

SETTING UP A BLITZ

1. Blitzes should be set up during the week or in conjunction with other Company functions such as Company Picnics, Family Days, or Safety Blitzes.
2. Work with local management on:
 - a. Amount of people to be off
 - b. Shifts you want to cover
 - c. Outpost(s) to visit
 - d. Dates and times
 - e. Availability of local management during Blitz (to review Blitz topics and Officer Guidelines)
3. Explain how you plan on talking to the crews, and topics covered.
 - a. After crews have completed their paperwork and are ready to head out the door to work, so as not to distract or delay crews while completing their paperwork, you will speak to them for approximately 5-10 minutes.
4. Two weeks prior to Blitz have Local Management send Crew Management Center your list of people to be off and dates each will be off; e-mail copy of list to System Coordinators.
5. Work with System Coordinators on:
 - a. Dates and times for their participation
 - b. Materials needed
 - c. Participation of EAP Counselor
 - d. Topics to be discussed with all crews (Blitz Package)
6. Day of Blitz
 - a. Review all topics to be discussed with your team.
 - b. Let local management know Blitz has started.
 - c. Work with Yard Master(s)
 - i. Ensure that after each crew completes their paperwork, you will speak to them about Operation Redblock, approximately 5-10 minutes.
 - ii. Review topics to be discussed
 - iii. Yard Masters are also included in the Redblock process, review and answer any questions they may have.