



STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES  
P.O. BOX 119  
HONOLULU, HAWAII 96810-0119

PBM-08.0034

September 20, 2007

**COMPTROLLER'S MEMORANDUM NO. 2007-21**

TO: All Department Heads

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

This memorandum supercedes Comptroller's Memorandum No. 2002-34, Procedures for Emergencies Occurring After Normal Operating Hours, and On Weekends and Holidays for DAGS Facilities, dated November 22, 2002.

Please inform employees in State Buildings managed by DAGS that in case of an emergency after normal operating hours, they should call the State Sheriff's Office, which is staffed 24-hours a day, 7-days a week, at 586-1352. The officers on duty will contact someone from the Central Services Division to respond to the emergency.

This procedure is applicable to the following buildings:

- |                                |                                       |
|--------------------------------|---------------------------------------|
| 1. State Capitol               | 13. No. 1 Capitol District (Hemmeter) |
| 2. Queen Liliuokalani          | 14. Washington Place                  |
| 3. Kinau Hale                  | 15. King Kalakaua                     |
| 4. Leiopapa a Kamehameha (SOT) | 16. Kam V                             |
| 5. Keoni Ana (Capitol Center)  | 17. AAFES                             |
| 6. Kalanimoku                  | 18. O R & L                           |
| 7. Kekauluohi (State Archives) | 19. Hoopono                           |
| 8. Kekuanaoa                   | 20. Kakuhihewa (Kapolei)              |
| 9. Kamamalu                    | 21. Wahiawa Civic Center              |
| 10. Hale Auhau                 | 22. Kaneohe Civic Center              |
| 11. Aliiaimoku Hale            | 23. Waipahu Civic Center              |
| 12. Keelikolani                |                                       |

If you or your staff have any questions, call James Hisano, Central Services Manager, at 831-6734.

RUSS K. SAITO  
State Comptroller