

## DGS EMERGENCY RELEASE REQUEST FORM

Date:	
Requesting Agency:	Department of Human Resources (DHR)
Agency Point of Contact:	Gregory James, Deputy Secretary for Operations <a href="mailto:Gregory.James@Maryland.Gov">Gregory.James@Maryland.Gov</a> 410-767-7616 (O) // 410-952-0273 (M) // (410) 333-0099 (F)
Other Agency Contact(s):	Rainier Harvey, Chief, Division of Administrative Operations <a href="mailto:Rainier.Harvey@Maryland.Gov">Rainier.Harvey@Maryland.Gov</a> 410-767-7699 (O) // 410-446-2531 (M) // 410-33-6217 (F)
Requesting Unit:	
Unit Point of Contact:	<i>(LDSS Director, Office Manager)</i>
Location/Address:	
# of Employees Affected:	
Time of Emergency:	
Type of Emergency:	
Estimated Duration:	
Repair Contact:	
Agency Notes:	
<b>FOR DGS USE ONLY</b>	
DGS Point of Contact:	Robert Suit, Chief, Lease Management & Procurement, DGS Robert.Suit@Maryland.gov 410-767-1819 (O) // 410-446-4732 (M) <i>or</i> Lew Shapiro <a href="mailto:dgs.leasecompliance@maryland.gov">dgs.leasecompliance@maryland.gov</a> 410-767-4364 (O) // 410-206-0206 (M)
Approval Given?	YES                      NO
DGS Notes:	

*Email submission strongly recommended. If faxed, please call to confirm receipt.*