



STATE OF HAWAII
DEPARTMENT OF HEALTH
P. O. BOX 3378
HONOLULU, HI 96801-3378

In reply, please refer to:
File:

March 16, 2015

CIRCULAR MEMORANDUM NO. 15-11
Human Resources Office

TO: Director of Health, All Deputies, Division Chiefs, Staff Officers, District Health Officers, and Administrators of Attached Agencies

FROM: Rita Hoopii-Hall *RHH*
Human Resources Officer

SUBJECT: EMERGENCY EVACUATION PLANNING AND VOLUNTARY REQUEST FOR EMERGENCY EVACUATION ASSISTANCE

Deadline to Return Forms to the Human Resources Office: April 15, 2015

The purpose of this memorandum is to inform employees to submit the Voluntary Request for Emergency Evacuation Assistance Form should they require emergency evacuation assistance. The Voluntary Request for Emergency Evacuation Assistance Form was developed to determine the type of emergency evacuation assistance employees may require. Administrative Directive No. 95-04, Emergency Evacuation Plans for All State Facilities assigns responsibility to department and agency directors to implement emergency evacuation plans.

Please issue the attached Director's letter and Voluntary Request for Emergency Evacuation Assistance form to each of your employees. Employees who need assistance during an emergency evacuation should complete and forward the request to their immediate supervisor so appropriate planning can occur to determine the type of assistance the employee will be provided during emergency evacuations.

The immediate supervisor should review these forms and develop a plan of action with the employee to address any accommodation needs. The supervisor should retain the original and forward a copy of the request to the Departmental Human Resources Office (HRO), which will be responsible to maintain a log on all information provided. The request will be filed into the employee's confidential personnel file and a copy of the request will be forwarded to the Division Chief or Staff Officer. Employees must re-submit a request each year as the previous forms are purged.

The Emergency Evacuation Assistance Form and Director's memo is accessible on the DOH Intranet, Departmental Human Resources Office, Training, Safety and Employee Relations webpage below:

<http://dohcolab.doh.hawaii.gov/sites/intranet/hro/training/default.aspx>

To access webpage, use the following: username: dohweb password:
w3llne55

If members of your staff have any questions, please ask your Division Personnel Management Specialist or Public Health Administrative Officer to contact Ms. Jan Munemitsu, Training, Safety and Employee Relations Officer, at 586-7395 or Mr. Stan Lagapa, Training, Safety and Employee Relations Section, at 586-7396.

Attachments

- c: Building Manager (ASO)
- Capital Improvements Coordinator (ASO)
- Training, Safety and Employee Relations Officer
- Employee Benefits/Transactions Officer