OF ACTIVITIES FOR STATIONS LIKELY TO BE AFFECTED BY CYCLONES

Diversion of Trains: Divisional/HQ Emergency Control will remain in touch and take action for diversion of trains based on the ground situation. All diversions ordered shall be advised through a bulletin to all concerned including CPRO for publicity.

In order to avoid any mishaps or damage to the passenger trains and to avoid marooning of passengers, COM or an officer acting on his behalf will issue instructions to all concerned for either cancellation or regulating the trains in time so as to avoid running through likely affected areas by cyclone.

NOMINATION OF OFFICERS TO MAN THE EMERGENCY CONTROL AND WAY-SIDE STATIONS

In addition to the action taken as per the above Para by various departments, each PHOD/ concerned DRM will identify and nominate the officers for opening up and manning the emergency control at short notice at HQ/Division.

Two light motor trolleys should be arranged and kept in readiness at strategic stations which should fall away from the likely affected zone. At least one officer and a few staff should be nominated for each. They should be provided with VHF sets and 1 satellite phone each so that they can accomplish the mission of physically covering the entire affected zone and give First information on damage through these equipment to the control after passage of the cyclone.

ACTIVATION OF EMERGENCY CONTROL AND NOMINATION OF STAFF FOR VARIOUS DUTIES

Emergency Controls

- i. Emergency offices shall be opened in the HQ Control, Divisional Control (affected division) and important junction stations in all case of warning of super cyclone or very severe cyclone storm.
- ii. The Divisional and HQ Emergency control shall obtain every two hourly position from Meteorological Office for up to 12 hrs before the likely time of cyclone hitting and thereafter every hour.
- iii. The SM shall inform Local Revenue Officers, Sub-Collectors of the area regarding the holding of trains in his station.

Relief Train

Any available rake of preferably 6 coaches of any type to be nominated and kept ready at suitable locations of all the divisions at least 24 hrs before the cyclone is likely to hit for carrying staff, Doctor, Food, medicines and Relief materials.

Action by Commercial Department

Enquiry offices should be opened by CCM at impartment stations with public address system and information about running of trains, arrangements made for supply of food, transshipment of passengers, etc. should be repeatedly given over the public address system for the benefit of the passengers.

Engineering Department

- i. The ongoing patrolling of track shall be intensified 24 hrs before anticipated strike of the cyclone, the position of coastal belt likely to be affected by it is likely to become more clear. The trains loaded with the monsoon reserve materials (cinders, boulders, quarry dust, empty cement bags filled with earth/sand etc.) will be ordered to run-in consultation with traffic department to the stations near to the last likely affected stations.
- ii. Empty flat wagons (BRH/BRN) will be placed at suitable sidings (preferably goods platform line with ramps) to enable quick loading of earth moving machinery.

Mechanical Department

- i. The ART/ARV/ARME/ARMV staff and crane driver will be kept alert to rush to duties at minimum notice.
- ii. The drinking water, food items (including biscuits and ration) shall be provided ready on ARTs/ ARMVs. ARTs will be equipped with fuel patromax/ gas lamps & portable generator with adequate provisions for 72 hours.

READINESS OF RELIEF MATERIALS, ROAD VEHICLES & EQUIPMENT

Road Vehicles

All road vehicles including jeeps, cars, light and heavy material carrying vehicles shall be kept in readiness at the nominated Stations/Divisional offices with adequate fuel and two (roster duty) drivers to move men/materials/equipments at minimum notice.

Communication Equipment

As the coastal areas likely to be affected will be quite clear by then, Satellite phones with personnel competent to use, handle and troubleshoot, shall be dispatched to a strategic stations (larger among those likely to be affected).

Stores Department Items

- i. Preparations for packing, transportation & distribution of materials shall be started. The packing shall be done with water proof packing materials and easy to handle crates (manually).
- ii. Nominations of Stores Officer in HQs for coordinating the material supply activities with officer-in-charge at site/nominated officers of user department in HQs.

SECURITY

The Security personnel will be nominated by DSCs/Sr.DSCs at following positions:

- i. To accompany relief material carrying trains when ordered
- ii. To help commercial and station staff of major stations to handle public enquiries etc
- iii. At each station where any passenger carrying train is regulated
- iv. On heavy vehicles carrying relief materials
- v. At major restoration sites after cyclone recedes & work commences

COORDINATION AT HQ, DIVISIONAL AND BOARDS LEVEL

A complete fluidity of inflow of information between HQ, Division and Board level will be the objective.

The HQs cell will keep the Rly Board cell informed and update periodically and ask for assistance from the neighbouring Railways as required. It will watch inter-division movement of relief trains, restoration materials and equipments and guide the Division in marking a plan of action for rescue, relief and restoration. It will also be responsible for documenting the developments.

The monitoring cell of the adjacent division will be responsible to ensure a complete compliance of HQ instructions as per the disaster management plan worked from their end requiring resources of the affected division. It will ensure that top priority is accorded to the relief and restoration work in the neighbouring affected divisions.

ACTIONS DURING CYCLONE

Heavy devastation is often caused by the cyclonic winds and heavy downpour during the cyclone.

RELIEF AND RESCUE

The first priority, during cyclonic storm, is therefore to protect the travelling passengers in trains passing through/near to the cyclone affected zone.

Action by Traffic Department

Coaching trains should be controlled / diverted so that the trains do not enter the cyclone affected area, suitable publicity to be arranged. The controlling of trains should, as far as possible, be done where adequate water supply, lighting, catering and medical facilities are available.

Action by Commercial Department

- i. All Commercial staff should guide the passengers, whether they are on a running train or at a station when the cyclone actually strikes, regarding taking adequate measures for ensuring their personal safety.
- ii. If a train is stranded in the block section, the conductor/TTEs manning the train should take a census of the passengers, and try to pass on the information to the station at either end through the walkie-talkie sets available with the Guard/Driver of the train so that the information can be passed on to the Divisional Control Office in case no communication is available.
- iii. If any passenger is found to have injured during the cyclone, first aid should be provided by the Guard/TTEs/station staff, as the case may be. In case of injured passengers at a station, medical aid as locally available should be arranged. Wherever possible, details of such cases should be passed on to the Divisional Commercial Control.

FIRST ASSESSMENT OF DAMAGE

Motor Trolley Survey

- i. The cyclones and consequent floods, if any, do not damage the continuity of track frame even in case of breaches, washouts, erosions etc. the experience has shown that in most cases, a light motor trolley can pass through the entire cyclone affected zone (on its own power or augmented manually) without much difficulty except if the track frame itself is submerged in water.
- ii. The Officer(s) and staff nominated and in readiness, should proceed immediately after the cyclone has passed off the affected zone. Equipped with satellite phone and VHF sets, the two trolleys from either end of the affected zone should proceed through the affected zone and give precise information to control regarding the following:
 - Nature of damage/obstruction to track with location.
 - Possible method/system for restoration.
 - Resources required for restoration.
 - Whether or not a light vehicle (e.g. Tower Wagon) or light engine or full relief train can pass.
 - Likely time to clear the location by repairing the damage/removing the obstruction.

Manual Damage assessment

This will be carried out concurrently and independently with motor trolley survey and will not be called till completed, to give corroborative information.

By Boats

In circumstances when substantial portion of track get inundated under water, boats shall be hired locally to navigate across the water body and assess the damage.

MOVEMENT OF RELIEF TRAIN FOR RESCUE, RELIEF AND RESTORATION

On receipt of first information of super cyclone having passed the coast, after assessment of the damaged railway property or assistance required, all the relief trains on the section must be ordered and should be started with full complement of men, equipment and materials. The movement of relief train shall not wait for receipt of detailed report from site. The staff required to move on these trains shall be accommodated on the train itself and should not be allowed to come back home. This may involve organizing supply of food from local sources for staff that has to remain on the relief trains for long hours.

These trains will move up to the neck of the affected zone in normal course. Thereafter, the trains will move forward in such a way that the section in the rear is cleared of all physical obstructions to the moving dimensions. It will leave each station after confirming on VHF by the SM with the adjacent station that no breaches/washouts have occurred on that section.

MOVEMENT OF RELIEF MATERIALS AND RESTORATION

Engineering Department

Based on damage report and restoration strategy, priority and sequencing of movement of available materials on wheelds (e.g. buld fillers, earth moving machinery, bridge girder etc.) and labour should be quickly chalked out by Engg. Dept. and conveyed to the traffic personnel at Central Control and respective divisional controls.

Electrical Department

- i. Restoration Work: The damage caused to electrical installations is to be assessed location-wise. For this purpose, competent officials shall be deputed to obtain detailed assessment of the damages. Supervisors and staff should be deputed with necessary materials and tools either by Rail or by Road for immediate restoration work.
- ii. In case of power failure at stations where trains are controlled, temporary lighting may be arranged with portable DG sets or through patromax lights.

Stores Department

During restoration, Stores Dept shall play a pro-active role in making emergency purchases preferably by standing Spot Purchase Committee and supplying the same to the user departments at sites.

Formation of standing Spot Puchase Committee will be as below:-

- I. Division :-
 - a) Dy.CMM/DMM
 - b) DFM/Sr.DFM
 - c) DEN (To be nominated by DRM)
- II. Headquarter:-
 - a) Dy.CMM/G
 - b) Dy.FA & CAO/S&W
 - c) Dy.CE (PCE to nominate)

CHAPTER – 20

NUCLEAR AND RADIOLOGICAL EMERGENCY DISASTER

Any radiation incident resulting in or having a potential to result in exposure and/or contamination of the workers or the public in excess of the respective permissible radiation limits can lead to a nuclear/radiological emergency. The incident of Fukushima, plant released a large-scale of radiation in the environment due to failure of cooling system of nuclear facility. The nuclear fuel cycle/ nuclear reactors using radioactive resources burst due to uncontrolled nuclear reaction, in 11th March 2011 earthquake and tsunami resulting triggering of fires, explosions and radiation leaks in the world's worst nuclear disaster since Chernobyl in 1986. The March disaster is believed to have killed more than 24,500 people.

After due consideration of the nature and consequences of all possible scenarios, these radiological emergencies have been broadly classified into the following four categories:

- i. A 'criticality' accident in a nuclear fuel cycle facility where an uncontrolled nuclear chain reaction takes place inadvertently, leading to bursts of neutrons and gamma radiations.
- ii. An accident during the transportation of radioactive material.
- iii. The malevolent use of radioactive material as a Radiological Dispersal Device by terrorists for dispersing radioactive material in the environment.
- iv. A large-scale nuclear disaster, resulting from a nuclear weapon attack (as had happened at Hiroshima and Nagasaki), which would lead to mass casualties and destruction of large areas and property.

Normally, nuclear or radiological emergencies (referred to in points i to iv above) are within the coping capability of the plant/facility authorities. A nuclear emergency that can arise in nuclear fuel cycle facilities, including nuclear reactors, and the radiological emergency due to malevolent acts of using Radiological Dispersal Devices are the two scenarios that are of major concern. The impact of a nuclear disaster (scenario at (v)) will be well beyond the coping capability of the local authorities and it calls for handling at the national level.

As regards the vulnerability of various nuclear fuel cycle facilities to terrorists attacks, these facilities have elaborate physical protection arrangements in place to ensure their security. The structural design of these facilities ensures that even in the event of a physical attack, the structural barriers prevent the release of any radioactivity outside the plant area itself and hence the public shall not be exposed to radiation.

While their radioactive strength is in itself a deterrent to pilferage, the radioactive sources can still be stolen and used in a Radiological Dispersal Device or Improvised Nuclear Device. Essentially, a Radiological Dispersal Device is a conventional explosive device in which the radioactive material has been so added that, on its being exploded, there would be dispersal of radioactivity in the environment.

A Radiological Dispersal Device is not a Weapon of Mass Destruction. Normally, the use of a Radiological Dispersal Device by itself would not result in fatalities due to radiation. The fatalities, if any, would primarily be due to the explosion. However, it may contaminate a reasonably large area, besides its main potential of causing panic and disruption.

There are well-established international treaties for the control of fissile materials, because of which the possibility of fissile material falling into the hands of terrorists is extremely low. However, if these treaties are violated through state-sponsored activities, access to fissile materials by terrorist group cannot be ruled out.

Accidents during the transportation of radioactive materials are of low probability due to the special design features of the containers in which they are transported and special safety and security measures (to take care of all possible threats/ eventualities, including the threat from misguided elements) which are laid down to be followed rigidly during actual transportation.

A network of 18 Emergency Response Centres has presently been established by the Bhabha Atomic Research Centre to cope with radiological emergencies in the public domain, like transport accidents, handling of orphan sources, explosion of Radiological Dispersal Devices etc. The task of these Emergency Response Centres is to monitor and detect radiation sources, train the stakeholders, maintain adequate inventory of monitoring instruments and protective gear, and provide technical advice to first responders and local authorities..

In this chapter a concise concept has been provided regarding, how a nuclear and radiological disaster could takes place and how to tackle the disaster.



CHAPTER – 21

CRISIS MANAGEMENT

21.0 CRISIS MANAGEMENT

Crisis management differs substantially from risk management. In general, risk management deals with the assessment of potential threats in advance and devising optimal measures to counter these risks. On the other hand, disaster management becomes operational only after the threats had occurred. Efficient disaster management processes consists of techniques and skills to identify, understand, assess, and cope up with a sudden serious situation and handle it effectively from the time of its occurrence to complete eradication of the threat.

Each organization should have sound disaster management policy guidelines in place. The crises that business entities usually encounter arise from natural causes, technological reasons and violence in workplaces. It is necessary for every organization to have a proper crisis management model to handle unforeseen events. This model should include the diagnosis of the impending trouble beforehand if possible, selection of the right turn around strategy when the disaster occurs, and the prompt implementation of change processes to handle the disaster with continuous monitoring mechanism.

It is obvious that the handling of disasters and crisis is highly important to any organization due to the public awareness about it, which could lead to negative impacts financially, legally, and politically. At times, the reputation of the company itself could be at stake because of extensive coverage by the media about the crisis.

Hence, contingency plans should be drawn by the management to handle all types of disasters that could occur. The normal procedure is to simulate various crisis scenarios and practice disaster management drills as a mock exercise.

The policy should also stipulate that only designated people discuss the crisis with media and other outside agencies. Finally, speed and efficiency are the most critical factors to initiate immediate responsive action whenever a crisis disaster occurs. The crisis management team should be trained to handle the crisis both from short-term and long-term viewpoints for obtaining maximum results.

21.1 DIFFERENCE BETWEEN CRISIS AND DISASTER :-

A Crisis indicates either an impending calamity, or the occurrence of an incident, which would adversely affect the society and human population.

A Disaster is much bigger occurrence of an events which would cause large scale devastation, damage to the properties and loss of human life etc.,.

While a Crisis may or may not turn into a Disaster, the opposite is not normally true, but with the condition the Crisis situation is more in the initial stages.

21.2 TYPE OF CRISIS :

There can be broadly 04 types of crisis situation which the Ministry of Railways may be confronted with :-

- (a) National level crisis developed in the Railways and is specific to Railways, which is to be managed with the help and assistance of other Ministries. All India Railway Strike was

only such crisis identified in the CMP 2007 for which Ministry of Railways was the nodal Ministry.

- (b) National level crisis affects the country including Railways and different Ministries/ Departments have to help and assist each other based on their strengths. Cyclone, Earthquake etc., can be such crisis where Railways have to assist by running special trains. Ministry of Home Affairs has to assist Railways under security related crisis situations like sabotage, bomb blasts, etc.
- (c) Crisis situation which is not a national level crisis affects railway system, which is to be managed with the help and assistance of other Ministries/departments. Chemical explosion in train, fire in train, train falling in river, etc may be such situations.
- (d) Crisis situation which is not a national level crisis affects railway system, which can be managed with the help of internal resources from the railways only.

21.3 National Level Crisis :-

The Crisis Management Plan deals with National level crisis situations as under:

- (i) All India Railway Strike - Ministry of Railways is the nodal Ministry.
- (ii) Terrorism/Security related Crisis - Ministry of Home Affairs is the nodal Ministry but Railways have to maintain liaison and flow of information.
- (iii) Natural Factor(s) related Crisis leading to traffic disruption - Ministry of Home Affairs is the nodal Ministry but Railways have to maintain liaison and flow of information for assistance to restore the affected railway system.
- (iv) Crisis where Railways have to help other Ministries by way of rail transport. Ministries concerned will make their own Crisis Management Plans bringing out the assistance that the Railways will be required to provide to them.

21.4 DRILL FOR HANDLING CRISES :-

This Crisis Management Plan (CMP) is intended to deal with the above-mentioned crisis situations only. The drill to be followed in the Zonal Railways as well as on the Divisions with respect of crisis group, functioning of the Control room, Communication etc., are basically the same for all Crisis situations and the same general drill will follow, to be supplemented by the special instruct.



CHAPTER – 22

STRIKE MANAGEMENT

- 22.1 Strike:– Strike is a stoppage to perform work by the mass refusal of employee. Strikes are some times used to put pressure on government/employer to change policies. Occasionally, strikes destabilize the rule of a particular political party. Certain categories of person may be forbidden to strike such as health personnel, police, RPF & GRP, Firemen etc.
- 22.2 Types of Strike.–
- i) general strike:- All employee participation in strike. It may be forbidden by a public order.
 - ii) Hunger strike:- Voluntary refusal to eat by employee as form to protest and to full fill their demand.
 - iii) Mass Sick:- Where laws prohibit certain employee from declaring a strike, they reported sick in mass to full fill their demand.
 - iv) Pen down/Tool down strike:- Though employee are present on duty, they do not perform their duties in protest against some policy of the organization.
- 22.3 Strike preparation:-
- Most strikes called by union are some what predictable. Since strikes are spontaneous action by working people, they may be serious some times life threatening and safety hazards in the work place. Therefore security of the work place may be enhanced. Unauthorized person should not be allowed to enter into the work place. Gathering in and around the work place should not be allowed. Management should negotiate with the union leaders to settle the dispute and avert the strike.
- 22.4 Effect of strikes:–
- a) Stoppage of work which may affect the production of a production unit.
 - b) Service/communication break.
 - c) Stoppage/reduce maintenance outage of a maintenance unit.
 - d) Create inconvenience to public.
- 22.5 Action during strike:–
- 22.5.1 Duties of security department :–
- During a Railway strike, the Railway security department should be well alert. They should depute adequate staff at the work place to protect the Railway property and infrastructures from damage and destroy by the agitated people. During strike there may be some staff who do not participate in strike and come to work. So adequate security for them should be arranged so that they can work with out fear.
- 22.5.2 Duties of commercial department.:– The Concerned department should arrange food and water etc., for the staff who do not participate in strike and come for work. Such arrangement can be done through IRCTC or by any other alternate means. The respective department may also be arranged for night halt if needed.
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- 22.5.3 Duty of medical department:- Strike may cause violence which result injury to staff. So doctors may be available with readiness for any emergency situation. All medicines should be available in the hospital. Ambulance should be kept ready.
- 22.5.4 Duty of personnel department:- Personnel department should depute inspectors to monitor the welfare of the staff working during strike period. They should keep the record of the attendance of the staff present during strike. Staff may hired if required and help from state government, military, paramilitary, territorial army also may seek for to continue the service to public.
- 22.5.5 Duties of Engineering Department:- During Railway strike the agitates staff may damage to track, bridges. So adequate spare to be kept ready at suitable location to replace/ repair the track/bridges. Help from TA may be seek for to guard the track/bridges.
- 22.5.6. Duty of Mechanical Department:- During strike the train may be forcible stop at some places and may cause cancellation of trains due to non availability of rake. So additional rake may be kept ready to run the train
- 22.5.7 Duty of Electrical Department:- During strike power supply may be cut off. So Generator of suitable capacity may be arranged to supply power to colony and Work places.



CHAPTER – 23

MEDIA MANAGEMENT PLAN

OBJECTIVE:

- (i) To post the public with factual information pertaining to the accident.
- (ii) To convey certain information which is of use to passengers.
- (iii) To convey specific information which is of use to relatives of dead and injured passengers.
- (iv) To create a positive public opinion.
- (v) To create a healthy relationship with the press and electronic media.

DUTIES OF PUBLIC RELATIONS (PR) ORGANISATION:

- (i) PRO and his team will collect whatsoever information is available from Divisional Control Office and first information would be released to the media within 60 minutes of intimation of the accident.
- (ii) The information shall include telephone numbers of Helpline Enquiry Booths.
- (iii) PRO and the entire PR organization should proceed to the accident site in the 1st Special train.
- (iv) Number of photographers with digital cameras and video photographers should also be taken along to the accident site for taking still/video photographs of affected rolling stock, & other vital clues including condition of track in consultation with OC site.
- (v) PRO will be available in the UCC during the day.
- (vi) Responsible PR supervisors should be deputed during night shift for interacting with the media, if necessary.
- (vii) PRO will organize Press Briefings at fixed timings.
- (viii) PR organization shall monitor various important media channels to keep track of media reporting. Suitable corrections/clarifications may also be issued, if required.

SPOKES PERSON:

- (i) Only DRM, PRO and Divisional Emergency Officer in Divisional Emergency Cell are competent to interact or give interview to press and electronic media.
- (ii) Apart from the above, any other officer authorized by DRM is competent to interact or give interview to press and electronic media.
- (iii) Railway's endeavor shall be to ensure that only factually correct and confirmed information is relayed to the media.
- (iv) No inflated or exaggerated version of any fact should be relayed to the media.
- (v) Unconfirmed news having no authentic source shall not be relayed to media.
- (vi) No railwayman shall express or voice any criticism, or express his personal opinion or views about the accident, at any point of time.

INFORMATION TO BE RELAYED TO PRESS AND ELECTRONIC MEDIA:

Information to be given to media can be broadly segregated into following categories:

Accident:

- (i) Nature of the accident – date, time, place, exact location, train no., number of coaches involved etc.
- (ii) Details of how the accident most probably occurred.
- (iii) Prima-facie cause of the accident will be relayed to Media only with the approval of DRM.
- (iv) Sabotage, even if suspected, will not be relayed to Media, without approval of GM.
- (v) Periodic reports regarding progress of rescue and relief work.
- (vi) Expected date and time of restoration.

Uninjured Passengers:

- (i) Steps being taken to provide beverages, refreshments and first aid treatment for unaffected passengers.
- (ii) Steps being taken by railways for clearance of unaffected passengers.
- (iii) Expected time of departure of front portion of accident involved train.
- (iv) Its likely time of arrival at the destination.
- (v) Expected time of departure of rear portion of accident involved train.
- (vi) Its diverted route and likely time of arrival at the destination.
- (vii) In case empty coaching rakes have been arranged, then details of the same.
- (viii) Road bridging being done, labourers provided for transhipment of luggage.

Dead and Injured passengers:

- (i) Steps taken by Railways to render immediate medical attention.
 - (ii) No. of injured passengers rescued.
 - (iii) Breakup of their injuries :
 - Grievous,
 - Simple,
 - Trivial.
 - (iv) Names of hospitals where injured are being treated.
 - (v) Approximately how many patients have been admitted in each of these hospitals.
 - (vi) Names of injured passengers.
 - (vii) Communication facilities like cell phones, STD phones provided at these hospitals.
 - (viii) Payment of ex-gratia.
 - (ix) Facilities offered to relatives of victims, including free pass for journeys.
 - (x) Special trains being run for bringing relatives of dead and injured.
 - (xi) Number of dead bodies recovered and number of bodies identified.
 - (xii) Identification of dead bodies takes much longer since either
 - they were travelling alone, or
 - their companions are injured and are not in a position to identify them, or
 - their companions have also perished.
-

- (i) Under such circumstances it is possible to identify dead bodies only when relatives come from their home town.
- (ii) This aspect of identification of dead bodies and reasons for delay should be explained to the media.

Helpline Enquiry Booths:

- (i) Setting up of Helpline Enquiry Booths.
- (ii) Details of Helpline Enquiry Booths as follows :
 - Stations where these have been opened.
 - Telephone Nos.
 - FAX Nos.
 - Internet address SER.

Train Services:

- (i) Details of train operation with regard to :
 - Diversion,
 - Regulation,
 - Rescheduling,
 - Short termination,
 - Cancellation.
- (ii) Running of 2 passenger specials for carrying relatives to the site of accident.
- (iii) These trains will be started from the originating and destination stations of the accident involved train and will be given same stoppages as the accident involved train for picking up relatives enroute.
- (iv) Expected departure time of relatives special from their originating stations.
- (v) Refunds being granted in Helpline Enquiry Booths for passengers whose journey have been interrupted.

