

## **Joint Procedure Order for Handling and Disposal of Run Over Case/Dead Body**

### **1.0 Basic Guiding Principles**

- 1.1 It is observed that inordinate delay takes place in clearing the track in case of run over or if any dead body is found on or near the track, resulting in long detention of freight trains.
- 1.2 While following the procedure, at the time of removal of dead body from the track, it must be ensured that utmost dignity and respect is accorded while handling a dead body.
- 1.3 It is also the responsibility of every DFCCIL employee/officer to maintain smooth flow of freight traffic. In case if there is any obstruction to track, it is foremost duty of the DFCCIL staff to restore normalcy in train operation at the earliest after removal of obstruction.
- 1.4 To clear the track for movement of subsequent trains, the dead body has to be removed from the line and kept at a minimum distance from the location with the minimum handling to avoid the destruction/removal or disturbance of the evidences.
- 1.5 In no case, train movement should be allowed over the dead body as it leads to destruction of evidence and is in violation of human rights too.

#### **1.6 When life is not extinct :**

If life is not extinct, the person shall be carried to the next station as promptly as practicable where medical aid shall be arranged by the Station Master.

The ALP/guard of the train shall Dial 100/ 112/ Ambulance Service 108 of State Govt. which is free of charge.

#### **1.7 When life is extinct :**

If life is clearly extinct, the body shall not be moved more than necessary to clear the track. Further action as per subsequent Para 3.0 shall be taken.

- 1.8 The existence of dead body on or near the track should be immediately informed to District Police/RPF/DFC Security staff/SM/Gateman over telephone/Cell phone/Walkie – talkie or in person by any DFCCIL staff.
- 1.9 District Police/RPF/DFC Security staff should immediately attend the site by fastest possible means of transportation.

### **2.0 Action to be taken to clear the track when obstruction is within station limits**

- 2.1 It shall be the duty of on duty SM/ASM to get the obstruction removed by deputing any MTS, gateman or any outsourced person. If possible position of the dead body may be recorded by way of photo or video recording and so the sketch of the location may also be drawn. An amount of Rs. 750/- only, to be given by SM/ASM from imprest to the person who successfully discharges the duty.
- 2.2 The SM/ASM shall prepare a full report with complete details in such cases.
- 2.3 Soon on receipt of information regarding injury due to the incident of trespass the on duty SM/ASM should arrange to call MTS staff.

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- 2.4 SM/ASM, with the help of Local Police/RPF/DFC Security staff if any, should personally arrange for MTS staff. Services of MTS staff or any other person willing to carry accident victims on payment should be availed.
- 2.5 The SM/ASM will immediately call for Ambulance/Taxi/Auto/other vehicle for shifting the injured victim to the Hospital.
- 2.6 SM/ASM himself/herself or through any other staff trained in First Aid shall rush to the site of incident along with MTS /DFC Security staff/Volunteer with stretcher and First Aid Kit. Fastest mode of transport available should be availed for proceeding to the spot, which may be by train, by walk or by vehicle through road depending upon the location of the site.
- 2.7 The **First Aid should be invariably rendered** in each case of injured victim. Maximum care should be taken to stop bleeding, support bone injury and to stop pain. Sterilized Disposable Hand Gloves should be given to the staff rendering First Aid for handling the victim.
- 2.8 Printed Memo of information of incident, in the prescribed format (Annexure -I) should be prepared, in duplicate, at the earliest and issued to Local Police staff. It shall be properly filled. Reason of injury should be mentioned, only if it is actually known.
- 2.9 Meanwhile Ambulance/Taxi/ Auto/other vehicle should be arranged. In case the victim is brought to the station from mid-section it should be ensured that Ambulance/Taxi/Auto/other vehicle should be kept ready so that there is no delay in shifting the injured to the Hospital. All efforts should be made to shift the injured to hospital within minimum possible time (within **GOLDEN HOUR**).
- 2.10 The victim should be carried to the nearest Govt./Municipal Hospital located within 5kms of station/incident spot. If Govt./Municipal Hospital is not within 5kms range of the station or place of incident then victim should be taken to the nearest Private Hospital for emergency treatment and then shifted to the nearest Govt./Municipal hospital.
- 2.11 SM/ASM shall arrange payment up to Rs 1500/- for Ambulance/Taxi/ Auto/other vehicle and Rs. 750/- per person (maximum 4 persons) per case.
- 2.12 If the name of the victim is known, necessary steps should be taken to inform his/her relatives/friends. All required assistance should be rendered to Police personnel in this regard.
- 2.13 The list of hospitals compiled and circulated by DFC Security staff will be displayed at each station and IMD. It shall be updated every year.

