

SAFETRACK AND YOU: EMPLOYEE GUIDE

Metro's SafeTrack maintenance program will create challenges. But the Washington region – and the rest of the US – will not stop working just because Metro is doing track work, and therefore you'll still have job responsibilities to meet. That means SafeTrack presents individuals an opportunity to demonstrate their adaptability, resolve, and dedication.

So prove your mettle – get ahead of the challenges. The following Employee Toolkit will help you limit the impacts of Metro's SafeTrack maintenance plan on your commute and your household.

KNOW THE IMPACTS

✓ **Understand the SafeTrack Plan**

First off, you need to get familiar – *really* familiar – with Metro's SafeTrack plan <https://wmata.com/safetrack>. And you should also sign up for updates at AlertDC here <http://hsema.dc.gov/page/alertdc>. If you ride Metro, when will your line or the station(s) you use be affected? Even if you don't commute on Metro, the service interruptions will cause cascading effects on the Washington region's transportation network, including additional congestion on buses, highways, and parking. When do you expect to face these challenges?

✓ **Consider How it Will Impact You**

Next, think through how SafeTrack will specifically impact you. Of course, there is your work commute to think about. But past that, specific line or station interruptions – and the cascading effects of those – may impact other transportation needs. This may include getting to or from school or daycare, getting to a park-and-ride, or running essential errands before or after work or during a break. Add to that: who else do you rely on that might be impacted by SafeTrack: a babysitter or nanny? A spouse or partner? Someone else?

HAVE A PLAN

✓ **Know What Tools Are Available**

This region has many transportation options and a host of information resources, websites, and apps to help manage them – both in advance and in real-time. Check out this list of available information resources provided in this toolkit and apply them to your own commuting challenges.

Also, if you have a family emergency plan, pull it out and see if it has any ideas, resources, or tools that might help you plan for SafeTrack. (And if you don't have a family emergency plan – you probably should.)

✓ **Investigate Your Options**

Businesses and commuters around the region are getting creative. Use the information resources that you now have at hand to think about ways to manage your commute. Obviously, the sort of work you do will influence which solutions will work best for you.

Maybe there is an alternate to your Metrorail commute using buses or commuter rail? Maybe you can carpool with other employees who live nearby or set up a van pool or rideshare? Maybe you can hire an Uber or Lyft? Do you have an employer-provided transit benefit that can be applied to something besides Metrorail? Perhaps you could propose teleworking from a “co-work” shared office space? Or would a flexible schedule or altered arrival/departure times help?

Make sure you reach out those people you rely on and check that they are planning for SafeTrack, too.

✓ **Work with Your Employer**

As you plan to meet your challenges, be sure to demonstrate your value to your organization. Coordinating with others at your workplace would be a great place to start. Can you help organize a carpool list? Set up a van pool? Are you cross-trained on other jobs that could help out? Do you have a flexible schedule that would allow you to cover for other employees? However you can help out – tell your employer about it,

And don't be afraid to tell your employer what you need to make all of this work. Are there rules or policies that are limiting your options? Could you be more effective at setting up carpooling if your employer provided a list of staff who live near you? Do you have a solution with a pricetag – like renting a van – that your employer could help support? Let your employer know – we're all in this together.

✓ **Make a Plan and Be Flexible**

OK, by this point you have everything you need to decide – now it's time to act. Plan now, before SafeTrack hits. Don't wait until the last minute!

Decide what you are going to do, identify any hurdles, and assemble the information and tools you'll need. Be sure you – and those around you – have the necessary contact and other information at their fingertips.

Whatever your Plan A is, it needs to be flexible and adaptable. So be sure it involves some contingency arrangements, like allowing extra time. You'll need to test it: so if, for example, you plan to telecommute, dry-run your computer setup and remote access to be sure you have all the connectivity and credentials you'll need. Make certain your plan covers all your potential vulnerabilities, including, for instance, back-up childcare in case the person you normally rely on gets hung up in traffic.

And no matter how bulletproof your Plan A is, it will be wise to have a Plan B – and maybe even a Plan C and D.

✓ **Communicate**

Let your employer know your plan. Also tell anyone else who relies on you what your transportation plan is. And be sure you know the plan for other people and services you rely on.

Keep communications open throughout this process, and be proactive. Don't wait for someone to ask you.

✓ **Stay Informed**

When the day arrives that SafeTrack starts impacting you, stay on top of the latest real-time information. Use these tools and apps provided in this toolkit to stay aware of conditions and updates. Check traffic and commuting conditions early and often.

EMPLOYEE'S SAFETRACK PLANNING CHECKLIST

Know the Options

- Get *really* familiar with Metro's SafeTrack plan.
 - Know when your line or the station(s) you use will be affected.
 - Think through the impacts from cascading effects on buses, highways, and parking.
- Apply this information to the rest of your workday life.
 - Are there impacts on – for example – school or daycare?
 - Impacts on other people and services you rely on?

Have a Plan

- Know what informational resources are available – including apps.
- Apply your family emergency plan to managing SafeTrack.
 - Think through your options, and be creative.
 - Consider alternate ways of commuting, including using buses or commuter rail; carpool, van pool, or rideshare; for-hire cars; teleworking; flex scheduling; and other options.
 - Work with your employer to devise available options.
 - Be sure anyone you rely on has a plan, too.
- Work with your employer.
 - Demonstrate your value by organizing and leading problem-solving.
 - Communicate any ways your employer can help, whether by removing obstacles or supporting solutions.
- Make your plan – now!
 - Identify any hurdles and assemble the information and tools you'll need.
 - Be sure everyone has necessary information at their fingertips.
- Be flexible.
 - Build in contingency arrangements, such as extra time and backups.
 - Test your plan.
 - Make certain you've covered all your vulnerabilities.
 - Have a Plan B.
- Communicate frequently with anyone who relies on you (such as your employer) and anyone you rely on.
- Stay informed of real-time Metrorail and traffic status.

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