CASUALTY FIGURES:

- (i) In all accidents, as long as rescue and relief work continues, there is always a difference between casualty figures given by railways and casualty figures quoted by the Media.
 - (ii) The reason for this difference is that railways give casualty figures based on actual number of dead bodies recovered; whereas Media estimates casualty figures based on the damage visible and likely final tally.
 - (iii) During Press Briefings, this point should be clarified that at that point of time so many bodies have been recovered.
 - (iv) However, it should also be made clear that casualty figures are likely to go up since rescue work is still continuing.
 - (v) Assessment regarding likely number of deaths and injuries may also be made if considered necessary. Such an assessment should be based on :
 - Total number of coaches involved.
 - Number of coaches searched.
 - Number of coaches yet to be dealt with.
 - (vi) Particular reference should also be made to coaches that are crushed or that have climbed on top, and have not yet been searched.
-

- (vii) For example, the media can be informed that as of 13/- hrs., 2 coaches have been dealt with and no. of bodies have been recovered. 8 more coaches are still to be searched and casualties are likely to go up.

PRESS BRIEFINGS AT ACCIDENT SITE:

- (i) PRO on arrival at accident site shall collect factual information from the OC Site and relay the same to Media personnel at site and also to Divisional Emergency Officer in the Divisional Emergency Cell. Thus, an on line communication channel will be established to keep media informed of all important details.
- (ii) The first Press Briefing will be held within one hour of PRO's arrival at site. Subsequent briefings will be held according to the schedule given below.
- (iii) PRO should be available in the UCC during Press Briefings.
- (iv) There should be fixed time Press Briefings so that there is no confusion regarding different versions given to separate channels at various points of time.
- (v) Simultaneous Press Briefings should be held at accident site as also at Divisional Emergency Cell as per fixed timings given below, so that the same version is given by all concerned.
- (vi) Information to be given to the media will be of -/30 hrs. earlier. For example the media briefing held at 7/30 hrs. will convey all information as at 7/- on that date.
- (vii) On the first two days, there should be 6 media briefings per day. These should be scheduled at the following timings :
- 7/30 hrs.
 - 10/30 hrs.
 - 13/30 hrs.
 - 16/30 hrs.
 - 19/30 hrs.
 - 22/30 hrs.
- (viii) Thereafter, for the remaining days, there should be 3 media briefings per day. These should be scheduled at the following timings :
- 7/30 hrs.
 - 13/30 hrs.
 - 19/30 hrs.
- (ix) The priority of information release to various media will be as under :
- TV Channels.
 - Agencies – UNI, PTI etc.
 - Print Media.
- (x) Convenience and conveyance of media shall be taken care of by PR personnel with assistance of Commercial representatives at site. Media persons should be conducted to hospitals where injured are being treated.
- (xi) Commercial department should ensure that list of passengers who traveled by the accident involved train along with list of dead and injured in the accident reach PR officials at the earliest.

CHAPTER – 24

PRESERVATION OF CLUES AND PREPARATION OF JOINT NOTE AND SITE SKETCH AT THE ACCIDENT SITE

Ref: Rly.Board's letter no. 99/Safety-1/12/6 dtd. 7.12.2004

Justice G.C.Garg commission Report of Inquiry into the accident between 2903 Up Golden Temple Mail and 3125 Dn Sealdah Express on 26.II.1998 on Northern Railway recommended a few observations and Railway Board has accepted as well as directed the Zonal Railways to ensure implementation of these recommendations.(Reference Rly.Bd.'s letter no. 99/Safety-1/12/6 dtd.17.12.2004.

'It is reiterated that the Railways should take care to preserve the clues of the accident and ensure that the detailed guidelines and methodology, laid down in the Accident Manuals on this issue are strictly followed so that correct conclusion can be arrived at by the enquiring authority. Documents like Train Signal Register and other documents relating to train passing operations, diaries of maintenance staff, driver's note book , loco repair book etc. relevant to a particular accident should be taken into possession immediately after the accident and the statement/s of the train staff and the loco crew should be recorded at the site by Safety officer or their representatives and these documents be made available by him to the enquiring authority at the earliest possible opportunity.

It should also be ensured that videos of the site of a serious accident are prepared not by taking clippings here and there but, in a continuous manner by specifically showing the position of the coaches, the track and the clues so that these may provide some information about the cause of the accident. The videos and the photograph should be preserved without editing and made available to the enquiring authority as it is so that, if need be, it may view the videos.

It should also be ensured that the Sr. Subordinates, deputed to prepare the joint note and the site sketch, are specifically nominated for this work and should not be disturbed or assigned any other duty till they complete this work. Joint note, site sketch as well as the divisional plan should be prepared with due care, depicting all the relevant details, and sufficient time should be given for this purpose by the concerned officials. Sr. DSO/DSO should scrutinize the site sketch and the joint note to ensure that the documents are complete and are as per the Railway Accident Manual.'

The guidelines already existing in the Accident Manuals of the zonal railways and those issued by Board should also be strictly adhered to.



CHAPTER – 25

LAND/HILL SLIDE

When a huge land/rock mass suddenly gets displaced from its position and comes down with tremendous force, it can cause intensive damage to Rly. Track, Buildings and other Railway Installations, with blocking of traffic movement. It can also cause loss of Human Life. This can be caused due to prolonged torrential rain, Blasting of rock nearby and Earthquake etc.

- 25.1 Actions to be taken in during Land/Hill Slide.
- 25.1.1 After receiving the message from the concerning Station Master under whose jurisdiction the Section is situated, the Section Controller will inform concerning Operating Officer to stop the movement of trains in the adjacent sections and inform DRM/ADRM, Sr.DEN(Co-ord) (through Engg. Control), Sr.DME, Sr.DEE(OP), DSC and other Concerning Branch Officers.
- 25.1.2 DRM with Sr.DEN(Co-ord) and Sectional DEN will proceed to site. ART/MRT will be ordered, if required.
- 25.1.3 Sr.DEN(Co-ord) will requisition earth moving equipments including, Pay loader, JCB, Dozer, Proclains & Jack Hammer Dumper & Trucks from the nearest available Railways & Non-Railway sources.
- 25.1.4 Licensed Rock Blasting staff, with sufficient quantity of explosive & detonators, Rock drills, Rock drilling equipments and Air compressors available from the nearest sources also should be rushed to the site. Only trained experts having license to handle explosive should only be deployed for rock blasting.
- 25.1.5 DRM, after getting detailed information from site will seek the help of Army, Boarder Road Organization Units, as the case may be.
- 25.1.6 Sufficient quantity of explosive & detonators has to be sent to the site for replenishment.
- 25.1.7 The residents of the nearby houses/Staff quarters must be evacuated to safer places before starting the Blasting of Rocks.
- 25.1.8 Requisite quantity of P. Way material should be kept ready in the nearest station to move to the site incase the P. Way is damaged.
- 25.1.9 Similarly, Signaling, Elect., TRD staff also should be kept in readiness with man & materials for immediate repair of installation.
- 25.1.10 Sufficient number of labours to be requisitioned and deployed at site to help in clearing the landmass.
- 25.1.11 Causality/injured persons/staff should be shifted to nearest Hospital for treatment.
- 25.1.12 The loose boulders to be dislodged and the need for flattening its slope by earthwork or protection of cutting by boulders nets or rock bolting or short creating to be explored.

CHAPTER – 26

DUTIES OF RAILWAY PERSONNEL IN THE EVENT OF A SERIOUS ACCIDENT

Extracts of Accident Manual

	ACTIVITY	ACTION
	OPERATING DEPARTMENT	
1	Reporting of accident	
1.1	Guard : Immediately after an accident to a train	Act as per rule No. 3.01 of Accident Manual.
1.2	Engine Crew: after an accident to a train	Act as per rule No. 3.02 of Accident Manual
1.3	Station Manager of both sides of the affected section and Controlling Station Manager: Immediately after getting the information	Act as per rule 3.03 of Accident Manual
1.4	Section Controller : On getting the information,	Act as per rule 3.05 of Accident Manual.
1.5	Chief Controller / Dy. Controller : On getting information from Section Controller,	Act as per rule No. 3.06 & 3.07 of Accident Manual.
1.6	Safety Officers of the Division : On getting an accident information	Act as per rules 3.11 of Accident Manual.
1.7	Officer-in-Charge of Control Office :	Act as per rule 3.08 of Accident Manual
2	ACCIDENT MANAGER:Senior most railway personnel present at the site of the accident shall be designated as Accident Manager.	Act as per rules 3.10 of the Accident Manual
2.1	RESCUE OPERATION :	
2.1.1	By Mechanical Officers	Act as per rule 3.14 of Accident Manual
2.1.2	By Medical Officer	Act as per rule 3.12 of Accident Manual.
2.2.1	By Commercial department Divisional Commercial Officers and others	Act as per rule No. 3.13 of Accident Manual
2.2.2	By Medical Department Divisional Medical Officer	Act as per rule 3.12 of Accident Manual.
2.2.3	By Security Department	
2.2.3.1	Security Officers	Act as per rule 3.22 of Accident Manua
2.2.3.2	Crowd control: Divisional Security officers	Act as per rule 3.22 of Accident Manual.
2.2.3.3	State Police Clearance and restoration: Security Dept	Act as per rules Nos. 3.22 and 5.23 of Accident Manual
3	MAINTENANCE OF SITE EQUIPMENT	
3.1	Maintenance of SPART / ART and ARMV Rolling Stock / BD Crane including Rail cum road and road mobile emergency vehicle:	Act as per rule No. 4.06 of Accident Manual.
3.2	Maintenance of equipments in SPART / ART / ARMV - Mechanical Dept., Medical Dept., Engineering. Dept., Electrical Dept., S&T Dept.,	Act as per rule 4.06 of the Accident Manual.

I) DUTIES OF GUARD :

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

- i. Note the time of accident and km.
- ii. Arrange to protect adjacent line/lines, if necessary, and then the line on which the accident has taken place.
- iii. Send information through quickest means to Control / SMs on either side.
- iv. Take action to save lives, render first aid.
- v. Call for doctors on the train and seek their assistance.
- vi. Seek assistance of Railwaymen on the train for attending the injured and 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 advise control or nearest Station Master.
- ix. Preserve and safe-guard all clues indicating cause of accident.
- x. Arrange protection of property of Passengers and Railway property with the assistance of RPF, GRP and other Railway staff.
- xi. Take action as detailed out in paragraph 4.04 of Chapter IV Accident Manual 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.

II) DUTIES OF ENGINE CREW:

Immediately after an accident takes place, the Engine crew shall

- i. 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 the site.
- ii. Take such technical precaution as may be necessary or as prescribed by special instructions to render his locomotive safe.
- iii. Manager in relief measures to the injured and particularly in the assessment of damage to the Rolling Stock or locomotive and the nature of assistance required.
- iv. Take action as detailed in paragraph 4.04 of Chapter IV of Accident Manual in case of a suspected sabotage.
- v. Take action to stop train passing on the other line by means of red had signal, flasher light etc. in case of double / triple / quadruple section.

III) DUTIES OF THE ACCIDENT MANAGER:

Relief operation will be organized immediately for which Accident Manager shall

- i. Collect Railwaymen, Volunteers, Doctors and First-Aiders.
- ii. Allot duties to Railway staff, police, military and the security staff present at the 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 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 packet etc. at Railway's cost to be paid from station earnings.
- viii. Maintain telephone contact with the Divisional Headquarters and depute necessary officers / staff for this purpose.

IV) DUTIES OF THE SENIORMOST OFFICER OF THE DIVISION:

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 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 person in-charge of all the various functions, such as, Medical, Civil Engg., and Mechanical Engg. etc. at the site.
- ii. Ensure that proper communication facility is set up by the senior most officers of the Signal and Telecom. Department with the Control and arrange relay of all relevant information from time to time.
- iii. Arrange install a P&T Telephone with STD facilities, if possible, by the senior most officers of the Signal and Telecom Department from where the passengers are to be permitted freely to talk to their friends and relations. If that is not 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 shift quickly the injured to the nearby hospitals, health centers etc. The entire expenditure on transport and treatment is to be borne by the Railways.
- vi. Make an assessment of the extent of damage, probable detention to traffic, assistance required and 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. Road transport when used for transshipment of passengers, payments will be made from the station earnings.

V) DUTIES OF STATION MASTERS OF BOTH THE SIDES OF THE AFFECTED SECTION / CONTROLLING STATION MASTER:

Station Masters of both sides of the 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, CUG, if available at 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 the hiring of the vehicles, as mentioned above, he will withdraw cash from station earnings. 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 the 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 Stations.
- v. Calling of Relief Train (para 5.08 of Accident Manual) : - On receipt of advice of the nature of medical and other assistances required in an accident, the Deputy Controller or, on a non-controlled section, the terminal Station Master connected to control or the Station Master of the Relief Train stabling station, will call for the Relief Train.
- vi. Assistance required (para 5.09 of Accident Manual):-
 - a) The nature of assistance required must be stated according to Relief Train, Relief Van and Train Examiner.
 - b) If a Steam Crane (30 ton/40 ton) is required, this should be included in item (a), since no 30/40 ton steam rail crane is available, available crane should be arranged.
 - c) 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.
 - d) The Relief Van - when an engine is derailed in a Siding and is not blocking a running road.
 - e) The Train Examiner is to be called for when a wagon or passenger coach is derailed in a 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 Foreman of such

stations should be called for instead, in such cases. Divisional Railway Manager will advise their staff locally the names of stations where special accident gangs are posted.

VI) DUTIES OF SECURITY OFFICERS:

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, the 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 until the enquiry / investigation is completed. In the case of an accident due to explosion, the materials should be kept intact except in so far as their removal maybe necessary for the rescue of injured persons and the recovery of dead bodies, until the Chief Inspector of explosives or his representative has completed his enquiry.
- iii. Arrange contact local GRP or Civil police to ensure that the accident has also been reported to them.
- iv. Cordon the area from public to ensure that the relief operations are not interfered by the crowd.
- v. Look after the luggage and belongings of the passengers of the ill-fated train. They should take control of the site for protecting unclaimed property and Railway property.
- vi. Preserve all clues and obtain clearance from the civil police for starting restoration work.
- vii. Keep liaison with the GRP, Civil police and Medical Officers for disposal of dead body, if any, etc.
- viii. Proper co-ordination at the level of Sr. DSCs/ DSCs for immediate **Police attendance** at the accident site and to preserve clues and avoid malicious tampering of the clues, to tackle law and order situation, safeguard passenger belongings, guarding of medical teams providing medical relief,etc. to be ensured.

VII) DUTIES OF MEDICAL OFFICERS:

DRM shall issue separate instructions nominating the Medical Officers visiting 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 are to be dispatched immediately as laid down in para 5.10 and 5.11 of Accident Manual
- ii. Take over complete charge of treatment of the injured passengers. If non-railway doctors are already attending the injured at the site, co-ordinate their activities so as to ensure that 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 a temporary field dressing room, if required, by making use of any accommodation belonging to the Railway, 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 co-ordinate 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 persons are admitted to see their progress and relay this information to Divisional Control as well as HQ Emergency Control. Cost of treatment for the victims taken to the hospitals (Railway or non-Railway) Medical Centres etc. is to be borne by the Railway.
- vii. Prepare a list of casualties indicating the name, age, sex, 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 co-ordination with the Commercial Officer at site including photographs of the deceased.
- viii. Report in detail the progress of relief work to the Divisional Control as well as HQ 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. 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.

VIII) DUTIES OF COMMERCIAL OFFICERS:

On getting the information of a serious accident, Sr. DCM with nominated Commercial Officers and Commercial Inspectors will rush to the site and DCM/ACM will remain posted in Control Office. Instructions by designation with alternatives to cover absence of any officer in this respect may be issued by DRMs.

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, beverage, etc. free of cost to all the 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 traveling in the train or working at the site of accident or any other person supplying food, beverage etc, do not exploit the stranded passengers taking advantages of the situation.
- iv. Co-ordinate with the Railway doctors and compile 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 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 passengers died.
- viii. Arrange adequate transport, porters and Commercial staff to transship the luggage of the marooned passengers. Similar arrangement for transshipment of parcel which have been unloaded should be recorded with full details and arrangement of safe custody should be made.
- ix. Inform Commercial Officer in Control for necessary liaisons with State Transport Authority in case of the marooned passengers are to be transported by bus.

Commercial Officer deployed at the Control shall -

- i. Arrange send drinking water, food snacks, beverage, etc., at the site from other stations.
- ii. Arrange relay the list of casualties including the names, addresses, age, sex, nature of injury, etc. as received from the Commercial Officer at site to the Emergency Control at the HQRS, adjoining Division/Railway over which the train was scheduled to run, the terminals and the stations where the train was scheduled to stop.
- iii. Co-ordinate with the Commercial Officer at site and arrange any other assistance required.
- iv. Co-ordinate with the Chief Public Relation Officer and supply all information required by him.
- v. Arrange for opening of Enquiry Offices at terminal station as well as at important stations enroute manned by additional staff to Announce details of train(s) cancelled/diverted/terminated short of destination, Exhibit the list of injured and passengers died and the hospitals to which they have been admitted and Arrange for transport of marooned passengers, if asked for.
- vi. Arrange for opening of counters at important stations for refund.
- vii. Arrange for ex-gratia payment to the injured passengers and relatives of passengers died who have not been paid by the Commercial officer at site.

IX) DUTIES OF PERSONNEL OFFICERS:

On getting information of a serious passenger train accident, the Sr.DPO/DPO with nominated Personnel Officers and Welfare Inspectors of the division will rush to the site. The DPO/nominated APO will go to the control office. Instructions by designation with alternative arrangements 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 the injured persons and look after the need of the passengers, as directed by the 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 and then pass on the information to the Accident Manager. This action, however, should not interfere with (i) above,
- iii. Keep liaison with the Commercial officers at the site and assist them for collection of names, addresses, nature of injury of the casualty and communication of the details to the control office. From the control office the relatives of the affected passengers, who are Railwaymen, 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 rules mentioned in 5.34 of Accident Manual to the relatives of the dead/injured passengers.

X) DUTIES OF SIGNAL AND TELECOMMUNICATION OFFICER:

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 a Railway 'phone and a 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 a BSNL phone with STD facilities.
- iii. Depute one inspector for manning the telephones till full restoration has been achieved.
- iv. Arrange connection with the required person.

XI) DUTIES OF THE SAFETY OFFICERS OF THE DIVISION:

SR.DSO/DSO with Safety Counsellors and TIs will rush to the site of accident. DRM shall issue separate instructions as per priority list in case SrDSO/DSO is out of station. They are 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 transmission to the HQ and Railway Board.
- iv. Collect the following important information with the assistance of other inspectors present -
 - a) The condition of the 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, point levers, indicators and keys. 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 to ascertain if it was alight shortly before
 - d) Mark on sleepers and rails.
 - e) A rough sketch showing the position of derailed vehicles, marks on sleepers etc. should be made where possible.
- v. Seize the Station 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 the persons in whose possession each Line-badge, if in use, was and obtain statements of station staff concerned, 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 (please see Chapter – IV of Accident Manual) containing instructions in case of sabotage).

- vii. Arrange taking of photographs of important features in all cases of very serious accidents specially 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.

AOM(S) of the Division should rush to the Control and shall -

- a) Collect the detailed report of the accident and relay the same to the Hqrs.
- b) Keep constant touch with SR.DSO/DSO / Accident Manager at site and relay the progress report whenever available to the Headquarters.
- c) Open a Log Book in the Control Office for keeping the details of the accident and progress report.
- d) Chase the assistance required from the site in consultation with other Departments.

XII) DUTIES OF SECTION CONTROLLER:

When a Section Controller is informed of a serious accident on his section, he shall -

- i. Apprise the Deputy Controller of the available particulars of the accident and the nature of assistance required.
- ii. Arrange for a clear passage of the Medical Van or 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. Obtain further details with regard to the extent of damage so that necessary permanent way fittings etc. can 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 trains on the section 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 the accident.

XIII) DUTIES OF CHIEF CONTROLLER / DEPUTY CONTROLLERS:

Each Division will specifically define the duties of the Chief Controller/Dy.Chief Controller by designation so that all the activities mentioned below are done simultaneously without any loss of time. The Chief Controller/Dy.Chief Controller on duty on receipt of information of a serious accident, shall—

- i. Order Medical van and the Accident Relief Train. In case the site of accident is close to the jurisdiction of adjoining Division, Medical Van and ART of that particular Division should be requisitioned immediately.
- ii. Inform immediately the Medical Supdt. and also the on duty officer of the Emergency ward of the hospital.
- iii. Arrange for dispatch of the Medical Van within 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 30 minutes during day and 45 minutes during night.

- iv. Ensure that the Accident Relief Train and the Medical Van is given precedence over all other trains.
- v. Take assistance from other Controllers/ Dy. Controllers for relaying the information quickly and simultaneously to the following officers in order of priority.
 - ★ DRM
 - ★ ADRM
 - ★ SR.DSO/DSO
 - ★ Sr.DOM
 - ★ DOM
 - ★ AOM(S)
 - ★ AOM
 - ★ TI Emergency) /Hqrs.
 - ★ Power Control
 - ★ Traction Power Control
 - ★ Carriage Control
 - ★ Engineering Control
 - ★ Commercial Control
 - ★ Security Control
 - ★ GRP
 - ★ Local Administration (Civil and Police)
 - ★ S&T Control
 - ★ Traction Loco Control
- vi. The Control of the concerned Department will in turn inform their officers immediately. In case of non-availability of any Departmental Controller, Chief Controller or Dy. Chief Controller should give the information to the officers of that branch. In case the site of accident is closed to the Hqrs ART Depot or ARME Depot, DRM, ADRM, Chief Controller of that Division should be informed of the fact of the accident and the assistance required immediately.
- vii. Advise the Transportation Inspector and the Controlling Station master to proceed to the site of the accident by first available means.
- viii. (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.
- ix. Inform the passengers at the starting station through Public Address System timely regarding all changes in train timings and diversion or cancellation of trains, if any.
- x. Intimate timely to the adjacent Divisions and concerned Railways regarding the accident and the change in traffic pattern.
- xi. Advise RMS authorities in the event of train carrying Mail involved in accident.
- xii. Assist the Sr. DOM/DOM or the officer who takes charge of the Control Office.

XIV) DUTIES OF POWER CONTROLLER:

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 the 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 crew engaged in relief operation at the site of accident.

XV) DUTIES OF THE TRACTION POWER CONTROLLER:

- i. The Traction Power Controller, on receipt of information of an accident on the electrified section, shall -
- ii. Switch-off the affected section. In case of multiple line section, switch off the adjacent lines also till the issue of Caution Order on adjacent lines is confirmed (As per ACTM Paragraph 0723 amended - 1980).
- iii. Inform Departmental officials and concerned subordinate staff immediately.
- iv. Take necessary steps to turn out the Tower Wagon and emergency road vehicles immediately, if required.
- v. Adopt necessary measures for de-energizing and slewing the overhead equipments, wire for crane working.
- vi. Arrange power block, as necessary, for clearing operations.

XVI) DUTIES OF THE TRACTION LOCO CONTROLLER:

The Traction Loco Controller, on receipt of intimation of an accident on the electrified section, shall–

- i. Inform Departmental Divisional Officers including TLC/HQ immediately.
- ii. Assist promptly in arranging electric loco for running the Medical Van and Relief within the targetted time of arrangement given by the Dy. Controller.
- iii. Inform SLI/LI and CTF(R) immediately. One of the senior SLIs/LIs to accompany the Medical Van / Relief Train to the site of the accident.
- iv. Arrange / regulate the Electric train judiciously and systematically in consultation with the Dy. Controller to avoid unnecessary detention.

XVII) DUTIES OF THE OFFICER-IN-CHARGE OF THE CONTROL OFFICE:

The Sr. DOM (T), DOM, AOM (T) and AOM(S) will rush to the Control office immediately on being informed of the accident. Sr. DOM or in his absence the DOM will become in charge of the Control office who shall -

- i. Set up immediately an Emergency Control manned by at least an Asstt. Officer in each shift. A Chronological Log Book will be opened. For proper maintenance of the Chronological Log Book, please see note below.-
- ii. Keep in touch with the Accident Manager at the site of the accident, ascertain any assistance that is required at the site and making arrangement for it.

