BENJAMIN J. CAYETANO
GOVERNOR

GLENN M. OKIMOTO
Comptroller

MARY ALICE EVANS
Deputy Comptroller

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES
729-B KAKOI STREET
HONOLULU, HAWAII 96819

November 22, 2002

COMPTROLLER'S MEMORANDUM NO. 2002-34

TO: All Department Heads

SUBJECT: Procedures for Emergencies Occurring After Normal Operating Hours, and On Weekends and Holidays for DAGS Facilities

Since there are new employees in your department who may not yet know what to do should they require assistance during periods when facility is normally closed, I would appreciate your assistance in distributing the following information to the appropriate programs.

Should an emergency arise during the periods referenced above, the Protective Services Division, which is staffed 24-hours a day, 7-days a week, can be contacted by calling 586-1352. The officers on duty will then contact someone from the Central Services Division to respond to the emergency.

Please note that the above procedure is applicable only to those buildings under the jurisdiction of the Department of Accounting and General Services. They are as follows:

1. State Capitol
2. Liluokalani
3. Kinau Hale
4. Leiopapa a Kamehameha
5. Keoni Ana (Capitol Center)
6. Kalanimoku
7. Kekuanaoa
8. AAFES
9. Kamamalu
10. O R & L Building
11. Hale Auhau
12. Aliiaimoku Hale
13. Keelikolani
14. State Archives
15. Kakuhihewa
16. Kaneohe Civic Center
17. Wahiawa Civic Center
18. Waipahu Civic Center
19. Hoopono
20. No. 1 Capitol District Building (Hemmeter)

Should your staff have any need for further information, they may contact Mr. James Hisano, Central Services Manager at 831-6734.

Mary Alice Evans

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