Logistics & Safety   HUB SITE: Kirkland Library

Hub Site Address: 308 Kirkland Ave, Kirkland, WA 98033
Anticipated Traffic: of 1 – 24 completed surveys per day

Emergency & Safety

Emergency Meet Up Location: Kirkland Athletic Field. Kirkland Athletic Field, Kirkland, WA 98033

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	Naomi Fogerty (she/her)	Librarian & Information Services Manager KCLS Kingsgate and Kirkland Kirkland Library Phone: (425) 822-2459 / nlfogerty@kcls.org
	Scott Sills	Kirkland Library Operations Manager sdslls@kcls.org
Hub Lead 1	Claire Guilmette	claire.guilmette@kcrha.org
Hub Lead Coverage	Elizabeth Aylward	ehaylward@gmail.com
Regional Coordinator	Janelle Rothfolk	janelle.rothfolk@kcrha.org / 425-457-2349

Site Access & Setup
Entry Point: Meeting space accessed via the main library entrance.

	Naomi emailing a photo	Naomi emailing a photo	
Enter here.	Meeting Space – Large room (52 person capacity)	Meeting Space – Small room (8 person capacity)	

Schedule & Resources   HUB SITE: Kirkland Library

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

Shift Type	Dates	Time
Afternoon Block	Mon, Thur, Fri (Feb 2, 5, 6)	1:00 to 6:00 pm
Afternoon Block	Tues, Wed (Feb 3, 4)	1:30 to 6:30 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 98033.
   Resources – LINK
3. **WORD OF MOUTH:**

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