- iii. Pass on any supplementary information regarding the accident or clearing operations to the Emergency Control of Headquarters
- iv. Regulate traffic by diverting or canceling the trains, running duplicate trains or restricting booking or arranging for transshipment or diversion, as circumstances may require, after obtaining reliable information from the site about the probable detention of traffic.
- v. Assist SR.DSO/DSO at the site by sending AOM (T) / DOM to control train movement.
- vi. Keep in touch with COM/CSO/CPTM regarding progress made at the site of accident.
- vii. Maintenance of Log book: 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, Message received from (both name and designation) recorded by (both name and designation) are to be recorded. It should be specially noted that information received from the site will not be in form of messages; however, while recording them care should be taken about the details as out going messages may be formed on the basis of such incoming information. For the outgoing messages, similarly, Sl. No., Time, relayed to (both by name and designation) and message given by (both by name and designation) should be carefully recorded. If the same message received from 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 so of incoming message. This procedure should be carefully observed particularly in giving messages to other Railways and the Railway Board to whom all information communicated shall be in message form only.

XVIII) DUTIES OF THE OFFICERS OF ELECTRICAL DEPARTMENT:

- i. Sr. DEE, Sr. DEE (TRS) and Sr. DEE (TRD) should rush immediately to the site of the accident with their Inspectors and report to the Accident Manager and assist him in all respects. One DEE/AEE will remain in the Control Office to maintain co-ordination with the site. Instructions by designation with alternate arrangements to cover absence of any officer will be issued by DRM. Sr. DEE should ensure that proper lighting arrangements, if required, are made at the site of the accident.
- ii. In case of an accident where OHE or switching station is involved, Sr. DEE (TRD) should ensure that Tower Wagon / wagons with adequate number of breakdown staff reach the site of the accident by quickest means and OHE is made dead for ground operation.
- iii. The line is not to be reopened for traffic until an Electrical Foreman or a responsible officer of the Electrical Department intimates in writing to the Station Master or Sr. Traffic official present at site that the line is safe for passage of trains.
- iv. In case of any Electrical Loco or Electric Multiple Unit stock is involved, they should take all precautionary measures, as necessary.
- v. If required, measurement of such damaged stock should also be taken jointly with other concerned Departments.

XIX) DUTIES OF THE OFFICERS OF MECHANICAL DEPARTMENT:

- i. Senior Officers of both Power and C&W Departments should rush to the site of accident and report to the Accident Manager and assist him in all respects.
- ii. One DME / AME will go to the Control Office. Instruction by designation with alternative arrangements to cover absence of any officer will be issued by DRM.

- iii. Senior Officer of the Power Branch should note down his observations regarding the measurements and other details of the loco and supervise the working of crane.
- iv. Senior Officer of the C&W Department should record the details regarding the brake power and other aspects of Rolling Stock and note down the measurements of the Rolling Stock as well as the track jointly with the Engineering Department and ensure the fitness of stock to be moved out of the accident site.
- v. Senior most officer of Mechanical Department is responsible for working at ART and crane(s) at the site of the accident for re-railing and restoration work.
- vi. Maintenance of relief trains
 - a) Loco Foremen or others in charge of Relief-trains, Cranes or Relief Vans are responsible for seeing that they are always fully equipped and in good running order and that the Relief Van contains the medical chest or First-Aid boxes.
 - b) The Divisional Signal and Telecom Engineer is responsible for seeing that the portable telephone and the Satellite Phone sets are complete and in working order. He must personally inspect and test these equipments quarterly on such dates as may be convenient to him.
 - c) The Medical Officer concerned is responsible for seeing that the prescribed stock of medicines and surgical appliances is maintained in the chests and almirahs and that, the instruments and medical appliances are in perfect working order. He must personally inspect this equipment quarterly on such dates as may be convenient to him.
 - d) The Sr. Divisional Engineer/Divisional Engineer is responsible that permanent way tools and stores are of suitable pattern, complete and in good condition. He must personally inspect this equipment quarterly on such dates as may be convenient to him.
 - e) The Sr. Divisional Mechanical Engineer (P)/ Divisional Mechanical Engineer (Power) is responsible for the maintenance of the Relief Train as a unit. He must satisfy himself that deficiencies are made good after use at each accident and that the portable telephone and portable telegraph sets are complete with instructions as to their working kept in the boxes containing them and that their use is understood by the Relief Train staff. He must personally inspect the train and its equipment quarterly on such dates as may be convenient to him.
 - f) Inspecting Officers will enter their remarks in the Inspection Book, which must be kept in the Relief Van. Train Examiner will similarly make an entry in the Inspection Book when they lift or repack a vehicle of the Relief Train, or change any of the vacuum brake rubber fittings etc. they will also certify by an entry in the Book every three months that the train is in good and safe working order.
 - g) The Loco Foreman or any other person in charge of the Shed is responsible for seeing that the Relief Train gang thoroughly understands the alarm signal for attending and that principal members live in the vicinity of the Shed and their names and address contained in a list put up in a place accessible to all.
 - h) The Train Examiner is responsible for organizing a breakdown gang from amongst his staff and see that they understand the alarm signal for their attendance, and that the names and addresses of the principal members are displayed at a place accessible to all and, as far as possible, they are housed in the vicinity of the station.
 - i) In addition to the existing practice in regard to the inspection of Accident Relief Trains, Medical Vans and Auxiliary Vans by Divisional Officials individually during a quarter,

henceforth, all Accident Relief Trains including Medical and Auxiliary Vans must also be inspected jointly by Divisional Safety Officers and the concerned Divisional Engineers, Divisional Mechanical Engineers, Divisional Electrical Engineers, Divisional Signal & Telecom Engineers and Divisional Medical Officers at least once in six months. The joint report relating to the result of the inspection should be sent to the Divisional Railway Manager by the end of the following month who will submit a consolidated statement to the Chief Operation Manager /Chief Safety Officer by the end of the month following the 6 monthly period. Divisional Safety Officers will act as the convenors and be responsible for fixing the date for the inspection and also for submitting the report to the Divisional Railway Manager.

- j) Under head "Maintenance of Relief Trains" Mock drill may be included which will automatically ensure all aspects of ART/ARMV including alertness of the staff.

XX) DUTIES OF THE OFFICERS OF ENGINEERING DEPARTMENT:

- i. Sr. DEN should rush to the site of the accident with his staff and report to the Accident Manager and render all possible assistance to him in rescue and relief operation. He will be responsible to mobilize manpower as may be required at the site of the accident as well as track materials which may be required. One DEN/AEN should remain in Control Office for co-ordination. Instructions by designation with alternative arrangements to cover the absence of any officer will be issued by DRM.
- ii. They will take the measurements of the track as well as Rolling Stock jointly with the Mechanical and Electrical Departments.
- iii. In the event of line being breached or permanent way being damaged, it is the responsibility of the Engineering Department to restore the track to safety and to take such precautions as may be necessary, for safety of the section where such repair works are proceeding. The P. Way materials required at the site should be collected and sent to the site for speedy restoration work.
- iv. The time likely to be taken for restoration should be assessed and reported to the Control.
- v. The line is not to be reopened for traffic until a Permanent Way Inspector or an official of Engineering Department intimates in writing to the Station Master or Senior Traffic Official present that the line is safe for the passage of trains.

XXI) DUTIES OF THE EMERGENCY CONTROL/ HEADQUARTER:

- i. Immediately on receipt of information regarding the serious accident involving passenger train, TI/Emergency will inform HWH Control to arrange a special train consisting of GM Carriage, 3 / 4 CTs or RAs and also a 2nd Class Coach upon being ordered by COM or CPTM or CSO or Secy. to GM. This train will be placed at a suitable platform of Howrah station and a locomotive be attached to it. GM/AGM and other senior officers will visit the site of accident, if required, by this train. If the train is not required, it will be cancelled under order of CSO or CPTM or Dy. COM (Safety).
- ii. TI/Emergency/HQ on getting the information of an accident will immediately convey it to the following officials in sequence mentioned below –
 - ★ CSO
 - ★ Dy. COM (Safety)/ STM (Safety)
 - ★ COM
 - ★ CPTM

- ★ CPRO
 - ★ CMD
 - ★ CSC/RPF
 - ★ CFTM
 - ★ PCE
 - ★ CME
 - ★ CEE
 - ★ CSTE
 - ★ CCM
 - ★ Dy CME (Safety)
 - ★ Dy CSTE (Safety)
 - ★ Dy CE (Safety)
 - ★ Dy COM(Rules)
- iii. Chief Safety officer, Dy. COM (Safety), Dy CME (Safety), Dy CSTE (Safety), Dy CE (Safety), ATM (Rules), all Safety Inspectors and S&T staff (responsible for communication) will rush to Disaster Management Room. If GM visits the site, CSO will normally accompany the GM, Dy. COM (Safety) will be in-charge of Disaster Management Room, which will be used as Emergency Cell. E.Rly Hqrs have already set up a multi disaster resistant control room available with all communication facilities. This multi disaster resistant control room will be utilized as EMERGENCY CELL for direct contact with the site.
- iv. A Log Book would be opened in which all information / messages received and information / messages relayed will be carefully noted indicating Sl. No., time, received from and relayed to (Name and designation).
- v. The first information report to the Board will be relayed by CSO or Dy. COM (Safety). The message will be relayed immediately on receipt of information regarding the accident even if such information is incomplete or is likely to be inaccurate. It should be stated that this message is preliminary and based entirely on the first information received. In subsequent report, which also should not be delayed under any circumstances, necessary corrections may be made. If all the relevant details are not available, or are incomplete that must be indicated clearly in every message relayed to the Board.
- vi. Even if the casualty figures are not fully available, the seriousness of the accident may be indicated on the basis of which Hon'ble M.R / MOSR, CRB and Members / Senior Officers of the Board will decide whether to visit the site of the accident or not.
- vii. Names and address of the casualties should be obtained as quickly as possible from the Division where the accident has taken place and relayed not only to the Board but also to the Railways/ Divisions over which the train had passed and also the Divisions/Railways over which the train was originally scheduled to run including the originating and destination stations.
- viii. COM will organize to man the Emergency Cell round the clock. If necessary, assistance may be sought from other Departments like Civil Engg., Mechanical, Operating, Commercial etc. to depute JA/Senior Scale Officers for this purpose. A officer-wise and inspector-wise schedule should be quickly drawn up since such emergency may continue for more than a day. Deputed Officers and Inspectors will collect the information from the site.

CHAPTER – 27

GUIDELINES FOR ON BOARD STAFF

A. GENERAL

- i. Ensure full rest before taking over the charges.
- ii. Ensure availability of Torch Light during Night.
- iii. Ensure availability of First Aid Box in train.
- iv. Guideline of First Aid Instructions attached with this Manual to be followed.
- v. Be a member of the Rescue Team under the guidance of Accident Manager.
- vi. Render First Aid to the injured passengers.
- vii. To look after their comfort both injured and non-injured passengers, physically and mentally keeping the temperament cool.
- viii. Do not leave the accident site without the permission of Accident Manager.
- ix. Do not Pass any misleading information.

B. GUARD

- i. Check the availability of First Box with full components while on duty before starting.
- ii. Ensure availability of other departmental staff booked to work with your train along with their names and possible location of trains.
- iii. Do not take any Alcoholic Drink or any intoxicating elements immediately before duty or while on duty.
- iv. Note the time of accident.
- v. Call for doctor from the passengers with the help of TTE, the team and seek their assistance.
- vi. Seek assistances of the railwaymen on the Train for rescue operation.s

C) CREW

- i. Keep liaison with the guard.

D) TTE

- i. Make a note of doctors travelling by the train with coach and berth No.
- ii. Also note down the list of railway staff travelling on the train, if possible.
- iii. Do not misbehave with passengers in any respect and under any situation.
- iv. Report to the guard to assist him in rescue operation.
- v. Handover the copy already made doctors' list who are travelling by the train to the guard and arrange inform them and insist them for rescue operation.
- vi. Identify the Railway staff of the train from the reservation chart to assist in rescue operation.
- vii. Wear & distribute Arm Band to staff engaged in rescue operation, if available.

E) AC COACH ATTENDANT

- i. Meet the Accident Manager and be a member of the rescue team.

F) PANTRY CAR/CATERING STAFF

- i. Check availability of drinking water.
- ii. Arrange supply and distribute food, snacks, beverages etc., if available to the injured passengers.
- iii. Be a member of the rescue team.

G) TRAIN EXAMINER

- i. Be a member of the rescue team.

H) SAFAIWALA

- i. Assist to rescue and injured passengers under the guidance of Accident Manager.
- ii. Keep the area where the First Aid to be given and injured passenger are treated in clean condition.
- iii. Remove the Dead Bodies as and when required and cover them properly with advice of medical person.

I) SECURITY

- i) Look after the Dead Bodies.
- ii) Look after the luggage and belongings of the passengers of the ill fated train. They should take control of the site for protecting unclaimed property and Railway property.
- iii. The concerned Post Inspector of RPF having jurisdiction will immediately inform the matter to his Sr.DSCs/DSCs, Divisional Security Control Room and liaise with local Police GRP and Civil Administration for early reaching at the site for protection, etc.



CHAPTER – 28

PASSENGER CARE

GENERAL:

- (i) Assistance to passengers and their relatives is of utmost importance in relieving them of some of their misery.
- (ii) Injured passengers and their relatives are to be treated with utmost courtesy, concern and sympathy to alleviate their trauma and discomfort.
- (iii) For dealing with relatives arriving from far flung corners of the country, staff fluent in the local language of the place from where the train originated should be used as interpreters.
- (iv) Commercial supervisors & Welfare Inspectors should be assigned to talk to injured passengers to ascertain from them whether they wish to call relatives.
- (v) Injured passengers should thereafter be provided with either mobile or BSNL STD phones in order to enable them to speak to their relatives.

HOSPITALISATION OF THE INJURED:

- (i) The injured persons other than Railway beneficiaries should be shifted, as far as possible, to the nearest non railway hospital except in the following circumstances:
 - (a) Non availability of non railway hospital.
 - (b) Want of accommodation in the non railway hospital.
 - (c) Unsuitability of non railway hospital to render first aid.
 - (d) Difficulty of transport.
 - (e) Serious condition of the patient.
 - (f) In other circumstances considered justifiable by the attending medical officer. The injured persons other than Railway beneficiaries, when admitted in a railway hospital should be transferred to non railway hospital as and when their condition permits.
- (ii) In case there are no railway hospitals nearby, then they are to be admitted in the nearest Govt. hospitals.
- (iii) In following cases, injured may be taken to a Private Hospital.
 - When there is no railway or Govt. hospital available within a radius of say 8 kms. of the site of accident or,
 - When the attending doctor certifies in writing that the treatment in private hospital is necessary in the interest of the patient.
 - Except where railway doctor certifies, such injured passenger should normally be eligible to the lowest class of accommodation in private hospitals where different scales are available.
 - Where the family of the injured person desires to be provided with a higher class accommodation, the family should give in writing to pay the extra cost involved directly to hospital authorities.
- (iv) For this purpose, each division should make out a working arrangement with such private hospitals as may be necessary in areas served by them so that in an emergency injury cases can be referred to hospitals concerned without loss of time.
- (v) To facilitate matters and to avoid misunderstandings, CMS should draw up a list of such private hospitals bearing in mind Railway and non-Railway hospitals in the vicinity.

- (vi) CMS should also settle charges to be paid for such cases for each class of accommodation.
- (vii) Bills by such private hospitals should be submitted through CMS who will certify the correctness of charges payable, before passing for payment by Sr. DFM.
- (viii) Payments to private hospitals under this para can be arranged locally by the Railways and Ministry of Railways approval is not necessary. (Extract of Para 701(1) & Para 712 of Chapter VII of IRMM and Para 1421 of Indian Railway Establishment Manual and M.O.R's letter No. MH 59/MES/96/Medical dated 18/12/1959)
- (ix) When injured are admitted in non-railway hospitals, railway doctors should be deputed to these hospitals to render necessary assistance, including supply of medicines as required which may not be available in these hospitals.
- (x) They should also carefully monitor the condition of injured and maintain an updated list with all details.
- (xi) If more than one hospital is involved, apart from deputing doctors to individual hospitals, a railway doctor should also be deputed to coordinate and maintain centralized updated position.

FACILITIES TO BE MADE AVAILABLE IN HOSPITAL:

- (i) There should be a separate reception counter manned by commercial supervisor or Welfare Inspector at the entry to the hospital for dealing with relatives of patients who arrive.
- (ii) A chart should be displayed at this reception counter indicating ward nos. where accident patients are admitted along with their names, coach no. wise.
- (iii) At the entry to each such ward, a second list should display the name of the patient, coach no. and the bed no. inside the ward.
- (iv) Commercial staff and Welfare Inspector on duty at that hospital should carry a list indicating the name, address and telephone no. of relatives as given by the patient, and whether they have been informed or not.
- (v) Arrangements should be made to inform the next of kin or a relative or friend of the deceased, in case identity of the person involved in accident becomes known.
- (vi) As each relative arrives his name should be marked in the list against the passenger's name.
- (vii) Reception counter should be provided with BSNL telephone with STD facility.
- (viii) There should be 2 mobile telephones for being taking to patients inside wards for making outgoing calls.
- (ix) Complete medical care of all passengers including payment of medical bills till their final discharge should be provided.

COMMUNICATION:

- (i) STD equipped telephone should be made available to passengers to communicate with their relatives.
- (ii) BSNL/Railway Telephones available at adjoining Stations/Cabins/Gates shall be extended to the accident site.
- (iii) PCO telephones and other BSNL phones in nearby localities/villages/towns shall also be extended to the accident site by persuading owners of these phones.
- (iv) Payments for such telephone connections will be made from station earnings.
- (v) Sr. DSTE should hire few mobile phones to meet the need of stranded passengers, wherever cellular phone connectivity is available if the accident happens in mid section. Stranded passengers should be permitted to use these phones free of charge.

- (vi) These cell phones should be used to convey information regarding the safety of passengers to their friends and relatives.

ARRIVAL OF RELATIVES:

- (i) After a few hours, next of kin of deceased and relatives of injured passengers start arriving at the accident site.
- (ii) Adequate number of display boards should be available on ARMVs/ARTs for being put up at accident site.
- (iii) By the large these display boards should indicate the direction towards the CAC.
- (iv) These indication boards should be displayed near those areas where incoming relatives arrive and congregate.
- (v) Periodic announcements on loud speakers should also be made for guiding them to the CAC.
- (vi) CAC should have different counters for various purposes as detailed below in Section 8.

TAKING CARE OF RELATIVES :

- (i) At CAC, number of commercial supervisors & Welfare Inspector should be available for the purpose of taking arriving relatives to different hospitals etc.
- (ii) After relatives arrive they should first of all go through the reservation charts and locate the name of the passenger.
- (iii) Thereafter if details are available as to which hospital passenger has been admitted then commercial supervisor or Welfare Inspector should accompany him to that hospital.
- (iv) A hired vehicle should be provided for carrying them to various hospitals and mortuary.
- (v) The commercial supervisor or Welfare Inspector should stay with the relative until he has been able to either find the injured passenger or identify the dead body.
- (vi) Thereafter, they should help him in completing all formalities in the CAC.

SINGLE WINDOW CLEARANCE:

- (i) CAC should have provision of single window clearance for all legal formalities & multiplicity of paper work.
- (ii) Counters provided in CAC should have facilities for following items in the given sequence as indicated in Annexure – 3:
 - (a) Reservation chart, for locating the name.
 - (b) List of dead and injured along with name of hospital. The name of passengers involved should be checked up from the list of dead or injured, if available, and their current status informed
 - (c) Counter for providing commercial supervisor or Welfare Inspector as escort along with a vehicle, for accompanying the relative and going around to various hospitals or mortuary.
 - (d) Railway doctor for issue of Medical Death Certificate.
 - (e) Govt. doctor for issue of Post Mortem Clearance, in case the same is necessary.
 - (f) Municipality official for issue of Official Death Certificate.
 - (g) Local police for issue of authority for handing over of dead body.
 - (h) Claims counter - Payment of ex-gratia and issue of Claims Compensation Form.
 - (i) Counter for helping performance of last rites in case relatives decide to cremate the body there itself.

- (j) Pass counter for issue of return journey pass.
- (k) Return journey facilitation counter will make arrangements for return journey.

STAY OF RELATIVES OF DEAD AND INJURED:

- (i) Commercial supervisor or WLI deputed with relatives should also arrange for their stay and accommodation.
- (ii) Depending upon the need, accommodation in hotels/dharamshalas would be hired for accommodating passengers.
- (iii) Arrangements should be made for their meals etc. Contract should be given for providing cooked food to relatives.

PERFORMANCE OF LAST RITES:

- (i) In many cases relatives decide to perform last rites at the place of accident itself instead of taking the body back to their native place.
- (ii) This is mostly on account of :
 - bodies being mutilated,
 - bodies being in a state of decomposition,
 - native place being far off,
 - for overcoming logistic problems of taking the body back.
- (iii) In such cases railways should render appropriate assistance to relatives for performing last rites.
- (iv) Railways should locate :
 - the nearest cremation or burial ground as the case may be.
 - shopkeepers who supply necessary material for funeral rites.
 - priest for performing the ceremony.
- (v) The above information would be conveyed to relatives and transport provided for carrying the body.
- (vi) Above duties are to be performed by Personnel department.
- (vii) Commercial supervisor or Welfare Inspector who has been deputed for relatives of a particular passenger should help them out in this endeavour.

DEPARTURE OF RELATIVES OF DEAD AND INJURED :

- (i) CAC should have counters for helping relatives regarding their return journey.
- (ii) Personnel branch staff at the CAC should be available for issuing complimentary passes for their return journey.
- (iii) Reservation of berths should be provided on trains. Such reservation should be provided only from the accident site onwards.
- (iv) Extra coaches should be attached to trains going to these destinations for the next 2 or 3 days. These extra coaches should be brought in locked condition from the originating station.
- (v) Reserved space in luggage portion of SLRs for some of them to carry back bodies in coffins etc, in case they so desire.

CHAPTER – 29

THE GUIDELINES FOR FIRST AID

- i. Help injured persons to achieve normal breathing conditions.
- ii. Bleeding should be tackled on a priority basis starting from profuse bleeding, the continuance of which would endanger life.
- iii. The injuries should be supported and secured by simple methods.
- iv. Any person who is, or has been entrapped under the debris must be treated on the assumption that the severest injuries have been received, which might include fracture of the thigh or pelvis or spine.
- v. A person who is wholly or partly unconscious or one who is suspected of suffering from internal injury should not be given anything to eat or drink.
- vi. All injured persons suffer from primary shock. They should be treated carefully. Secondary shock should not be allowed to come on.
- vii. Chill must be prevented by covering with suitable clothing or blanket. Similarly during summer injured to be shifted to a cooler place, avoiding direct hot sunbeam.
- viii. Care, gentleness, assurance and good behaviour are necessary except for the hysteria patients, who require firm handling.

HAEMORRHAGE (SEVERE BLEEDING)

Bleeding may be—

- i. Arterial (from an artery)
- ii. Venous (from a vein)
- iii. Capillary (from a capillary)
- iv. Mixed (from a combination of the above vessels)

Guidelines for the signs and symptoms of severe bleeding either external or internal are as follows:—

- i. Rapid loss of strength accompanied by faintness specially if the patient is raised to sitting or standing position.
- ii. Face and lips become pale and the skin cold.
- iii. Breathing becomes hurried and may be accompanied by snoring.
- iv. Pulse becomes progressively faster and weaker and become so feeble or not to be felt at the wrist.
- v. He becomes thirsty.
- vi. He may become restless and throws his arms about or tug at clothing round the neck.
- vii. Finally the patient may become unconscious. If these signs are observed but external cause is not apparent, the case should be regarded as one of internal haemorrhage and dealt with as a matter of urgency by immediate removal of the casualty to hospital.

EXTERNAL HAEMORRHAGE

The following should be kept in mind while attending to the external haemorrhage.

