

FGIS Directive 4293.2, Rev. 1  
7/24/81

EMERGENCY NOTIFICATION

I PURPOSE

This Instruction prescribes the requirement for employees to prepare and submit Form AMS 644, Emergency Notification, to provide the names and addresses of persons to be contacted in the case of an emergency.

II FILING EMERGENCY NOTIFICATION

Employees shall:

A Complete Form AMS 644 in duplicate.  
(Form AMS 644 is provided employees for completion at the time they report for duty. If Form AMS 644 was not completed at that time, obtain a copy from the Administrative Officer, Officer in Charge, or Regional Director.)

B Submit the original Form AMS 644, as follows:

1 Headquarters employees, to Division or Staff  
Administrative Officer.

2 Field employees, to Officer in Charge or Regional Director.

C Retain one copy for personal records.

D Update Form AMS 644 when changes occur.

III USE OF EMERGENCY NOTIFICATION

Administrative Officers, Officers in Charge, and Regional Directors shall retain Form AMS 644 for use in emergency situations only. The information on the form is not to be used or released for any other purposes.

/s/ Irving W. Thomas  
Deputy Administrator, Management