

Office of the Managing Director

Transportation Emergency

City of Philadelphia Operations Plan

PURPOSE:

A transportation emergency can seriously disrupt the business, social, and cultural life of the *City*. Its most immediate and costly effect may be the difficulty in commuting to and from work experienced by City employees no less than by general public. This plan is designed to help minimize the delay and confusion to which all are subject in a transportation emergency, and in particular, to help assure the uninterrupted delivery of public services.

The most familiar form of transportation emergency is a partial or total extended interruption of the usual means of mass public transportation within the City, and that scenario forms the basic background assumption of this plan.

PROCEDURE:

1. **Public Information.** The Mayor or the Managing Director will issue a statement to notify the public of the possibility of a transportation emergency. City employees will be instructed by department heads to monitor all communications media, particularly Channel 64 in each cable TV franchise area, in order to inform themselves of whether and when a transportation emergency may occur. In the present instance, the deadline for a decision on a possible service interruption is 12:01 A.M. Friday, April 15, 2005.
2. **Private Transportation.** When a transportation emergency threatens, a survey will be made of all employees in each department or agency to answer the following questions:
 - a. Home Zip Code and beginning and ending time of work.
 - b. Whether or not assistance in finding a ride may be required.
 - c. The alternatives available to an individual employee who normally takes the SEPTA CITY Transit Division to work.
 - i. How near is home to a commuter railroad station?
 - ii. Is a personal car available for transportation to work?
 - iii. Can private car pool arrangements be made with a non-City employee (another member of family, neighbor, etc:)?
 - iv. Is there another alternative within private means?
 - d. If a personal car is available, is there space for anyone else!

From the above, it can be determined that a number of employees who will be using their personal vehicles, will voluntarily make space available for others who have no alternative means of transportation. The latter can be asked to try to make ride share arrangements with employees who drive. Use of privately owned vehicles will be at employees' own risk and expense.

Employees should be urged to use SEPTA commuter rail lines if they are within reasonable walking distance of a train station or if pool car arrangements can be designed to deliver them to a train station instead of driving into Center city.

Each department or agency head will encourage City employees in their units to arrange their own means of transportation to and from work sites. If personal transportation arrangements cannot be made, a department may utilize any passenger vehicles in its complement for work-related transportation.

3. Departmental Transportation. The City of Philadelphia will authorize the use of City vehicles, whether individually assigned or pool vehicles, for the purpose of conveying employees to and from work in a transportation emergency. Such use must be authorized by each department head. Particular attention should be paid to arranging transport of essential personnel (e.g., communications workers).

Each department or agency shall designate one individual to serve as transportation emergency coordinator. That individual will be responsible for all transportation information and coordination within the department. All contacts with the MDO shall be made through and by the designated departmental transportation coordinator.

Departments or agencies that find as a result of the employee survey that private transportation arrangements will be inadequate to meet their staffing needs, should make every attempt to arrange for transportation by the municipal pool well before the onset of a work stoppage.

4. Parking. Because of the expected increase in automobile traffic, the City's arterial roads must be kept open. Center City parking restrictions will be strictly enforced. illegally parked cars will be towed.

Efforts will be made to use vacant off-street space in Center City for parking. Drivers will be directed to these emergency parking places by the Police. The Deputy Commissioner of Streets for Traffic Engineering and the Philadelphia Parking Authority will provide plans and layouts of such emergency parking locations to the Police. Signs will be placed to assist motorists in finding available parking locations.

Because of the anticipated heavy demand for emergency off-street parking, such locations will be available on a first come-first served basis. Large off-street parking facilities in or near Center City will not be reserved exclusively for cars of City employees.

The City of Philadelphia will provide certain shuttle service for municipal employees only.

In order to board, employees will have to show their City identification cards. Shuttles will be provided between the Municipal Services Building and the following locations:

- **Philadelphia Navy Yard (at the Southern Terminus of Broad Street)**
- **Festival Pier (Columbus Blvd. At Spring Garden Street)**
- **Memorial Hall in Fairmount Park (N. Concourse Drive)**

Municipal employees wishing to ride bicycles to work will find additional bike racks located on MSB plaza for their convenience.

