

Employers: Prepare your commuters for emergencies

The Puget Sound region can be hit with different types of emergencies that disrupt commuting, such as snow, flooding, flu or earthquake. Your company counts on its workers to keep business going – and the public might depend on your workers in an emergency.

What if your employees can't get to work safely or on time? Does your company's emergency plan include clear expectations about coming to work if transportation is limited?

Use this checklist. Talk with your company's decision-makers and take actions NOW to help your company's employees be prepared when there's an emergency.

Actions to take BEFORE an emergency hits	Resources and tips
Stay informed as an employee transportation coordinator	
<ul style="list-style-type: none"> <input type="checkbox"/> Subscribe to emergency notification systems. <input type="checkbox"/> Subscribe to transit/traffic alerts. <input type="checkbox"/> Bookmark local and regional information sources. <input type="checkbox"/> Consult updated information about flood preparation if our company may be affected by flooding. 	<p>Regional Public Information Network www.rpin.org/rpinweb/Subscriber/Register.aspx</p> <p>King County Metro Transit Alerts www.kingcounty.gov/metro/signup</p> <p>Washington State Ferries www.wsdot.wa.gov/ferries – select “Ferry Alerts”</p> <p>Road conditions Call 511 or www.wsdot.wa.gov/Traffic/seattle</p> <p>King County Flood Alerts www.kingcounty.gov/flood</p>
Employee communications	
<ul style="list-style-type: none"> <input type="checkbox"/> Be sure our employees know the company policies for coming to work during an emergency, including when transportation services are limited. <input type="checkbox"/> Give employees information about commuting in an emergency or working from home. (Provide the information in a form usable for employees without e-mail at work.) <input type="checkbox"/> Include commuting information in our company's internal emergency notification systems. <input type="checkbox"/> Get permission to give commute info to all employees during an emergency or to relay info to someone who does have permission. <input type="checkbox"/> Arrange for my back-up to communicate info in case of my absence. 	<p>Company emergency plan is here: _____ _____</p> <p>Manager who oversees emergency policies: _____</p> <p>Emergency commuting checklist for employees metro.kingcounty.gov/cs/employer/pdf/commuter_checklist.pdf</p> <p>Company emergency alert/web page/hotline/voice mail is handled by _____</p> <p>My back-up is _____ (name, e-mail, phone)</p>

continued

Actions to take BEFORE an emergency hits	Resources and tips
Telework, remote access, alternative work schedules	
<ul style="list-style-type: none"> <input type="checkbox"/> Learn our policies for using telework, remote access, and alternative work schedules in an emergency. <input type="checkbox"/> Be sure our company has communicated policies and instructions for telework/remote access to eligible staff. 	<p>Company policy about emergency use of telework, remote access, alternative schedules is here: _____</p> <p>Telework resources for companies www.kingcounty.gov/telework</p>
Bus, train, ferry	
<ul style="list-style-type: none"> <input type="checkbox"/> Bookmark information about using public transportation during emergencies. 	<p>Metro Transit reroutes www.kingcounty.gov/metro/alerts</p> <p>Ferry alerts www.wsdot.wa.gov/ferries – select “Ferry Alerts”</p>
Sharing a ride	
<ul style="list-style-type: none"> <input type="checkbox"/> Register as an employer representative with RideshareOnline.com’s ETC Access and set up temporary ridematches internally (or use our company ridematch system) <input type="checkbox"/> Encourage employees to register for RideshareOnline.com in case they need a temporary rideshare arrangement. <input type="checkbox"/> List our carpool/vanpool drivers and ask them to contact me if they can take extra riders in an emergency. 	<p>Call 206-625-4500 for ETC registration information. Carpool/vanpool driver list location: _____</p>
Guaranteed Ride Home (for employees who do not drive alone)	
<ul style="list-style-type: none"> <input type="checkbox"/> If we have a guaranteed ride home program (our own or a transit agency’s program), inform employees whether it is available for area-wide emergencies. <p><small>Note: King County Metro’s Home Free Guarantee program is not for emergencies related to weather or acts of nature.</small></p>	<p>GRH policy location: _____</p>
Drive-alone commuters	
<ul style="list-style-type: none"> <input type="checkbox"/> Give drive-alone employees info about commute alternatives to set-up before an emergency. <input type="checkbox"/> Ask employees who drive to work if they are able and willing to offer a ride to a co-worker. 	<p>Emergency commuting checklist for employees metro.kingcounty.gov/cs/employer/pdf/commuter_checklist.pdf</p>

Regional Transit Agencies

- King County Metro:** www.kingcounty.gov/metro or call 206-553-3000
- Sound Transit:** www.soundtransit.org (Link, Sounder, ST express buses)
- Community Transit (Snohomish County):** www.commtrans.org
- Everett Transit:** www.everetttransit.org
- Pierce Transit:** www.piercetransit.org
- Kitsap Transit:** www.kitsaptransit.org
- Washington State Ferries:** www.wsdot.wa.gov/ferries



We'll Get You There