

Logistics & Safety

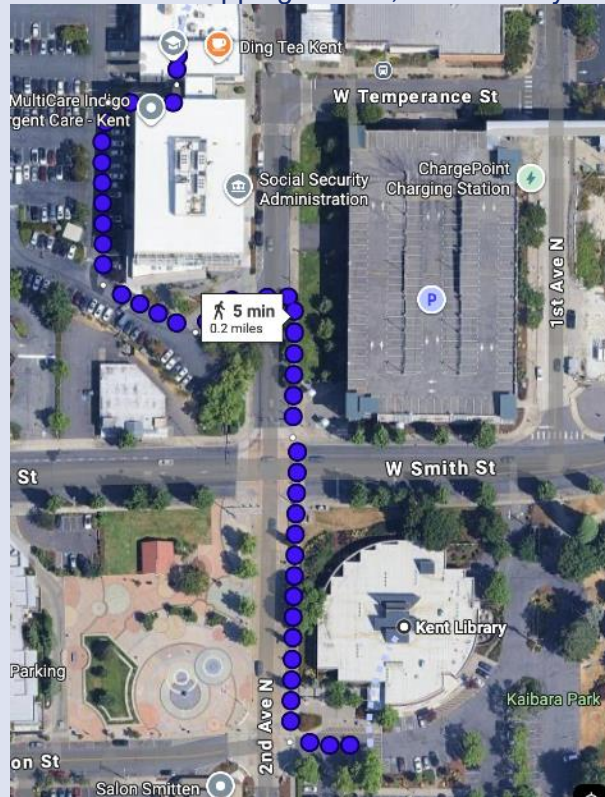
HUB SITE: Kent Library

Hub Site Address: 212 Second Ave N Kent, WA 98032

Anticipated Traffic: of 1 – 24 completed surveys per day

Emergency & Safety

Emergency Meet Up Location: Kent Station Shopping Center, 417 Ramsay Way, Kent, WA 98032



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 Sherman	sasherman@kcls.org
Secondary Site Contact	n/a	Addie and Valerie are the Librarian and Information Services Managers (LISM's) in that library region, and Risa is the Operations Manager at Kent. Addie Estrada-Huerta <aestradahuerta@kcls.org>; Valerie Kitiona <vmkitiona@kcls.org>; Risa Chambers <rkchambers@kcls.org>
Hub Lead 1	Janelle Rothfolk	janelle.rothfolk@kcrha.org
Hub Lead 2	Zsa Zsa Floyd	zsazsa@wearelec.org
Regional Coordinator	Janelle Rothfolk	janelle.rothfolk@kcrha.org / 425-457-2349



Site Access & Setup

Entry Point: Meeting space accessed via the library main entrance small and large meeting rooms.

			
Enter here.	Alternate Meeting Space - Large Meeting Room Jan 26, 27	Primary Meeting Space – small meeting room Jan 28,29, 30	

Schedule & Resources

HUB SITE: Kent Library

Shift Schedule

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

Shift Type	Dates	Time	Room
Morning Block	Mon (Jan 26)	11:30 am - 4:30 pm	Large
Afternoon Block	Tues (Jan 27)	12:00 – 5:30 pm	Large
Morning Block	Wed, Thur, Fri (Jan 28, 29, 30)	11:30 am - 4:30 pm	Small

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 98032.

Resources – [LINK](#)

VOLUNTEER NOTES

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

