# Appendix 1

## Declaration of Emergency

For the purpose of documenting the use of alternative bidding procedures under RCW 47.28.170 and estimating the costs of using State Forces for emergency work under RCW 47.28.030.

<table>
<thead>
<tr>
<th>1. Date of Emergency</th>
<th>2. SR</th>
<th>3. MP Locations/Limits</th>
<th>4. County</th>
</tr>
</thead>
</table>

### 5. Preliminary Estimate:
- [ ] Up to $100,000*
- [ ] Over $100,000**
- [ ] Over $700,000 ***

### 6. Work Order No. (if known)

### 7. Cause and Description:

### 8. Check the appropriate box based on the preliminary estimate.
- [ ] Maintenance Superintendent/Project Engineer*
- [ ] Director, Regional Administrator or Designee**
- [ ] Review By Secretary of Transportation or Designee***

### 9. Signature

### 10. Date

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* Projects for up to $100,000 or less can be authorized by the Maintenance Superintendent. or Project Engineer

** Projects over $100,000 require authorization by the Regional Administrator.

*** Projects over $700,000 requires review by the Secretary of Transportation or designee.

1. Record the beginning date of the project.
2. Record the State Route (SR) number affected.
3. Record the mile post location (both start and end if known).
4. Record the county the damage occurred in.
5. Check the appropriate box based on the preliminary estimate.
6. Record the work order number (DM, MS, etc.) if known.
7. In brief narrative, explain the cause of the event, describe the damage and the need to use emergency procedures.
8. Check the appropriate box for the level of signature authority.
9. Signature of appropriate authority.
10. Date the declaration is signed.

DOT Form 540-021 EF
Revised 1/2007  
Supersedes Previous Editions