

Are You



PREPARED?

Employer **Emergency** Preparedness **KIT**

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.

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

Use this checklist.

KNOW

- Subscribe to transit/traffic alerts.
- Subscribe to emergency notification systems.

INFORM

- Be sure your employees know company policies for coming to work or working from home during an emergency.
- Get permission to give commute information to all employees during an emergency.

TAKE ACTION!

- Learn and communicate policies for using telework, remote access, and alternative work schedules in an emergency.
- List your carpool/vanpool drivers and ask them to contact me if they can take extra riders in an emergency.
- Encourage employees to register for RideshareOnline.com for temporary rideshare arrangements.
- Ask employees who drive to work if they are able and willing to offer a ride to a coworker.
- Be prepared **BEFORE** the emergency.
Know, Inform and Take Action!

Alert Notification

Regional Public Information Network
www.rpin.org/rpinweb/Subscriber/Register.aspx

King County Metro Transit Alerts
www.kingcounty.gov/metro/signup

Washington State Ferries
www.wsdot.wa.gov/ferries – select "Ferry Alerts Bulletins"

Road conditions
Call 511 or www.wsdot.com/traffic/seattle/default.aspx

King County Flood Alerts
www.kingcounty.gov/flood

Company Alerts:

Regional Transit Agencies

King County Metro:
www.kingcounty.gov/metro (206) 553-3000

Sound Transit: (Link, Sounder, ST express buses)
www.soundtransit.org (888) 889-6368

Community Transit (Snohomish County):
www.commtrans.org (425) 353-7433

Everett Transit: www.everetttransit.org (425) 257-7777

Pierce Transit: www.piercetransit.org (253) 581-8000

Kitsap Transit: www.kitsaptransit.org (360) 697-2877

Washington State Ferries:
www.wsdot.wa.gov/ferries (888) 808-7977

Site Information

Company emergency plan is located:

Company emergency alert/ webpage/ hotline/ voicemail is handled by:

Employer emergency contact:

Back-up employer emergency contact:

Company policy about emergency use of telework, remote access and alternative schedules is located: