

## ATTACHMENT 1

### AMERICAN RED CROSS PROCEDURES

Authorization of Emergency Visitation Travel under the provisions of JTR, Chapter 6, Part O, par. C6675 is dependent on verification of the family emergency by the American Red Cross. The Red Cross sends messages quickly, anywhere in the world, and the information or verification in this message assists the employee's supervisor in making a decision regarding emergency leave.

General information regarding Red Cross Services may be found at:

<http://www.redcross.org/>

Specific information regarding Red Cross Emergency Verification Services may be found at:

[http://www.redcross.org/services/afes/0,1082,0\\_321\\_,00.html](http://www.redcross.org/services/afes/0,1082,0_321_,00.html)

#### **Procedures for Contacting the Red Cross to Send an Emergency Message:**

Families of DoDDS employees residing in the United States can call the Red Cross Armed Forces Emergency Service Centers for help seven days a week, 24 hours a day, 365 days a year. The toll-free telephone number is available through local military installation operators and from local Red Cross offices and local Red Cross chapters.

Red Cross chapters are listed in local telephone books and on the American Red Cross Web site at <http://www.redcross.org/where/where.html>

DoDDS personnel in overseas areas should call installation operators or the on-base Red Cross offices.

When calling the Red Cross to arrange for the transmission of an emergency message to the supervisor, please have ready the following information, which will speed the process of sending the message:

- Employee's Full Name
- Supervisor's Name
- School/Office of Assignment
- Employee's Social Security Number
- Military Address
- Commercial Telephone Number