

## Logistics & Safety

## HUB SITE: Highline United Methodist Church

**Hub Site Address:** 13015 1st Ave S, Burien, WA 98168

**Anticipated Traffic:** of 25 – 49 completed surveys per day

### Emergency & Safety

Emergency Meet Up Location: Highline United Methodist Church, 13015 1<sup>st</sup> Ave S, Burien, WA 98168



#### Safety & Site Access Protocols:

- Use the Buddy System when possible.
- Carpool or public transportation is recommended.

### Key Contacts

Role	Name	Contact Info
Site Point of Contact	Pastor Jenny Partch	<a href="mailto:jenny.highlineumc@gmail.com">jenny.highlineumc@gmail.com</a> 253-754-4160
Secondary Site Contact	Nancy Kick	<a href="mailto:imagination.celebration@gmail.com">imagination.celebration@gmail.com</a>
Hub Lead 1	Janelle Rothfolk (float)	<a href="mailto:janelle.rothfolk@kcrha.org">janelle.rothfolk@kcrha.org</a>
Hub Lead 2	Tom Regan	<a href="mailto:thomas.regan@kcrha.org">thomas.regan@kcrha.org</a>
Regional Coordinator	Ewan Andreasen	<a href="mailto:ewan.andreasen@kcrha.org">ewan.andreasen@kcrha.org</a> / 206-681-5536



## Site Access & Setup

**Entry Point:** Meeting space accessed via the main receiving area of the church.

Enter here.	Parking off main entrance	Primary receiving area	Primary Meeting Space

## Schedule & Resources

**HUB SITE:** Highline United Methodist Church

### Shift Schedule

There will be at least 8 interviewers and 2 Hub leads supporting the site each day.

Shift Type	Dates	Time
Morning Block	Mon, Tues, Wed (Jan 27, 28, & Feb 2, 3, 4)	9:30 AM to 2:30 PM

### SUPPLIES & KITS

Location: PIT Kits are stored with the Site Point of Contact. Kit Contents:

- Surveys & Tablets
- Emerald City Resource Guides

### RESOURCES FOR RESPONDENTS

If you know a resource not listed, please share it with the Hub Lead!

1. **PRINT: Emerald City Resource Guides**
  - **Action:** Distribute physical booklets to interested respondents.
  - **Audience:** Best for those without reliable technology access.
2. **DIGITAL: Findhelp.org & Emeraldcityresourceguide.org**
  - **Action:** Use these sites to search for specific shelter or food resources around zip code 98168.  
Resources – [LINK](#)
3. **WORD OF MOUTH:**

### VOLUNTEER NOTES

(Space for daily notes, wifi passwords, or specific door codes)

