King County METRO

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	
☐ Subscribe to emergency notification systems. ☐ Subscribe to transit/traffic alerts. ☐ Bookmark local and regional information sources. ☐ Consult updated information about flood preparation if our company is located in the Green River Valley.	**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" **Road conditions** Call 511 or www.wsdot.wa.gov/Traffic/seattle **Green River floods** www.kingcounty.gov/safety/FloodPlan/GreenRiverValley.aspx
Employee communications	
☐ Be sure our employees know the company policies for coming to work during an emergency, including when transportation services are limited. ☐ 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.) ☐ Include commuting information in our company's internal emergency notification systems. ☐ Get permission to give commute info to all employees during an emergency or to relay info to someone who does have permission. ☐ Arrange for my back-up to communicate info in case of my absence.	Company emergency plan is here: _____ Manager who oversees emergency policies: _____ Emergency commuting checklist for employees metro.kingcounty.gov/cs/employer/pdf/commuter-checklist.pdf Company emergency alert/web page/hotline/voice mail is handled by _____ My back-up is _____ (name, e-mail, phone)

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Actions to take BEFORE an emergency hits	Resources and tips
Telework, remote access, alternative work schedules	
☐ Learn our policies for using telework, remote access, and alternative work schedules in an emergency. ☐ Be sure our company has communicated policies and instructions for telework/remote access to eligible staff.	Company policy about emergency use of telework, remote access, alternative schedules is here: _____ **Tips to set up telework** www.commuterchallenge.org/cc/er.html
Bus, train, ferry	
☐ Bookmark information about using public transportation during emergencies.	**Metro Transit reroutes** www.kingcounty.gov/metro/alerts **Ferry alerts** www.wsdot.wa.gov/ferries – select "Ferry Alerts"
Sharing a ride	
☐ Register as an employer representative with RideshareOnline.com's ETC Access and set up temporary ridematches internally (or use our company ridematch system) ☐ Encourage employees to register for RideshareOnline.com in case they need a temporary rideshare arrangement. ☐ List our carpool/vanpool drivers and ask them to contact me if they can take extra riders in an emergency.	Call 206-625-4500 for ETC registration information. Carpool/vanpool driver list location: _____
Guaranteed Ride Home (for employees who do not drive alone)	
☐ 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. Note: King County Metro's Home Free Guarantee program is not for emergencies related to weather or acts of nature.	GRH policy location: _____
Drive-alone commuters	
☐ Give drive-alone employees info about commute alternatives to set-up before an emergency. ☐ Ask employees who drive to work if they are able and willing to offer a ride to a co-worker.	Emergency commuting checklist for employees metro.kingcounty.gov/cs/employer/pdf/commuter-checklist.pdf

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)
Snohomish County Community Transit: www.commtrans.org
Everett Transit: www.ci.everett.wa.us
Pierce Transit: www.piercetransit.org
Kitsap Transit: www.kitsaptransit.org
Washington State Ferries: www.wsdot.wa.gov/ferries

**King County
METRO**

We'll Get You There