- i. Firm pressure applied to a wound will always nearly stop bleeding and should be done with a clean pad and firmly applied Elastoplasts bandage. If this method fails, extra pressure with the flat of the hand over the Elastoplasts will usually succeed.
- ii. Where possible, raise the bleeding point above the level of the heart. For instance, in bleeding from the leg, lay the patient down, raise his leg into the air and support it in that posture.
- iii. The above method will nearly arrest bleeding completely. If, however, the flow of blood is still brisk, additional pressure may be applied to the appropriate pressure points with the fingers.

Bleeding from the Head:

Press backward and inward with the thumb on a point half way up the neck just in front of the strap like muscle, running vertically at the side of the neck and thereby compressing the carotid artery.

Bleeding from the arm :

Press behind the middle of the collar bone in a downward direction in order to compress the Sub-clavion artery on to the first rib.

Bleeding from the leg :

Press firmly with the thumbs on to one third of the distance from the inner to the outer side of the thigh in the groin area.

Bleeding from the socket:

Plug the socket firmly with cotton wool and place over this a larger plug, instruct the patient to grip firmly on to the large plug with the teeth.

Bleeding from the palm of the hand :

Place a firm pad of gauze over the bleeding point and instruct the patient to close his hand over it. Then put bandage firmly over the close fist.

Bleeding from the finger :

Apply a pad of lint or gauze over the wound and secure firmly in position with Elastoplast plaster (The Elastoplast finger dress is very effective for this purpose). This always controls the haemorrhage.

Bleeding from the wounds of chest and abdomen

Lay the patient on stretcher; apply a firm pad and Elastoplasts bandage to the wound and shift the patient to a hospital as quickly as possible. If the wound runs across the abdomen, keep the knees slightly bent by means of cushion or pillow placed under knees as this would keep the wound closed. If the wound runs lengthwise, keep the knees straight for the same reason.

Note – We should avoid use of a tourniquet as far as possible. It can be dangerous in the hands of a novice and if adequate care is not taken. Only trained people should use tourniquet.

SHOCK

- i. Shock is the sudden depression of the nervous system, mostly due to paid injuries haemorrhage. In case of shock, there may be partial/complete insensibility.
- ii. Following treatment will help the patient to recover from shock

- iii. Raise the patient with the head lower than the body and limbs; this position will ensure blood supply to the brain and prevent any collection in the mouth and throat from getting into the air passage.
- iv. Keep the patient warm, if his body is cold and clammy. The later will aggravate the shock.
- v. Give the patient continuous sips of a warm sweet drink like tea, cocoa or coffee to stimulate the depressed system.

FRACTURE

Fracture may be classified as –

- i. Simple or closed fracture where the skin is not broken.
- ii. Compound or open fracture i.e. there is wound over the fracture.

General treatment of a simple fracture:

Methods of treatment vary with the bones but in general this treatment consists of making the patient comfortable and warm splinting the broken bone as far as possible with the materials at hand applying a sling to the arm or putting the patient on a stretcher in case of a broken leg and sending him to hospital as quickly as possible.

General treatment of a Compound fracture

The compound fracture is a much more serious injury than a simple fracture because although the wound may be quite small, there is ample room for entry of bacteria which might cause infection and thereof. It is important to apply a dry sterile dressing or clean pad over the wound at once. This seals the wound.

LOSS OF CONSCIOUSNESS

Loss of consciousness can be of two types –

- i. Unconsciousness where breathing is grossly interfered with.
- ii. Unconsciousness with breathing present and usually normal.
The causes are many and vary.

- Injury
- Medical causes –
 - ◆ Apoplexy (haemorrhage in the brain)
 - ◆ Alcohol
 - ◆ Epilepsy
 - ◆ Diabetes
 - ◆ Heat-stroke
 - ◆ Poisoning
 - ◆ Fainting
 - ◆ Shock
 - ◆ Exposure to cold

Many of these conditions stimulate one another closely and to distinguish one from the other requires expert knowledge. A patient suffering from cerebral haemorrhage may adjudge to be drunk because his breath smells off alcohol.

It is dangerous to lead to conclusions in conditions of unconsciousness. Rather, try to sort out the signs and symptoms to arrive at a definite and accurate diagnosis. It is better to seek medical advice immediately.

Treatment for loss of consciousness :

A – AIRWAY :

- i. Keep a clear air way.
- ii. Prevent the patient from damaging himself.
- iii. Apply artificial respiration, if necessary.
- iv. Give nothing by the mouth.
- v. Send to hospital.

B – BREATHING :

Check for breathing. Keep the back of your fingers near the nose of the patient. You can feel the warm air (or) keep your ear near the nose and look for the movement of chest, listen to the sound from the throat and feel the warm air from the nose.

C – CIRCULATION :

Check the pulse. Normally we check the pulse at the wrist; however, sometimes it is not felt because of severe bleeding. So it is better to check the pulse at neck. (Carotid Pulse).

After checking A-B-C, there may be two possibilities :

- F If the patient is breathing, has circulation but in unconsciousness, immediately turn him to Recovery position and transport to hospital.
- F If the patient has failure of breathing and circulation, then immediately start CPR (CARDIO PULMONARY RESUSCITATION), the important life saving technique in First Aid.

To revive the lungs, you have to give artificial respiration by mouth to mouth (Kiss of Life) method. Lift the Chin forward and press the jaw to open the mouth with one hand and close the nose with other hand. Keep your mouth on the casualty's mouth and blow.

To revive the heart you have to give external chest compression. The casualty should be made to lie down on a hard surface. Keep heel of the palm on the chest (Pit of stomach) of the casualty and keep the other palm over that hand and compress.

Mouth to mouth ventilation and external chest compression should be given in the ratio of 2:15. This should be continued up to the revival of life or till reaching the hospital. Once life starts, immediately turn the casualty into recovery position and transport to hospital. (Recovery position or three quarter prone position means turn to one side, better to right side).

Recovery position: Recovery position is the safest position for unconscious patients. Normally we keep the patient in a supine position. However, in case of unconscious patients, it is a very dangerous position because the tongue can fall back and close the airway or saliva and other secretions may get into windpipe. To avoid that, turn the casualty into recovery position and transport to hospital.

Sometimes, you may not be in a position to do First Aid due to tense situation. In this situation, at least turn the casualty to Recovery Position, that would help to save many precious lives.



CHAPTER – 30

IMPORTANT TELEPHONE NUMBER AT RAILWAY BOARD

Designation	Office		Residence		Mobile
	Rly (Code-090)030	DOT (Code-011)	RLY (Code-090)/030	DOT (Code-011)	
CRB	44700	2338-4010	44701	2467-3580	9810099317
FC	44702	2338-2754	54033	2467-0167	9810099315
M. ENGG.	44706	2338-3879	44707	2412-1019	9717649700
M. ELECT	44710	2338-5100	44711	2688-3922	9717647600
M. MECH.	44708	2338-1477	44709	23385113	8130167000
M. Traffic	44712	2338-2776	44713	2688-3923	9717649555
M. Staff	44704	2338-2762	55571	24103761	8130163000
Secy.Rly.Bd.	44714	2338-5227	54888	2410-0059	9910487324
Adv (Safety)	43302	23381344			9818798390

**IMPORTANT TELEPHONE NUMBER
AT GARDEN REACH**

Designation	Telephone No.			Mobile No
CSO	O	44360	2439-6370	9002080660
	R	44361		
COM	O	44060	2439-2742	9002080900
	R	44061	2439-7932	
CPTM	O	44660	2439-6578	9002080901
	R	44661	2479-0247	
CFTM	O	44160	2439-7677	9002080903
	R	44161	2439-0126	
SDGM	O	44200	2439-3568	9002080003
	R	44201	2622-1868	
AGM	O	44100	2439-1114	9002080001
	R	44101	2439-0439	
SECY. To GM	R	44002	2439-4052	9002080002
	O	44003	2439-4052	
PCE	O	44030	2439-2830	9002080200
	R	44031	2439-7270	
CEE	O	44040	2439-1566	9002080300
	R	44041	2439-1040	
CBE*	O	44130	2439-6530	9002080202
	R	44131	2439-7430	

Designation	Telephone No.			Mobile No
CMD**	O	44070	2439-7732	9002080500
	R	44071	2439-2552	
CCM	O	44020	2248-2348	9002080950
	R	44021	2439-1668	
CPRO	O	44400	2439-7876	9002080080
	R	44401	2479-2850	
CSC	O	44790	2439-1008	9002080700
	O	44791	2439-1383	
CME	O	44050	2439-2060	9002080400
	R	44051	2439-1055	
CSTE	O	44080	2439-2373	9002080800
	R	44081	2439-2439	
CTE	O	44630	2439-1244	9002080201
	R	44631	2439-0188	

Legend :- O- Office, R- Residence

* If a bridge is involved

** If there is any casualty.

N.B. Information to the Railway Board and CRS shall be given by the headquarters safety branch.

COMMISSIONER OF RAILWAY SAFETY

Designation	Telephone No.			Mobile
		Rly.	DOT	
CRS- S.E. Circle	O	44604	(033) 2248-4858	9002080850
		35701 (JC)		
CRS-Eastern Circle	R	44605	(033) 2439-4814	
		2448-3530		
	O	27061 (FP)	(033) 2248-3945	
	R	44955	(033) 2439-2717	

IMPORTANT TELEPHONE NUMBERS OF ADJACENT RAILWAYS

1. METRO RAILWAY/KOLKATA STD CODE - 033

		RLY.	DOT
GM	(O)	55000 (MTP)	22267220
	(R)	55001	2479 1496
COM	(O)	55700	2226 4227
	(R)	35704	22490217

**2. EAST COAST RAILWAY
BHUBANESWAR, STD CODE-0674, RLY. STD-085**

	RLY.	DOT	MOBILE
GM (O)	50000	2300773	8455880000
(R)	50001	2302773	
CSO (O)	50560	2300957	8455885940
(R)	50561	2300993	

**3. SEC RAILWAY
BILASPUR STD 07752 / RLY. 075**

	RLY.	DOT	MOBILE
GM (O)	64000	247000	9752475000
(R)	64001	232005	
AGM (O)	64700	247158	9752475400
(R)	64701	428998	
CSO (O)	65350	415404	9752475550
(R)	65351	247044	

4. EASTERN RAILWAY (STD. 033)

OFFICE

RESIDENCE

Dgn.	DOT	Rly.	DOT	Rly.	Mobile
GM	22307596	24000	24793219	24001	9002020000
AGM	22304950	24005	24390385	44541	9002020001
CSO	24790134	24501	24390365	35112	9002020990

5. E.C. RAILWAY

OFFICE

RESIDENCE

Dgn.	DOT	Rly.	DOT	Rly.	Mobile
GM	06224-274728	025-22000	0612-230010	025-22001	9771425000
AGM	06224-272137	025-22002	06158-721601	025-63111	9771425002
CSO	06224-272874	025-23302	0612-2355645	025-83577	9771425940

IMPORTANT TELEPHONE NUMBERS AT THE DIVISIONAL HQRs.

ADRA (STD CODE - 03251)

Designation	Office		Residents		Mob.
	DOT	Rly.	DOT	Rly.	
DRM	244221	82200	244220	82201	9002083000
ADRM	244283	82202	244246	82203	9002083001
DSO	244585	82266	244537	82267	9002083870
CHC (Chg)		82169/82703		82567	9002083983

RANCHI (STD- 0651)

Designation	Office		Residents		Mob.
	Dot	Rly.	DOT	Rly.	
DRM	2600080	88200	2600081	88201	9771484000
ADRM	2600074	88202	2600181	88203	9771484001
SR. DSO	2600086	88266	2600035	88267	9771484990
CHC (Chg)		88369, 88768			

CHAKRADHARPUR (STD - 06587)

DRM	238026	72200	238058	72201	9771482000
ADRM	238199	72202	238294	72203	9771482001
Sr. DSO	236668	72266	236434	72267	9771482901
CHC (Chg)	272629	72620, 72419 72640	72809	72641	9771482932
DSO		72925		72837	9771482834

KHARAGPUR (STD - 03222)

DRM	255308	62200	255266	62201	9002081000
ADRM	255504	62202	255457	62203	9002081001
Sr. DSO	257950	62266	255771	62267	9002081904
CHC (Chg)	255897	62608/62602 62655	223685	62609	9002086365

IMPORTANT TELEPHONE NUMBERS OF STATE GOVERNMENTS

WEST BENGAL (STD - 033)

Designation	Office	Residence	Mobile
Chief Minister	(033) 22145555	(033) 24540881	
Chief Secretary	(033) 22145858	(033) 65002461	
Home Secretary	(033) 22145656	(033) 23372767	
DGP	(033) 22145400	(033) 25559925	
ADGP (Railway)	(033) 22827767	(033) 24700596	
State Police Control Room	(033) 22145411 22145112 22145414 22145415		

JHARKHAND (STD - 0651)

Designation	Office	Residence	Mobile
Chief Secretary	(0651) 2400240 2400250	(0651) 2283737	09431100099
Home Secretary	(0651) 2400220	(0651) 2442003	09431171117
DGP	(0651) 2400737 2400738	(0651) 2281499	09431377777
ADGP (CID)	(0651) 2490546		09771400600
State Police control room	(0651)		
ADGP (Railway)	(0651) 2490548	(0651)2444703	09431104217

ODISHA (STD - 0674)

Designation	Office	Residence	Mobile
Chief Minister	2531500/100	2590299	
Chief Secretary	2534300/2536700	2595722/724	
Home Secretary	2531515	2392666	
Chief Justice	0671-2507808	0671-2301505	
Dir. Genl. of Police	0671-2304451/ 2306501	0671-2301247	

IMPORTANT E-MAIL ADDRESSES**1. AT GARDENREACH**

1.	General Manager	gm@ser.railnet.gov.in
2.	AGM	agm@ser.railnet.gov.in
3.	SECY. TO GM	secygm@ser.railnet.gov.in
4.	CPRO	cpro@ser.railnet.gov.in
5.	PCE	ceser@ser.railnet.gov.in
6.	CTE	cte@ser.railnet.gov.in
7.	CEE	cee@ser.railnet.gov.in
8.	FA & CAO	facao@ser.railnet.gov.in
9.	CME	cme@ser.railnet.gov.in
10.	CMD	cmd@ser.railnet.gov.in
11.	COM	com@ser.railnet.gov.in
12.	CSO	cso@ser.railnet.gov.in
13.	CPTM	cptm@ser.railnet.gov.in
14.	CTPM	ctpm@ser.railnet.gov.in
15.	CPO	cpo@ser.railnet.gov.in
16.	CSC	csc@ser.railnet.gov.in
17.	COS	cos@ser.railnet.gov.in

2. IN THE DIVISIONS

RANCHI

DRM	drmrnc@ser.railnet.gov.in
ADRM	adrmnc@ser.railnet.gov.in
DSO	dsornc@ser.railnet.gov.in

ADRA

DRM	drmrnc@ser.railnet.gov.in
ADRM	admada@ser.railnet.gov.in
Sr. DSO	sdsoda@ser.railnet.gov.in

CHAKRADHARPUR

DRM	drmckp@ser.railnet.gov.in
ADRM	admckp@ser.railnet.gov.in
Sr. DSO	sdsokp@ser.railnet.gov.in

KHARAGPUR

DRM	drmkgp@ser.railnet.gov.in
ADRM	admkgp@ser.railnet.gov.in
Sr. DSO	sdsokgp@ser.rainnet.gov.in

SATELLITE PHONE NUMBERS OF SOUTH EASTERN RAILWAY

GRC	00873 763096243 00873 763945640
KGP	00873 763096157 00873 763945630
CKP	00873 763945684 00873 763945684
ADA	00873 763096081 00873 763945696
RNC	00873 763945688 00873 763945692

DISASTER MANAGEMENT CONTROL ROOM/GRC

Telephones	Railway: 43978, 43177	BSNL : 24391246
FAX	Railway: 43780	BSNL : 24391246
E-mail address	dmcell.ser@gmail.com; dmcell@ser.railnet.gov.in;	
Accident Information Number	10721(5 lines)	

Communication procedure in between Satellite Phone, Land Line Phone & Mobile.

1. Satellite phone to Mobile : Dial '0091' followed by Mobile No. **Exm. – To Dial '9831477271' Dial '0091 9831477271'**
2. Satellite phone to land phone : Dial '0091 (STD code without zero) followed by Land line No. **Exm. – To dial test room at GRC (2439 3080) dial '0091 33 24393080'.**
3. Mobile to Satellite phone : Dial '00873' followed by satellite phone No. **Exm. – To dial KGP satellite phone dial '00873 763096157'.**
4. Land line phone to satellite phone : Dial '00873' followed by satellite phone No. **Exm. – To dial KGP satellite phone dial '00873 763096157'**

Note: To dial satellite phone from landline/Mobile, there should be ISD facility in landline/Mobile phone.

SEEKING ASSISTANCE FROM DEFENCE SERVICES

In case of Railway Disaster GM/DRM and CSO could contact the following defence establishment.

OTHER DEFENCE ESTABLISHMENTS

Navy	Naval HQ (War Room, Director of Naval Operation)	011-23017616
Navy	Duty Officer (Maritime Operations Centre) HQ WNC, Mumbai	022-22630550/22630344
Navy	Duty Officer (Maritime Operations Center) HQ ENC, Visakhapatnam	0891-2577240
Navy	Duty Officer (Maritime Operations Centre) HQ SNC, Kochi	0484-2662793
Coast Guard	Operations Officer/ Indian Cost Guard/HLZ	03224-263217
Coast Guard	Communication Centre/ Indian Cost Guard / HLZ	03224-263407 03224-263407
Army	Station HQ / Jamshedpur	0657-2431633
Army	Station HQ / Kolkata	033-22430326
Army Air Force	Commandant/Chandipur/Balalsore Eastern Command	06782-262031(R) 0364-2223900 2561461
Air Force	Chief Operations Officer Air Force Station/Kolaikunda	03222-232176 (Ext. 207 (O) 227 (R))
	Chief Administrative Officer	232176 Ext. 203(O) 223(R)
	Sr. Medical Officer	232176 Ext. 261(O)
Air Force	Chief Operations Officer/Barrackpur	033-25921251
Air Force	Radar Station / Salua / Paschim Midnapur	03222-277240

FORENSIC ESTABLISHMENTS AT KOLKATA

- (1) Director
Central Forensic Science Laboratory : 2284-3187/1638
30 Gora Chand Road
Kolkata- 700 014
(Opp. Chittaranjan Hospital)
- (2) Director Forensic Science
Laboratory (State)
37/1/2, Belgachia Road
Kolkata
- (3) Director,
Forensic Science Laboratory
Rasulgarh, Bhubaneswar

If situation warrants particularly in case of fire, forensic personnel has to be called.

MEDICAL FACILITIES AT KOLKATA

Central Hospital, GRC	– Rly. 44099 43077	DOT 2439-7828
Medical College & Hospital	– 2241-1891 2241-4901	
S S K M Hospital	– 2223-6026 2223-4246	
B.R. Singh Hospital, SDAH	– Rly. 32851	DOT 2350-4075
Orthopedic Hospital, HWH	– Rly. 22828 22838	DOT 2660-4858
R. G. Kar Medical College & Hospital	– 2555-7656 2555-7669	
N. R. S. Medical College & Hospital	– 2244-3213-17	
Bellivue Nurshing Home	– 22872321	
Woodland Nurshing Home	– 2456-7080-1	
Central Blood Bank (Maniktala)	– 23510619	
Fire Service	– 24093083	
Fire Service Stn., GRC	– 2439-2303	
Fire Service	– 101	
KOLKATA POLICE :—		
Commissioner of Police	– 2214-5000 / 22145060	
Lal Bazar Police Stn.	– 2220-0100 PBX 2235-0230	
NABANNA –		
325, Sarat Chatterjee Road		
Howrah – 711102	– 033-2214-5412 (PBX)	

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THE ASIAN AGE 6, Little Russle Street (7 th floor) Kolkata-700 071 Editor : Parvez Hafeez HINDI	O F R	2239-0676/77,77,78,79 2289-0686(Fx) 2459-5911
THE ECONOMIC TIMES 105/7A, S. N. Banerjee Road Kolkata-700 014 Resident Editor : Bashistha Basu	O F O M R	2244-3233/4243 2244-4244 2246-7329/2244-14— 2245-5555 (Direct) 98300 44877 2227-0919
THE FINANCIAL EXPRESS Barik Bhawan 8, C. R. Avenue (3rd Floor) Dy. Resident Editor : Somnath Dasgupta News Editor Apan Roy Choudhury	O F M O R	2215-0510 2225-7902 2225-4295 2236-9026 (Direct) 98300 61526 2554-1400 (Direct) 2411-0127
THE HINDU 11, Govt. Place East Kolkata-700 069 Chief of Bureau : Malabika Bhattacharya (Ms) Principal Correspondent : Pratim Ranjan Bose	O F R R	2220-7780 2248-2984/5021 2248—5219 2473-7978 2472-4600
THE PIONEER 166/32, Lane Gardens Kolkata-700 045 Chief of Bureau : Sagar Sen Gupta	O F R	2220-7780 3417-4225 2334-0297

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<p>THE TIMES OF INDIA 105/7A, S. N. Banerjee Road Kolkata- 700 014</p> <p>Resident Editor : Uttam Sengupta</p> <p>Dy. Resident Editor :</p> <p>Chief of Bureau : Nirmalya Banerjee</p>	<p>O</p> <p>F</p> <p>O</p> <p>M</p> <p>R</p> <p>O</p> <p>M</p> <p>R</p> <p>O</p> <p>R</p>	<p>2249-6702/6711/2222 2249-2400</p> <p>2249-7064 (Direct) 98300 27705</p> <p>2244-6700 (Direct)</p> <p>2414-9661 2414-9661 2246-7064 (Direct) 2466-3044</p>
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<p>REUTERS 26,C.R,Avenue(3rd Floor) Kolkata - 700 012</p> <p>Sr. Correspondent & Head of Eastern India : Kamil Zaheer</p> <p>FRONTLINE 11, Govt Place East Kolkata- 700 069</p> <p>Special Correspondent : Kalyan Choudhury</p>	<p>O F O R M O F R</p>	<p>3028-9361/69 3028-9370 2476-9254 (Direct) 2281-5523 98300 55348 2248-5219/2984 2248-5218 2350-7400</p>
<p>INDIA TODAY 52, J. L. Nehru Road Kolkata -700 071</p> <p>Sr. Editor : Sunil Mitra</p> <p>News Correspondent : Labonita Ghosh</p>	<p>O F</p>	<p>2282-5398/7726 2282-1922/1613 2282-7254</p>

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AAJTAK 52, Jawahar Lal Nehru Road Kolkata - 700 071 Correspondent : Rika Roy (Ms.)	O F	2282-1922/5398 2282-1613 2282-7254
ALL INIDA RADIO Akashvani Bhawan, Kolkata-700001 Station Director : Asim Raj Director-News : Shantanu Palodhi	O F O R	2248-9131/0350 2248-9360/64 2248-7789 2248-9364/60 2248-9374 2577-3141
ANI 39A/41, Prince Gulam Md. Shah Rd. 107/1, Park Street, 2nd Floor Modi Xerox Buldg., Kolkata - 700 016	O F	2417-2300 2417-2300
DOORDARSHAN KENDRA Doordarshan Kendra Golf Green, Kolkata- 700 045 Director (News) : Debanjan Chakraborty	O F O R	2423-5441-6(PBX) 2414-3333/3330 2414-3330 2423-5858 2473-7710 2442—0766/5763
BBC WORLD SERVICE EVEREST HOUSE, 46C J.L.Nehru Road, Flat no-11-B (11 th floor), Kolkata-700071 Correspondent :	O F	2288-2608/09 2288-2608
STAR TV 46D, J. L. Nehru Road J. K. Millenium Centre, 7th Floor Kolkata - 700 071 Correspondent : Udita Dutt	O F O M	2288-3057/56 2288-3059 2418-2059 98300 83223

