



**Procedure for PHRC medical services delivered at Ballard Food Bank**

Host site address	5130 Leary Ave NW Seattle, WA 98107
Host site operating hours	M/TH: 2pm-7pm T/W: 11am-4pm S/Su: Closed
Host site point of contact name, title and contact information	<b>Nathaniel Lyon</b> , Community Advocate and Resource Hub Program Manager, nathaniell@ballardfoodbank.org , 206-789-7800
PHRC point of contact name, title and contact information	<b>Emily Laskowski</b> , PHRC Coordinator, <a href="mailto:phrc@kingcounty.gov">phrc@kingcounty.gov</a> , 206-263-6903
Volunteer entrance/access/parking instructions	Limited Street Parking
Recurring days/times for PHRC medical services	4 <sup>th</sup> Monday at 1:30
Services to be delivered (general medical and/or foot care)	General Medical and Footcare
Typical client volume on days PHRC visits	Unknown-site launches in January 2020
# / types of volunteers PHRC will strive to provide on-site at those times	3 medical, one support
Description of space provided for PHRC services	Office space off the main lobby
Description of space provided for secure storage of PHRC supply cart	In locked offices
How to notify each other of late breaking changes in operations / scheduling	Call Nathaniel/ Emily Call main line for Ballard Food Bank: 206-789-7800
How PHRC should notify on-site management of an immediate life safety issue	Contact nearby staff in offices or at the front desk
Host site evacuation and other emergency procedures	Evacuate through nearest exit
Process to replenish medical supplies	Ballard will replenish supplies