

 FLEXIBLE DISPLAY CENTER	Document Owner:	Release Date: 4/29/2005
	Document Title: Non Emergency Procedures	Document No:

1. **Purpose** – To define non-emergency procedures at MacroTechnology Works
2. **Definition**
 - a. **Non Emergency** – an incident that arises that does not constitute an emergency but additional assistance is necessary. For instance, an odor in the work area.
 - b. **ALL Emergencies dial 911**
3. **Procedure**
 - a. Employees are trained on non-emergency procedures in Hazard Communication
 - b. Stickers to place on phones which contain the Non-Emergency number (and Emergency Number) are available from Security.
 - c. If an employee has a non-emergency situation they dial 480-797-8737
 - d. Security will adhere to the following

FDC Non-Emergency Call Down List

1. Security receives a phone call for a person requesting assistance for a non-emergency
 2. Security records persons, name, location, tele number, and description of the non-emergency
 3. Security uses the call down list below to live contact a person
 3. Security will then relay the information to that person
 5. The person contacted is now responsible for the issue
- ALL EMERGENCIES dial 911**

	Dept.	Name	Title	Room #	Phone #	Cell #
1	FDC	James Kotonias	EHS, Ast. Director	1667	480.727.8956	480.862.9553
2	FDC	Dean Hooks	Facilities Manager	1666	480.727.8944	480.797.3722
3	FDC	Shawn O'Rourke	TA Leader M&I	3649	480.727.8162	480.628.7834
4	FDC	Robert Blanchard	Semiconductor Maint. Eng.	3609-28	480.727.9013	
	Air Products*	Mike Grimm	Manager		602.659.4313	602.763.2677

* = For Toxic Gas Monitoring, Chemical, or Gas Issue

- e. The person live contacted from the call down list is now responsible to handle the non-emergency incident.
4. Records
5. Revision Update
 - a. Document created by James Kotonias on 3-18-05