Name / Designation / Address	Contact Nos.	
Zee TV 5, Lane Avenue, Ground Floor Kolkata - 700 026 Reporting Head : Arindam Chakraborty	O	2463-8955/56 2463-6299/9211 2417-2734
BARTAMAN. 6,J.B.S Haldane Avenue EM By pass, Kolkata-400105 Editor: Smt.Subha Dutta	O F	2300-0101/10 2323-4430 2251-3003
SANGBAD PRATIDIN 20,Profulla Sarkar Street, Kolkata-700072. Editor: Shri.Shrirjoy Bose	O R	2212-8400/05 2212-8407/3918/0201/0254 2212-6031/36
THE HINDUSTAN TIME 105,Chowronghee Road, Isco House,Block-B(7 th floor) Kolkata-700071 Editor in Chief: Sanjay Narayan Resident Editor: Rajiv Bagchi	O F	2282-7315/16 2282-7314
DAINIK JAGARANI Duck Back House, Flat no-2-B, Unit- 4A, Lala Lajpat Rai Sarani, Kolkata-700020	O F	2289-1696/3294-5095 2289-1695
ABP Ananda/Star News Goriahat Mall,13,Jamir Lane, Kolkata-700019	O F	4401-0301/4401-0200 4401-0228
24 GHANTA Poddar Court, 18, Rabindra Sarani, Kolkata-700001	O F	3918-0022/35 3918-0021
KOLKATA TV "White House" 119,Park Street (ground floor) Kolkata-700016	O F	2227-6332/6305/6306 2227-6936
ETV 55-B,Mizza Ghalis Street, "Saberwal House" Kolkata-700016	O F	2227-7219/20/24 3022-8849 3022-8348/47

RANCHI DIVISION

POSITION OF ART / ARME IN RNC DIVISION

Sl. No.	Item	Location	Important Features	Speed limit
1.	ART/HTE	ART Berthing line Coaching Complex/ Hatia	I) Lucas HRD with power control desk and traversing bridges II) Hydraulic Jacks III) Diesel Generators IV) Engg. Materials	100 Kmph without BFR/BX 75 Kmph With BFR/BCX
2.	ARME/HTE	ARME siding HTE Yard	I) Cold cutting equipment II) Gas cutting equipment III) Tents IV) Gas masks V) Camera / Video Camera VI) OT VIII) Stretchers	

POSITION OF ART/ARME/B.D CRANE IN DIVISIONS

Sl.	Item	Location	Divn	Speed	Controlling Officer	Phone No
1.	ART	BKSC	ADA	100 Kmph	Sr.DME/ADA	Rly- 82270 P&T03251244769 Mobile 9002083400
2.	ARME	BKSC	ADA	100 Kmph	-Do-	- Do -
3.	140 T DieselCrane	BKSC	ADA	100 Kmph	-Do-	- Do -
4.	ART	ADA	ADA	100 Kmph	- Do -	- Do -
5.	ART	KGP	KGP	100 Kmph	Sr.DME/KGP	Mob.: 9002081400
6.	SPARMV	KGP	KGP	100 Kmph	-Do-	
7.	ART	SRC	KGP	100 Kmph	-Do-	
8.	ARME	SRC	KGP	100 Kmph	-Do-	
9.	ART	HTE	RNC	100 Kmph	Sr.DME/RNC	Mob.: 09771484400
10.	ARME	HTE	RNC	100 Kmph	-Do-	
11.	ARME	ADA	ADA	110 Kmph	Sr.DME/ADA	Mobile 9002083400

Sl.	Item	Location	Divn	Speed	Controlling Officer	Phone No
12.	120 T DieselCrane	ADA	ADA	50 Kmph	– Do –	– Do –
13.	ART	BNDM	CKP	100 Kmph	Sr.DME/CKP	Rly-72270 P&T- 06597238303 Mobile- 9771482400
14.	ARME	BNDM	CKP	– Do –	– Do –	– Do –
15.	140 T Diesel Crane	BNDM	CKP	100 Kmph	– Do –	– Do –

LIST OF PLACES SUITABLE FOR LANDING OF HELICOPTERS

Helipad within Railway Area			Helipad within Non-Rly Area		
Place of Helipad	Nearest Rly. Station	Distance from the stn	Place of Helipad	Nearest Rly. Station	Distance from the stn
In front of DRM office	HTE	100 Metres ground, SSIA	High School	SSIA	2 Km
Rly Ground, Muri	Muri	1 Km	School Groud	GRE	2 Km
SERSA Ground, Muri	Muri	1/2 Km	Govt. helipad	RMT	3 Km
Near South Cabin	BLRG	100mtr	School Ground	FFA	2 Km
North Cabin side	PKC	100mtr	School Ground	THO	1 Km
SERSA Ground	RNC	50 mtr	Children Park	KRRA	100 mtr
Rly colony ground	RNC	1 Km	School Ground	GBX	½ Km
			School Ground	BKPR	300 mtr
			Private Ground	MCZ	200 mtr
			Khutungia School Ground	ORGA	11/2 Km

**STATE AND CIVIL ADMINISTRATION
(JHARKHAND)**

State & District	Designation	STD Code	Office	Residence
Ranchi	D. C.	0651	2301001	2301003
	SDO (Civil)	0651	2208378	2281401
	Sr. SP	0651	2220237	2301102
	City SP	0651	2200898	2301292
Lohardaga	D.C	06526	224093	224098
	S.P.	06526	224097	224070
Gumla	D.C.	06524	223081	223082
	S.P.	06524	223091	223092
Hazarilbag	D.C	06546	224805	224806
	S.P.	06546	264815	264816
Simdega	D.C	06525	225701	225702
	S.P.	06525	225703	225704
Saraikela-Kharasawan	D.M.	06597	234002	
	S.P.	06597	234004	234005
(WEST BENGAL)				
Purulia	D.M.	03252	222201	222202
	Addl. D.M.	03252	223120	223141
	Sub. Divl. Officer (W)	03252	223263	223229
	Sub. Divl. Officer (E)	03252	223266	223229
	S.D.O. (Raghunathpur)	03252	255234	255644
	S.P.	03252	222304	222303

PARA MILITARY FORCES

Name	Address/Location	Phone No.
CRPF/Commandant/RNC,	Tiril Ashram, 0651-2441982	0651-2440183
CISF/RNC HEC, Dhurwa	0651-2409344	

ADRA DIVISION

LIST OF PLACES SUITABLE FOR LANDING OF HELICOPTERS

Helipad within Railway Area			Helipad within Non-Rly. Area		
Place of Helipad	Nearest Rly. station	Distance from the Station	Place of Helipad	Nearest Rly. station	Distance from the Station
			Midnapur Stadium	Midnapur	5 Km
			Godapiasal High School	Godapiasal	1/2 Km.
Satboni Railway Ground	Salboni	100 mtrs.	Salboni High School	Salboni	1/2 Km.
Aparna Pally Ground	Chandra-kona	250 mtrs.	Nabkola Boy's High School	Chandrakona	1.5 Km.
			Chandrakona High School	Chandrakona	3 Km.
			Banerjee Danga High School	Garbeta	1/2 Km.
			Piardoba High School	Piradoba	1/2 Km.
Bishnupur Rly. Ground	Bishnupur	100 mtrs.	Bishnupur Stadium	Bishnupur	1.5 Km
			Khemka High School	Bishnupur	1 Km.
			Bishnupur High School	Bishnupur	3 Km.
			Ondagram High School	Chhatna	1 Km.
Jhantipahari Rly. Ground	Jhantipahari	250 mtrs.	Jhantipahari High School	Jhantipahari	1.5 Km
			Indrabil Football Ground	Indrabil	1.5 Km
Adra Cricket Ground	Adra	1 Km			
Chandmary Ground	Adra	1.5 Km.			
			Joychandi Primary School Ground	Joychandi pahar	400 mtrs.
			Salardanga Ground	Bero	250 mtrs.

Helipad within Railway Area			Helipad within Non-Rly. Area		
Place of Helipad	Nearest Rly. station	Distance from the Station	Place of Helipad	Nearest Rly. station	Distance from the Station
			Ramkanali Primary School	Ramkanali	250 mtrs.
			Ground Muradih High	Muradih	2 Km.
			School Ground Ramchandrapur	Muradih	1.5 Km.
			Balitora High School	Madhukunda	2 mtrs.
			Jagannathdih Ground	Madhukunda	250 mtrs.
Damodar Rly. Ground	Damodar	100 mtrs.	Dhakeswari High school	Damodar	2.5 km.
			Kuilapur Primary school	Damodar	1 km.
Loco Ground E. Rly.	Burnpur	3 Km	IISCO Aerodrum (River side)	Burnpur	5 km.
			Polo Ground near ADM/Office	Burnpur	2 km.
			Burnpur Boys near School	Burnpur	2 km.
Rly. Gorkha Ground	Purulia	400 mtrs.	M.S. Maidan	Purulia	2 km.
			Sainik School Ground	Purulia	4 km.
			J. K. College Foot ball Ground	Purulia	1.5 km.
			Chharrah Helipade	Chharrah	1 km.
			Dak Bunglow Ground	Barabhum	2 km.
Anara SERSA Stadium	Anara	300 mtrs.			
			W.B.S.E.B. Foot Ball Ground	Santaldih	3 km.

Helipad within Railway Area			Helipad within Non-Rly. Area		
Place of Helipad	Nearest Rly. station	Distance from the Station	Place of Helipad	Nearest Rly. station	Distance from the Station
			B.C.C.L. Stadium	Sudamdih	1 km.
Bhojudih Rly. Ground	Bhojudih	1 km.			
			Girdharu High School Ground	Kotshila	250 kms.
			Ananda Marg High School Ground	Pundag	6 km.
			Ananda Marg Collage Ground	Pundag	6 km.

STATE AND CIVIL ADMINISTRATION

WEST BENGAL

Sr. No.	State	Designation	STD Code	Office	Residence
1.	West Bengal	Chief Secretary	033	22145858	65002461
2.	-do-	Home Secretary	033	22145656	23372767
3.	-do-	Director General of Police	033	22145400	25334941
4.	Jharkhand	Chief Secretary	0651	240340	2283737
5.	-do-	Home Secretary	0651	2403220	2547505
6.	-do-	Director General of Police	0651	2481872	2301828

WEST BENGAL

District	Description	STD Code	Office	Residence
BURDWAN	District Magistrate	0342	2562428	2562397
	Addl. District Magistrate	0341	2253111	2253010 2253113
	Suptd. Of Police	0342	2562495	256442
	Addl. S. P.	0341	2252640	2252232
	Sub. Divl. Officer.	0341	2253245	2252276
MIDNAPUR	Sabhadhipati Paschim Midnapur Z.P.	03222	275428	275354
	District Magistrate MDN (W)	03222	275571 260289	275570 275315

District	Description	STD Code	Office	Residence
	Addl. District Magistrate (G) MDN(W)	03222	275455 263796	275415
	Superintendent of Police MDN (W)	03222	275894	268830
	Office-in-charge, Relief MDN(W)	03222	275894	268830
	S. D. O. Sadar	03222	275330	275231
	S. D. O. Ghatal	03225	255022	255145
	Addl. S. P. (HQ)	03222	275125	
	MDN (W)		275126	
	Chairman MDN Municipality MDN (W)	03222	275384	275998
	Superintendent of Dist. Hospital MDN (W)	03222	275503	275710
BANKURA	District Magistrate	03242	250304	250303
	Superintendent of Police	03242	250305	250306
	Addl. District Magistrate	03242	250355	
	Sub. Divl. Officer	03242	250260	250291
PURULIA	District Magistrate	03252	222201	222202
	Addl. District Magistrate	03252	223120	223141
	Sub. Divl. Officer(W)	03252	223263	223229
	Sub. Divl. Officer (E)	03252	223266	223231
	Sub. Divl. Officer (Raghunathpur)	03251	255234	255644
	Supdt. Of Police	03252	222304	222303
DHANBAD	D.C.	0326	2202202	2202410
	PA to D. C.	0326	207627/202108	2200361
	Dy. D.C.	0326	202182	
	ADM (S)	0326	2201853	2200284
	S. P.	0326	2207802/220780 2207801	2207800
	A. S. P.	0326	2208707/2207804	
	Sub. Divl. Officer	0326	2202364	2202206
BOKARO	D. C.	06542	249944, 242450	223701
	D. I. G.	06542	240244, 240266	
	S. P.	06542	242299	242266
	D. S. P. (HQ)	06542	247891	
	S. D. M. (Chas)	06542	285881	240288

**PARA MILITARY
(BSF, CISF, SAP)**

Sl. No.	Designation	STD Code	Office	Residence
1.	CISF/IISCO	0341	2241677	
2.	CISF/Commandant, Angarpatara Katrash, Dist.– Dhanbad	0326	272863	272869
3.	CISF/Santaldih	03251	222925	
4.	SAP/Chhara	03252	222409	
5.	CISF/Commandant, Bokaro	06542	240081	246436
6.	CISF Control Room/Dhanbad	0326	2265983	
7.	CISF Commandant/Koylanagar/Dhanbad	0326	2263098	
8.	SAP Commandant/13th BN/Purulia	03252	22256	22925
9.	Commanding Officer S. I. Bengal BN Purulia	03252	224733	
10.	DGM, CISF (Emergency) Bokaro Thermo Power Station	06542	266801	
11.	CISF/Chandrapura	06542	242214	242286
12.	DIG/CISF/Bokaro	06542	240038	242020

CHAKRADHARPUR DIVISION

**LOCATIONS WHERE A SMALL PLANE OR A
HELICOPTER CAN LAND (DURING DAY AND NIGHT) :**

(A) Plane landing facilities :-

(a) During day –

- (i) Sonari Aerodrome, Jhamshepur (Jharkhand)
- (ii) Chhend, Rourkela (Orissa)
- (iii) Durlaga, Jharsuguda (Orissa)
- (iv) Sambalpur (Orissa)

(b) During night – Nil.

(B) Helicopter landing facilities :-

(a) During Day :-

- (i) Football ground carriage colony and loco colony at Tatanagar
- (ii) Railway High Scholl Ground, Tatanagar
- (iii) SERSA football ground, Sini
- (iv) SERSA Stadium, Chakradharpur

- (v) Railway High Scholl Ground, Chakradharpur
 - (vi) RPF Ground, Chakradharpur
 - (vii) Railway School Ground, Dangoaposi
 - (viii) TISCO Stadium, Joda
 - (ix) Kalunga Iron Works Stadium, Keonjhar
 - (x) TISCO Stadium, Nuamundi
 - (xi) Nehru Stadium, Champua
 - (xii) ACC Football Ground, Jhinkpani
 - (xiii) Football Ground, Chaibasa
 - (xiv) High School Ground, Hatgamharia
 - (xv) Ispat Stadium, Sector-6, Rourkela
 - (xvi) Railway School Ground, Jharsuguda
- (b) During Night – Nil**

OFFICIALS OF CIVIL ADMINISTRATION-DISTRICT WISE

(A) Jharkhand State :

District	Designation	STD Code	Telephone Nos.	
			Office	Res.
Singhbhum (East)	DC/JJSR	0657	2231001	2431002
	SP/JSR	0657	2431006	2231005
	SDO/Dhalbhumgarh	0657	2431003	2231007
	SRP/TATA	0657	2290111	2431009
	DSP (Civil)/JSR		0657	2437666
	OC/GRP/TATA	0657	2290070	—
	OC/Bagbera/JSR	0657	2297297	2288274
	OC/Jugsali/PS-JSR	0657	2431395	—
	OC/Parsudih/JSR	0657	2494440	—
	OC/Burmamines/JSR	0657	2270681	—
	OC/TELCO/PS-JSR	0657	2286041	2224353
Saraikela– Kharasawan	OC/Govindpur/JSR	0657	2277164	—
	OC/Sundarnagar/JSR	0657	2494378	
	DM	0657	234002	—
	SP	0657	234004	
	DSP	0657	234644	—
	SDPO	0657	234644	
	OC/Saraikela	0657	234646	—

District	Designation	STD Code	Telephone Nos.	
			Office	Res.
	OC/GRP/Sini	0657	Rly. Phone 73210	—
Singhbhum (West)	DM/Chaibasa	06582	256301	256401
		256824	256422	
	SP/Chaibasa	06582	256305	256823
		258783		
	SDM/Chaibasa	06582	256483	—
	SDPO/Chaibasa	06582	257680	256823
CKP	SDM/CKP	06587	238160	238049
	SDPO/CKP	06587	238347	238342
	OC/CBSA/Dadar-PS	06587	256482	256481
	OC/Chaibasa/Muffaseal-PS	06587	256842	256841
	OC/GRP/CKP	06587	Rly.Phone 72387	Rly.Phone 72388
	OC/PS-CKP	06587	238027	—

(B) Orissa State :

Keonjhar	DC	06766	255401	255401
	SP	06766	254106	255422
	SDM	06766	240201	240202
Champua	SDPO/Barbil		275	212—
Joda	OC/PS -Champua		240203	—
Barbil	OC/PS-Joda		272226	—
	OC/PS-Barbil		2752226	—
Rourkela	DIG/W. Range/ROU	0661	2640400	2640340
Sunargarh	DM/Sundergarh	06622	273344	272225
	ADM/Sundergarh	06622	273200	273889
	SP/Sundargarh	06622	2173538	2173324
Rourkela	SRP/ROU	0661	2509262	2600216
	SP/Rourkela	0661	2500562	2500020
	ADM/Rourkela	0661	2500182	2500239
	DSRP/Rourkela	0661	Rly. Phone 76411	2600216
	Sub-Collector/Panposh	0661	2500480	2500616
	SDOP/Panposh	0661	—	2506270
	DSP(Crime)/Rourkela	0661	2580349	2510868

District	Designation	STD Code	Telephone Nos.	
			Office	Res.
	OC/GRP/Bondamunda	0661	Rly. Phone 76298	2646999
	OC/LPS/Bondamunda	0661	Rly. Phone 76153	2530632
	OC/Bisra/PS	0661	2612132	—
Jharsuguda	DM	06645	270868	270868
	SP	06645	270808	270999
	SDM	06645	272788	272102
	SDOP	06645	270808	273915
	OC/Jharsuguda PS	06645	272736	272659
	OC/GRP/Jharsuguda	06645	272654	—

(a) Defence and Paramilitary Establishments.

District	Name of the Official	Designation	Telephone Nos.	
			Office	Res.
ARMY (Jamshedpur) STD Code-0657	Col. S. Jagpal	Commandant 195 Fld. Regiment	2231187	2231185
CRPF (Jamshedpur) STD Code-0657	Sri Syamanand Singh	DIG	2495622	2495723
	Sri Kulbir Singh	Commandant	2494597	2494354
CRPF (Jamshedpur) STD Code-0657	Sri Ranbir Singh	Commandant	2286079	2280146
CISF (Rourkela) STD Code-0657	Sri Tarun Kr. Ghosh	DIG	2640354	2507963

(b) Army units located in proximity of Railways Divisional Headquarter

Sl. No.	Railway Division	Area/Sub. Area/Stn. HQ	Med Unit Estbs
1.	Kharagpur	HQ Bengal Area HQ Kolkata Sub. Area Station HQ, Kolkata	CH (EC) Kolkata BH Barackpore ECTC Kolkata
2.	Ranchi	Station HQ. Ranchi	M. H. Ranchi

KHARAGPUR DIVISION

I. LIST OF DISTRICT & STATE OFFICIALS

PASCHIM MIDNAPUR (WEST BENGAL)		
STD : 03222	Office	Res.
DM	275571 260289	275570 275315
ADM (GEN)	275455	275415
ADM (TREAS)	275630	
ADM (Zilla Parishad)	275071 260582	275371
CMOH	275695	275567
SP	275609	275608
ASP (HQ)	263528	263531
ASP (KGP)	225413	255895
Police Control Room	225972	
PURVA MIDNAPUR (WEST BENGAL)		
STD : 03228	Office	Res.
DM	266098	266120
ADM (G)	269667	266091
ADM	275568	
SP	269580	269602
ASP (HQ)	269764	
ASP/TMZ	269581	266037
SDO/HLZ	03224	266020
	274817	
Police Control Room	269797	
HOWRAH (WEST BENGAL)		
STD : 033	Office	Res.
DM	26412961	26412024
ADM (G)	26414721	22232993
SP	26412626	26382086
ASP (T.NORTH)	26411388	26404111
DSP (HQ)	26404001	26839349
SDPO (ULB)	26610265	
Police Control Room	26415614	

BALASORE (ORISSA)			
STD : 06782	Office	Res.	
Collector & DM	262001	262003.	
ADM (Gen)	262120	262006	
CDMO	262011	265545	
ASP	262440	262019	
DCR (Emergency Office)	262286		
BHADRAK (ORISSA)			
STD : 06784	Office	Res.	
Collector & DM	240220	240100	
SP	250335	240120	
District Control Room	250436	250430	
MAYURBHANJ (ORISSA)			
STD : 06792	Office	Res.	
Collector & DM	252606	252601	
ADM (Gen)	252646	255323	
CDMO	252671	252615	
SP	252647	252644	
ASP (Emergency Officer/ BPO)	252644		
Dist. Control Room	252759		
EAST SINGHBHUM (JHARKHAND)			
STD : 0657	Office	Res.	Mobile
Deputy Commissioner	2431002	2231001	
Deputy Development Officer	2487493	2231924	
Addl. Deputy Commissioner	2228250	2228340	
Addl. Dist. Magistrate	2228249	2228347	9431117834
Civil Surgeon	2424106	2433278	
Supt. of Police	2431006	2231005	
Deputy S.P. (HQ-II)	2438287	2431574	9431264325
Deputy S.P. (City)	2437666		
Deputy S.P. (Law & Order)	2431577		
Deputy S.P.	2431030	2420800	
Police Control Room	2431575		

LIST OF PARAMILITARY ESTABLISHMENTS

CISF Unit	Libiyan Tee Ware House (LTW) CPT/Kolkata, Control room	033-24391360 24397359
CISF Unit	CISF Unit, CPT, Kolkata, New Traffic Building, 40 CGR Road, Kolkata-43, NEZ/ Kasba Control Room	033-24430685
BSF	DIG Office, South 2B Lord Sinha Road, Kolkata 71	033-25778871
BSF Unit	BSF Control Room	25778872
CISF Unit	Haldia CPT	03224-252229 03224-252457 03224-252328
CISF Haldia	Commandant, CISF/Haldia	03224-252229(O) 03224-263335 (R)
EFR	Commandant, EFR, Salua, Kharagpur	PBX 03222-277238

LIST OF HELIPADS / AIR STRIPS

KGP-HWH Section		District : Paschim Midnapur	State : West Bengal
1.	Risha Periodical Hat, Kharagpur-I		
2.	Play Ground of Barkola High School, Kharagpur-I		
3.	Ganga Rice Mill at Balichak		
4.	Golgram High School at Golgram, Debra		
5.	Harimati Rice Mill at Debra		
MDN Section		District : Paschim Midnapur	State : West Bengal
1.	Circuit House Maidan, Midnapur,		
2.	Rajar Bagan Ground (G.P. No. 6), Midnpur		
3.	Playground of Bidhan Chandra Vidyalaya near Gokulpur		
BHC Section		District : Paschim Midnapur	State : West Bengal
1.	Narayangarh Rice Mill at Narayangarh		
2.	Bakhrabad Rice Mill at Bhakrabad		
3.	Dehati Rice Mill at Dehati under Sabong Block		
4.	Gouranga Rice Mill at Belda		
5.	Dantan High School Football Ground		
6.	Mangalmari Football Ground (Near bus stand) Dantan-I		

BHC Section		District : Balasore	State : Orissa
	Jaleswar Latt. 21 48' 58" N		Long 87 14' 06" E
	Balasore Latt. 21 29' 26" N		Long 86 55' 12" E
BPO Section		District Mayurbhanj	State : Orisa
1.	Baripada Stadium, Dhalbhumagrh		
2.	Dist. Police Parade Ground, Chakulia		
3.	Rasgobindpur Airstrip, Chandipur		
4.	Udala High School Field		
5.	Khunta Hammer Field, DDK range, Dandbose Airstrip		
6.	Karanjia High School Field		
7.	Raruan College Field		
8.	Jashipur High School Field		
Haldia Section		District Poorv Midnapur	State : West Bengal
1.	Rakhal Memorial Football Ground, Haldia		
2.	Helipad Ground in C.P.T. Township, Haldia		
3.	S.D.O. Office Ground, Haldia		
4.	Egra High School Ground, Haldia		

DEFENCE & OTHERS SERVICES

SEEKING ASSISTANCE FROM DEFENCE SERVICE

DACIDS (Operational Logistics) is the nominated contact point, which is to be contacted first for seeking any assistance in case of Railway Disaster. GM/DRM/CSO may contact him on the telephone/mobile number given below in case of emergency.

OTHER DEFENCE ESTABLISHMENTS

BSF	Commandant / BSF	
NDRF	NDRF Digberia Camp, P.O.- Badu Road, Madhyamgram, Barasat Distt: North 24 Parganas West Bengal: Pin : Kolkata - 700128 DM exchange Control Commandent (Mobile- 9434742836)	033-25263077 033-25264394
Coast Guard Navy	Duty officer (Martime Operations Centre) Naval HQ HQ WNC, Mumbai	022-22630550 22630344
	Duty Officer (Martime Operations Centre) HQ ENC, Visakhapatnam	0891-2577240/885
Army	Duty Officer (Martime Operations Centre) HQ SNC, Kochi	0484-2662793
	Station HQ / Jamshedpur	0657-2431633
	Station HQ / Kolkata	033-22430326
	Commandant / Chandipur / Balalsore	06782-262031 (R)
	Eastern Command	033-22223900 2561461
	Chief Operations Officer	03222-232176
Air Force	Air Force Station / Kolaikunda	Ext. 207 (O)
	Chief Administrative Officer	232176 Ext. 203 (O)
	Sr. Medical Officer	232176 Ext. 261, 204 (O)
	Chief Operations Officer / Barrackpur	033-25921251 Ext. 6207
	Radar Station / Salua Paschim Midnapur	03222-277240

IMPORTANT TELEPHONE NUMBERS OF DG NDRF & NDRF BNS**NDRF HQ**

DG/ NDRF Mob.+09911357888 Off: 011-26712851,26715303 Res. 011-26161442	IG/ NDRF Mob.-+09540610101 Off: 011-26160252 Res. 011-24106667	DIG/ NDRF Mob.-+919968262466 Off: 011-26105910 Res. 011-26260369
NDRF Control Room Tel: 011-26107953,Fax:011-26105912,email:dg.ndrf@nic.in,ig.ndrf@ nic.in		

NDRF Bns

Sl. No.	COMDT NDRF Bn	LOCATION	TEL NO	MOB.NO.	FAX NO
1.	1 st Bn NDRF	Guwahati (Assam)	0361-2840027 (O)	09435545951 (2IC)	0361-2849080
2.	2 nd Bn NDRF	Kolkata (WB)	033-25264302 (O) 033-25264394 (R) (2IC)	09434742636 09434742866	033-25263077
3.	3 rd Bn NDRF	Mundali (Orissa)	0671-2879710 (O)	09437964571 09439103170 (2IC)	0671-2879711
4.	4 th Bn NDRF	Arakkonam (Tamilnadu)	04177-246269 (O)	09442105069 (2IC)	04177-246594
5.	5 th Bn NDRF	Pune (Maharashtra)	02114-231245 (O)	09423506765 (2IC)	02114-231509
6.	6 th Bn NDRF	Gandhinagar (Gujrat)	079-23202540 (O)	09428826445 (2IC)	079-23201551
7.	7 th Bn NDRF	Bhatinda (Panjab)	0164-2246030 (O)	09417802032 (2IC)	0164-2246570
8.	8 th Bn NDRF	Gr. Noida (UP)	0120-2766013 (O)	09968610014 (2IC)	0120-2766618
9.	9 th Bn NDRF	Bhatia Patna Bihar	06115-253942 (O)	07762884444	06115-253939
10.	10 th Bn NDRF	Manglagiri Vijaywara AP	09419-217790 (O)	09419217790	08632-293050

ASSISTANCE FOR HELICOPTER FROM ARMY HEAD QUARTERS, BENGAL AREA, KOLKATA

1. The following Officers of Headquarters, Bengal Area, Kolkata to be Contacted during Railway Disaster :-

a)	Deputy GOC , Headquarters Bengal Area-Kolkata.	9831088518 (0) 2222-6103, 6104(R)
b)	Colonel General Staff (Col GS) , Headquarters Bengal Area- Kolkata,	22226105(O),6116(R) 9830035997
c)	GSOI (Ops.) , Headquarters Bengal Area-Kolkata	22226107(O),6108(R) 9831959107
d)	NDRF, Barasat, Kolkata	0944742836

2. The verbal request should be simultaneously accompanied by a Fax message on Tele No. 22487195. It must be followed immediately by an ink signed letter by the highest Railway authority making the request and delivered by hand to the Col GS, HQ Bengal Area.

CHAPTER – 31

**EXTRACTS OF SOUTH EASTERN RAILWAY SCHEDULE OF POWERS
FOR MEETING EMERGENCIES**

Sl. No.	Reference to Code/ Rule order	Nature of Power	AGM/ CAO(C)/ PHOD/CHOD/ SAG Officers	DRM/CWM	JAG/ Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
DISASTER MANAGEMENT MATTERS							
DM1	Para 30 of the HLC's Recommendation, April, 2003	Hiring of vehicles for rescue and relief operations.	NIL	<u>DRM / ADRM / CMS</u> Full Powers	NIL	NIL	Finance concurrence is not necessary.
NOTE:							
<ol style="list-style-type: none"> 1. Payment will be made from cash imprest / amount withdrawn from Station earning. 2. Payment will be made against proper bills and accounts will be rendered as per extant instructions. 							
DM2	Para 31 of the HLC's Recommendation, April, 2003	Procurement of additional life saving drugs from the market.	NIL	<u>Medical Officer of the Divn. at the site</u> Full Powers	NIL	NIL	Finance concurrence is not necessary.
NOTE:							
<ol style="list-style-type: none"> 1. Payment will be made from cash imprest / amount withdrawn from Station earning. 2. Payment will be made against proper bills and accounts will be rendered as per extant instructions. 3. Senior most medical officer at site will be the nodal officer for coordinating medical expenses. 4. MS/Dy.CMD/Sr.DMO will exercise their powers when they happen to be the senior most medical officer available at site. 							
DM3	Para 32 of the HLC's Recommendation, April, 2003	Making on spot payment to private hospitals for treatment of the injured in accidents / disasters	NIL	<u>DRM / ADRM / CMS</u> Full Powers to be exercised in consultation with CMS/MS/ Sr.DMO/ DMO available at site	NIL	NIL	Finance concurrence is not necessary.
NOTE:							
<ol style="list-style-type: none"> 1. Payment will be made from cash imprest / amount withdrawn from Station earning. 2. Payment will be made against proper bills and accounts will be rendered as per extant instructions. 3. Senior most medical officer at site will be the nodal officer for coordinating medical expenses. 4. MS/Dy.CMD/Sr.DMO will exercise their powers when they happen to be the senior most medical officer available at site. 							

Sl. No.	Reference to Code/ Rule order	Nature of Power	AGM/ CAO(C)/ PHOD/CHOD/ SAG Officers	DRM/CWM	JAG/ Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
DM4	Para 33 of the HLC's Recommendation, April, 2003	(a) Requisitioning Medical assistance from the civil side – (for requisitioning the medical assistance in case of a disaster happening under his jurisdiction).	NIL	<u>DRM / ADRM/ CMS</u> Full Powers	NIL	NIL	Finance Concurrence is necessary
		(b) On-spot Purchase of essential items including medicines.		<u>DRM / ADRM/ CMS</u> Full Powers	NIL	<u>Station Manager (Gaz. & non - Gaz.)</u> Upto R5000/	Finance concurrence is necessary.
DM5	Para 34 of the HLC's Recommendation, April, 2003	Withdrawal of money from Station Earning in the following cases as well as others defined in para 2425 of Indian Railway Commercial Manual, Vol.II	NIL	Full Powers	Full Powers	Full Powers	Finance concurrence is not necessary. Vouchers have to be submitted within 30 days.
NOTE :							
<ol style="list-style-type: none"> 1. Departmental expenditure necessitated by floods, accidents or earthquakes, etc. 2. Handling charges for transshipment due to accidents, hot axles, etc. 3. Cost of transport of sick and wounded persons to hospitals when, on small stations ambulances are not available. 4. Ex-gratia payments to persons involved in train accidents. 							
DM 6	Para 35 of the HLC's Recommendation, April, 2003	Financial powers for quicker rescue operations during accidents	NIL	<u>DRM</u> Full Powers	<u>Branch Officers (Mech., Medical & Comml) in Divn.</u> Upto ₹1 lakh NIL	NIL NIL	Accountal should be submitted within a month. Finance concurrence is necessary. It may be taken on post-facto basis.

Sl. No.	Reference to Code/ Rule order	Nature of Power	AGM/ CAO(C)/ PHOD/CHOD/ SAG Officers	DRM/CWM	JAG/ Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
DM 7	Para 36,37 & 40 of the HLC's Recommendation, April, 2003	Purchase of equipment of ART/ ARMV/Break Down Crane.	NIL	DRM Upto R50,000/- per case (Stock & Non-Stock) including PAC. Overall ceiling R3 lakhs p.a.			Finance concurrence is necessary, if not specifically mentioned.
DM 8	Para 38 of the HLC's Recommendation, April, 2003	Standing spot purchase committee for ART/ ARMV to avoid any deficiency in keeping the ART / ARMV / crane equipment in good fettle.	Standing Spot Purchase Committee at Divisional Level: (a) DME / Sr.DME - Mechanical Member (For ART) (b) DMO / Sr.DMO - Medical Member (For ARMV) (c) DMM / AMM - Stores Member (d) DFM / Sr.DFM - Accounts member (e) DEN / Sr.DEN - Additional Member (For Engineering items) (f) DEE(G) / Sr.DEE(G) - Addl Member (For Electrical items) (g) DSTE / Sr.DSTE - Additional Member (For S&T items) Decision of Spot Purchase Committee is to be taken by DRM on the basis of necessity and should be upto ₹5 Lakhs for SS level committee and upto ₹10 Lakhs for JAG level committee. Members of Spot purchase committee at divisional level can be changed in extreme cases, if necessary, by DRM . Standing Spot Purchase Committee at Zonal HQ Level: (a) CMPE / CRSE - Mechanical Member (For ART) (b) CMD / MD - Medical Member (For ARMV) (c) CMM - Stores Member (d) FA & CAO(WS) - Accounts member (e) CE(TM) / CTE - Additional Member (For Engineering items) (f) CELE / CESE / CEE(Pig.) - Addl Member (For Electrical items) (g) CSE / CCE - Additional Member (For S&T items) The HQ Spot Purchase Committee is to make spot purchase for all items which are not falling within the powers of Divisional Spot Purchase Committees by consolidating the requirements of all ART/ARME/ ARMV of the entire S.E.Railway above R10 Lakhs and upto ₹25 Lakhs.				Finance concurrence is not necessary
NOTE : Modalities to be followed as per extant JPO on Spot Purchase except for financial limit (JPO of CMM/G and FA&CAO(WS) circulated vide GM's Office letter No.GM/W/69/Genl./2008/SOP-Stores/SPC/5424 dated 17.12.2008).							

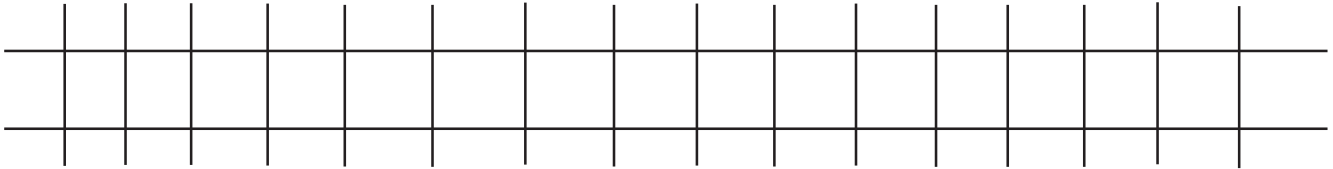
Sl. No.	Reference to Code / Rule order	Nature of Power	AGM/ CAO(C)/ PHOD/CHOD/ SAG Officers	DRM/CWM	JAG/ Sr. Scale (independent charge) Officers	Sr. Scale & Asstt. Grade Officers	Remarks
DM 9	(i) Para 39, 41 & 42 of the HLC's Recommendation, April, 2003. (ii) Rly. Bd's letter No. 2012/F(X)II/5/8 dated 30.05.2012.	To sanction cash imprest for expenses on repairs and maintenance of A R T / A R M V / Cranes.	<u>AGM</u> Full Powers <u>CME</u> Upto R 25,000/- per case	NIL	NIL	NIL	Finance concurrence is necessary

NOTE:

1. Expenses on repairs and maintenance of ART/ARMV upto R 12,500/- in each case.
2. Expenses on repairs and maintenance of Cranes upto R 10,000/- in each case.
3. The cash imprest of R 5,000/- to be provided to ARMV in-charge for use during exigencies at the accident site and may be utilised for expeditious procurement of small items like fuel, food materials etc., which may be essential when ARMV has to remain at accident sites for longer periods.
4. Cash imprest of R 25,000/- to be provided to ART in-charge.



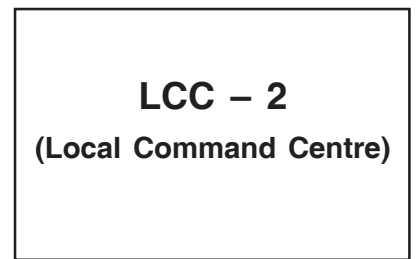
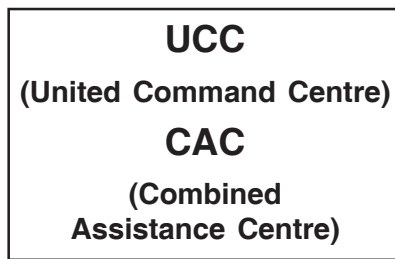
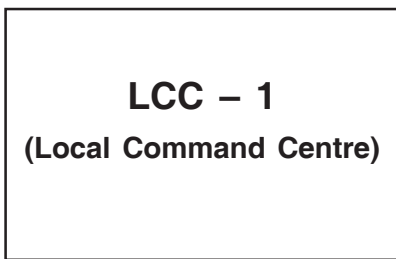
OUTLINE SCHEMATIC PLAN OF UCC/CAC/LCCs



[Remote Disaster site]
(if required)

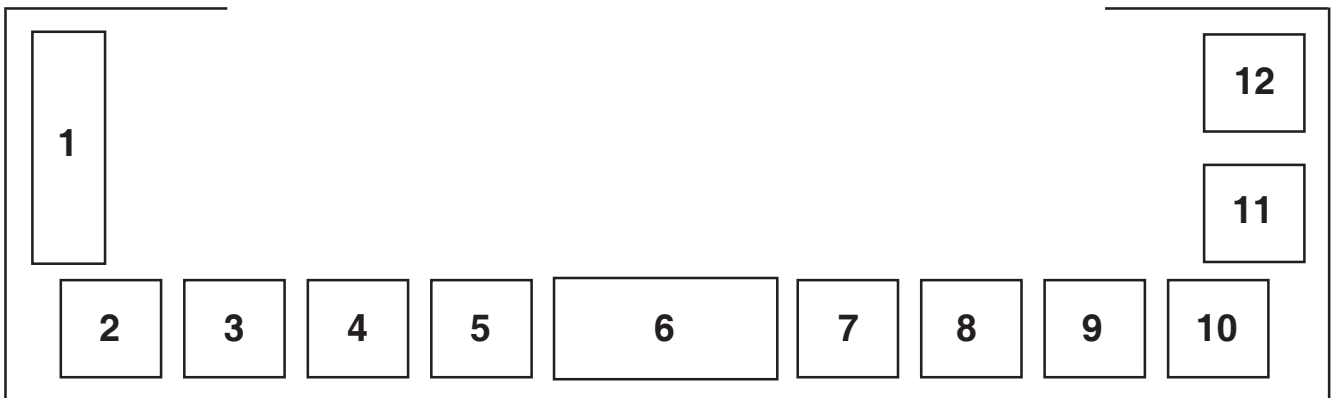
(Nearer to main
Disaster site)

[Remote Disaster site]
(if required)

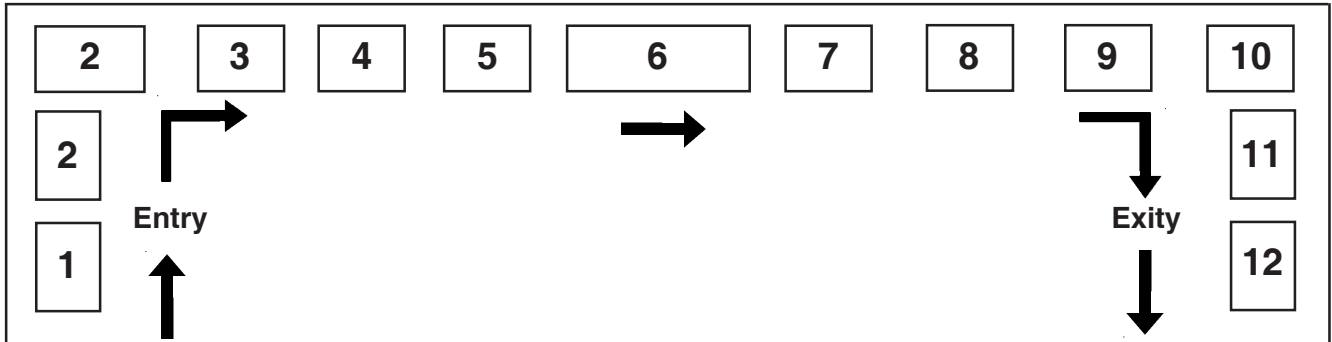


DETAILED SCHEMATIC PLAN OF UCC

(United Command Centre)



- | | | |
|---------------|--------------------------|--------------------|
| 1. Medical | 5. Security | 9. Electrical |
| 2. Commercial | 6. Public Relations | 10. S&T |
| 3. Operating | 7. OIC Site and Officers | 11. Engineering |
| 4. Safety | 8. Mechanical | 12. Telecom Centre |

DETAILS SCHEMATIC PLAN OF CAC

- | | |
|---|---|
| 1. Commercial – Reservation Chart | 7. Municipality Official – Issue of Official Death Certificate. |
| 2. Medical – List of dead and injured | 8. RPF/Local Police – Issue of authority for handling over dead body. |
| 3. Commercial – Provision of escort and vehicle | 9. Commercial – Payment of Ex-gratia, Issue of Claims Forms. |
| 4. Railway doctor – Issue Medical Death Certificate | 10. Commercial – Assistance for performing of last rites. |
| 5. Govt. Doctor – Issue of Post Mortem Report | 11. Personnel – Issue of Return Journey Pass. |
| 6. CAC in – Charge and Officers | 12. Operating – Arrangement for Return Journey. |

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)**

No. 2002/Safety-1/6/6

New Delhi, Dt. 15-06-2004

**General Managers,
All Indian Railways**

Sub : Empowering Zonal Railways to requisition helicopter/aeroplane at the time of severe Accident.

Ref. : Board's letter No. 36/Safety-1/24/47 Dt. 13-03-87 & 19-07-89

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 subject matter has been reviewed by the Board and the following revised powers are delegated to the zonal Railways.

(i) GM/s DRM/s have been delegated the powers to rescue helicopter/aeroplane to reach the site of serious accidents 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/DRM/s. However, broadly these may cover the following type of cases:

- (a) Where more than 10 casualties (deaths-cum-serious injuries) are feared and it is difficult or these officers to reach the site within reasonable time;
- (b) Where heavy damage is caused to railway installation in sensitive and tension filled areas (e.g. wreckage of track, bridges etc. through bomb blast, other means of sabotage, etc.);
- (c) Where public reaction in case of late arrival of senior officers at 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 General Manager and the Divisional Railway Manager 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.

(ii) Zonal Railways are further empowered to requisition helicopter/aeroplane to evacuate injured and dead the event of serious accident. GMs may personally exercise these powers and may not delegate these further.

The above instructions on the subject supersede all the previous instructions issued vide above referred letters.

This issues with the concurrence of the Finance Directorate of the Ministry of Railways.

Amitabh

Director, Safety, Railway Board

New Delhi, dt. 13-06-2004

No. 2002/Safety-1/6/6

Copy forwarded for information to the FA & CAOs, all Indian Railways.

Amitabh

Director, Safety, Railway Board

New Delhi, dt. 13-06-2004

No. 2002/Safety-1/6/6

Copy forwarded for information to the Deputy Comptroller and Auditor General of Indian Railways with 40 spares).

Copy to F(X) II Branch.

For Financial Commissioner/Railways

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. 2002/Safety-1/6

New Delhi, Dt. 5-12-2006

**General Managers/NCR/Allahabad
All Indian Railways**

Sub : Requisitioning of Indian Air Force Aircraft/Helicopter by Zonal Railways in case of serious Railways accident/natural calamities.

Doubts have been raised from time to time by the Zonal Railways regarding standing instructions on the above matter.

The extracts of Air Force instructions No. 9/83 regarding Regulations Governing Flights and Airlifts in IAF Aircraft within Indian Territory is reproduced as under:

Para 9(a) : The use of IAF aircraft for civil agencies may be authorized by the Chief of the Air Staff on payment at rates when will be fixed by the Ministry of Finance (Defence). Such Flights may be provided on written demand for work like aerial photography, survey and other purposes, survey of air routes, carriage of mail, drop of supplies, carriage of urgently required stores, leaflet droppings, relief and reconnaissance flights, carriage of urgently required stores, leaflet droppings, relief and reconnaissance flights, carriage of para military police force etc. "Such flights as errand of mercy, on payment at chartered rate without detriment to defense requirements, may also be provided for evacuation of seriously sick or injured civilians from inaccessible areas at the written request of the State Governments, Union Territory Admn. And other Central Ministries Departments as a life saving measures on an undertaking by such authorities that it is neither feasible by them nor any other means of civil air surface transport is available for..... acuation and the evacuation by the IAF will be at their risk and cost" The necessary of defense may sanction, on payment, urgent movement of civilian Govt. servants, Govt. servant and stores and equipment in IAF aircraft for various Ministries of the Central Government and for the State Government provided aircraft are available without prejudice to service requirements.

Para 9(d) : Station Commanders of an above the rank of Wing Commander may authorize special flights of aircraft under their control to meet written request from Central Ministries/Departments/State Govt./Administration of Union Territories for assistance in any grave emergency or natural catastrophe. They will immediately advice concerned Command Headquarters. Such flights are to be regularized under the authority of the AOs C-in-C Command/Group in due course.

Attention is also invited to Railway Board letter of even number dated 13/15-06-2004 vide which GMs/DRMs have been delegated powers to requisition helicopter/aeroplane even from private parties (copy enclosed) to reach the site of serious accident for rescue operation expeditiously and to dispatch the rescue teams to the site of accidents.

Zonal Railways may take note of the above standing instructions and establish coordination with the appropriate Air Force authorities.

Please acknowledge receipt.

Amitabh
Director, Safety

Encl. : As above
Railway Board

**GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
(RAILWAY BOARD)**

No. 2003/Safety-(DM)6/3

New Delhi, Dt. 05-08-2010

**General Managers/NCR
All Indian Railways including Kolkata Metro**

Sub : Assistance of NDMA/NDRF to handle Railway related Disasters

Ref. : Minutes of the Meeting between Railway Board and NDMA/NDRF on 26th July, 10 (copy enclosed)

A meeting under the chairmanship of Shri K.M. Singh, Member, NDMA with Railway officials was held in NDMA Bhavan, New Delhi on 26th July, 2010 for better coordination and cooperation between NDMA/NDRF and Railways authorities to provide quick and effective response during major Rail accidents, man made and natural Disasters. The issues discussed and decision taken during the meeting are as under :

- (i) **Mechanism for requisition of NDRF** : The present system of requisition of NDRF by concerned DRM/CSO should continue. However, a written requisition from the Railway Authorities for NDMA/NDRF should be followed for their records.
 - (ii) **Training/Exposure of NDRF Team/Officers** : To provide the NDRF personnel a better technical know-how about design of Railway Coaches, it has been decided that modalities should be worked out by the Railways for demonstrating/briefing/training the same to concerned NDRF Battalion at nearby station.
 - (iii) **Regular Coordination meeting between NDRF Battalion Commandants and Railway Safety Officials** : A coordination meeting with officials CSO/DRM should be held once in six months.
 - (iv) **Capacity Building of RPF and Railway Doctors** : More and more RPF Personnel should be imparted training at NISA, Hyderabad. Zonal Railways should and their Medical Officers for CBRN Training by NDMA in collaboration with AIMS Trauma Centre, New Delhi.
 - (v) **Participation of Mock Exercises** : Railways should carry out mock exercises on train accidents in presence of NDRF Battalion Commandant.
 - (vi) **Mobilization of NDRF Personnel and equipment** : CSO will coordinate with concerned Railway officials for arranging transportation of NDRF personnel by coach/special train.
 - (vi) **Close communication/Exchange of Telephone numbers of Nodal Officers**: Important telephone numbers of NDMA Officials, Control Rooms, NDRF Battalions will be provided to each Zonal Railways as and when the same is received from NDMA.
2. Railway should initiate action accordingly. Action taken in each of the items should be apprised to this office.

