

## Logistics & Safety

HUB SITE: Bellevue Library

**Hub Site Address:** 1111 110th Ave NE, Bellevue, WA 98004

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

### Emergency & Safety

Emergency Meet Up Location: 938 110th Ave NE, Bellevue, WA 98004, United States



#### 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	Stephanie Zero	<a href="mailto:szero@kcls.org">szero@kcls.org</a> / 425-450-1764
Secondary Site Contact	n/a	
Hub Lead 1	Claire Guilmette	<a href="mailto:claire.guilmette@kcrha.org">claire.guilmette@kcrha.org</a>
Regional Coordinator	Claire Guilmette	<a href="mailto:claire.guilmette@kcrha.org">claire.guilmette@kcrha.org</a> / 206-735-6448

### Site Access & Setup

**Entry Point:** Meeting space accessed via the library main entrance.

			
Enter building here.	Primary Meeting Space Meeting Room 3		



## Shift Schedule

There will be at least 4 interviewers supporting the site each day.

Shift Type	Dates	Time	Room
<b>Morning Block</b>	Mon, Thur, Fri (Jan 26, 29, 30)	10:30 AM 2:30 PM	Meeting Room 3
<b>Afternoon Block</b>	Tues, Wed (Jan 27, 28)	12:30 to 5:30 PM	Meeting Room 3

## 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](http://Findhelp.org) & [Emeraldcityresourceguide.org](http://Emeraldcityresourceguide.org)

- **Action:** Use these sites to search for specific shelter or food resources around zip code 98004.  
Resources - [LINK](#)

### 3. WORD OF MOUTH:

Community Resource Fair near the hub site in the Gallery on Thursday, Jan 29<sup>th</sup>.

Connection with HSD providers as seeders in the area.

## VOLUNTEER NOTES

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

