

Logistics & Safety

HUB SITE: Federal Way Day Center

Hub Site Address: 33505 13th Pl S suite D, Federal Way, WA 98003

Anticipated Traffic: of 25 – 49 completed surveys per day

Emergency & Safety

Emergency Meet Up Location: Joe's Deli, 1230 South 336th St, Federal Way, WA 98003



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	David Harris	206-383-0734 / DHarris@ccsww.org
Secondary Site Contact	n/a	
Hub Lead 1		
Regional Coordinator	Janelle Rothfolk	janelle.rothfolk@kcrha.org / 425-457-2349

Site Access & Setup

Entry Point: Meeting space accessed via the former nurse's office or meeting room located inside the day center.



Enter building here.	Primary Meeting Space – former nurse's office	Secondary Meeting Space
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Schedule & Resources

HUB SITE: Federal Way Day Center

Shift Schedule

There will be at least 4 interviewers and 1 Hub lead supporting the site each day.

Shift Type	Dates	Time
Morning Block	Mon Jan 26	10:30 AM to 3:30 PM
Afternoon Block	Tues Jan 27	1:30 PM to 6:30 PM
Morning Block	Wed, Thur, Fri (Jan 28, Jan 29, Jan 30)	11:30 AM to 4:30 PM
Morning Block	Mon Feb 2	10:30 AM to 3:30 PM
Afternoon Block	Tues Feb 3	1:30 PM to 6:30 PM
Morning Block	Wed, Thursday, Fri (Feb 4, Feb 5, Feb 6)	11:30 AM to 4:30 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 98003.
Resources – [LINK](#)

3. WORD OF MOUTH:

All ages on-site: M-F, 10am-3pm. Families with children only: Tu, Th, 4-7pm.

Case Management services are available on-site Monday – Friday from 9 am to 4 pm

VOLUNTEER NOTES

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

