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TO: All Executive Department and Agency Heads

FROM: Ryker Wada, Director *Ryker J. Wada*

SUBJECT: UPDATED 2019 DISASTER RESPONSE MANUAL

Enclosed for your reference and information is the updated 2019 version of the Disaster Response Manual for Managers. The manual serves as a quick reference for managers preparing and managing personnel in response to disaster(s). It is intended to serve as a supplement to your own department or agency disaster response plan. We encourage you to share and disseminate this manual to all available and applicable program managers on all islands. We sincerely hope you and your managers find the manual both useful and helpful.

For any questions related to any of the personnel policies and programs addressed in the updated 2019 Disaster Response Manual, please contact your Departmental or Agency Human Resources Office for assistance. Thank you for your time and attention to this matter.

Enclosure

c: Susan Hirai, Administrative Services Officer Governor's Office
Thomas Travis, Hawaii Emergency Management Agency Administrator
Andrew Garrett, HRD Deputy Director
DHRD Division Chiefs and Managers
Department Human Resources Officers