(Kamlesh Gupta)
Adviser (Safety)

Encl. As above.

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
(रेलवे बोर्ड **RAILWAY BOARD**)

No. 2011/TC-III/27/29/Ex-Gratia

Rail Bhawan, New Delhi - 110 001

Dated 07.05.2013

The General Manager (Claims)
All Indian Railways

Sub : Payment of enhanced ex-gratia and enhancement of ex-gratia relief in case of passengers who are hospitalized for more than one month as a result of train accidents/untoward incidents.

Mease refer to this Ministry's letter No. 2006JTC-lilJ27/2 dated 20.12.2006, wherein instructions regarding rates of ex-gratia relief in case of grievously injured passengers in Train Accidents or Untoward Incidents, as defined under Section 123, read with Section 124/124-A, of the Railways Act, 1989, who are hospitalized were issued to the railways.

2. In partial modification of the above mentioned instructions, it has now been decided by the Board that the revised rate and conditions for payment ex-gratia relief in case of grievously injured passengers who are hospitalized in case of Train Accidents and Untoward Incidents, as defined defined under Section 123, read with Section 124/124-A, of the Railways Act, 1989, will be as follows :

In case of Train Accident	In case of Untoward Incident
Rs. 25,000/- lump sum for hospitalization upto 30 days to take care of initial expenses.	Rs. 5,000/- upto 30 days of hospitalization.
Thereafter Rs. 300/- per day be released at the end of every 10 day period or discharge, whichever is earlier.	Rs. 1000/- per week or part thereof the period for indoor treatment upto further six months of hospitalization.
	Rs. 500/- per week or part thereof the period for indoor treatment upto further five months of hospitalization.
The maximum period for which ex-gratia is payable to the grievously injured passenger will be 12 months.	

3. Other terms and conditions will remain the same as in Board's letter dated 20.12.2006, which are as under:

- (i) This ex-grataa relief will be exclusively for passengers who, are grievously injured in train accidents or untoward incident-, as defined under Section 123, read with Section 1214/124-A, of the Railways Act, 1989.
- (ii) The period far treatment as indoor patient for more than 30 days would need to be certified by a Railway Doctor for the purpose of further ex-gratia payment upto the period of remaining 11 months. In case where the injured is taking treatment in other than Railway hospital, the treatment has to be certified by Railway Doctor.

(iii) Sr. Divisional Medical Officers shall also keep track of such injured person taking treatment in other than Railway hospitals. Sr. Dt;M/DCM shall keep coordination with Sr. DMO for the purpose and arrange payment of ex-gratia as per the prescribed schedule mentioned in the table in para-2 above at the doorstep of injured person. Every care shall be taken by Sr. DCM/DCM to avoid any inconvenience to injured person in such cases.

4. This will be in supersession of the amount of ex-gratia for grievous injury in case of Train Accidents/untoward Incidents specified in Railway Board's letter No. TC-III/27/29/Ex-gratia dated 26.7.2012.

5. It has also been decided by the Board that in case of enhanced ex-gratia announced by the Minister of Railways as a special case under his/her discretionary powers, the amount equivalent to the normal rate of ex-gratia (as per the extant instructions vide Board's letter of even No, dated 26.7.2012) for death/injury of passenger in train accidents/untoward incidents and to the road users who meet with an accident due to Railway's prima facie liability at Manned Level Crossing Gate Accident be paid in cash and the remaining portion of the enhanced ex-gratia be paid by account payee cheque. The position is tabulated as under:

	In case of	Normal rate of ex-gratia (as per extant instructions)	Amount of ex-gratia to be paid by cash/cheque in case of enhanced ex-gratia announced by the Hon'ble Minister of Railways	
			By CASH	By CHEQUE
1. In case of Train Accident (Sec-124 of the Act)				
i)	In case of death	Rs. 50,000/-	Rs. 50,000/-	Announced amount of ex-gratia minus Rs. 50,000/-
ii)	In case of grievous injury	Rs. 25,000/-	Rs. 25,000/-	Announced amount of ex-gratia minus Rs. 25,000/-
iii)	In case of simple injury	Rs. 5000/-	Rs. 5000/-	Announced amount of ex-gratia minus Rs. 5000/-
2. In case of Untoward Incident (Sec- 124A of the Act)				
i)	In case of death	Rs. 15,000/-	Rs. 15,000/-	Announced amount of ex-gratia minus Rs. 15,000/-
ii)	In case of grievous injury	Rs. 5,000/-	Rs. 5,000/-	Announced amount of ex-gratia minus Rs. 5,000/-
iii)	In case of simple injury	Rs. 500/-	Rs. 500/-	Announced amount of ex-gratia minus Rs. 500/-
3. In case of Accident at Manned Level Crossing (due to Railway's prima facie liability)				
i)	In case of death	Rs. 50,000/-	Rs. 50,000/-	Announced amount of ex-gratia minus Rs. 50,000/-
ii)	In case of grievous injury	Rs. 25,000/-	Rs. 25,000/-	Announced amount of ex-gratia minus Rs. 25,000/-
iii)	In case of simple injury	Rs. 5000/-	Rs. 5000/-	Announced amount of ex-gratia minus Rs. 5,000/-

6. There is no change in other terms and conditions regarding payment of ex-gratia contained in Board's letter of even number dated 26.7.2012.

7. This issues with the concurrence of the Finance and Health Directorate of this Ministry.
Please acknowledge receipt of this letter.

(Dr. D.P. Pande)
Executive Director Health (Planning)
Railway Board

(Ashok C owdhry)
Executive Director (Public Grievances)
Railway Board

No. 2011/TC-III/Z7/29/Ex-Gratia

Dated: 07.05.2013

Copy to :

1. FA & CAO, All Indian Railways
2. The DAI (Railways), New Delhi (with 36 spares)

for Financial Commissioner, Railways

No. 2011/TC-III/27/29/Ex-Gratia

Dated: 07.05.2013

Copy to:

1. Chief Commercial Managers, All Indian Railways
2. The Chief Medical Officers, All Indian Railways
3. Chief Security Commissioners, All Indian Railways
4. Chief Claims Officers, All Indian Railways
5. Konkan Railway Corporation, New Deih

(Ashok Chowdhury)
Executive Director (Public Grievances)
Railway Board

Copy to :

1. ED(PG)/MR for kind information of M.R.
2. PS/MSR(A) for kind information of MSR(A)
3. PS/MSR(K) for kind information of MSR(K)
4. PSOs/Sr.PPSs to CRB, FC, MT, ME, NIM, ML & MS for kind information of CRS and the respective Board Members
5. Secretary, Railway Board
6. AM(Comm), Railway Board
7. Adviser (Safety), Railway Board
8. All ANIs, Advisers and EDs of Board's Office.

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. 2002/TC-III/30/4

New Delhi, Dt. 31-10-2007

**The General Manager (Claims),
All Indian Railways**

**Metro Railway,
Kolkata**

**K.R.C.L.
New Mumbai**

Sub : Cost of shrouds to cover dead bodies.

A proposal to increase the rate of payment of covering and removal of dead bodies from Railway premises has been under consideration of the Board.

Approval of the Ministry of Railways is hereby communicated to the enhancement of rate of payment for providing shroud at the time of removal of dead bodies from the existing rate of Rs. 500/- to Rs. 700/- or actual expenditure whichever is less, with immediate effect.

This issues with the concurrence of the Finance Directorate of Ministry of Railways.

Please acknowledge receipt.

(Miss SR Sett)
Jt. Director, Traffic Comml. (CI)
Railway Board.

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. 2003/Safety (DM)/6/2Pt.

New Delhi, Dt. 06-01-2009

**The General Manager/WCR/Jabalpur
All Indian Railways**

Sub : Definition or Railway Disaster and Co-ordination of Disaster Management Plans.

There has been no universal definition of a "Railway Disaster" (or a Disaster affecting/involving railways) though some of the zonal railways did attempt to define the same in their respective Disaster Management Plans. These definitions also differ with one another with some linking a railway disaster with number of casualties. Some of the Zonal railways have requested this office to clarify as to what incidents should be treated as a "Railway Disaster" and who should be the deciding authority for this purpose.

After considering the latest developments in the field Disaster Management in the country especially the enactment of Disaster Management Act. 2005, Board have decided to adopt the following 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 nature 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 have also approved the proposal to nominate either GMs, AGMs or CSOs for declaring and untoward incident as Railway Disaster. The preparation of the Disaster management plans on the zonal railways in co-ordination with the different departments or the railway, other Central/State Govt. agencies NGOs. Private agencies, etc. has to be done by the Safety department on the zonal Railway.

With the adoption of the above definition a railway disaster, it needs to be appreciated that not only a serious train accident may turn into a railway disaster if not handled and managed properly, there may be many more railway related events which may not even involve human lives but may turn beforehand. National Disaster Management Authority (NDMA), the apex body under the Disaster Management Act. 2005, have issued guidelines on the management of earth quakes, cyclones, floods, medical preparedness, chemical disasters, nuclear and biological disasters etc. Which are readily available on the NDMA website. Additional Member (Civil Engg.) has also written D.O. letters to the GMs for preparing the Action Plan for the implementation of these guidelines and to form a High Level Multidisciplinary team comprising of officers from various departments to monitor the time bound implementation of these guidelines.

Necessary monitoring and coordination for the preparedness of the railways for each type of disaster needs to be done by CSOs/Sr. DSCOs on benefit the GMs/DRMs respectively involving officers from other departments for necessary inputs.

Please acknowledge the receipt and advise the action taken on the above.

(Amitabh)
Director (Safety)
Railway Board.

भारत सरकार **GOVERNMENT OF INDIA**
रेल मंत्रालय **MINISTRY OF RAILWAYS**
(रेलवे बोर्ड **RAILWAY BOARD**)

रेल भवन, नई दिल्ली-110001, दिनांक
Rail Bhavan, New Delhi-11001, dated.....

No. 2002/Sec.(Cr.)/45/47
March, 27, 2003
The General Managers

Sub : Clearance by State Police incase of railway accidents due to suspected sabotage.

Ref. : Ministry of Home Affairs' letter No. VI-24022/11/2002-PM-I dt. 24.12.2002 addressed to Home Secretaries of all States (copy enclosed).

The issue of expeditious clearance by the State Police in case of Railway accidents, where sabotage is suspected, has been engaging Ministry of Railways (Railway Board)'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.

2. It is pertinent to mention that there are two different tasks to be accomplished on war footing after a railway accident involving human lives is concerned i.e. a) Quick Rescue Operation; and b) Restoration of Rail Traffic. It is clarified that incase of railway accidents, permission of the State Government or clearance of the police is not required for launching rescue operations for the purpose of saving human lives which inter alia may also involve handling/shifting the rolling stock (locomotives, wagons and coaches) for extricating the trapped passengers. However, police clearance is required for restoration works at the site of accident, if sabotage is suspected.

3. To avoid any delay in launching the rescue operations for saving as many human lives as possible and for early restoration of rail traffic, the above issue has been taken up with the Ministry of Home Affairs. Consequently, Ministry of Home Affairs vide their letter ibid have directed the Home Secretaries of all State to issue suitable instructions to the concerned authorities for taking prompt action and to expedite clearance certificate in the event of a rail accident, when sabotage is suspected.

4. The contents of this letter may be widely published among the railway officers/staff and displayed in all ARTs/ARMEs so that a general awareness created amongst all those engaged in rescue activities.

5. This letter supersedes the Railway Board's letter of even number dt. 7.2.2003.

Sd/-
(ATUL PATHAK)
Director/Crime Prevention,
Railway Board

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. E-MPP) 2009/3/1

New Delhi, Dt. 20-01-2009

The General Managers
All Indian Railways
Director General,
Railway Staff College, Vadadara

Director
Indian Railways Institute of Transport and Management,

Manak Nagar, Lucknow,
Jagjivan Nagar, Lucknow.
Jagjivan Ram RPF Academy,
Lucknow.

Sub : Disaster Management Training.

Subsequent to enactment of the Disaster Management Act, 2005 and the creation of gained high priority in the country. As per provisions of this Act, all Central Ministries/Departments strenghthen and upgrade its set-up in their respective sphere of working. Indian Railways have already taken several initiatives in this direction. However there has been a felt need for grater integration of disaster management preparedness into developmental planning, leveraging the strengths of other non-railway agencies and to hamess the availability and strengths of railway on-board staff who are the first railway responders during any eventuality.

With this in view, Board have decided to revamp the training on disaster management being imparted to various tiers of railway officials through railway training institutes as indicated below:

S.N.	Categories of Officials	New Training methodology and schedule
1.	Level Management (GMs, PHODs, DRMs and other SAG Officers)	3 days Disaser Management Module are to be delivered at RSC/Vadodara and IRITM/LKO @ one every 3 months as per annexure 1. Frequency of Training : Once every five years for SAG Officers and above.
2.	The Level Management (SG & JAG Officers)	Some of the latest and relevant topics are to be included. The AMP and MDP programmes being delivered at RSC/ERC as per annexure 2. IRITM, LKO WILL also deliver special module being developed by them @ one every month. Frequency of Training : Every SG/JAG Officers need to undergo the module once every five years either at RSC as regular MDP/ AMP course or special module at IRITM.

S.N.	Categories of Officials	New Training methodology and schedule
3.	Officer Level Management (SS&JS Officers including serving Group B Officers).	<p>Disaster Management Training to be imparted at IRITM/LKO on the topics @ one course every month as per annexure 3.</p> <p>Frequency of Training: Once every five years.</p>
4.	ationers and Group B Officers attending induction courses.	<p>Topics as per annexure 4 are to be covered during the regular training programme at RSC/Vadodara.</p> <p>Frequency of Training: As part of the course.</p>
5.	Supervisors of all frontline departments (Mechanical, Electrical, Engg., S&T Traffic Comml. & Optg.	<p>Topics as per annexure 5 are to be covered during the one week special course at ZRTIs @ one every month.</p> <p>Passing this course is compulsory for promotion to the level equivalent to Section Engineer and above.</p> <p>Frequency of Training: Once every five years.</p>
6.	P.Way Staff on board passenger carrying train (TS, Dy. TS. TTEs and catering staff of commercial department, Coach attendants and AC Mechanics from Electrical Departments, some of the selected coach cleaners of Mechanical Departments, some of the RPF escorting staff and catering staff of contractor wherever out-sourced).	<p>Disaster Management being a multidisciplinary effort during field operations, training in groups of such on board staff is more desirable and efficient than training them category wise. Role of on board railway staff has been a matter of great criticism in the serious grain accidents. On board staff is the first railway representatives to respond to any untoward incident and their empowerment will improve railway response in a big way. Such staff is to be trained in appropriate multidisciplinary groups at such locations in the divisions where there is concentration of such staff, to obviate the need for their hostel accommodation non-availability for longer period etc. such training can be imparted at the selected country-wide locations to cover maximum number of staff in short period of time. This training can also be imparted in the Customer Care Institutes. Only select staff of Mechanical, Electrical (AC), RPF is to be imparted this training who ae deputed to escort trains. This training will be made mandatory in a phased manner for any staff to go the board a passenger train. The staff of catering contractors also to be imparted this training in phase 2 to leverage their physical presence. Topics to be covered under this training are at annexure 6.</p>

S.N.	Categories of Officials	New Training methodology and schedule
		<p>Frequency of Training: Once every three years.</p>
7.	<p>nated ARMV and ART staff of Mechanical and Medical departments.</p>	<p>Composite training of Mechanical and Medical staff for relief and rescue operations is planned to be given at upcoming Disaster Management Railway Institute at Bangalore. Such staff is to be trained at STC/ Bangalore under SWR, who are also setting up disaster management training module, to augment and their training will such time regular DM institute carries the existence. Facilities at STC/Kharagpur may also be utilized for such training.</p> <p>Doctors and paramedics nominated for ARMVs and other rescue operations should be exclusively trained on trauma care management either at some specialized institution or in-house.</p> <p>Frequency of Training: Once every three years.</p>
8.	<p>Disaster Management team of RPF staff and other RPF personnel associated with relief rescue operations.</p>	<p>As the recommendation No. 46 of HCL on disaster management there should be a disaster management team of RPF on each division comprising about 15 men in different ratios. Such teams should be trained in providing necessary supporting on relief rescue operations.</p> <p>The existing 5 day training module should be appropriately revised to make it suitable to achieve the above objective.</p> <p>Each of the above teams should be trained on this module at RPF Academy at Lucknow.</p> <p>In addition training module may be appropriately developed separately for RPF Officers and staff and should be imparted at RPF Academy at Lucknow.</p> <p>The respective training module should include role of RPF at the accident site, security at the railway premises like railway stations, trains etc.</p> <p>Frequency of Training: Once every three years for disaster management team of RPF. Once every five years for other RPF officers and staff.</p>

Zonal Railway & Training institutions are requested to take immediate action on the above and confirm its implementation for the information of the Board.

Encl. : As stated

Rajiv Kishore
Director (Man Power Planning)
Railway Board

Top Management (GMs, PHODs, DRMs, and other SAG Officers)

Module to be delivered at RSC/BRC and IRITM/LKO @ one every 3 months

Objective : After the training, the officer should be able to :

- i. Distinguish between the national level crisis, serious railway accident where help from other agencies are also needed and normal railway accident where railway resources are adequate.
- ii. Assess the extent of resource mobilization needed under each of these events and should be acquainted with the best practices/resources in this matter.
- iii. Review the level of preparedness with respect to these in their own set up.
- iv. Clearly identify his personal role and responsibility in managing the event.
- v. Assess the strengths and weaknesses of his working domain with respect to their role in a disastrous situations thin and outside railway.
- vi. Make/help make action plan to manage vulnerabilities in his working domain.
- vii. Identify events that may lead to disaster if associated systems and procedures are not set up right while there is time.
- viii. Command the field operations involving different department of the railway and outside resources.

Contants of training module :

- a) Aspects of Disaster Management - Prevention, Mitigation, Relief and Rescue more emphasis on prevention and mitigation.
- b) Developments on Disaster Management on national front-Disaster Management Act, 2005 - Provisions concerning Railways, NDMA, NDRF, IDRN, NIDM Emergency Operating Centers, National Disaster Management Policy, Other developments, Disaster Management Plans, Relief and Rescue Team etc.
- c) Role of Railways in Railway and non-Railway Disasters.
- d) Role of Civil Administration in Railway Disaster.
- e) Possible disasters on the railway system and their prevention and mitigation.
- f) Integration of Disaster Management into developmental planning.
- g) Information Dissemination, Crisis Communication, Interactive Sessions, Media Handling.

(SG and JAG Officers)

Module to be delivered during AMP & MDP at RSC and at IRITM, Lucknow.

Objective : After the training, the officer should be able to :

- i. Distinguish between the national level crisis, serious railway accident where help from other agencies are also needed and normal railway accident where resources are adequate.
- ii. Assess the extent of resource mobilization needed under each of these events and should be acquainted with the best practices/resources in this matter.
- iii. Review the level of preparedness with respect to these events in their own set up.
- iv. Clearly identify his personal role and responsibility in managing the event.
- v. Assess the strengths and weaknesses of his working domain with respect to their role in a disastrous situation within and outside railway.
- vi. Make/help make action plan to manage vulnerabilities in his working domain.
- vii. Identify events that may lead to disaster if associated systems and procedures and set up right while there is time.
- viii. Understand the role of individual departments in relief and rescue operations during serious accidents/disasters and unified command of response from all departments of railway and outside.
- ix. Conversant with the equipment with the railways for field operations.

Contents of training module :

- a) Aspects of Disaster Management - Prevention, Mitigation, Relief and Rescue.
- b) Developments on Disaster Management on national front-Disaster Management Act, 2005 - Provisions concerning Railways, NDMA, NDRF, IDRN, NIDM, Emergency Operating Centers, National Disaster Management Policy, Other developments, Disaster Management Plans, Relief and Rescue Teams etc.
- c) Role of Railways in Railway and Non-Railway Disasters.
- d) Role of Civil Administration in Railway Disasters.
- e) Possible disasters on railway system and their prevention and mitigation.
- f) Integration of Disaster Management developmental planning.
- g) Information Dissemination, Crisis Communication, Interactive Sessions, Media Handling.
- h) Commission of Railway Safety.
- i) Judicial Commission.
- j) Discussion on Corporate documents (Corporate Safety Plan etc.)
- k) Divisional & Headquarter Disaster Management Plans of Railways
- l) Safety Management Plan.
- m) Discussions on disaster management efforts in some of the latest railway related disasters.
- n) Table top/class room simulation exercise.
- o) Disaster Management films.

Lower Level Management (SS, JS Officers' including serving Gp. B)
Special Module to be delivered at IRITM/LKO

Objective : After the training, the officer should be able to :

- i. Distinguish between the national level crisis, serious railway accident where help from other agencies are also needed and normal railway accident where railway resources are adequate.
- ii. Assess the extent of resource mobilization needed under each of these events and should be acquainted with the best practices/resources in this matter.
- iii. Review the level of preparedness with respect to these events in their own set up.
- iv. Clearly identify his personal role and responsibility in managing the event.
- v. Assess the strengths and weaknesses of his working domain with respect to their role in a disastrous situation within and outside railway.
- vi. Make/help make action plan to manage vulnerabilities in his working domain.
- vii. Identify events that may lead to disaster if associated systems and procedures and set up right while there is time.
- viii. Understand the role of individual departments in relief and rescue operations during serious accidents/disasters and unified command of response from all departments of railways and outside.
- ix. Work as a team under the team leader.
- x. Conversant with the equipment with the railways for field operations.

Contents of training module :

- a) Aspects of Disaster Management - Prevention, Mitigation, Relief and Rescue.
- b) Developments on Disaster Management on national front-Disaster Management Act, 2005 - Provisions concerning Railways, NDMA, NDRF, IDRN, NIDM, Emergency Operating Centers, National Disaster Management Policy. Other developments, Disaster Management Plans, Relief and Rescue Team etc.
- c) Role of Railways in Railway and Non-Railway Disasters (in brief)
- d) Role of Civil Administration in Railway Disasters (in brief)
- e) Possible disasters on railway system and their prevention and mitigation.
- f) Integration of Disaster Management developmental planning (in brief)
- g) Commission of Railway Safety (in brief)
- h) Judicial Commission (in brief)
- i) Discussion on Corporate documents (Corporate Safety Plan etc.)
- j) Safety Management Plan of the
- k) Discussions on disaster management efforts in some of the latest railway related disasters.
- l) Divisional & Headquarter Disaster Management Plans of Railways.
- m) Table top/class room simulation exercise.
- n) Disaster Management films.

All Services

Module to be delivered during Induction Course and Gp. B course at RSC

Objective : After the training, the officer should be able to :

- i. Distinguish between the national level crisis, serious railway accident where help from other agencies are also needed and normal railway where railway resources are adequate.
- ii. Asses the extent of recourse mobilization needed under each of these events and should be acquainted with the best practices/resources in this matter.
- iii. Review the level of preparedness with respect to these events in their own set up.
- iv. Clearly identify his personal role and responsibility in managing the event.
- v. Assess the strengths and weaknesses of his working domain with respect to their role in a disastrous situation within and outside railway.
- vi. Make/help make action plan to manage vulnerabilities in his working domain.
- vii. Identify events that may lead to disaster if associated systems and procedures and set up right while there is time.
- ix. Conversant with the equipment with the railways for field operations.

Contents of training module :

- a) Aspects of Disaster Management - Prevention, Mitigation, Relief and Rescue. Brief discussion Emphasis on relief & rescue.
- b) Disasters (accident and non-accident) affecting railway working.
- c) Relief, Rescue & restoration systems on the Railways - ARTs, ARMEs 140 Tonne Crane.
- d) Accident Manual, Disaster Management Plans of division & HQ.
- e) Inquiries of railway accidents - Judicial, CRS & departmental.
- f) Role of Railways in Railway and Non-Railway disasters.
- g) Role of Civil Administration on Railway Disasters.
- h) Brief on Development on Disaster Management on national front - Disaster Management 2005 - Provisions concerning Railways, NDMA, NDRF, IDRN, NIDM Emergency Operating Centers, National Disaster Management Policy. Other developments, Disaster Management Plans, Relief and Rescue Teams etc.
- i) Disaster Management films.

