

## Logistics &amp; Safety

## HUB SITE: South Lucille VA Center

**Hub Site Address:** 305 S Lucile St #140, Seattle, WA 98108

**Anticipated Traffic:** of 1 – 24 completed surveys per day

### Emergency & Safety

Emergency Meet Up Location: Lifelong, 210 S Lucile St #2432, Seattle, WA 98108



#### Safety & Site Access Protocols:

- Volunteer parking available in lot at intersection of South Lucille Street and 3<sup>rd</sup> Ave NOT in the VA parking lot.
- Use the Buddy System when possible.
- Carpool or public transportation is recommended.





### Key Contacts

Role	Name	Contact Info
Site Point of Contact	Jessa Lynch	<a href="mailto:Jessa.Lynch@va.gov">Jessa.Lynch@va.gov</a> / (206) 457-6923
Secondary Site Contact	n/a	
Hub Lead 1		
Hub Lead 2		
Regional Coordinator	Janelle Rothfolk	<a href="mailto:janelle.rothfolk@kcrha.org">janelle.rothfolk@kcrha.org</a> / 425-457-2349

### Site Access & Setup

**Entry Point:** Meeting space accessed via the main entrance and passing through security. Data collection will be conducted in the Snoqualmie Falls Room 114 and / or Multnomah Falls room 112.



			
Enter here.	Primary Meeting Space Snoqualmie Falls Room 114	Snoqualmie Falls Meeting Room interior view	Secondary Meeting Space Multnomah Falls Room 112

			
Multnomah Falls Room interview View	Can store PIT toes in office 111, Monet's office	Okay to park in this lot at intersection of 3 <sup>rd</sup> and Lucille	3 <sup>rd</sup> and Lucille intersection (signage opposite lot)

## Schedule & Resources

## HUB SITE: South Lucille VA Center

### Shift Schedule

There will be at least 3 interviewers and 1 Hub lead supporting the site each day.

Shift Type	Dates	Time
<b>Morning Block</b>	Mon, Tue, Wed, Thur, Fri (Feb 2, 3, 4, 5, 6)	8:30 am to 12:30 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



## 2026 PIT Count

- **Action:** Use these sites to search for specific shelter or food resources around zip code 98108.  
Resources – [LINK](#)

### 3. WORD OF MOUTH:

## VOLUNTEER NOTES

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

