Logistics & Safety   HUB SITE: Southwest Library

Hub Site Address: 9010 35th Ave SW Seattle, WA 98126
Anticipated Traffic: of 1 – 24 completed surveys per day

Emergency & Safety

Emergency Meet Up Location: Taqueria Los potrillos 7, 9050 35th Ave SW, Seattle, WA 98126

Safety & Site Access Protocols:
- Use the Buddy System when possible.
- Carpool or public transportation is recommended.
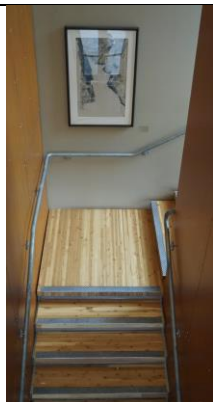
Key Contacts

Role	Name	Contact Info
Site Point of Contact	Laura Harrington	laura.harrington@spl.org
Secondary Site Contact		
Hub Lead 1		
Regional Coordinator	Janelle Rothfolk	janelle.rothfolk@kcrha.org / 425-457-2349

Site Access & Setup

Entry Point: Meeting space accessed via the second floor of the library.

Enter here.	Route to Primary Meeting Space from elevator / stairwell	Access point for Primary Meeting Space	Primary Meeting Space Located on 2nd floor. Accessible by elevator and stairway.

Stairwell to access Primary Meeting Space located on 2nd floor	This row of chairs inside the Primary Meeting Space can be located in the hallway to provide seeding for survey respondents

Schedule & Resources   HUB SITE: Southwest Library

Shift Schedule

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

Shift Type	Dates	Time
Afternoon Block	Mon, Tues, Wed (Jan 26, 27, 28)	1:00 – 6:00 pm
Morning Block	Thur (Jan 29)	10:00 am – 3:00 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 98126.
  Resources – LINK
3. **WORD OF MOUTH:**

VOLUNTEER NOTES

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