### **3.0 Action to be taken to clear the track when obstruction is in the block section**

- 3.1 When an engineering gang is present nearby, it shall be the duty of MTS engineering gang in-charge i.e. Junior Executive, Civil to get the obstruction removed as soon as possible by deputing a MTS (Civil) or any outsourced labour. If possible, position of the dead body may be recorded by way of photo or video

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recording and the sketch of the location may also be drawn. The deputed person, after discharge of the duty could be paid an amount of Rs. 750/- only by the SM/ASM from imprest.

- 3.2 When no MTS engineering gang is engaged or present nearby, it shall be the duty of Assistant Loco Pilot and Guard of the first approaching train to clear the track to the extent required. Persons shall be nominated in each village adjoining the DFCCIL track and shall be called for assistance. They shall be paid Rs. 1000/- on each occasion which would be reimbursed by the SM/ASM from imprest. If possible position of the dead body may be recorded by way of photo or video recording and the sketch of the location may also be drawn.

#### **4.0 Action to be taken after clearing the track in block section**

- 4.1 Train should be moved from the site and District Police, RPF and DFC Security staff should reach the site by fastest available means.

- 4.2 In all cases, a written memo giving the following particulars shall be made out by the Guard, or if there be no Guard, by the Assistant Loco Pilot of the train and handed over to the SM/ASM of the next station with the following details.

- a) Time and place the body was detected
- b) Position of the body on the line.
- c) Blood stains on ballast, engine or track or any item etc the extent of injuries and whether seemingly inflicted by a train or otherwise.
- d) Position of any clothing etc. found on or near the rails.

- 4.3 A report shall be made by AM, Civil to the nearest Station Master and to the Dy.PM, Civil in every such case.

#### **5.0 Flow of information**

- 5.1 (i) It shall be the duty of the ALP/Guard to inform the OCC, Dial100/112/108/102 and nearby station (if possible) immediately.

(ii) The Station Master shall be immediately inform the OCC, Dial 100/112/108/102 and RPF/DFC Security staff after receiving information from ALP/Guard.

(iii) A written memo shall be issued to District Police by SM/ASM in all such cases.

(iv) Station Master shall also inform AM, Civil to depute staff for keeping a watch on the dead body till the arrival of the police.

- 5.2 The payment for covering and removal of dead bodies from the DFC Railway premises shall be made at the rate of Rs. 5000/- or actual expenditure whichever is less.

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- 5.3 Nothing contained in the aforesaid paras shall contravene or be contrary to the DFCCIL Accident Manual, 2018.
- 5.4 In case of any doubt or clarification the relevant provisions of DFCCIL Accident Manual shall prevail.
- 5.5 The activities/formalities involved after the removal of the body from track shall be completed as per relevant provisions of DFCCIL Accident Manual or Railway Act 1989.
- 6.0 In the event of large number of victims on account of major incident, the following additional instructions should be followed.
- 6.1 As soon as information of such incident is received detailed message to that effect should be given to OCC, Police Control Room 100 and Integrated Emergency Response Number 112. The OCC will convey it to the Railway Authorities, Corporate Office, National Disaster Management Authority/National Disaster Response Force, Police Control Room, State Disaster Management Authority/ State Disaster Response Force, Medical Authorities etc.
- 6.2 Nearest Police Control Room on telephone No. 100 should be contacted and called for arranging necessary assistance and crowd control.
- 6.3 All the security staff of DFCCIL available in the jurisdiction shall be mobilized and sent to the place of incident by fastest possible means for assistance and crowd control.
- 6.4 Information should also be given to the nearest stations on either side for arranging adequate staff trained in rendering First Aid.
- 6.5 Nearest Govt./ Municipal/ Private Hospitals should be contacted for arranging ambulance services.
- 6.7 SM/ASM should arrange maximum staff from his/her station as well as from stations adjacent to the place of incident at the earliest. The nearest IMD/IMSD should also be informed to send maximum staff to the place of incident by fastest possible means.
- 6.8 Maximum efforts should be taken to transport all victims to nearest hospitals at the earliest. Help of local public and volunteers should be taken. SM/ASM should supervise the prompt handling and shifting of all victims.
- 6.9 SM/ASM will maintain list of drivers of DFCCIL road vehicles. It will be the duty of SM/ASM, where the DFCCIL maintains road vehicles, to call up as many vehicles and drivers as necessary and keep them ready for clearing casualties to hospitals. For this purpose, the Station Masters concerned must maintain a list of addresses and contact numbers of all drivers of DFCCIL road vehicles.

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## **7.0 RECOUPMENT OF FACILITIES**

SM/ASM shall ensure -

- 7.1 The first aid box is well equipped with full complements and recouped regularly.
- 7.2 Availability of minimum light weight holding stretchers in good condition.
- 7.3 Availability of adequate stock of sterilized disposable hand gloves. Hand gloves can also be purchased in emergency through imprest cash, when adequate stock is not available.
- 7.4 Provision of rechargeable torches and its effective functioning. In case of emergency, it can also be purchased through imprest cash.

