

DAVID Y. IGE
Governor

SHAN S. TSUTSUI
Lt. Governor



SCOTT E. ENRIGHT
Chairperson, Board of Agriculture

PHYLLIS SHIMABUKURO-GEISER
Deputy to the Chairperson

State of Hawaii
DEPARTMENT OF AGRICULTURE
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To: New Employee

From: Scott E. Enright, Chairperson
Board of Agriculture

Subject: EMERGENCY EVACUATION ASSISTANCE

The State is committed to the safety of all persons in State facilities. In an emergency, the path of travel for many facilities may not be accessible because elevators are shut down and debris may block hallways. Other problems may exist, including the loss of primary lighting, water damage, and communication disruption. These problems may pose specific difficulties for persons with either temporary or permanent mobility or communication limitations.

If you believe that because of your condition, you may need evacuation assistance from your primary work location in an emergency, please complete the enclosed *Voluntary Request for Emergency Evacuation Assistance* form and forward it to our Personnel Office through inter-office mail marked "confidential" or deliver it to 1428 S. King Street, Attn: Personnel Office, Honolulu, Hawaii, 96814-2512, no later than two weeks from your hire date. Our Personnel Office will contact you to confirm receipt and follow-up with further questions, as necessary. The purpose of the form is to inform programs and emergency evacuation personnel of persons with special needs. Meeting those needs will be determined on a case-by-case basis after discussions with you, our Departmental Personnel Officer, Darcie Mayeshiro, your supervisor, and the Department's Emergency Response Coordinator, Warren Takenaka. All information submitted will remain confidential and used only for emergency evacuation purposes.

Even though you may not presently have a need for emergency evacuation assistance, please feel free to request such assistance if your circumstances change. Please remember that you are responsible for providing our Personnel Office with any updated information. For more information, contact Darcie Mayeshiro at 973-9480.

Enclosure