Supervisors of All Frontline Departments
(Mechanical, Electrical, Engg., S&T, Traffic Comml. & Optg.)
Module to be delivered at ZRTI @ one every month

Objective : After the training, the officer should be able to :

- i. Distinguish between the national level crisis, serious railway accident where help from other agencies are also needed and normal railway accident where railway resources are adequate.
- ii. Assess the extent of recourse mobilization needed under each of these events and should be acquainted with the best practices/resources in this matter.
- iii. Review the level of preparedness with respect to these events in their own set up.
- iv. Clearly identify his personal role and responsibility in managing the event.
- v. Assess the strengths and weaknesses of his working domain with respect to their role in a disastrous situation within and outside railway.
- vi. Make/help make action plan to manage vulnerabilities in his working domain.
- vii. Identify events that may lead to disaster if associated systems and procedures and set up right while there is time.
- viii. Understand the role of individual departments in relief and rescue operations during serious accidents/disasters and unified command of response from all departments of railways and outside.
- ix. Learn to work as a team at the site of disaster/accident.
- ix. Conversant with the equipment with the railways for field operations.
- x. Learn to render medical first-aid and use fire extinguisher by himself.

Contents of training module :

- a) **Introduction to disaster management** - Main preredients of DM, Last 5 Major accidents on IR with emphasis on relief, rescue and resotation, discussion with participants.
- b) Features of **disaster management plans** at various levels.
- c) **Developments on Disaster Management at National Front** - Brief discussion.
- d) **Location of Emergency Provisions in Coaches** - C&W - Emergency windows and batches, Electrical -Isolation through emergency switches.
- e) **Duties at accident site.**
- f) **Duties of Control Officials.**
- g) **Codal provisions** of accident manual, IRCM etc.
- h) **Communication skills and PR/Media handling**, Good conduct.
- i) **Rescue techniques** : Medical - First Aid Shifting, Handling and transportation of injuries. Evaluation of seriousness of injury, Artificial respiration, Homorrhagage, bandage and Electrocutation, Consoling the injured patients as constration, Practical examination.
- j) **Rescue techniques** - Fire fighting (each trainee has to exhaust one fire extinguisher), Cause and kinds, fire, Type of fire extinguishing equipments, Types of fire extinguishers, Fire Brigades, Isolation of burning vehicle, Demonstration, Practical Examination.
- k) **Table top/class room simulation exercise.**
- i) **Disaster Management films.**
- m) Discussion and Question/Answer Session.

On-Board Railway Staff (Multi-Disciplinary)

Module to be delivered at selected countrywide locations through out-sourcing

Objective : After the training, the officer should be able to :

- i. Assimilate accident management related information before start of the journey.
- ii. Understand to work as a team and clearly identify his personal role and responsibility.
- iii. Know the physical operation of all emergency provisions in the coaches/train.
- iv. Know the physical operation fire extinguisher.
- v. Assess the extent of resources (Railway and non-railway) mobilization needed during railway accidents.

Contents of training module :

- a) **Introduction to Disaster management** - Main ingredients of Disaster management Experiences at accident sites, last five major accidents on IR emphasis on rescue relief and restoration, Discussions with participants.
- b) **Rescue technique** - Medical, First aid, Shifting, handling and transporting the injured, Evaluating, the seriousness of injury, Artificial respiration, Hemorrhage, Bandage and Electrocutation, Consoling the injured patients, demonstration and examination.
- c) **Rescue techniques** - Fire Fight each trainee has to exhaust one fire extinguisher, Cause and kinds of fire, Types of fire extinguishing equipments, Type of fire extinguishers, Fire Brigades, Isolation of burning vehicle, demonstration and examination.
- d) **Duties of on board Staff** : At the starting station like team reporting, details of doctors, emergency systems, etc. and at the accident site.
- e) **Codal provisions** of accident manual, IRCM etc., Good conduct, Communication skills.
- f) **Location of Emergency Provisions** in Coaches 0 C&W - Emergency window and hatches, Electrical - Isolation thereon emergency switches etc.
- g) **Table top/class room simulation exercise.**
- h) **Disaster Management films.**
- i) Discussion and Question/Answer Session.

**Government of India
Ministry of Railways
Railway Board**

No. 2003/TT-(I)/76/21

New Delhi, Dated 26th April, 2004

All GMs
Indian Railways

Sub : Multi Disaster resistant control centers

One of the recommendations of Disaster Management Plan is "Multi Disaster Resistant Control Rooms". Zonal/Divisional Control Rooms to be upgraded gradually to become multi disaster resistant and fully equipped with all back up systems for communication, power, drinking water etc. capable of sustaining for a week (Item No. 17).

A list of items required for upgradation of control rooms has been made. The list is given below :

1.0 Building Structure :

1.1 All Zonal and divisional Control Rooms should be surveyed or structural adequacy especially the ones which are situated the seismic zones IV & V wherever required, retro fitment should be done and intimate time frame in which the same will be complied (maximum three years)

2.0 Communication :

2.1 Suitable back up systems for the following communication with control should be there :

- (i) All stations and adjoining divisions, Zonal Headquarters and Railway Board.
- (ii) All officers and maintenance units of the divisions.
- (iii) Civil administration like Police stations, Fire Brigade, Hospitals, Doctors etc.
- (iv) Constant communication facility with Chief Controller/Dy. Chief Controller with accident site.
- (v) There should be two DOT phones with Chief Controller one of which should be provided with STD and ISD facility.
- (vi) One satellite phone to be kept in the Control Room.

2.2 If main exchange is not located in the same building, a separate exchange for Control should be located within the Control Office building.

2.3 Two PCs with all peripheral like C.D. Writer, Colour Printer, Scanner etc. should be provided of the same are not already provided. Both these computers should have Internet connectivity loaded with all the relevant information pertaining to Disaster Management like Disaster Management Plan etc.

2.4 Two Fax Machines connected to Railways as well as DOT telephone should be provided.

2.5 Two T.V. sets should also provided with cable connection.

3.0 Power :

Two level of back system for power i.e. traction and generator sets capable of taking entire load (including air conditioning load) should be provided along with auto mains failure features.

4.0 Rest Room :

Rest Room facility to cater for skeleton staff of one shift should be provided. This can be in the form of Dormitory having attached toilets, equipped kitchen with dry ration on lines of ARMVs.

5.0 Water :

Adequate water storage should be provided to last for three days. If possible Bore well should be provided.

6.0 Rule Books:

At least two copies of all rules and manuals of all departments must be kept in the control along with important circulars and correction slips. Information pertaining to the section level crossings, bridges, L. Section and SWR of all stations etc. should also be kept in the control in the form of hard copies as well as soft copies.

7.0 Cash Imprest :

Cash imprest of Rs. 10,000/- (Ten thousand only) should be under the charges of the Chief Controller for use at the time of disaster.

For Item No. 1 above i.e. Building Structure concerned directorate has given the following observations.

All Zonal & Divl. Control Rooms should be inspected/tested for structural adequacy specially in seismically sensitive zones and where required, retro fitment or like measures be taken expeditiously. Railway should assess the quantum of work to be done and intimate time frame in which the same will be completed. This work should be completed in next 3 years.

Adequate water storage arrangements should be provided to last for 3 days. Borewell may also be provided, where required.

It is requested that necessary steps are taken to develop multi-disaster resistant control centers as indicated above.

This has the approval of Railway Board (MT).

(Pradeep Bhatnagar)

Executive Director Traffic Transp (F)
Railway Board

Cpy. to :
Adviser (Safety)
Railway Board.

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

Co 2003/Safety (DM)/6/3

New Delhi, dated 15.3.2013

Chief Safety Officers
All Zonal Railways

Sub : Minutes of the Meeting between NDMA/NDRF and Railway Board officials held on 19th February, 2014 at NDMA Bhawan, Safdarjung Enclave.

A meeting under the chairmanship of Shri K.M. Singh, Member, NDMA with officials of Railway was held in NDMA on 19th February, 2014, a copy of minutes of which is enclosed for taking/initiating adequate action at your end.

During the above meeting it as decided that each NDRF battalion should carry out at least one or two mock exercises/coordination meeting with respective zonal Railways under their purview every yea. In this direction, Zonal Railways are requested to indicate the address of their respective NDRF Battalion so that a calendar can be prepared at Board's office in coordination with DIG/NDRF for the mock exercise/coordination meeting between Zonal Railways and the respective NDRF.

The information should be furnished within a fortnight positively.

Encl. : As above.

Sd/-
(Sandeep Jain)
Director (Safety)
Railway Board

GOVT. OF INDIA
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi - 29
Ph. : 011-26701770, Fax : 011-26701744

No. NDMA/NDRF/Railway/RL4/128/2008-4641

Date : March 6, 2013

Minutes of the Meeting NDMA/NDRF and Railway Authorities held on Feb 19, 2013 at NDMA Bhawan, Safdarjung Enclave

A meeting under Chairmanship of Shri K.M. Singh, Member, NDMA with Officials of Railway Board and RPF (Ministry of Railways) was held in NDMA on Feb 19, 2013. The objective of the meeting was to discuss issues related to better coordination and cooperation between NDMA/NDRF and Railway Authorities aimed at providing quick and effective response during major rail accidents as also natural and man-made disasters.

List of participants is attached at Annex I. Sailable features of discussions held and decisions taken are as under :

2. **Mechanism for requisition of NDRF** - The present system of requisition of NDRF by concerned DRM/CSO during major train accidents is effective and should continue.
3. **Air Support for Railways and the NDRF** - In the backdrop of recent major train accidents and its quick response, it was felt that air support mechanism is required both for Railways and the NDRF to cut down the response time. To develop mechanism for requisition of aircrafts, Railway Ministry may consider taking up the matter with Ministry of Defence requesting for allotment of a fixed number of flying hours every year for the Railways on the same lines as that of MHA, CAPFs and other Govt. Institutions.

(Action : Railway)

On this issue it was recalled that during release of IRS Guidelines at NDMA on July 21, 2012 shortly after the 'Senthia Train Accident', former Union Home Minister Shri P. Chidambaram had highlighted the importance of Air-support for NDRF.

quote** "I was informed that the first relief team could leave only about 2 hours and 30 minutes after the accident happened. The second team could leave seven hours after the accident and they had to drive for about 220 kms which means there is a clear gap in the mobility of the disaster team. So we need to increase our capacity to be able to move disaster relief teams quickly which means helicopters, small planes. All this would cost money but I think capacity has to be built". **Unquote.

In line with concerns of former Home Minister to reach disaster sites as quickly as possible, NDRF Hqrs may take up its pending proposal with MHA for providing Air-support facilities to NDRF on the lines of NSG.

(Action : NDRF Hqrs)

4. **Training/Exposure of NDRF personnel on Train Coaches** - To provide NDRF personnel a better technical know-how about design and safety measures of railway coaches, it was decided that the training should be conducted at a convenient rail yard nearest to the NDRF Bn. CSOs of the Zonal Railways will be coordinating for this familiarization exercises.

If NDRF Battalions feel that the condemned coaches should be in their premises then a separate request letter should be sent to Railway Board in this regard.

(Action : Railway/NDRF Hqrs)

5. **Coordination meeting between NDRF Bn Comdts and railway Safety Officials** - Railways has 17 zones and 68 divisions and DG NDRF may entrust these zones/divisions to each NDRF Bns falling under their respective areas of responsibility for a regular coordination. HQr NDRF will draw an annual calendar for zone/division wise meeting between NDRF Bn Comdts and Railway Safety Officials, Railways for better coordination and management during disasters/major train accidents, each NDRF battalion should carry out at least one or two mock exercises/coordination meeting with each zonal Railway every year. Coordinating DIG NDRF and Director (Safety), Railway Board will finalise the calendar, which will be circulated to all concerned Zones/Division by Director/Safety and to all NDRF Bn Comdts by HQ NDRF.

(Action : NDRF Hqrs/Dir (Safety) Railway)

6. **Capacity Building of the RPF and other officials of Railways** - NDMA has already trained 21 Master Trainers of RPF. These trained Master instructors should be utilized for training of RPF personnel at their training institutes.

(Action: Railway)

Railway officials requested NDMA to consider tailor made to T course of shorter duration (i.e. 1 week for ART Staff and To T for trainers in ZRTIs and STCs, 3 days for on board and frontline staff and one day for all railway staff). Initial training can be provided by NDRF at IRTM where those who are responsible for providing training to staff will be trained. Then they will provide further training at Zonal Training centers & other Training centers of Railways. A committee will be constituted consisting of experts from NDMA, NDRF and representatives from IRITM, ZRTIs and STCs to be nominated by Advisor (Safety) Railway Board to finalize the syllabus and its duration.

(Action NDMA/NDRF Hqrs/Railway)

NDMA may help Railways in organizing specialized trainings in MFR (Medical First Response) and Trauma Support for nominated Master Trainers of Railway's Medical and other paramedic support staffs at AIIMS Trauma Centre. For the purpose of Medical response during train accident, Railway Authorities may request Dr. Mazaffar Ahmed, Member NDMA for further coordination

(Action: NDMA/Railways)

It was also discussed that with 75,000 strong force of RPF/RPSF, Railway Board may consider raising a battalion as Railway's Accident Response Force online of NDRF Advisor/Safety Suggested that a separate meeting may be help with NDMA/NDRF on the issue with DG RPF to discuss the modality for raising/organizing such Bn.

7. **Participation in Mock Exercises** - NDMA will send its annual calendar of mock exercises on disaster response to Director (Safety), Railways and he would circulate the same to all 16 zones/68 divisions of railways along with instructions to chief Safety Officers for participation of Railways officials as one of the stakeholders wherever important Railway establishments/stations are located.

As directed by shri J.K. Sinha, Member NDMA, Sr. Consultant (Mock Exercises), NDMA in association with Director (Safety), Railways may discuss and decide modalities for working out the details of 'Mock Exercise on major Train Accidents'. NDRF, State/district authorities, CAPFs

located in vicinity among others would be stakeholders of such mock exercises on major train accidents and should be invited to participate. Once decided NDMA will organize such mock exercises on major train accidents.

(Action: NDMA/Dir(Safety) Railways)

8. Mobilization of NDRF personnel/equipments during disasters - It was also agreed that once agreed by Ministry of Railways, in case of major disaster, Railway will provide train/coaches facilities on requisition for movement of NDRF teams to the site of disasters and back to their Hqrs after the operations. A separate proposal should be sent in this regard. From railway side, Director (Safety), Railways will coordinate.

(Action: NDRF HQ/Dir(Safety) Railways)

9. Railway Safety Mechanism - A team of NDMA/NDRF officials would visit the railway safety mechanism, their safety database management and up-gradation system and submit a report to NDMA with a copy of the same to the concerned Railway authorities. JA (Ops), NDMA to coordinate the above visit and further follow up.

(Action : NDMA/NDRF/Railway)

10. Chapter in NCERT Book on Railway Safety - NDMA under its School Safety Programme' would take up the matter with MoHRD officials to include a chapter on Railway Safety in NCERT books to educate school children about crossing of railway tracks, level crossing etc. Relevant text and background material for the same would be provided by the railways to Dr. muzaffar Ahmed, Member NDMA for his consideration and further necessary follow up.

(Action: NDMA/Railways)

11. Capacity Building of Civil Habitat adjacent to Railway Tracks - Indian Railways have 66,000 kms of railway track as on date and is the third largest rail network in the world. Capacity building of the civil habit adjacent to Railway tracks (one Km either side) is a mammoth task. It was decided that NDRF in their campaign during community capacity building programmes (FAMEX), adjacent to the railway tracks, may also include rail safety measures. For the purpose, Railways would provide related awareness generation materials and films to the NDRF.

(Action : NDRF/Railways)

12. One week course for Civil Defence officials Railways Scouts & Guides St Johns Ambulance - DG NDRF in his capacity of DG Civil Defence may decide for the training of officials of Civil Defence. Nominated personnel of Railway Scout & Guides and St Johns Ambulance may attend the To T training tailored specifically for Railway support staffs that would commence at Railway training center, Lucknow.

(Action : NDRF/DG Civil Defence)

13. Railways to be included in disaster alerts list - NDMA would direct ISRO, IMD, Central Water Commission, INCOIS, NIC etc. that Railway Ministry and their Zonal Hqrs/Divisional Office should be included in the list of ministries/departments/agencies that are alerted during any impending disaster situation. Advisor (Ops & Comn), NDMA was requested for necessary action and follow up.

(Action: NDMA)

14. E-ticket facilities for NDRF personnel - Railway authorities assured that NDRF will be provided with E-ticketing facilities on the same lines as in the case of other CAPFs or the Army. NDRF Hqrs may ascertain the details from Army and request for the same to AM (Commercial), Railway Board.

(Action : NDRF/Railway)

15. Shri Sunil Kumar, Advisor (Safety), Railway Board, Before summing up the proceeding of meeting, conveyed Railway Board's appreciation to the NDRF for their prompt response during the recent train accidents at Jhargram, Senthia, Shivpuri, Chitteri, Mirza and Fatehpur. he also appreciated coordination of NDMA and NDRF in other capacity building initiatives by organizing trainings, meetings, mock exercises etc. He assured full support of Railways to NDMA/NDRF in providing full assistance during any natural or man-made disasters. Shri K.M. Singh, Member NDMA also assured Railway officials of full cooperation of NDMA/NDRF in response of any major train accident and other related capacity building initiatives.
16. The meeting ended with thanks to the chair.

Sd/-
Vinay Kajla
Joint Advisor (Ops)

Annex - 1

LIST OF PARTICIPATING OFFICIALS

NDMA/NDRF

1. Shri K.M. Singh, Member NDMA (Chair)
2. Shri J.K. Sinha, Member NDMA
3. Dr. Mzaffar Ahmed, Member NDMA
4. Shri P.M. Nair, DG NDRF
5. Shri Satyajeet Rajan, Joint Secretary (Admn)
6. Brigadier Vishwanathan, Advisor (Ops)
7. Shri Shivajee Singh, Sr. Consultant
8. Maj Gen (Retd) V.K. Dutta, Sr. Consultant
9. Brig (Retd) B.K. Khanna, Sr. Consultant
10. Shri Vinay Kajla, Joint Advisor (Ops)
11. Dr. Kumar Kaka (Consultant)

Railways/RPF

12. Shri Sunil Kumar, Advisor (Safety)
13. Dr. S.K. Sabarwal, ED (Health)
14. Shri C.S. Ray, IG (Adm), RPF
15. Shri Sandeep Jain, Director (Safety)

SOUTH EASTERN RAILWAY

Office of the
Chief Safety Officer,
Garden Reach,
Kolkata – 700 043

No.50/455/Disaster Management/Pt.V

Dated: 16.12.2013

To
COM, PCE, CSTE, CME, CEE, FA&CAO, CSC, COS, CMD, CPO – GRC
& CCM/Kol., & Sr.DGM/GRC,
DRMs – ADA, CKP, KGP & RNC,
S.E. Railway

Sub : Requisitioning of NDRF for relief and rescue operations in case of serious Railway Accidents.

During the meeting held with NDRF at Kharagpur on 26.09.2013 & 06.12.2013 a need was felt to streamline the procedure for requisitioning the services of NDRF by Railways. Accordingly a JPO was signed by S.E.Railway and 2nd Battalion of NDRF detailing the format of requisitioning of services of NDRF in case of serious Railway accidents. A copy of this JPO is enclosed herewith for information and necessary action.

(N. Kashinath)
Chief Safety Officer

Encl: As above.

Copy to:

1. Secretary to GM for kind information of GM.
2. Adviser(Safety)/Railway Board, New Delhi for kind information.
3. CSO/E. Rly./Kolkata and COM/Metro Rly./Kolkata for kind information and necessary action.
4. Commandant/2nd Bn NDRF/Haringhata, Nadia(WB) for information.

Sub : Requisitioning in the help of NDRF for relief and rescue operations in case of serious Railway accidents.

Ref : Discussions held between Railways and NDRF during the meeting held at Kharagpur on 26.09.2013.

During the above meeting one of the important points which was brought out was to streamline the format/procedure for seeking the help of NDRF in case of serious Railway accidents.

In order to make the process simple and error free, the Railways will follow the format enclosed along with this letter while the requisition is being made either from the division or from the zonal headquarters.

Sd/-
/Chief Safety Officer
Dy.CSO(Mech.)

Sd/-
/Commandant, NDRF
2nd Battalion, Kolkata

SOUTH EASTERN RAILWAY

Office of the
Chief Safety Officer
Garden Reach. Kolkata-43

No.CSO/Disaster/SER/Requisition/NDRF

Dated_____

To
The Commandant
NDRF, 2nd Battalion, Digberia Camp,
P.O. Bedu Road, Madhyamgram, Barasat,
Kolkata-700129.

Sub : Request for deputing NDRF personnel for relief and rescue operations.

Dear Sir,

There has been a serious accident on SE Railway over_____division on _____station in _____ - _____section at _____hrs. on _____.

From the information received till now it appears that the accident is of a serious nature and could lead to large number of casualties. Although Railways are making all efforts to take up relief and rescue operations, it is felt that the participation of the NDRF personnel could be of great help in speeding up the process and reducing casualties.

In view of this you are requested to immediately depute adequate number of men from your battalion with necessary relief equipments to the accident site at the earliest.

The movement of your battalion indicating the time and route of travel from your place to the accident site may be intimated to the undersigned by E.Mail/FAX so as to ensure adequate coordination. Kindly also indicate the contact No. of the senior most personnel who will be traveling with the NDRF Group. Detail information about accident are furnished here with in a separate enclosures in Annexure I. Encl: As above.

Thanking you,

Yours sincerely,

Divnl. Rly. Manager/
Chief Safety Officer
Mobile No.

E.Mail ID _____

FAX No _____

Copy to:

- 1) Adviser(Safety), Railway Board(FAX No. 011-23386215) for kind information and necessary action please.
- 2) NDMA HQ(FAX No.011-267017), NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi.
- 3) NDRF HQ(Fax No.011-261059), National Disaster Response Force (NDRF), Sector-1, R.K.Puram, New Delhi.
- 4) DRMs- Kharagpur, Chakradharpur, Adra, Ranchi for information and necessary action please.

ACCIDENT INFORMATION

- 1) Travel Co-ordinate :.....
- 2) Name of the District :.....
- 3) Distance from Calcutta :.....
- 4) Name & Contact No. of Nodal Officer whom to be approached for Co-ordination.....
.....
- 5) Timing of placing special train at Kanchrapara for swift movement
..... will be followed as per advice of 2 nd NDRF/Kolkata)

GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
(RAILWAY BOARD) (रेलवे बोर्ड)

File No. E(W)2008/CP-1/7

New Delhi, the 30th September, 2008

The General Managers (Personnel)
All Indian Railways, PUs, etc.

Sub. : Payment of Ex-Gratia lumpsum compensation to the families of Railway employees who die in harness in performance of bonafide official duties.

Ref. : Board's letter No. E(W)99/CP/-1/1 dated 5.11.99

In partial modification of O.M. No. 45/55/97-P&PW(C) dated 11th Sept., 1998 circulated under Board's letter dated 5.11.99 under reference on the above' mentioned subject, sub-paras (a) to (c) under para-5 of the DOP&PW's O.M. dated 11-9-1998 since amended vide their O.M. No. 38/37/08-P&PW(A) dated 2,9.2008 may be substituted and read as under:

- (a) Death occurring due to accident in the course of Rs.10.00 lakh performance of duties
 - (b) Death occurring in the course of performance of duties Rs.10.00 lakh attributable to acts of violence by terrorists, anti-social elements, etc.
 - (c) Death occurring during (a) enemy action in international Rs.15.00 lakh war or border skirmishes and (b) action against militants, terrorists, extremists etc.
 - (d) Death occurring while on duty in the specified high altitude, Rs.15.00 lakh inaccessible border posts, etc. on account of natural disasters, extreme weather conditions.
2. These orders are applicable in the case of Railway servants who die in harness on or after 1-1-2006.
 3. This has sanction of the President and issues with the concurrence of Finance Directorate of the Ministry of Railways.

(Debasis Mazumdar)
Joint Director/Eastt. (Welfare)
Railway Board