## **8.0 MAINTENANCE OF RECORDS**

- 8.1 Copy of memo (acknowledged by Local Police) shall be preserved and submitted to the office as and when called for.
- 8.2 The details of incident in prescribed format (Annexure I) shall be maintained in register. The detail shall be repeated to respective OCC. Monthly copy of the same should be submitted to Corridor HQ by 5<sup>th</sup> of every month.

## **9.0 PAYMENT**

- 9.1 SM/ASM is authorized to spend up to Rs.1500/- per victim for transporting victim to Hospitals for hiring Ambulance/Taxi/ Auto/other vehicle. In addition to this SM/ASM is authorized to spend Rs.750/- per porter and maximum of Rs.3000/- for 4 Porter in each case of carrying the victim.
- 9.2 If any injured is required to be transported from one Hospital to another Hospital the Ambulance charges that is Rs.1500/- or Rs. 24/Km per injured can be paid (second time).
- 9.3 An imprest is to be provided to SM, for making advance payment to the Local Police. On completion of the formalities the actual amount paid for transporting the victim shall be reimbursed. This imprest cash shall be available with on duty staff round the clock.
- 9.4 SM/ASM can pay Rs.5000/- as lump sum transportation charges for Ambulance/Vehicle and porters in advance. If asked for by Police personnel acknowledgement to that effect shall be obtained on the memo itself. Police personnel shall submit the voucher of actual expenditure duly signed and sealed and return the balance amount subsequently on the same day or following as the case may be for the account of amount spent for verification by inspecting authority/Auditor.
- 9.5 All SM/ASM shall maintain close coordination with the Police station having jurisdiction over their respective station and shall adopt the procedure for payment (Advance or otherwise) as per mutual understanding and their convenience.

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9.6 For disposal of unclaimed dead bodies by the Police, after certification by competent medical authority, an amount of Rs.5,000/- per case or actual expenditure whichever is less shall be paid to them on receipt of written memo indicating the actual expenses under signature and seal from the concerned Police authority. Police staff shall submit a written report to the SM/ASM, with all details of victim and other relevant papers of disposal of unclaimed dead body.

## 10. AMBULANCE

- 10.1 Ambulance Service of State Govt. (108) is free of charge. These services shall be utilized by immediately giving call on 108 upon receipt of information of any incident. In case of delay in attending the incident by State Govt. Ambulance (108), services of private ambulance service provider or taxi shall be availed to avoid delay in shifting.
- 10.2 List of Private Ambulance Service providers will be compiled by DFC Security staff and circulated to each station and IMD. This should be displayed at each station and IMD; and also available with on duty SM/ASM.
- 10.3 The list of ambulance service providers at station should be updated regularly.
- 10.4 If victim is required to be shifted from one hospital to another hospital the ambulance charges will be borne by DFCCIL.
- 10.5 If the ambulance service is called and later on if it is found that the information received about the incident is false, payment may be made to the ambulance service, if demanded, provided that the matter of false information as reported to OCC. Necessary entries of such report should be made in the station diary. Special permission shall be obtained in such cases from CGM/GGM/GM through OCC.

In case of any unforeseen eventualities not covered above, the staff concerned shall immediately seek necessary assistance from OCC.

*Ved Prakash*  
6/11/19  
(VED PRAKASH)  
GM/OP&Safety

*Param Shiv*  
06/12/19  
(PARAMSHIV)  
GM/Security

File No. 2019/HQ/GM/Sec/JPO

Date: 06.12.2019

Copy to:

1. Secy. to MD for kind information of MD/DFCCIL.
2. Director PP, Finance, OP&BD and Infra for kind information.
3. ED/EDFC & WDFC for kind information.
4. All CGMs/GMs/GGMs of Corporate Office, EDFC & WDFC for kind information and necessary action please.



# ANNEXURE - I

The following information shall be collected and furnished by the Guard of the train to SM/ASM

1. Name & HQ of the a. Loco Pilot .....and  
b. Guard.....
2. Freight Train No.....
- a) Date and Time of the Incident.....
- b) Kilometer at which
  - (i) The person was hit.....
  - (ii) The train stopped.....
- c) Was the incident noticed by the Guard and/or Loco Pilot and train brought to a stand?
- d) Name, age, sex and address of the person
- e) Was the person injured and died or injured, particulars of injury;
- f) Owing Railway, number and type of the loco;
- g) Brief description as to how the occurrence happened;
- h) Whether first aid was rendered, if so, by whom?
- i) How the injured/dead was disposed of ;
- j) Remarks as to whether the occurrence is accidental or due to carelessness of the person concerned or for any other reason.

Name.....  
Signature.....  
Date.....  
Mobile No.....

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