



The following procedures establish a standard process to be used when a train dispatcher marks off using **Operation Redblock**.

Step:

- 1.) Chief receives the call
*Employee Marks off **Operation Redblock**. *
(Redblock must be stated)

Action:

- 1.) Mark the employee off "sick"

This handling will apply when the Employee is called for a job, Calls in, or by the Co-Worker bypass.

Note

No comments are to be Placed in employees history other than the employee marked off "sick"

- 2.) Immediately contact one of the Operation Redblock System Coordinators. (Leave a voicemail if you have that opportunity.)

Phillip Young (270) 779-5873
Mike Jackson (724) 301-3055

Provide the following information:

- Name of employee
- ID number
- Time of mark-off
- Location of mark off
- Employee's phone numbers

DO NOT discuss any part of the mark off with Management or any other employee. This is **CONFIDENTIAL** information and should be treated as such.

