



## Memorandum

---

October 11, 2023

**Subject:** Wet Season Emergency Procedures  
4029 97th Ave SE  
Mercer Island, WA

**To:** Mercer Island Building Official

The purpose of this letter is to provide emergency procedures for the project located at **4029 97<sup>th</sup> Ave SE** for the work outlined in building permit number **2304-071**.

In the event of an emergency, such as a landslide or erosion control problems, the following actions will be taken:

- Call 911 for anything immediately life threatening.
- Call public works for impacts on city property.
- Inform affected neighbors.
- Contact the nominated geotechnical engineer for emergency monitoring and consultation.

If you have any questions related to the above, please contact the undersigned.

Regards,

A handwritten signature in black ink, appearing to read "A. Scofield", with a stylized flourish at the end.

Alex Scofield  
Yen Design, Inc.  
206-432-1111