5. **Working Hours.** Shifts may be staggered between the hours of 7:00 A.M. and 7:00 P.M. in order to allow some flexibility for employees. This will also help lessen traffic congestion during traffic rush hour periods. Employees wishing to work non-standard shifts are obligated to make their preferences known to the superiors and to receive their approval in advance.

In keeping with this policy, each commissioner and agency head is to determine if staggered work hours are compatible with the department's needs during a transportation emergency, and if so, where such work hours should be implemented within their department or agency. Staggered work hours may be implemented on a department-wide basis, on a divisional basis, or in certain buildings. Where agencies or any of their divisions do not view staggered work hours as a viable alternative, exceptions for individual employees will be allowed only with the approval of the agency head.

- b. In cases where staggered work hours are permitted, all employees are expected to work a regular work day with a lunch, sometime between 7:00 A.M. and 7:00 P.M. The commissioner or agency head will honor employee preferences to the extent possible. Final decisions on employee work hours will be made by the commissioner or agency head.
- c. Once an employee is informed of his or her approved work schedule, the employee will remain on that schedule for the duration of the transportation emergency. Commissioners or agency heads are to ensure supervisory coverage between the hours of 7:00 A.M. and 7:00 P.M.
- d. The Mayor's Office of Labor Relations will discuss with the leadership of the municipal unions the availability of appropriate flexible scheduling as an option during the transportation emergency.
- e. Uniformed, sworn personnel will not be permitted flexible scheduling during the transportation emergency.

6. Special Departmental Problems.

- a. Fire Department: The Fire Department will, take special precautions to provide adequate fire protection and emergency medical services during peak traffic periods despite the expected congestion. If necessary, it will place additional fire apparatus and staff at strategic locations throughout the City and, in coordination with the Philadelphia Police Department, will monitor potential trouble spots.
- b. Police Department: The Police Department will be called upon to handle additional traffic problems. Personnel who can be released by other traffic police units should be assigned to traffic duty. Officers assigned to traffic should cover both the morning and evening peaks. Activities such as in-service training should be discontinued for the duration of the emergency. Special traffic and parking provisions should be strictly enforced, and steps should be taken to keep the public informed of these measures.

7. **Emergency Communications.**

At the discretion of the Managing Director, The Emergency Operations Center (EOC) at 3rd & Spring Garden Streets may be activated during the transportation emergency, in which case all operations related to the emergency will be coordinated there. The following departments will report to the EOC when it is activated: Police, Fire, Streets, Fleet Management, Philadelphia Parking Authority, and Sheriff's Office. Additional places at the EOC will be reserved for SEPTA and other representatives chosen by the Managing Director.

Departments should ensure that all maps and plans of use in a transportation emergency are available at the EOC. The Office of Emergency Management will ensure that the EOC is in a constant state of readiness.

City employees and the public will be encouraged to monitor closely normal news sources and Channel 64 in each cable franchise area, as well as the City's website, www.phila.gov, to obtain information on City contingency plans as well as updated SEPTA route information and status reports on suburban rail lines.

8. **Special Instructions.**

- a. Major construction work scheduled on arterial streets will be curtailed or postponed until after the emergency.
- b. No compensation to employees will be authorized for use of private vehicles for transportation to and from work.
- c. Personnel should leave for work earlier than usual and should be urged to use any form of public transportation not affected by the emergency to reach the Center City area.
- d. All common sense rules of safety should be observed. Any person providing a ride should be sure to check the credentials of his passengers before allowing them access to his vehicle.
- e. During interruption of service on the City Transit Division, van/car pools may stop in bus zones to board or discharge passengers. **All other parking regulations will be strictly enforced.**
- f. All special events that will have an impact upon traffic flow will be reviewed immediately.

The Managing Director's Office will update department and agency heads through the operations groups. Employees should refer questions to their department transportation coordinators or to the executive offices of their departments or agencies.